



**REGIONAL DISTRICT OF CENTRAL OKANAGAN  
REGULAR BOARD MEETING  
AGENDA**

Monday, November 23, 2020

7:00 p.m.

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

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**Pages**

**1. CALL TO ORDER**

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

Roll Call

**2. ADDITION OF LATE ITEMS**

**3. ADOPTION OF THE AGENDA**

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

**4. ADOPTION OF MINUTES**

**4.1. Statutory Inaugural Board Meeting - November 12, 2020**

5 - 6

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

Recommended Motion:

THAT the Regional Board's Statutory Inaugural meeting minutes of November 12, 2020 be adopted.

**4.2. Regional Board Meeting Minutes - November 12, 2020**

7 - 10

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

Recommended Motion:

THAT the Regional Board meeting minutes of November 12, 2020 be adopted.

## 5. DELEGATION

### 5.1. **Regional Transportation Plan - Final Update**

11 - 17

Rafael Villarreal, Manager-Integrated Transportation Department, City of Kelowna

Mariah VanZerr Project Manager; Cameron Noonan, Transportation Planner

Stephen Power, Lead Consultant, Regional Transportation Plan, HDR (presenting virtually)

Recommended Motion:

**THAT** the Regional Board receives for information, the final version of the Regional Transportation Plan and its supporting plans: the Regional Bicycling and Trails Master Plan and the Regional Disruptive Mobility Strategy.

## 6. CORRESPONDENCE

### 6.1. **Okanagan Basin Water Board Meeting Highlights - November 6, 2020**

18

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

Recommended Motion:

**THAT** the Okanagan Basin Water Board meeting highlights of November 6, 2020 be received for information.

## 7. CORPORATE SERVICES

### 7.1. **Sterile Insect Release Program - Request for Resolution - Apportioning Annual Value Tax**

19 - 33

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

Melissa Tesche, SIR General Manager and Allan Neilson, Consultant

Recommended Motion:

**THAT** the Regional Board supports apportioning the annual value tax burden of the SIR Program among participating Regional Districts using a hybrid formula that determines each Regional District's annual value tax requisition on:

- the Regional District's proportion of the previous year's converted assessment base (land and improvements) for the Program's service area as a whole, weighted at 75%
- the Regional District's proportion of the previous year's total taxable acreage for the Program's service area as a whole, weighted at 25%

**AND THAT** the Regional Board supports phasing-in the new apportionment approach over a four-year period;

**AND FURTHER THAT** the Regional Board supports a request from the four participating Regional Districts to the Ministry of Municipal Affairs and Housing for an Order in Council to implement the new apportionment approach and phase in provision.

## 8. COMMUNITY SERVICES

### 8.1. Development Variance Permit VP 20-05 - N. Dray (owner)

34 - 41

To vary Joe Rich Rural Land Use Bylaw No. 1195 by allowing a reduction to the side setback to allow an accessory structure Located at 1876 Huckleberry Road. (VP-20-05) Central Okanagan East Electoral Area Central Okanagan East Electoral Area

*(Custom Vote - Electoral Areas and Kelowna Fringe Area - Simple Majority)*

Public comment.

Recommended Motion:

**THAT** the Regional Board approve Development Variance Permit Application VP-20-05 for N. Dray (owner), located at 1876 Huckleberry Road to vary Section 2, Part 5.7.6 of Joe Rich Rural Land Use Bylaw No. 1195 by allowing a reduction of the minimum side yard setback from 6.0 m (19.7 ft.) to 1.58 m (5.18 ft.) to permit an existing accessory building based on the Surveyor's Certificate dated June 28, 2019, by AllTerra Land Surveying Ltd.

### 8.2. Development Variance Permit VP-19-08 - Sunset Two Properties Ltd (owner)

42 - 52

c/o G. Bird (agent) to vary Zoning Bylaw No. 871 by allowing an increase in the maximum height of one constructed retaining wall. Located within the Sunset Ranch development adjacent to Pine Valley Drive. (VP-19-08) Central Okanagan East Electoral Area

*(Custom Vote - Electoral Areas and Kelowna Fringe Area - Simple Majority)*

Public comment

Recommended Motion:

**THAT** Development Variance Permit Application VP-19-08, located on Pine Valley Drive and on Common Property Strata Plan KAS3573 for Sunset Two Properties Ltd., to vary Part 3, Subsection 3.10.5 of Zoning Bylaw No. 871 be approved based on the drawings prepared by Tetra Tech dated July 31, 2019 to bring the existing retaining wall into conformity by:

- Allowing an increase of the maximum retaining wall height from 2.5 m (8.2 ft.) to 4.9 m (16.07 ft.).

### 8.3. Joe Rich Rural Land Use Bylaw No. 1195 - Second, Third Readings and Adoption

53 - 57

To amend the land use designation for the subject property from SH-2 Small Holdings to SH-2s Small Holdings (Secondary Suite) to allow a secondary suite. Located at 1876 Huckleberry Road. (RLUB-20-01) Central Okanagan East Electoral Area

*(Custom Vote - Electoral Areas and Kelowna Fringe Area - Simple Majority)*

Recommended Motion:

**THAT** Joe Rich Rural Land Use Amendment Bylaw No. 1195-23 for N. Dray (owner) located at 1876 Huckleberry Road be given second and third readings;

**AND FURTHER THAT** Joe Rich Rural Land Use Amendment Bylaw No. 1195-23 be adopted.

9. **FINANCIAL SERVICES**

9.1. **2021– 2025 Financial Plan Preliminary Items for Discussion**

58 - 73

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

Recommended Motion:

**THAT** the Board receive the 2021-2025 Financial Plan Preliminary Items Report for information.

10. **NEW BUSINESS**

11. **DIRECTOR ITEMS**

12. **ADJOURN**

**Minutes of the *STATUTORY INAUGURAL MEETING* of the Regional District of Central Okanagan held in the Woodhaven Board Room, Regional District Offices on Thursday, November 12, 2020**

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

Staff: B. Reardon, Chief Administrative Officer  
T. Cashin, Director of Community Services  
C. Griffiths, Director of Economic Development & Bylaw Services (*attended electronically*)  
J. Foster, Director of Communications & Information Services  
D. Komaie, Director of Engineering Services  
M. Kopp, Director of Parks Services (*attended electronically*)  
M. Rilko, Director of Financial Services (*attended electronically*)  
M. Drouin, Manager-Corporate Services (recording secretary)

**1. Call to Order**

B. Reardon, acknowledged that today's meetings are being held on the traditional territory of the Syilx/Okanagan peoples.

B. Reardon, Chief Administrative Officer, brought the meeting to order at 8:30 a.m. and Roll Call was taken.

*As per the Local Government Act Section 215, the election of chair and vice-chair is being held for the Regional District of Central Okanagan.*

**2. Election of Chair for 2020/2021**

B. Reardon called for nominations for Chair of the Regional District of Central Okanagan.

Director Given was nominated by Director Baker, seconded by Director Milsom, Director Given accepted the nomination.

B. Reardon called three times for further nominations and there being none nominations were closed.

Director Given was acclaimed as Chair.

**3. Election of Vice-Chair for 2020/2021**

B. Reardon called for nominations for Vice-Chair of the Regional District of Central Okanagan.

Director Milsom was nominated by Director Basran, seconded by Director DeHart. Director Milsom accepted the nomination.

B. Reardon called three times for further nominations and there being none nominations were closed.

Director Milsom was acclaimed as Vice Chair.

**4. Adjourn**

There being no further business the meeting was adjourned at 8:34 a.m.

**CERTIFIED TO BE TRUE AND CORRECT**

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**G. Given (Chair)**

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**B. Reardon (Director of Corporate Services)**

**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, November 12, 2020**

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

Staff: B. Reardon, Chief Administrative Officer  
T. Cashin, Director of Community Services  
C. Griffiths, Director of Economic Development & Bylaw Services *(attended electronically)*  
J. Foster, Director of Communications & Information Services  
D. Komaie, Director of Engineering Services  
M. Kopp, Director of Parks Services *(attended electronically)*  
M. Rilkoff, Director of Financial Services *(attended electronically)*  
M. Drouin, Manager-Corporate Services (recording secretary)

**1. CALL TO ORDER**

Chair Given called the meeting to order at 9:15 a.m.

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

*Roll call was taken as some board members were in attendance electronically due to physically distancing for COVID-19 pandemic.*

**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)*

**#169/20      BAKER/CARSON**

THAT the agenda be adopted.

CARRIED Unanimously

**4.      ADOPTION OF MINUTES**

- 4.1      Regional Board Meeting Minutes – October 26, 2020 (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

**#170/20      BAKER/MILSOM**

THAT the Regional Board meeting minutes of October 26, 2020 be adopted.

CARRIED Unanimously

**5.      CORPORATE SERVICES**

- 5.1.      Service Establishment Bylaw Amendments - Central Okanagan East (*All Directors - Unweighted Corporate Vote - 2/3 Majority - LGA 208.1/228*)

Staff report dated November 4, 2020 outlined the proposed housekeeping bylaw amendments in Electoral Area East to remove the properties affected by the boundary expansion by the City of Kelowna to support services for Kelowna's International Airport.

- 5.1.1.   RDCO East Transit Service Area Establishment Amendment Bylaw No. 1464, 2020, *1st, 2nd and 3rd Readings and Adoption*

**#171/20      STACK/BARTYIK**

THAT Regional District of Central Okanagan East Transit Service Area Establishment Amendment Bylaw No. 1464, 2020 be given first, second and third readings and adopted.

CARRIED unanimously

- 5.1.2.   RDCO Ellison Heritage Community Centre Establishment Amendment Bylaw No. 1465, 2020, *1st, 2nd and 3rd Readings and Adoption*

**#172/20      DEHART/BARTYIK**

THAT Regional District of Central Okanagan Ellison Heritage Community Centre Establishment Amendment Bylaw No. 1465, 2020 be given first, second and third readings and adopted.

CARRIED unanimously



5.1.3. RDCO Ellison Fire Protection Establishment Amendment Bylaw  
No. 1466, 2020, *1st, 2nd and 3rd Readings and Adoption*

**#173/20**     BARTYIK/BAKER

THAT Regional District of Central Okanagan Ellison Fire Protection  
Establishment Amendment Bylaw No. 1466, 2020 be given first, second and third  
readings and adopted.

CARRIED unanimously

5.1.4. RDCO Ellison Community Parks Establishment Amendment  
Bylaw No. 1467, 2020, *1st, 2nd and 3rd Readings and Adoption*

**#174/20**     BAKER/DEHART

THAT Regional District of Central Okanagan Ellison Community Parks  
Establishment Amendment Bylaw No. 1467, 2020 be given first, second and third  
readings and adopted.

CARRIED unanimously

5.1.5. RDCO Eastside Community Parks Establishment Amendment  
Bylaw No. 1468, 2020, *1st, 2nd and 3rd Readings and Adoption*

**#175/20**     BARTYIK/STACK

THAT Regional District of Central Okanagan Eastside Community Parks  
Establishment Amendment Bylaw No. 1468, 2020 be given first, second and third  
readings and adopted.

CARRIED unanimously

5.1.6. RDCO Weed Control Service Establishment Amendment Bylaw  
No. 1469, 2020, *1st, 2nd and 3rd Readings and Adoption*

**#176/20**     DEHART/BAKER

THAT Regional District of Central Okanagan Weed Control Service  
Establishment Amendment Bylaw No. 1469, 2020 be given first, second and third  
readings and adopted.

CARRIED unanimously

**6. NEW BUSINESS**

6.1. Rise and Report - Governance and Services Committee -  
November 12, 2020

6.1.1. Regional Growth Strategy (RGS) 5-Year Review (*All Directors -  
Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

**#177/20** MILSOM/HODGE

THAT the Regional Board endorse the Regional Growth Strategy 5-Year Review Consultation Plan.

CARRIED unanimously

**7. DIRECTOR ITEMS**

Director Carson raised operational questions that staff will address directly with him.

There were no resolutions for Board consideration.

**8. ADJOURN IN CAMERA**

**#178/20** BARTYIK/SIEBEN

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

- labour relations

CARRIED unanimously

There being no further business the meeting was adjourned at 9:35 a.m.

**CERTIFIED TO BE TRUE AND CORRECT**

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G. Given (Chair)

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Brian Reardon (Chief Administrative Officer)



# Regional Board Report

**TO:** Regional Board

**FROM:** R. Villarreal  
City of Kelowna- STPCO Administrator

**DATE:** November 17, 2020

**SUBJECT:** Final Regional Transportation Plan, Regional Bicycling and Trails Master Plan and Regional Disruptive Mobility Strategy

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

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**Purpose:** To provide the Regional Board with an update on STPCO activities and the Regional Transportation Planning work area items, including the results of the 2018 Okanagan Travel Survey, the results of the 2020 draft Regional Transportation Plan engagement process, and presentation of the final Regional Transportation Plan (RTP) and its supporting plans: the Regional Bicycling and Trails Master Plan (RBTMP) and the Regional Disruptive Mobility Strategy (RDMS).

## Executive Summary:

This report provides an update on activities in the Regional Transportation Planning work area, including presentation of the results of the 2018 Okanagan Travel Survey, the results of the summer 2020 draft Regional Transportation Plan engagement, and final versions of the Regional Transportation Plan and its supporting plans: the Regional Bicycling and Trails Master Plan and the Regional Disruptive Mobility Strategy.

## RECOMMENDATION:

**THAT** the Regional Board receives for information, the final version of the Regional Transportation Plan and its supporting plans: the Regional Bicycling and Trails Master Plan and the Regional Disruptive Mobility Strategy.

Respectfully Submitted:

R. Villarreal, STPCO Administrator

Approved for Board's Consideration

  
Brian Reardon, CAO

## Background:

The Sustainable Transportation Partnership of the Central Okanagan (STPCO) is a formal partnership of the City of Kelowna, City of West Kelowna, Districts of Lake Country and Peachland, Westbank First Nation and the Regional District of Central Okanagan. The STPCO coordinates the regional delivery of sustainable transportation programs and projects in support of common regional interests, including development of the Regional Transportation Plan. The STPCO also provides a formal forum for discussion amongst elected officials, senior and technical staff, stakeholders and the general public.

The STPCO Work Plan is divided into the three areas: Strategic Partnerships with Senior Government, Transit Program and Delivery, and Regional Transportation Planning. This report provides an update on activities in the Regional Transportation Planning work area, including presentation of the results of the 2018 Okanagan Travel Survey, the results of the summer 2020 draft Regional Transportation Plan engagement, and final versions of the Regional Transportation Plan and its supporting plans: the Regional Bicycling and Trails Master Plan and the Regional Disruptive Mobility Strategy.

2018 Okanagan Travel Survey: The Okanagan Travel Survey is one of the largest public surveys undertaken in the Central Okanagan and provides the most comprehensive picture of how people travel around the region to date. Nearly 9,000 people from the Central Okanagan participated in the 2018 Okanagan Travel Survey and logged over 25,000 trips<sup>1</sup>. The survey builds on both the 2007 and 2013 Okanagan Travel Surveys.

One of the most significant findings in the 2018 Okanagan Travel Survey is that residents are making fewer trips per capita (by all modes). While the population has grown by 20 per cent since 2007, the number of trips made on a typical weekday only grew by 10 per cent, resulting in fewer trips per person. Several factors may be contributing to this trend, including an aging population, changing nature of work, and a rise in e-commerce. Although residents are making fewer trips, these trips have become longer. As a result, the total vehicle kilometres travelled (VKT) in the region has increased by 13 per cent. VKT is an important measure for greenhouse gas (GHG) emissions.

Another key finding is that, while driving remains the way most people get around, there has been a 2% shift region-wide towards sustainable modes since 2007. Between 2013 and 2018, mode share remained relatively stable (within the margin for error), which means that efforts to encourage mode shift are roughly keeping up with population growth.

More information on the 2018 Okanagan Travel Survey is available as Attachment 1 and posted on the smartTRIPS website. STPCO staff are preparing a webinar for December 9<sup>th</sup> for interested participants who wish to better understand the results and how to use the data.

Attachment 1: <https://smartTRIPS.ca/2018-okanagan-travel-survey-final-report>.

Final Regional Plans: After more than two and a half years of technical studies, consultation, and unprecedented region-wide partnership and collaboration, the Regional Transportation Plan and its supporting plans, the Regional Bicycling and Trails Master Plan and Regional Disruptive Mobility Strategy are ready for presentation to the STPCO Councils and Regional Board for endorsement.

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<sup>1</sup> The 2018 Okanagan Travel Survey also included Vernon. The results in this report have been tallied to report results for the Central Okanagan region. A complete summary of findings is provided in Attachment 2.

Together, the plans identify transportation projects and priorities that will help build and maintain a healthy, thriving and connected future for the Central Okanagan region over the next twenty years. They set the direction for Central Okanagan governments to work together to prepare for future population growth, help people of all ages and abilities get around, reduce the growth of traffic congestion and greenhouse gases, and help the region's economic recovery post COVID-19.

The interconnected recommendations for projects, programs and policies in the plans will help connect people and places across the region, improve the movement of people and goods, achieve fast and reliable transit, and help create a region where more people can choose sustainable and affordable transportation options. Moving forward, the plans will help Central Okanagan governments collaborate on the delivery of regionally significant projects, coordinate with their local transportation plans, and seek funding for transportation investments that benefit the entire Central Okanagan region.

Draft Regional Transportation Plan Engagement Summary: The draft Regional Transportation Plan (RTP) and its supporting plans: the draft Regional Bicycling and Trails Master Plan (RBTMP) and the draft Regional Disruptive Mobility Strategy (RDMS) were presented to each of the STPCO partner councils and the RDCO Board in June and July of 2020 (including to the RDCO Board on July 9<sup>th</sup>, 2020). Following the presentation of the draft plans, the project team launched a public engagement period in August 2020 to invite input from Central Okanagan residents on the draft plans.

Due to COVID-19, engagement activities were hosted in a digital format to align with advice from the Provincial Medical Health Officer. A virtual open house and online questionnaire was available from August 4 – 23, 2020, and two live video panel discussions were hosted on August 19<sup>th</sup> and 20<sup>th</sup>. In total, 322 people shared their thoughts and opinions by responding to the questionnaire and 18 people participated in the live video panel discussions. In addition, individual stakeholder groups reached out to the project team directly to provide comments on specific topic areas.

