

REGIONAL DISTRICT OF CENTRAL OKANAGAN ELECTORAL AREA SERVICES COMMITTEE AGENDA

Thursday, September 4, 2025 9:30 a.m. Woodhaven Board Room 1450 K.L.O. Road, Kelowna, BC

Pages

1. CALL TO ORDER

Chair Kraft to call the meeting to order.

As an open meeting, a live audio-video feed is being broadcast and recorded on rdco.com.

2. LAND ACKNOWLEDGEMENT

The RDCO acknowledges our presence on the traditional, ancestral, and unceded tmˈxwúlaʔxw (land) of the syilx / Okanagan people who have resided here since time immemorial. We recognize, honour, and respect the syilx / Okanagan lands upon which we live, work, and play.

3. ADOPTION OF AGENDA

To adopt the September 4, 2025, Electoral Area Services Committee meeting agenda.

4. ADOPTION OF MINUTES

3 - 4

To adopt the August 12, 2025, Electoral Area Services Committee meeting minutes.

5. DELEGATIONS

5.1 Okanagan Regional Library - Delegation Presentation

10 m 5 - 17

To receive the Okanagan Regional Library Annual Report.

6. LOCAL AREA SERVICES

6.1 Transfer Station Improvements - Options and Financial Implications

20 m

18 - 40

Cove and

To present an options framework for improvements to the Trader's Cove and North Westside Transfer Stations, reflecting community feedback, financial implications, and operational feasibility.

7. CORPORATE SERVICES

7.1 Electoral Area Service Committee - Proposed Meeting Date Changes

5 m 41 - 42

To consider changes to the 2025 Electoral Area Service Committee meeting schedule.

8. ADJOURN



Electoral Area Services Committee Meeting Minutes

Date: Tuesday, August 12, 2025

Time: 9:00 a.m.

Location: Woodhaven Board Room

1450 K.L.O. Road, Kelowna, BC

Committee Members: Director K. Kraft, Chair

(in person) Director W. Carson, Vice-Chair

Director L. Wooldridge

Committee Members: Director P. Van Minsel

(electronic) Councillor A. Alexander (Alternate for A. Derrickson)

Committee Members:

(absent)

Councillor A. Derrickson

Staff: S. Ginter, CAO

C. Griffiths, Corporate Officer

S. Horning, Deputy Corporate Officer (Recording Secretary)

Guest: M. Bell, Martin Bell Consulting Inc.

1. CALL TO ORDER

Chair Kraft called the meeting to order at 9:00 a.m. and noted as an open meeting, a live audio-visual feed is being broadcast and recorded on rdco.com.

2. LAND ACKNOWLEDGEMENT

Chair Kraft acknowledged our presence on the traditional, ancestral, and unceded tmxwúla?xw (land) of the syilx / Okanagan people who have resided here since time immemorial. We recognize, honour, and respect the syilx / Okanagan lands upon which we live, work, and play.

3. ADOPTION OF AGENDA

CARSON/WOOLDRIDGE

THAT the August 12, 2025, Electoral Area Services Committee meeting agenda be adopted.

CARRIED

4. ADOPTION OF MINUTES

CARSON/WOOLDRIDGE

THAT the June 5, 2025, minutes of the Electoral Area Service Committee be adopted.

CARRIED

5. CORPORATE SERVICES

5.1 Revised Terms of Reference and Mandate - Electoral Area Services Committee

Director Wooldridge opened the session with introductory remarks.

Martin Bell of Martin Bell Consulting Inc. delivered a presentation and led a discussion focused on a revised Terms of Reference and mandate for the Electoral Area Services Committee (EASC).

Each Committee member shared their insights and perspectives during the discussion.

There was consensus among members to support an expansion of the Committee's composition.

M. Bell will incorporate feedback into a revised Terms of Reference. Further discussion and formal consideration will be scheduled to a future meeting.

6. ADJOURN

The Committee meeting adjourned at 10:46 a.m.	
C. Griffiths, Corporate Officer	Director K. Kraft, Chair



Standing Committee Report Electoral Area Services Committee

To: Electoral Area Services Committee

From: Corporate Officer

Date: September 4, 2025

Subject: Okanagan Regional Library Delegation Presentation

Objective: To receive the Okanagan Regional Library Annual Report.

Discussion:

Danielle Hubbard, Chief Executive Officer of the Okanagan Regional Library will present the Okanagan Regional Library's Annual Report to the Electoral Area Services Committee.

Recommendation(s):

THAT the Electoral Area Services Committee receives the Okanagan Regional Library Annual Report from the Okanagan Regional Library Chief Executive Officer dated September 4, 2025 for information.

