



CITY OF WEST KELOWNA

MINUTES OF THE SPECIAL MEETING OF COUNCIL
HELD AT THE CITY OF WEST KELOWNA COUNCIL CHAMBERS,
2760 CAMERON ROAD, WEST KELOWNA, BC
ON TUESDAY, JANUARY 15, 2019

MEMBERS PRESENT: His Worship 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: Jim Zaffino, CAO
Tracey Batten, Deputy CAO
Nancy Henderson, GM of Development Services
Allen Fillion, GM of Engineering and Public Works
Warren Everton, CFO
Duncan Dixon, N/CO, RCMP
Bob Dargatz, Development Services/Approving Officer
Brent Magnan, Planning Manager
Brandon Mayne, Help Desk Assistant
Jason Brolund, Fire Chief
Dan Riccuiti, Utilities Supervisor
John Perrott, Economic Development Officer
Patty Tracy, Human Resources Manager
Bob Kusch, Parks, Recreation and Culture Manager
Chris Anderson, Public Works Manager
Jeff Fletcher, Facilities Foreman
Matthias Koch, Information Services Manager
Rob Hillis, Engineering Manager
Mike Ummenhofer, Purchasing Manager
Stacey Harding, Parks and Fleet Manager
Erin Goodwin, Facilities Manager
Lisa Siavashi, Revenue, Risk and Reporting Manager
Kyle Reese, Roads and Drainage Supervisor
Chad Gartrell, A/Fire Chief
Lionel Bateman, A/Fire Chief
Kirsten Jones, Communications Supervisor

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

The meeting was called to order at 9:30 a.m.

This meeting is open to the public and all representations to Council form part of the public record. This meeting is being webcast live and will be archived on the City's website.

2. **INTRODUCTION OF LATE ITEMS:**

3. **ADOPTION OF AGENDA:**

It was moved and seconded

THAT the agenda be adopted.

C014/19 CARRIED UNANIMOUSLY

4. **ADOPTION OF MINUTES:**

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

6. **DELEGATIONS:**

7. **UNFINISHED BUSINESS:**

8. **DIVISION REPORTS:**

The meeting recessed at 9:35 a.m.
The meeting reconvened at 9:38 a.m.

8.1 CHIEF ADMINISTRATIVE OFFICER

The meeting recessed at 9:47 a.m.
The meeting reconvened at 10:31 a.m.

8.1.1 **Draft 2019-2028 Financial Plan, Supplemental Requests and Ten Year Capital Plan**

It was moved and seconded

THAT Council direct staff to initiate the process to implement a gas franchise fee for the City of West Kelowna.

C015/19 CARRIED Opposed: Councillors Findlater and Zanon

The meeting recessed at 12:13 p.m.
The meeting reconvened at 12:44 p.m.

SUPPLEMENTAL REQUESTS

It was moved and seconded

THAT Council support the 2019 supplemental Budget Request for Parks, Recreation and Culture:

S2019-1	Town Centre Security
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C016/19 **CARRIED UNANIMOUSLY**

It was moved and seconded

THAT Council support the 2019 supplemental Budget Request for Fire Rescue:

S2019-4	Paid On-Call Wage Increase
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C017/19 **CARRIED UNANIMOUSLY**

It was moved and seconded

THAT Council support the 2019 supplemental Budget Request for Human Resources:

S2019-5	Bargaining Consultant
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C018/19 **CARRIED UNANIMOUSLY**

SUPPLEMENTAL FTE

It was moved and seconded

THAT Council support the 2019 supplemental FTE Budget Request for Bylaw/Business License as follows:

FTE2019-2	Bylaw Enforcement Supervisor (Exempt)
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C019/19 CARRIED Opposed: Councillor Johnston

It was moved and seconded

THAT Council support the 2019 supplemental FTE Budget Request for Recreation as follows:

FTE2019-5	Recreation Assistant
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C020/19 CARRIED Opposed: Councillor Findlater

It was moved and seconded

THAT Council support the 2019 supplemental FTE Budget Request for Communications as follows:

FTE2019-4	Marketing & Social Media Coordinator (effective June 1, 2019)
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It was moved and seconded

C021/19 **THAT** Council postpone consideration of this motion until all FTE requests have been reviewed.