Over 1,200 open-ended comments were provided in response to the virtual open house and online questionnaire. The project team read each comment and developed a list of themes based on their content. Each time a theme was mentioned it was tallied. The top themes that were mentioned most often are shown below, with font sizes roughly corresponding to the number of times each theme was mentioned:

**Figure 1: Top Themes from Open-Ended Comments on the Draft Regional Transportation Plan**



A complete and more detailed summary of engagement activities and results, including verbatim comments, is available in Attachment 2 on the smartTRIPS website.

Attachment 2 – Draft RTP Engagement Summary:

<https://smartTRIPS.ca/rtp-engagement-summary-summer-2020>

The feedback received was used to help prepare final versions of the Regional Transportation Plan and its supporting plans for endorsement. An overview of the key refinements that have been made to each plan are described below:

- **Regional Transportation Plan:** Key refinements that were made to the Regional Transportation Plan include:
  - Addition of a Preamble: The introduction was expanded to clarify the purpose and intended outcomes of the Regional Transportation Plan. The plan recommendations were summarized, including how the transit recommendations in the plan are intended to work together to create a fast and reliable “transit spine” that connects the region and increases the people-moving capacity of the highway corridor.
  - Alignment with Provincial Plans: A new section was added in response to comments requesting measurable targets and asking how the RTP aligns with provincial plans related to climate and active transportation. The provincial CleanBC plan sets a target of a 25.4 Mt reduction in greenhouse gas (GHG) emissions by 2030. While the Central Okanagan region lacks a formal regional governance structure for setting and enforcing region-specific targets, the RTP and its supporting plans have been developed to align with the strategic direction of CleanBC and the BC Economic Framework. The plans are designed to help the region trend in the desired direction of provincial GHG and active transportation targets.

- Incorporation of 2018 Okanagan Travel Survey Results: The Existing and Future Conditions chapter was updated to include the results of the 2018 Okanagan Travel Survey. The survey findings were reviewed and the RTP direction and recommendations were still found to be highly relevant. In particular, given that people are making longer driving trips resulting in an increase in regional VKT, the recommendation to create faster and more reliable transit that better connects our region remains vitally important to help provide a convenient alternative to driving for longer regional trips.
- Updates to the Future of the STPCO: This section was updated to reflect the most recent direction from the STPCO Local Government Advisory (LGA) Board regarding oversight and implementation of the RTP after it is endorsed.
- Addition of Performance Monitoring Approach: In response to comments and in alignment with recent LGA Board direction, a new section called Monitoring the RTP Success was added to the plan. The section suggests key metrics and data sources that will be necessary to track plan progress over time.

Additionally, the document was reviewed for final edits, overall flow and final formatting. The final version of the Regional Transportation Plan is attached to this report and available on the smartTRIPS website.

Attachment 3 – Regional Transportation Plan:

<https://smartTRIPS.ca/regional-transportation-plan-final>

- **Regional Bicycling and Trails Master Plan (RBTMP)**: The Regional Bicycling and Trails Master Plan (RBTMP) updates the 2012 Regional Active Transportation Master Plan. The regional bicycling and trails network presented in the RBTMP are designed to provide safe and convenient active transportation connections to regionally significant destinations across the Central Okanagan. The proposed regional bicycling and trails network spans 193 km, including 82 km that exist today, 81 km that are not yet constructed, and 30 km that need to be upgraded.

Key refinements that were made to the draft Regional Bicycling and Trails Master Plan to prepare it for endorsement include:

- Alignment with Provincial Plans: Similar to the RTP, a new section was added in response to comments asking how the RBTMP aligns with provincial plans related to climate and active transportation. The provincial active transportation strategy “Move. Commute. Connect.” aims to double the trips taken by active transportation in the province by 2030. While the Central Okanagan region lacks a formal regional governance structure for setting and enforcing region-specific targets, the RBTMP will help the region trend in the desired direction of the provincial active transportation goals.
- Incorporation of 2018 Okanagan Travel Survey Results: The RBTMP chapter on the Current Status of Active Transportation was updated to include the results of the 2018 Okanagan Travel Survey. In addition, the survey findings were reviewed and the RBTMP direction and recommendations were still found to be highly relevant. In particular, given that bike and walk mode share held relatively steady between 2013 and 2018, the recommendations to create a safe and convenient regional biking and trail network that better connects our region remains vitally important to help encourage more biking and walking trips.

- Strengthening alignment with the BC Active Transportation Design Guide: In response to comments, the text and language regarding the relationship of the RBTMP to the recently published BC Active Transportation Design Guide was clarified. In particular, some language and terms were made more consistent and the intent to refer primarily to the BC Active Transportation Design Guide, in conjunction with the TAC Geometric Design Guide for the design of regional active transportation facilities was clarified.

Additionally, some refinements to the network were made based on partner input and comments from provincial and local bicycling groups, and a final edit and formatting was completed. The final version of the Regional Bicycling and Trails Master Plan is attached to this report and available on the smartTRIPS website.

#### Attachment 4 – Regional Bicycling and Trails Master Plan

<https://smartTRIPS.ca/regional-bicycling-trails-master-plan-final>

- **Regional Disruptive Mobility Strategy (RDMS):** “Disruptive mobility” refers to changes in transportation technologies that will fundamentally change how people get around in the future. These changes are making transportation more connected, automated, shared, and electric. These changes have the potential to benefit the region, though negative impacts that work against current policy directions are possible as well.

In response to comments, it was determined that more clarity was needed in regards to the scope and intent of the Strategy to address some common misunderstandings. Rather than a strategy for promoting new technologies, per se, the RDMS is intended to help Central Okanagan governments *prepare* for inevitable technology change, harness its benefits, and minimize potential drawbacks, in alignment with our shared regional transportation vision and goals.

To help provide clarity, a new subtitle was developed so the full title of the document now reads “*The Regional Disruptive Mobility Strategy: Helping Central Okanagan Governments Prepare for Transportation Technology Change.*” In addition, a tag-line was developed “*Technology will disrupt how we move around the region. Are you ready?*” These changes, among other small edits in response to comments are intended to help people understand that the Regional Disruptive Mobility Strategy is a resource guide for Central Okanagan governments to pick and choose the tactics and actions that work best for their community to prepare for changes to transportation on the horizon.

The final version of the Regional Disruptive Mobility Strategy is attached to this report and available on the smartTRIPS website.

#### Attachment 5 – Regional Disruptive Mobility Strategy

<https://smartTRIPS.ca/regional-disruptive-mobility-strategy-final>

### Next Steps:

The Regional Transportation Plan provides guidance on transportation projects, policies and programs that benefit the region. It is not intended to replace local or provincial planning, but to support and enhance planning by other levels of government. Further study, including project-level planning and design, will be required at the provincial and local level prior to



implementation. In particular, it is anticipated that recommendations that involve the highway and that require further study will be analyzed further as part of the next phase of the Ministry of Transportation and Infrastructure's Central Okanagan Planning Study.

The final version of the Regional Transportation Plan and its supporting plans are being presented to each of the STPCO partner councils and the RDCO Board for endorsement in November and December 2020.

To follow up on the progress of implementing the Regional Transportation Plan, the STPCO LGA Board has recommended the creation of a regional technical committee administered by the Regional District of Central Okanagan (RDCO) and initially facilitated by City of Kelowna staff. Additionally, the LGA Board has recommended that the RDCO administration place the topic of regional transportation on the agenda at two RDCO Board meetings each year to promote discussion and cooperation on regional transportation issues.

**Attachments:**

- Attachment 1 – 2018 Okanagan Travel Survey Report  
<https://smartTRIPS.ca/2018-okanagan-travel-survey-final-report>.
- Attachment 2 – Draft RTP Engagement Summary:  
<https://smartTRIPS.ca/rtp-engagement-summary-summer-2020>
- Attachment 3 – Regional Transportation Plan  
<https://smartTRIPS.ca/regional-transportation-plan-final>
- Attachment 4 – Regional Bicycling and Trails Master Plan  
<https://smartTRIPS.ca/regional-bicycling-trails-master-plan-final>
- Attachment 5 – Regional Disruptive Mobility Strategy  
<https://smartTRIPS.ca/regional-disruptive-mobility-strategy-final>



**Okanagan Basin**  
WATER BOARD

## BOARD REPORT: November 6, 2020

1450 KLO Road, Kelowna, BC V1W 3Z4

P 250.469.6271 F 250.762.7011

[www.obwb.ca](http://www.obwb.ca)

### **OBWB Directors**

**Sue McKortoff - Chair,**  
Regional District of Okanagan-Similkameen

**Cindy Fortin - Vice-Chair,**  
Regional District of Central Okanagan

**Victor Cumming,** Regional  
District of North Okanagan

**Rick Fairbairn,** Regional  
District of North Okanagan

**Bob Fleming,** Regional District  
of North Okanagan

**James Baker,** Regional  
District of Central Okanagan

**Colin Basran,** Regional District  
of Central Okanagan

**Toni Boot,** Regional District of  
Okanagan-Similkameen

**Rick Knodel,** Regional District  
of Okanagan-Similkameen

**Chris Derickson,** Okanagan  
Nation Alliance

**Bob Hrasko,** Water Supply  
Association of B.C.

**Denise Neilsen,** Okanagan  
Water Stewardship Council

The next regular meeting of  
the OBWB will be 10 a.m.  
**Tues. Dec. 1, 2020.**  
Location to be determined.

### **Okanagan Basin Water Board Meeting Highlights**

**Directors approve partnership with Province to address lake levels:** The board approved a partnership between the OBWB and the Province of B.C. to do a gap analysis of studies as a preliminary step in working towards an updated Okanagan Lake Regulation System. The District of Peachland, impacted by flooding in recent years, recently raised the issue of lake level management to the OBWB. The Regional District of the Central Okanagan board echoed the concerns and asked OBWB to work with member communities to advocate to the province and expedite the necessary studies to update the lake management regulations. The OBWB board agreed to the request at this week's board meeting.

**Water grant theme announced, intake opens:** The board announced 'water security' as the theme of this year's Water Conservation and Quality Improvement Grant Program. As applications are reviewed, additional consideration will be given to those that address the theme, reducing water pollution, protecting or restoring natural assets that provide water quality or quantity benefits, or reducing drinking water advisories. A total \$350,000 is available. Applicants that meet the program criteria can receive between \$3,000 and \$30,000. Eligible applicants include Okanagan local governments and First Nations, irrigation districts and non-profit organizations. This year's application deadline is Feb. 26, 2021, 4 p.m. More information is available at [www.OBWB.ca/wcqi](http://www.OBWB.ca/wcqi).

**Board hears presentation on Laurel Square project:** City of Kelowna's Andrew Gibbs and Kelowna Museum's Linda Digby provided a virtual tour of a project outside the Laurel Packinghouse funded in part through an OBWB-WCQI grant last year. The project combines the history of the packinghouse and the historic importance of water to the region. Several interactive elements have been developed, including an irrigation flume that children can use to direct water, and a garden with Indigenous plants, helping promote plants suitable to the Okanagan's climate.

**Water Board's 50<sup>th</sup> anniversary celebration continues with speaker series:** As part of its 50<sup>th</sup> anniversary, the OBWB is holding the 2nd in a two-part online speaker series on Nov. 12 with Seth M. Siegel. The New York Times bestselling author, and Senior Fellow at the University of Wisconsin's Center for Water Policy, will reflect on the state of water management in the U.S. and globally, and provide lessons for the future of water management and governance, including in the Okanagan. This is a free event, but registration is necessary at <https://obwb-50.sethsiegel.eventbrite.ca>. An online speaker event was held Oct. 22 with Bob Sandford, Global Water Futures Chair in Water & Climate Security at the United Nations University Institute for Water, Environment and Health. A recording of the event is available at <https://youtu.be/MT1XfVHyQ2k>.

**OBWB 2021-22 budget approved:** Directors approved a \$3.6 million budget. The budget includes funds for the new hydrometric monitoring service for flood forecasting and response, the Milfoil Control Program, Sewerage Facilities Assistance Grants Program, and the Water Management Program (which includes the Water Stewardship Council, Water Research, WCQI grants, and Communications and Outreach).

**For more information, please visit: [www.OBWB.ca](http://www.OBWB.ca)**



Okanagan-Kootenay Sterile Insect Release Program  
Presentations to Regional District Boards on Apportionment  
November, 2020

## REQUEST FOR RESOLUTIONS

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### BACKGROUND

In late 2019, Okanagan-Kootenay Sterile Insect Release (SIR) Program Directors, Alternate Directors, and Regional District Chief Administrative Officers held a workshop to review the apportionment of the SIR Program's annual value tax burden among the four regional districts that participate in the Program. The workshop was convened as part of a broader SIR Governance Review that the SIR Board, with the support of the participating Regional Districts, initiated to examine the potential for legislative reform and related structural changes for the Program. The workshop was also held in response to concerns raised by the Regional District of North Okanagan regarding the fairness of the current value tax apportionment method, as well as the degree of consistency between the current method and that which is prescribed in the 1990 *OKSIR Regulation*.

Based on the outcomes of the workshop, the SIR Board of Directors established a Working Group on Apportionment comprised of equal numbers of representatives from each Regional District. The Working Group was asked to study the apportionment issue, consider alternate apportionment methods, and recommend a preferred path forward.

### WORKING GROUP ON APPORTIONMENT

In the spring of 2020, members of the Working Group were interviewed to better understand the range of views to consider and to identify opportunities for consensus. In July, 2020, the members came together for a workshop to share

their views and consider specific apportionment options.<sup>1</sup>

### Foundation Points

The Group was guided in its discussions by a set of foundation points that emerged from the interviews:

- > *Partnership* — Working Group members recognize and wish to strengthen the importance of the inter-regional partnership at the heart of the SIR.
- > *Broad Benefit* — Members recognize that the Program provides broad and significant benefit to all communities, residents and ecosystems throughout the service area.
- > *Equity* — Members believe that equity will be strengthened under a formula that reflects each region's relative benefit from the Program. Such a solution will take into account inter-regional differences in pome fruit acreage in addition to differences in converted assessment.
- > *Pragmatism* — Working Group members recognize that the actual dollar amount assigned to each Regional District is important to consider, cost-sharing rationale notwithstanding. Shifts in the tax burden must be pragmatic to win support.
- > *Hybrid Approach* — Members support an approach to cost-sharing that recognizes the

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<sup>1</sup> Summary of Workshop paper attached.

broad community benefit provided by the Program, and that reflects the inter-regional differences in the amount of service provided. Such an approach is achieved through a hybrid formula with two apportionment factors:

- some measure of converted assessment
  - total taxable acreage (that is, the number of acres of commercial pome fruit orchards)
- > *Potential New Revenues* — The Program anticipates growth in net revenues from sales of product. How these revenues are used will be determined by the SIR Board; however, it is expected that they will help at least in part to offset future tax increases and/or lower the overall tax burden.
- > *Change Over Time* — Members recognize that each Regional District's share of total assessment and taxable acres will change every year. As these shares change, so too will the Regional District's share of the value tax burden. The members support the view that changes to the shares of tax burden should occur over time as conditions change.
- > *Service Area* — The expansion of SIR service area to include new pome fruit lands needs to be considered by the parties. In the years ahead it is expected that climate change and other factors will create commercial pome fruit opportunities in local jurisdictions that are currently outside of the service area, particularly in the North Okanagan and Shuswap regions.

### Apportionment Options

The Working Group examined three apportionment options that were developed based on the foundation points. Each of the options represented a hybrid approach that allocates the value tax burden based on a combination of converted assessment base and taxable acreage. Each of the options also produced a cost-sharing outcome that would change every year in response to changes in

the service area's underlying converted assessment figures and taxable acreage totals.

### WORKING GROUP RECOMMENDATIONS

By consensus, the Working Group members recommended to the SIR Board an option that would apportion the Program's annual value tax burden using a combination of:

- each Regional District's share of the previous year's converted assessment base (land and improvements) for the Program's service area as a whole, weighted at 75%
- each Regional District's share of the previous year's taxable acreage for the Program's service area, weighted at 25%

This option emerged from the Working Group's discussion as the fairest option for a number of reasons, including:

- > *Broad Benefit* — The option's use of the full converted assessment base (i.e., land and improvements) combined with the relatively high 75% weighting of this factor best takes into account the Program's broad benefit to communities, residents and ecosystems.
- > *Familiar Basis* — Full converted assessment in cost-sharing approaches is standard for all four Regional Districts. None of the participating Regional Districts uses land-only for cost allocation in any shared service.
- > *RDCO's Land Values* — A reliance on land-only converted assessment would penalize the Regional District of Central Okanagan, whose share of the service area's converted land-only assessment base is disproportionately high compared to its share of the full converted base.

### Phase-In Provision

The Working Group recommended that the proposed option be phased-in over four years to ease the transition for the Regional District of Okanagan Similkameen from the current cost-sharing arrangement to the new approach.

### Service Area Extension

The Working Group agreed that further work is needed to develop an approach for expanding the SIR Program's service area. Criteria need to be developed and applied to identify jurisdictions and/or lands for possible addition to the service. A mechanism for adding the new areas needs to be developed and put into effect.

### IMPACT OF RECOMMENDED APPORTIONMENT

The recommended approach would shift a portion of the value tax burden from the Regional Districts of Central Okanagan and North Okanagan to the Regional District of Okanagan Similkameen (Columbia Shuswap's portion would remain essentially unchanged). This shift is attributable primarily to the inclusion of taxable acreage in the apportionment formula. As the region with the largest amount of pome fruit acreage, RDOS receives more service from the Program than the other Regional Districts. The new apportionment approach is designed, in part, to reflect this difference. The decision to include the full converted assessment base in the formula also accounts for part of the shift.

The four-year phase-in provision is intended to ease the transition for RDOS to the new model. Design of the provision is complicated by the fact that the annual amount owing from each region under the new approach would change each year in response to changes in the underlying assessment base, and changes in the number of taxable acres. The total requisition for all Regional Districts combined — held constant for the past decade at \$1.7 million — is also expected to change in the years ahead.

