



REGIONAL DISTRICT OF CENTRAL OKANAGAN
REGULAR BOARD MEETING
AGENDA

Monday, January 27, 2020

7:00 p.m.

Woodhaven Board Room
1450 K.L.O. Road, Kelowna, BC

Pages

1. CALL TO ORDER

Chair Given acknowledged that this meeting is being held on the traditional territory of the syilx/Okanagan peoples.

2. ADDITION OF LATE ITEMS

3. ADOPTION OF THE AGENDA

(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)

Recommended Motion:

THAT the agenda be adopted.

4. ADOPTION OF MINUTES

4.1 **Regional Board Meeting Minutes - January 16, 2020**

5 - 9

(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)

Recommended Motion:

THAT the Regional Board meeting minutes of January 16, 2020 be adopted.

5. CORPORATE SERVICES

5.1 **Q4 2019 Highlights Video**

(All Directors - Unweighted Corporate Vote - Simple Majority - 208.1)

Recommended Motion:

THAT the 2019 fourth quarter video highlights be received for information.

6. FINANCIAL SERVICES

6.1 **Purchase Commitments over 100K during 4Q 2019**

10

(All Directors - Unweighted Corporate Vote - Simple Majority - 208.1)

Recommended Motion:

THAT the Regional Board, as per section 4.6 of the RDCO Purchasing Policy, receive for information the report dated January 20, 2020 on purchase commitments which exceeded \$100,000 made during the fourth quarter of 2019

6.2 Q1 2020 Project Spending Report

11 - 13

(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)

Recommended Motion:

THAT the Regional Board receive for information two additional Category 1 projects for 1Q 2020 Project Spending as per the report dated January 24, 2020.

6.3 Regional District of Central Okanagan 2019-2023 Financial Plan Amending Bylaw No. 1447, 2020

14 - 49

(All Directors - Weighted Vote - Simple Majority - LGA 210.2 (LGA 204(b) 2/3 vote cast [bylaw adopted at same meeting as 3rd reading])

Recommended Motion:

THAT Regional District of Central Okanagan 2019 – 2023 Financial Plan Amendment Bylaw No. 1447 be given first, second and third readings and adopted.

7. COMMUNITY SERVICES

7.1 Zoning Amendment Bylaw No. 871-251 - Amendment to Conditions Required Prior to Public Hearing

50 - 64

(Custom Vote - Electoral Areas & Kelowna Fringe - Simple Majority - 1 Director, 1 Vote)

Recommended Motion:

THAT the conditions outlined in resolution # 142/19 be changed such that scheduling of a Public Hearing be withheld pending receipt of the following:

- A draft covenant prohibiting new Temporary Agricultural Worker Dwellings and Accommodation on neighbouring parcels owned by S. & P. Sandher and/or S. Sundher Orchards Ltd.
- Written confirmation that a covenant which achieves Zoning Bylaw No. 871, Section 3.25.9 requirements will be registered prior to final adoption on the subject property.

7.2 Development Permit Application for K. & L. Gaden (owners) (DP-18-14)

65 - 95

Located at 9185 Westside Road, Central Okanagan West Electoral Area

(Custom Vote - Electoral Areas - 1 Director, 1 Vote)

Chair to ask if there is anyone in the gallery who deems their property affected by the permit.

Recommended Motion:

THAT Development Permit Amendment Application DP-18-14 not be approved as the development does not comply with the Aquatic Ecosystem Development Permit Objectives and Design Guidelines of the Rural Westside Official Community Plan Bylaw No. 1274 and as it does not meet the terms of the provincial Riparian Areas Protection Regulation.

7.3 Zoning Amendment Bylaw No. 871-257 (Z17/05)

96 - 101

2nd and 3rd Readings

To incorporate changes to secondary suite regulations, Central Okanagan West Electoral Area

(Custom Vote - All Directors - 1 Director, 1 Vote)

Recommended Motion:

THAT Zoning Amendment Bylaw No. 871-257 be given second and third readings;

AND FURTHER THAT Zoning Amendment Bylaw No. 871-257 be forwarded to the Ministry of Transportation and Infrastructure for approval prior to final consideration for adoption.

7.4 Joe Rich Rural Land Use Amendment Bylaw No. 1195-22 (RLUB-17-02)

102 - 107

2nd and 3rd Readings

To incorporate changes to secondary suite regulations, Central Okanagan East Electoral Area

(Custom Vote - Electoral Areas and Kelowna Fringe - 1 Director, 1 Vote)

Recommended Motion:

THAT Joe Rich Rural Land Use Amendment Bylaw No. 1195-22 be given second and third readings;

AND FURTHER THAT Joe Rich Rural Land Use Amendment Bylaw No. 1195-22 be forwarded to the Ministry of Transportation and Infrastructure for approval prior to final consideration for adoption.

8. NEW BUSINESS

8.1 Electoral Area Director Approval to Attend 2020 Conferences

108

(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)

Recommended Motion:

THAT the Regional Board approve Director Bartyik and Director Carson's attendance at the 2020 SILGA, FCM and UBCM conferences should they wish to attend, including registration and travel expenses as per Board policy.

8.2 Central Okanagan West Electoral Area - Grant in Aid Request - North Westside Communities Association

109 - 112

(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)

Recommended Motion:

THAT a Central Okanagan West Electoral Area grant in aid in the amount of \$1,600 be allocated to the North Westside Communities Association for their 2020 Easter egg hunt (\$800) & 2020 Canada Day celebrations (\$800);

AND FURTHER THAT a Central Okanagan West Electoral Area grant in aid in the amount of \$1,500 be allocated to the North Westside Communities Association for the North Westside Sports Club soccer program support.

9. DIRECTOR ITEMS

10. ADJOURN TO IN CAMERA

Recommended Motion:

THAT pursuant to Section 90 (c) (k) of the Community Charter the Regional Board adjourn and convene to an 'In-Camera' session to discuss:

- labour relations
- discussions respecting the proposed provision of a local government service

Minutes of the *REGIONAL BOARD MEETING* of the Regional District of Central Okanagan held at the Regional District offices, 1450 KLO Road, Kelowna, B.C. on Thursday, January 16, 2020

Directors: J. Baker (District of Lake Country)
C. Basran (City of Kelowna)
M. Bartyik (Central Okanagan East Electoral Area)
W. Carson (Central Okanagan West Electoral Area)
M. Singh, alternate for M. DeHart (City of Kelowna)
C. Fortin (District of Peachland)
G. Given (City of Kelowna)
S. Johnston (City of West Kelowna)
G. Milsom (City of West Kelowna)
B. Sieben (City of Kelowna)
L. Stack (City of Kelowna)
L. Wooldridge (City of Kelowna)
J. Coble (Westbank First Nation)

Absent: C. Hodge (City of Kelowna)

Staff: B. Reardon, Chief Administrative Officer
D. Dudzik, Planner
J. Foster, Director of Communication & Information Services
C. Griffiths, Director of Economic Development & Bylaw Services
D. Komaïke, Director of Engineering Services
M. Kopp, Director of Parks Services
M. Rilkoff, Director of Financial Services
M. Drouin, Manager-Corporate Services (recording secretary)

1. CALL TO ORDER

Chair Given called the meeting to order at 8:50 a.m.

The meeting is being held on the traditional territory of the syilx/Okanagan Peoples.

2. ADDITION OF LATE ITEMS

There were no late items for the agenda.

3. ADOPTION OF THE AGENDA

(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)

#01/20 STACK/MILSOM

THAT the agenda be adopted.

CARRIED Unanimously

4. ADOPTION OF MINUTES

- 4.1 Regional Board Meeting Minutes – December 9, 2019 (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

#02/20 WOOLDRIDGE/MILSOM

THAT the Regional Board meeting minutes of December 9, 2019 be adopted.

CARRIED Unanimously

5. CORRESPONDENCE

- 5.1 Okanagan Basin Water Board Meeting Highlights – December 6, 2019 (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

#03/20 STACK/WOOLDRIDGE

THAT the Okanagan Basin Water Board meeting highlights of December 6, 2019 be received for information.

CARRIED Unanimously

Director Singh arrived at 8:50 a.m.

- 5.2 Southern Interior Local Government Association (SILGA) Call for Resolutions 2020 Convention/Call for Nominations for 2020 (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

#04/20 BAKER/BARTYIK

THAT the Southern Interior Local Government Association call for resolutions for the 2020 Convention and Call for Nominations for 2020 be received for information.

CARRIED Unanimously

6. CORPORATE SERVICES

- 6.1 RDCO Emergency Preparedness Service Establishment Amendment Bylaw No. 1443, 2019 – Adoption (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

#05/20 STACK/BAKER

THAT Regional District of Central Okanagan Emergency Preparedness Service Establishment Amendment Bylaw No. 1443, 2019 be adopted.

CARRIED unanimously

7. FINANCIAL SERVICES

- 7.1 BDO 2019 Audit Planning report (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

Staff report dated December 19, 2019 outlined the process for the RDCO 2019 audit plan by BDO.

Director Johnston arrived at 8:55 a.m.

#06/20 WOOLDRIDGE/BAKER

THAT the Board receives for information BDO's 2019 Planning Report dated December 13, 2019.

AND FURTHER THAT the Board does not have any further direction or questions for the auditors at this time.

CARRIED unanimously

- 7.2 Q1 2020 Project Spending Approval (*All Directors - Weighted Corporate Vote - Simple Majority - LGA 210.2*)

Staff report dated January 8, 2020 outlined the items for first quarter spending in 2020.

Director Sieben arrived at 8:56 a.m.

#07/20 WOOLDRIDGE/SINGH

THAT the Regional Board approve the project listed in the January 8th Additional Items for Board Approval for 1Q 2020 Project Spending report under Category 2 for commitment/expenditure in 1Q 2020, ahead of the 2020 Financial Plan approval;

AND THAT the Regional Board receive for information an additional Category 1 project.

CARRIED unanimously

Director Fortin arrived at 8:57 a.m.

8. COMMUNITY SERVICES

- 8.1 UBCM - Community Emergency Preparedness Fund Grant Application (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

#08/20 BARTYIK/BAKER

THAT the Regional Board approves submitting a grant application under the Union of BC Municipalities – Community Emergency Preparedness Fund to complete Phase 3 of the Regional Floodplain Management Plan.

CARRIED unanimously

- 8.2 Environmental Advisory Commission Appointments (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

#09/20 BAKER/WOOLDRIDGE

THAT the Regional Board approve the appointment of Catherine Nesmith and Gisele Rehe as members of the Regional District Environmental Advisory Commission for three-year terms commencing January 2020.

AND FURTHER THAT the Regional Board approve the re-appointment of Tanis Gieselman and Rihanna Moghadas for a three-year term as a members of the Regional District Environmental Advisory Commission commencing March 2020.

CARRIED unanimously

9. NEW BUSINESS

- 9.1 Rise & Report from the Governance & Services Committee Meeting of January 16, 2020

There were no issues from this meeting.

- 9.2 Rise & Report on a Resolution From In Camera - December 9, 2019

- 9.2.1 Westside Regional Landfill Moratorium on Development

The following resolutions was reported from the December 9, 2019 Regional Board In Camera meeting.

“THAT the Regional Board approve placing a moratorium on commercial development applications for the Westside Regional Landfill site until the Westside Landfill Closure Plan is completed in approximately twenty-five (25) years.”

10. DIRECTOR ITEMS

-Director Fortin raised the issue regarding garbage pickup complaints and challenges this winter. Staff provided an outline of the work they are doing with the contractor.

-Director Carson noted the Okanagan Indian Band is doing a feasibility study in an attempt to develop a school on their lands on the Westside Road. North Westside Community residents are welcome to attend any community meetings being held on this initiative. In addition, he raised the issue of challenging road maintenance this winter. Communication has occurred with the Ministry of Transportation as they are responsible for highways and roads within the electoral areas.

-Director Milsom highlighted the opening of the emergency care centre in Kelowna last week. West Kelowna will continue to lobby the Province and IHA for a centre in West Kelowna.

11. ADJOURN

There being no further business the meeting was adjourned at 9:30 a.m.

CERTIFIED TO BE TRUE AND CORRECT

G. Given (Chair)

Brian Reardon (Chief Administrative Officer)



Regional Board Report

TO: Regional Board

FROM: Marilyn Rilkoff
Director of Financial Services

DATE: January 20, 2020

SUBJECT: Information Report – Purchase Commitments >\$100,000 during 4Q 2019

Voting Entitlement: All Directors- Unweighted Corporate Vote – Simple Majority – LGA 208.1

Purpose: To report all purchase commitments exceeding \$100,000 during 4Q 2019 in accordance with section 4.6 of the Board's Purchasing Policy.

Executive Summary:

During 4Q 2019, no purchase commitments were made which exceeded \$100,000.

Information Note: Details on all of RDCO's publicly-advertised procurement processes can be viewed at our 'Bids & Tenders' portal: <https://rdco.bidsandtenders.ca/Module/Tenders/en> (select 'Awarded' from the right-hand drop-down menu to see awarded contracts).

RECOMMENDATION:

THAT the Regional Board, as per section 4.6 of the RDCO Purchasing Policy, receive for information the report dated January 20, 2020 on purchase commitments which exceeded \$100,000 made during the fourth quarter of 2019.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "M. Rilkoff".

Marilyn Rilkoff
Director of Financial Services

Approved for Board's Consideration

A handwritten signature in black ink, appearing to read "Brian Reardon".

Brian Reardon, CAO

Prepared by: Andy Brennan, Purchasing Consultant – The Interior Purchasing Office Inc.



Regional Board Report

TO: Regional Board

FROM: Marilyn Rilkoff
Director of Financial Services

DATE: January 24, 2020

SUBJECT: Additional 2019 Carryover Item for 1Q 2020 Project Spending.

Voting Entitlement: All Directors Unweighted Corporate Vote – Simple Majority – LGA 208.1

Purpose: To provide information on project budget carryovers from 2019.

Executive Summary:

In January 2014, the Board directed the following via Board Resolution #19/14:

“THAT staff be directed to review further the draft Q1 purchasing commitments and expenditure policy to include consideration by the Board in the last quarter of the year, for the projects identified for early expenditure during the first quarter of the following year.”

In accordance with this resolution, staff brought forward the 1Q 2020 Project Spending report on December 9, 2019. An amending report for two additional items was presented January 16, 2019. Staff has advised that there are two additional items: 142 – Regional Parks -- \$75k for vehicle purchases and 401 – Westside Sewer System -- Wastewater Treatment Plant \$40k for vehicle purchase.

RECOMMENDATION:

THAT the Regional Board receive for information two additional Category 1 projects for 1Q 2020 Project Spending as per the report dated January 24, 2020.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "M. Rilkoff".

Marilyn Rilkoff
Director of Financial Services

Approved for Board's Consideration

A handwritten signature in black ink, appearing to read "Brian Reardon".

Brian Reardon, CAO

Implications of Recommendation:

Strategic Plan: Supports Sustainability and Growth Management

Policy: Board Resolution #19/14

Legal/Statutory Authority: Regional District of Central Okanagan 2019 – 2023 Financial Plan Bylaw 1432 and Amendments

Background:

In January 2014, staff requested the Board approve some expenditures on projects to occur in the first quarter of 2014 (before 2014 budget approval in late March). These projects were already in the 5-year Financial Plan approved by the Board. In providing that approval, it was agreed by the Board, that this request would be made each year in the fall, for expenditure in 1Q of the following year, via Board Resolution #19/14:

“THAT staff be directed to review further the draft Q1 purchasing commitments and expenditure policy to include consideration by the Board in the last quarter of the year, for the projects identified for early expenditure during the first quarter of the following year.”

In accordance with this direction staff has categorized carryover projects into 5 categories outlined in the table below:

Category	Year Project Was Budgeted	Project Status:	Approval Sought from the Board:
1	2019	Purchase already committed in 2019. Goods and services to be received, and payment made, in 2020.	None – for information only – 2019 commitment must be carried forward and re-budgeted for 2020. Appendix A.
2	2019	Purchase not yet committed. Seeking carryover of budget to 2020 with commitment in 1Q.	Approval to carry over budget and make purchase commitments in 1Q 2020. Projects listed below.
3	2019	Purchase not yet committed. Will seek carry over and re-approval of budget in 2020 with commitment in 2Q-4Q.	None -- for information only. Will be reviewed via 2020 budget process along with any new priorities. Appendix B.
4	2020 (in 5 Year Budget Plan)	Not started. Benefit in commencing in 1Q (before 2020 budget approval)	Approval to make these purchase commitments in 1Q 2020. Projects listed below.
5	Not budgeted in 5 Year Plan (unforeseen circumstance)	Not started. Benefit in commencing in 1Q (before 2020 budget approval)	If the Board agrees, a budget amendment will be made. Subject to approval of the bylaw amendment, purchase commitments could then be made in 1Q 2020, or as noted.

On December 9, 2019 the report for Board Approval for 1Q 2020 Project Spending was presented and approved. Additional items were presented for two categories on January 16, 2020.

Staff is advising the Board of two additional items that were missed.

Expenditures / Commitments for Board Approval:

In accordance with the categories above, the following detail on projects under each category is provided for the Board's review and approval (where requested):

Category 1

Year Budget Approved For:	2019
Status:	Purchase already committed in 2019, but goods and services to be received, and payment made, in 2020.
Approval Sought:	None - for information only -- 2019 commitment must be carried forward and re-budgeted for 2020.

* Budget carried into 2020 will not exceed the approved 2019 budget amount. Figure shown is the remaining budget amount as at December 31, 2019.

Project Name:	Cost Centre:	2019 Budget	Budget Carried into 2020:	Reason for Continuation into 2020:
Corporate Services:				
Regional Parks - Vehicles	142	\$77,000	\$75,000	RFP and PO issued and committed in November. Delivery in 2020.
WWTP – Vehicle	401	\$105,263	\$40,000	RFP issued and committed in 2019. Delivery 2020.

CATEGORY 1: Additional CARRYOVER	\$115,000
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Alternative Recommendation:

There is no alternative recommendation as per the category criteria. The amount was already committed in 2019 and is to be carried forward to 2020. The requirement is to advise the Board of 2020 committed amounts.

Regional Board Report

TO: Regional Board

FROM: Marilyn Rilkoff
Director of Financial Services

DATE: January 23, 2020

SUBJECT: RDCO 2019 – 2023 Financial Plan Amendment Bylaw No. 1447, 2020

Voting Entitlement: All Directors – Weighted Vote – Simple Majority - LGA 210.2

Purpose: To amend the RDCO 2019 – 2023 Financial Plan Bylaw No. 1432, 2019 (copies of original budget pages attached to report).

Executive Summary:

Year end is in progress and several budget amendments are required based on actual revenues and expenditures. In some cases, deficits resulted, and these require mitigation. Other changes are as noted in the report. Amendments are being proposed to authorize changes to eleven (11) cost centres' budgets.

Cost Centre 095 – SWM EA Garbage Collection has an amendment reflecting unanticipated contract costs associated with transitioning to a new contractor. These additional costs have resulted in a deficit which staff recommends reconciling through the use of operating reserves.

On December 9, 2019, the Board approved a list of projects for commitment/expenditure in Q1 2020. The Category 5 projects identified in that report that were not identified in the financial plan, and the required budget amendments are included here. The largest of these is the \$1.4m TWAS project for Cost Centre 401 – Westside Sewer System: Wastewater Treatment Plant. This project was noted in a previous amendment, but the amount was not known.

RECOMMENDATIONS:

THAT Regional District of Central Okanagan 2019 – 2023 Financial Plan Amendment Bylaw No. 1447 be given first, second and third readings and adopted.

Respectfully Submitted:



Marilyn Rilkoff, CMA CPA
Director of Financial Services

Approved for Board's Consideration



Brian Reardon, CAO

Implications of Recommendation:

Strategic Plan:	Contribute to Sustainable Communities through: <ul style="list-style-type: none"> • Financial Sustainability through Assets and Service Provision • Nurturing Responsible Growth and Development Protect and Promote our Environment
Financial:	Budget amendments as noted in bylaw amendment
Legal/Statutory Authority:	Regional District of Central Okanagan 2019 – 2023 Financial Plan Bylaw 1432, 2019 Regional District of Central Okanagan 2019 – 2023 Financial Plan Amendment Bylaw No. 1445, 2019

Background:

Year end is in progress and several amendments are required based on actual revenues and expenditures. In some cases, deficits resulted, and there is the ability to mitigate or reduce these deficits to nil through the use of reserves. Other changes are as noted below.

Page 16: 303 – Falcon Ridge Water System

Despite additional unbudgeted revenue of \$7k, there is still an operating deficit of \$1.2k at this time due to additional travel and equipment maintenance and repair costs. Reducing budgeted transfer to reserves from \$12.7k to \$11.5k to reduce deficit to nil. It is normally recommended that funds received for asset renewal be transferred to reserves or utilized for capital projects -- \$25k was received and only \$11.5k is able to be transferred.

Page 18: 306 – Trepanier Water System

Additional operating costs were incurred due to damage caused by a third party. An insurance claim is being pursued and accrued revenue and costs have been amended to add \$2.9k. The capital budget is being amended to increase equipment and improvement spending from \$2k to \$4.4k in accordance with additional spending. This is being funded from reserves.

Page 21: 401 – Westside Sewer System: Wastewater Treatment Plant

Added \$1.4m to Q1 2020 for capital for TWAS Project as per approved December 9, 2019 Q1 2020 Spending Report. While the project was noted, this amount was not previously known or reflected in the financial plan. Per Engineering staff this is required for new capacity and DCC's are being used to fund the project.

Page 30: 095 SWM: Solid Waste Collection (Electoral Areas)

The 2018 Transfer Station Site Study Project for \$15k was disallowed for CWF Funding by UBCM as a non-qualifying project. An amendment is being done to reverse the funding recognized in 2018.

Operating costs have been increased by \$71k. The RDCO's share of 2019 accrued costs for the interim garbage collection contract is estimated at \$68k. There is also \$3k in miscellaneous costs added.

The planned operating reserve transfer of \$10k has been reduced to nil to mitigate the deficit. To reduce the total deficit to nil, budgeted revenues have been amended to reflect \$33.8k of actual additional revenue received and \$42k of operating reserves is being utilized. This has the potential of affecting future parcel tax rates.

Page 46: 110 Regional Planning

As per the December 9, 2019 Q1 2020 Project Spending Report, the reallocation of funds for Regional Growth Strategy Projects to fully fund the Regional Housing Strategy commitment of \$60k has been formally noted. Other RGS projects will again be reviewed during the 2020 Budget process.

Page 57: 142 – Regional Parks:

In 2020, added \$66k for Mission Creek Spawning Channel Retaining Wall and Guardrail Fencing Project as per approved December 9, 2019 Q1 2020 Spending Report. This was not previously reflected in the financial plan. The retaining wall failed and threatens water quality and Kokanee spawning cycle. Funded by reserves.

Page 75: 999 – DCC's

Amended to reflect revised reserve balances as a result of TWAS Project effects.

Page 77: 002 – Corporate Services

Added \$20k to Q1 2020 for capital purchase of folding/sorter machine as per approved December 9, 2019 Q1 2020 Spending Report. This was not previously reflected in the financial plan. Beneficial to purchase in Q1 because of large volumes of bills issued at that time. Funded by reserves.

Page 81: 008 – Central Okanagan West Electoral Area

\$2.4k of additional expenses for UBCM conference and travel resulted in a deficit of \$401. To mitigate further deficit, reduce the budgeted transfer to operating reserve from \$2k to nil and utilize \$401 of operating reserve to reduce the deficit to nil.

Page 82: 009 – Central Okanagan East Electoral Area

\$2.97k of additional expenses for UBCM conference and travel resulted in a deficit of \$973. To mitigate further deficit, reduce the budgeted transfer to operating reserve from \$2k to nil and utilize \$972 of operating reserve to reduce the deficit to nil.

Page 95: 120 – Economic Development Commission

\$2.7k Equipment budgeted as operating moved to capital (desk & computer). Reduced operating expense and transferred funds to reserves to fund in capital budget.

Financial Considerations: Budget amendments as noted above.

Alternative Recommendation:

The Board could choose to approve only portions of the bylaw amendment and staff would amend accordingly.

Considerations not applicable to this report:

- General
- Organizational
- Policy
- Organizational Issues
- External Implications

Attachment(s):

- RDCO 2019-2023 Financial Plan Amendment Bylaw No. 1447
- Current Budget Bylaw Pages

REGIONAL DISTRICT OF CENTRAL OKANAGAN

BYLAW NO. 1447

A bylaw to amend the Regional District of Central Okanagan 2019-2023 Financial Plan

WHEREAS the Regional District of Central Okanagan adopted the “Regional District of Central Okanagan 2019-2023 Financial Plan Bylaw 1432, 2019” on March 25th, 2019:

AND WHEREAS the Board may amend the Financial Plan at any time by bylaw:

NOW THEREFORE the Regional Board of the Regional District of Central Okanagan in open meeting assembled enacts as follows;

1. Replace pages 1 to 8 to reflect revised totals as a result of budget changes.
2. Page 16 “303 -- Falcon Ridge Water System” is deleted in its entirety and replaced with the attached page 16 “303 -- Falcon Ridge Water System Amended January 2020” to reflect changes in the 2019 Water Revenue Fund Budget.
3. Page 18 “306 -- Trepanier Bench Water System” is deleted in its entirety and replaced with the attached page 18 “306 -- Trepanier Bench Water System Amended January 2020” to reflect changes in the 2019 Water Revenue and Capital Fund Budgets.
4. Page 21 “401--Westside Sewer System: Wastewater Treatment Plant Amended July 2019” is deleted in its entirety and replaced with the attached page 21 “401--Westside Sewer System: Wastewater Treatment Plant Amended July 2019 & January 2020” to reflect changes in the 2020 Sewer Capital Fund Budget.
5. Page 30 – “095 -- SWM:Solid Waste Collection (Electoral Areas)” is deleted in its entirety and replaced with the attached page 30 “095 -- SWM: Solid Waste Collection (Electoral Areas) Amended January 2020” to reflect changes in the 2019 - 2023 General Revenue Fund Operating Budgets.
6. Page 46 – “110--Regional Planning Amended July 2019” is deleted in its entirety and replaced with the attached page 46 “110--Regional Planning Amended July 2019 & January 2020” to reflect changes in the 2019 General Revenue Fund Budget.
7. Page 57 – “142--Regional Parks Amended July 2019” is deleted in its entirety and replaced with the attached page 57 “142--Regional Parks Amended July 2019 & January 2020” to reflect changes in the 2020 General Capital Fund Budget.
8. Page 75 – “DCC -- Development Cost Charges Amended July 2019” is deleted in its entirety and replaced with the attached page 75 “DCC -- Development Cost Charges Amended July 2019 & January 2020” to reflect changes in the Reserve Balances.
9. Page 77 – “002 -- Administration / Corporate Services” is deleted in its entirety and replaced with the attached page 77 “002 -- Administration / Corporate Services Amended January 2020” to reflect changes in the 2020 General Capital Fund Budget.
10. Page 81 – “008 -- Central Okanagan West Electoral Area” is deleted in its entirety and replaced with the attached page 81 – “008 -- Central Okanagan West Electoral Area Amended January 2020” to reflect changes in the 2019 General Revenue Fund Budget.

11. Page 82 – “009 -- Central Okanagan East Electoral Area” is deleted in its entirety and replaced with the attached page 82 – “009 -- Central Okanagan East Electoral Area Amended January 2020” to reflect changes in the 2019 and 2020 General Revenue Fund Budgets.
12. Page 95 – “120 -- Economic Development Commission” is deleted in its entirety and replaced with the attached page 95 – “120 -- Economic Development Commission Amended January 2020” to reflect changes in the 2019 General Revenue and Capital Fund Budget.
13. This bylaw may be cited as the Regional District of Central Okanagan 2019-2023 Financial Plan Amending Bylaw No. 1447.

READ A FIRST TIME THIS	27 th	DAY OF	January	2020
READ A SECOND TIME THIS	27 th	DAY OF	January	2020
READ A THIRD TIME THIS	27 th	DAY OF	January	2020
ADOPTED THIS	27 th	DAY OF	January	2020

CHAIRPERSON

DIRECTOR OF CORPORATE SERVICES

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1447 cited as the “Regional District of Central Okanagan 2019-2023 Financial Plan Amending Bylaw No.1447” as adopted by the Regional Board on the 27th day of January, 2020.