Respectfully submitted by: Sandra Ballan-Brown, Legislative Assistant

Report Approved by: Corie Griffiths, Corporate Officer

Approved for Agenda: Sally Ginter, Chief Administrative Officer

Attachment(s): 1. ORL Delegation Presentation



Danielle Hubbard

CEO Okanagan Regional Library

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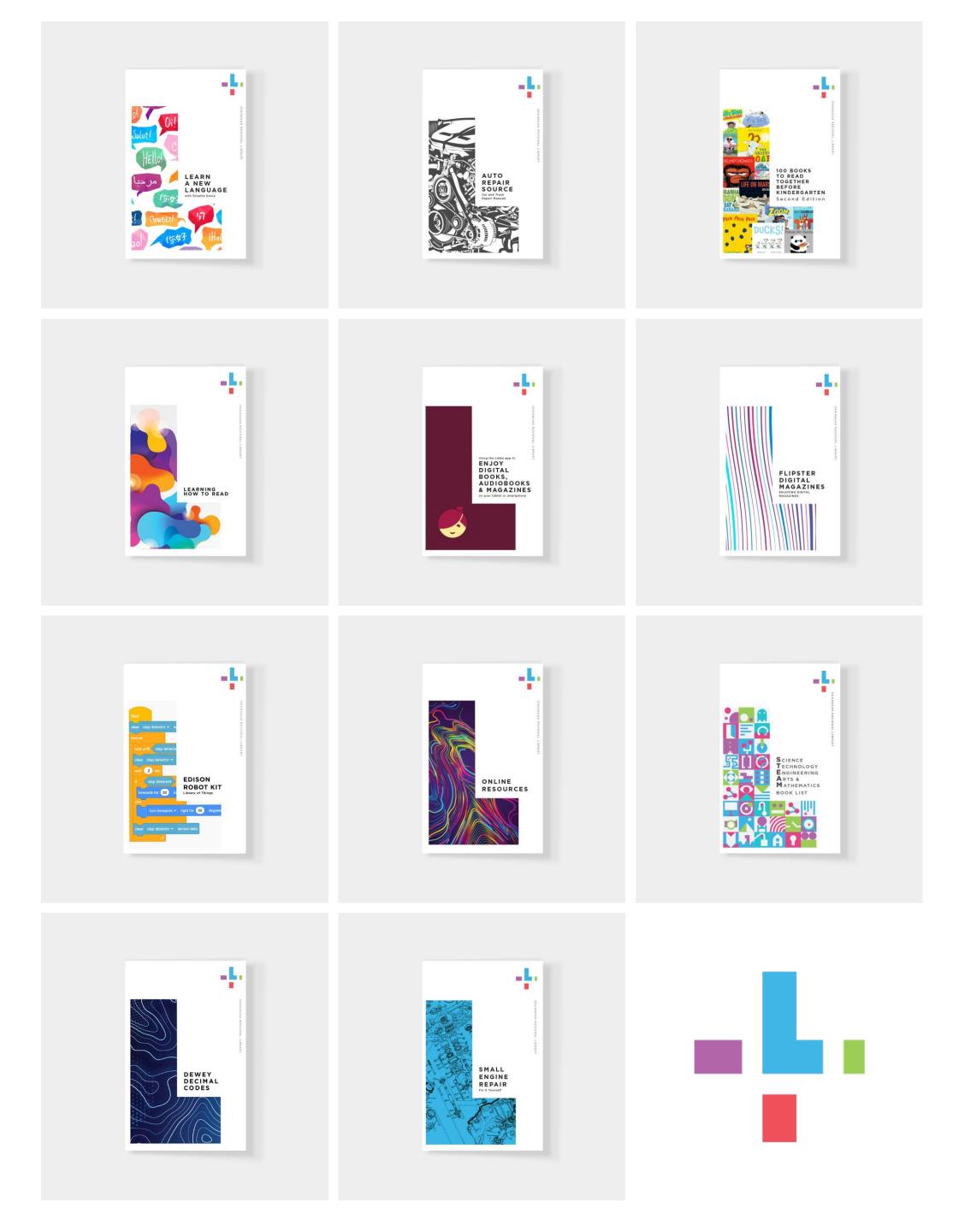