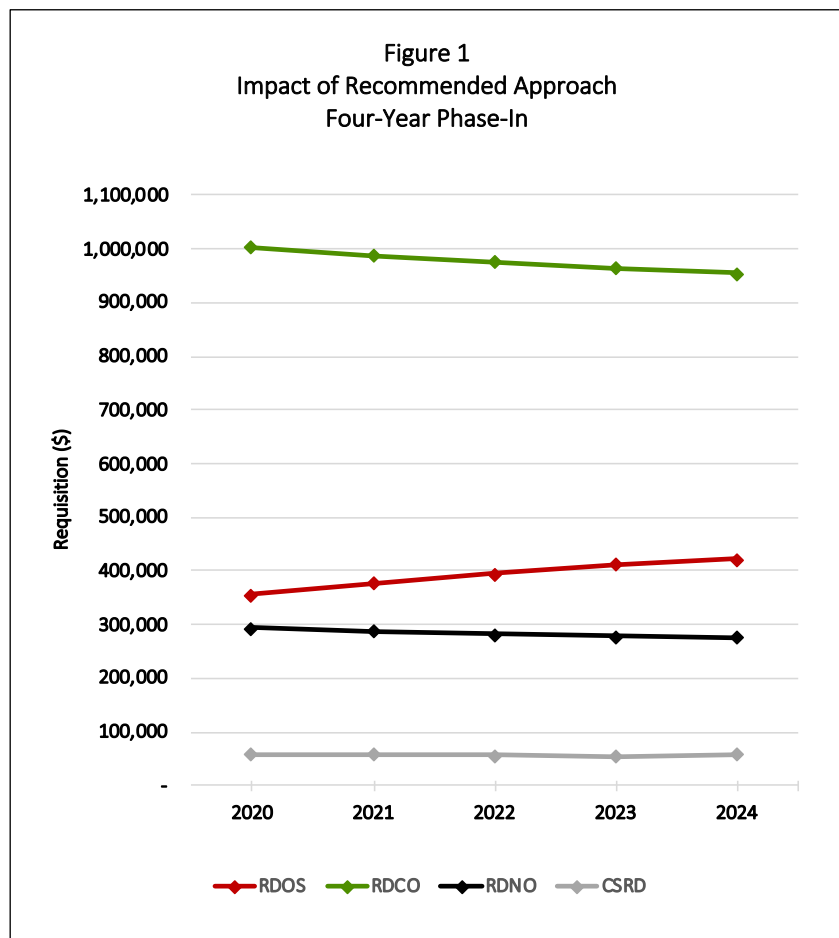
Figure 1 projects the impact of the new apportionment method on the four Regional Districts. Embedded in the figure are two key assumptions:

- a small annual reduction, beginning in 2022, to RDOS' proportion of the Program's total converted assessment base (land and improvements)
- a small annual reduction in RDOS' proportion of total taxable acres

Both of these assumptions reflect existing trends in the Program's service area.

### REGIONAL DISTRICT SUPPORT

The legislative framework within which the SIR Program operates is prescriptive rather than permissive in nature. On the matter of apportionment, the legislation prescribes that the annual value tax burden is to be shared by participating Regional Districts on the basis of converted assessment (land only). In 2006, the Regional Districts themselves determined that





converted assessment (land) was no longer fair given conditions in place at that time. The Regional Districts agreed, as part of a larger restructuring initiative, to introduce a fixed proportion cost-sharing model. The conflict between the resulting fixed-proportion model, developed by the participants, and the prescribed approach in the Program's legislative framework, contributed to the decisions to undertake the Governance Review and establish the Working Group on Apportionment.<sup>2</sup>

In the absence of legislative reform, proposed changes to the Program's cost apportionment method must be endorsed by the provincial government and implemented through an Order in Council (OIC). The Ministry of Municipal Affairs and Housing has indicated that the province will respond to a request for an OIC that is supported by all four participating Regional Districts. Support in the form of Board resolutions is the suggested course of action.

#### REQUEST FOR RESOLUTIONS

At its meeting of October 2, 2020, the SIR Board of Directors received the recommendation of the Working Group for a new value tax burden apportionment method based on a 75-25 combination of converted assessment (land and improvements) and taxable acreage. The Board also received the Working Group's recommendations for a four-year phase-in provision, and the development of a mechanism for expanding the SIR Program service area. The Board endorsed the Working Group's full set of recommendations.

The SIR Board seeks resolutions from the Boards of the participating Regional Districts in support of the proposed apportionment changes. Figure 2 presents the specific resolutions that are being requested.

#### Figure 2 Requested Resolutions

The SIR Board has endorsed the recommendations of the all-party Working Group on Apportionment. The support of all participating Regional Districts is required in order to implement the recommendations. To that end, the SIR Board requests that the Board of each Regional District pass the following resolutions:

- > THAT the Regional District Board supports apportioning the annual value tax burden of the SIR Program among participating Regional Districts using a hybrid formula that determines each Regional District's annual value tax requisition on:
  - the Regional District's proportion of the previous year's converted assessment base (land and improvements) for the Program's service area as a whole, weighted at 75%
  - the Regional District's proportion of the previous year's total taxable acreage for the Program's service area as a whole, weighted at 25%
- > THAT the Regional District Board supports phasing-in the new apportionment approach over a four-year period.
- > AND THAT the Regional District Board supports a request from the four participating Regional Districts to the Ministry of Municipal Affairs and Housing for an Order in Council to implement the new apportionment approach and phase-in provision.

<sup>2</sup> *Potential for Legislative Reform* paper attached.



Okanagan Kootenay Sterile Insect Release Program  
Working Group on Apportionment  
August, 2020

## SUMMARY OF WORKSHOP

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### INTRODUCTION

On July 17, 2020, the members of the *Working Group on Apportionment* met in a facilitated workshop to examine options for sharing among participating Regional Districts the annual value tax burden incurred to provide the SIR service. This paper summarizes the workshop discussions and key outcomes.

### DISCUSSIONS

#### Mandate

The workshop began with a brief review of SIR cost recovery, which includes three major sources of revenue:

- parcel taxes paid by commercial growers
- value taxes paid by all local taxpayers, including commercial growers, throughout the service area
- sales of sterile codling moths and egg sheets to buyers outside of the service area

A fourth revenue source for the past several years has been an accumulated operating surplus which the Board has relied on in

place of tax increases to fund Program costs. Value tax revenues comprise the largest single component of cost-recovery, and account for close to 60% of all property taxes raised (parcel taxes account for just over 40%).

Members noted that the Working Group was established to address the value tax component — more specifically, the allocation of the annual value tax burden among participating Regional Districts. The parcel tax and sale-of-product revenues are outside of the Group's mandate.

#### Foundation Points

In the lead-up to the workshop, the SIR Program consultant interviewed each Regional District's Working Group representatives to gather ideas, identify concerns, and understand needs. Arising from the interviews was a set of foundation points to guide workshop discussions. These points were presented to participants both before and at the workshop as follows:

- > *Partnership* — Working Group members recognize and wish to strengthen the importance of the inter-regional partnership at the heart of the SIR.
- > *Broad Benefit* — Members recognize that the Program provides broad and significant benefit to all communities, residents, and ecosystems throughout the service area.
- > *Equity* — Members believe that equity will be strengthened under a formula that reflects each region's relative benefit from the Program. Such a solution will take into account inter-regional differences in pome fruit acreage, in addition to differences in converted assessment.
- > *Pragmatism* — Working Group members recognize that the actual dollar amount assigned to each Regional District is important to consider, cost-sharing rationale notwithstanding. Shifts in the tax burden must be pragmatic to win support.
- > *Hybrid Approach* — Members support an approach to cost-sharing that recognizes the broad community benefit provided by the Program, and that reflects the inter-regional differences in the amount of service provided. Such an approach is supported by a hybrid formula with two cost-apportionment factors:
  - some measure of converted assessment
  - total taxable acreage (that is, the number of acres of commercial pome fruit orchards)
- > *Potential New Revenues* — The Program anticipates growth in net revenues from sales of product. How these revenues are

used will be determined by the SIR Board; however, it is expected that they will help at least in part to offset future tax increases and/or lower the overall tax burden. This point is important to keep in mind when considering future cost-sharing impacts.

- > *Change Over Time* — Members recognize that each Regional District's share of total assessment and taxable acres will change every year. As these shares change, so too will the Regional District's share of the value tax burden. The members support the view that changes to the shares of tax burden should occur over time as conditions change.
- > *Service Area* — The expansion of the SIR service area to include new pome fruit lands needs to be considered by the parties. In the years ahead it is expected that climate change and other factors will create commercial pome fruit opportunities in local jurisdictions that are currently outside of the service area, particularly in the North Okanagan and Shuswap regions.

### Current Cost-Sharing Approach

Workshop participants were reminded of the cost-sharing approach that has been in place since 2010. This approach allocates the total value tax burden each year in accordance with fixed percentages for each of the participating Regional Districts, as shown in the accompanying pie chart (see next page). The percentages were set based on each Regional District's share of the total converted *land* assessment base that was in place in 2006. The percentages — or shares of value tax burden — have been fixed since 2010, and have not changed as a result of changes in converted assessment values or any other factor that



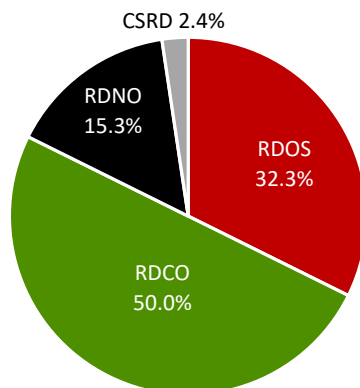
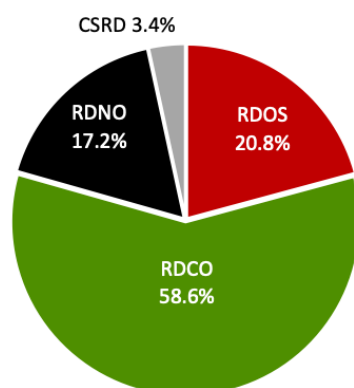
have occurred over time. The "fixed" nature of the approach is the defining feature of the current cost-sharing arrangement.

### Options to Consider

Workshop participants reviewed the three options that were presented in the *Apportionment Options* paper prepared for the workshop. All three of the options represent a hybrid approach that allocates the value tax burden based on a combination of a converted assessment base and taxable acreage.

#### > Option 1 — 50-50 Converted Assessment (L + I) Taxable Acreage

This option allocates cost based on each Regional District's share of the previous year's full converted assessment base (land and improvements), and the region's share of the prior year's total number of taxable acres.<sup>1</sup> The option places equal weight on assessment and acreage.

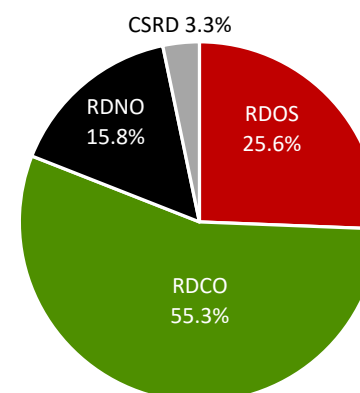


<sup>1</sup> The timing of BC Assessment's release of the revised assessment rolls relative to the Regional Districts' budget deadlines means that annual

As the pie chart illustrates, Option 1 shifts a considerable amount of the tax burden from the Regional Districts of Central Okanagan (RDCO), North Okanagan (RDNO), and Columbia Shuswap (CSRD) to the Regional District Okanagan Similkameen (RDOS). The total amount owed by each Regional District every year changes in response to changes in assessment and acreage.

#### > Option 2 — 75-25 Converted Assessment (L + I) Taxable Acreage

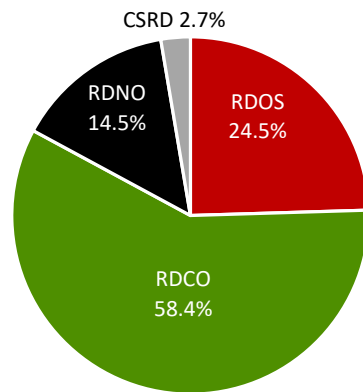
As with Option 1, Option 2 uses each Regional District's share of the previous year's full converted assessment base (land and improvements), and the region's share of the prior year's total number of taxable acres. Unlike the previous option, however, Option 2 places more weight on converted assessment than taxable acreage. This weighting reflects the importance of the Program's broad benefit to residents, communities, and ecosystems throughout the entire service area. The pie chart shows a shift to RDOS, but not as significant a shift as in Option 1. The total amount owed by RDOS and each of the other Regional Districts every year changes in response to changes in assessment and acreage.



cost-sharing must be determined based on the prior year's assessment figures. For a similar reason, the prior year's acreage must be used.

> **Option 3 — 75-25**  
**Converted Assessment (*Land*)**  
**Taxable Acreage**

This difference between Option 3 and Option 2 is the type of converted assessment base used to allocate costs (in combination with taxable acreage). Whereas Option 2 uses the full base of *land and improvements*, Option 3 uses the more selective base of *land* only. This difference helps to further moderate the shift in tax burden to RDOS, as shown in the pie chart. The total amount owed by each of the Regional Districts every year changes in response to changes in assessment and acreage, as is the case under all options.



The three options do not constitute the full, definitive set of cost-sharing options available. They do, however, reflect the key points raised by the Working Group representatives in the interviews that were conducted in advance of the workshop. In their use of converted assessment and taxable acreage, the options capture the desire for a hybrid approach that recognizes the Program's broad community benefit, and that reflects the inter-regional differences in the amount of service provided. The options also produce cost-sharing outcomes that change every year in response to changes in the service area's underlying converted assessment figures and taxable acreage totals.

**Phase-In**

Working Group members acknowledged that the financial impact on RDOS associated with the options is not insignificant. Members discussed the idea of phasing in the impact as a way to ease the transition from the current cost-sharing arrangement to a new model.

**Service Area**

The issue of service area was examined as the final discussion point. It was noted that each participating Regional District determines for itself, in conjunction with its own local jurisdictions, which municipalities and electoral areas, and how much of each, are included in the SIR Program service area. RDCO has historically taken the view that all local jurisdictions and all lands throughout the Regional District should be included. RDOS, RDNO, and CSRD have chosen instead to limit Program participation to municipalities and electoral areas — or portions thereof — that had commercial orchards at the Program's inception.

In a cost apportionment system based at least in part on annual converted assessment, the amount of territory in each Regional District that is included in the SIR service area influences the amount each Regional District pays toward the service.

Working Group members noted that ongoing climate change is expected to make additional parts of the North Okanagan and Columbia Shuswap regions suitable for pome fruit commercial orchards. Members agreed on the importance of working with the Regional Districts and — as necessary — the Ministry of Municipal Affairs and Housing to ensure that lands with commercial pome fruit potential that meet specific criteria are

brought into the Program. Allowing pome fruit operations to develop on such lands, outside of the current service area, would put the entire Program at risk.

## OUTCOMES

The Working Group reached consensus on a preferred cost-sharing approach, a cost-sharing phase-in provision, and the need for further work on the issue of service area.

### Preferred Cost-Sharing Approach

By consensus, the Working Group members identified Option 2 as the cost-sharing approach to recommend to the SIR Board. For clarity, Option 2 is a hybrid approach that allocates the SIR Program's annual value tax burden on a combination of:

- each Regional District's share of the previous year's converted assessment base (land and improvements) for the service area as a whole, weighted at 75%
- each Regional District's share of the previous year's taxable acreage for the service area, weighted at 25%

Option 2 emerged from group discussion as the fairest — and, thus, preferred — option for a number of reasons, including:

- > *Broad Benefit*— The Option's use of the full converted assessment base (i.e., land *and* improvements) combined with the relatively high 75% weighting of this factor best takes into account the Program's broad benefit to communities, residents, and ecosystems.

- > *Familiar Basis* — Full converted assessment in cost-sharing approaches is standard for all four Regional Districts. None of the participating Regional Districts uses land-only for cost allocation in any shared service.
- > *RDCO's Land Values* — A reliance on land-only converted assessment would penalize RDCO, whose share of the service area's converted land assessment base is disproportionately high compared to its share of the full converted base.

### Phase-In Provision

The Working Group agreed to the suggestion of a four-year phase-in provision. Design of this provision is complicated by the fact that the annual amount owing from each Regional District under the new hybrid approach would change each year over the four-year period, even if only slightly, in response to changes in the underlying assessment base and number of taxable acres. The total amount owing by all Regional Districts — an amount that has been held constant since 2011 — is also expected to change, even if only slightly.

A separate *Technical Paper on Phase-in*, prepared for Regional District staff, outlines the detailed methodology that would be used to determine the actual amounts owing by the Regional Districts each year during the phase-in period.

### Service Area Extension Mechanism

The Working Group agreed that further work is needed to develop a mechanism for expanding the SIR Program's service area.<sup>2</sup> Specifically:

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<sup>2</sup> The issue of service area expansion falls outside of the Group's mandate.

- GIS and other information need to be gathered from the Regional Districts and other sources to properly map the Program's current service area
- criteria need to be developed and applied to identify jurisdictions and/or lands for possible addition to the service area
- a mechanism for adding new areas needs to be developed and put into effect

#### > **Criteria**

The Working Group spent some time discussing criteria to identify potential changes to the service area. For starters, members felt strongly that jurisdictions, or portions thereof, that are currently included in the service area should not be permitted to withdraw from the area.

Members also suggested that jurisdictions, or portions thereof, with the agricultural conditions necessary to host commercially-viable pome fruit orchards should be considered for inclusion in the service area, but only when such areas are:

- contiguous or in close proximity to the existing area
- not separated from the existing service area by a mountain range or other feature that would effectively impede codling moth migration
- able to be serviced by SIR field staff

#### > **Mechanism**

Further thought needs to be given to the development of an

effective mechanism for making the additions to service area. One possibility would involve using Regional District establishing bylaws, guided by intra- and inter-regional memoranda of understanding (MOUs), to compel jurisdictions to join the service (or add lands, as the case may be) once criteria for expansion have been met.

Another possibility would involve working with the Ministry of Municipal Affairs and Housing to include jurisdictions (in whole or in part) through regulation.

#### **NEXT STEPS**

Based on the information in this paper, SIR's General Manager will prepare a Working Group report with recommendations to the SIR Board. If endorsed by the Board, the recommendations will be presented for consideration to the Boards of the participating Regional Districts. Each Regional District will be asked to provide a resolution in support of the recommended approach and the phase-in period. These resolutions will be submitted by the SIR Board to the Ministry of Municipal Affairs and Housing with a request for an Order in Council to implement the new approach.<sup>3</sup>

The suggested further work on service area additions will need to be discussed with, and subsequently directed by, the SIR Board.

<sup>3</sup> It may be the case that the phase-in period is implemented using a memorandum of understanding involving the four Regional Districts.