CARRIED UNANIMOUSLY

It was moved and seconded

THAT Council support the 2019 supplemental FTE Budget Request for Development Services as follows:

FTE2019-6	Planner II
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C022/19 CARRIED UNANIMOUSLY

It was moved and seconded

THAT Council support the 2019 supplemental FTE Budget Request for Development Services as follows:

FTE2019-7	Planner II
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C023/19 CARRIED UNANIMOUSLY

It was moved and seconded

THAT Council support the 2019 supplemental FTE Budget Request for Development Services as follows:

FTE2019-8	Economic Development & Tourism Coordinator
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C024/19 CARRIED UNANIMOUSLY

The meeting recessed at 1:58 p.m.
The meeting reconvened at 2:09 p.m.

It was moved and seconded

THAT Council support the 2019 supplemental FTE Budget Request for Roads and Drainage as follows:

FTE2019-12	Operator II (Vac Truck)
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C025/19 CARRIED UNANIMOUSLY

It was moved and seconded

THAT Council support the 2019 supplemental FTE Budget Request for Roads and Drainage as follows:

FTE2019-13	Equipment Operator (Vac Truck)
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C026/19 CARRIED UNANIMOUSLY

It was moved and seconded

THAT Council support the 2019 Capital Budget Request for Equipment as follows:

C2019-0017	Flusher / Vactor Truck to be used for Storm Sewer, Sewer and water	\$600,000
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C027/19 CARRIED UNANIMOUSLY

It was moved and seconded

THAT Council support the 2019 supplemental FTE Budget Request for Parks as follows:

FTE2019-14	Labourer
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C028/19 CARRIED UNANIMOUSLY

It was moved and seconded

THAT Council support the 2019 supplemental FTE Budget Request for Engineering as follows:

FTE2019-17	Engineering Tech II
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C029/19 CARRIED UNANIMOUSLY

It was moved and seconded

THAT Council support the 2019 supplemental FTE Budget Request for Engineering as follows:

FTE2019-18	Project Manager (Exempt)
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C030/19 CARRIED UNANIMOUSLY

It was moved and seconded

THAT Council support the 2019 supplemental FTE Budget Request for Facilities as follows:

FTE2019-19	Facilities Supervisor
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C031/19 CARRIED UNANIMOUSLY

It was moved and seconded

THAT Council support the 2019 supplemental FTE Budget Request for Fire Rescue as follows:

FTE2019-20 to 27	Firefighter
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C032/19 CARRIED UNANIMOUSLY

It was moved and seconded

THAT Council support the 2019 supplemental FTE Budget Request for the RCMP as follows:

FTE2019-28	FTE Member
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AND THAT Council consider FTE 2019-29 (RCMP Member) when the final growth numbers are received from BC Assessment for 2019.

C033/19

CARRIED UNANIMOUSLY

The meeting recessed at 3:57 p.m.
The meeting reconvened at 4:07 p.m.

It was moved and seconded

THAT Council support the 2019 supplemental FTE Budget Request for Water Utilities as follows:

FTE2019-30	Utility Operator III
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FTE2019-31	Utility Operator IV
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C034/19

CARRIED UNANIMOUSLY

CAPITAL REQUESTS

SECTION 1

It was moved and seconded

THAT Council support the 2019 Capital Budget Request for Roads as follows:

C2019-0001	Road Rehab Program	800,000
C2019-0002	To Secure a Consultant to support staff in the road maintenance contract creation	75,000
C2019-0003	Gellatly Road Upgrade Phase 4, Carrington to Boucherie, Boucherie from IR(to Phase 3 boundary. \$3,913,340	100,000
C2019-0004	Glenrosa from Glen Abbey to McGinnis, Design,	55,600
C2019-0006	Gellatly Powers Creek Bridge- Design/Construction	2,000,000

C035/19

CARRIED UNANIMOUSLY

SECTION 2

It was moved and seconded

THAT Council support the 2019 Capital Budget Request for Equipment as follows:

C2019-0007	F550 cab & chassis with dump box, front snow blade & sanding attachment - to be used by Roads to augment the snow program & provide in house rapid response capability	145,000
C2019-0008	Three 1/2 ton 4x4 extended cabs & one 1/2 ton 4x4 quad cab for use in Utilities	158,000
C2019-0009	Instrumentation Tech Service Truck - 3/4 ton extended cab 4x4 with utility box set	52,000
C2019-0010	Full size cargo van with interior storage bins	45,000
C2019-0013	One mid-size SUV - pool vehicle for Lakeview site	32,000

C2019-0014	One mid-size SUV	35,000
C2019-0015	One mid-size 4x4 SUV including storage space for work & safety supplies- replacement vehicle for Inspections	32,000
C2019-0016	Trackless Sidewalk Plow	175,000

C036/19

CARRIED UNANIMOUSLY

SECTION 3

It was moved and seconded

THAT Council support the 2019 Capital Budget Request for Planning as follows:

C2019-0019	Agricultural Plan implementation - Farmloop Way finding signage	30,000
C2019-0020	Official Community Plan Review	100,000

C037/19

CARRIED UNANIMOUSLY

SECTION 4

It was moved and seconded

THAT Council support the 2019 Capital Budget Request for Storm Drainage as follows:

C201 9- 0021	Keefe Creek - Erosion Protection/Drainage, Horizon Drive to Covington Key	32,500
C2019-0022	Glenrosa Drainage - Operational Assessment	60,000
C2019 - 0023	Glenrosa - Drainage Improvements McTaggart Road	175,000

C038/19

CARRIED UNANIMOUSLY

SECTION 5

It was moved and seconded

THAT Council support the 2019 Capital Budget Request for Pedestrian Infrastructure, Cemetery and Waterfront as follows:

C2019 - 0024	Pedestrian Improvement Program - Sidewalks	1,200,000
C2019 - 0025	Parking Lot & Road Paving	65,000
C2019 - 2027	Parks signage	7,000

C039/19

CARRIED UNANIMOUSLY

It was moved and seconded

THAT the ending time of the meeting be 6:00 p.m.

C040/19

CARRIED UNANIMOUSLY

SECTION 6

It was moved and seconded

THAT Council support the 2019 Capital Budget Request for Parks and Community Amenities as follows:

C2019 - 2028	Purchase C-Can Storage unit for storage of flood response sand bags	5,500
C2019 - 2026	Playground Equipment (2019 -Anders Park Playground & Parking Lot Landscape Design)	50,000
C2019 - 0029	Anders Park Pickle Ball Court Repairs	15,000
C2019 - 0030	Willow Beach Volleyball Court Improvements	10,000
C2019 - 0031	Bleacher Replacement Boucherie	38,000
C2019 - 0032	Kinsmen Bleacher Replacement	10,400

C2019 - 0033	Infield Soil Conditioner	21,000
C2019 - 0034	Washroom Floors Resurfacing	16,000
C2019 - 0035	Parks Irrigation - Renewal and Replacement	40,000

C041/19

CARRIED UNANIMOUSLY

Section 7

It was moved and seconded

THAT Council support the 2019 Capital Budget Request for General Plans as follows:

C2019 - 0005	Recreation Programming and Facilities Masterplan	90,000
C2019 - 0036	Fire Hall #31 - Gas Detection Sensors	15,000
C2019 - 0037	Fire Hall #32 - Gas Detection Sensors	15,000
C2019 - 0038	Fire Hall #33 - Facility Improvements	60,000
C2019 - 0039	Arena - Jim Lind - Gas Detection Sensors	18,000
C2019 - 0040	Arena - Jim Lind - Exhaust Fan Replacement	10,000
C2019 - 0040.1	Arena - Jim Lind - Fall Protection	68,000
C2019 - 0041	Arena – Royal LePage Bleacher Seat Replacements	20,000
C2019 - 0043	Lions' Hall - Wood Floor Refinishing	12,000
C2019 - 0044	Lions' Hall - Security Camera Upgrade	26,000

C2019 - 0045	Lions' Hall - Ice Machine Replacement	8,500
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C042/19

CARRIED UNANIMOUSLY

It was moved and seconded

THAT Council postpone consideration of the 2019 Capital Budget Request for Facility Plans to the same meeting as the Grant in Aid review:

C2019-0054	Public Works Yard - Tender Drawings	50,000
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C043/19