Dated at Kelowna this
27th day of January 2020

REGIONAL DISTRICT OF CENTRAL OKANAGAN
2019 BUDGET AND FINANCIAL PLAN 2019 - 2023
Funds Summary

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
GENERAL REVENUE FUND:					
Revenues	\$ (52,394,454)	(47,731,177)	(46,557,109)	(47,058,871)	(47,196,686)
Expenditures	\$ 52,394,454	47,731,177	46,557,109	47,058,871	47,196,686
(Surplus)/Deficit	\$ 0	0	(0)	(0)	0
GENERAL CAPITAL FUND:					
Revenues	\$ (7,476,428)	(3,869,407)	(2,047,364)	(2,647,654)	(2,996,352)
Expenditures	\$ 7,476,428	3,869,407	2,047,364	2,647,654	2,996,352
(Surplus)/Deficit	\$ 0	0	0	0	0
WATER REVENUE FUND					
Revenues	\$ (1,686,791)	(1,638,668)	(1,964,476)	(1,977,109)	(1,990,605)
Expenditures	\$ 1,686,791	1,638,668	1,964,476	1,977,109	1,990,605
(Surplus)/Deficit	\$ 0	(0)	(0)	0	0
WATER CAPITAL FUND					
Revenues	\$ (1,416,088)	(7,303,690)	(93,540)	(93,540)	(95,660)
Expenditures	\$ 1,416,088	7,303,690	93,540	93,540	95,660
(Surplus)/Deficit	\$ 0	0	0	0	0
SEWER REVENUE FUND					
Revenues	\$ (4,846,364)	(4,921,395)	(5,002,538)	(5,085,402)	(5,170,090)
Expenditures	\$ 4,846,364	4,921,396	5,002,538	5,085,402	5,170,090
(Surplus)/Deficit	\$ 0	0	0	0	0
SEWER CAPITAL FUND					
Revenues	\$ (755,823)	(1,780,225)	(327,010)	(330,100)	(327,010)
Expenditures	\$ 755,823	1,780,225	327,010	330,100	327,010
(Surplus)/Deficit	\$ 0	0	0	0	0

REGIONAL DISTRICT OF CENTRAL OKANAGAN
2019 BUDGET AND FINANCIAL PLAN 2019 - 2023
GENERAL REVENUE FUND

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
REVENUE SUMMARY					
Conditional Transfers - Provincial					
Electoral Area CO West Requisitions	\$ (1,984,745)	(2,096,670)	(2,146,547)	(2,200,493)	(2,249,155)
Electoral Area CO East Requisitions	(1,920,899)	(2,025,046)	(2,102,555)	(2,179,392)	(2,248,230)
Parcel Taxes	(228,723)	(256,345)	(266,203)	(273,579)	(274,016)
Conditional Transfers - Kelowna					
Requisition	(12,128,186)	(12,849,073)	(13,191,408)	(13,544,192)	(13,787,375)
Parcel Taxes	(307,122)	(307,122)	(307,122)	(307,122)	(307,122)
MFA Debt	(14,980,146)	(11,547,304)	(10,341,393)	(10,317,177)	(10,100,911)
Conditional Transfers - Peachland					
Requisition	(522,306)	(554,694)	(569,439)	(584,870)	(595,489)
Parcel Taxes	(794)	(794)	(794)	(794)	(794)
MFA Debt	(348,164)	(348,164)	(348,164)	(348,164)	(286,024)
Conditional Transfers - Lake Country					
Requisition	(1,305,509)	(1,386,571)	(1,424,721)	(1,463,364)	(1,490,000)
Parcel Taxes	(97,424)	(97,424)	(97,424)	(97,424)	(97,424)
MFA Debt	(1,437,158)	(1,365,483)	(1,140,703)	(1,021,346)	(970,982)
Conditional Transfers - West Kelowna					
Requisition	(2,917,776)	(3,096,682)	(3,176,823)	(3,262,059)	(3,320,409)
Parcel Taxes	(13,259)	(13,259)	(13,259)	(13,259)	(13,259)
MFA Debt	(1,781,677)	(1,687,749)	(1,586,725)	(1,454,873)	(1,358,156)
Other Revenues	(9,922,531)	(10,098,797)	(9,843,829)	(9,990,764)	(10,097,339)
Prior Year Surplus	(2,498,035)	0	0	0	0
TOTAL REVENUES	(52,394,454)	(47,731,177)	(46,557,109)	(47,058,871)	(47,196,686)

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
EXPENDITURE SUMMARY					
General Government Services					
001 -- Regional District Board	\$ 691,578	691,654	704,787	718,182	731,846
002 -- Administration	1,585,360	1,615,784	1,683,326	1,713,993	1,745,273
003 -- Finance	1,387,822	1,282,041	1,307,022	1,332,502	1,358,492
004 -- Engineering	417,512	295,221	300,965	306,824	312,801
005 -- Human Resources	343,435	325,916	332,434	339,082	345,864
006 -- Information Systems	1,009,801	1,026,857	1,044,254	1,063,959	1,080,099
007 -- Electoral Areas Only	44,822	35,429	35,998	82,000	55,158
008 -- Westside Regional Office	24,355	22,393	22,841	23,298	23,764
009 -- Electoral Area Ellison / Joe Rich	25,531	26,579	27,111	27,653	28,206
011 -- Regional Grants In Aid	27,171	0	0	0	0
012 -- Elect. Area Westside Grants in Aid	7,000	6,000	6,000	6,000	6,000
013 -- Elect. Area Ellison / Joe Rich Grants in Aid	4,000	3,000	3,000	3,000	3,000
Total General Government	5,568,387	5,330,873	5,467,737	5,616,494	5,690,503
Protective Services					
017 -- Upper Ellison Fire Protection Boundary Ext	\$ 9,917	9,917	0	0	0
019 -- Electoral Area Fire Prevention	64,238	68,483	69,752	71,047	72,368
020 -- Lakeshore Road Fire Protection	22,847	23,304	23,770	24,245	24,730
021 -- Ellison Fire Department	505,485	509,415	522,503	535,753	549,168
022 -- Joe Rich Fire Department	432,307	443,953	455,732	467,647	479,700
023 -- North Westside Road Fire / Rescue	525,015	539,355	553,862	568,540	583,390
024 -- Wilson's Landing Fire Department	250,349	260,956	271,649	282,430	293,301
027 -- Ridgeview Fire	12,121	12,048	12,048	12,048	12,048
028 -- June Springs Fire Protection	14,764	14,473	14,762	15,057	15,359
029 -- Brent Road Fire Protection	28,766	28,048	28,549	29,060	29,581
030 -- Regional Rescue Service	2,377,706	2,353,920	2,400,999	2,445,958	2,491,818
031 -- 911 Emergency Telephone Service	1,172,392	1,372,956	1,273,541	1,324,148	1,388,959
034 -- Shelter Cove (Wilsons) Fire Ext.	0	0	0	0	0
040 -- Crime Stoppers	269,778	275,174	280,677	286,291	292,016

Protective Services Cont'd.

041 -- Victims / Witness Assistance	447,659	456,512	465,542	475,753	485,148
042 -- Regional Crime Prevention	391,031	370,083	377,322	384,707	392,239
043 -- Business Licenses	37,521	34,515	34,850	35,188	35,530
044 -- Building Inspection	348,719	352,633	359,686	364,799	372,095
046 -- Dog Control	1,410,616	1,376,408	1,400,696	1,425,470	1,465,739
047 -- Mosquito Control	193,484	197,354	201,301	205,327	209,433
118 -- Starling Control	20,183	20,183	20,183	20,183	20,183
049 -- Prohibited Animal Control	1,093	1,115	1,137	1,160	1,183
Total Protective Services	8,535,991	8,720,804	8,768,563	8,974,812	9,213,990

Transportation Services

050 -- Transportation Demand Management	\$ 615,296	15,602	15,914	16,232	16,557
051 -- Lakeshore Road Improvements	4,513	4,487	4,487	4,487	4,487
058 -- Scotty Heights Street Lights	16,898	16,272	16,598	16,929	17,268
085 -- Ellison Transit	27,974	26,867	27,404	27,952	28,511
Total Transportation Services	664,681	63,228	64,402	65,601	66,823

Environmental Health Services

091 -- Effluent Disposal	\$ 563,552	508,014	517,872	527,931	538,191
092 -- SWM: Westside Waste Disposal & Recycling	1,149,814	1,156,817	1,179,214	1,202,058	1,225,359
093 -- SWM: Westside Sanitary Landfill / Waste Disposal & Recycling Centre	82,003	52,000	52,000	52,000	52,000
094 -- SWM: Solid Waste Management	1,271,630	1,251,023	1,275,903	1,301,282	1,327,168
095 -- SWM: Solid Waste Collection	593,725	549,336	559,562	569,993	580,633
101 -- Okanagan Basin Water Board	2,153,662	2,196,735	2,240,670	2,285,483	2,331,193
102 -- Air Quality Monitoring	179,627	183,220	186,884	190,622	194,434
105 -- Noise Abatement	8,390	8,558	8,729	8,904	9,082
106 -- Untidy Premises	13,709	13,630	13,903	14,181	14,465
Total Environmental Health	6,016,112	5,919,333	6,034,737	6,152,454	6,272,524

Environmental Development Services

110 -- Regional Planning	\$ 873,282	364,828	369,974	375,224	380,578
111 -- Electoral Area Planning	436,081	459,603	417,795	426,151	434,674
115 -- Noxious Insect Control	19,652	18,005	18,365	19,232	19,607
116 -- Weed Control	140,834	135,866	138,493	141,173	144,406
117 -- Sterile Insect Release Program	1,476,527	1,476,527	1,476,527	1,476,527	1,476,527
120 -- Economic Development Commission	938,191	934,025	950,176	966,649	983,452
Total Environmental Development	3,884,567	3,388,853	3,371,330	3,404,955	3,439,244

Recreational and Cultural Services

121 -- Ellison Community Heritage Hall	\$ 141,191	141,418	143,201	147,043	146,945
123 -- Joe Rich Community Hall	49,715	49,318	51,005	54,332	54,471
124 -- Westside Municipal Recreation	31,208	31,832	32,469	33,118	33,781
125 -- Johnson Bentley Aquatic Centre	12,371	12,618	12,871	13,128	13,391
126 -- Killiney Community Hall	23,240	23,282	23,316	23,359	23,403
131 -- Winfield Recreation Centre	55,000	55,000	55,000	55,000	55,000
142 -- Regional Parks	7,947,267	8,121,472	8,175,676	8,423,581	8,503,780
143 -- Westside Community Parks	210,018	217,485	222,641	225,874	228,641
144 -- Eastside Community Parks	113,483	106,633	110,474	114,357	118,283
171 -- Okanagan Regional Library	312,460	318,709	325,083	331,585	338,217
188 -- OK Regional Library Borrowing - Admin Bldg	281,618	281,618	281,618	281,618	281,618
Total Recreational and Cultural	9,177,571	9,359,386	9,433,354	9,702,995	9,797,529

Municipal Finance Authority Debt

189 -- Member Municipalities	\$ 18,547,145	14,948,700	13,416,985	13,141,560	12,716,073
Total M.F.A. Debt	18,547,145	14,948,700	13,416,985	13,141,560	12,716,073

TOTAL EXPENDITURES	52,394,454	47,731,176	46,557,108	47,058,871	47,196,685
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REGIONAL DISTRICT OF CENTRAL OKANAGAN
2019 BUDGET AND FINANCIAL PLAN 2019 - 2023
GENERAL CAPITAL FUND

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
REVENUE					
Transfer from Equipment Reserves	\$ (1,061,042)	(375,425)	(303,867)	(648,786)	(212,321)
Tsfr from CWF Cap Fac Reserve	(516,477)	(115,150)	(107,650)	(215,150)	(125,150)
Transfer from Cap. Facility Reserve Fund	(2,952,647)	(3,007,554)	(1,551,846)	(1,704,718)	(2,581,881)
Grant / Fundraising / Donation	(166,784)	(182,925)	(4,000)	(4,000)	(4,000)
Internal Transfer / Sale of Asset	(2,000)	(50,000)	(15,000)	(10,000)	(8,000)
Regionally Significant Projects Gas Tax Fund	0	0	0	0	0
Disaster Funding Assistance / Insurance	(1,435,059)	0	0	0	0
Transfer from Park Land Reserve	(1,255,378)	0	0	0	0
Capital Financing	0	(73,353)	0	0	0
Transfer from General Revenue Fund	(87,041)	(65,000)	(65,000)	(65,000)	(65,000)
TOTAL REVENUE	<u>(7,476,428)</u>	<u>(3,869,407)</u>	<u>(2,047,363)</u>	<u>(2,647,654)</u>	<u>(2,996,352)</u>
EXPENDITURES					
001 -- Board	\$ 5,500	29,500	51,500	0	0
002 -- Administration	313,330	433,145	231,000	25,750	25,750
003 -- Finance	82,810	37,510	17,510	17,510	17,510
004 -- Engineering	5,150	5,150	5,150	49,260	5,150
006 -- Information Systems	104,586	103,626	71,626	275,626	104,586
007 -- Electoral Areas Only	0	0	0	82,400	0
021 -- Ellison Fire Department	98,662	34,916	50,737	335,547	31,666
022 -- Joe Rich Vol. Fire Dept & Hall	87,330	593,353	47,600	41,129	41,816
023 -- North Westside Vol Fire/ Rescue Dept	341,745	37,827	53,605	54,169	54,745
024 -- Wilson's Landing Fire	70,104	30,776	41,438	31,812	37,241
030 -- Regional Rescue Service	485,290	144,300	75,100	216,000	97,000
031 -- 911	19,190	19,190	19,190	19,190	19,190
040 -- CrimeStoppers	0	0	0	0	0
042 -- Crime Prevention	0	0	0	0	0
044 -- Building Inspection	0	0	0	0	0
046 -- Dog Control	56,963	40,513	51,090	100,665	5,150
091 -- Effluent/Water Disposal	30,000	0	0	0	0
092 -- Westside Waste Disposal & Recycling	0	5,150	5,150	5,150	5,150
095 -- Solid Waste Collection (EA's)	12,601	12,601	12,601	12,601	12,601
110 -- Regional Planning	0	0	0	0	0
111 -- Electoral Area Planning	0	0	0	0	0
116 -- Noxious Weed Control Enforcement	0	0	0	0	0
120 -- Economic Development Commission	17,925	5,075	5,075	5,075	5,075
121 -- Ellison Heritage School Community Ctr	213,010	55,825	5,075	50,750	50,750
123 -- Joe Rich Community Hall	84,049	15,225	2,538	20,300	0
142 -- Regional Parks	4,611,540	2,224,750	1,142,675	1,162,620	2,411,172
143 -- Westside Community Parks	688,893	15,225	20,300	20,300	20,300
144 -- Eastside Community Parks	30,450	25,750	77,250	121,800	51,500
199 -- Vehicle Operations	117,300	0	61,153	0	0
TOTAL EXPENDITURES	<u>7,476,428</u>	<u>3,869,407</u>	<u>2,047,363</u>	<u>2,647,654</u>	<u>2,996,352</u>

REGIONAL DISTRICT OF CENTRAL OKANAGAN
2019 BUDGET AND FINANCIAL PLAN 2019 - 2023
WATER REVENUE FUND

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
REVENUE					
User, Late Payment & Insp. Fees	\$ (637,114)	(651,436)	(666,464)	(681,794)	(697,430)
Maintenance/Asset Renewal Fees	(741,421)	(741,421)	(741,421)	(741,422)	(741,421)
Rental	(600)	(600)	(600)	0	0
MOTI Parcel Tax Contribution	(6,536)	(6,536)	(6,536)	(6,536)	(6,536)
Debt / Parcel Tax	(220,605)	(341,605)	(654,449)	(654,449)	(654,449)
Prior Year (Surplus) / Deficit	(182,931)	0	0	0	0
Insurance Proceeds	(2,940)	0	0	0	0
Engineering Administration OH Recovery	20,129	19,663	20,061	20,460	20,868
Administration Overhead Recovery	85,227	83,267	84,934	86,632	88,363
TOTAL REVENUE	<u>(1,686,791)</u>	<u>(1,638,668)</u>	<u>(1,964,475)</u>	<u>(1,977,109)</u>	<u>(1,990,605)</u>
EXPENDITURES					
301 -- Killiney Beach Water	\$ 464,764	490,128	682,081	684,996	687,969
303 -- Falcon Ridge Water	59,420	59,685	60,374	61,077	61,793
305 -- Sunset Ranch Water	196,992	178,815	181,073	183,378	185,730
306 -- Trepanier Bench Water	24,465	22,944	23,268	23,001	23,340
307 -- Westshores Water	546,206	522,457	649,568	653,001	656,502
310 -- Fintry / Valley of the Sun Water	394,944	364,639	368,112	371,656	375,270
TOTAL EXPENDITURES	<u>1,686,791</u>	<u>1,638,668</u>	<u>1,964,476</u>	<u>1,977,109</u>	<u>1,990,605</u>

REGIONAL DISTRICT OF CENTRAL OKANAGAN
2019 BUDGET AND FINANCIAL PLAN 2019 - 2023
WATER CAPITAL FUND

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
REVENUE					
Grants	\$ (265,430)	0	0	0	0
Proceeds on Disposal / Transfer	(3,000)	0	0	0	0
Transfer from Gas Tax Cap Fac Reserve	(60,099)	0	0	0	0
Capital Financing	0	(4,974,380)	0	0	0
Transfer from Reserve Funds	(1,087,559)	(2,329,310)	(93,540)	(93,540)	(95,660)
TOTAL REVENUE	<u>(1,416,088)</u>	<u>(7,303,690)</u>	<u>(93,540)</u>	<u>(93,540)</u>	<u>(95,660)</u>
EXPENDITURES					
301 -- Killiney Beach	\$ 939,564	3,520,750	20,750	20,750	20,750
303 -- Falcon Ridge Water	51,939	5,150	5,150	5,150	5,150
305 -- Sunset Ranch Water System	26,050	26,200	26,050	26,050	26,050
306 -- Trepanier Bench Water	4,400	2,060	2,060	2,060	2,060
307 -- Westshore Water	371,335	3,728,630	18,630	18,630	20,750
310 -- Fintry / Valley of the Sun Water	22,800	20,900	20,900	20,900	20,900
TOTAL EXPENDITURES	<u>1,416,088</u>	<u>7,303,690</u>	<u>93,540</u>	<u>93,540</u>	<u>95,660</u>

REGIONAL DISTRICT OF CENTRAL OKANAGAN
2019 BUDGET AND FINANCIAL PLAN 2019 - 2023
SEWER REVENUE FUND

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
REVENUE					
Sewer User Fees	\$ (129,814)	(134,864)	(140,167)	(145,734)	(151,580)
Services - Peachland	(555,178)	(601,504)	(611,905)	(622,514)	(633,335)
Services - West Kelowna	(3,448,794)	(3,690,582)	(3,750,907)	(3,812,438)	(3,875,200)
Services - WFN	(1,021,025)	(1,111,718)	(1,130,482)	(1,149,622)	(1,169,145)
Other Revenue	(2,400)	0	0	0	0
Parcel Tax	(37,390)	(37,717)	(37,717)	(37,717)	(37,717)
Transfer from Operating Reserve	(100,000)	0	0	0	0
Prior Year (Surplus) / Deficit	(193,371)	(0)	0	0	0
Engineering Admin OH Recovery	123,439	126,052	128,718	131,452	134,241
Administration Overhead Recovery	518,169	528,937	539,922	551,172	562,646
TOTAL REVENUE	<u><u>(4,846,364)</u></u>	<u><u>(4,921,395)</u></u>	<u><u>(5,002,538)</u></u>	<u><u>(5,085,402)</u></u>	<u><u>(5,170,090)</u></u>
EXPENDITURES					
401 -- Westside Sewer System	\$ 3,961,544	4,025,044	4,089,814	4,155,879	4,223,266
470 -- RDCO Collector Systems	390,276	395,588	401,005	406,531	412,168
471 -- WFN Collector Systems	136,256	138,981	141,761	144,596	147,488
472 -- Peachland Collector Systems	197,814	202,235	205,919	209,677	213,510
499 -- Ellison Sewer System	122,757	121,831	126,322	131,001	135,941
Sewer Debt Financing	37,717	37,717	37,717	37,717	37,717
TOTAL EXPENDITURES	<u><u>4,846,364</u></u>	<u><u>4,921,396</u></u>	<u><u>5,002,538</u></u>	<u><u>5,085,402</u></u>	<u><u>5,170,090</u></u>

REGIONAL DISTRICT OF CENTRAL OKANAGAN
2019 BUDGET AND FINANCIAL PLAN 2019 - 2023
SEWER CAPITAL FUND

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
REVENUE					
Internal Transfer or Sale of Asset	(95,000)	(2,000)	0	0	0
From Equipment Reserves	(39,363)	(58,725)	(10,600)	(10,600)	(10,600)
From Capital Facility Reserves	(621,460)	(333,500)	(316,410)	(319,500)	(316,410)
Transfer from DCC Reserve Fund	0	(1,386,000)	0	0	0
TOTAL REVENUE	<u>(755,823)</u>	<u>(1,780,225)</u>	<u>(327,010)</u>	<u>(330,100)</u>	<u>(327,010)</u>
EXPENDITURES					
401 -- Westside Sewer System	\$ 690,223	1,751,085	300,960	300,960	300,960
470 -- Westside Sewer System: RDCO	55,000	18,540	15,450	18,540	15,450
499 -- Ellison Sewer System	10,600	10,600	10,600	10,600	10,600
TOTAL EXPENDITURES	<u>755,823</u>	<u>1,780,225</u>	<u>327,010</u>	<u>330,100</u>	<u>327,010</u>

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2019 - 2023 Five Year Program Budget Projections**

Program: 303 -- Falcon Ridge Water System

Department: Engineering Services (Water Systems)

Amended January 2020

Water Revenue Fund Budgets

	2019 Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
<u>Revenue:</u>					
Water User, Late Pmt & Insp. Fees	(42,000)	(42,420)	(43,268)	(44,134)	(45,016)
Maintenance / Asset Renewal Fee	(25,245) a	(25,245) a	(25,245) a	(25,246) a	(25,245) a
Previous Year's Surplus/Deficit	1	(0)	(0)	0	0
Engineering Admin OH	1,495	1,525	1,555	1,587	1,618
Administration OH	6,329	6,455	6,584	6,716	6,850
Total Revenue	(59,420)	(59,685)	(60,374)	(61,077)	(61,793)
<u>Expenses:</u>					
Operations	47,937 b,f	47,641	48,594	49,566	50,557
Transfer to Cap. Fac Reserves	11,483 a,f	12,044 a	11,780 a	11,511 a	11,236 a
Total Expenses	59,420	59,685	60,374	61,077	61,793
(Surplus) / Deficit	(0)	(0)	0	0	(0)
FTE's	0.14	0.14	0.14	0.14	0.14

Water Capital Fund Budgets

	2019 Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
<u>Revenue</u>					
Grants	(1,511)	0	0	0	0
Tsfr from Gas Tax Cap Fac. Rsrv	(26,916) c,d	0	0	0	0
Transfer From Equip Reserves	(13,512)	(2,280)	0	0	0
Transfer From Cap. Fac. Reserve	(10,000)	(2,870)	(5,150)	(5,150)	(5,150)
Total Revenue	(51,939)	(5,150)	(5,150)	(5,150)	(5,150)
<u>Expenses</u>					
Distribution System Improvements	15,900 d	0	0	0	0
Reservoir	23,587 e	0	0	0	0
Electrical / Communication	12,452 c,e	0	0	0	0
Equipment & Improvements	0	5,150	5,150	5,150	5,150
Total Expenses	51,939	5,150	5,150	5,150	5,150
(Surplus) / Deficit	0	0	0	0	0
Equip Reserve Fund Bal at Y/E	(2,280)	0	0	0	0
Capital Facility Reserve Bal at Y/E	(1,783) a,f	(10,946) a	(17,634) a	(24,120) a	(30,396) a

Notes

- a. Transfer asset renewal fees to reserves. Full transfer cannot be made.
b. Increased: Equip Repairs & Mtce \$4k, Travel \$2k, Payroll \$1.5k, Electricity \$1k, Insurance \$1k.
c. Community Works Fund Gas Tax funding:

Previously approved Capital:

Water Filtration

\$11.9k remaining

- d. Requesting additional CWF: **New Items requiring Specific Board approval of CWF use prior to project commencing (separate report to come forward in 2019). Projects will not proceed if CWF are not available:**

Hydrants

\$15k

- e. 2018 projects carried forward.

- f. Amendment January 2020: Mitigate year end deficit of \$1,230. Reduce transfer to reserves.

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2019 - 2023 Five Year Program Budget Projections**

Program: 306 -- Trepanier Bench Water System

Department: Engineering Services (Water Systems)

Amended January 2020

Water Revenue Fund Budgets

	2019 Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
Revenue:					
Water User, Late Pmt & Insp. Fees	(19,000)	(19,380)	(19,768)	(20,162)	(20,566)
Maintenance / Asset Renewal Fee	(6,056) a	(6,056) a	(6,056) a	(6,056) a	(6,056) a
Previous Year's Surplus/Deficit	1,099	(0)	(0)	(0)	(0)
Engineering Admin OH	579	591	603	615	627
Administration OH	2,453	2,501	2,552	2,603	2,655
Insurance Proceeds	(2,940) d	0	0	0	0
Rental	(600) b	(600)	(600)	0	0
Total Revenue	(24,465)	(22,944)	(23,269)	(23,001)	(23,340)
Expenses:					
Operations	21,042 c,d	18,464	18,833	19,210	19,594
Transfer to Capital Facility Reserves	3,423 a	4,480 a	4,435 a	3,791 a	3,746 a
Total Expenses	24,465	22,944	23,268	23,001	23,340
(Surplus) / Deficit	(0)	(0)	(0)	(0)	0
FTE's	0.06	0.06	0.06	0.06	0.06

Water Capital Fund Budgets

	2019 Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
Revenue					
Transfer From Equip Reserves	(1,008)	0	0	0	0
Transfer from Cap Fac. Reserve	(3,392) e	(2,060)	(2,060)	(2,060)	(2,060)
Total Revenue	(4,400)	(2,060)	(2,060)	(2,060)	(2,060)
Expenses					
Equipment Improvements	4,400 e	2,060	2,060	2,060	2,060
Total Expenses	4,400	2,060	2,060	2,060	2,060
(Surplus) / Deficit	0	0	0	0	0
Equip Reserve Fund Balance at Y/E	0	-	-	-	-
Capital Facility Reserve Bal at Y/E	(2,395) a	(4,818) a	(7,221) a	(9,003) a	(10,759) a

Notes

a. Transfer includes asset renewal fees. Unable to transfer full amount.

b. Five year contract for space rental to Peachland. Ends 2021.

c. Increased: Travel \$0.5k. Decreases: Payroll \$1.8k, and misc. \$0.4k.

d. Amendment January 2020: Accrue Insurance Proceeds of \$2,940. Expenses are higher due to insurance related costs.

e. Amendment January 2020: Increase capital expenditure budget from \$2,069 to \$4,235 to reflect actual over-expenditure, and increase transfer from reserves accordingly.

REGIONAL DISTRICT OF CENTRAL OKANAGAN
2019 - 2023 Five Year Program Budget Projections

Program: 401 -- Westside Sewer System: Wastewater Treatment Plant

Department: Engineering Services (Sewer Systems)

Amended July 2019 & January 2020

Sewer Revenue Fund Budgets

	2019 Budget		2020 Projected Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget
<u>Revenue:</u>									
Misc. Rev.	(2,400)		0		0		0		0
Services - Peachland	(347,648)	a	(368,414)		(374,513)		(380,735)		(387,081)
Services - West Kelowna	(3,151,589)	a	(3,339,842)		(3,395,136)		(3,451,536)		(3,509,064)
Previous Year's Surplus/Deficit	(80,914)		0		0		0		0
Engineering Admin OH	101,600	b	103,632		105,705		107,819		109,975
Administration OH	430,212		438,817		447,593		456,545		465,676
Transfer from Operating Reserve	(100,000)	c	0		0		0		0
Services - WFN	(810,805)	a	(859,237)		(873,462)		(887,972)		(902,772)
Total Revenue	(3,961,544)		(4,025,044)		(4,089,814)		(4,155,879)		(4,223,267)
<u>Expenses:</u>									
Operations	3,174,999	d	3,238,499		3,303,269		3,369,334		3,436,721
Transfer to Equip. Reserves	55,000	e	55,000		55,000		55,000		55,000
Transfer to Operating Reserve	0		0		0		0		0
Transfer Cap. Facility Reserves	731,545	f	731,545	f	731,545	f	731,545	f	731,545
Total Expenses	3,961,544		4,025,044		4,089,814		4,155,879		4,223,266
(Surplus) / Deficit	0		0		0		0		(1)
FTE's	8.715		8.715		8.715		8.715		8.715
Total Service Cost Recovered From Partners/Participants	(4,310,042)		(4,567,493)		(4,643,112)		(4,720,243)		(4,798,917)

Sewer Capital Fund Budgets

	2019 Budget		2020 Projected Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget
Revenue									
Sale of Assets	(86,000)	j	(2,000)		0		0		0
From Equipment Reserves	(28,763)	j	(48,125)		0		0		0
From Capital Facility Reserves	(575,460)	l	(314,960)	m	(300,960)		(300,960)		(300,960)
From DCC Reserve Fund	0	g,l	(1,386,000)	m	0		0		0
Total Revenue	(690,223)		(1,751,085)		(300,960)		(300,960)		(300,960)
Expenses									
HVAC	135,960		0		0		0		0
Outfall Piping	0	g,k	0		0		0		0
Vehicles	105,263		50,125		0		0		0
Engineering & Design Costs	130,500	k	0		0		0		0
TWAS	0		1,400,000	k,m	0		0		0
Headworks Pumps	270,000	k	257,500		257,500		257,500		257,500
Lab Equipment	6,500		0		0		0		0
Security System	10,000		0		0		0		0
Bioreactors	32,000		32,860		32,860		32,860		32,860
Odor Control	0		10,600		10,600		10,600		10,600
Total Expenses	690,223		1,751,085		300,960		300,960		300,960
(Surplus) / Deficit	0		0		0		0		0
Equip. Reserve Fund Balance at Y/E	(304,297)	k	(313,734)		(371,871)		(430,590)		(489,896)
Capital Facility Reserve Bal. at Y/E	(780,701)	f,l	(1,201,943)	m	(1,641,538)		(2,085,529)		(2,533,960)
DCC Reserve Fund	(2,553,907)	h,l	(1,779,586)	h,m	(2,397,382)	h	(3,021,356)	h	(3,651,569)
Operating Reserve Bal. at Y/E	(96,263)		(97,226)		(98,198)		(99,180)		(100,172)

Notes

- a. Updated flow splits in 2019. Using 5 year average. Slight shift in splits from West Kelowna & Peachland to WFN.
- b. Engineering Overhead Rate decrease from 3.4% to 3.2%.
- c. Utilize \$100k of operating reserve to mitigate impact of \$91k reduction in surplus carryforward.
- d. Increases: Biosolids Removal \$66k, Software & Licenses \$40k, Biosolids Mgmt \$34k, Centrifuge Mtce \$25k, Water Rates \$8k, & Misc. small amounts.
Decreases: Vehicle Operations \$15k, Electrical Repairs & Mtce \$11.2k, Odor Control Chemicals \$10k, & Misc. small amounts.
- e. As per previous financial plans, \$55k is to be transferred annually to equipment reserve (not included in facility replacement calculations.)
- f. The approved Capital / Reserve Contribution Level has been at 35% of the estimated annual capital cost replacement level. In 2018 that amount was \$682,921 based on a 2010 report. That report has been updated, and shows that based on the revised numbers, contributions were actually at a 37% level. This budget reflects a slight increase to 40%, or \$731,545, a difference of \$48,584. See Schedule B for the calculation of reserve transfers.
- g. Outfall project funded by DCC's.
- h. Assumes \$600k in DCC's are collected.
- i. Lift Stations and Collector Systems are budgeted as separate cost centres 470, 471 & 472 simply to track the costs at the request of the partners, but are part of the overall Westside Sewer Service.
- j. Amendment, July: Biosolids trailers sold \$83k. Reduce transfer from equipment reserves to fund vehicle purchase.
- k. Amendment, July: Shift \$50k from Pumps Headworks (for concrete work) and \$20k for Outfall Project to Engineering and Design for TWAS project. TWAS Project is currently estimated at \$1.2 to 1.33m, but was not yet in budget until project is firmed up and costs are known.
- l. Amendment, July: \$20k Outfall project was funded by DCC's. TWAS eng & design funded by capital facility reserves. Shift funding.
- m. Amendment January 2020: TWAS Project estimated at \$1.4m per December 9, 2019 Q1 2020 Spending Report.