350/ Increase in participation since COVID

8,139 Kids registered in the Summer Reading Club

28,713 Kids and parents attended programs

Free Electronic Resources



784,620

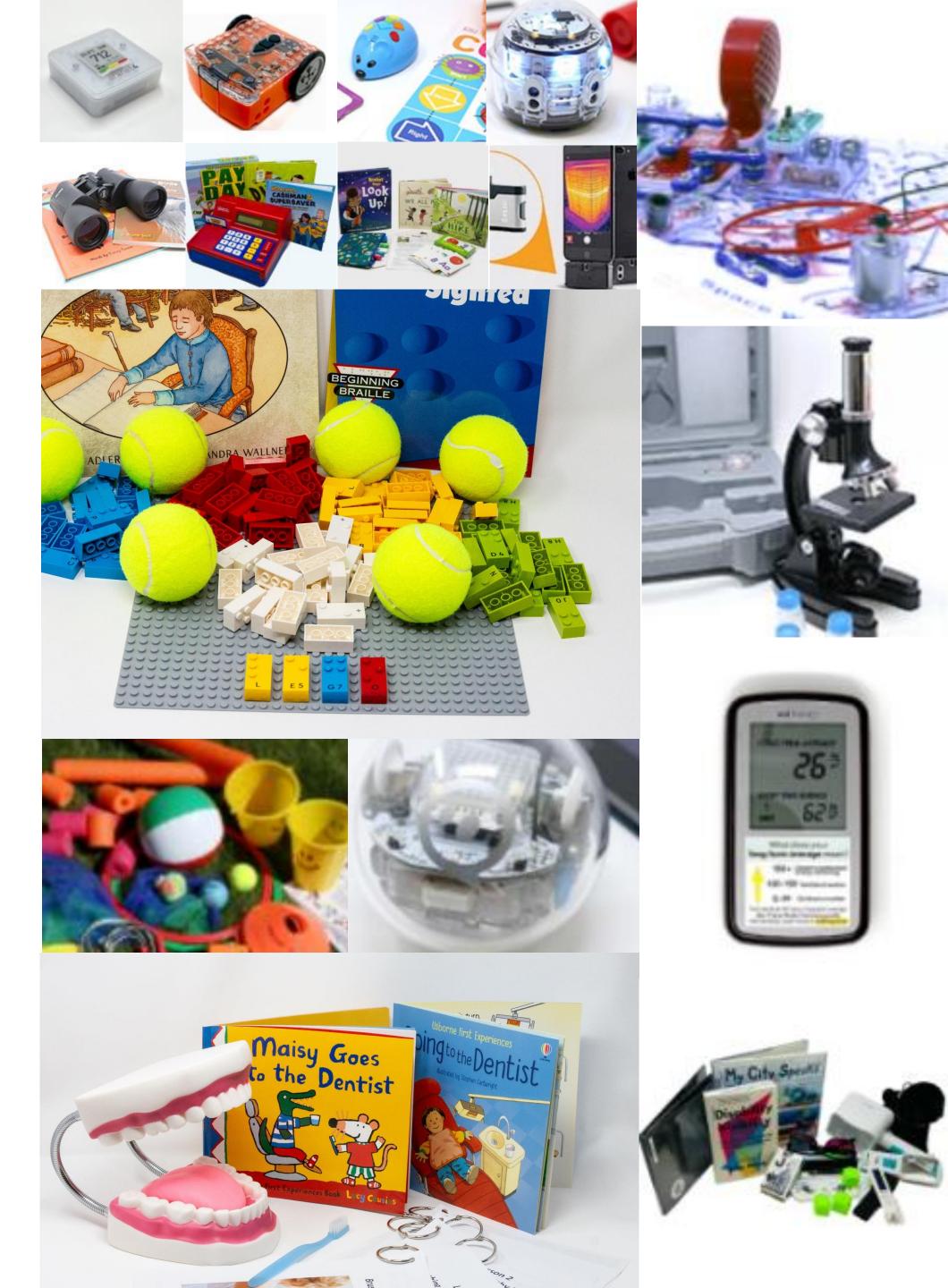
Digital Books Borrowed 8.6% increase from 2023