CARRIED UNANIMOUSLY

SECTION 8

It was moved and seconded

THAT Council support the 2019 Capital Budget Request for Fire Department Equipment as follows:

C2019 - 0046	Hose, Nozzles and appliances	67,000
C2019 - 0047	Personal Protective Equipment	72,000
C2019 - 0048	Fire Utility Vehicle (UTV)	50,000

C044/19

CARRIED UNANIMOUSLY

Section 9

It was moved and seconded

THAT Council support the 2019 Capital Budget Request for Information Services as follows:

C2019 - 0049	Client Hardware - Replacement	116,500
C2019 - 0050	Liebert APS 15KVA UPS	29,720
C2019 - 0051	JBMAC Pool Area Audio System	37,500

C2019 - 0052	Servers-Replacement	104,970
C2019 - 0053	Network Equipment - Replacement	20,000
C2019 - 0055	Tape system to backup data - Tape Drives (replacement)	15,000
C2019 - 0058	2017 Orthophoto/DEM/Contour Update	35,000

C045/19

CARRIED UNANIMOUSLY

SECTION 10

It was moved and seconded

THAT Council support the 2019 Capital Budget Request for R.C.M.P. as follows:

C2019 - 0059	RCMP Vehicle (2)	92,000
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C046/19

CARRIED UNANIMOUSLY

SECTION 11

It was moved and seconded

THAT Council support the 2019 Capital Budget Request for Water and Sewer Utility, New system, as follows:

C2019 - 0060	Chlorine Gas System Safety Improvements - Rose Valley Dam, WKE Intake & Sunnyside Intake	130,000
C2019 - 0061	Four Gas monitoring Equipment	16,000
C2019 - 0062	Sample stations to provide dedicated secure access to water that best represents the water quality in the service area	18,000
C2019 - 0063	Chamber Hatch Replacement	20,000
C2019 - 0064	CWK Distribution System Online Chlorine & Turbidity Monitoring Instrumentation	210,000

C2019 - 0065	CWK Dam Safety Requirements	350,000
C2019 - 0066	Multi-purpose Facility Water Main Replacement - Westlake to McDougall	1,080,000
C2019 - 0067	Westbank Storage PZ673	1,004,818
C2019 - 0068	Paynter Dam Spillway Improvements	250,000
C2019 - 0072	Replace Domestic Water Meters	254,000

C047/19

CARRIED UNANIMOUSLY

It was moved and seconded

THAT Council support the 2019 Capital Budget Request for Water and Sewer Utility, New system, as follows:

C2019 - 0069	Inverness Lift Station Decommissioning	200,000
C2019 - 0070	Sewer Pipeline Video Inspection Camera	55,000
C2019 - 0071	Ross Road Sanitary Sewer Replacement	700,000

C048/19

CARRIED UNANIMOUSLY

8.1.1 **Draft 2019-2028 Financial Plan, Supplemental Requests and Ten Year Capital Plan**

It was moved and seconded

THAT Council direct staff to incorporate the supported Capital projects, supplemental budget requests, additions and deletions into the City of West Kelowna's Financial Plan for 2019-2028; and,

THAT Council authorize a 3.88% tax increase; and,

THAT Council give first reading to City of West Kelowna 2019-2028 Financial Plan Bylaw No 0263, 2019.

C049/19 **CARRIED** Opposed: Councillors Findlater and Zanon

8.1.2 **2019 Financial Plan Early Approval Requests – Capital, Supplementals and Supplemental FTE**

It was moved and seconded

THAT Council authorize staff to proceed with the capital expenditures, supplemental FTE and supplemental requests on the attached Schedules A, B and C.

C050/19 **CARRIED UNANIMOUSLY**

8.1. DEVELOPMENT SERVICES

8.2 ENGINEERING AND PUBLIC WORKS

8.3 FINANCE, ADMINISTRATIVE AND PROTECTIVE SERVICES

9. **CORRESPONDENCE AND INFORMATION ITEMS:**

10. **NOTICE OF MOTION:**

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

The meeting adjourned at 5:38 p.m.

'Gord Milsom'

M A Y O R

CERTIFIED CORRECT:

'Tracey Batten'

DEPUTY CAO