**Community Services (Solid Waste Management)
2019 - 2023 Five Year Program Budget Projections**

Program: 095 -- SWM: Solid Waste Collection (Electoral Areas) a

Department: Engineering Services (Solid Waste Management)

Amended January 2020

General Revenue Fund Budgets

	2019 Budget		2020 Projected Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget	
Revenue:										
Collection Fees, Late Payment										
Fees & Tags	(508,342)	m	(494,700)		(504,594)		(514,686)		(524,980)	
Parcel Tax	0		(27,622)	g	(37,480)	g	(44,856)	g	(45,293)	g
Hauler Fuel Rebates	(2,500)	m	0		0		0		0	
Previous Year's Surplus/Deficit	(52,836)	f	0		0		0		0	
Administration OH	69,954		69,286		72,085		73,527		74,997	
Transfer from CWF Fac Reserve	14,999	i	0		0		0		0	
Transfer from Operating Reserve	(42,000)	j	(30,000)	g	(21,948)	g	(15,000)	g	(15,000)	g
Multi Material BC (MMBC)	(73,000)	e,m	(66,300)		(67,626)		(68,979)		(70,358)	
Total Revenue	(593,725)		(549,336)		(559,562)		(569,993)		(580,633)	
Expenses:										
Operations	587,150	b,k	511,336	h	521,562		531,993		542,633	
CWF Project - Tsfr Stations	0	e	0		0		0		0	
Transfer to Capital Fac. Reserves	6,575	c	38,000	c	38,000	c	38,000	c	38,000	c
Transfer to Operating Reserve	0	f,i	0		0		0		0	
Total Expenses	593,725		549,336		559,562		569,993		580,633	
(Surplus) / Deficit	0		0		0		0		0	
FTE's	0.15	b	0.05	h	0.05		0.05		0.05	

Tax Levy:

Parcel Tax 0 (27,622) g (37,480) g (44,856) g (45,293)

General Capital Fund Budgets

	2019 Budget		2020 Projected Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget	
Revenue										
Transfer from Cap. Fac. Reserve	(12,601)		(12,601)		(12,601)		(12,601)		(12,601)	
Total Revenue	(12,601)		(12,601)		(12,601)		(12,601)		(12,601)	
Expenses										
Garbage Carts	10,026		10,026		10,026		10,026		10,026	
Transfer Site Improvements	2,575	e	2,575		2,575		2,575		2,575	
Total Expenses	12,601		12,601		12,601		12,601		12,601	
(Surplus) / Deficit	0		0		0		0		0	
Equip. Reserve Balance at Y/E	(199,365)		(201,359)		(203,372)		(205,406)		(207,460)	
Capital Fac. Reserv Bal. at Y/E	(22,213)	c	(47,708)	c	(73,458)	c	(99,466)	c	(125,733)	c
Operating Reserve Balance at Y/E	(85,060)	f, j	(55,911)	g	(34,522)	g	(19,867)	g	(5,066)	

Notes

- a. This is part of the overall SWM service. Costs are split out into the various cost centre for tracking and billing purposes.
b. Increases: Tipping fees-KSLF \$13.8k, Collection fees \$9k, Payroll \$8.5k, TS-Contracts-Sites \$2.5k, Contract Services \$2k.
Decreases: CWF-TS Project \$15k, Office Supplies \$0.5k, Title Searches \$0.25k.
c. Set aside reserves for future cart and vehicle replacement, and transfer station upgrades.
d. Community Works Fund Gas Tax funding:

Deferral of approved CWF:

Transfer Stations Improvement Project: Implementation \$25k

e. Multi-Materials Management BC is reducing rebates.

f. Transfer part of surplus to operating reserve.

g. January 2020 Amendment: Previously utilizing Operating Reserve to remove/reduce the need for parcel tax increase. Operating reserves reduced, so now increase is likely.

h. Slight FTE reduction. Budget is being reviewed for 2020 and will likely increase.

i. January 2020 Amendment: 2018 CWF funding Transfer Station Site Study Project for \$15k disallowed by UBCM.

j. January 2020 Amendment: \$42k Operating reserves utilized to reduce the deficit to nil.

k. January 2020 Amendment: \$71k increase -- Additional Operating Costs for interim collection contract \$68k, \$3k misc items.

l. January 2020 Amendment: Reduce transfer to operating reserve from \$10,043 to nil to mitigate deficit.

m. January 2020 Amendment: Increase revenues \$33.8k to reflect actuals. Add \$10.6k Late Payment Fees, \$12.7k Collection Fees \$8k MMBC Revenue, \$2.5k Fuel Rebates.

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2019 - 2023 Five Year Program Budget Projections**

Program: 110 -- Regional Planning

Department: Community Services (Planning Services)

Amended July 2019 & January 2020

General Revenue Fund Budgets

	2019 Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
Revenue:					
Tax Requisition - Kelowna	(267,956)	(284,313)	(288,324)	(292,414)	(296,586)
Tax Requisition - Peachland	(11,726)	(12,441)	(12,617)	(12,796)	(12,979)
Tax Requisition - Lake Country	(29,263)	(31,049)	(31,487)	(31,934)	(32,390)
Tax Requisition - West Kelowna	(65,504)	(69,503)	(70,483)	(71,483)	(72,504)
Tax Req - EA Cent Ok. West	(8,359)	(8,869)	(8,994)	(9,122)	(9,252)
Tax Req - EA Cent Ok East	(7,622)	(8,087)	(8,201)	(8,317)	(8,436)
UBCM Grant - LIDAR	(150,000)	0 g	0	0	0
Previous Year's Surplus/Deficit	(114,802) a	0	0	(0)	0
Administration OH	114,942	49,434	50,132	50,843	51,568
Transfer from Operating Reserve	(32,992) c	0	0	0	0
Other Grants / Revenues	(300,000) b,i	0	0	0	0
Total Revenue	(873,282)	(364,828)	(369,974)	(375,223)	(380,578)
Expenses:					
Operations	427,282 a,d,e,i	257,328 g	262,474	267,724	273,078
Transfer to Capital	0	0	0	0	0
Regional Growth Strategy	446,000 a,d,f	107,500 h	107,500 h	107,500 h	107,500 h
Total Expenses	873,282	364,828	369,974	375,224	380,578
(Surplus) / Deficit	0	0	(0)	0	(0)
FTE's	2.05	2.05	2.05	2.05	2.05
Tax Levy:					
Tax Requisition	(390,430)	(414,262)	(420,106)	(426,066)	(432,147)
Residential Tax Rate (per \$1000 of assessment)	0.0068	0.0071	0.0072	0.0072	0.0072

Notes

- Surplus Carryforward is higher. Projects, including LIDAR, & funding carried forward.
- National Disaster Mitigation Program (NDMP) Grant for project \$270k & OBWB \$5k Grant for Climate Resilient Landscaping.
- Utilize all of operating reserve to reduce impact of additional RGS Projects.
- Increases: RGS/Consultation plan \$338.5k, Contract services \$3.5k, Bio-Diversity Conservation strategy \$3k, Collaboration/consultation \$2.8k, Insurance \$2k, Memberships \$0.5k. Decreases: Payroll \$11.7k, Legal \$3.5k, Training & Education \$0.8k, Advertising \$0.5k.
- Contract Services totals \$170.5k and includes: \$150k LIDAR Project (equivalent \$150k UBCM grant offsets cost), \$10.5k Lake Management Plan Initiative & \$10k Climate Resilient Landscaping Outreach Plan.
- RGS Contract Services \$446k and includes: \$40k Regional Housing Needs Assessment, \$20, RGS Monitoring Program, Various floodplain Mapping: OK, Kal, Ellison \$10k, OK, Kal, Ellison NDMP Funded \$270k, West Kelowna \$37.5k, RGS Five Year Review \$25k, Regional Housing Strategy \$41.5k, EDC Agriculture \$2k.
- January 2020 Amendment: Regional Housing Strategy to be fully funded in 2019 commitment and Q1 2020 carry forward. Reallocate \$41.5k for Housing needs Assessment and \$18.5k from RGS Five Year Review for total of \$60k per Dec 9 Q1 2020 Report. RGS Projects to be revisited in 2020 Budget process.
- Remove \$150k for LIDAR.
- Planned Projects.
- Amended, July: Provincial Okanagan Lakes Protections Strategy Grant \$10k approved. Add related consulting costs. IHA Community Food Action Initiative grant \$15k approved. Add \$15k to payroll costs for additional staffing for project.

REGIONAL DISTRICT OF CENTRAL OKANAGAN
2019 - 2023 Five Year Program Budget Projection

Program: 142 -- Regional Parks									
Department:	Parks & Recreation								
Amended July 2019 & January 2020									
General Revenue Fund Budgets									
	2019 Budget		2020 Projected Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget
Revenue:									
Services - WFN	(273,828)		(291,142)		(297,117)		(306,519)		(309,352)
Sundry Rev. & Donations	(67,955)		(67,955)		(67,955)		(67,955)		(67,955)
Tax Requisition - Kelowna	(5,276,641)		(5,608,731)		(5,723,835)		(5,904,980)		(5,959,537)
Tax Requisition - Peachland	(230,904)		(245,436)		(250,473)		(258,400)		(260,787)
Tax Requisition - Lake Country	(576,250)		(612,517)		(625,087)		(644,869)		(650,827)
Tax Requisition - West Kelowna	(1,289,922)		(1,371,105)		(1,399,243)		(1,443,525)		(1,456,862)
Tax Req - EA Cent Ok. West	(164,599)		(174,958)		(178,548)		(184,199)		(185,901)
Tax Req - EA Cent Ok East	(150,086)		(159,532)		(162,805)		(167,958)		(169,510)
Grants	(65,600)	c	(10,600)	n	(10,600)		(10,600)		(10,600)
Previous Year's Surplus/Deficit	(254,648)	b	(0)		(0)		(0)		(0)
Portion of Surplus due to Y/E Accounting Entry	(22,041)	a	0		0		0		0
Administration OH	525,207		530,577		539,986		565,424		567,552
Transfer from Operating Reserve	(100,000)	j	(110,074)	m	0		0		0
Total Revenue	(7,947,267)		(8,121,472)		(8,175,676)		(8,423,581)		(8,503,779)
Expenses:									
Operations	3,781,432	c,d	3,915,701	n,o	3,906,999	p	4,091,053	q	4,106,444
Debt Payments	2,219,007	e,i	0		0		0		0
Transfer to Equip. Reserves	141,000	f,i	143,115	f,i	145,262	f,i	147,441	f,i	149,652
Transfer to Capital	22,041		0		0		0		0
Transfer to Capital Facility Reserve	1,771,787	i	4,050,656	i	4,111,416	i	4,173,087	i	4,235,683
Transfer to Dist of Peachland	12,000		12,000		12,000		12,000		12,000
Total Expenses	7,947,267		8,121,472		8,175,676		8,423,581		8,503,780
(Surplus) / Deficit	(0)		(0)		(0)		(0)		0
FTE's	31.971		30.9480		31.838		31.838		32.728
Tax Levy:									
Tax Requisition	(7,688,402)		(8,172,279)		(8,339,991)		(8,603,931)		(8,683,424)
Residential Tax Rate (per \$1000 of assessment)	0.1336		0.1406		0.1420		0.1451		0.1450

General Capital Fund Budgets									
	2019 Budget		2020 Projected Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget
Revenue									
Grant	(67,527)		(50,000)		0		0		0
Gellatly Nut Farm Society Contribution	(44,215)		0		0		0		0
Donations	(34,000)		(4,000)		(4,000)		(4,000)		(4,000)
Disaster Funding Assistance / Insurance	(1,096,987)	l	0		0		0		0
Proceeds of Sale	0		(5,000)		(8,000)		(3,000)		(3,000)
Transfer From Park Land Reserves	(1,255,378)	k	0		0		0		0
Transfer From Equip. Reserves	(82,000)		(79,000)		(99,000)		(53,000)		(53,000)
Transfer From Cap. Fac. Reserves	(2,009,392)		(2,086,750)		(1,031,675)		(1,102,620)		(2,351,172)
Transfer From Revenue Fund	(22,041)		0		0		0		0
Total Revenue	(4,611,540)		(2,224,750)		(1,142,675)		(1,162,620)		(2,411,172)
Expenses									
Parks Development (see detailed project list):	1,865,507		2,099,600		1,011,525		1,054,470		2,341,022
Flood Recovery Projects - Recoverable	1,323,930	l	0		0		0		0
Other Capital:									
Vehicles	77,000		84,000		107,000		56,000		56,000
Office Furniture	5,000		0		0		0		0
Land Acquisition Strategy (from Land Reserves):									
Land Acquisition Strategy - Goats Peak Impr.	117,003	k	0		0		0		0
Land Acquisition Strat - Other	1,138,375	k	0		0		0		0
Benches	4,000		4,000		4,000		4,000		4,000
Equipment	80,725		37,150		20,150		48,150		10,150
Total Expenses	4,611,540		2,224,750		1,142,675		1,162,620		2,411,172
(Surplus) / Deficit	0		0		0		0		0
Capital Facility Reserve Bal at Y/E	(3,944,788)		(5,967,781)	s	(9,137,997)		(12,330,549)		(14,357,211)
Equip. Reserve Fund Balance at Y/E	(226,123)		(292,499)		(341,686)		(439,543)		(540,591)
Park Land Reserve Balance at Y/E	(61,794)		(62,412)		(63,036)		(63,666)		(64,303)
Parks Legacy Reserve at Y/E	(27,010)		(27,281)		(27,553)		(27,829)		(28,107)
Operating Reserve Balance at Y/E	(110,074)	j	0	m	0		0		0

Notes

a. 2018 Surplus: For accounting/PSAB reasons, due to the flood damage in 2018, assets must be written off in 2018. Because it is virtually assured that this is will be covered by Disaster Financial Assistance at the very least, and possibly insurance, and there hopefully minimal or no financial loss, the revenue related to the lost assets must be recognized/accrued in 2018 and adds \$22k to the surplus. This will be shown as a transfer to capital over and above all other transfers in the 2019 budget to fund the capital work that will be done. This is a timing/revenue recognition issue that must be complied with.

b. Remainder of 2018 Surplus \$254k: Primarily due to under expenditures in Payroll \$127k, Repairs & Mtce \$22k, Planning \$17.6k, Interpretation \$15k, Park Mtce \$11k, and various line items. Additional revenues/grants 44.5k.

c. Forest Health Grant \$139,638 (\$75k Increase), Summer Career Placement \$15k, Fisheries \$10.6k
July Amendment: Reduced Grant funding and related costs: Forest Health Grants reduced \$94.6k - SWPI for Mill Creek cancelled, and Community Resiliency Initiative (CRI) for Wildfire Protection Plan reduced from \$60k to \$30k.

d. *Increases*: Payroll \$127k (staffing and contract increases), Planning \$55k, Forest Health \$60k, Park Maintenance \$17.5k, Training \$9k, Misc. items net increase \$5.5k.

e. Short Term Land Acquisition Debt payment (\$10.77 m over 5 yrs) ends 2019.

f. Transfer to Equipment Reserves is required for vehicle and equipment replacement.

i. In prior years Board approved that \$.07 and \$.02 per \$1000 of assessment, are to be used to pay down land acquisition debt & the remainder is to be utilized for capital or transfers to capital facility reserves, rather than funding land acquisition specifically. The capital facilities reserve can still be used to purchase land.
The unintended consequence of the total funding of \$.09 would result in large increases to the average home due due to market and growth increases. As a result, in 2017 staff recommended a 1.5% increase over the prior year total to represent a reasonable factor for growth. The Board agreed that this should continue in future years as well. In 2019 \$65.6k is added.
Also, as debt has been reduced or ended in prior years, the equivalent of those former payment amounts continues to be directed into funding capital.

j. Utilize \$100k of operating reserve to mitigate the impact of the change in surplus carried forward.

k. Land Acquisition Strategy using Land Reserves.

l. Most costs will be recoverable either 80% through Disaster Funding Assistance, or through insurance. Budgeted conservatively to include 80% recovery, but it could be more.

m. Possibly use operating reserve to reduce tax impact of no surplus carried forward.

n. Remove Forest Health Project \$140k and other grants and projects.

o. Add costs for Planning \$75.5k.

p. Decrease Planning \$65k.

q. Increase Planning \$55k.

r. Decrease Planning \$45k.

s. Amendment January 2020 as per approved December 9, 2019 Q1 2020 Spending Report. Add \$65,975 for Spawning Channel Retaining Wall & guardrail fencing. Wall failed and threatens water quality and spawning cycle.

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2019 - 2023 Five Year Program Budget Projections**

Program: DCC -- Development Cost Charges

Department: Fiscal Services

Amended July 2019 & January 2020

General Revenue Fund Budgets

	2019 Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
Revenue:					
Sewer DCC's	(600,000)	(600,000)	(600,000)	(600,000)	(600,000)
Previous Year's Surplus/Deficit	(19,800)	0	0	0	0
East Trunk DCC's	(70,000)	(70,000)	(70,000)	(70,000)	(70,000)
Total Revenue	(689,800)	(670,000)	(670,000)	(670,000)	(670,000)
Expenses:					
Transfer to Sewer Cap. Fund	19,800	0	0	0	0
Transfer to DCC Reserve	670,000	670,000	670,000	670,000	670,000
Total Expenses	689,800	670,000	670,000	670,000	670,000
(Surplus) / Deficit	0	0	0	0	0
East Trunk Sewer Line DCC Reserve	(2,124,752) a	(2,216,000)	(2,308,160)	(2,401,241)	(2,495,254)
Sewer Plant DCC Reserve Balance	(2,553,907) a,b	(1,779,586)	(23,973,822)	(3,021,335)	(3,651,569)

Notes

a. See Engineering Program 401 & 470 -- Westside Sewer System for usage of DCC reserves.

b. Amendment, July & January: Reserve balances affected in accordance with amendment to cc 401 - Westside Sewer System: Wastewater Treatment Plant.

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2019 - 2023 Five Year Program Budget Projections**

Program: 002 -- Administration / Corporate Services

Department: Corporate Services

Amended January 2020

General Revenue Fund Budgets

	2019 Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
Revenue:					
Sundry Sales & Office Rentals	(145,863)	(145,863)	(145,863)	(145,863)	(145,863)
Grants	(103,000) a	(103,000)	(103,000)	(103,000)	(103,000)
Previous Year's Surplus/Deficit	(271,030) b	0	0	0	0
Transfer from Operating Reserve	0	(61,360) i	0	0	0
Administration OH Recovery	(1,065,466)	(1,305,561)	(1,434,463)	(1,465,130)	(1,496,410)
Total Revenue	(1,585,359)	(1,615,784)	(1,683,326)	(1,713,993)	(1,745,273)
Expenses:					
Operations	1,355,360 c,f	1,465,784 jklm	1,533,326 k	1,563,993	1,595,273
Transfer to Operating Reserve	30,000 d	0	0	0	0
Transfer to Cap. Fac. Reserve	200,000 e	150,000 e	150,000 e	150,000 e	150,000 e
Total Expenses	1,585,360	1,615,784	1,683,326	1,713,993	1,745,273
(Surplus) / Deficit	0	0	0	0	0
FTE's	8.6256 f	9.3256 j,m	9.8256 j	9.8256	9.8256

General Capital Fund Budgets

	2019 Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
Revenue					
Grant	0	(128,925) n	0	0	0
Transfer from Cap Fac Res.	(313,206)	(304,220) n,o,p	(231,000)	(25,750)	(25,750)
Transfer From Equip. Reserves	(124)	0	0	0	0
Total Revenue	(313,330)	(433,145)	(231,000)	(25,750)	(25,750)
Expenses					
Computers & Equipment	27,475 g	23,045 p	0	0	0
Office Furniture	2,030	0	0	0	0
Vehicle	30,075	0	0	0	0
Software	0	0	50,750	0	0
HVAC	0	257,850 n	0	0	0
Exterior Paint	0	0	154,500	0	0
Building / Security Improvements	253,750 h	152,250 o	25,750	25,750	25,750
Total Expenses	313,330	433,145	231,000	25,750	25,750
(Surplus) / Deficit	0	0	0	0	0
Equip. Reserve Fund Bal. at Y/E	0	0	0	0	0
Cap. Fac. Rsrv Fund Bal. At Y/E	(376,670) e	(226,217) e	(147,479) e	(273,204) e	(400,186) e
Operating Reserve Bal at Y/E	(92,255)	(31,818)	(32,136)	(32,457)	(32,782)

Notes

- Includes Provincial Unconditional Regional District Administrative Grant which has been reduced from \$130k to \$70k due to increased population numbers. CARIP grant \$18k, and UBCM Asset Management Grant \$15k.
- Surplus due to higher recovery due to capital projects \$55k, higher grants and rents \$10k, lower payroll costs \$108k contract services \$61k, Legal \$10k, and various misc. amounts.
- Increases: Payroll \$113k, Legal \$10k, Training & Travel \$8k, Postage/Freight \$5k, Misc. \$6k.
Decreases: Contract Services \$58k (Admin OH Review, Other Reviews done in 2018).
Note: SIBAC \$5k currently included. Contract ends 2020.
- Transfer a small portion of operating surplus to operating reserve for future admin overhead recovery rate smoothing.
- Need to continue to build increased reserve levels for admin building and service.
- FTE's: Reallocation of CAO and Communications staff between 002 - Corp Serv. and 001 - Board function. Reallocation of new communications manager position - between SWM and Corporate Services.
- Photocopier, Binding Machine
- Admin/Reception area design & upgrades, Bathrooms & Floors reno's.
- Utilize operating reserve to reduce impact on recovery amount required.
- Payment agreement with SIBAC ends in 2020. Remove \$5k.
- Add .5 FTE \$38k in 2020 for Records Management (starts 1/2 way through the year, then add remaining .5 for full year in 2021)
- Add \$20k for Contract Services for Records Management and software licensing fees.
- Add .2 FTE for Communications Manager shift from SWM to Corporate Services.
- Project would only proceed if grants are available. Digital Distribution Control Upgrade Design & Installation (50/50 grant).
Remainder from reserves.
- Upper Floor Upgrades and Additional Building work.
- Approved in Q1 2020 Report on December 9, 2019 - Add \$20k Folding/Sorter Machine.

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2019 - 2023 Five Year Program Budget Projections**

Program: 008 -- Central Okanagan West Electoral Area

Department: Corporate Services

Amended January 2020

General Revenue Fund Budgets

	2019 Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
Revenue:					
Tax Req - EA Cent Ok. West	(18,465)	(19,915)	(24,903)	(25,401)	(25,909)
Previous Year's Surplus/Deficit	(7,472) a	(0)	(0)	0	0
Transfer from Operating Reserve	(401) c	(4,500) d	0	0	0
Administration OH	1,983	2,022	2,063	2,104	2,146
Total Revenue	(24,355)	(22,393)	(22,841)	(23,298)	(23,764)
Expenses:					
Operations	24,355 b	22,393	22,841	23,298	23,764
Transfer to Operating Reserve	0 a	0	0	0	0
Total Expenses	24,355	22,393	22,841	23,298	23,764
(Surplus) / Deficit	(0)	(0)	0	0	0

Tax Levy:

Tax Requisition	(18,465)	(19,915)	(24,903)	(25,401)	(25,909)
Residential Tax Rate (per \$1000 of assessment)	0.0142	0.0152	0.0188	0.0190	0.0192

Operating Reserve Balance at Y/E	(5,785) a,c	(1,298) d	(1,311)	(1,324)	(1,337)
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Notes

- a. Due to 2019 Deficit of \$401, reduce Transfer to operating reserve from \$2k to nil.
- b. Amend for \$2.4k additional expenses for conferences and travel.
- c. Use \$401 of Operating Reserve to reduce 2019 deficit to nil.
- d. Possibly use operating reserve to smooth out requisition increase due to surplus swings.

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2019 - 2023 Five Year Program Budget Projections**

Program: 009 -- Central Okanagan East Electoral Area

Department: Corporate Services

Amended January 2020

General Revenue Fund Budgets

	2019 Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
Revenue:					
Tax Req - EA Cent Ok East	(22,168)	(27,329)	(29,559)	(30,150)	(30,753)
Previous Year's Surplus/Deficit	(4,428) a	(0)	(0)	(0)	(0)
Transfer from Operating Reserve	(973) d	(1,650) e	0	0	0
Administration OH	2,038	2,400	2,448	2,498	2,547
Total Revenue	(25,531)	(26,579)	(27,111)	(27,653)	(28,206)
Expenses:					
Operations	25,531 b,c	26,579	27,111	27,653	28,206
Transfer to Operating Reserve	0 a	0	0	0	0
Total Expenses	25,531	26,579	27,111	27,653	28,206
(Surplus) / Deficit	(0)	(0)	(0)	(0)	(0)

Tax Levy:

Tax Requisition	(22,168)	(27,329)	(29,559)	(30,150)	(30,753)
Residential Tax Rate (per \$1000 of assessment)	0.0188	0.0231	0.0225	0.0248	0.0251

Operating Reserve Balance at Y/E	(1,673) a	(23) e	(23)	(24)	(24)
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Notes

- a. Due to 2019 Deficit of \$973, reduce Transfer to operating reserve from \$2k to nil.
- b. Decrease: \$2.7k payroll (no longer paying both area director and alternate director), Misc. \$1.6k.
- c. Amend for \$2.97k additional expenses for conferences and travel.
- d. Use \$973 of Operating Reserve to reduce 2019 deficit to nil.
- e. Possibly use operating reserve to mitigate impact of surplus carryforward reduction. Reduced from original budget.

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2019 - 2023 Five Year Program Budget Projections**

Program: 120 -- Economic Development Commission

Department: Economic Development Commission

Amended January 2020

General Revenue Fund Budgets

	2019 Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
Revenue:					
WFN Service Agreement	(33,945)	(35,034)	(35,665)	(36,309)	(36,965)
Tax Requisition - Kelowna	(654,120)	(674,925)	(687,079)	(699,476)	(712,120)
Tax Requisition - Peachland	(28,624)	(29,535)	(30,066)	(30,609)	(31,162)
Tax Requisition - Lake Country	(71,435)	(73,707)	(75,034)	(76,388)	(77,769)
Tax Requisition - West Kelowna	(159,905)	(164,992)	(167,963)	(170,993)	(174,084)
Tax Req - EA Cent Ok. West	(20,405)	(21,054)	(21,433)	(21,819)	(22,214)
Tax Req - EA Cent Ok East	(18,605)	(19,197)	(19,543)	(19,895)	(20,255)
Grants & Partnerships	(57,500) a	(25,000) d	(25,000)	(25,000)	(25,000)
Previous Year's Surplus/Deficit	(3,636)	0	0	0	0
Administration OH	109,984	109,420	111,608	113,840	116,117
Total Revenue	(938,191)	(934,025)	(950,175)	(966,648)	(983,452)
Expenses:					
Operations	808,991 b,e	807,525 d	823,676	840,149	856,952
Transfer to Equip Reserves	9,200 c,e	6,500	6,500	6,500	6,500
Film Commission	120,000	120,000	120,000	120,000	120,000
Total Expenses	938,191	934,025	950,176	966,649	983,452
(Surplus) / Deficit	0	0	0	0	(0)
FTE's	4.04	4.04	4.04	4.04	4.04

Tax Levy:

Tax Requisition	(953,094)	(983,410)	(1,001,118)	(1,019,180)	(1,037,604)
Residential Tax Rate	0.0166	0.0169	0.0171	0.0172	0.0173
(per \$1000 of assessment)					

General Capital Fund Budgets

	2019 Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
Revenue					
Transfer From Equip Reserves	(17,925) e	(5,075)	(5,075)	(5,075)	(5,075)
Total Revenue	(17,925)	(5,075)	(5,075)	(5,075)	(5,075)
Expenses					
Software	0	0	0	0	0
Webserver Refresh	15,225	5,075	5,075	5,075	5,075
Computer	1,500 e	0	0	0	0
Equipment	1,200 e	0	0	0	0
Total Expenses	17,925	5,075	5,075	5,075	5,075
(Surplus) / Deficit	0	0	0	0	0
Equip. Reserve Balance at Y/E	(6,059) c,e	(7,494)	(8,943)	(10,407)	(11,885)
Operating Reserve Bal at Y/E	(20,788)	(20,996)	(21,206)	(21,418)	(21,632)

Notes

- Funding Partnerships/Grants re: \$10k Young Entrepreneurs, \$5k Arts & Culture, \$2.5k Special Projects, Invest Canada Community Initiatives \$35k.
- Increases: Special Projects \$20k, Payroll \$13.6k, Advertising & Promotion \$5k, Agr Field Service Prog \$4k, Export Development Specialist \$1.5k, Misc. \$1.7k. Decreased: Youth/Arts & Cultural Serv. Prog. \$5k.
- Set funds aside in capital reserves for website. Reduced reserve transfer as funds were also being set aside for software, however this will now come from operating as these are licences rather than capital.
- Remove grant and related expenses.
- January 2020 Amendment: Equipment budgeted as operating moved to capital (desk & computer) \$2.7k. Reduce operating expense and transferred funds to reserves to fund in capital budget.

ORIGINAL

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2019 - 2023 Five Year Program Budget Projections**

Program: 303 -- Falcon Ridge Water System

Department: Engineering Services (Water Systems)

Water Revenue Fund Budgets

	2019 Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
<u>Revenue:</u>					
Water User, Late Pmt & Insp. Fees	(42,000)	(42,420)	(43,268)	(44,134)	(45,016)
Maintenance / Asset Renewal Fee	(25,245) a	(25,245) a	(25,246) a	(25,246) a	(25,245) a
Previous Year's Surplus/Deficit	1	(0)	0	(0)	0
Engineering Admin OH	1,495	1,525	1,555	1,587	1,618
Administration OH	6,329	6,455	6,584	6,716	6,850
Total Revenue	(59,420)	(59,685)	(60,374)	(61,077)	(61,793)
<u>Expenses:</u>					
Operations	46,707 b	47,641	48,594	49,566	50,557
Transfer to Cap. Fac Reserves	12,713 a	12,044 a	11,780 a	11,511 a	11,236 a
Total Expenses	59,420	59,685	60,374	61,077	61,793
(Surplus) / Deficit	(0)	0	(0)	0	0
FTE's	0.14	0.14	0.14	0.14	0.14

Water Capital Fund Budgets

	2019 Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
<u>Revenue</u>					
Grants	(1,511)	0	0	0	0
Tsfr from Gas Tax Cap Fac. Rsrv	(26,916) c,d	0	0	0	0
Transfer From Equip Reserves	(13,512)	(2,280)	0	0	0
Transfer From Cap. Fac. Reserve	(10,000)	(2,870)	(5,150)	(5,150)	(5,150)
Total Revenue	(51,939)	(5,150)	(5,150)	(5,150)	(5,150)
<u>Expenses</u>					
Distribution System Improvements	15,900 d	0	0	0	0
Reservoir	23,587 e	0	0	0	0
Electrical / Communication	12,452 c,e	0	0	0	0
Equipment & Improvements	0	5,150	5,150	5,150	5,150
Total Expenses	51,939	5,150	5,150	5,150	5,150
(Surplus) / Deficit	0	0	0	0	0
Equip Reserve Fund Bal at Y/E	(2,280)	0	0	0	0
Capital Facility Reserve Bal at Y/E	(2,713) a	(11,885) a	(18,583) a	(25,078) a	(31,363) a

Notes

- a. Transfer asset renewal fees to reserves. Full transfer cannot be made.
b. Increased: Equip Repairs & Mtce \$4k, Travel \$2k, Payroll \$1.5k, Electricity \$1k, Insurance \$1k.
c. Community Works Fund Gas Tax funding:
Previously approved Capital:
Water Filtration \$11.9k remaining
d. Requesting additional CWF: New Items requiring Specific Board approval of CWF use prior to project commencing (separate report to come forward in 2019) Projects will not proceed if CWF are not available:
Hydrants \$15k
e. 2018 projects carried forward.

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2019 - 2023 Five Year Program Budget Projections**

Program: 306 -- Trepanier Bench Water System

Department: Engineering Services (Water Systems)

Water Revenue Fund Budgets

	2019 Budget		2020 Projected Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget
<u>Revenue:</u>									
Water User, Late Pmt & Insp. Fees	(19,000)		(19,380)		(19,768)		(20,163)		(20,566)
Maintenance / Asset Renewal Fee	(6,056)	a	(6,056)	a	(6,056)	a	(6,056)	a	(6,056)
Previous Year's Surplus/Deficit	1,099		(0)		0		(0)		(0)
Engineering Admin OH	579		591		603		615		627
Administration OH	2,453		2,501		2,552		2,603		2,655
Rental	(600)	b	(600)		(600)		0		0
Total Revenue	(21,525)		(22,944)		(23,269)		(23,001)		(23,341)
<u>Expenses:</u>									
Operations	18,102	c	18,464		18,833		19,210		19,594
Transfer to Capital Facility Reserves	3,423	a	4,480	a	4,435	a	3,791	a	3,746
Total Expenses	21,525		22,944		23,268		23,001		23,340
(Surplus) / Deficit	(0)		0		(0)		(0)		(0)
FTE's	0.06		0.06		0.06		0.06		0.06

Water Capital Fund Budgets

	2019 Budget		2020 Projected Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget
<u>Revenue</u>									
Transfer From Equip Reserves	(1,008)		0		0		0		0
Transfer from Cap Fac. Reserve	(1,052)		(2,060)		(2,060)		(2,060)		(2,060)
Total Revenue	(2,060)		(2,060)		(2,060)		(2,060)		(2,060)
<u>Expenses</u>									
Equipment Improvements	2,060		2,060		2,060		2,060		2,060
Total Expenses	2,060		2,060		2,060		2,060		2,060
(Surplus) / Deficit	0		0		0		0		0
Equip Reserve Fund Balance at Y/E	0		-		-		-		-
Capital Facility Reserve Bal at Y/E	(2,395)	a	(4,818)	a	(7,221)	a	(9,003)	a	(10,759)

Notes

- a. Transfer includes asset renewal fees. Unable to transfer full amount.
b. Five year contract for space rental to Peachland. Ends 2021.
c. Increased: Travel \$0.5k. Decreases: Payroll \$1.8k, and misc. \$0.4k.