Okanagan-Kootenay Sterile Insect Release Program  
Governance Workshop — Discussion Paper  
October 4, 2019

## POTENTIAL FOR LEGISLATIVE REFORM

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### INTRODUCTION

On October 4, 2019, the SIR Board Directors, Alternate Directors, regional district Chief Administrative Officers (CAOs), and SIR Program staff will be meeting in the second governance workshop to consider cost apportionment methods, and to examine the potential for legislative reform. A briefing note with optional methods on cost apportionment has been provided to attendees. This *Discussion Paper* deals with the issue of legislative reform.

The *Paper* begins with a review of the SIR Program's existing legislative framework, including its strengths and shortcomings. The *Paper* then explores the fundamental question concerning decision-making authority over key elements of the Program's structure. The *Paper* ends with a comment on next steps.

### EXISTING FRAMEWORK

The SIR Program's existing legislative framework is set out in the *Governance Manual* that was distributed to stakeholders before the first governance workshop. The main features of the framework are as follows:

- *Municipal Enabling and Validating Act (MEVA)* — The provincial MEVA gives authority to the participating regional districts to establish, through regional district establishing bylaws, a sterile insect release program. The MEVA stipulates that the regional districts must create a separate SIR Board to provide the service on the regional districts' behalf. In addition, the MEVA gives Cabinet the authority to make regulations (i.e., Orders in Council) to

direct the governance, finance, and operations of the Program.

- *Order in Council 124 (1990)* — This Order in Council (OIC), titled *OKSIR Regulation*, is the principal and most comprehensive regulation that has been created to date. It prescribes methods of cost-recovery and cost-sharing for the Program, and gives explicit authority to the SIR Board and its agents to enter onto property to release sterile insects, and to address instances of infestation.
- *Order in Council 396 (1992)* — This regulation gives the SIR Board natural person powers. This provision, combined with the authorities in the *OKSIR Regulation*, provides the Board with powers to determine the Program budget, take and be subject to legal action, hire employees, and enter into legal agreements.
- *Establishing Bylaws* — Using the authority granted by the MEVA, each of the participating regional districts passed an establishing bylaw in 1989 to formally establish the Program as a regional district service. The bylaws have been amended several times in the years since to reflect changing conditions.

### Strengths

The existing legislative framework, rooted in the MEVA, was developed to provide for the establishment and operation of a service aimed at addressing an inter-regional issue — that is, an issue that crosses regional district boundaries. From the perspective of the SIR Board, the framework has a number of strengths:

- *Enforcement* — Program staff (on behalf of the Board) have the authority to enter onto private property to release sterile insects, prevent infestation from occurring, and clear wild moths. This authority is critical to the efficacy of the Program.
- *Annual Budget* — The SIR Board has the authority to set and approve the Program's annual budget. The participating regional districts apply the parcel tax and value tax rates to raise the necessary funds; however, the regional districts act in these matters at the direction of the SIR Board.
- *Service Area & Governance* — The participating regional districts have the authority, through their respective establishing bylaws, to determine structural issues that are not addressed in the provincial government's MEVA or OICs. For example, each regional district may determine which local jurisdictions within the regional district are included in the service. As well, through coordinated establishing bylaw amendments, the regional districts may determine the composition of the voting Board.

### Shortcomings

The elected officials, managers, scientists, and fruit growers who worked to create the SIR Program in the late 1980s believed that the Program would result in the complete eradication of the codling moth from the Okanagan, Similkameen, southern Shuswap, and Central Kootenay regions.<sup>1</sup> The Program was, accordingly, viewed as and designed to be a limited-term service, put in place to eliminate a single pest.

The legislative framework that was created for the Program reflected, in part, the limited-term nature of the service. Key structural elements related to service scope, service finance, and service governance, were prescribed based on conditions in place at the time. Little thought was given to the need for flexibility to accommodate future changes

in conditions, simply because the Program was not expected to function once the goal of eradication had been achieved.

The legislative framework also reflected the Program's early dependency on funding from other orders of government. Both the provincial and federal governments provided capital funding to construct the rearing facility, and project funding for several years thereafter to address specific operating needs.<sup>2</sup>

The legislative framework may have been well-suited to a limited-term service dependent on senior government funding. For a program, however, that is long-term in nature, and that has evolved beyond the need for senior government support, the framework presents a number of shortcomings. Consider the following points:

- *Program Scope* — The MEVA identifies the SIR Program as a service that relies on sterile insect technology (SIT) to combat a single pest (i.e., the codling moth). Service participants have limited authority to use other forms of pest control, and have no authority to target invasive species other than the codling moth. Program stakeholders recognize that, as a result of climate change and the increased trade in agrifood products, new pests have emerged to threaten pome fruit orchards and other crops. The SIR Program may be ideally-positioned to address these threats using a range of control methods other than, or in addition to, SIT. The prescriptive legislation, however, does not allow the participating regional districts to direct the Program towards these other fronts.
- *Service Withdrawal* — The legislation is silent on the issue of service withdrawal, either by a participating regional district, or by a local jurisdiction within a regional district. No jurisdiction, to be clear, has raised the possibility of withdrawal for some time.

<sup>1</sup> Regional District Central Kootenay was a participant until 2007.

<sup>2</sup> Funding from other orders of government effectively ended in 2007.

Withdrawal has, however, been a serious issue in the past, and could arise again.

- *Regional District Approval* — On certain matters the SIR Board requires the approval of the participating regional districts. It is not clear in the legislation, however, what level of approval is required in different instances. In the absence of clear guidance, the SIR Board and regional districts must assume that unanimity among regions is needed in every case. On some issues unanimity may, indeed, be the best course. Requiring it in every instance, however, could be problematic.
- *Cost Recovery* — The legislation prescribes that service costs must be funded using a combination of property parcel taxes charged to growers, and property value taxes charged to all property owners (i.e., general taxpayers). Based on legal advice, and with the unanimous support of the regional districts, the SIR Board recently pursued multi-year supply contracts related to a third revenue source — namely, sales of excess codling moths produced at the SIR rearing facility. It is not clear whether the Program under its current legislation would be able to further develop commercial opportunities in the event that, at some future point, participants wished to pursue sales-of-product revenues more aggressively.
- *Cost Sharing* — The legislation prescribes how the portion of Program cost that is funded through the property value tax is to be shared among regional districts. The *OKSIR Regulation* states that costs must be apportioned on the basis of converted assessment (land only). In 1990, the choice of this particular assessment base was considered by the province to be equitable. In 2006, the regional districts themselves determined that converted assessment (land) was no longer fair, based on conditions in place at that time. The regional districts agreed, as part of a larger re-

structuring initiative, to introduce a fixed-proportion cost-sharing model.<sup>3</sup> The conflict between this 2006 model, developed by the participants, and the prescribed approach in the province's *Regulation*, contributed to the decision to undertake the current Governance Review.

#### AUTHORITY TO DECIDE

The SIR Program enjoys considerable support as an innovative, effective, and environmentally-sensitive service in the control of a destructive invasive species. Ongoing appeals by industry for assistance with other pests, coupled with recent revenue figures from sales of excess product, suggest that the Program remains important throughout the Okanagan and Similkameen Valleys, and into the Shuswap.

The shortcomings in the SIR legislation speak to the prescriptive nature of the framework, a lack of flexibility, and the inability of the participating regional districts to determine for themselves important matters of scope, finance, and governance. The Governance Review is being undertaken to identify possible changes that could be pursued in order to allow the Program to evolve, and continue to succeed, in response to changing needs and opportunities. A fundamental question to consider in this context is:

- Who should have the authority to decide key matters of scope, finance, and governance?

#### Provincial Government

The regional districts could take the position that the province should retain the authority to make key decisions on structure. Continued provincial control would not preclude the possibility for change; however, it would — arguably — make change difficult to achieve. Provincial control may be preferred, therefore, if participants wished to:

- keep the Program focused on the use of SIT to combat a single pest (i.e., the codling moth)

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<sup>3</sup> Fixed proportions were determined using the converted land values in place in 2006. The proportions have been used since.



- rely on parcel and value tax revenues to fund the bulk of service costs, and limit the potential for (and risks associated with) other sources
- rely on the 1990 prescribed method of cost-apportionment for the value tax requisition
- ensure that unanimity among participating regional districts is required for all decisions that require regional district approval

Continued provincial control over key structural matters would be achieved by leaving the existing legislative framework in place. Any structural changes that service participants wished to make would need to be presented as requests to the Ministry of Municipal Affairs and Housing. If supportive, the Ministry would need to approach Cabinet to pass Orders in Council pursuant to the MEVA.

Continued provincial control could also be achieved by petitioning the province to remove the SIR Program from the local government arena, and place it under a provincial agency. This alternative was raised in the discussion at the first governance workshop, but did not appear to receive support from stakeholder representatives in attendance. It is also considered unlikely that the province would support the option.

### Regional Districts

A transfer of greater decision-making authority to the regional districts would allow service participants to collectively determine, within broad parameters, the following types of matters:

- changes to the Program's scope to target other pests, in addition to the codling moth, using a variety of control methods
- the degree to which non-tax revenue sources should be pursued to fund the service
- the method for apportioning the value tax requisition among regional districts

If the regional districts wished to achieve greater decision-making authority over structure, some form of legislative change at the provincial level would be required. The province could, for example, create special-purpose, SIR legislation to set out the authorities of the SIR Board and the regional districts. The legislation could set out the levels of regional district approval required in different cases, and outline default voting rules to guide inter-regional decisions. Certain decisions, it is anticipated, would require unanimous approval, whereas others could be made on a weighted basis, as set out in the legislation. The regional districts could be given authority under the legislation to determine all other matters.<sup>4</sup>

The province could, alternatively, create legislation to provide for and govern all inter-regional services. The SIR Program is an example of an inter-regional service, established to address a specific issue — the codling moth — that can only be addressed at an inter-regional scale. There are other issues that transcend regional boundaries, and that could either only be addressed on an inter-regional basis, or that would be most effectively addressed at an inter-regional scale.

It is anticipated that interest in inter-regional approaches will increase over time to manage shared resources (e.g., watersheds, airsheds), capture economies of scale, combat common threats, or meet other shared needs. New legislation to provide for these types of services could set out inter-regional voting rules, dispute resolution processes, and all other terms required to help regional districts collaborate with one another. The SIR Program could be put forward as a test case for a new legislative initiative.

Finally, the province could turn to the existing *Local Government Act*. This *Act* is a permissive and relatively flexible piece of legislation that is used already to provide regional services. The legislation provides service participants with broad authority to define service scope, customize service governance, and determine their preferred cost-

<sup>4</sup> In discussions with Ministry officials, the option of special-purpose legislation has been rejected.



recovery and cost-sharing methods. Service review provisions allow participants to amend these structural elements in response to changing circumstances.

The *Act* does not set out a framework specifically for *inter*-regional services. The *Act* does, however, provide tools that could be explored by regional districts, working together, to provide the SIR Program, and to structure other *inter*-regional arrangements. For example:

- *Local Government Corporations* — Section 265 of the *Act* could be explored as a way for two or more regional districts to create and become shareholders in an SIR local government corporation. The corporation's Articles of Incorporation and/or Members' Agreement could be used to define service scope, outline the structure and authority of the corporation's Board of Directors, set out voting rules, and identify the preferred methods of cost-recovery and cost-sharing. Importantly, the same tools could be used to specify the issues that required shareholder (i.e., regional district) approval, as well as the level of approval needed in any particular case, and the method for achieving approval.
- *Cabinet Regulations* — Section 296 of the *Act* allows Cabinet to confer powers to regional districts that are not conferred under other sections of the legislation. This section could be explored as a way to retain the SIR Board's current authority to enter onto property for the purpose of releasing moths, preventing infestation, and clearing infestation that has occurred.

## NEXT STEPS

Shared services involving a variety of local governments can be difficult to structure and difficult to change. This observation applies to *intra*-regional services in which electoral areas and municipalities participate; it also applies to *inter*-regional services, such as the SIR Program, involving more than one regional district.

This *Discussion Paper* has outlined the Program's existing legislative framework and its shortcomings. The *Paper* has made the point that legislative reform may be required for the Program to evolve in response to changing circumstances, needs, and opportunities. Effort would be required by Program participants to identify the types of structural changes desired to the Program's scope of service and funding model, and to elements of the Program's governance. Before identifying possible changes for study, however, it is important for the participants to tackle the question of decision-making authority as it relates to structure. Should such authority rest as it does today with the province, or should it be held by the participating regional districts working together?

This question, which lies at the heart of the *Discussion Paper*, will be put forward for consideration at the October 4, 2019, workshop. The discussion at the workshop will help to determine next steps related to potential legislative reform.



# Regional Board Report

**TO:** Regional Board

**FROM:** Todd Cashin  
Directory of Community Services

**DATE:** November 23, 2020

**SUBJECT:** Development Variance Permit (VP-20-05)  
N. Dray, 1876 Huckleberry Road  
Central Okanagan East Electoral Area

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

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**Purpose:** To consider issuance of a Development Variance Permit to allow a reduction of the side setback to permit the siting of an existing accessory building.

## Executive Summary:

An existing barn located at 1876 Huckleberry Road was constructed without a building permit and does not meet the minimum side setback regulation of the Joe Rich Rural Land Use Bylaw. The variance request was precipitated due to processing a concurrent application; RLUB-20-01 and historical review of permits associated with the property. Since receiving the variance application, the owner has also submitted a Building Permit application.

No objections have been received from agencies or the public regarding the application and Planning Services staff are supportive of the application.

## RECOMMENDATION:

**THAT** the Regional Board approve Development Variance Permit Application VP-20-05 for N. Dray (owner), located at 1876 Huckleberry Road to vary Section 2, Part 5.7.6 of Joe Rich Rural Land Use Bylaw No. 1195 by allowing a reduction of the minimum side yard setback from 6.0 m (19.7 ft.) to 1.58 m (5.18 ft.) to permit an existing accessory building based on the Surveyor's Certificate dated June 28, 2019, by AllTerra Land Surveying Ltd.

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: Danika Dudzik, Senior Planner*

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### Implications of Recommendation:

Strategic Plan:	Development Variance Permits provide options/solutions to address building/location issues provided there are no negative impacts (visual, health and safety) to neighbouring residents which is supported by the Regional Board Strategic Priorities 2019-2022 with respect to “Sustainable Communities”.
Policy:	The application was submitted and processed in accordance with Requirements of RDCO Development Applications Procedures Bylaw No. 944.
Legal/Statutory Authority:	In accord with Section 498 of the <i>Local Government Act</i> , on application by an owner of land, a local government may, by resolution, issue a development variance permit that varies, in respect of the land covered in the permit, the provisions of a bylaw. A development variance permit must not vary the use or density of land from that specified in the bylaw and a local government may not delegate the issuance of a permit.

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### Background:

The subject property is currently developed with one single family dwelling (with an existing secondary suite) and accessory buildings (barn and out buildings).

Further to processing a Joe Rich Rural Land Use Bylaw amendment application (RDCO File: RLUB-20-01); to amend the land use designation on the property from SH-2 Small Holdings 2 to SH-2s Small Holdings 2 (Secondary Suite) to legalize an existing secondary suite, Community Services records indicated that the existing barn approximately 67.4 m<sup>2</sup> (725 ft<sup>2</sup>) in size was constructed without a building permit. Further, the barn does not conform with the side setback of the Joe Rich Rural Land Use Bylaw. As such a Development Variance Application was submitted by the owner to request a reduction of the side setback to permit the siting the barn.

As the building is not on a foundation the owner was under the impression that it was exempt from requiring a building permit. The owner rationalizes that the barn is required for storage and in an ideal location due to site characteristics and close proximity to other development on the property.

Two similar variance applications (VP-09-03 and VP-13-02) were previously submitted to reduce the minimum side yard setback in Central Okanagan East Electoral Area and subsequently approved by the Regional Board.

### Regional Board Strategic Priorities 2019-2020:

RDCO's strategic priorities, developed by the Regional Board, speak to important goals, services, and needs on which the Board wishes to focus the organization's attention and resources. Sustainable Communities has been identified as a priority in which healthy built environments are to be fostered and would include addressing building/location issues provided there are no negative impacts (visual, health and safety) to neighbouring residents.

**Site Context:**

The property is located within the Joe Rich Area. The parcel is serviced by a private water source and on-site sewerage disposal system. In accordance with the Joe Rich Rural Land Use Bylaw No. 1195, the property is affected by a number of Development Permit Areas including Slope Stability and Rural Hillside and Sensitive Terrestrial Ecosystem.

**Additional Information:**

<b>Owner/Agent:</b>	N. Dray
<b>Address:</b>	1876 Huckleberry Road
<b>Legal Description:</b>	Lot A, Plan EPP35478, Sec. 14, Twp. 27, ODYD
<b>Lot Size:</b>	+/- 2.4 ha (6.05 acres)
<b>Joe Rich Rural Land Use Designation:</b>	SH-2 Small Holdings 2
<b>Sewage Disposal:</b>	Septic system
<b>Water Supply:</b>	Onsite water service (private well)
<b>Existing Use:</b>	Rural residential
<b>Surrounding Uses:</b>	<b>North:</b> Rural residential <b>South:</b> Rural residential <b>East:</b> Huckleberry Road / Rural residential <b>West:</b> Rural residential
<b>A.L.R.:</b>	Not within the A.L.R.
<b>Fire Protection:</b>	Joe Rich Fire Protection Area

**RDCO TECHNICAL COMMENTS:**

**Planning Services** staff advises that portions of the subject property are affected by Development Permit Areas (DPAs) however, the existing development footprint is located outside of the DPAs and a development permit application is not required. A no build/ no disturb covenant was previously registered on title to address the design guidelines of the Slope Stability and Rural Hillside DPA. The applicant must consult with Planning Services prior to any future land disturbance or further development.

**Inspections Services** staff advises there are various building permits associated with subject property including:

- Building Permit #4411/95 for a single family dwelling.
- Building Permit #7039/14 for a 624 ft<sup>2</sup> accessory building with a loft.
- Building Permit #7991/19 for an addition to connect the accessory building and single family dwelling together.

As per Building Bylaw No. 835, the accessory building requires a building permit. Staff understand that the existing barn was placed on a mud sill foundation, however the existing structure is 11.1 m<sup>2</sup> (120 ft<sup>2</sup>) in excess of the building code provision to use this type of foundation.