487.170 Audiobooks Listened 23% increase from 2023

Digital Magazines Read

61% increase from 2023

Library of Things Kits

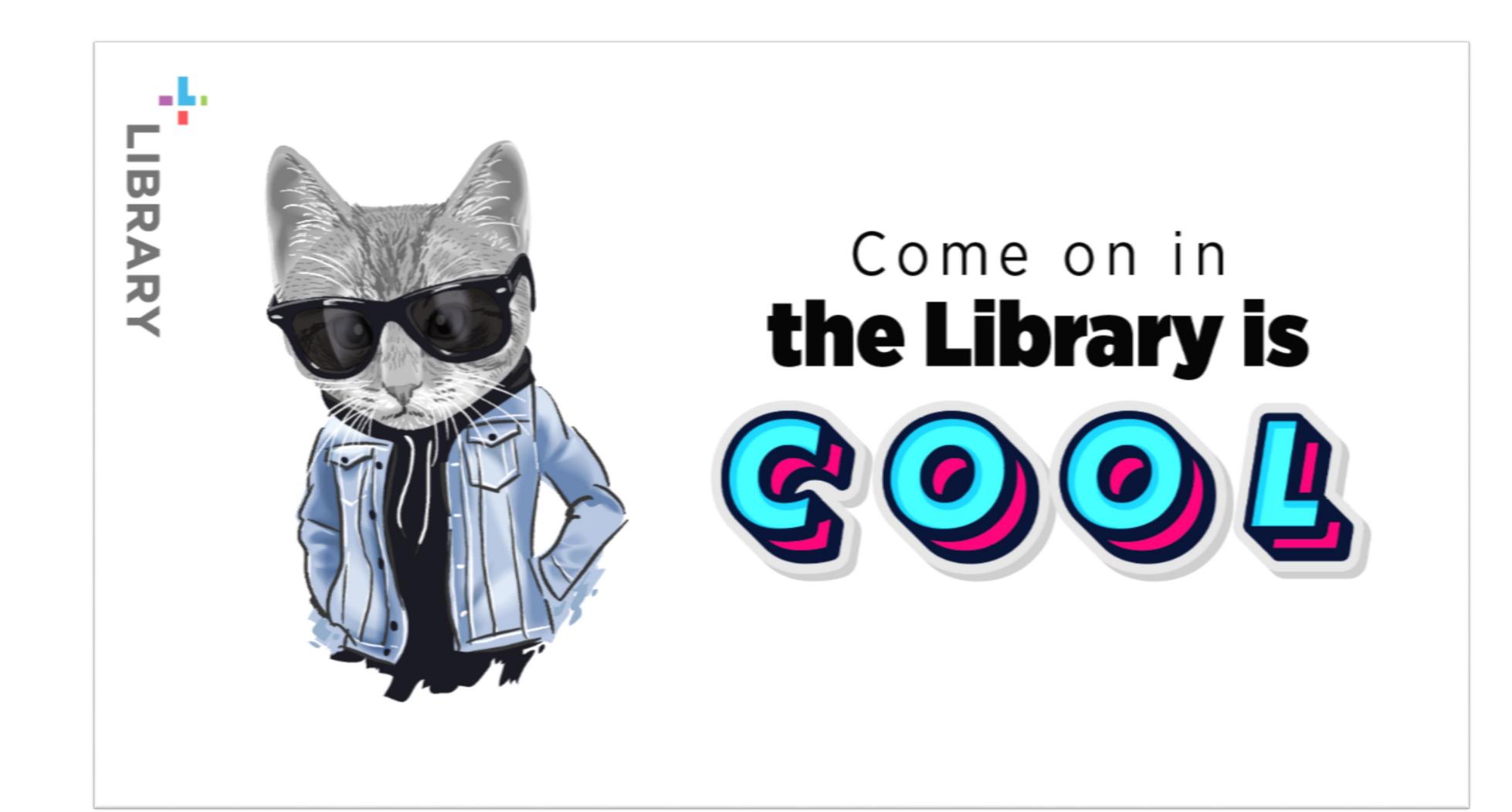


22 Kits for all ages

1,912 Borrowed in 2024

Show & Tell with Danielle

Libraries: Community Hubs & Emergency Lifelines



Provincial Enhancement Grant



Your Local Library



Danielle Hubbard Okanagan Regional Library

CEO

dhubbard@orl.bc.ca



Standing Committee Report Electoral Area Services Committee

To: Electoral Area Services Committee

From: Travis Kendel, Director of Engineering Services

Date: September 4, 2025

Subject: Transfer Station Improvements – Options and Financial Implications

Objective: To present an options framework for improvements to the Trader's Cove and North

Westside Transfer Stations, reflecting community feedback, financial implications, and

operational feasibility.

Discussion:

The RDCO operates two rural transfer stations in Electoral Area West: Trader's Cove (TC) and North Westside (NWS). Both facilities serve as critical waste management infrastructure. Recent delegations, correspondence, and past community engagement have raised safety concerns, dissatisfaction with service limitations, and offered improvement suggestions.

Historically, North Westside residents have indicated a preference for staffed transfer stations versus curbside collection. The rationale for the transfer station preference is familiarity, centralized access, reduced potential for animal attraction, and the ability to drop off recyclables and yard waste in a controlled environment.

On June 5, 2025, the Electoral Area Services Committee (EASC) received a staff report summarizing transfer station improvements and perceived safety concerns. This report outlines an options framework for improvements to the Trader's Cove and North Westside Transfer Stations, with associated funding needs and an estimated magnitude of impact on user fees.