ORIGINAL

REGIONAL DISTRICT OF CENTRAL OKANAGAN
2019 - 2023 Five Year Program Budget Projections

Program: 401 -- Westside Sewer System: Wastewater Treatment Plant

Department: Engineering Services (Sewer Systems)

Amended July 2019

Sewer Revenue Fund Budgets

	2019 Budget		2020 Projected Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget
Revenue:									
Misc. Rev.	(2,400)		0		0		0		0
Services - Peachland	(347,648)	a	(368,414)		(374,513)		(380,735)		(387,081)
Services - West Kelowna	(3,151,589)	a	(3,339,842)		(3,395,136)		(3,451,536)		(3,509,064)
Previous Year's Surplus/Deficit	(80,914)		0		0		0		0
Engineering Admin OH	101,600	b	103,632		105,705		107,819		109,975
Administration OH	430,212		438,817		447,593		456,545		465,676
Transfer from Operating Reserve	(100,000)	c	0		0		0		0
Services - WFN	(810,805)	a	(859,237)		(873,462)		(887,972)		(902,772)
Total Revenue	(3,961,544)		(4,025,044)		(4,089,814)		(4,155,879)		(4,223,267)
Expenses:									
Operations	3,174,999	d	3,238,499		3,303,269		3,369,334		3,436,721
Transfer to Equip. Reserves	55,000	e	55,000		55,000		55,000		55,000
Transfer to Operating Reserve	0		0		0		0		0
Transfer Cap. Facility Reserves	731,545	f	731,545	f	731,545	f	731,545	f	731,545
Total Expenses	3,961,544		4,025,044		4,089,814		4,155,879		4,223,266
(Surplus) / Deficit	0		0		0		0		(1)
FTE's	8.715		8.715		8.715		8.715		8.715
Total Service Cost Recovered From Partners/Participants	(4,310,042)		(4,567,493)		(4,643,112)		(4,720,243)		(4,798,917)

Sewer Capital Fund Budgets

	2019 Budget		2020 Projected Budget		2021 Projected Budget		2022 Projected Budget		2023 Projected Budget
Revenue									
Sale of Assets	(86,000)	j	(2,000)		0		0		0
From Equipment Reserves	(28,763)	j	(48,125)		0		0		0
From Capital Facility Reserves	(575,460)	i	(300,960)		(300,960)		(300,960)		(300,960)
From DCC Reserve Fund	0	g,l	0		0		0		0
Total Revenue	(690,223)		(351,085)		(300,960)		(300,960)		(300,960)
Expenses									
HVAC	135,960		0		0		0		0
Outfall Piping	0	g,k	0		0		0		0
Vehicles	105,263		50,125		0		0		0
Engineering & Design Costs	130,500	k	0		0		0		0
TWAS	0		?	k	0		0		0
Headworks Pumps	270,000	k	257,500		257,500		257,500		257,500
Lab Equipment	6,500		0		0		0		0
Security System	10,000		0		0		0		0
Bioreactors	32,000		32,860		32,860		32,860		32,860
Odor Control	0		10,600		10,600		10,600		10,600
Total Expenses	690,223		351,085		300,960		300,960		300,960
(Surplus) / Deficit	0		0		0		0		0
Equip. Reserve Fund Balance at Y/E	(304,297)	k	(313,734)		(371,871)		(430,590)		(489,896)
Capital Facility Reserve Bal. at Y/E	(780,701)	f,l	(1,216,083)		(1,655,820)		(2,099,953)		(2,548,528)
DCC Reserve Fund	(2,553,907)	h,l	(3,179,446)	h	(3,811,241)	h	(4,449,353)	h	(5,093,846)
Operating Reserve Bal. at Y/E	(96,263)		(97,226)		(98,198)		(99,180)		(100,172)

Notes

- Updated flow splits in 2019. Using 5 year average. Slight shift in splits from West Kelowna & Peachland to WFN.
- Engineering Overhead Rate decrease from 3.4% to 3.2%.
- Utilize \$100k of operating reserve to mitigate impact of \$91k reduction in surplus carryforward.
- Increases: Biosolids Removal \$66k, Software & Licenses \$40k, Biosolids Mgmt \$34k, Centrifuge Mtce \$25k, Water Rates \$8k, & Misc. small amounts.
Decreases: Vehicle Operations \$15k, Electrical Repairs & Mtce \$11.2k, Odor Control Chemicals \$10k, & Misc. small amounts.
- As per previous financial plans, \$55k is to be transferred annually to equipment reserve (not included in facility replacement calculations.)
- The approved Capital / Reserve Contribution Level has been at 35% of the estimated annual capital cost replacement level. In 2018 that amount was \$682,921 based on a 2010 report. That report has been updated, and shows that based on the revised numbers, contributions were actually at a 37% level. This budget reflects a slight increase to 40%, or \$731,545, a difference of \$48,584. See Schedule B for the calculation of reserve transfers.
- Outfall project funded by DCC's.
- Assumes \$600k in DCC's are collected.
- Lift Stations and Collector Systems are budgeted as separate cost centres 470, 471 & 472 simply to track the costs at the request of the partners, but are part of the overall Westside Sewer Service.
- Amendment, July: Biosolids trailers sold \$83k. Reduce transfer from equipment reserves to fund vehicle purchase.
- Amendment, July: Shift \$50k from Pumps Headworks (for concrete work) and \$20k for Outfall Project to Engineering and Design for TWAS project. TWAS Project is currently estimated at \$1.2 to 1.33m, but is not yet in budget until project is firmed up and costs are known.
- Amendment, July: \$20k Outfall project was funded by DCC's. TWAS eng & design funded by capital facility reserves. Shift funding.

ORIGINAL

Community Services (Solid Waste Management)
2019 - 2023 Five Year Program Budget Projections

Program: 095 -- SWM: Solid Waste Collection (Electoral Areas) a

Department: Engineering Services (Solid Waste Management)

General Revenue Fund Budgets

	2019 Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
Revenue:					
Collection Fees, Late Payment					
Fees & Tags	(485,000)	(494,700)	(504,594)	(514,686)	(524,980)
Parcel Tax	0	0 g	0 g	(37,403) g	(60,293)
Previous Year's Surplus/Deficit	(52,836) f	0	(0)	(0)	(0)
Administration OH	69,954	69,286	72,085	73,527	74,997
Transfer from CWF Fac Reserve	0	0	0	0	0
Transfer from Operating Reserve	0	(57,623) g	(59,428) g	(22,454) g	0
Multi Material BC (MMBC)	(65,000) e	(66,300)	(67,626)	(68,979)	(70,358)
Total Revenue	(532,882)	(549,337)	(559,563)	(569,995)	(580,634)
Expenses:					
Operations	516,264 b	511,336 h	521,563	531,994	542,634
CWF Project - Tsfr Stations	0 e	0	0	0	0
Transfer to Capital Fac. Reserves	6,575 c	38,000 c	38,000 c	38,000 c	38,000 c
Transfer to Operating Reserve	10,043 f	0	0	0	0
Total Expenses	532,882	549,336	559,563	569,994	580,634
(Surplus) / Deficit	0	(0)	(0)	(0)	0
FTE's	0.15 b	0.05 h	0.05	0.05	0.05

Tax Levy:

Parcel Tax 0 0 g 0 g (37,403) g (60,293)

General Capital Fund Budgets

	2019 Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
Revenue					
Transfer from Cap. Fac. Reserve	(12,601)	(12,601)	(12,601)	(12,601)	(12,601)
Total Revenue	(12,601)	(12,601)	(12,601)	(12,601)	(12,601)
Expenses					
Garbage Carts	10,026	10,026	10,026	10,026	10,026
Transfer Site Improvements	2,575 e	2,575	2,575	2,575	2,575
Total Expenses	12,601	12,601	12,601	12,601	12,601
(Surplus) / Deficit	0	0	0	0	0
Equip. Reserve Balance at Y/E	(199,365)	(201,359)	(203,372)	(205,406)	(207,460)
Capital Fac. Reserv Bal. at Y/E	(22,213) c	(47,708) c	(73,458) c	(99,466) c	(125,733) c
Operating Reserve Balance at Y/E	(137,103) f	(80,851) g	(22,232) g	0 g	0

Notes

- a. This is part of the overall SWM service. Costs are split out into the various cost centre for tracking and billing purposes.
b. Increases: Tipping fees-KSLF \$13.8k, Collection fees \$9k, Payroll \$8.5k, TS-Contracts-Sites \$2.5k, Contract Services \$2k.
Decreases: CWF-TS Project \$15k, Office Supplies \$0.5k, Title Searches \$0.25k.
c. Set aside reserves for future cart and vehicle replacement, and transfer station upgrades.
d. Community Works Fund Gas Tax funding:

Deferral of approved CWF:

Transfer Stations Improvement Project: Implementation \$25k

- e. Multi-Materials Management BC is reducing rebates.
f. Transfer part of surplus to operating reserve.
g. Possibly utilize Operating Reserve to remove/reduce the need for parcel tax increase.
h. Slight FTE reduction.

REGIONAL DISTRICT OF CENTRAL OKANAGAN
2019 - 2023 Five Year Program Budget Projections

Program: 110 -- Regional Planning

Department: Community Services (Planning Services)

Amended July 2019

General Revenue Fund Budgets

	2019 Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
Revenue:					
Tax Requisition - Kelowna	(267,956)	(284,313)	(288,324)	(292,414)	(296,586)
Tax Requisition - Peachland	(11,726)	(12,441)	(12,617)	(12,796)	(12,979)
Tax Requisition - Lake Country	(29,263)	(31,049)	(31,487)	(31,934)	(32,390)
Tax Requisition - West Kelowna	(65,504)	(69,503)	(70,483)	(71,483)	(72,504)
Tax Req - EA Cent Ok. West	(8,359)	(8,869)	(8,994)	(9,122)	(9,252)
Tax Req - EA Cent Ok East	(7,622)	(8,087)	(8,201)	(8,317)	(8,436)
UBCM Grant - LIDAR	(150,000)	0	0	0	0
Previous Year's Surplus/Deficit	(114,802)	0	0	(0)	0
Administration OH	114,942	49,434	50,132	50,843	51,568
Transfer from Operating Reserve	(32,992)	0	0	0	0
Other Grants / Revenues	(300,000)	0	0	0	0
Total Revenue	(873,282)	(364,828)	(369,974)	(375,223)	(380,578)
Expenses:					
Operations	427,282	257,328	262,474	267,724	273,078
Transfer to Capital	0	0	0	0	0
Regional Growth Strategy	446,000	107,500	107,500	107,500	107,500
Total Expenses	873,282	364,828	369,974	375,224	380,578
(Surplus) / Deficit	0	0	(0)	0	(0)
FTE's	2.05	2.05	2.05	2.05	2.05
Tax Levy:					
Tax Requisition	(390,430)	(414,262)	(420,106)	(426,066)	(432,147)
Residential Tax Rate (per \$1000 of assessment)	0.0068	0.0071	0.0072	0.0072	0.0072

Notes

- Surplus Carryforward is higher. Projects, including LIDAR, & funding carried forward.
- National Disaster Mitigation Program (NDMP) Grant for project \$270k & OBWB \$5k Grant for Climate Resilient Landscaping.
- Utilize all of operating reserve to reduce impact of additional RGS Projects.
- Increases: RGS/Consultation plan \$338.5k, Contract services \$3.5k, Bio-Diversity Conservation strategy \$3k, Collaboration/consultation \$2.8k, Insurance \$2k, Memberships \$0.5k. Decreases: Payroll \$11.7k, Legal \$3.5k, Training & Education \$0.8k, Advertising \$0.5k.
- Contract Services totals \$170.5k and includes: \$150k LIDAR Project (equivalent \$150k UBCM grant offsets cost), \$10.5k Lake Management Plan Initiative & \$10k Climate Resilient Landscaping Outreach Plan.
- RGS Contract Services \$446k and includes: \$40k Regional Housing Needs Assessment, \$20, RGS Monitoring Program, Various floodplain Mapping: OK, Kal, Ellison \$10k, OK, Kal, Ellison NDMP Funded \$270k, West Kelowna \$37.5k, RGS Five Year Review \$25k, Regional Housing Strategy \$41.5k, EDC Agriculture \$2k.
- Remove \$150k for LIDAR.
- Planned Projects.
- Amended, July: Provincial Okanagan Lakes Protections Strategy Grant \$10k approved. Add related consulting costs.
- IHA Community Food Action Initiative grant \$15k approved. Add \$15k to payroll costs for additional staffing for project.

REGIONAL DISTRICT OF CENTRAL OKANAGAN
2019 - 2023 Five Year Program Budget Projection

ORIGINAL

Program: 142 -- Regional Parks

Department: Parks & Recreation

Amended July 2019

General Revenue Fund Budgets

	2019 Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
Revenue:					
Services - WFN	(273,828)	(291,142)	(297,117)	(306,519)	(309,352)
Sundry Rev. & Donations	(67,955)	(67,955)	(67,955)	(67,955)	(67,955)
Tax Requisition - Kelowna	(5,276,641)	(5,608,731)	(5,723,835)	(5,904,980)	(5,959,537)
Tax Requisition - Peachland	(230,904)	(245,436)	(250,473)	(258,400)	(260,787)
Tax Requisition - Lake Country	(576,250)	(612,517)	(625,087)	(644,869)	(650,827)
Tax Requisition - West Kelowna	(1,289,922)	(1,371,105)	(1,399,243)	(1,443,525)	(1,456,862)
Tax Req - EA Cent Ok. West	(164,599)	(174,958)	(178,548)	(184,199)	(185,901)
Tax Req - EA Cent Ok East	(150,086)	(159,532)	(162,805)	(167,958)	(169,510)
Grants	(65,600)	(10,600)	(10,600)	(10,600)	(10,600)
Previous Year's Surplus/Deficit	(254,648)	(0)	(0)	(0)	(0)
Portion of Surplus due to Y/E Accounting Entry	(22,041)	(0)	(0)	(0)	(0)
Administration OH	525,207	530,577	539,985	565,424	567,552
Transfer from Operating Reserve	(100,000)	(110,074)	(0)	(0)	(0)
Total Revenue	(7,947,267)	(8,121,472)	(8,175,676)	(8,423,581)	(8,503,779)
Expenses:					
Operations	3,781,432	3,915,701	3,906,999	4,091,053	4,106,444
Debt Payments	2,219,007	(0)	(0)	(0)	(0)
Transfer to Equip. Reserves	141,000	143,115	145,262	147,441	149,652
Transfer to Capital	22,041	(0)	(0)	(0)	(0)
Transfer to Capital Facility Reserve	1,771,787	4,050,656	4,111,416	4,173,087	4,235,683
Transfer to Dist of Peachland	12,000	12,000	12,000	12,000	12,000
Total Expenses	7,947,267	8,121,472	8,175,676	8,423,581	8,503,780
(Surplus) / Deficit	(0)	(0)	(0)	(0)	(0)
FTE's	31.971	30.9480	31.838	31.838	32.728
Tax Levy:					
Tax Requisition	(7,688,402)	(8,172,279)	(8,339,991)	(8,603,931)	(8,683,424)
Residential Tax Rate	0.1336	0.1406	0.1420	0.1451	0.1450
(per \$1000 of assessment)					

General Capital Fund Budgets

	2019 Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
Revenue					
Grant	(67,527)	(50,000)	(0)	(0)	(0)
Gellatly Nut Farm Society Contribution	(44,215)	(0)	(0)	(0)	(0)
Donations	(34,000)	(4,000)	(4,000)	(4,000)	(4,000)
Disaster Funding Assistance / Insurance	(1,096,987)	(0)	(0)	(0)	(0)
Proceeds of Sale	(0)	(5,000)	(8,000)	(3,000)	(3,000)
Transfer From Park Land Reserves	(1,255,378)	(0)	(0)	(0)	(0)
Transfer From Equip. Reserves	(82,000)	(79,000)	(99,000)	(53,000)	(53,000)
Transfer From Cap. Fac. Reserves	(2,009,392)	(2,020,775)	(1,031,675)	(1,102,620)	(2,351,172)
Transfer From Revenue Fund	(22,041)	(0)	(0)	(0)	(0)
Total Revenue	(4,611,540)	(2,158,775)	(1,142,675)	(1,162,620)	(2,411,172)
Expenses					
Parks Development (see detailed project list):	1,865,507	2,033,625	1,011,525	1,054,470	2,341,022
Flood Recovery Projects - Recoverable	1,323,930	(0)	(0)	(0)	(0)
Other Capital:					
Vehicles	77,000	84,000	107,000	56,000	56,000
Office Furniture	5,000	(0)	(0)	(0)	(0)
Land Acquisition Strategy (from Land Reserves):					
Land Acquisition Strategy - Goats Peak Impr.	117,003	(0)	(0)	(0)	(0)
Land Acquisition Strat - Other	1,138,375	(0)	(0)	(0)	(0)
Benches	4,000	4,000	4,000	4,000	4,000
Equipment	80,725	37,150	20,150	48,150	10,150
Total Expenses	4,611,540	2,158,775	1,142,675	1,162,620	2,411,172
(Surplus) / Deficit	(0)	(0)	(0)	(0)	(0)
Capital Facility Reserve Bal at Y/E	(3,944,788)	(6,034,416)	(9,205,298)	(12,398,523)	(14,425,864)
Equip. Reserve Fund Balance at Y/E	(226,123)	(292,499)	(341,686)	(439,543)	(540,591)
Park Land Reserve Balance at Y/E	(61,794)	(62,412)	(63,036)	(63,666)	(64,303)
Parks Legacy Reserve at Y/E	(27,010)	(27,281)	(27,553)	(27,829)	(28,107)
Operating Reserve Balance at Y/E	(110,074)	(0)	(0)	(0)	(0)

Notes

- 2018 Surplus:** For accounting/PSAB reasons, due to the flood damage in 2018, assets must be written off in 2018. Because it is virtually assured that this will be covered by Disaster Financial Assistance at the very least, and possibly insurance, and there hopefully minimal or no financial loss, the revenue related to the lost assets must be recognized/accrued in 2018 and adds \$22k to the surplus. This will be shown as a transfer to capital over and above all other transfers in the 2019 budget to fund the capital work that will be done. This is a timing/revenue recognition issue that must be complied with.
- Remainder of 2018 Surplus \$254k:** Primarily due to under expenditures in Payroll \$127k, Repairs & Mtce \$22k, Planning \$17.6k, Interpretation \$15k, Park Mtce \$11k, and various line items. Additional revenues/grants 44.5k.
- Forest Health Grant \$139,638 (\$75k Increase), Summer Career Placement \$15k, Fisheries \$10.6k**
July Amendment: Reduced Grant funding and related costs: Forest Health Grants reduced \$94.6k - SWPI for Mill Creek cancelled, and Community Resiliency Initiative (CRI) for Wildfire Protection Plan reduced from \$60k to \$30k.
- Increases:** Payroll \$127k (staffing and contract increases), Planning \$55k, Forest Health \$60k, Park Maintenance \$17.5k, Training \$9k, Misc. items net increase \$5.5k.
- Short Term Land Acquisition Debt payment (\$10.77 m over 5 yrs) ends 2019.
- Transfer to Equipment Reserves is required for vehicle and equipment replacement.
- In prior years Board approved that \$.07 and \$.02 per \$1000 of assessment, are to be used to pay down land acquisition debt & the remainder is to be utilized for capital or transfers to capital facility reserves, rather than funding land acquisition specifically. The capital facilities reserve can still be used to purchase land.
The unintended consequence of the total funding of \$.09 would result in large increases to the average home due due to market and growth increases. As a result, in 2017 staff recommended a 1.5% increase over the prior year total to represent a reasonable factor for growth. The Board agreed that this should continue in future years as well. In 2019 \$65.6k is added. Also, as debt has been reduced or ended in prior years, the equivalent of those former payment amounts continues to be directed into funding capital.
- Utilize \$100k of operating reserve to mitigate the impact of the change in surplus carried forward.
- Land Acquisition Strategy using Land Reserves.
- Most costs will be recoverable either 80% through Disaster Funding Assistance, or through insurance. Budgeted conservatively to include 80% recovery, but it could be more.
- Possibly use operating reserve to reduce tax impact of no surplus carried forward.
- Remove Forest Health Project \$140k and other grants and projects.
- Add costs for Planning \$75.5k.
- Decrease Planning \$65k.
- Increase Planning \$55k.
- Decrease Planning \$45k.

ORIGINAL

REGIONAL DISTRICT OF CENTRAL OKANAGAN
2019 - 2023 Five Year Program Budget Projections

Program: DCC -- Development Cost Charges

Department: Fiscal Services

Amended July 2019

General Revenue Fund Budgets

	2019 Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
Revenue:					
Sewer DCC's	(600,000)	(600,000)	(600,000)	(600,000)	(600,000)
Previous Year's Surplus/Deficit	(19,800)	0	0	0	0
East Trunk DCC's	(70,000)	(70,000)	(70,000)	(70,000)	(70,000)
Total Revenue	(689,800)	(670,000)	(670,000)	(670,000)	(670,000)
Expenses:					
Transfer to Sewer Cap. Fund	19,800	0	0	0	0
Transfer to DCC Reserve	670,000	670,000	670,000	670,000	670,000
Total Expenses	689,800	670,000	670,000	670,000	670,000
(Surplus) / Deficit	0	0	0	0	0

East Trunk Sewer Line DCC Reserve	(2,124,752)	a	(2,216,000)	(2,308,160)	(2,401,241)	(2,495,254)
Sewer Plant DCC Reserve Balance	(2,553,907)	a,b	(3,179,446)	(3,811,241)	(4,449,353)	(5,093,846)

Notes

a. See Engineering Program 401 & 470 -- Westside Sewer System for usage of DCC reserves.

b. Amendment, July: Reserve balances affected in accordance with amendment to cc 401 - Westside Sewer System: Wastewater Treatment Plant.

REGIONAL DISTRICT OF CENTRAL OKANAGAN
2019 - 2023 Five Year Program Budget Projections

Program: 002 -- Administration / Corporate Services

Department: Corporate Services

General Revenue Fund Budgets

	2019 Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
Revenue:					
Sundry Sales & Office Rentals	(145,863)	(145,863)	(145,863)	(145,863)	(145,863)
Grants	(103,000) a	(103,000)	(103,000)	(103,000)	(103,000)
Previous Year's Surplus/Deficit	(271,030) b	0	0	0	0
Transfer from Operating Reserve	0	(61,360) i	0	0	0
Administration OH Recovery	(1,065,466)	(1,305,561)	(1,434,463)	(1,465,130)	(1,496,410)
Total Revenue	(1,585,359)	(1,615,784)	(1,683,326)	(1,713,993)	(1,745,273)
Expenses:					
Operations	1,355,360 c,f	1,465,784 jklm	1,533,326 k	1,563,993	1,595,273
Transfer to Operating Reserve	30,000 d	0	0	0	0
Transfer to Cap. Fac. Reserve	200,000 e	150,000 e	150,000 e	150,000 e	150,000 e
Total Expenses	1,585,360	1,615,784	1,683,326	1,713,993	1,745,273
(Surplus) / Deficit	0	0	0	0	0
FTE's	8.6256 f	9.3256 j,m	9.8256 j	9.8256	9.8256

General Capital Fund Budgets

	2019 Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
Revenue					
Grant	0	(128,925) n	0	0	0
Transfer from Cap Fac Res.	(313,206)	(284,220) n,o	(231,000)	(25,750)	(25,750)
Transfer From Equip. Reserves	(124)	0	0	0	0
Total Revenue	(313,330)	(413,145)	(231,000)	(25,750)	(25,750)
Expenses					
Computers & Equipment	27,475 g	3,045	0	0	0
Office Furniture	2,030	0	0	0	0
Vehicle	30,075	0	0	0	0
Software	0	0	50,750	0	0
HVAC	0	257,850 n	0	0	0
Exterior Paint	0	0	154,500	0	0
Building / Security Improvements	253,750 h	152,250 o	25,750	25,750	25,750
Total Expenses	313,330	413,145	231,000	25,750	25,750
(Surplus) / Deficit	0	0	0	0	0
Equip. Reserve Fund Bal. at Y/E	0	0	0	0	0
Cap. Fac. Rsvr Fund Bal. At Y/E	(376,670) e	(246,217) e	(167,679) e	(293,606) e	(420,792) e
Operating Reserve Bal at Y/E	(92,255)	(31,818)	(32,136)	(32,457)	(32,782)

Notes

- Includes Provincial Unconditional Regional District Administrative Grant which has been reduced from \$130k to \$70k due to increased population numbers. CARIP grant \$18k, and UBCM Asset Management Grant \$15k.
- Surplus due to higher recovery due to capital projects \$55k, higher grants and rents \$10k, lower payroll costs \$108k contract services \$61k, Legal \$10k, and various misc. amounts.
- Increases: Payroll \$113k, Legal \$10k, Training & Travel \$8k, Postage/Freight \$5k, Misc. \$6k.
Decreases: Contract Services \$58k (Admin OH Review, Other Reviews done in 2018).
Note: SIBAC \$5k currently included. Contract ends 2020.
- Transfer a small portion of operating surplus to operating reserve for future admin overhead recovery rate smoothing.
- Need to continue to build increased reserve levels for admin building and service.
- FTE's: Reallocation of CAO and Communications staff between 002 - Corp Serv. and 001 - Board function. Reallocation of new communications manager position - between SWM and Corporate Services.
- Photocopier, Binding Machine
- Admin/Reception area design & upgrades, Bathrooms & Floors reno's.
- Utilize operating reserve to reduce impact on recovery amount required.
- Payment agreement with SIBAC ends in 2020. Remove \$5k.
- Add .5 FTE \$38k in 2020 for Records Management (starts 1/2 way through the year, then add remaining .5 for full year in 2021)
- Add \$20k for Contract Services for Records Management and software licensing fees.
- Add .2 FTE for Communications Manager shift from SWM to Corporate Services.
- Project would only proceed if grants are available. Digital Distribution Control Upgrade Design & Installation (50/50 grant). Remainder from reserves.
- Upper Floor Upgrades and Additional Building work.

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2019 - 2023 Five Year Program Budget Projections**

Program: 008 -- Central Okanagan West Electoral Area

Department: Corporate Services

General Revenue Fund Budgets

	2019 Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
Revenue:					
Tax Req - EA Cent Ok. West	(18,465)	(19,915)	(24,903)	(25,402)	(25,910)
Previous Year's Surplus/Deficit	(7,472) a	(0)	(0)	0	0
Transfer from Operating Reserve	0	(4,500) c	0	0	0
Administration OH	1,983	2,022	2,063	2,104	2,146
Total Revenue	(23,954)	(22,394)	(22,841)	(23,298)	(23,764)
Expenses:					
Operations	21,954 b	22,393	22,841	23,298	23,764
Transfer to Operating Reserve	2,000 a	0	0	0	0
Total Expenses	23,954	22,393	22,841	23,298	23,764
(Surplus) / Deficit	(0)	(0)	0	0	0

Tax Levy:

Tax Requisition	(18,465)	(19,915)	(24,903)	(25,402)	(25,910)
Residential Tax Rate	0.0142	0.0152	0.0188	0.0190	0.0192

(per \$1000 of assessment)

Operating Reserve Balance at Y/E	(8,190) a	(3,727) c	(3,764)	(3,802)	(3,840)
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Notes

- a. Transfer a portion of surplus to operating reserve for future rate mitigation.
- b. Reduced travel cost based on actuals.
- c. Possibly use operating reserve to smooth out requisition increase due to surplus swings.

ORIGINAL

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2019 - 2023 Five Year Program Budget Projections**

Program: 009 -- Central Okanagan East Electoral Area

Department: Corporate Services

General Revenue Fund Budgets

	2019 Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
Revenue:					
Tax Req - EA Cent Ok East	(22,168)	(26,979)	(29,559)	(30,151)	(30,754)
Previous Year's Surplus/Deficit	(4,428) a	(0)	(0)	(0)	(0)
Transfer from Operating Reserve	0	(2,000) c	0	0	0
Administration OH	2,038	2,400	2,448	2,498	2,547
Total Revenue	(24,558)	(26,579)	(27,111)	(27,653)	(28,207)
Expenses:					
Operations	22,558 b	26,579	27,111	27,653	28,206
Transfer to Operating Reserve	2,000 a	0	0	0	0
Total Expenses	24,558	26,579	27,111	27,653	28,206
(Surplus) / Deficit	(0)	(0)	(0)	(0)	(1)

Tax Levy:

Tax Requisition	(22,168)	(26,979)	(29,559)	(30,151)	(30,754)
Residential Tax Rate (per \$1000 of assessment)	0.0188	0.0226	0.0225	0.0248	0.0251

Operating Reserve Balance at Y/E	(4,655) a	(2,682) c	(2,709)	(2,736)	(2,763)
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Notes

- a. Transfer a portion of surplus to operating reserve.
b. Decrease: \$2.7k payroll (no longer paying both area director and alternate director), Misc. \$1.6k.
c. Possibly use operating reserve to mitigate impact of surplus carryforward reduction.

**REGIONAL DISTRICT OF CENTRAL OKANAGAN
2019 - 2023 Five Year Program Budget Projections**

Program: 120 -- Economic Development Commission

Department: Economic Development Commission

General Revenue Fund Budgets

	2019 Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
Revenue:					
WFN Service Agreement	(33,945)	(35,034)	(35,665)	(36,309)	(36,965)
Tax Requisition - Kelowna	(654,120)	(674,925)	(687,079)	(699,476)	(712,120)
Tax Requisition - Peachland	(28,624)	(29,535)	(30,066)	(30,609)	(31,162)
Tax Requisition - Lake Country	(71,435)	(73,707)	(75,034)	(76,388)	(77,769)
Tax Requisition - West Kelowna	(159,905)	(164,992)	(167,963)	(170,993)	(174,084)
Tax Req - EA Cent Ok. West	(20,405)	(21,054)	(21,433)	(21,819)	(22,214)
Tax Req - EA Cent Ok East	(18,605)	(19,197)	(19,543)	(19,895)	(20,255)
Grants & Partnerships	(57,500) a	(25,000) d	(25,000)	(25,000)	(25,000)
Previous Year's Surplus/Deficit	(3,636)	0	(0)	(0)	0
Administration OH	109,984	109,420	111,608	113,840	116,117
Total Revenue	(938,191)	(934,025)	(950,175)	(966,649)	(983,452)
Expenses:					
Operations	811,691 b	807,525 d	823,675	840,149	856,952
Transfer to Equip Reserves	6,500 c	6,500	6,500	6,500	6,500
Film Commission	120,000	120,000	120,000	120,000	120,000
Total Expenses	938,191	934,025	950,175	966,649	983,452
(Surplus) / Deficit	0	(0)	(0)	0	(0)
FTE's	4.04	4.04	4.04	4.04	4.04
Tax Levy:					
Tax Requisition	(953,094)	(983,410)	(1,001,118)	(1,019,180)	(1,037,604)
Residential Tax Rate	0.0166	0.0169	0.0171	0.0172	0.0173
(per \$1000 of assessment)					

General Capital Fund Budgets

	2019 Budget	2020 Projected Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget
Revenue					
Transfer From Equip Reserves	(15,225)	(5,075)	(5,075)	(5,075)	(5,075)
Total Revenue	(15,225)	(5,075)	(5,075)	(5,075)	(5,075)
Expenses					
Software	0	0	0	0	0
Webserver Refresh	15,225	5,075	5,075	5,075	5,075
Total Expenses	15,225	5,075	5,075	5,075	5,075
(Surplus) / Deficit	0	0	0	0	0
Equip. Reserve Balance at Y/E	(6,086) c	(7,521)	(8,970)	(10,434)	(11,913)
Operating Reserve Bal at Y/E	(20,788)	(20,996)	(21,206)	(21,418)	(21,632)

Notes

- Funding Partnerships/Grants re: \$10k Young Entrepreneurs, \$5k Arts & Culture, \$2.5k Special Projects, Invest Canada Community Initiatives \$35k.
- Increases: Special Projects \$20k, Payroll \$13.6k, Advertising & Promotion \$5k, Agr Field Service Prog \$4k, Export Development Specialist \$1.5k, Misc. \$1.7k. Decreased: Youth/Arts & Cultural Serv. Prog. \$5k.
- Set funds aside in capital reserves for website. Reduced reserve transfer as funds were also being set aside for software, however this will now come from operating as these are licences rather than capital.
- Remove grant and related expenses.