- The BCBC requirements for a building 55m<sup>2</sup> (600 ft<sup>2</sup>) in area or less, allows a structure to be placed on pressure treated mud sills or four inches of concrete for a foundation.
- There are two options the applicant can choose to make the barn code compliant.
  1. Reduce the building area to 55m<sup>2</sup> (600 ft<sup>2</sup>); or
  2. Place the building on a concrete foundation.

Should the Development Variance Permit be approved, the building permit application can be processed to bring the existing barn into compliance with RDCO bylaws.

**Unaffected RDCO Departments** include Fire Services, Engineering Services, and Parks Services.

**AGENCY REFERRAL COMMENTS:**

**FortisBC** advises that there are primary distribution facilities along Huckleberry Road. The applicant is responsible for costs and land right requirements associated with changes to the existing servicing. For any changes to the existing service, the applicant must contact an FBC(E) designer regarding design, servicing solutions, and land right requirements.

**Unaffected Agencies** include Ministry of Transportation and Infrastructure, Interior Health Authority, and Shaw Cable.

**External Implications:**

In accord with the *Local Government Act* and the Development Applications Procedures Bylaw No. 944, a Notice of Application sign was posted on the property and written notices were mailed to all registered property owners of land situated within 500 metres of the subject property. A total of 43 letters were mailed to neighbouring property owners.

Further to the notification process, at time of writing this report, no letters of support or opposition have been received regarding this application.

In consideration of the Development Variance Application, the Regional Board may approve the Development Variance Permit, not approve the Development Variance Permit or defer a decision pending more information or clarification. Should the Board choose not to support the staff position, the following alternate recommendation is provided.

**Alternative Recommendation:**

**THAT** Development Variance Permit Application VP-20-05 for 1876 Huckleberry Drive be denied.

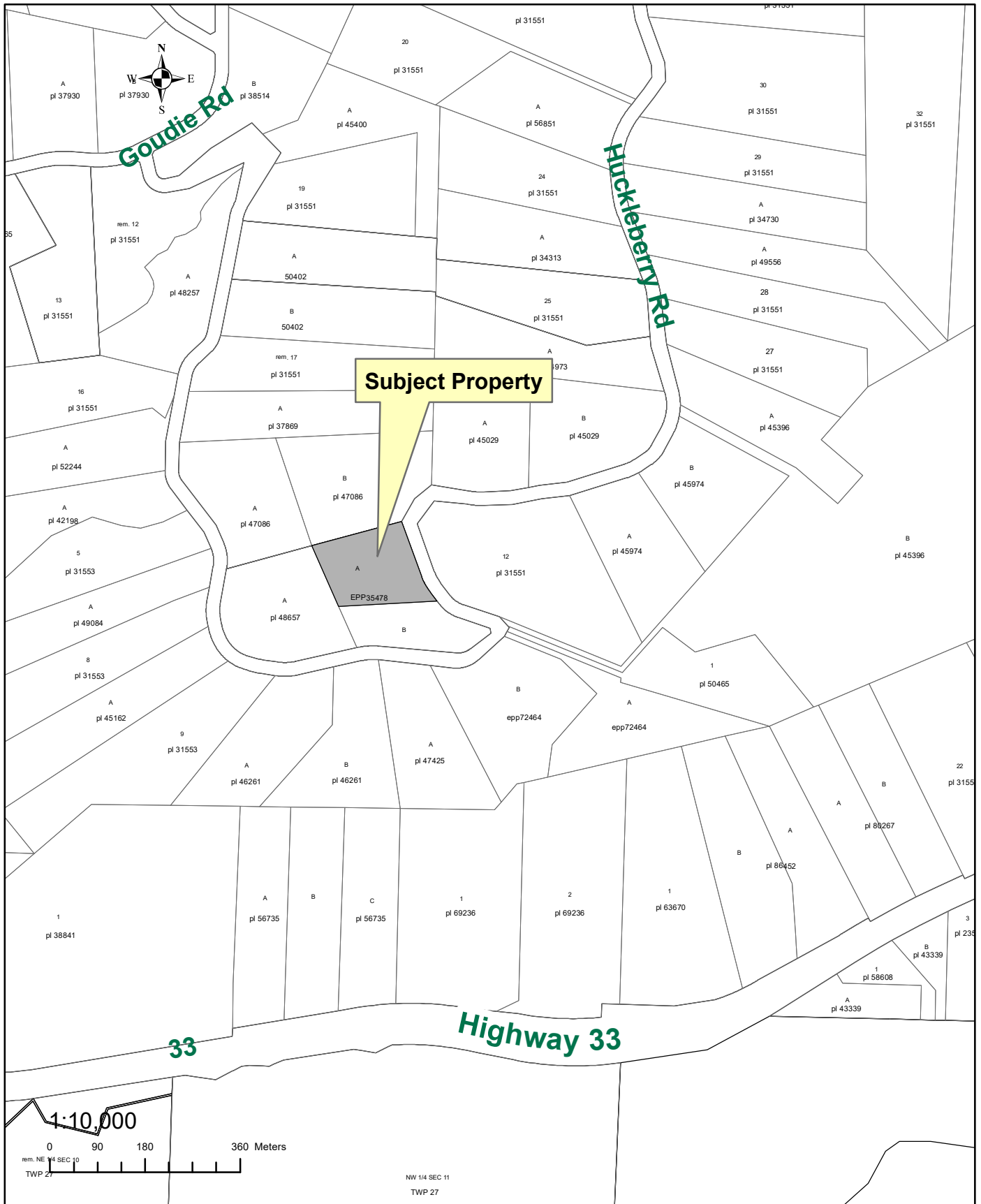
***Considerations not applicable to this report:***

- *General*
- *Organization*
- *Financial*

**Attachment(s):**

- Subject Property and Orthophoto Maps
- June 28, 2019 Surveyor's Certificate prepared by AllTerra Land Surveying Ltd.
- Site Photo

## Subject Property



File: VP-20-05

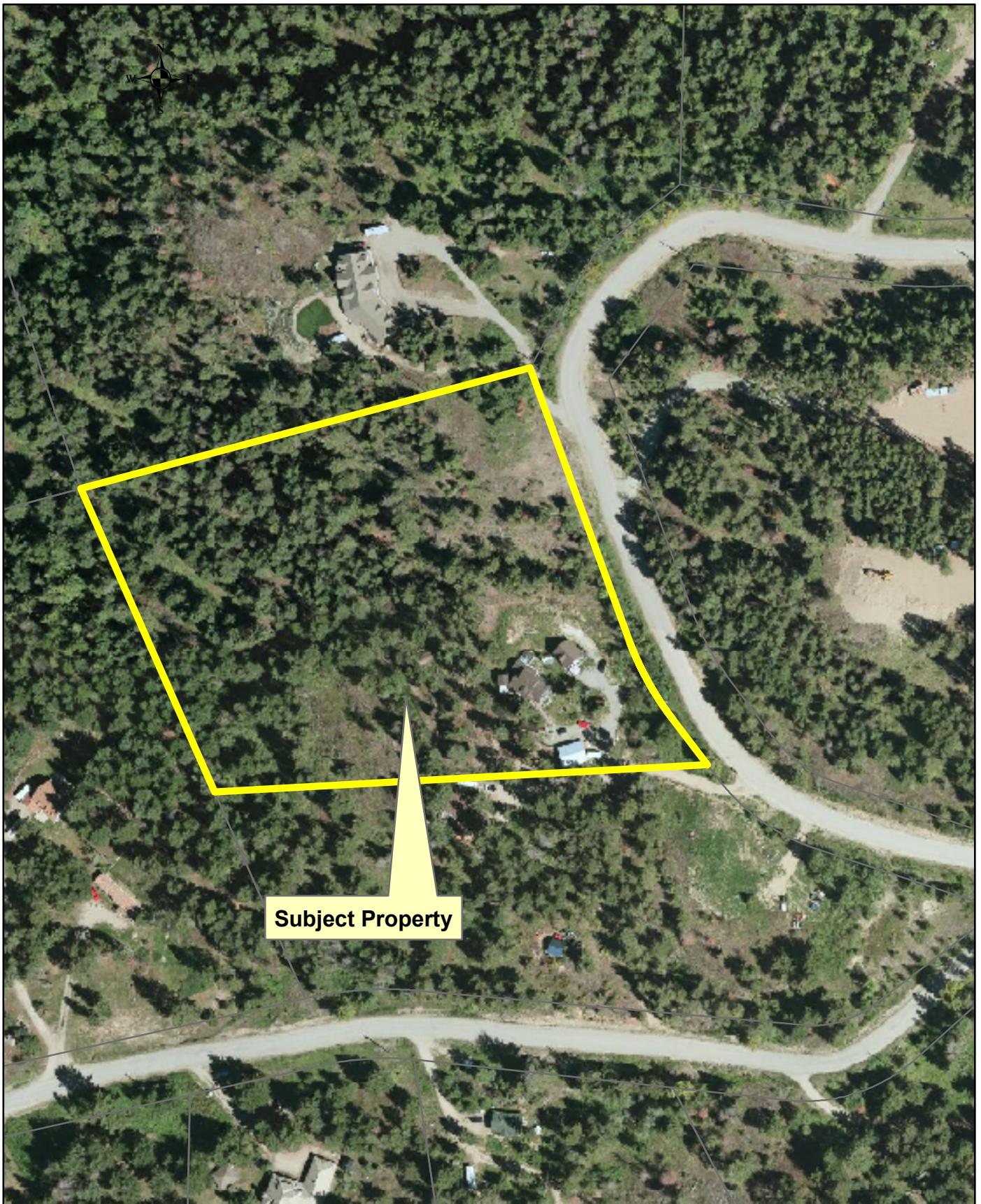
Prepared by: JM

Date: Oct. 13, 2020

Lot A, Sec. 14, Twp. 27, ODYD, Plan EPP35478



# ORTHOPHOTO





# BRITISH COLUMBIA LAND SURVEYOR'S CERTIFICATE OF LOCATION OF BUILDINGS ON LOT A, SECTION 14, TOWNSHIP 27, ODYD, PLAN EPP35478.

PID: 029-245-389

CIVIC ADDRESS: 1876 HUCKLEBERRY ROAD, KELOWNA  
CLIENT: NATALIE DRAV

This document shows the relative location of improvement(s) named above with respect to the boundaries of the described parcel.

This document was prepared for the exclusive use of the client named herein, for building permit purposes.

Lot dimensions shown are derived from Land Title Office records.

This document shall not be used to define property lines or corners.

AllTerra Land Surveying Ltd. and the signatory accept no responsibility for, and hereby disclaim all obligations and liabilities for:

- any damages arising out of any direct or indirect use or reliance upon this document beyond its intended use,
- any damages suffered by a third party as a result of actions taken or decisions made based upon this document.

All rights reserved. No person may copy, reproduce, transmit or alter this document in whole or in part, without the express written consent of AllTerra Land Surveying Ltd.

Scale 1:2000 Metric.

Distances shown are in metres and decimals thereof.

Notes:

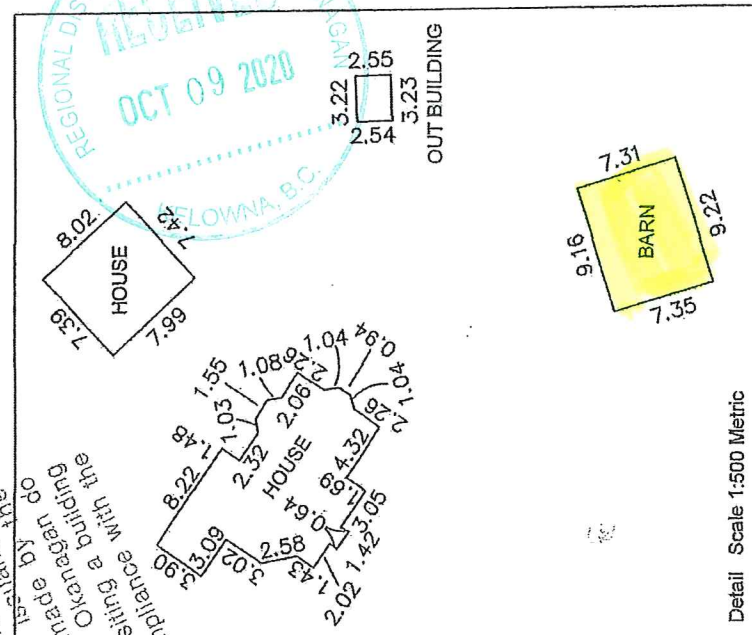
- Unregistered interests have not been included or considered.

Charges on Title:

- Covenant CA3556237 (PLAN EPP35792)
- Statutory Right-of-Way CA4215027

**AllTerra**

Land Surveying Ltd.  
www.AllTerraSurvey.ca  
Ph: 250.762.0122 File: 319062-CO  
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12  
PLAN 31553

ROAD

9-33.479 21.467

17.46

4.56

see detail

EPP35792

COVENANT PLAN

PLAN EPP

35478

186.791

1.58

PLAN KAP48657

125.550

PLAN KAP47086

176.020

110.636

HUCKLEBERRY

Detail Scale 1:500 Metric

Certified correct this 28th day of June, 2019.

*[Signature]*  
British Columbia Land Surveyor  
This document is not valid unless originally signed and sealed.





**FIGURE 1: SITE PHOTO**



# Regional Board Report

**TO:** Regional Board

**FROM:** Todd Cashin  
Director of Community Services

**DATE:** November 23, 2020

**SUBJECT:** Development Variance Permit (VP-19-08)  
Sunset Two Properties Ltd. Inc. No. BC1131387 c/o Greg Bird (Acorn Homes)  
Sunset Ranch development adjacent to Strata Lots 77 and 78 on Pine Valley Dr  
Central Okanagan East Electoral Area

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

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**Purpose:** To consider issuance of a Development Variance Permit to allow an increase of the maximum height of one constructed retaining wall.

## Executive Summary:

In February 2019, the applicant requested a Development Variance Permit for five retaining walls constructed on the subject property. At that time, it was identified that a sixth wall existed on Pine Valley Drive that exceeds the maximum allowable height of 2.5 metres under Zoning Bylaw No. 871.

Engineering Services identified that the retaining wall located on Pine Valley Drive was constructed over Regional District maintained watermain and the Statutory Rights-of-Ways in which they are located. The Regional Board considered the subject Development Variance Permit application in September of 2019 and deferred the item until such time that the issues related to the watermain and water system were addressed.

RDCO staff are in receipt of the record drawings and Engineer's certification of Bylaw compliance as well as the Statutory Right of Way plan and agreements required over Strata Lots 77 and 78 (Plan KAS3573). As such, the watermain relocation work has been addressed to the satisfaction of Engineering Services for Cimarron Drive, Riviera Drive, and Pine Valley Drive.

## RECOMMENDATION:

**THAT** Development Variance Permit Application VP-19-08, located on Pine Valley Drive and on Common Property Strata Plan KAS3573 for Sunset Two Properties Ltd., to vary Part 3, Subsection 3.10.5 of Zoning Bylaw No. 871 be approved based on the drawings prepared by Tetra Tech dated July 31, 2019 to bring the existing retaining wall into conformity by:

- Allowing an increase of the maximum retaining wall height from 2.5 m (8.2 ft.) to 4.9 m (16.07 ft.).

Respectfully Submitted:



Todd Cashin  
Director of Community Services

Approved for Board's Consideration



Brian Reardon, CAO

*Prepared by: Brittany Lange, Environmental Planner*

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### Implications of Recommendation

Strategic Plan:	Development Variance Permits provide options/solutions to address building/location issues provided there are no negative impacts (visual, health and safety) to neighbouring residents which is supported by the Regional Board Strategic Priorities 2019-2022 with respect to "Sustainable Communities".
Policy:	The application was submitted and processed in accordance with the requirements of RDCO Development Applications Procedures Bylaw No. 944.
Legal/Statutory Authority:	In accord with Section 498 of the <i>Local Government Act</i> , on application by an owner of land, a local government may, by resolution, issue a development variance permit that varies, in respect of the land covered in the permit, the provisions of a bylaw. A development variance permit must not vary the use or density of land from that specified in the bylaw and a local government may not delegate the issuance of a permit.

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### Background:

The Sunset Ranch Concept Development Plan (CDP) was prepared in conformance with policies in the Ellison Official Community Plan Bylaw No. 1124. Preparation of the CDP focused on key site conditions including development on hillsides and adjacent to watercourses, integrating green space, and minimizing site disturbance. The Sunset Ranch Neighbourhood Plan builds on the key site conditions to create a comprehensively planned residential community with a maximum of 450 residential lots.

Sunset Ranch was approved for zoning amendment applications in 1993, 2001, and 2006 (Files: Z93/58, Z01/20 & Z06/20) to create the CD-1 zone and subsequently clarify and simplify the existing CD zone. The Regional Board also approved a Development Permit for the overall site (DP-01-011), and Development Variance Permits to reduce minimum road frontage, site servicing, setback requirements (VP-01-003, VP-01-004 & VP-02-003), and recently to increase the maximum retaining wall height for five retaining walls (VP-19-01).

This application was precipitated due to identification of overheight retaining walls during site preparation in 2018 for 'Phase 3'. The retaining wall on Pine Valley Drive was constructed without building permit approval during a previous subdivision stage in 2014, and does not conform with Part 3 – Section 3.10.5 and Appendix A-1 – Section 1.1 d) of Zoning Bylaw No. 871. The applicant has since submitted documentation ensuring the retaining wall has been designed, inspected, and certified by a Professional Engineer.

### Retaining Wall Height Variance History

In February 2019, the Regional Board approved a Development Variance Permit to allow an increase in the maximum height of five constructed retaining walls in the Sunset Ranch Development area (File: VP-19-01).

Furthermore, the Regional Board considered the subject Development Variance Permit application in September of 2019 and deferred the item until such time that the issues related to the watermains and water system were addressed.

### Regional Board Strategic Priorities 2019-2020

RDCO's strategic priorities, developed by the Regional Board, speak to important goals, services, and needs on which the Board wishes to focus the organization's attention and resources. Sustainable Communities has been identified as a priority in which safety is a critical aspect to support healthy built environments.

### Site Context

The subject lands are located within the Ellison Official Community Plan Bylaw No. 1124 Sunset Ranch area and affected by a site-specific Concept Development Plan and Development Permit conditions.