The options presented in Table 1 are structured to build upon one another and correspond to escalating financial implications. Given the widespread concerns about affordability, initially selecting an option with a lower financial impact may foster greater community support by minimizing financial strain, while simultaneously facilitating enhancements in service delivery and laying the groundwork for future service expansion.

Options Framework and Link to Public Feedback

Each option below reflects a progressive response to received community input, and more detail is available in Table 1.

- Status Quo addresses raised perceived safety concerns through the existing service contract
- **Option A** provides simple, low-cost improvements (expanded hours and additional attendant staff)
- Option B responds to cited restrictions (congestion and material acceptance)

• Option C incorporates infrastructure upgrades aligned with opinions expressed through delegations

Table 1 – Tiered Options

Option	Scope	Benefits	Missed Opportunities
Status Quo	 Maintain current service levels and hours Address all safety concerns (e.g., yard waste chute, potholes). 	 Lowest cost Addresses safety issues Avoid tax increases associated with service improvements 	 Does not address service level concerns (e.g., hours, service expansion) May not satisfy community association expectations
Option A Status Quo + Minor Enhancements	All of Status quo, plus • Extended TC hours in April • Expand yard waste capacity in May • Additional NWS Attendant, Jun-Aug • Land Acquisition (NWS & TC)	 Lower cost Extends hours to expectations Enhances Fire Smarting Enables future site expansion 	 Does not address all service level concerns (e.g., congestion) May not satisfy community association expectations Acquires land, but does not expand site footprint
Option B Targeted Service Enhancements	All of Option A, plus • Limited 'Yard Waste' site expansion (NWS & TC) • Eliminate yard waste 'limits'	 Responds directly to the top resident request Improves site functionality and user experience 	Requires larger rate increase
Option C Full Site Expansion & Modernization	All of Option B, plus • Utility connections (electricity, internet) • Full site expansion (NWS & TC) • Cardboard compactor (NWS) • Washroom facilities • RFID access control (TC) • Paving at NWS • Food Waste Collection (NWS & TC)	Future proofs both facilities Enables composting and other advanced services Aligns with community association requests	Highest cost and tax impact May have low public support for tax increases (13–14% in Electoral Areas) Requires phased implementation

Recent community association delegations referenced there is community capacity and willingness to support and fund improvements. Those delegations relayed several concerns, which are detailed in Table 2, and are compared against the progressively tiered service options presented in this report within Table 1. These delegations relayed several concerns which are detailed in Table 2, and are compared against the progressively tiered service options presented in this report in Table 1.

Table 2 – Comparison of community concerns and progressive servicing options.

Table 2 – Comparis	STATUS QUO	Option A	Option B	Option C
Safety Concerns (all locations)		⊘		
Pot Holes (all locations)	⊘	⊘	⊘	⊘
Bin Replacement (NWS)	Ø	⊘	Ø	Ø
Extended Hours (TC)	×	⊘	Ø	Ø
Additional Attendant (NWS)	×	⊘	Ø	Ø
Extra Yard Waste (All locations)	×			
Aquire Land (All locations)	×			
Yard Waste Expansion (all locations)	×	×	⊘	⊘
Full Site Expansion (All locations)	×	8	×	Ø
Cardboard Compactor (NWS)	×	×	×	
Washrooms (NWS)	×	×	×	
Access Control (All locations)	×	×	×	Ø
Full Utilities (All locations)	×	×	×	⊘
Paving (All locations)	×	×	×	⊘
Food Waste (All locations)	×	×	×	⊘
Security Monitoring (All locations)	×	×	×	⊘
RATE CHANGE	No Change	\$10 - \$20	\$25 - \$60	\$65 - \$160

In the past, North Westside residents considered curbside collection services comparable to those services provided in urban areas. North Westside residents have indicated a preference for maintaining transfer stations due to familiarity, centralized access, potentially reducing animal attraction, and providing a controlled environment for dropping off recyclables and yard waste. At that time, it was observed that transfer station costs would be higher than those for curbside collection. If the tiered service options proposed in this report are implemented, the delta of the cost premium over curbside collection will grow.

Table 3 below includes annual rate adjustments required in 2026 and expected capital contributions to implement the presented options.

Table 3 – Cost estimates, not including inflationary adjustments

	Annual User Fee Adjustment (2026)	
	Operating Cost	Capital Cost
Status Quo	No Change	-
Option A (Minor Service Enhancements)	\$10 - \$20 per household	-
Option B (Targeted Service Enhancements)	\$25 - \$60 per household	\$200,000
Option C (Full Site Expansion and Modernization)	\$65 - \$160 per household	\$650,000*

^{*\$450,000} of the \$650,000 is assumed to be debt funded and added to User Fees.