Regional Board Report

TO: Regional Board

FROM: Todd Cashin, Director of Community Services

DATE: January 27, 2020

SUBJECT: Zoning Amendment Bylaw No. 871-251
Application Z18/06 S. & P. Sandher (Owners)
4401 Old Vernon Road – Central Okanagan East Electoral Area

Voting Entitlement: *Custom Vote – Electoral Areas & Kelowna Area – 1 Director, 1 Vote*

Purpose: To seek an amendment to the conditions required to be fulfilled prior to scheduling a public hearing.

Executive Summary:

On July 18, 2019, the Regional Board adopted resolution #142/19 which granted Zoning Amendment Bylaw No. 871-251 first reading and outlined that scheduling of a Public Hearing to be withheld pending receipt of three items, including a draft covenant restricting the individual sale of neighbouring parcels owned by S. & P. Sandher and/or S. Sundher Orchards Ltd.

The owners have requested the Regional Board not require this draft covenant as they are of the opinion that it is not in the best interest of the farm operation. Therefore, staff is recommending the following section of resolution #142/19 be removed "*Written confirmation that a covenant which achieves Zoning Bylaw No. 871, Section 3.25.9 requirements will be registered prior to final adoption on the subject property*".

RECOMMENDATION:

THAT the conditions outlined in resolution #142/19 be changed such that scheduling of a Public Hearing be withheld pending receipt of the following:

- A draft covenant prohibiting new Temporary Agricultural Worker Dwellings and Accommodation on neighbouring parcels owned by S. & P. Sandher and/or S. Sundher Orchards Ltd.
- Written confirmation that a covenant which achieves Zoning Bylaw No. 871, Section 3.25.9 requirements will be registered prior to final adoption on the subject property.

Respectfully Submitted:


Todd Cashin
Director of Community Services

Approved for Board's Consideration


Brian Reardon, CAO

Prepared by: Janelle Taylor, Planner

Implications of Recommendation:

Strategic Plan:	Amending the resolution meets the 2015-2018 Strategic Priorities Plan, Strategic Priority #3: Nurture Responsible Growth and Development.
Policy:	Amending the resolution complies with: <ul style="list-style-type: none"> • Regional Growth Strategy Bylaw No. 1336 goals and policies. • Agricultural Plan objectives. • Ellison OCP Bylaw No. 1124 policies.
Legal/Statutory Authority:	Amending the resolution is in compliance with Land Title Act, Section 219.

Background:

The Regional Board considered the rezoning application on July 18, 2019, and adopted the following resolution:

"#142/19 THAT Zoning Amendment Bylaw No. 871-251 be given first reading;

AND THAT scheduling of a Public Hearing be withheld pending receipt of the following:

- A draft covenant restricting the individual sale of neighbouring parcels owned by S. & P. Sandher and/or S. Sundher Orchards Ltd.
- A draft covenant prohibiting new Temporary Agricultural Worker Dwellings and Accommodation on neighbouring parcels owned by S. & P. Sandher and/or S. Sundher Orchards Ltd.
- Written confirmation that a covenant which achieves Zoning Bylaw No. 871, Section 3.25.9 requirements will be registered prior to final adoption on the subject property.

CARRIED"

While RDCO staff met with the property owners and discussed the proposed covenants prior to the bylaw being considered for first reading, at time of the owners exploring the draft covenants it came to their attention that restricting the individual sale of the parcels would not be in the best interest of the farm operation. As such, the owners have requested that the Regional Board not require a draft covenant restricting the individual sale of neighbouring parcels owned by S. & P. Sandher and/or S. Sundher Orchards Ltd.

The owners are satisfied with the following requirements prior to scheduling a Public Hearing:

- A draft covenant prohibiting new Temporary Agricultural Worker Dwellings and Accommodation on neighbouring parcels owned by S. & P. Sandher and/or S. Sundher Orchards Ltd.
- Written confirmation that a covenant that achieves Zoning Bylaw No. 871, Section 3.25.9 requirements will be registered prior to final adoption on the subject property.

Alternative Recommendation:

THAT the Regional Board receives for information the report dated January 27, 2020, from the Director of Community Services.

Considerations not applicable to this report:

- *Financial Considerations*
- *Organizational Issues*
- *External Implications*

Attachment(s):

- July 18, 2019 First Reading Report, Zoning Amendment Bylaw No. 871-251 (File No. Z18/06)

Regional Board Report

TO: Regional Board

FROM: Todd Cashin
Director of Community Services

DATE: July 29, 2019

SUBJECT: Zoning Amendment Bylaw No. 871-251
Application Z18/06 S. & P. Sandher (Owners)
4401 Old Vernon Road - Central Okanagan East Electoral Area

Voting Entitlement: *Custom Vote - Electoral Areas & Kelowna Area – 1 Director, 1 Vote*

Purpose: To seek Board approval for first reading of Zoning Amendment Bylaw No. 871-251 and establish conditions prior to scheduling a public hearing.

Executive Summary:

The subject property, a part of a large agricultural operation which utilizes migrant farm workers, currently provides accommodation for approximately 102 farm workers on-site. This allows for operational efficiencies as well as social benefits for workers. The owners previously received conditional approvals in 2013 and 2016 (File: TUP-13-01) to permit temporary farm worker housing (TFWH) on the subject property. The TFWH were placed on the property prior to the Regional District's current Temporary Farm Worker Dwelling and Accommodation regulations. The TUP is expiring in 2019 and is not eligible for renewal; therefore, the owners are requesting a site-specific rezoning to legitimize the TFWH use on a go forward basis.

Regional District policies recognize the need for seasonal farm worker housing, support the retention of large continuous blocks of agricultural land, and further seek to protect the supply of agricultural land.

No agency concerns have been identified at this time. Water and septic servicing have received the necessary approvals. Any correspondence received from the public will be provided to the Board as part of a future public hearing report.

RECOMMENDATION:

THAT Zoning Amendment Bylaw No. 871-251 be given first reading;

AND THAT scheduling of a Public Hearing be withheld pending receipt of the following:

- A draft covenant restricting the individual sale of neighbouring parcels owned by S. & P. Sandher and/or S. Sundher Orchards Ltd.
- A draft covenant prohibiting new Temporary Agricultural Worker Dwellings and Accommodation on neighbouring parcels owned by S. & P. Sandher and/or S. Sundher Orchards Ltd.
- Written confirmation that a covenant which achieves Zoning Bylaw No. 871, Section 3.25.9 requirements will be registered prior to final adoption on the subject property.

Respectfully Submitted:



Todd Cashin
Director of Community Services

Prepared by: Janelle Taylor, Planner

Approved for Board's Consideration



Brian Reardon, CAO

Implications of Recommendation:

Strategic Plan:	Granting first reading to the amendment bylaw meets the 2015-2018 Strategic Priorities Plan, Strategic Priority #3: Nurture Responsible Growth and Development.
Policy:	Granting first reading to the amendment bylaw complies with: <ul style="list-style-type: none"> • Regional Growth Strategy Bylaw No. 1336 goals and policies. • Agricultural Plan objectives. • Ellison OCP Bylaw No. 1124 policies.
Legal/Statutory Authority:	Granting first reading to the amendment bylaws is in compliance with Local Government Act, Section 479.

Background:

Proposal:

The subject property forms part of a large agricultural operation specializing in apple and cherry production that spans just over 500 acres of owned and leased properties located in the North and Central Okanagan. Migrant farm workers are a necessary part of the operation. The agricultural property includes accommodation for approximately 102 farm workers on-site, which allows for operational efficiency of a centralized site to coordinate and transport workers, plus the social benefit of common housing.

The following is an overview of the accommodation provided on-site:

- 24 temporary farm worker housing (TFWH) located within three atco trailers (~1300ft²),
- 18 TFWH located within an accessory home/agricultural dwelling (~2,034 ft²), and
- 60 TFWH located within a residential lodge (~5180 ft²).

The photo on the next page identifies the buildings that comprise the temporary farm worker housing.



History:

The owners previously received conditional approvals in 2013 and 2016 (File: TUP-13-01) to permit temporary farm worker housing (TFWH) on the subject property. These applications were precipitated due to ongoing difficulties faced by the landowners with respect to securing suitable TFWH. At the time, Zoning Bylaw No. 871 did not have provisions to allow TFWH.

On March 28, 2014, the Regional Board adopted a Zoning Bylaw text amendment to allow TFWH on properties subject to a specific list of conditions and requirements (Section 3.25 attached). The accessory home/agricultural dwelling, lodge and three atco trailers were placed on the property prior to the Regional District's current Temporary Farm Worker Dwelling and Accommodation regulations. The TUP is expiring in 2019 and not eligible for a renewal; therefore, the applicant is requesting a site-specific rezoning to recognize the TFWH use occurring.

The TFWH does not achieve the following RDCO Zoning Bylaw No. 871, Section 3.25 Temporary Agricultural Worker Dwellings and Accommodation regulations:

- The maximum building gross floor area on the property utilized for TFWH is greater than 250m².
- The minimum setback from a parcel line is less than 15.0 m.
- The maximum setback from the principal building is greater than 15.0 m.
- Two of the structures have permanent foundations.

Servicing:

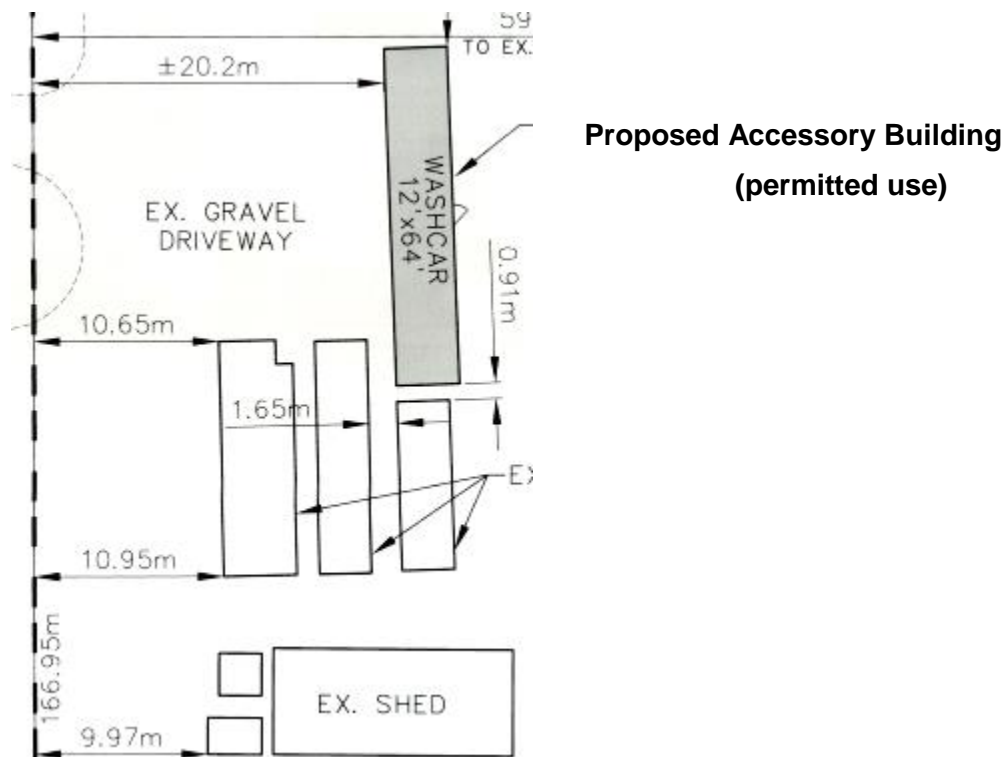
Water

Glenmore Ellison Improvement District provides the property with potable water. GEID has indicated that the owner has satisfied all requirements for the existing TFWH.

Sewerage Disposal

Through the building permit process, RDCO is in receipt of on-site sewerage disposal system information which confirms that the buildings are adequately serviced.

Currently, the 24 workers who reside in the 3 atco trailers use the washroom facilities located within the residential lodge; however, under direction from the Seasonal Agricultural Worker Program, the owners have submitted a Building Permit Application (File No. 19/092) to install a washroom facility adjacent to the 3 atco trailers for the workers' use. The proposed accessory building (non-residential) is a permitted use and has received approval from the Agricultural Land Commission and a Registered Onsite Wastewater Practitioner.



Seasonal Agricultural Worker Program:

The property owners have submitted the annual declaration for 2019 that they participate in the Government of Canada's Seasonal Agricultural Worker Program.

Regional Temporary Farm Worker Housing Regulation Review:

Regional District staff has worked collaboratively with Provincial agencies and member municipalities to review the Central Okanagan region's TFWH regulations with the intent of developing a consistent approach. Subsequent to the regional initiative commencing, the City of Kelowna adopted new TFWH regulations in 2017. RDCO, District of Lake Country, City of West Kelowna, and City of Kelowna jointly hosted an industry stakeholder workshop regarding farm worker housing April 2018; after which the City of West Kelowna adopted their new TFWH regulations.

It was anticipated that the Regional Board would consider bylaw revisions to Zoning Bylaw No. 871 by the end of 2018; however, the Province's Bill 52 – 2018: Agricultural Land Commission Amendment Act received Royal Assent on November 27, 2018. Bill 52 and the corresponding Agricultural Land Reserve General Regulation and Agricultural Land Reserve Use Regulation (approved February 22, 2019) brought about changes to residential uses occurring within the Agricultural Land Reserve, which affect TFWH.

In recognition that the Agricultural Land Commission changes affect TFWH, further review is required prior to staff recommending Zoning Bylaw No. 871 changes. The re-evaluation of Zoning Bylaw No. 871 TFWH regulations has been scheduled for the third quarter of 2019.

Agricultural Plan:

The Regional District's Agricultural Plan (approved June 2005) recognizes the need for seasonal farm worker housing in the region and includes a recommendation to explore options for providing a regulatory context to permit this use.

Ellison Official Community Plan Bylaw No. 1124:

- Policy No. 14.2.11 Support the retention of large continuous blocks of agricultural land and discourage fragmentation.

Regional Growth Strategy Bylaw No. 1336:

The Central Okanagan has strong agricultural roots and this sector has been important in defining the region and its growth pattern. With changes in population, pressures of development, increased climate impacts, water pressures, and more focus on local food production for sustainability, these changes have raised more awareness on food systems from cultivating and planting to consumption to the compost heap, and back again.

Today, food policies appear on the agenda of dozens of municipal governments across North America and beyond. Future planning can help ensure food systems are adequately addressed in growth management decisions.

- The goal of Our Food: To support a regional food system that is healthy, resilient and sustainable.
- Policy No. 3.2.5.7: Protect the supply of agricultural land and promote agricultural viability.

Site Context:

The property is located in the Ellison Area. Servicing includes the Ellison Fire Protection Area, on-site sewerage disposal system and water is provided by the Glenmore Ellison Improvement District. In accordance with the Ellison Official Community Plan Bylaw No. 1124, the property is not affected by Development Permit Areas.

Additional Information:

Owners/Applicants:	S. & P. Sandher
Legal Description:	Lot D, Plan KAP63914, DL 121 & 122, ODYD
Address:	4401 Old Vernon Road
Lot Size:	+/- 4.0 ha (9.91 acres)
Zone:	A1 Agricultural
Official Community Plan Designation:	Agriculture
Sewage Disposal:	Septic system
Water Purveyor:	Glenmore Ellison Improvement District
Existing Use:	Agricultural
Surrounding Uses:	North: Agriculture South: Agriculture East: Agriculture West: Agriculture
A.L.R.:	Within the A.L.R.
Fire Protection:	Within the Ellison Fire Protection Area

RDCO TECHNICAL COMMENTS:

Agricultural Advisory Commission supports the application as presented.

The AAC appreciates that the accommodations have been consolidated into one area of the farm and does not disturb neighbours.

Inspection Services staff indicates that all TFWH has received approved building permits.

Fire Services staff notes no concerns as the building permit process ensures the accommodations achieve fire code.

Bylaw Enforcement staff advises that no complaints have been received.

Planning Services staff indicates that at time of considering the Temporary Use Permit (TUP-13-01), there was potential that RDCO's future Zoning Bylaw regulations may not fit the TFWH occurring on the subject property and the owners would be required to pursue alternative options, such as applying for a site-specific zoning amendment.

The owners are utilizing buildings with permanent foundations which were constructed with building permits prior to the 2014 RDCO TFWH regulations coming into effect. The three atco trailers are on non-permanent foundations, which also have building permits.

As the TFWH is organized in a manner that allows for operational efficiency of a centralized site to coordinate and transport workers, plus the social benefit of common housing, it is proposed that a covenant be registered on the titles of the surrounding agricultural lands owned by the property owners to not permit new TFWH to be constructed on those properties.

Furthermore, to protect the retention of large continuous blocks of agricultural land, it is recommended that a covenant restricting the individual sale of 4381/4395 Old Vernon Road, 4401 Old Vernon Road, 4475 Old Vernon Road, and 4240 Black Road be registered on the properties' titles.

RDCO staff reviewed the above-noted covenants with the property owners in the spring of 2019. The covenants should be registered prior to final adoption of the amendment bylaw.

AGENCY REFERRAL COMMENTS:

Agricultural Land Commission indicates that an application for Non-Adhering Residential Use is not required as the landowners have existing valid building permits and the structures have been approved and existed on the property prior to the new regulations. Provided there is no expansion, the TFWH would be permitted without the need to make an application.

While not a part of this application, the ALC notes that the proposed washroom facilities (Building Permit Application No. 19/092) would be considered a necessary structure and ancillary services; therefore, no application to the ALC is required for the washroom/shower trailer to service the existing TFWH.

Ministry of Agriculture staff provides the following comments for consideration:

- MOA staff supports the development of seasonal farm worker accommodation appropriate to the farm operation's agricultural activity.
- The MOA's 'Guide for Bylaw Development in Farming Areas' (Bylaw Guide) provides guidelines approved by the Minister for local governments when developing their bylaws regarding farm areas.
- In order to maximize the greatest long term potential for agriculture in the area, it is important to maintain the most optimal configuration of contiguous, productive land.

Glenmore-Ellison Improvement District advises that the owner has satisfied all requirements GEID requested for the existing TFWH. GEID does not have any concerns with the proposed zoning amendment.

FortisBC advises that there are primary distribution facilities along Old Vernon Road and Black Road. The applicant is responsible for costs associated with any change to the subject property's existing service, if any, as well as the provision of appropriate land rights were required. Otherwise, FortisBC has no concerns.

Unaffected Agencies include BC Hydro, City of Kelowna, Interior Health Authority, Ministry of Transportation and Infrastructure.

Unaffected RDCO Departments include Parks Services and Environmental Services.

External Implications:

In accordance with Development Applications Procedures Bylaw No. 944, a Notice of Application Sign has been posted. Any correspondence received from the public will be provided to the Board as part of a future public hearing report.

Alternative Recommendation:

THAT Zoning Amendment Bylaw No. 871-251 not be given first reading.

Considerations not applicable to this report:

- *Financial*
- *Organizational*
- *General*

Attachment(s):

- Zoning Amendment Bylaw No. 871-251
- Subject Property & Orthophoto Maps
- Site Improvement Survey, dated June 5, 2019
- Zoning Bylaw No. 871, Section 3.25

REGIONAL DISTRICT OF CENTRAL OKANAGAN

BYLAW NO. 871-251

A Bylaw to Amend Regional District of Central Okanagan Zoning Bylaw 871, 2000

WHEREAS the Regional Board of the Regional District of Central Okanagan is desirous of amending Zoning Bylaw No. 871, 2000 under the provisions of the Local Government Act.

NOW THEREFORE the Regional Board of the Regional District of Central Okanagan, in an open meeting enacts as follows:

1. **This bylaw may be cited as Regional District of Central Okanagan Zoning Amendment Bylaw No. 871-251.**
2. **That the Regional District of Central Okanagan Zoning Bylaw No. 871, 2000 is hereby AMENDED by the following and forms a part of this bylaw:**
 - 2.1 Amending **PART 3 General Regulations**, Section 3.25 - Temporary Agricultural Worker Dwellings and Accommodation
 - 2.1.1 Subsection 2 by **ADDING** "2.1 Except for Lot D, Plan KAP63914, DL 121 & 122, ODYD which is permitted a maximum building gross floor area of 791 m² (8,514 sq. ft)."
 - 2.1.2 Subsection 5 by **ADDING** "5.1 Except for Lot D, Plan KAP63914, DL 121 & 122, ODYD which is permitted to use dwellings existing prior to March 28, 2014."
 - 2.1.3 Subsection 6 by **ADDING** "6.1 Except for Lot D, Plan KAP63914, DL 121 & 122, ODYD which is permitted to site Temporary Agricultural Worker Dwellings and Accommodation buildings in accordance with the Site Improvement Survey, dated June 5, 2019, by Bret M. Christensen."
 - 2.1.4 Subsection 7 by **ADDING** "7.1 Except for Lot D, Plan KAP63914, DL 121 & 122, ODYD which is permitted to site Temporary Agricultural Worker Dwellings and Accommodation buildings in accordance with the Site Improvement Survey, dated June 5, 2019, by Bret M. Christensen."

READ A FIRST TIME this _____ day of _____

PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT this _____
day of _____

READ A SECOND TIME this _____ day of _____

READ A THIRD TIME this _____ day of _____

ADOPTED this _____ day of _____

Chairperson

Director of Corporate Services

I hereby certify the foregoing to be a true and correct copy of Zoning Bylaw No. 871-251 as read
a third time by the Regional District of Central Okanagan the _____ day of _____

Dated at Kelowna, this _____ day of _____

Director of Corporate Services

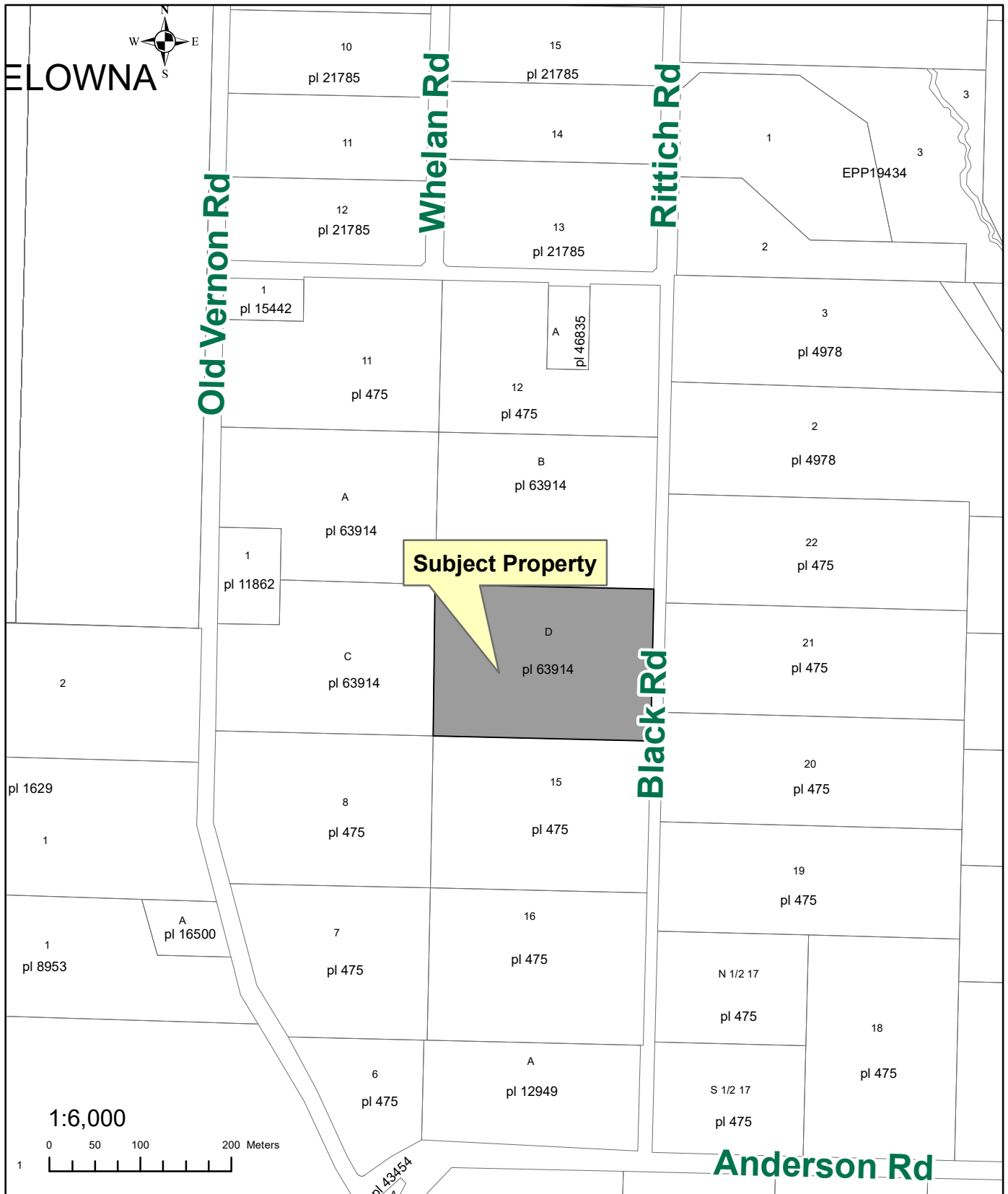
I hereby certify the foregoing to be a true and correct copy of Zoning Bylaw No. 871-251 which
was Adopted by the Regional District of Central Okanagan on the _____ day of _____

Dated at Kelowna, this _____ day of _____

Director of Corporate Services

H:\Planning\3360-Zoning\20-Applications\2018\Z18-06 S. Sandher (Orchards Ltd)\Bylaws & Maps\Bylaw 871-251.docx

SUBJECT PROPERTY



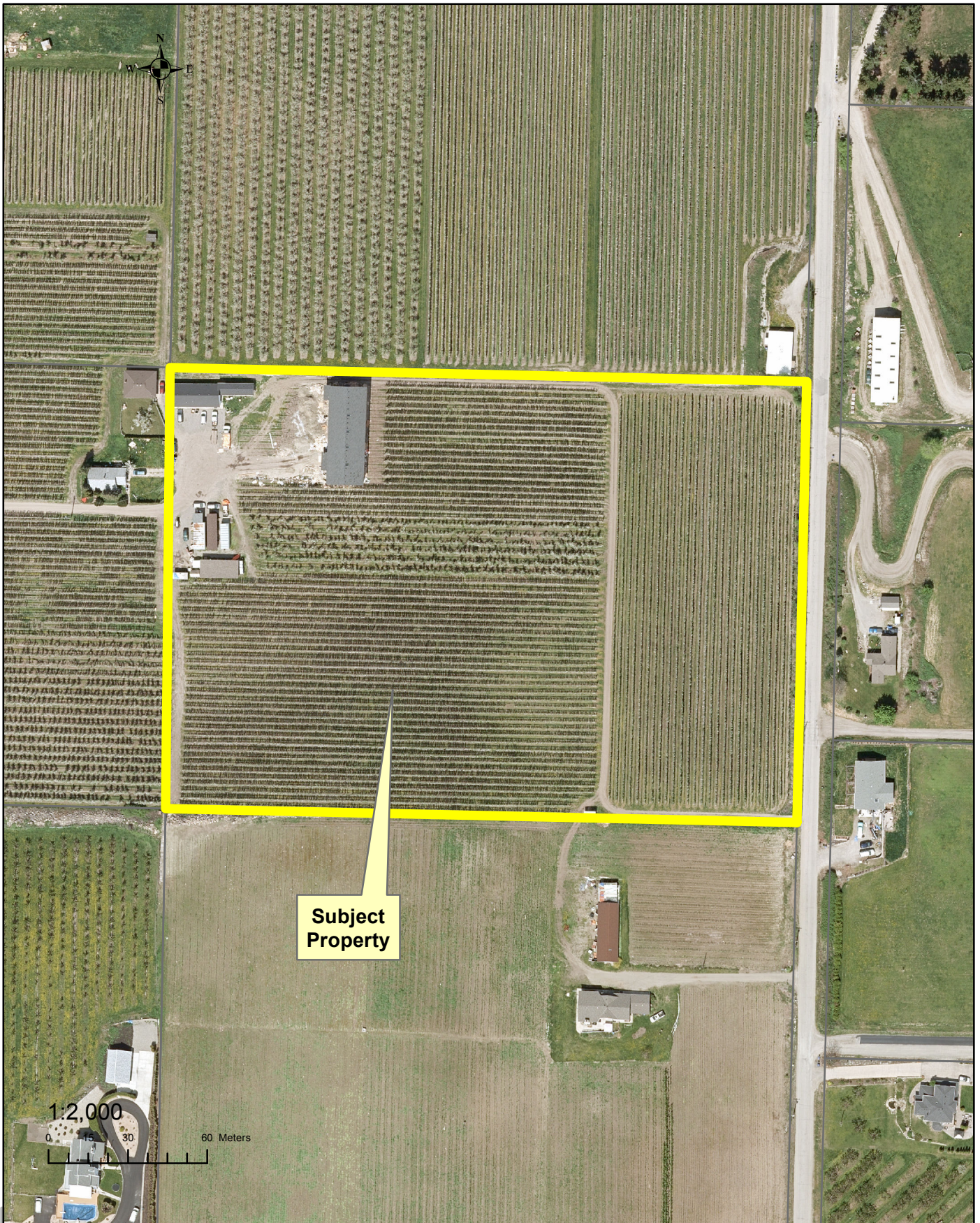
File: Z18/06

Drawn by: CA

Date: July 8, 2019

Lot D, ODYD, Plan KAP63914, DL 121 & DL 122

ORTHOPHOTO



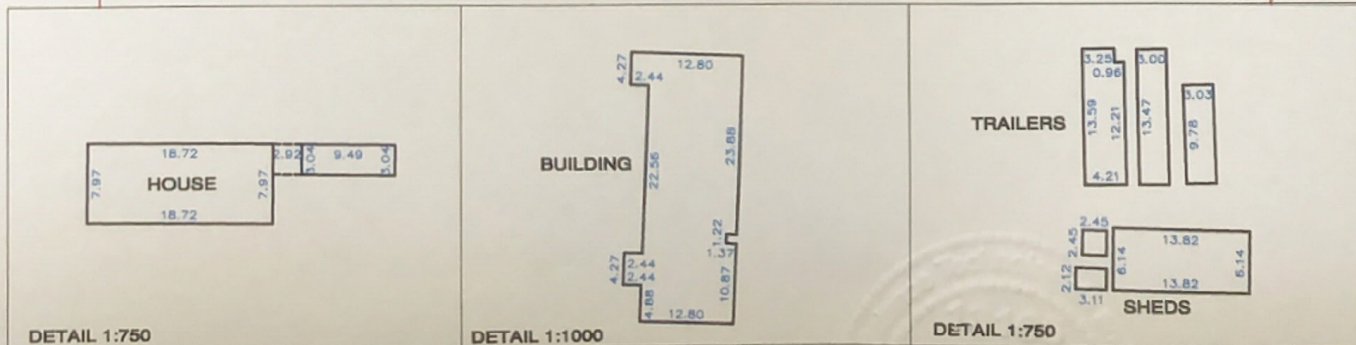
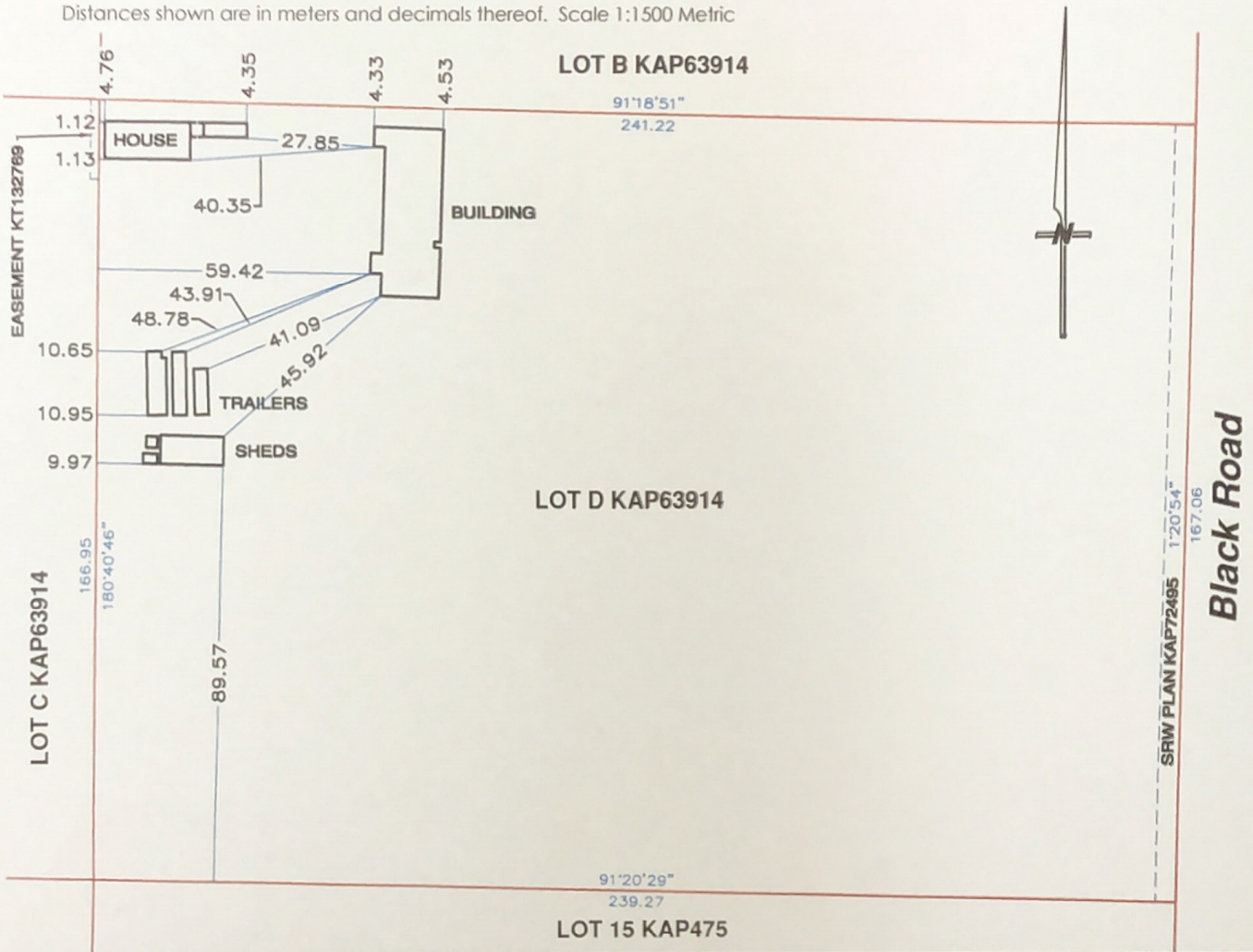
SITE IMPROVEMENT SURVEY