### Additional Information:

<b>Owner:</b>	Sunset Two Properties Ltd. Inc. No. BC1131387
<b>Agent:</b>	Greg Bird (Acorn Homes)
<b>Legal Description:</b>	Common Property Strata Plan KAS3573 adjacent to Strata Lots 77 and 78
<b>Address:</b>	Sunset Ranch development adjacent to Pine Valley Drive
<b>Zoning:</b>	CD-1(A) – Neighbourhood Residential
<b>OCP Designation:</b>	Residential
<b>Sewage Disposal:</b>	Ellison Sewer
<b>Water Purveyor:</b>	Sunset Ranch Community Water
<b>Surrounding Uses:</b>	<b>North:</b> Agriculture <b>South:</b> Residential <b>East:</b> Agriculture <b>West:</b> Residential
<b>A.L.R.:</b>	Not within the A.L.R.
<b>Fire Protection:</b>	Ellison Fire Protection

### RDCO TECHNICAL COMMENTS:

**Planning Services** staff note that Development Variance Permits provide options/solutions to address building/location issues provided there are no negative impacts (visual, health, and safety) to neighbouring residents.

Sunset Ranch neighbourhood is located in a comprehensive development zone with the purpose of designing and developing a residential golf course community. Being a hillside development, the use of retaining walls is typically required for the most efficient use of the land.

Furthermore, Planning staff advises that Appendix A-6 of the Ellison OCP, Objective 1.1 is to support rural subdivision and road building on hillsides in a manner that minimizes damage to property (both the property under application and neighbouring property) from erosion, soil instability, rock fall, or other identified hazards.



Other items for consideration:

- The applicant is responsible for complying with the conditions outlined in the covenants and Statutory Right of Ways registered on title.
- A plan of site remediation including, but not limited to, revegetation and erosion control, prepared by the appropriate professional should be prepared for the site to further address slope stability.
- Conditions of Development Permit DP-01-11 apply. Development Permit approval will be required prior to any future phases of Sunset Ranch. This is to be a new Development Permit subsequent to DP-01-11. It is advised that the applicant meet with Planning staff prior to submitting a formal application for any subsequent phases.

**Inspection Services** staff advises that as per Building Bylaw No. 835, any retaining wall that exceeds 1.5 metres (4.92 ft.) in height requires a building permit and be designed and inspected by a certified Professional Engineer. Inspections staff received the required documentation and issued a permit for the retaining wall in September 2019 (Permit No. 7961/19). Approval of the Variance Permit is the final outstanding item in order to close the Building Permit file.

**Engineering Services** staff advise that staff are in receipt of the record drawings and Engineer's certification of Bylaw compliance as well as the Statutory Right of Way plan and agreements required over Strata Lots 77 and 78 of Plan KAS3573. As such, the watermain relocation work has been addressed to the satisfaction of Engineering Services for Cimarron Drive, Riviera Drive, and Pine Valley Drive

**AGENCY REFERRAL COMMENTS:**

**Ministry of Transportation and Infrastructure** staff noted that the retaining wall occurs within private lands and does not occur near or within public highway Right-of-Ways. The retaining wall is subject to RDCO bylaws and engineering requirements and therefore, the Ministry has no further comment on the proposal.

**Fortis B.C.** staff advise that there are FortisBC Inc. (Electric) ("FBC(E)") primary distribution facilities along Pine Valley Drive and within the boundaries of the subject property, however, they do not appear to be impacted by this proposal.

**Unaffected Agencies** include City of Kelowna, Black Mountain Irrigation District, B.C. Hydro, Interior Health Authority, Telus, and Shaw.

**Unaffected RDCO Departments** include Parks Services and Fire Services.

**External Implications:**

In accord with Development Applications Procedures Bylaw No. 944, a Notice of Application sign was posted on the property and written notices were mailed to all registered property owners of land situated within 100 metres of the subject property. A total of 299 notices were mailed in August of 2019. Further to the notification process, at time of writing this report, there has been no opposition or support letters received for this application.

**Financial Implications:**

The Regional District currently holds \$57,450.00 in security pertaining to the watermain relocations. Should the Regional Board approve the Development Variance Permit, the security bonding will be returned to the applicant.

***Considerations not applicable to this report:***

- *General*
- *Organizational*
- *Alternate recommendation*

**Attachment(s):**

- Subject Property Map
- Images of Pine Valley Drive Retaining Wall
- July 31, 2019 Pine Valley Drive Retaining Wall Engineered Drawings
- August 25, 2020 Pine Valley Drive Watermain Relocation Drawings
- September 17, 2020 Engineer's Certification of Bylaw Compliance (Schedule 'F')

# SUBJECT AREA

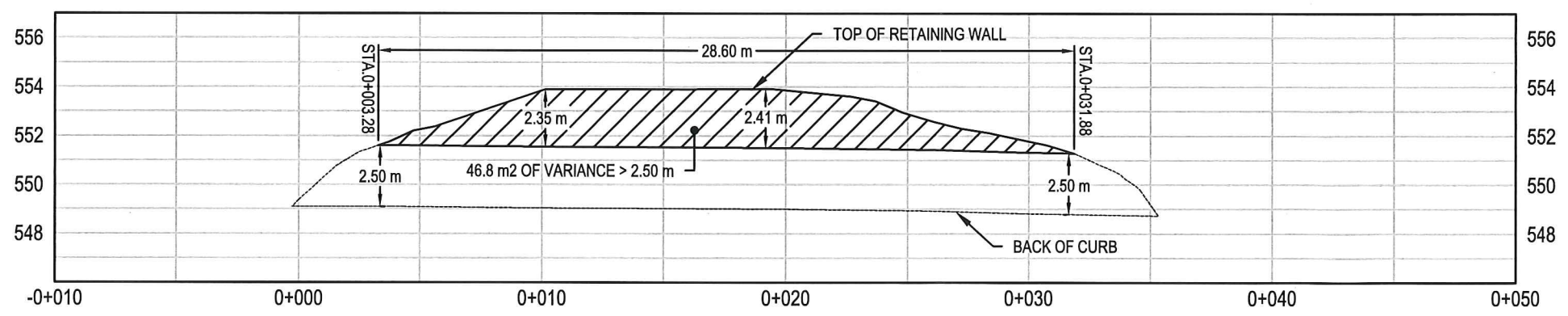
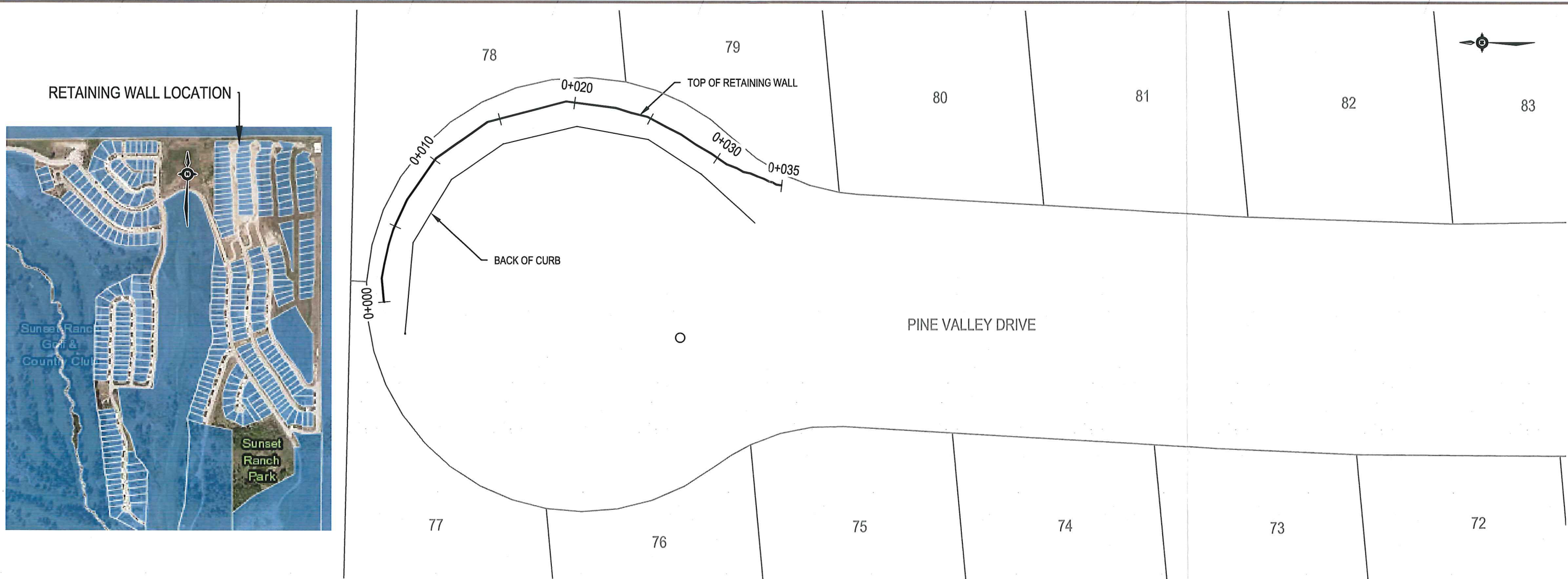


## Sunset Ranch VP-19-08 Pine Valley Drive Retaining Wall

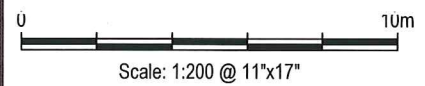




C:\Users\stan.matsuda\Documents\PINEVALLEYDRIVE.dwg [FIGURE 1] August 06, 2019 - 1:50:02 pm (BY: MATSUDA, STAN)




**LEGEND**  
 AREA OF VARIANCE



- NOTES**
- BASED ON CSV FILE PINEVALLEYS.DR.CSV PROVIDED BY SUTTIN & CEIDAR CONSULTING GROUP JULY 2019.
  - ORIGINAL SURVEY DATA IN AN ARBITRARY COORDINATE SYSTEM. SURVEY POINTS ALIGNED AND ROTATED AROUND A SURVEYED MANHOLE AND CADASTRAL FROM RDCO WEBSITE.
  - 1M CONTOUR INTERVAL SHOWN.

49 7. Aug 2019.

ISSUED FOR USE

CLIENT		SUNSET RANCH - PINE VALLEY DRIVE - KELOWNA, BC			
SUNSET TWO PROPERTIES		PLAN - PROFILE RETAINING WALL VARIANCE			
 <b>TETRA TECH</b>	PROJECT NO. KGEO03346-01	DWN SM	CKD SB	REV 0	Figure 1
	OFFICE KEL	DATE JULY 31, 2019			





**SCHEDULE 'F' – CERTIFICATION OF BYLAW COMPLIANCE**

(This form must be submitted after Substantial Performance of the work but before the *Regional District* will issue a Certificate of Works Installation. A separate form must be submitted by each *Engineer*.)

Regional District of Central Okanagan  
1450 KLO Road  
Kelowna, B.C.  
V1W 3Z4

Date: 17.09.20

Dear Sir:

RE: SUNSET RANCH S.3 WAS 7573 lot 78 SECT 1 DLT 24 & Surrounding  
(Legal Description and Address of Subdivision)

1. The undersigned *Engineer* hereby certifies that:

- (a) I have fulfilled my obligations for field reviews as outlined in the *Subdivision* Bylaw, and the previously submitted "Commitment to Design and Field Review",
- (b) those works of the *subdivision* opposite my initials in the previously submitted "Commitment to Design and Field Review" substantially comply in all material respects with;
  - (i) the applicable provisions and requirements of the *Subdivision* Bylaw.
  - (ii) the design drawings and supporting documents submitted in support of the application for *subdivision*.
- (c) I have enclosed the final record drawings and supporting documents prepared by me for this *subdivision*.
- (d) I am an *Engineer* licensed to practice in the Province of British Columbia.

Signed this 17<sup>th</sup> day of Sept, 2020

By the Owner's *Engineer* in the presence of:

Maria Burns

Name of Witness

[Signature]

Signature of Witness

ADMINISTRATOR

Occupation of Witness

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STEPHEN BURNS P.ENG.

Engineer's Name

[Signature]

Engineer's Signature

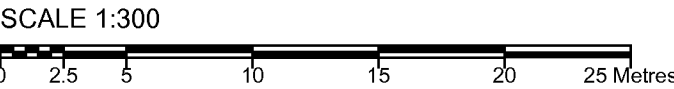
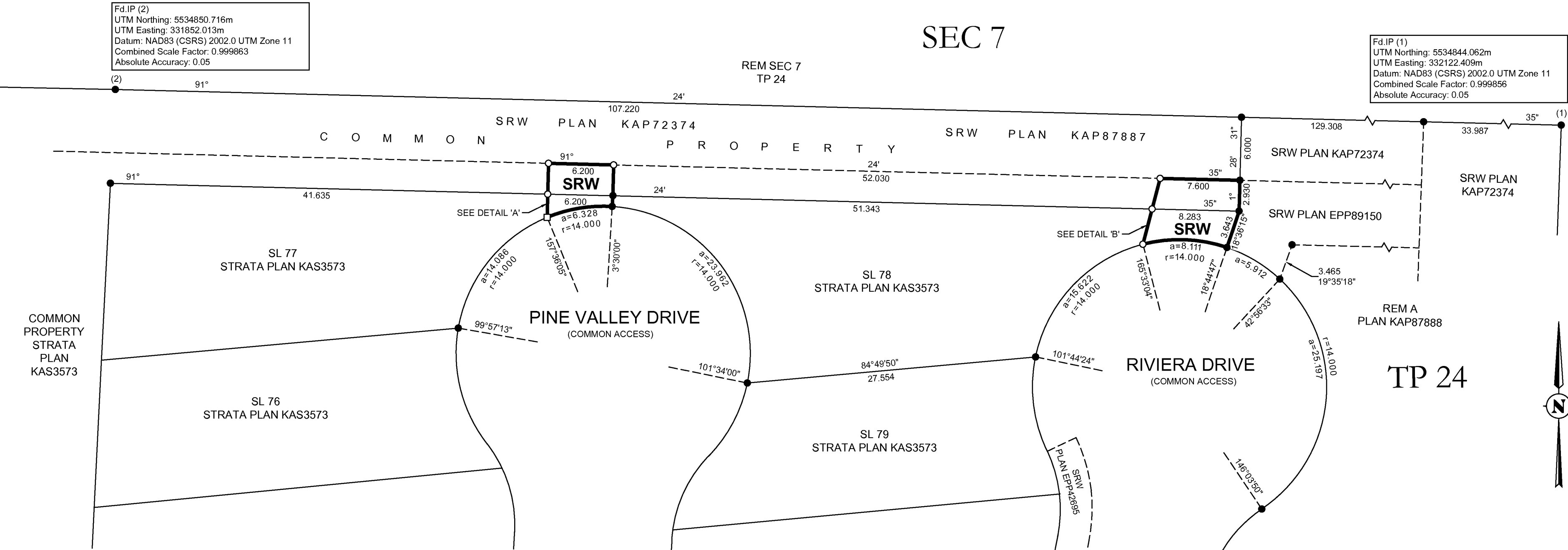
If the Owner's *Engineer* is a member of a firm, complete the following:

I am a member of the firm Watson Burns & Associates Group and I sign this letter on their behalf.

STATUTORY RIGHT OF WAY PLAN OVER PART OF COMMON PROPERTY SECTION 7 TOWNSHIP 24 OSOYOOS DIVISION YALE DISTRICT STRATA PLAN KAS3573, PART OF STRATA LOT 77 SECTION 7 TOWNSHIP 24 OSOYOOS DIVISION YALE DISTRICT STRATA PLAN KAS3573 AND AN UNDIVIDED 2/1141 INTEREST IN LOT 2 PLAN KAP72369 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V AND PART OF STRATA LOT 78 SECTION 7 TOWNSHIP 24 OSOYOOS DIVISION YALE DISTRICT STRATA PLAN KAS3573 AND AN UNDIVIDED 2/1141 INTEREST IN LOT 2 PLAN KAP72369 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF THE STRATA LOT AS SHOWN ON FORM V

PURSUANT TO SECTION 113 OF THE LAND TITLE ACT  
BCGS 82E.094

PLAN EPP90935



The intended plot size of this plan is 560mm in width by 432mm in height (C size) when plotted at a scale of 1:300.

LEGEND

- Found Standard Iron Post
- Placed Standard Iron Post
- Placed Lead Plug

Grid bearings are derived from GNSS observations and are referred to the central meridian of UTM Zone 11 (117° West Longitude).

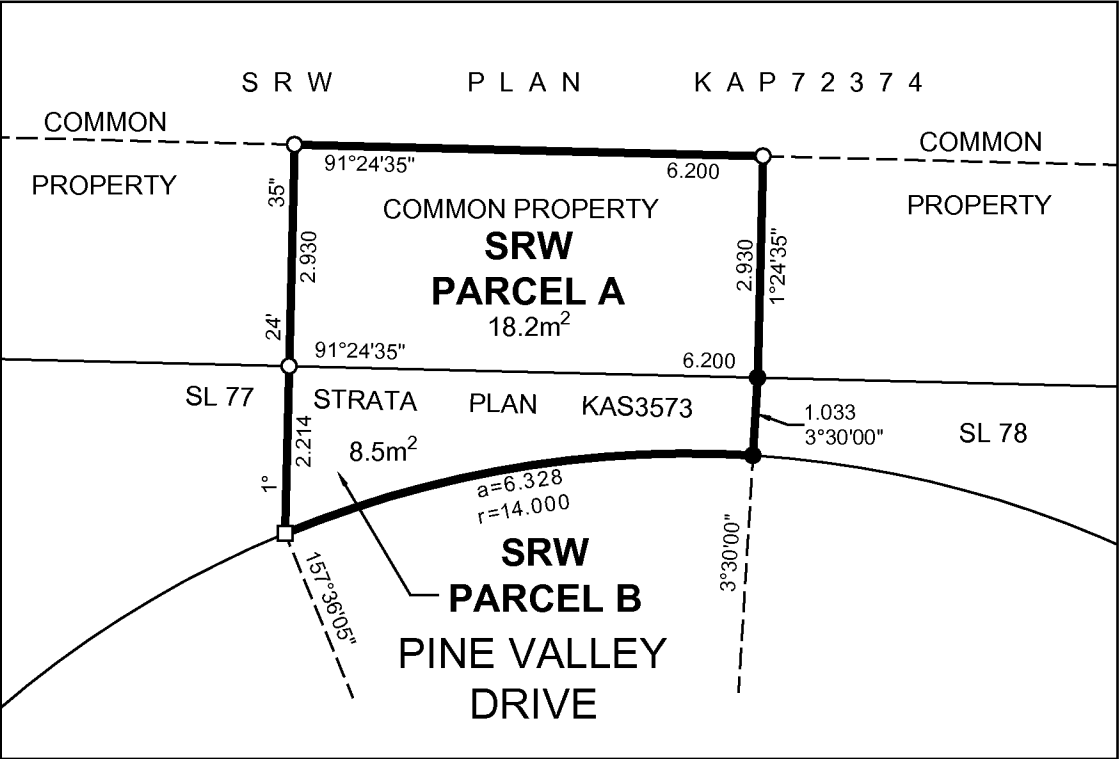
The UTM coordinates and estimated horizontal positional accuracy achieved are derived from dual frequency GNSS observations and processed using the CSRS-PPP online processing provided by Natural Resources Canada.