Table 1 does not include any adjustment for inflation. Inflation is estimated to be an additional \$46/HH as of 2025. This includes escalation in landfill tipping fees, contract expenses, salaries, and other baseline expenses that have increased since the last rate change in 2016.

EASC endorsement of a Service Level Option (Status Quo, A, B, or C) will provide direction to staff on how to develop the 2026-2030 Financial Plan and associated bylaw amendments to service fees.

To fund these service enhancements and prepare for the future, the EASC may wish to defer a rate change by temporarily funding additional operating expenses through the operating reserve in 2026 and 2027. Reserve balances as of 2025 are summarized in Table 4.

Table 4 – Reserve Balances for EA East and West Waste Collection

Reserve Type	Value (2025)
Operating	\$401,000
Capital	\$236,000

Staff recommend limiting the use of the operating reserve to a maximum of two years. The remaining funds would be available to maintain service levels through unforeseen challenges, and to 'bridge the gap' when service contracts are renewed in 2029. Increased contract expenses likely will occur in 2029.

Prior to 2028, staff plan to bring forward a comprehensive user fee review for all utility services to the EASC for endorsement before proceeding to the Board. Reviewing future rate adjustments at that time enables the EASC to consider the total and cumulative impact of all service rate adjustments.

Next Steps:

Staff recommend that the EASC consider a phased approach, starting with Option A, and exploring Options B and C in the future. This path minimizes immediate financial burden on rate payers while also enabling future expansion and service improvement.

Option A would include extending Trader's Cove Transfer Station operating hours in April, adding an additional North Westside Transfer Station attendant in June through August, and support community Fire Smarting efforts. It would also provide direction to staff to investigate the acquisition or use of land and prepare to expand the Transfer Station sites in the future.

Operating reserves for this service are shared and funded by all Electoral Area Residents receiving Waste Collection Services, including those on curbside collection. Should the EASC defer consideration of rate changes, additional operating expenses (approximately \$30,000/yr) could be funded from the operating reserve. The use of the operating reserve, if limiting funding to \$30,000/yr for two years, is low risk. Extending use of the operating reserve beyond this may compromise business continuity and result in sharp increases to user fees in 2029 when renewing service contracts.

Should the use of operating reserves to fund additional expenses not be supported, staff would prepare and bring forward a bylaw amendment to fund the endorsed service improvements.

Recommendation(s):

Option A - Operating Reserve Funded (Staff Recommendation)

THAT the Electoral Area Services Committee endorse Option A, as outlined within the Report from the Associate Director of Engineering Services dated September 4, 2025

AND THAT the Electoral Area Services Committee endorse the use of operating reserves in 2026 and 2027 to fund Option A within the 2026-2030 Financial Plan, as outlined within the report from the Associate Director of Engineering dated September 4, 2025.

OR

Option A - Change User Fees

THAT the Electoral Area Services Committee endorse Option A, as outlined within the Report from the Associate Director of Engineering Services dated September 4, 2025

AND THAT the Electoral Area Services Committee endorse a service rate change to fund the Waste Collection Service within the West Electoral Area and East Electoral Area, and request that staff prepare a bylaw amendment for Board consideration.

Respectfully submitted by: Travis Kendel, Associated Director of Engineering Services

Report Approved by: Danielle Noble-Brandt, Director of Development & Engineering Services

Approved for Agenda: Sally Ginter, Chief Administrative Officer

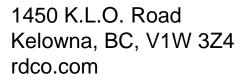
Attachment(s): 1. Transfer Station Improvements Presentation

Transfer Station Improvements

Options for Financing

Electoral Area Services Committee

September 4, 2025





Background

RDCO EA Transfer Stations

- North Westside
- Trader's Cove

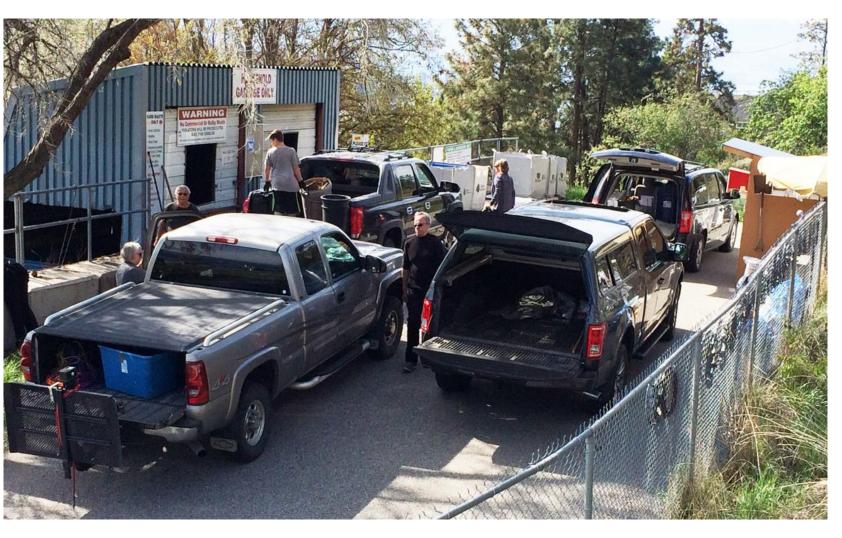
Resident preference for Transfer Stations