Survey Performed on the 15th day of May, 20 19

Legal Description Lot D, District Lots 121 & 122, O.D.Y.D., Plan KAP63914

Civic Address 4401 Old Vernon Road, Kelowna, BC

Distances shown are in meters and decimals thereof. Scale 1:1500 Metric



I Bret Christensen hereby declare that the dimensions shown on this drawing are accurate and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.
This document is not valid unless originally signed and sealed.
This plan is prepared for mortgage purposes and/or building inspections and is not to be used to establish legal boundaries.

this 10th day of JUNE, 20 19

Bret M. Christensen
Bret M. Christensen ASCT, RSIS

3.25 Temporary Agricultural Worker Dwellings and Accommodation

Temporary Agricultural Worker Dwellings and Accommodation are subject to the following regulations:

1. A minimum *parcel* size of 3.8 ha (9.4 acres) is required to permit a *Temporary Agricultural Worker Dwellings* and Accommodation.
2. The *Temporary Agricultural Worker Dwellings* and Accommodation shall be limited to a maximum *building gross floor area* of 186 m² (2002.1 sq. ft.), except that where the owner of a farm operation can document by ownership records or copies of leases registered in the Land Title Office that the farm operation is at least 40 ha (98.8 acres) in size, a maximum *building gross floor area* of 250 m² (2,691.0 sq. ft.) for *Temporary Agricultural Worker Dwellings* and Accommodation per farm operation shall be permitted.
3. The *Temporary Agricultural Worker Dwellings* and Accommodation shall be used for the temporary accommodation of seasonal agricultural workers who are employed by the owner of the *parcel* to work in the owner's agricultural operation.
4. The parcel upon which the accommodation is located is classified as a "farm" under the Assessment Act.
5. A *Temporary Agricultural Worker Dwellings* and Accommodation is a *building* or *manufactured home* placed on a temporary foundation or footings with no basement.
6. The required minimum *setback* of a *Temporary Agricultural Worker Dwellings* and Accommodation *building* from any *parcel line* is 15.0 m (49.2 sq. ft.).
7. The required maximum *setback* of a *Temporary Agricultural Worker Dwellings* and Accommodation *building* from a principal residence is 15.0 m (49.2 ft.).
8. One parking space for every 30.0 m² (322.9 sq. ft.) of *gross floor area* of a *Temporary Agricultural Worker Dwellings* and Accommodation is required in addition to those required for the principal dwelling.
9. The owner of the *parcel* shall enter into a restrictive covenant, under the Land Title Act, with the Regional District of Central Okanagan, that states:
 - 9.1 A statutory declaration shall be filled out with local government annually stating the *building* will only be used for *Temporary Agricultural Worker Dwellings* and Accommodation for a specified period of time;
 - 9.2 only used by temporary farm workers and that the owner will remove or decommission the housing if vacant for two consecutive years;
 - 9.3 the *Temporary Agricultural Worker Dwellings* and Accommodation applies to farms registered with a Federal and/or Provincial seasonal agricultural workers program or is for the accommodation of workers employed by those farms.



Regional Board Report

TO: Regional Board

FROM: Todd Cashin
Director of Community Services

DATE: January 27, 2020

SUBJECT: Development Permit Amendment Application (DP-18-14)
Forest House Preserve Ltd., Inc. No. BC0120410 (owner)
Kenneth and Lynn Ganden (applicant)
9185 Westside Road
Central Okanagan West Electoral Area

Voting Entitlement: Custom Vote – Electoral Areas Only – Simple Majority – 1 Director, 1 Vote

Purpose: To consider the issuance of a Development Permit Amendment for works associated with an addition to an existing cabin.

Executive Summary:

Development Permit DP-18-14 (DP) was originally issued for an addition to the existing A-frame dwelling unit, restoration areas, and associated enhancement work. A portion of the addition is located within the original footprint of the structure that previously encroached into the required 15 m setback from Okanagan Lake, with a small portion; 7.4 m² (79.6 ft²) at the south end of the structure extending beyond the original footprint. During routine monitoring which was a condition of the DP, the Environmental Monitor observed that unauthorized works had taken place which included an extension to the lower concrete deck and placement of concrete deck stairs further into the setback than originally approved. As such, an amendment application was submitted by the applicants to address the as-built encroachments. Furthermore, as a result of the unauthorized works, an additional 38 plants are proposed to be included in the original mitigation planting plan, restoration areas, and associated enhancement work.

Planning staff conclude that the development does not conform to the Aquatic Ecosystem Development Permit Objectives and Design Guidelines of the Rural Westside Official Community Plan and does not meet the terms of the Riparian Areas Protection Regulation (RAPR).

RECOMMENDATION:

THAT Development Permit Amendment Application DP-18-14 not be approved as the development does not comply with the Aquatic Ecosystem Development Permit Objectives and Design Guidelines of the Rural Westside Official Community Plan Bylaw No. 1274 and as it does not meet the terms of the provincial Riparian Areas Protection Regulation.

Respectfully Submitted:



Todd Cashin
Director of Community Services

Approved for Board's Consideration



Brian Reardon, CAO

Prepared by: Danika Dudzik, Senior Planner

Implications of Recommendation:

Strategic Plan:	Refusing the Development Permit Amendment supports the 2019-2022 Strategic Priorities Plan with respect to the "Environment" and the Regional Board's action to reduce development activities within higher risk floodplain areas.
Policy:	Refusing the Development Permit Amendment complies with: <ul style="list-style-type: none">• Regional Growth Strategy Bylaw No. 1336• Rural Westside Official Community Plan Bylaw No. 1274• Riparian Areas Protection Regulation
Legal/Statutory Authority:	The <i>Local Government Act</i> , Part 14, Section 488 (Designation of development permit areas) provides the legislative authority for an OCP to designate development permit areas for the protection of the natural environment, its ecosystems and biological diversity and protection of development from hazardous conditions. The OCP provides the direction and guidelines to be adhered to when considering a development permit.

Background:

As outlined in the Rural Westside Official Community Plan (OCP), a Development Permit (DP) must be approved before land undergoes construction, addition to or alteration of a building, structure, or clearing of land for the protection of the natural environment, its ecosystems, and biological diversity.

Previous Development:

Prior to the recent addition approved under DP-18-14, a pre-existing dwelling unit occupied the site which also contained two sheds, upper and lower lawn areas, parking and vehicle access area, concrete retaining wall along the western boundary, terraced rock garden with a partial brick retaining wall, and a shoreline wall. A stairway intersected the terraced rock garden and connected the parking and vehicle access area north of the structure with the lower lawn area.

The subject property known as "Forest House Preserve" has been developed as part of a paper lot subdivision. Since the development of the 8 dwelling units, extensive foreshore modifications have taken place over time.

A covenant is registered on Lot 1, Plan KAP22569, District Lot 2197, ODYD which includes provision of a non-disturbance zone where no buildings, structures or improvements of any kind shall be constructed nor located within 15 meters of the high water mark or natural boundary of Okanagan Lake, except for any buildings, structure or improvement that is already in place as of the date of the Covenant (August 2016). Further, the covenant identifies that written consent is to be obtained by the Transferee for any future proposed works within the identified area.

Environmental Considerations

The subject property fronts a Kokanee Shore Spawning Zone (identified in the OCP as a “Yellow” zone) which has experienced more intensive development disturbance and pressures. However, these areas still maintain habitats that are important for fish and wildlife. Yellow zones require a minimum setback or leavestrip of 15 metres from the high-water mark of Okanagan Lake, which corresponds with the Riparian Areas Protection Regulation.

As outlined by the Qualified Environmental Professional (QEP) in the original environmental report dated November 2018, the subject site was sparsely vegetated with ornamental and native plants. The SPEA area was reported to include eastern white pine, yew, ornamental perennials and annuals, pine grass, bunch grass, ponderosa pine, and one Douglas-fir. A juvenile Douglas-fir was also noted near the southern boundary.

As required in the OCP, Environmentally Sensitive Areas (ESAs) are prioritized for protection. The QEP identified the SPEA area as ESA-1 high habitat value due to the two large Douglas-fir, providing shade and leaf litter for fish and potential raptors with perching and nesting opportunities.

The environmental report outlined thirteen wildlife species at risk have the potential to inhabit the subject property, including five species that are red-listed and nine that are blue-listed. An identified red-listed Ecosystem at Risk within the subject area include Black Cottonwood-Douglas-fir/Common Snowberry/ Red-Osier Dogwood.

Within the original environmental report, the QEP concluded that due to the absence of aquatic vegetation and large woody debris in the sand and gravel foreshore, multiple docks and retaining walls, and limited leaf litter present, the overall quality of fish habitat in the foreshore of the subject property was limited.

Development Permit DP-18-14

Development Permit DP-18-14 was originally issued on January 23, 2019 by the Director of Community Services for an additional footprint to be added to the existing a-frame dwelling unit totaling 66.2 m² (712.5 ft²), restoration areas and associated enhancement work. A portion of the proposed works (outside of the existing development footprint), approximately 7.4 m² (79.6 ft²) were to occur within the 15 metre leavestrip (floodplain area). The works were considered subject the biophysical assessment, existing site constraints, and previous development footprint of the subject area.

Recommendations provided by the QEP in the assessment were focused toward minimizing the impact of the work on aquatic resource values and water quality. The original environmental report concluded that the impacts of the proposed works on the environment would be low and the associated mitigation would enhance the overall riparian condition using a 5:1 compensation planting ratio for a total of 38 plants including a minimum of 18 native trees and 20 native shrubs throughout a total of three planting areas. The report identified the proposed plant species have been selected to help re-establish the ecosystem at species at risk.

As a condition of the DP, an environmental monitor was required to oversee works and ensure the mitigation as outlined in the report would be carried out and reported to RDCO, providing assurance that the proposed works would not impact fish habitat on the subject property, nor impede the riparian area leavestrip, and would result in an improvement in habitat quality.

Development Permit DP-18-14 Amendment 1

During routine monitoring which was a condition of the DP, the environmental monitor identified four main roots of a Douglas fir located within 1 m of the excavated foundation were exposed and damaged. At that time, the applicants submitted an amendment application to the original DP to provide mitigation for the removal of the tree.

The amendment to DP-18-14 was approved on August 8, 2019 to compensate for the removal of the large Douglas fir and increase the planting area with an addition of 5 plants.

Development Permit DP-18-14 Amendment 2 (Current Application)

During routine monitoring which was a condition of the DP, the environmental monitor observed that unauthorized works had taken place which included an extension to the lower concrete deck and placement of concrete deck stairs for a total of 26 m² (279.8 ft²) further into the leavestrip than originally approved. At the time of the works, the additional disturbance was permitted by the construction manager to prevent the slope sides from collapsing onto the lower deck.

The original permit allowed for a setback of 9.8 m (32.1 ft) to the high water mark (retaining wall) as determined by the QEP. To accommodate the unauthorized works, the setback has been determined by Russell Shortt Land Surveyors as 4.53 m (14.8 ft) to the identified high water mark (retaining wall).

An amendment application was submitted by the applicants to address the as-built encroachments. As a result of the unauthorized works, an additional 38 plants have been added to the original mitigative planting plan, for total of 81 plants consisting of 27 trees, 22 shrubs, and 32 forbes covering 130 m². The QEP indicates that most of the trees are to be planted in the largest planting area - P1, located along the northern property boundary (see attachment Site Plan DP-18-14 Amendment 2). Specific recommendations for the plantings have been provided by the QEP in the subsequent environmental report.

Monitoring and Security:

As a condition of the issuance of the original permit, an environmental monitor was to be retained for the duration of the proposed development to ensure compliance with the recommendations presented in the environmental report and subsequent monitoring reports, and a substantial completion report was to be provided to the RDCO indicating the conditions and requirements of the development permit have been carried out.

Further, bonding was required as set out in Bylaw No. 944 (Procedures Bylaw). The bond amount is based on the estimate provided by the QEP and is required prior to issuance of the Development Permit. A total amount of \$5,587.50 was received for the works associated with the original permit (38 plants). A subsequent amount of \$192.50 was received for the works associated with the first amendment to DP-18-14. The QEP has estimated the costs associated with the current amendment application for additional mitigative plantings (38 plants) in the amount of \$1970.00.

Regional Board Strategic Priorities 2019-2022

Environment

- Support efforts to reduce our environmental footprint and adapt to climate change.
- Reduce new construction in higher risk floodplain areas.

Regional Growth Strategy Bylaw No. 1336

- Policy No. 3.2.3.1 “Consider water resources in land use planning decisions”.
- Policy No. 3.2.8.3 “Manage growth to minimize disturbance to habitat, watershed and natural drainage areas and systems”.
- Policy No. 3.2.8.6 “Encourage and support coordinated efforts to protect and enhance the Region’s forests, environmentally sensitive and significant areas”.

Rural Westside Official Community Plan Bylaw No. 1274:

Chapter 3 Natural Environment

- Policy No. 3.2.1.1 “The Regional District will continue to protect Environmentally Sensitive Areas on private land through the Development Permit process”.
- Policy No. 3.2.1.2 “Provide and protect vegetated leave areas to water courses, control soil erosion and sediment in run-off water, control the rates of run-off to minimize impacts on the lake, prevent the discharge of deleterious substances into the lake”.
- Policy No. 3.2.1.3 “Protect Kokanee spawning grounds located in the OCP area”.

Chapter 13 – Development Permit Areas

- Policy No. 13.1.1 “Development within designated Development Permit Areas will be reviewed by the Regional District in consideration of the objectives and guidelines identified in this Section. Conditions or restrictions may be imposed on the development accordingly”.
- Policy No. 13.1.2 “In accordance with the *Local Government Act* of the Province of BC, the Regional District will require funding to ensure the completion of landscaping, environmental rehabilitation, or other conditions for which security may be held”.
- Policy No. 13.1.3 “Development Permit Areas are designated and Development Permits are required in accordance with sub-sections 13.2 through 13.9”.

Appendix 2 – Aquatic Ecosystem Development Permit Objectives and Design Guidelines

- A leavestrip for the protection and restoration of the riparian ecosystem is to remain undisturbed near watercourses. The intention is that the leavestrip will be untouched by development and left in its natural condition, or, if damaged by previous use or construction, the ecosystem restored or enhanced.
- Riparian vegetation should be maintained where it is present, and restored where it has been lost.
- Maintain natural flow regimes. Deforestation, removal of vegetation, or increased impervious surfacing can result in significant increases in the size, duration, and frequency of floods. Bank erosion can also worsen.

Riparian Areas Protection Regulation

Division 2 - Riparian Protection Standard

- 10 (1) A proposed development meets the riparian protection standard if the development
- (a) will not occur in the streamside protection and enhancement area, and

(b) in the case of a detailed assessment, will not result in any harmful alteration, disruption or destruction of natural features, functions and conditions in the streamside protection and enhancement area that support the life processes of protected fish.

Site Context:

The subject property is located on a portion of a shared lot south of Killiney Beach within the Central Okanagan West Electoral Area in a developed rural residential area.

The subject property is affected by the Rural Westside Official Community Plan Aquatic Ecosystems and Wildfire Development Permit Areas. The provincial Riparian Areas Protection Regulation are also applicable.

Owner:	Forest House Preserve Ltd., Inc. No. BC0120410
Applicants:	Kenneth & Lynn Ganden
Address:	9185 Westside Road
Legal Description:	Lot 1, Plan KAP22569, District Lot 2197, ODYD
Lot Size:	+/- 5.97 ha (14.75 acres)
Area of Land Affected:	+/- 600 m ² (0.15 acres) Share Lot 2 Exclusive Use Area Class "C" Common Shares
Zone:	RU2 Rural 2
OCP Designation:	Residential – Low Density
Existing Use:	Rural Residential
ALR:	Outside of the ALR
Fire Protection:	North Westside Road Fire Protection Area
Water Purveyor:	Private System
Sewage Disposal:	Onsite
Surrounding Uses:	North: Rural Residential South: Rural Residential East: Okanagan Lake West: Westside Road

RDCO TECHNICAL COMMENTS:

Inspections Services staff advise the 990 ft² (91.9 m²) addition was permitted under Building Permit 7830/19. The extension to the lower concrete deck and placement of concrete deck stairs do not require subsequent Building Permit approval as they are not governed under the BC Building Code and are considered landscaping.

In regards to the allan block retaining wall, the manufacturer's recommendations indicate a soil trench is adequate for lateral support. The as-built concrete pad was constructed running from wall base to wall base which is not included as part of the manufacturer's recommendations.

Environmental Advisory Commission (EAC) recommends the application not be supported.

Anecdotal Comments:

- The works must be in accordance with the original DP.
- Do not want to set a precedent for future non-compliance with DP approvals.
- The builder should have been working closely with the Environmental Monitor.
- Unauthorized works cannot continue to occur across the region and should not be supported.

Unaffected RDCO Departments include Fire Services, Environmental Services, and Parks Services.

AGENCY REFERRALS:

Ministry of Forests, Lands, Natural Resource Operations and Rural Development Ecosystems Sections advises that staff cannot recommend approval of the encroaching development as it does not meet the terms of the Riparian Areas Protection Regulation (RAPR).

Local governments, where the RAPR applies, are required to apply bylaw provisions that will ensure the regulatory standard is met or exceeded. If a local government issues permits for development that has been demonstrated to not meet the standard of the regulation, they will not have met this regulatory requirement.

Should the RDCO decide to issue a permit for work that doesn't meet the regulatory standard, the RDCO is taking on that responsibility and exposure (stepping out of the professional reliance framework).

Ministry of Forests, Lands, Natural Resource Operations and Rural Development District Okanagan Shuswap Lands Team advise all works must be above the surveyed present natural boundary (PNB). The proposed development and planting plan may require a *Water Sustainability Act* Notification application and this would require a survey of the PNB. It is unclear if the current retaining wall is trespassing on Crown Land.

Unaffected Agencies include Ministry of Transportation and Infrastructure and Interior Health Authority.

ALTERNATE RECOMMENDATION:

Should the Board choose not to support the staff recommendation, the following alternate recommendation is provided for consideration:

THAT the Regional Board conditionally approve Development Permit DP-18-14 Amendment subject to:

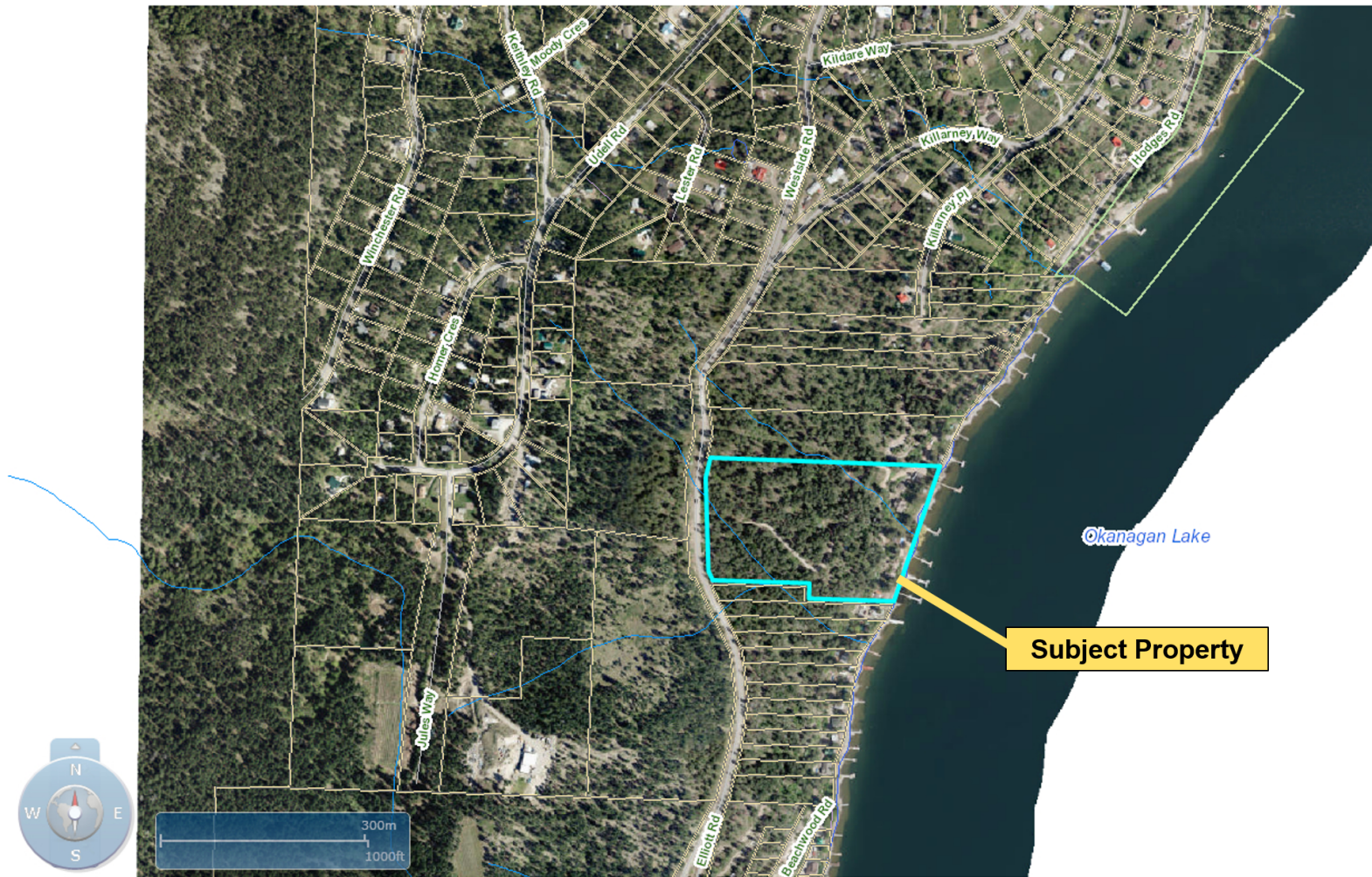
- The environmental report requirements outlined by Western Water Associates;
- The receipt of additional securities for the recommended mitigation works prior to issuance of the Development Permit; and
- Any required provincial approvals.

Considerations not applicable to this report:

- *General*
- *Financial Considerations*
- *Organizational Issues*

Attachment(s):

- Subject Property & Orthophoto Maps
- Original Footprint
- Addition Placement Plans prepared by KK Custom Designs
- Site Plan DP-18-14
- Site Plan DP-18-14 Amendment 1
- Site Plan DP-18-14 Amendment 2 (current application)
- Site Plan prepared by Russell Shortt Land Surveyors Ltd.
- Structural Assessment prepared by Bourcet Engineering Ltd.
- DP-18-14, January 23, 2019
- DP-18-14 Amendment 1, August 8, 2019

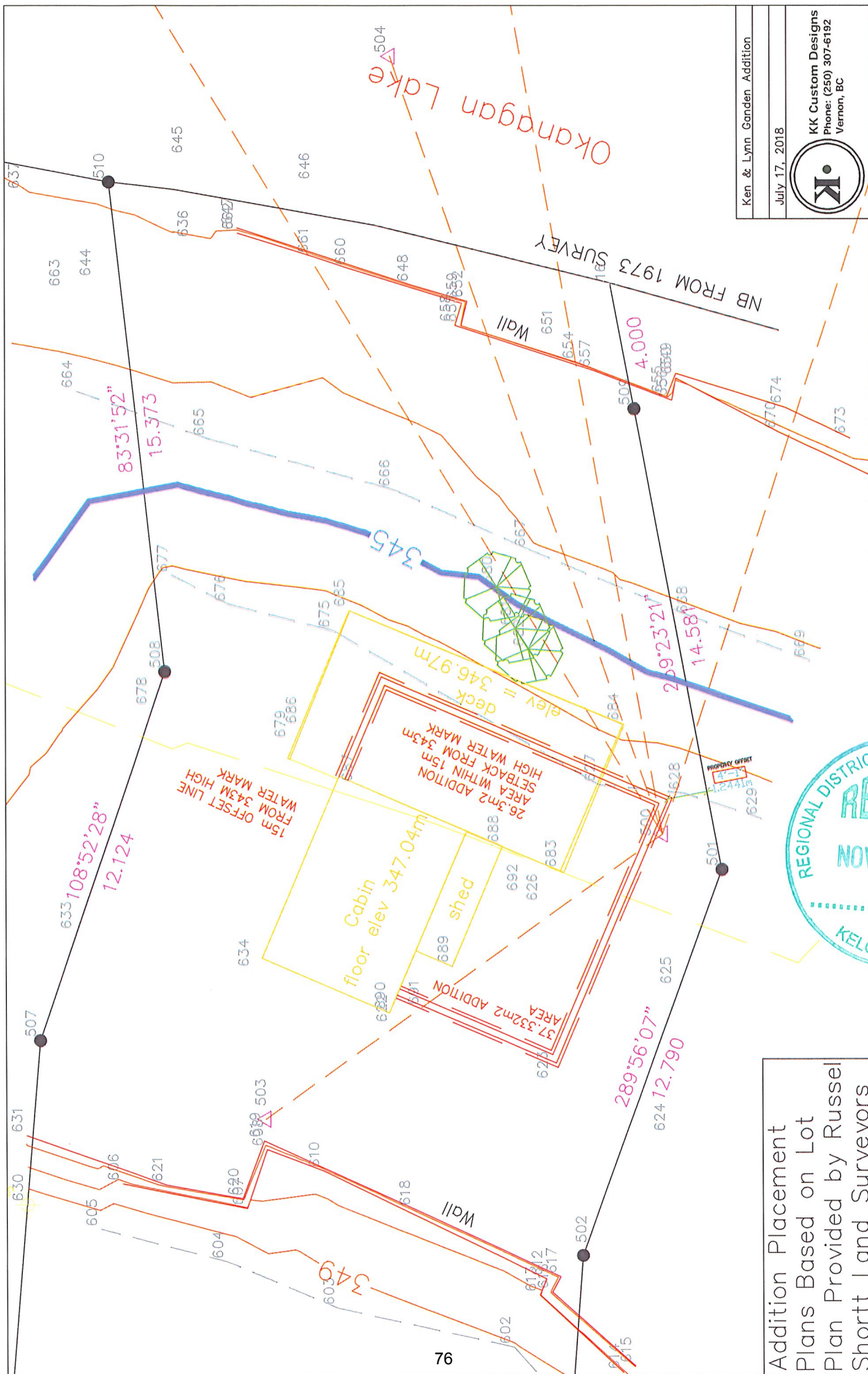







<div>AE-DPA Environmental Assessment</div>	TITLE				Figure 5: Existing Features	
	DRAWN	TK	DATE		July 2018	
	CHECKED	DG	Ganden RAR Assessment			
	REVIEWED	DG				
	PROJECT NO.			18-053-01		
TOPOGRAPHY						
SOURCE.						