This plan shows horizontal ground-level distances unless otherwise specified. To compute grid distances, multiply ground-level distance by the average combined factor of 0.999861. The average combined factor has been determined based on an ellipsoidal elevation of 544 metres.

This plan lies within the Central Okanagan Regional District.

The field survey represented by this plan was completed on the 1st day of March, 2019.

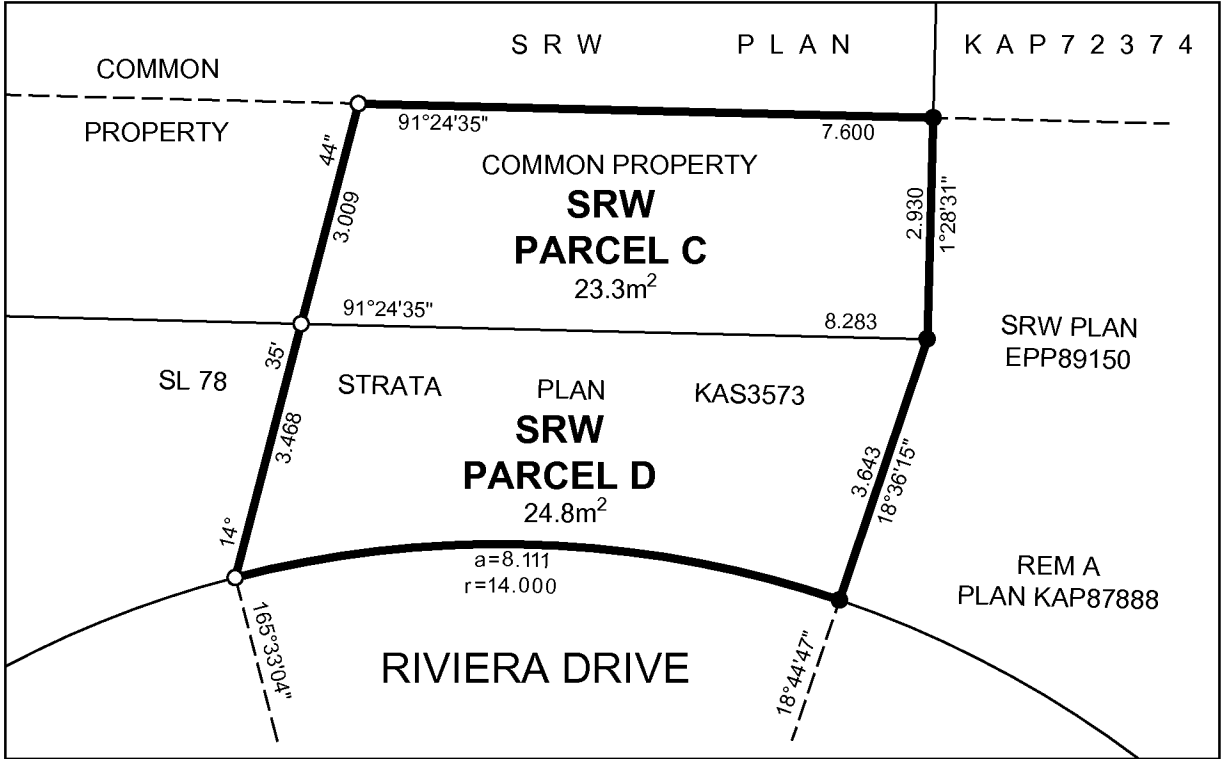
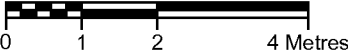
Gary Borne, BCLS 958



DETAIL 'A'

Scale of enlargement is 1:100 at intended plot size of plan.

SCALE 1:100



DETAIL 'B'

Scale of enlargement is 1:100 at intended plot size of plan.

SCALE 1:100



BOOK OF REFERENCE		
New Parcel	Parent Parcel	Area
Parcel A	Common Property Strata Plan KAS3573	18.2 m²
Parcel B	Strata Lot 77 Strata Plan KAS3573	8.5 m²
Parcel C	Common Property Strata Plan KAS3573	23.3 m²
Parcel D	Strata Lot 78 Strata Plan KAS3573	24.8 m²
TOTAL AREA		74.8 m²



FILE No.: 1800590R0 Date: 2018-03-04  
DRAWING No.: 1800590SRW3\_90935 Drafted by: EC





# Regional Board Report

**TO:** Regional Board

**FROM:** Todd Cashin  
Director of Community Services

**DATE:** November 23, 2020

**SUBJECT:** Joe Rich Rural Land Use Bylaw Amendment Bylaw No. 1195-23  
Application RLUB-20-01 (N. Dray)  
1876 Huckleberry Road  
Central Okanagan East Electoral Area

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

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**Purpose:** To permit a secondary suite by re-designating the subject property from SH-2 Small Holdings 2 to SH-2s Small Holdings 2 (Secondary Suite).

## Executive Summary:

The owner of 1876 Huckleberry Road would like to legalize an existing secondary suite within an existing single family dwelling. The parcel is currently designated SH-2 Small Holdings 2, which does not permit a secondary suite. All technical requirements will be addressed in conjunction with the bylaw amendment and Building Permit process and Planning Services staff are supportive of the application.

## RECOMMENDATION:

**THAT** Joe Rich Rural Land Use Amendment Bylaw No. 1195-23 for N. Dray (owner) located at 1876 Huckleberry Road be given second and third readings;

**AND FURTHER THAT** Joe Rich Rural Land Use Amendment Bylaw No. 1195-23 be adopted.

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: Danika Dudzik, Senior Planner*

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### Implications of Recommendation:

Strategic Plan:	Approval of the bylaw amendment achieves the Regional Board Strategic Priorities 2019-2022: Sustainable Communities – We will initiate and support efforts to create a healthy built environment in which all people throughout the region enjoy a high quality of life with access to safe neighbourhoods including a diverse range of housing options.
Policy:	Approval of the bylaw amendment complies with: <ul style="list-style-type: none"> <li>• Regional Growth Strategy Bylaw No. 1336, and</li> <li>• Joe Rich Rural Land Use Bylaw No. 1195.</li> </ul>
Legal/Statutory Authority:	Approval of the bylaw amendment is in compliance with <i>Local Government Act</i> , Sections 457 and 479: <ul style="list-style-type: none"> <li>• The provisions of a rural land use bylaw are deemed to be provisions of a zoning bylaw.</li> <li>• A local government may regulate the use of land, buildings and structures within a zone.</li> </ul>

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### Background:

Joe Rich Rural Land Use Amendment Bylaw No. 1195-23 received first reading on October 26, 2020, and a Public Hearing was held on November 23, 2020, prior to the regular Regional Board Meeting.

The property is not located within 800 metres of a Controlled Access Highway; therefore, Ministry of Transportation and Infrastructure approval of the bylaw after 3<sup>rd</sup> reading is not required under the *Transportation Act*.

Planning staff recommends that Joe Rich Rural Land Use Amendment Bylaw No. 1195-23 be given second and third readings and that the bylaw be adopted.

### ***Considerations not applicable to this report:***

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

### Attachment:

- Joe Rich Rural Land Use Bylaw Amendment Bylaw No. 1195-23

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**REGIONAL DISTRICT OF CENTRAL OKANAGAN**

**BYLAW NO. 1195-23**

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

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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 may be cited as Joe Rich Rural Land Use Amendment Bylaw No. 1195-23.**
2. **That the Joe Rich Rural Land Use Bylaw No. 1195, 2007 is hereby AMENDED by designating Lot A, Section 14, Township 27, ODYD, Plan EPP35478 as shown on Schedule 'A' attached to and forming part of this bylaw from SH-2 Small Holdings 2 to SH-2s Small Holdings 2 (Secondary Suite).**
3. **That Schedule 'B' (Land Use Designation Map) of the Joe Rich Rural Land Use Bylaw No. 1195, 2007 is hereby AMENDED to depict the changes.**

READ A FIRST TIME this 26th day of October 2020

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 Joe Rich Rural Land Use  
Amendment Bylaw No. 1195-23 as read a third time by the Regional District of Central  
Okanagan on 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  
Amendment Bylaw No. 1195-23 which was Adopted by the Regional District of Central  
Okanagan on the \_\_\_\_\_ day of \_\_\_\_\_

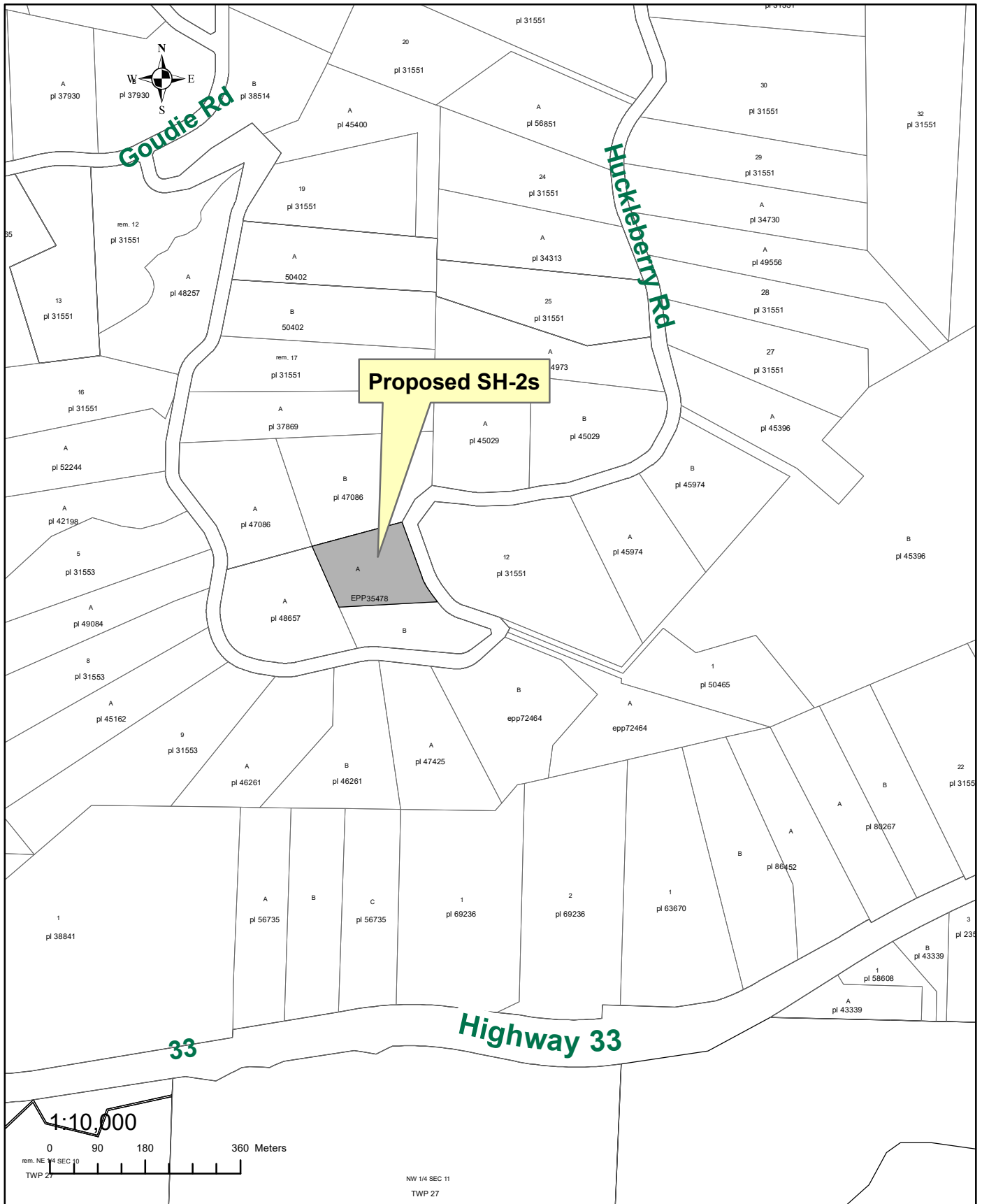
Dated at Kelowna, this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Director of Corporate Services

H:\Planning\3040-RLUB\20-Amendments\2020\RLUB-20-01 (1876 Huckleberry Rd)\Maps & Bylaw\Bylaw 1195-23.docx



# SCHEDULE 'A'



I hereby certify this to be a true and correct copy of Schedule 'A' as described in Bylaw No. 1195-23 and read a third time by the Regional District of Central Okanagan on the                      day of



# Regional Board Report

**TO:** Regional Board

**FROM:** Marilyn Rilkoff  
Director of Financial Services

**DATE:** November 16, 2020

**SUBJECT:** 2021 – 2025 Financial Plan Preliminary Items for Discussion

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

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**Purpose:** To provide the Board with a preview of proposed new items for addition to the 2021 - 2025 Financial Plan. This provides an initial opportunity for the Board to review and discuss any items of interest or concern, and to provide guidance for the preparation of the first draft of the Financial Plan.

## Executive Summary:

On February 18, 2021, the first draft of the Financial Plan will be presented. The proposed tax impacts to each area will be summarized for Board discussion and public input. Staff will prepare the budget in a fiscally responsible manner. Tax rates and impacts will be kept as low as possible, while balancing the inflationary pressure on costs (approximately 1.1% per BC CPI), any effects of the pandemic, carrying out initiatives in the Board's Strategic Plan, and setting aside sufficient reserves for asset replacement strategies.

There are proposed staffing increases, and newly identified capital and operating budget items itemized by service, in Appendix A of this report. The Provincial government has provided a \$1.107m COVID-19 Safe Restart Grant to offset some costs. Staff is not yet able to calculate overall budget impacts for each service, or by partner area at this time, as some key information is not available until year end.

## RECOMMENDATION:

**THAT** the Board receive the 2021-2025 Financial Plan Preliminary Items Report for information.

Respectfully Submitted:

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

Marilyn Rilkoff, CPA CMA  
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:*

Carol Teschner, CPA CMA, Manager of Financial Services  
Marilyn Rilkoff, Director of Financial Services

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**Implications of Recommendation:**

Strategic Plan:	The budget process is part of the means for the Board to carry out their strategic plan.
General:	This review provides guidance to staff to prepare the first draft of the budget.
Organizational:	The budget process provides the resources for the organization to carry out its obligations.
Financial:	The budget bylaw is the annual authorization for spending.
Legal/Statutory Authority:	<i>Local Government Act</i> , Part 11, Division 1, Section 374.

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**Background:**

RDCO staff has identified proposed new budget items. The detailed list in Appendix A was submitted by Department Directors, and is provided to the Board for background purposes in preparation for the February 18, 2021 budget meeting. The impacts of these items will be shown in a detailed budget presentation, and discussion and public input will take place at that time.

**Fiscal Responsibility:**

The Financial Plan preparation will include keeping tax rates and impacts as low as possible while balancing:

- Inflationary cost pressures,
- Carrying out the Board's Strategic Priorities,
- Setting aside sufficient reserves for asset replacement strategies, and
- Balancing any impacts of the COVID-19 Pandemic.

**General Impacts to consider:**

- Salaries: Collective Agreement increases of 2% annually.
- Utilities: estimate 3 – 5 % increase (\$60k)
- BC CPI 12 Month Average: 1.1% vs. 2.5% prior year
- No new services requiring requisitions being added in 2021

**Significant Items:**
**COVID-19 Safe Restart Grants for Local Governments:**

RDCO has received \$1.107m to be used for eligible costs for addressing revenue shortfalls, facility reopening and operating costs, emergency planning and response costs, bylaw enforcement and protective services, computer and other electronic technology to improve interconnectivity and virtual communications, services for vulnerable persons, and other related costs. Each municipality has also received funding directly.

Staff are gathering cost information and will be making recommendations to the Board for the allocation of these funds. The focus will likely be in the areas of improvements to online virtual access for the public, COVID safety, and open parks spaces as this seems to be where the costs are being incurred.

❖ **Operating Change Items over \$20k (See Appendix A):**

- Regional Parks \$41.6k – various line items, primarily planning.
- Solid Waste Management - \$55k for education and programs.
- Solid Waste Collection - \$40k for Transfer Station Service improvements.
- Killiney Beach Water - \$22.5k Repairs and maintenance for lake intake pump.
- North Westside Fire – Decrease \$35k due to legal fees.
- Westside Wastewater Treatment Plant - \$95k Biosolids cost reduction.
- Information Services - \$72k Microsoft Office Licencing (new fee structure, and a portion was previously capital).

❖ **Capital Budget:**

**Total Capital for 2021 is currently estimated at \$15.815m:**

<ul style="list-style-type: none"> <li>• <b>\$8.78m identified for 2021 in last year's 2020–2024 Financial Plan</b> Bylaw Amendment in September. While most are not mentioned in this report, they are anticipated to remain in the new draft plan for discussion in February. The Parks Services Details <u>have</u> been included for 2021, as the current bylaw did not include specific project details. <ul style="list-style-type: none"> <li>▪ General Fund \$2.88m</li> <li>▪ Water Fund \$277k</li> <li>▪ Sewer Fund \$5.6m</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b>\$3.835m estimated carryover of 2020 Projects</b> as noted in Appendix A (mainly \$2.23m for Regional Parks, \$125k for Westshore Water, \$993k for Wastewater Treatment Plant). <ul style="list-style-type: none"> <li>• 2020 Carry over items and 2021 Projects to be done in Q1 will be brought forward at the December 10<sup>th</sup> Board meeting as a separate report. It is RDCO practice to obtain approvals for 1<sup>st</sup> Quarter 2021 Capital and any extraordinary operating spending, prior to the March 29, 2021 budget approval.</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b>\$3.2m estimated additional new items</b> as noted in Appendix A (including \$200k for Transfer Stations, \$225k Falcon Ridge, \$420k Westshore Water, \$177k Regional Rescue Equipment, \$497k WWTP for Painting, New Roof &amp; HVAC Replacement.) <ul style="list-style-type: none"> <li>• Most new capital items listed in Appendix A are typical in nature and will be funded through reserves, grants, or Community Works Funds (CWF). By having prepared for these expenditures in advance in the past, through these reserve and capital transfers, the tax rate impact is evened out over several years. In most cases, the capital expenditures listed will not increase the tax rate.</li> </ul> </li> </ul>

**Significant Capital Item Changes for future years:**

Killiney Beach Water:

2022: \$420k moved from 2020 to 2022

2023: \$3.5m Distribution System Improvements moved from 2022.