- Familiar
- Centralized
- Reduced animal attraction
- Controlled drop off environment

Recent delegations from Community Associations requesting service improvements and identifying safety concerns

Trader's Cove





North Westside



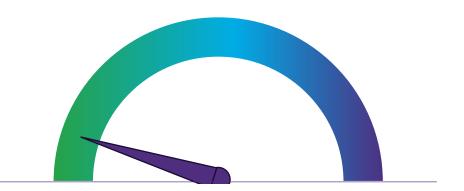
Background

- Staff consolidated service requests and concerns into four options:
 - 1. Status Quo
 - Address safety concerns
 - 2. Option A
 - Simple, low-cost improvements (expanded hours and attendants)
 - 3. Option B
 - Responds to operational feedback (congestion and material acceptance)
 - 4. Option C
 - Upgrades infrastructure to align with Community Association proposals
 - Modernizes and urbanizes facilities

Status Quo

Scope:

- Maintain current service levels and hours
- Address all safety concerns (e.g., yard waste chute, potholes).



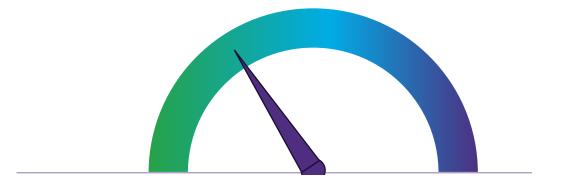
- Lowest cost
- Addresses safety issues
- Avoid tax increases associated with service improvements

Option A – Minor Enhancements

Scope: All of Status quo, plus:

- Extended TC hours in April
- Expand yard waste capacity in May
- Additional NWS Attendant, Jun-Aug
- Land Acquisition (NWS & TC)

- Lower cost
- Extends hours to expectations
- Enhances Fire Smarting
- Enables future site expansion

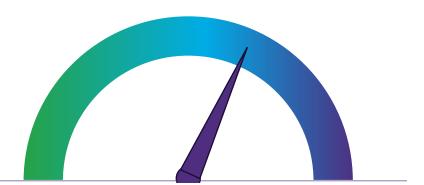


Option B – Targeted Service Enhancements

Scope: All of Option A, plus:

- Limited 'Yard Waste' site expansion (NWS & TC)
- Eliminate yard waste 'limits'

- Responds directly to the top resident request
- Improves site functionality and user experience

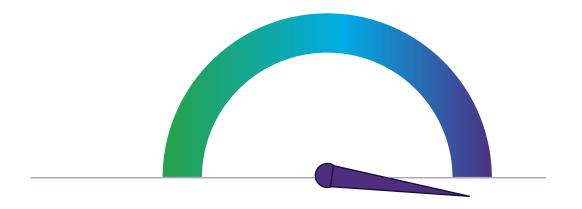


Option C – Full Expansion & Modernization

Scope: All of Option B, plus

- Utility connections (electricity, internet)
- Full site expansion (NWS & TC)
- Cardboard compactor (NWS)
- Washroom facilities
- RFID access control (TC)
- Paving at NWS
- Food Waste Collection (NWS & TC)

- Future-proofs both facilities
- Enables composting and other advanced services
- Aligns with community association requests



	Safety Concerns	Pot Holes	Bin Replacement	Extended Hours	Additional Attendant	Extra Yard Waste	Aquire Land	Yard Waste Expansion	Full Site Expansion	Cardboard Compactor	Washrooms	Access Control	Full Utilities	Paving	Food Waste	Security Monitoring
Status Quo	Ø	Ø		8	8	8	8	8	8	×	8	8	8	8	8	8
A	⊘	⊘	⊘	⊘	⊘	⊘	⊘	×	8	8	8	8	8	8	8	8
В	⊘	⊘	⊘	⊘	⊘	⊘	⊘	⊘	8	8	8	8	8	8	8	8
С	⊘	⊘		⊘	⊘	⊘	⊘	22	⊘	⊘	⊘	⊘	⊘			