Ken & Lynn Gauden Addition
July 17, 2018
 KK Custom Designs Phone: (250) 307-6192 Vernon, BC



Addition Placement
 Plans Based on Lot
 Plan Provided by Russel
 Shortt Land Surveyors

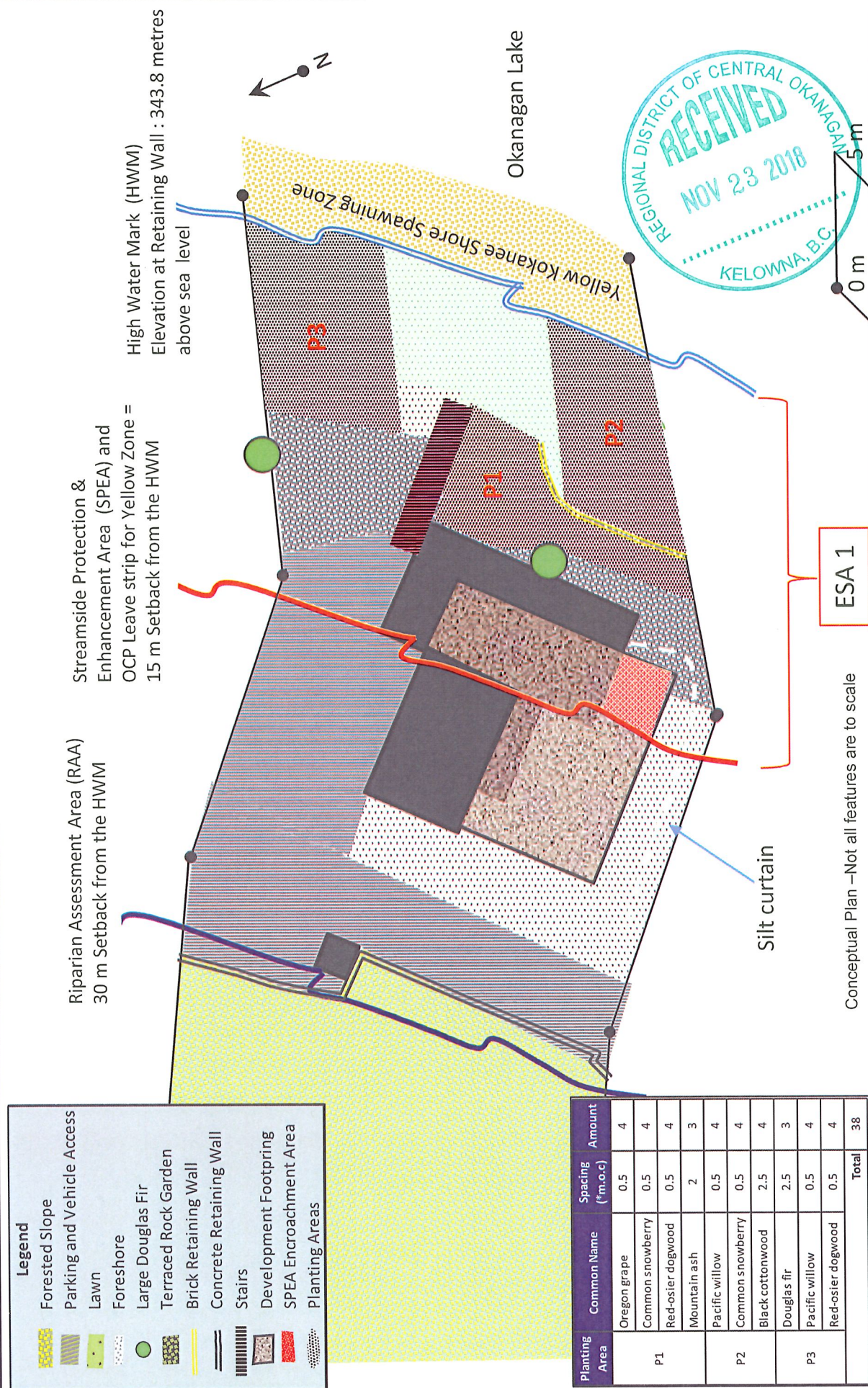

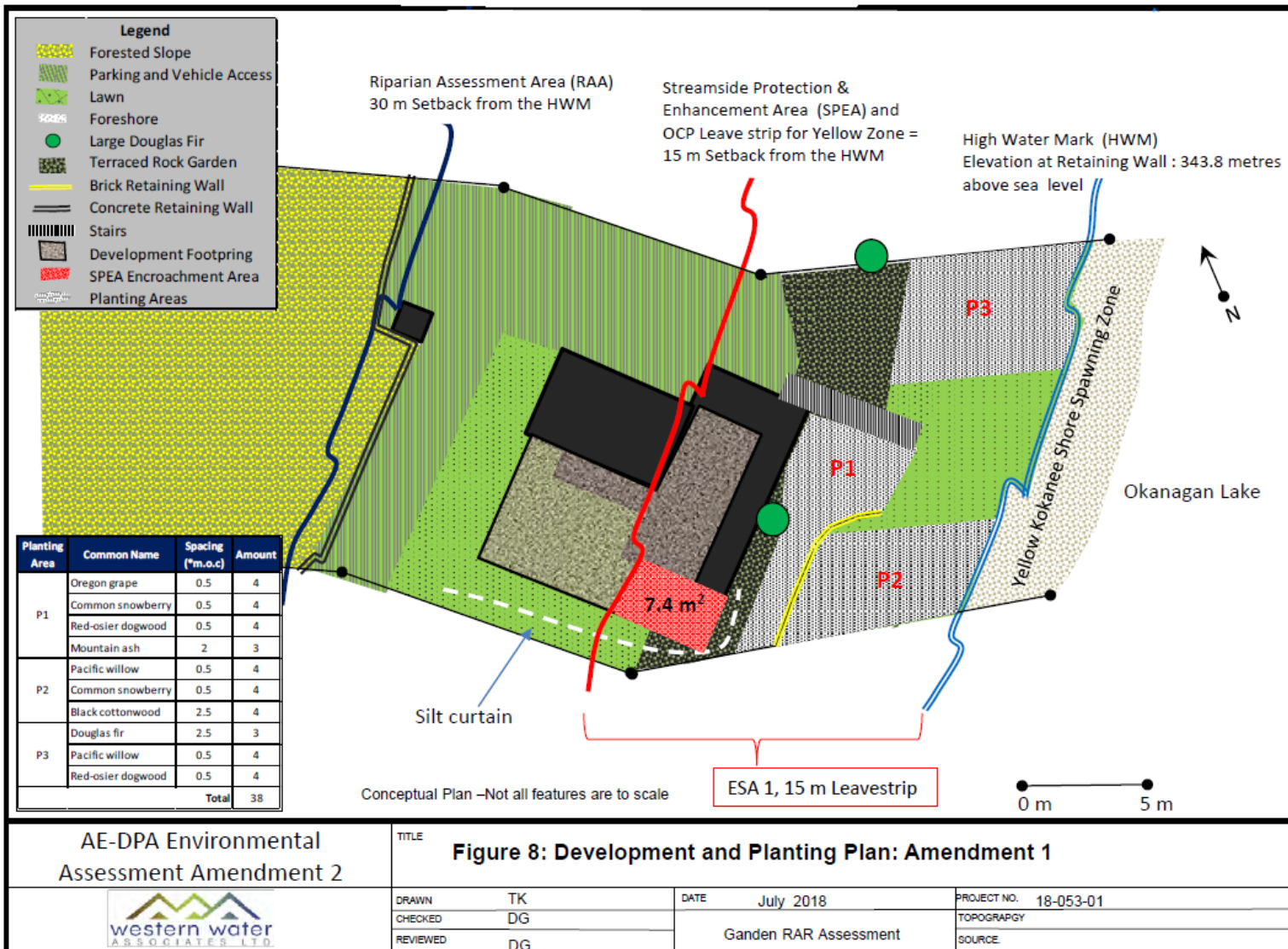
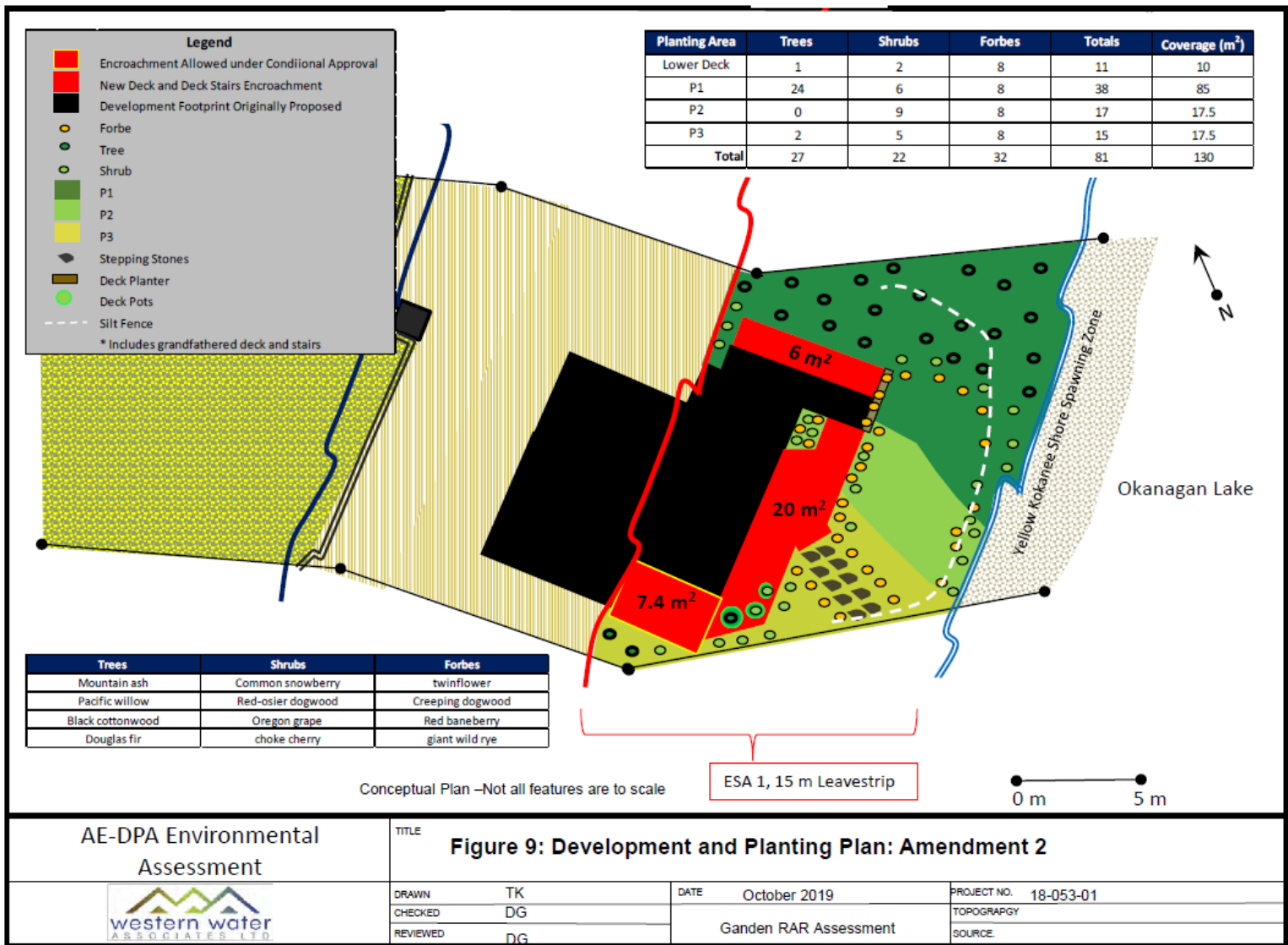


Figure 8: Proposed Development and Planting Plan

 western water ASSOCIATES LTD	DRAWN	TK	DATE	July 2018	PROJECT NO.	18-053-01
	CHECKED	DG				
	REVIEWED	DG				
	Ganden RAR Assessment TOPOGRAPHY SOURCE:					





SITE PLAN OF PCL C, LOT 1, DL 2197, ODYD, PLAN 22569.

SCALE 1: 200 (ALL DISTANCES IN METRES)
CONTOUR INTERVAL = 1m
ORTHOMETRIC HEIGHTS BASED ON CGVD HTv2.0

(Share Lot 3)
Part LOT 1
PLAN 22569

Exclusive Use Area
Class C Common Shares
(Share Lot 2)

Part LOT 1
PLAN 22569

(Share Lot 1)
Part LOT 1
PLAN 22569

LANE

Nov 20, 2019 – add'l dims
Nov 19, 2019 – add'l site information
Nov 5, 2019 – add'l site information
JUNE 11, 2019 – layout offset line
MAY 10, 2018.

THIS PLAN IS PREPARED FOR THE USE OF:
GANDEN

© JASON R SHORTT, BCLS, 2019

russell shortt

land SURVEYORS
2801-32nd Street, Vernon, B.C.
Phone (250)545-0511 email: jasons@jrshortt.ca

FILE: 28993
F.B. 1299

Project Garden Cabin Addition				Job Ref. 19-056	
Section Structural Assessment				Sheet no./rev. Page 1 of 1	
Calc. by	Date Nov. 25, 19	Chk'd by	Date	App'd by RB	Date Nov. 25, 19

Background:

Ken and Lynn Garden contacted Bourcet Engineering to provide a structural assessment and sealed written report for a residence located at #2 – 9185 Westside Road, West Kelowna BC.

Observations:

Concrete patio on the lower level in front of the basement was required to safeguard the exit to the lower level from soil collapsing across the exit.

The concrete slab supports the lower edge of the Allen Block wall being used to retain the soil from sliding into the exit area. The Allen Block wall follows the natural angle of repose of the soils being retained.

The before and after pictures (1 & 2) shows the similarity regarding the ground slopes and concrete extents.

Sincerely,



Rene Bourcet, P. Eng.
Bourcet Engineering Ltd.



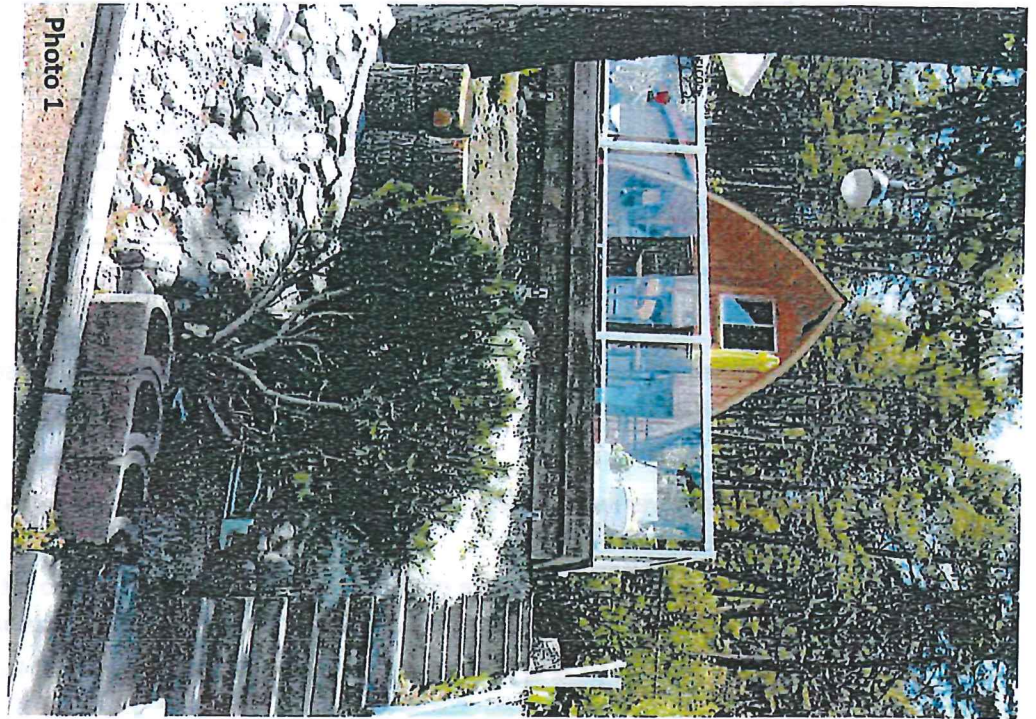


Photo 1



Photo 2





**REGIONAL DISTRICT OF CENTRAL OKANAGAN
DEVELOPMENT PERMIT
DP-18-14**

TO: Ken & Lynn Ganden
c/o Trina Koch
Western Water Associates Ltd.
106-5145 26 Street
Vernon, BC V1T 8E4

1. This permit is issued subject to compliance with all of the Bylaws of the Regional District applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Permit applies to and only to those lands within the Regional District described below, and any and all buildings, structures and other developments thereon:
Lot 1, Plan KAP22569, District Lot 2197, ODYD (PID: 006-804-357)
3. The conditions of the Development Permit are as follows:

'THAT Development Permit DP-18-14 be conditionally approved based on the November 2018 Environmental Report conducted by Western Water Associates Ltd

AND FURTHER THAT the approval is subject to the conditions specified in Schedule "A", which is attached to and forms part of the Development Permit.'

4. As a condition of the issuance of this permit, the Board is holding the security set out below to ensure that development is carried out in accordance with the terms and conditions of this Permit. Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. The condition of the posting of the security is that should the Permittee fail to carry out the development hereby authorized, according to the terms and conditions of the Permit within the time provided, the Regional District may use the security to carry out the work by its servants, agents or contractors, and any surplus shall be paid over to the Permittee, or should the Permittee carry out the development permitted by this permit within the time set out above, the security shall be returned to the Permittee. There is filed accordingly:
 - a. **An unconditional Irrevocable Letter of Credit, Bank Draft or Cash drawn on a chartered bank in Canada valid for a period of one year and automatically renews thereafter, in the amount of \$ 5,587.50**
5. The land described herein shall be developed strictly in accordance with the terms and conditions of this Permit and any plans and specifications attached to this Permit, which shall form a part hereof.
6. This Permit is not a Building Permit.

7. Subject to the terms of the permit, where the holder of a permit issued under the Local Government Act does not substantially commence any construction with respect to which the permit was issued within one year after the date it is issued, the permit lapses.

AUTHORIZING RESOLUTION PASSED BY THE DIRECTOR OF COMMUNITY SERVICES ON
THIS 23 DAY OF January 2019



DATED February 6, 2019

Director of Community Services

/ca

H:\Planning\3060-Dev_Permits\20-Permits\2018\DP-18-14 9185 (Trina Koch - Ken & Lynn Gander)\Permits

Schedule "A"

The Regional Board Designee hereby approves Development Permit DP-18-14 subject to the following conditions:

Adherence to Development Plans:

- No further or variance in construction of, addition to or alteration of a building or structure; or alteration or clearing of land is to occur within the Development Permit Area as outlined in the Rural Westside Official Community Plan Bylaw No. 1274 without prior notification and approval by RDCO; other than that recognized and approved in this Development Permit.
- No further buildings, structures or improvements of any kind shall be constructed nor located within the 15m setback from the High Water Mark of Okanagan Lake. And further, there shall be no removal or disturbance of any soil, vegetation, or trees (with the exception of weeds) from within the 30 m setback area without first obtaining the written consent of the RDCO.

Environmental Assessments:

- All construction, land clearing, mitigation and restoration activities must be completed as per the recommendations contained in the November 2018 Environmental Report conducted by Western Water Associates Ltd.

Monitoring:

- The land owner shall obtain the services of an Environmental Monitor to ensure the recommendations of the Development Permit are implemented and in accordance with the following schedule and conditions:
 - Pre-construction meeting with the contractor
 - Submit monitoring reports to RDCO as indicated by the Environmental Monitor
 - **Prepare a substantial completion report and submit to RDCO upon completion of construction and restoration works indicating substantial completion of the conditions and requirements of the Development Permit have been carried out**
 - In the event that greater disturbance occurs due to unforeseen circumstances, the Environmental Monitor will recommend further measures to protect/restore the natural integrity of the site and report on these measures to the RDCO.

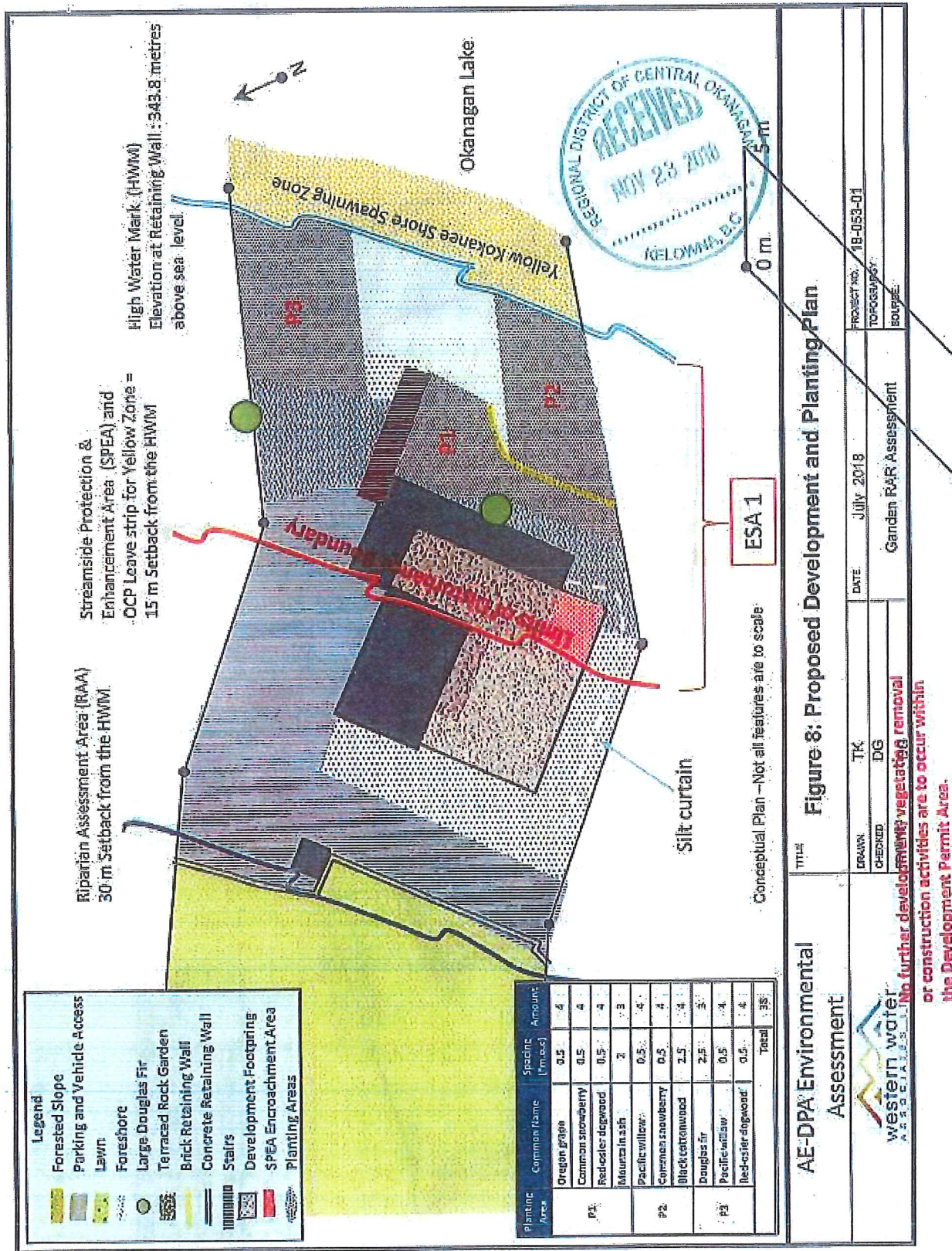
Security:

- The applicant shall post a letter of credit or bank draft in the amount of \$5,587.50 in order to ensure completion of works and associated remediation landscaping within 1 year of the issuance of the Development Permit. Ninety per cent (90%) of this amount is refundable upon completion of said works and receipt of a substantial completion report signed by a registered professional, and to the satisfaction of Regional District Community Services staff. The remainder of the bond shall be held for a minimum of two (2) years (growing seasons) to ensure that the required mitigation has been fully implemented and demonstrated to function (ecologically or as designed). The maintenance bond may be held for longer periods if, throughout the initial 2-year period the persistent failure of the works is documented.

Further Conditions or Restrictions:

- Prior to land disturbance, the High Water Mark (HWM) of Okanagan Lake shall be clearly marked by a legal surveyor to prevent Crown land encroachment and to ensure the proper placement of the retaining; at least 1 metre upland from WHM.
- There shall not be any further construction or land disturbance beyond that which is outlined in DP-18-14 without additional environmental assessment work undertaken by a Qualified Environmental Professional and without first obtaining the written consent of the RDCO.

- In accordance with the RDCO Noxious Weed Control Bylaw No. 179, the owner or occupier of the land shall prevent the infestation of noxious weeds and cut down or otherwise destroy and mulch or remove all noxious weeds and plant with native grasses or other native vegetation.
- Construction Best Management Practices are to be used as a means to protect the riparian area.
- The landowner/applicant to apply for and receive a building permit for the proposed works to the satisfaction of the RDCO Building Inspection Services.
- Foreshore modifications including construction/alteration of retaining walls, groynes, and substrate modification must not occur at any time without further environmental assessment being conducted and appropriate approvals received from the Province in accordance with the *BC Water Sustainability Act*.
- Responsibility of the landowner/agent to obtain appropriate approvals from the Province in accordance with the *BC Water Sustainability Act* prior to the commencement of any works.





REGIONAL DISTRICT OF CENTRAL OKANAGAN
DEVELOPMENT PERMIT
DP-18-14 Amendment

TO: Ken & Lynn Gaden
c/o Trina Koch
Western Water Associates Ltd.
106-5145 26 Street
Vernon, BC V1T 8E4

1. This permit is issued subject to compliance with all of the Bylaws of the Regional District applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Permit applies to and only to those lands within the Regional District described below, and any and all buildings, structures and other developments thereon:
Lot 1, Plan KAP22569, District Lot 2197, ODYD (PID: 006-804-357)
3. The conditions of the Development Permit are as follows:

'THAT Development Permit DP-18-14 Amendment be approved based on the June 2019 Amendment of Environmental Report prepared by Western Water Associates Ltd.

AND FURTHER THAT the approval is subject to Schedule "A", Schedule "B", and Schedule "C", which are attached to and forms part of the Development Permit.'

4. As a condition of the issuance of this permit, the Board is holding the security set out below to ensure that development is carried out in accordance with the terms and conditions of this Permit. Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. The condition of the posting of the security is that should the Permittee fail to carry out the development hereby authorized, according to the terms and conditions of the Permit within the time provided, the Regional District may use the security to carry out the work by its servants, agents or contractors, and any surplus shall be paid over to the Permittee, or should the Permittee carry out the development permitted by this permit within the time set out above, the security shall be returned to the Permittee. There is filed accordingly:
 - a. **An unconditional Irrevocable Letter of Credit, Bank Draft or Cash drawn on a chartered bank in Canada valid for a period of one year and automatically renews thereafter, in the amount of \$ 5780.00**
5. The land described herein shall be developed strictly in accordance with the terms and conditions of this Permit and any plans and specifications attached to this Permit, which shall form a part hereof.
6. This Permit is not a Building Permit.

7. Subject to the terms of the permit, where the holder of a permit issued under the Local Government Act does not substantially commence any construction with respect to which the permit was issued within one year after the date it is issued, the permit lapses.

AUTHORIZING RESOLUTION PASSED BY THE DIRECTOR OF COMMUNITY SERVICES ON
THIS 08 DAY OF August 2019

DATED August 8, 2019

/ca



Director of Community Services

H:\Planning\3060-Dev_Permits\20-Permits\2018\DP-18-14 9185 (Trina Koch - Ken & Lynn Garden)\Permits

Schedule "A"

The Regional Board Designee hereby approves Development Permit DP-18-14 Amendment subject to the following conditions:

Adherence to Development Plans:

- No further or variance in construction of, addition to or alteration of a building or structure; or alteration or clearing of land is to occur within the Development Permit Area as outlined in the Rural Westside Official Community Plan Bylaw No. 1274 without prior notification and approval by RDCO; other than that recognized and approved in this Development Permit.
- No further buildings, structures or improvements of any kind shall be constructed nor located within the 15m setback from the High Water Mark of Okanagan Lake. And further, there shall be no removal or disturbance of any soil, vegetation, or trees (with the exception of weeds) from within the 30 m setback area without first obtaining the written consent of the RDCO.

Environmental Assessments:

- All construction, land clearing, mitigation and restoration activities must be completed as per the recommendations contained in the June 2019 Amendment of Environmental Report conducted by Western Water Associates Ltd.

Monitoring:

- The land owner shall obtain the services of an Environmental Monitor to ensure the recommendations of the Development Permit are implemented and in accordance with the following schedule and conditions:
 - Pre-construction meeting with the contractor
 - Submit monitoring reports to RDCO as indicated by the Environmental Monitor
 - **Prepare a substantial completion report and submit to RDCO upon completion of construction and restoration works indicating substantial completion of the conditions and requirements of the Development Permit have been carried out**
 - In the event that greater disturbance occurs due to unforeseen circumstances, the Environmental Monitor will recommend further measures to protect/restore the natural integrity of the site and report on these measures to the RDCO.

Security:

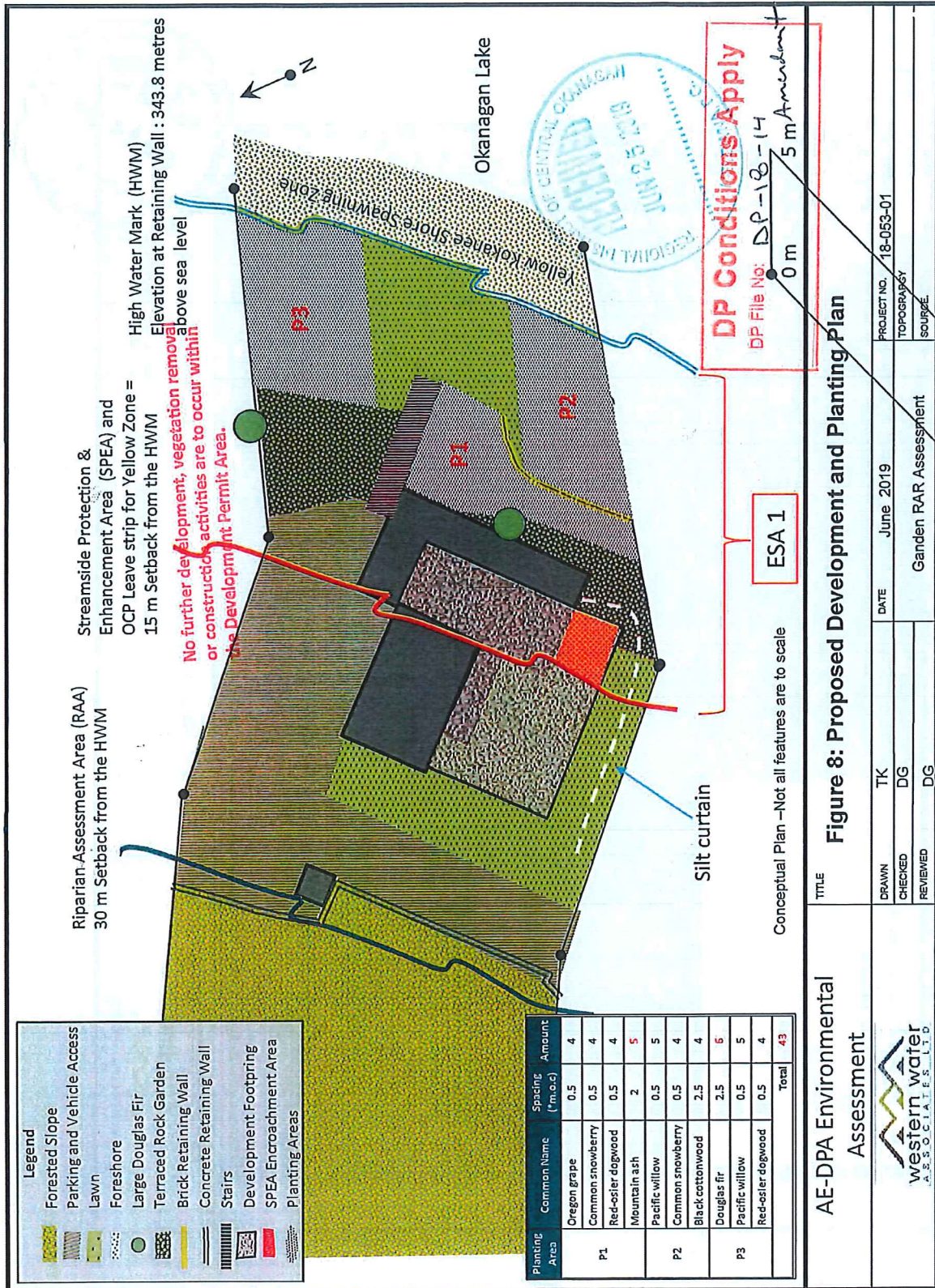
- The applicant shall post a letter of credit or bank draft in the amount of \$5780.00 in order to ensure completion of works and associated remediation landscaping within 1 year of the issuance of the Development Permit. Ninety per cent (90%) of this amount is refundable upon completion of said works and receipt of a substantial completion report signed by a registered professional, and to the satisfaction of Regional District Community Services staff. The remainder of the bond shall be held for a minimum of two (2) years (growing seasons) to ensure that the required mitigation has been fully implemented and demonstrated to function (ecologically or as designed). The maintenance bond may be held for longer periods if, throughout the initial 2-year period the persistent failure of the works is documented.

Further Conditions or Restrictions:

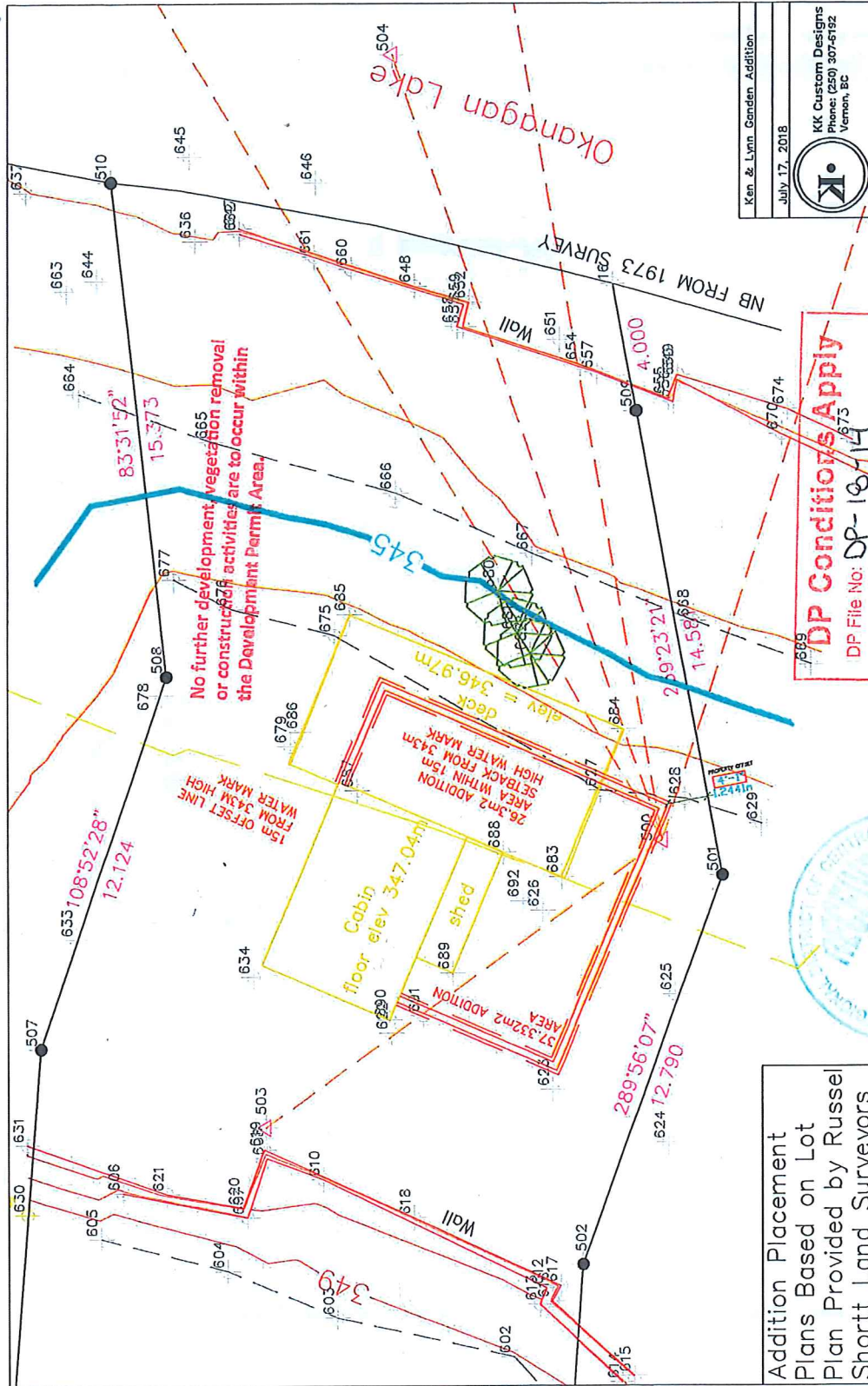
- Prior to land disturbance, the High Water Mark (HWM) of Okanagan Lake shall be clearly marked by a legal surveyor to prevent Crown land encroachment and to ensure the proper placement of the retaining; at least 1 metre upland from WHM.
- There shall not be any further construction or land disturbance beyond that which is outlined in DP-18-14 Amendment without additional environmental assessment work undertaken by a Qualified Environmental Professional and without first obtaining the written consent of the RDCO.

- In accordance with the RDCO Noxious Weed Control Bylaw No. 179, the owner or occupier of the land shall prevent the infestation of noxious weeds and cut down or otherwise destroy and mulch or remove all noxious weeds and plant with native grasses or other native vegetation.
- Construction Best Management Practices are to be used as a means to protect the riparian area.
- The landowner/applicant to apply for and receive a building permit for the proposed works to the satisfaction of the RDCO Building Inspection Services.
- Foreshore modifications including construction/alteration of retaining walls, groynes, and substrate modification must not occur at any time without further environmental assessment being conducted and appropriate approvals received from the Province in accordance with the *BC Water Sustainability Act*.
- Responsibility of the landowner/agent to obtain appropriate approvals from the Province in accordance with the *BC Water Sustainability Act* prior to the commencement of any works.

Schedule "B"



Schedule "C"



Ken & Lynn Camden Addition
 July 17, 2018
 KK Custom Designs
 Phone: (250) 307-6192
 Vernon, BC

DP Conditions Apply
 DP File No: DP-18-14
 Amendment

Addition Placement
 Plans Based on Lot
 Plan Provided by Russel
 Shortt Land Surveyors



NOTICE OF REGISTRATION

Date of Issue: August 15, 2019
Submitter's Name: Christopher Alexander
File Reference: DP-18-14 (111)

Description: DP-18-14 (111) Amendment

The following application(s) have now reached final status:

LEGAL NOTATION

CA7673589

REGISTERED

For help, go to <http://help.ltsa.ca>. To reach the LTSA Customer Service Centre for general land title and survey matters, select option 1 at 604-630-9630 or toll free at 1-877-577-LTSA(5872) or send a request at <https://myltsa.ltsa.ca/contact-customer-service-centre>. For myLTSA sign-up or technical assistance, contact myLTSA Technical Support by selecting option 2 at 604-630-9630 or toll free at 1-877-577-LTSA(5872) or send an request at <https://myltsa.ltsa.ca/contact-myltsa-tech-support>



Regional Board Report

TO: Regional Board

FROM: Todd Cashin
Director of Community Services

DATE: January 27, 2020

SUBJECT: Zoning Amendment Bylaw No. 871-257 (Z17/05) – 2nd & 3rd Readings
(Text Amendments to Zoning Bylaw No. 871, 2000)

Voting Entitlement: Custom Vote - All Directors – Unweighted Vote, Simple Majority – 1 Director, 1 Vote

Purpose: To amend secondary suite regulations in Zoning Bylaw No. 871.

Executive Summary:

In 2017, staff began a policy review of secondary suite regulations in the Central Okanagan Electoral Areas. During the review process, it was identified that increasing density by permitting secondary suites in all residential zones may cause drainage and slope stability challenges, particularly in areas without access to community sewer and without proper drainage plans.

Following extensive analysis and review, Planning Services staff is recommending the current process of requiring a rezoning application remain in place which will have the Regional Board making informed decisions on a site-specific, case by case basis. Furthermore, several recommended changes to Zoning Bylaw No. 871 will reflect recent updates to the B.C. Building Code with respect to design and construction requirements for secondary suites.

RECOMMENDATION:

THAT Zoning Amendment Bylaw No. 871-257 be given second and third readings;

AND FURTHER THAT Zoning Amendment Bylaw No. 871-257 be forwarded to the Ministry of Transportation and Infrastructure for approval prior to final consideration for adoption.

Respectfully Submitted:

A handwritten signature in blue ink, appearing to read "Todd Cashin".

Todd Cashin
Director of Community Services

Approved for Board's Consideration

A handwritten signature in blue ink, appearing to read "Brian Reardon".

Brian Reardon, CAO

Prepared by: Brittany Lange, Environmental Planner

Implications of Recommendation:

Strategic Plan:	Granting second and third reading to the amendment bylaw meets several of the priorities outlined in the Regional Board Strategic Priorities 2019-2022.
Policy:	Granting second and third reading to the amendment bylaw is in compliance with several of the goals and policies of the Regional Growth Strategy Bylaw No. 1336 and Regional District Official Community Plans (OCPs).
Legal/Statutory Authority:	Granting second and third reading to the amendment bylaw is in compliance with the <i>Local Government Act</i> , Section 479 and the <i>Transportation Act</i> , Section 52.

Background:

Zoning Amendment Bylaw No. 871-257 received first reading on November 25, 2019 and a Public Hearing was held on January 27, 2020.

Pursuant to Section 52(3)a of the *Transportation Act*, the amendment bylaw must be approved by the Ministry of Transportation and Infrastructure prior to final consideration and adoption.

Alternative Recommendation:

THAT Zoning Amendment Bylaw No. 871-257 not be given second and third readings and be referred back to staff for further review.

Considerations not applicable to this report:

- *Financial*
- *Organizational*
- *External*

Attachment(s):

- Zoning Amendment Bylaw No. 871-257

REGIONAL DISTRICT OF CENTRAL OKANAGAN

BYLAW NO. 871-257

A Bylaw to Amend Regional District of Central Okanagan Zoning Bylaw 871, 2000

WHEREAS the Regional Board of the Regional District of Central Okanagan is desirous of amending Zoning Bylaw No. 871 under the provisions of the Local Government Act.

NOW THEREFORE the Regional Board of the Regional District of Central Okanagan, in an open meeting enacts as follows:

1. This bylaw shall be cited as Regional District of Central Okanagan Zoning Amendment Bylaw No. 871-257.
2. That the Regional District of Central Okanagan Zoning Bylaw No. 871, 2000 is hereby **AMENDED** by the following and forms a part of this bylaw:

2.2. Amending **PART 3 – General Regulations**

- 2.2.1. By **REMOVING** SECTION 3.26 Secondary Suites in its entirety, and **REPLACING** with the following:

“Section 3.26 Secondary Suites

A *secondary suite* is subject to the following regulations:

1. A *secondary suite* is added to the list of permitted uses in the A1, RU1, RU2, RU3, RU4, RU5, RU6, and R1 *zone* if the *zone* has an “s” notation shown on Schedule B, the Zoning Map, as part of the zone identification. The “s” notation shall be shown on Schedule B the Zoning Map as follows: A1s, RU1s, RU2s, RU3s, RU4s, RU5s, RU6s, and R1s. An “s” zoning classification on a *parcel* shall be established by rezoning the subject *parcel* to the “s” version of the *zone*. The regulations set out for the “s” version of the *zone* will be the same as the regulations for the version without the “s”, except for the addition of *secondary suite* as a permitted use.
2. The *secondary suite* shall have its own separate cooking, sleeping, and bathing facilities.
3. The *secondary suite* shall have direct access to outside without passing through any part of the principal *dwelling unit*.
4. The *secondary suite* shall be located within a *single detached house*.
 - a) The *secondary suite* shall not be connected to a *single detached house* by a *breezeway* or *carport*.
5. No more than one *secondary suite* is permitted per *parcel*.

6. A *secondary suite* is not permitted in conjunction with *bed and breakfast accommodation*.
7. A *secondary suite* is not permitted if an *accessory home* exists.
8. A minor *home based business* is permitted within a *secondary suite*.
9. One *parking space* for the *secondary suite* is required in addition to those required for the principal dwelling.
10. A secondary suite shall meet all requirements of the British Columbia Building Code and amendments thereto.
11. The *secondary suite* must be serviced by a *community water system* or a *private water source*.
 - a) For a *community water system*, written authorization permitting the secondary suite from the service provider is required.
 - b) For a *private water source*, a copy of the Water License, if applicable under the Water Sustainability Act, is required.
12. The *secondary suite* must be connected to a *community sewer system* or serviced by an *on-site sewerage system*, subject to the following:
 - a) For *community sewer system*, written authorization permitting the secondary suite from the service provider is required.
 - b) For *on-site sewerage system*, written confirmation is required from an Authorized Person under the Public Health Act: Sewerage System Regulation which includes:
 1. For lots with an existing *on-site sewerage system*, a Compliance Inspection must indicate that the existing system is capable of processing the daily domestic sewerage flow for both *dwelling units* and demonstrates the existing system meets today's standards and can be expanded for the new Daily Design Flow and there is sufficient room on the property for a back-up type 1 trench system.
 2. For lots without an existing *on-site sewerage system*, a primary and reserve area for type 1 trench disposal for intended Daily Design Flow.

2.2. Amending **PART 15 – Definitions**

- 2.2.1. In the appropriate alphabetical order **ADDING** the new definition: "*Breezeway* means a connection between *buildings* that is not heated or insulated and is not restricted by intervening doors."
- 2.2.2. In the appropriate alphabetical order **ADDING** the new definition: "*Carport* means a roofed *structure* free standing or attached to the *principal building* which is not enclosed on the front and at least one side, used by the building occupants to shelter parked vehicles."
- 2.2.3. In the appropriate alphabetical order **ADDING** the new definition: "*On-site sewerage system* means a system for treating domestic sewage that uses one or more treatment methods and a discharge area, but does not include a holding tank or a privy, and is consistent with the British Columbia Ministry of Health (Health Protection Branch) Sewerage Standard Practices Manual."

2.2.4. In the appropriate alphabetical order **ADDING** the new definition: "*Private Water Source* means a water supply from a well or a surface water, not from a *community water system*, that serves a single *parcel* of land."

READ A FIRST TIME this 25th day of November 2019

PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT this _____
day of _____

READ A SECOND TIME this _____ day of _____

READ A THIRD TIME this _____ day of _____

Approved under the Transportation Act this _____ day of _____

Ministry of Transportation & Infrastructure

ADOPTED this _____ day of _____

Chairperson

Director of Corporate Services

I hereby certify the foregoing to be a true and correct copy of Zoning Bylaw No. 871-257 as read a
third time by the Regional District of Central Okanagan the _____ day of _____

Dated at Kelowna, this _____ day of _____

Director of Corporate Services

I hereby certify the foregoing to be a true and correct copy of Zoning Bylaw No. 871-257 which was Adopted by the Regional District of Central Okanagan on the _____ day of

Dated at Kelowna, this _____ day of _____

Director of Corporate Services

H:\Planning\3360-Zoning\20-Applications\2017\Z17-05 (Sec Suites)\Bylaw\ Zoning Amendment Bylaw 871-257.docx



Regional Board Report

TO: Regional Board

FROM: Todd Cashin
Director of Community Services

DATE: January 27, 2020

SUBJECT: Joe Rich Rural Land Use Amendment Bylaw No. 1195-22 – 2nd & 3rd Readings
(Text Amendments to Joe Rich Rural Land Use Bylaw No. 1195, 2007)

Voting Entitlement: *(Custom Vote - Electoral Areas and Kelowna Fringe Area, Simple Majority, 1 Director, 1 Vote)*

Purpose: To amend secondary suite regulations in Joe Rich Rural Land Use Bylaw No. 1195.

Executive Summary:

In 2017, staff began a policy review of secondary suite regulations in the Central Okanagan Electoral Areas. During the review process, it was identified that increasing density by permitting secondary suites in all residential land use designations may cause drainage and slope stability challenges, particularly in areas without access to community sewer and without proper drainage plans.

Following extensive analysis and review, Planning Services staff is recommending the current process of requiring a land use designation amendment remain in place which will have the Regional Board making informed decisions on a site-specific, case by case basis. Furthermore, several recommended changes to Zoning Bylaw No. 871 will reflect recent updates to the B.C. Building Code with respect to design and construction requirements for secondary suites.

RECOMMENDATION:

THAT Joe Rich Rural Land Use Amendment Bylaw No. 1195-22 be given second and third readings;

AND FURTHER THAT Joe Rich Rural Land Use Amendment Bylaw No. 1195-22 be forwarded to the Ministry of Transportation and Infrastructure for approval prior to final consideration for adoption.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Todd Cashin".

Todd Cashin
Director of Community Services

Approved for Board's Consideration

A handwritten signature in black ink, appearing to read "Brian Reardon".

Brian Reardon, CAO

Prepared by: Brittany Lange, Environmental Planner

Implications of Recommendation:

Strategic Plan:	Granting second and third reading to the amendment bylaw meets several of the priorities outlined in the Regional Board Strategic Priorities 2019-2022.
Policy:	Granting second and third reading to the amendment bylaw is in compliance with several of the goals and policies of the Regional Growth Strategy Bylaw No. 1336 and the Joe Rich Rural Land Use Bylaw No. 1195.
Legal/Statutory Authority:	Granting second and third reading to the amendment bylaw is in compliance with the <i>Local Government Act</i> , Section 457 and 479 and the <i>Transportation Act</i> , Section 52.

Background:

Joe Rich Rural Land Use Amendment Bylaw No. 1195-22 received first reading on November 25, 2019 and a Public Hearing was held on January 27, 2020.

Pursuant to Section 52(3)a of the *Transportation Act*, the amendment bylaw must be approved by the Ministry of Transportation and Infrastructure prior to final consideration and adoption.

Alternative Recommendation:

THAT Joe Rich Rural Land Use Amendment Bylaw No. 1195-22 not be given second and third readings and be referred back to staff for further review.

Considerations not applicable to this report:

- *Financial*
- *Organizational*
- *External*

Attachment(s):

- Joe Rich Rural Land Use Amendment Bylaw No. 1195-22

REGIONAL DISTRICT OF CENTRAL OKANAGAN

BYLAW NO. 1195-22

A Bylaw to Amend Joe Rich Rural Land Use Bylaw 1195, 2007

WHEREAS the Regional Board of the Regional District of Central Okanagan is desirous of amending Joe Rich Rural Land Use Bylaw No. 1195 under the provisions of the Local Government Act.

NOW THEREFORE the Regional Board of the Regional District of Central Okanagan, in an open meeting enacts as follows:

1. **This bylaw shall be cited as Joe Rich Rural Land Use Bylaw No. 1195-22.**
2. **That the Regional District of Central Okanagan Joe Rich Rural Land Use Bylaw No. 1195, 2007 is hereby AMENDED by the following and forms a part of this bylaw:**

2.1 Amending **SECTION 2 – PART 1 – Definitions**

- 2.1.1 In the appropriate alphabetical order **ADDING** the new definition: “Breezeway means a connection between buildings that is not heated or insulated and is not restricted by intervening doors.”
- 2.1.2 In the appropriate alphabetical order **ADDING** the new definition: “Carport means a roofed structure free standing or attached to the principal building which is not enclosed on the front and at least one side, used by the building occupants to shelter parked vehicles.”
- 2.1.3 In the appropriate alphabetical order **ADDING** the new definition: “Private Water Source means a water supply from a well or a surface water, not from a community water system, that serves a single parcel of land.”
- 2.1.4 **REMOVING** the “On-Site Sewage Disposal” definition and **REPLACING** with the following new definition: “On-Site Sewage Disposal means a system for treating domestic sewage that uses one or more treatment methods and a discharge area, but does not include a holding tank or a privy, and is consistent with the British Columbia Ministry of Health (Health Protection Branch) Sewerage Standard Practices Manual.”

2.2 Amending **SECTION 2 – PART 3 – General Requirements**

- 2.2.1 By **REMOVING** SECTION 3.16 Secondary Suites in its entirety, and **REPLACING** with the following:

“Section 3.16 Secondary Suites

A secondary suite is subject to the following regulations:

1. A secondary suite is added to the list of permitted uses in the LH, RA, SH-1, SH-2, and CR land use designations if the designation has an “s” notation shown on Schedule ‘B’ (Land Use Designation Maps) of the Joe Rich Rural Land Use Bylaw

No. 1195, 2007, as part of the land use identification. The "s" notation shall be shown on Schedule B the Land Use Designation Map as follows: LHs, RAs, SH1s, SH-2s, and CRs. An "s" classification on a parcel shall be established by redesignating the subject parcel to the "s" version of the land use designation. The regulations set out for the "s" version of the land use designation will be the same as the regulations for the version without the "s", except for the addition of secondary suite as a permitted use.

2. The secondary suite shall have its own separate cooking, sleeping and bathing facilities.
3. The secondary suite shall have direct access to outside without passing through any part of the single family dwelling.
4. The secondary suite shall be located within a single family dwelling.
 - a) The secondary suite shall not be connected to a single family dwelling by a breezeway or carport.
5. No more than one secondary suite is permitted per parcel.
6. A secondary suite is not permitted in conjunction with a bed and breakfast.
7. A secondary suite is not permitted if an additional dwelling unit exists.
8. A home occupation is permitted within a secondary suite.
9. One parking space for the secondary suite is required in addition to those required for the single family dwelling.
10. A secondary suite shall meet all requirements of the British Columbia Building Code and amendments thereto.
11. The secondary suite must be serviced by a community water system or a private water source.
 - a) For a community water system, written authorization permitting the secondary suite from the service provider is required.
 - b) For a private water source, a copy of the Water License, if applicable under the Water Sustainability Act, is required.
12. The secondary suite must be connected to a community sewer system or serviced by an on-site sewage disposal system, subject to the following:
 - a) For community sewer system, written authorization permitting the secondary suite from the service provider is required.
 - b) For on-site sewage disposal, written confirmation is required from an Authorized Person under the Public Health Act: Sewerage System Regulation which includes:
 1. For lots with an existing on-site sewage disposal system, a Compliance Inspection report must indicate that the existing system is capable of processing the daily domestic sewerage flow for both dwelling units and demonstrates the existing system meets today's standards and can be expanded for the new Daily Design Flow and room on the property for a back-up type 1 trench system.

2. For lots without an existing on-site sewage disposal system, a primary and reserve area for type 1 trench disposal for intended Daily Design Flow.

READ A FIRST TIME this 25th day of November 2019

PUBLIC HEARING HELD PURSUANT TO THE LOCAL GOVERNMENT ACT this _____
day of _____

READ A SECOND TIME this _____ day of _____

READ A THIRD TIME this _____ day of _____

Approved under the Transportation Act this _____ day of _____

Ministry of Transportation & Infrastructure

ADOPTED this _____ day of _____

Chairperson

Director of Corporate Services

I hereby certify the foregoing to be a true and correct copy of Joe Rich Rural Land Use Bylaw
No. 1195-22 as read a third time by the Regional District of Central Okanagan the _____
day of _____

Dated at Kelowna, this _____ day of _____

Director of Corporate Services

I hereby certify the foregoing to be a true and correct copy of Joe Rich Rural Land Use Bylaw No. 1195-22 which was Adopted by the Regional District of Central Okanagan on the _____ day of _____

Dated at Kelowna, this _____ day of _____

Director of Corporate Services

H:\Planning\3360-Zoning\20-Applications\2017\Z17-05 (Sec Suites)\Bylaw\ Joe Rich Rural Land Use Bylaw 1195-22.docx

Regional Board Report

TO: Regional Board

FROM: Mary Jane Drouin
Manager-Corporate Services

DATE: January 15, 2020

SUBJECT: Electoral Area Director Approval to Attend 2020 Conferences

Voting Entitlement: All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1

Purpose: To seek Board approval for Director Carson and Director Bartyik's attendance at the 2020 SILGA, FCM and UBCM Conferences.

Executive Summary:

Board approval, as per policy, is required should the electoral area directors want to attend conferences. In 2020, the following conferences are planned: SILGA (Southern Interior Local Government Association), FCM (Federation of Canadian Municipalities) and UBCM (Union of BC Municipalities). SILGA is scheduled to be held in Vernon, April 28-May1; FCM is scheduled to be held in Toronto, June 4-7; and UBCM is scheduled to be held in Victoria, September 21-25. The 2020 electoral area budgets will take into account the expenses for attending the above conventions.

As per Board policy: Board Remuneration and Expense Policy No. 7.15

Expenses for attending Conference and Seminars (All Directors)

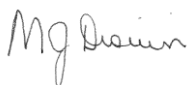
When attending out of District meetings, seminars, conferences or other business authorized by the Board, Directors are entitled to claim receipted expenses for the following:

- i) ferry tolls, ferry reservation fees and highway tolls;
- ii) airline tickets including all fees and charges;
- iii) bus, taxi, and limousine services;
- iv) parking charges;
- v) business phone calls; and vi) accommodation

RECOMMENDATION:

THAT the Regional Board approve Director Bartyik and Director Carson's attendance at the 2020 SILGA, FCM and UBCM conferences should they wish to attend, including registration and travel expenses as per Board policy.

Respectfully Submitted:



Mary Jane Drouin
Manager – Corporate Services

Approved for Board's Consideration



Brian Reardon, CAO



Regional Board Report

TO: Regional Board

FROM: Mary Jane Drouin
Manager – Corporate Services

DATE: January 3, 2020

SUBJECT: Central Okanagan West Electoral Area Grant In Aid

Voting Entitlement: All Directors – Unweighted Corporate Vote – Simple Majority – 208.1

Purpose: To consider approving a North Westside Communities Association request for Central Okanagan West Electoral Area Grants in Aid.

Executive Summary:

Director Carson has received three requests for grant in aid from the North Westside Communities Association.

- Annual community events:
 - Children's Easter Egg Hunt/Community BBQ, Saturday – April 11, 2020 - \$800
 - Canada Day Celebrations, July 1, 2020 - \$800
- North Westside Sports Club – Soccer equipment \$1,500

The Director has agreed to support the three grant in aid requests from the Central Okanagan West Electoral Area grant in aid budget.

RECOMMENDATION:

THAT a Central Okanagan West Electoral Area grant in aid in the amount of \$1,600 be allocated to the North Westside Communities Association for their 2020 Easter egg hunt (\$800) & 2020 Canada Day celebrations (\$800);

AND FURTHER THAT a Central Okanagan West Electoral Area grant in aid in the amount of \$1,500 be allocated to the North Westside Communities Association for the North Westside Sports Club soccer program support.

Respectfully Submitted:

A handwritten signature in cursive script, appearing to read "MJ Drouin".

MJ Drouin
Manager-Corporate Services

Approved for Board's Consideration

A handwritten signature in cursive script, appearing to read "Brian Reardon".

Brian Reardon, CAO

Attachment: North Westside Communities Association Request

Mary Jane Drouin

From: Mary Jane Drouin
Sent: Friday, November 01, 2019 8:40 AM
To: Wayne Nixon
Cc: Wayne Carson
Subject: RE: Electoral Area West Grant in Aids

I will forward the request to Director Carson for consideration. As this is a 2020 expense, it cannot be approved until next year.

Mary Jane Drouin
Manager – Corporate Services
Regional District of Central Okanagan
250-469-6224, mdrouin@rdco.com
Connect with us | rdco.com



This email and any files transmitted are confidential and may contain privileged information. Any unauthorized dissemination or copying is strictly prohibited. If you have received this email in error, please delete it and notify the sender.

From: Wayne Nixon
Sent: Thursday, October 31, 2019 6:16 PM
To: Mary Jane Drouin
Subject: Electoral Area West Grant in Aids

Mary Jane Drouin:

Oct 31, 2019

The North Westside Communities Association (NWCA) is requesting a \$1600 Grant in Aid for two community events.

The first event is our Annual Easter Egg Hunt/ Community BBQ scheduled for Saturday, April 11, 2020. This is a hugely popular event, that is attended by more than 250 friends and neighbours at our Westshore Community Park.

The second event is our Annual Canada Day Celebration and BBQ. July 1st. This event is ever growing, again more than 250 friends and neighbours.

We will be fund raising for these events with our annual St. Patrick Dance, fundraiser, Mar 14.

As these 2 events are traditionally offered free, we wish to continue this tradition, but need and appreciate your continued financial support.

NWCA Easter Egg Hunt/BBQ Expenses for 2019

Easter Egg Candy-Bags-Bunnies-Prize	832.49	
Tug of War Rope	253.26	
Sysco Burgers	188.67	
BBQ Supplies (food and drinks)	442.66	
Total		17170.8

NWCA Canada Day Celebration Expenses for 2019

Water, pop, and ice	253.32	
Condiments, table cloths, plates, cutlery and produce	286.59	
Burgers, buns, cakes, weiners, and propane	518.29	
Entertainment	350.00	
Total		1408.20

Thanking you in advance for your Continued Support for our Community.
Wayne Nixon - President - North Westside Community Association

Mary Jane Drouin

From: Mary Jane Drouin
Sent: Friday, November 01, 2019 8:41 AM
To: Wayne Nixon
Cc: Wayne Carson
Subject: RE: Electoral Area West, Grant in Aid Request

I will forward the request to Director Carson for consideration. As this is a 2020 expense, it cannot be approved until next year should he support it.

Mary Jane Drouin
Manager – Corporate Services
Regional District of Central Okanagan
250-469-6224, mdrouin@rdco.com
Connect with us | rdco.com



This email and any files transmitted are confidential and may contain privileged information. Any unauthorized dissemination or copying is strictly prohibited. If you have received this email in error, please delete it and notify the sender.

From: Wayne Nixon {
Sent: Thursday, October 31, 2019 5:34 PM
To: Mary Jane Drouin
Subject: Electoral Area West, Grant in Aid Request

Mary Jane Drouin:

October 31, 2019

As an ongoing benefit to the Okanagan Westside, Westshore Park has given us an outstanding Soccer Pitch for everyone to enjoy. The main users of this soccer facility are the "Westside Wolf Pack,"

This group is made up of 3 age groups: 5 and under, 6 to 9, and 10 and above. There are 53 registered players, with 3 Coaches since 2012.

Our "Westside Wolf Pack" runs from the May long weekend to the end of the school year, and restarts from early September until Halloween.

In an effort to ensure that ALL of the children playing get this opportunity, and on behalf of Head Coach Mike Cantryn, we, the North Westside Community Association (NWCA) are requesting a \$1500 Grant in Aid to support the ongoing costs. These are made up of Jerseys for new members, as well as new Jerseys due to wear and tear, or kids growing out of old jerseys. New soccer nets are needed to 2020, as well as additional soccer balls and training equipment. We wrapped up the year on October 30 with fireworks and hotdogs with hot chocolate, with over 100 people attending.

We all know the importance of Youth Sports, and the values learned by participating. This can not happen without the encouragement from coaches and support from Community.

The NWCA is prepared to accept this grant on behalf of Coach Mike Cantryn, and look forward to your continued support of our Youth.

Thanking you in advance,
Wayne Nixon President North Westside Communities Association