	Operating Cost	Capital Cost
Status Quo	No Change	-
A	\$10 - \$20 per household	-
В	\$25 - \$60 per household	\$200,000
С	\$65 - \$160 per household	\$650,000

THIS TABLE OF RATES DOES NOT INCLUDE INFLATION, ESTIMATED ADDITIONAL \$46/HH

Funding Options

Operating Reserve:

- Defer rate change consideration
- Bridge contract increases in future
- Support unforeseen operating expenses

Capital Reserve:

- Curbside collection carts
- Transfer Station Renewal

Reserve Balances for

EA East and West Waste Collection

Reserve Type	Value
	(2025)
Operating	\$401,000
Capital	\$236,000

Environmental Scan

- Future Rate Review (2027)
 - All RDCO utility rates are scheduled for review prior to 2028
 - Deferring Waste Collection rate change allows for all changes and improvements to be considered at the same time

Grants & Funding

- Grants for community infrastructure are consistently released
- Transfer Stations, among other critical infrastructure, are strong grant candidates

Community Changes w/ Densification

- Communities are evolving with provincial densification efforts
- Advantageous to monitor the impact of densification, and adjust infrastructure plans to support

Expansion Timelines

- Results of ongoing discussions with Front Counter BC:
 - Wait times for applications are variable, prioritizing files that align with key government initiatives
 - Applications outside of these areas may experience long wait-times.

Recommendation - Summary

Start with Option A

- Enables Options B and C by acquiring land for expansion
- Supports Fire Smarting Activities
- Incremental service improvement (hours, # of attendants)

Consider deferring rate change until utility rate review exercise is undertaken prior to 2028

Recommendation(s)

Option A – Operating Reserve Funded (Staff Recommendation)

THAT the Electoral Area Services Committee endorse Option A, as outlined within the Report from the Associate Director of Engineering Services dated September 4, 2025

AND THAT the Electoral Area Services Committee endorse the use of operating reserves in 2026 and 2027 to fund Option A within the 2026-2030 Financial Plan, as outlined within the report from the Associate Director of Engineering dated September 4, 2025.

Recommendation(s)

Option A – Change User Fees

THAT the Electoral Area Services Committee endorse Option A, as outlined within the Report from the Associate Director of Engineering Services dated September 4, 2025

AND THAT the Electoral Area Services Committee endorse a service rate change to fund the Waste Collection Service within the West Electoral Area and East Electoral Area, and request that staff prepare a bylaw amendment for Board consideration.



Thank you



Standing Committee Report Electoral Area Services Committee

To: Electoral Area Services Committee

From: Corporate Officer
Date: September 4, 2025

Subject: Electoral Area Service Committee - Proposed Meeting Date Changes

Objective: To consider changes to the 2025 Electoral Area Service Committee meeting schedule.

Discussion:

In accordance with Electoral Area Services Committee (EASC) Terms of Reference, a resolution to add or change scheduled meeting dates of the Committee is required. There is a recommended additional meeting and a change to the December meeting as follows:

- The addition of October 9, 2025 to consider endorsement of the Committee's updated Terms of Reference.
- Move the December 11, 2025 meeting to November 6, 2025 to review the 2026-2030 budget.

Therefore, the following recommendations are before the Committee for their consideration.

Recommendation(s):

Recommendation 1:

THAT the Electoral Area Services Committee schedule a special meeting for 9:00 a.m. on Thursday, October 9, 2025, at the Regional District of Central Okanagan's Administration Building, Woodhaven Boardroom, 1450 KLO Road, Kelowna, B.C.

AND

Recommendation 2:

THAT the Electoral Area Services Committee meeting scheduled for 10:30 a.m. on Thursday, December 11, 2025, be rescheduled to 12:00 p.m. on Thursday, November 6, 2025, at the Regional District of Central Okanagan's Administration Building, Woodhaven Boardroom, 1450 KLO Road, Kelowna, BC.

Respectfully submitted by: Sandra Ballan-Brown, Legislative Assistant

Report Approved by: Corie Griffiths, Corporate Officer

Approved for Agenda: Sally Ginter, Chief Administrative Officer

Recommendation

Recommendation #1

THAT the Electoral Area Services Committee schedule a special meeting for 9:00 a.m. on Thursday, October 9, 2025, at the Regional District of Central Okanagan's Administration Building, Woodhaven Boardroom, 1450 KLO Road, Kelowna, B.C.

AND

Recommendation #2

THAT the Electoral Area Services Committee meeting scheduled for 10:30 a.m. on Thursday, December 11, 2025, be rescheduled to 12:00 p.m. on Thursday, November 6, 2025, at the Regional District of Central Okanagan's Administration Building, Woodhaven Boardroom, 1450 KLO Road, Kelowna, BC