Westshore Water:

2023: \$3.7m UV Disinfection system moved from 2022.

**Staffing:**

Budgeted FTE's (full time equivalents) in 2020 were 126.963. Over the next couple of months, staff will be examining the proposed staffing increase recommendations. Staffing would also be shifted internally, resulting in a net increase of 3.25 FTE's. Some of the areas broadly affected:

<b>Service Area:</b>	<b>Description</b>	<b>FTE's</b>
Engineering & Utilities	Hiring an Energy Specialist Engineer, approved Fortis Grant will cover \$100k for 2 years, 2020 included 0.5 FTE, therefor increase of 0.5 FTE	+0.50
Waste Management	Increase administrative support & 2 Students	+0.68
Fire & Protection Services	Increase administrative support	+0.40
Fleet Services	Increase 2 <sup>nd</sup> Mechanic from 0.6 FTE to 1.0 FTE	+0.40
Economic Development	Shifting portion of existing Director's time included in EDC's FTE count to other services that are being managed – Bylaw Enforcement & Dog Control. No change in Dog Control FTE total – adjusted Casual FTE's to offset.	-0.30
Corporate Services	Increase 0.40 FTE for Facility Custodian required by WorkSafe for COVID cleaning standard. Increase 0.50 FTE for a Records Management position. In 2022, this will increase to 1 FTE	+0.90
Information Services	Increase Director's time in the department	+0.24
Human Resources	Reorganization	+0.35
Various	Minor Adjustments – many cost centres	+0.08

**Board Items?**

Are there any other items the Board would like to include or discuss prior to the calculation of the budget?

**Regional Hospital District:**

- ❖ IHA regular capital budget requests typically total \$3 - \$5 million (IHA's letter is normally received in December/January).

**Budget Impacts:**

Budget impacts are not calculated at this time as information to perform detailed calculations and analysis is not yet available:

- ❖ The surplus or deficit for each service will affect the tax rate and amounts available for operating reserves. This information is not yet known until year end is complete.

- ❖ The calculations for tax rates by area are complex as it depends on the combination of services being provided in each area.
- ❖ Changes in annual assessed values are not known, and because growth and market factors vary in each area, some shifts of costs occur between areas for services.
- ❖ Reserve and Capital Transfer amounts are reassessed and updated each year by staff and affect tax rates. Recommendations are based on long term capital needs based on the revised longer term capital plans.

### **To Estimate Impact on Regional Tax Services:**

Because there are so many service areas and combinations of services, there is no one tax rate for an area. Some services are paid for via service agreements. The entire draft budget and impacts will be calculated between now and February 18, 2021.

To get an idea of the impact of an item for regional services only (where all members participate), the following increases in requisitions for a service would produce the following impacts based on 2019 assessments (Note: if the items are funded through reserves, there is no impact to the requisition unless the amount transferred to reserves increases in the operating budget):

- \$ 50,000 increase: .0008 / \$1000 of assessment or \$0.58 on \$734,500 home.
- \$100,000 increase: .0017 / \$1000 of assessment or \$1.25 on a \$734,500 home.
- \$500,000 increase: .0085 / \$1000 of assessment or \$6.24 on a \$734,500 home.

### **Conclusion:**

This background is being provided for information only. Full reporting will be completed through the budgeting process, beginning with the preliminary budget presentation February 18, 2021.

### **Alternative Recommendation:**

The Board may choose to instruct staff to delete or consider additional items in the preparation of the draft budget.

Attachment(s):

- Appendix A – Proposed Budget Items for RDCO 2021 – 2025 Financial Plan

## Appendix A - Proposed New Budget Items for RDCO 2021 – 2025 Financial Plan

Department	Cost Centre	Name	Description	FTE Change	Operating \$ Increase	Capital \$ Addition
Parks	121	Ellison Comm. Ctr.	<b>Operating:</b>			
			▪			
			<b>Capital:</b>			
			▪ 2020 Projects Carried Forward \$22.5k & 2021 New Capital Projects \$50.8k Total \$73.3k			
			❖ Replacement Entrance Sign for Community Centre – in progress (2020 Carry Forward – CWF Funded)			\$22.5k
			❖ Exterior Painting (Siding, Soffits, Cornices, Rear Handrails) (Proposed new CWF)			\$50.8k
	123	Joe Rich Comm. Ctr	<b>Operating:</b>			
			▪ Increased contract services per 2019-2021 RDCO – JRRATS Operating Agmt (2021 \$24k)		\$ .9k	
			<b>Capital:</b>			
			▪ 2020 Projects Carried Forward \$52.5k & 2021 New Capital Projects \$70k Total \$122.5			
			❖ Replacement Entrance Sign for Community Centre – in Progress - (2020 Carry Fwd – CWF Funded)			\$52.5k
			❖ Sign for Highway 33 & Goudie Road (JRRATS Financial Support Contribution – in Progress (2020 Carry Fwd)			
			❖ Exterior Painting (Siding, Soffits, Cornices, Handrails) - (Propsd new CWF)			\$70k
	142	Regional Parks	<b>Operating:</b>			
			<b>Operating increase estimate \$41.6k:</b>			
			▪ <b>Reduction of revenue</b> from sport field rentals at Reisweg Regional Park (anticipated 2021 COVID-19 related cancellations of organized soccer)		\$7.5k	
			▪ <b>Reduction of revenue</b> from fees associated with program delivery via the RDCO Parks Visitor Services team (anticipated 2021 COVID-19 related program modifications)		\$7.5k	
			▪ <b>Increase to support additions</b> of new regional park land & associated maintenance needs		\$16.8k	

## Appendix A - Proposed New Budget Items for RDCO 2021 – 2025 Financial Plan

Department	Cost Centre	Name	Description	FTE Change	Operating \$ Increase	Capital \$ Addition
			<ul style="list-style-type: none"> <li>▪ <b>Increase to support park building</b> repairs &amp; associated maintenance needs</li> </ul>		\$9.8k	
			<ul style="list-style-type: none"> <li>▪ <b>Reduction</b> in annual funding grant to Friends of Fintry</li> </ul>		\$-13.0k	
			<ul style="list-style-type: none"> <li>▪ <b>Increase</b> to support a new matching funding program grant for Friends of RDCO Regional Park NGO's</li> </ul>		\$13.0k	
			<ul style="list-style-type: none"> <li>▪ Proposed 2021 Regional Planning Projects totaling \$79.8k include:                             <ul style="list-style-type: none"> <li>❖ Goats Peak – Vessel Operating Restriction Regulation (VORR) for Swim Area \$1,000</li> <li>❖ External Consultant Support – Small Projects \$5,000</li> <li>❖ Official Regional Park Plan Update \$5,000</li> <li>❖ Regional Park use Metrics (Surveys/Counts) \$5,000</li> <li>❖ Kalamoir Regional Park Management Plan Update \$20,000</li> <li>❖ Kopje – Gibson House Heritage Plan \$5,000</li> <li>❖ AutoCAD Annual Subscription \$3,800</li> <li>❖ Rose Valley Regional Park Trail Plan \$20,000</li> <li>❖ Kopje Concept Plan \$15,000</li> </ul> </li> </ul>		\$79.8k	
			<b>Capital:</b>			
			<ul style="list-style-type: none"> <li>▪ 2020 Project Carried Forward (or Additional Funding) \$2,296,903 &amp; 2021 New Capital Projects \$2,177,045 <b>Total \$4,473,948</b></li> </ul>			
			<ul style="list-style-type: none"> <li>❖ Vehicle Replacement (Unit 29570) (2020 Carry Forward)</li> </ul>			\$86k
			<ul style="list-style-type: none"> <li>❖ Land Purchase Acquisition (2020 Carry Forward)</li> </ul>			\$1.089m
			<ul style="list-style-type: none"> <li>❖ Kopje Security Contractor Residence – Repurpose for Program Storage (2020 Carry Forward Q1)</li> </ul>			\$152.3k



## Appendix A - Proposed New Budget Items for RDCO 2021 – 2025 Financial Plan

Department	Cost Centre	Name	Description	FTE Change	Operating \$ Increase	Capital \$ Addition
			❖ Mission Creek Greenway Ph 3 Landslide Repairs (2020 Carry Forward Q1)			\$245.6k
			❖ Mission Creek – East Park Development (2020 Carry Forward Q1)			\$490.4k
			❖ Mission Creek Greenway - Phase 2 Boardwalk Maintenance (2020 Carry Forward Q1 cannot be complete until above emergency works are completed)			\$76.1k
			❖ Robert Lake Birding Viewing Platform (2020 Carry Forward)			\$40.6k
			❖ Goats Peak Habitat Restoration Project (2020 Carry Forward )			117k
			❖ Regional Parks Trails to Health			\$40.6k
			❖ Interpretation/Wayfinding Project (Various Parks)			\$30.5k
			❖ Garbage Can Upgrades to Bear Proof			\$10.2k
			❖ Entrance Gateway (Mission Creek, Johns Family, Hardy Falls, Rose Valley, Mill Creek, etc.)			\$91.3k
			❖ Park Bench Donation Program			\$5k
			❖ Trail Counters			\$10.2k
			❖ Replace Unit #29770 (Ford Tractor)			\$30k
			❖ Truck Accessories (Equipment boxes for Units 613,6067,614,612)			\$10.2k
			❖ Vehicle Replacement (unit 29608)			\$36k
			❖ Vehicle Replacement (unit 29610)			\$36k
			❖ Asset Management Software			\$35k
			❖ Antlers Beach Washroom Removal & Replacement			\$30.4k
			❖ Bertram Creek Security Contractors Residence Demolition & Site Remediation			\$35.5k
			❖ Bertram Creek Amphitheatre Major Maintenance			\$38.6k
			❖ Upper Glen Canyon Trail Project Phase 1			\$111.6k

## Appendix A - Proposed New Budget Items for RDCO 2021 – 2025 Financial Plan

Department	Cost Centre	Name	Description	FTE Change	Operating \$ Increase	Capital \$ Addition
			❖ Kalamoir Benedict Road Boardwalk Major Maintenance			\$76.1k
			❖ Kaloya Picnic Shelter Replacement			\$86.3k
			❖ Emergency Works (not DFA/EMBC eligible) Streambank Erosion Repairs upstream Cedars Bridge (new request Q1 Spend)			\$253.8k
			❖ Mission Creek – EECO Exterior & Walkway Major Maintenance			\$157.3k
			❖ Mission Creek – Turtle Pond Bridge Replacement			\$15.2k
			❖ Raymer Bay – Irrigation Improvements			\$5k
			❖ Scenic Canyon Cabin Disposal			\$35.5k
			❖ Traders Cove Park Washrooms/Irrigation			\$50.8k
			❖ Woodhaven Nature Conservancy – Detailed Design Phase 1			\$30.5k
			❖ Gellatly Nut Farm Heritage House Restoration (based on 2020 foundation assessment)			\$103.0k
			❖ Black Mountain / sntsk'il'ntən Regional Park - ICIP 3 YEAR Grant Project (\$325k 2020 CARRY OVER & \$487.5k. NEW IN 2021 – 75% Expenses Offset by ICIP Grant Revenue of \$610k)			\$812.5k
	143	Westside Parks	<b>Operating:</b>			
			▪			
			<b>Capital</b>			
			▪ 2020 Carried Forward \$79.9k & 2021 New Capital Projects \$46.5k <b>Total \$126.4k</b>			
			❖ Community Trail to Traders Cove Regional Park (2020 Carry Forward – CWF Funded)			\$30.4k
			❖ Fintry Access #2 Comfort Station (In-progress - 2020 Carry Forward – CWF Funded)			\$18.3k

## Appendix A - Proposed New Budget Items for RDCO 2021 – 2025 Financial Plan

Department	Cost Centre	Name	Description	FTE Change	Operating \$ Increase	Capital \$ Addition
			❖ Star Park Trail (2020 Carry Forward – CWF Funded)			\$31.2k
			❖ Killiney Beach Community Park Bank Protection Reinforcement (Proposed New CWF)			\$15.3k
			❖ Star Park Trail (Proposed New CWF)			\$31.2k
	144	Eastside Parks	<b>Operating:</b>			
			▪			
			<b>Capital:</b>			
			▪ 2020 Carry Forward Total \$21.6k New Capital Projects \$25.4k <b>Total \$47k</b>			
			❖ Post Fire Trail Rep. (Philpott Trail) \$30.5k (2020 Carry Forward to Q1, 2021)			21.6k
			❖ Three Forks Trail Improvements (Proposed New CWF)			25.4k

EDC and Bylaw Services	120	Economic Development Commission	<b>Operating:</b>			
			▪ Decreased portion of Director's FTE with EDC, spending more time managing the Dog Control Function (no change in 046 FTE's as casual FTE was decreased to offset Director's time.)	-0.30		

Engineering Services	004	Engineering	<b>Operating:</b>			
			▪ Addition of the Engineering Energy Specialist, Grant to offset \$100k from Fortis. This position was budgeted under 002 as .5 FTE in 2020, therefore overall increase to the RDCO .5 FTE for 2021 Funded by Fortis BC (year 1&2 up to 100% to \$100k, Year 3 & 4 80% up to \$80k New Position – 1.00 FTE Engineering Manager.	0.50		

## Appendix A - Proposed New Budget Items for RDCO 2021 – 2025 Financial Plan

Department	Cost Centre	Name	Description	FTE Change	Operating \$ Increase	Capital \$ Addition
	047	Mosquito Control	<b>Operating</b>			
			<ul style="list-style-type: none"> <li>Increased contract services with the expansion of the function into WFN &amp; CWK.</li> </ul>		\$3k	
	091	Effluent Disposal	<b>Capital:</b>			
			<ul style="list-style-type: none"> <li>Centrifuge Repair – 2021 budget increased from \$30k to \$50k</li> </ul>			\$20k
			<ul style="list-style-type: none"> <li>Addition of \$90k for Facility Study as per DLC</li> </ul>			\$90k
	199	Vehicle Operations	<b>Operating:</b>			
			<ul style="list-style-type: none"> <li>Increase the Mechanic to 1.0 FTE (0.4 FTE increase) due to growth of the fleet</li> </ul>	0.40		
			<b>Capital:</b>			
			<ul style="list-style-type: none"> <li>Replacement of Shop compressor</li> </ul>			\$13k
			<ul style="list-style-type: none"> <li>Mechanic truck Repl. - Q1 Carry Forward</li> </ul>			\$44.6k
	092	Westside Transfer Station	<b>Capital:</b>			
			<ul style="list-style-type: none"> <li>Paving 2022</li> </ul>			51k
			<ul style="list-style-type: none"> <li>Scale house replacement/repair – 2025</li> </ul>			78k
	093	Westside Landfill	<b>Operating:</b>			
			<ul style="list-style-type: none"> <li>Landfill closure monitoring continues.</li> <li>Administration is working to amended landfill closure plan to reflect:                             <ul style="list-style-type: none"> <li>date when the landfill ceased to operate (2010) vs (2018); &amp;</li> <li>Reduction in number of monitoring wells required.</li> </ul> </li> </ul>			
	094	Solid Waste Management	<b>Operating:</b>			
			<ul style="list-style-type: none"> <li>Included Asset Management for Collection Carts</li> </ul>	0.200		
			<ul style="list-style-type: none"> <li>Double up on students for 2021 to increase contamination reduction within recycling. (Cancellation of Repair Café &amp; Truck Sale in 2021 due to ongoing Pandemic will provide funds for students)</li> </ul>	0.480		

## Appendix A - Proposed New Budget Items for RDCO 2021 – 2025 Financial Plan

Department	Cost Centre	Name	Description	FTE Change	Operating \$ Increase	Capital \$ Addition
			<ul style="list-style-type: none"> <li>RDCO proposes to expand program, &amp; expects to increase the quantity of Composters, Greencones, &amp; Rainbarrels sold to public. COVID restrictions have increased distribution costs &amp; are reflected in the 2020 actuals, continuing into 2021.</li> </ul>		\$5k	
			<ul style="list-style-type: none"> <li>Support enhanced commercial education &amp; contamination reduction programming.</li> </ul>		\$50.0k	
	095	Solid Waste Collection	<b>Operating:</b>			
			<ul style="list-style-type: none"> <li>Improve Transfer Station Services &amp; expand operating hours to Saturdays (4 hours)</li> </ul>		40k	
			<b>Capital:</b>			
			<ul style="list-style-type: none"> <li>Increased cart purchases to ensure inventory is sufficient to maintain deliveries. Increased demand during pandemic &amp; aging cart assets.</li> </ul>			\$30k
			<ul style="list-style-type: none"> <li>Improve Transfer Station sites, to better align with feedback from users.</li> </ul>			\$200k
	301	Killiney Beach Water System	<b>Operating:</b>			
			<ul style="list-style-type: none"> <li>Equipment Repairs &amp; Maintenance increase Lake intake pump #2 rebuild &amp; clean lake intake</li> </ul>		\$22.5k	
			<b>Capital:</b>			
			<ul style="list-style-type: none"> <li>\$50k Community Water Treatment Study &amp; Preliminary Design Study 2021</li> </ul>			\$50k
			<ul style="list-style-type: none"> <li>\$3.5M Distribution System originally planned for 2022 (5 year plan) pushed to 2023 while undertaking study.</li> </ul>			\$3.5M
			<ul style="list-style-type: none"> <li>\$420k originally planned for 2020 (5 year plan) pushed to 2022 while undertaking study</li> </ul>			\$420k
	303	Falcon Ridge Water System	<b>Capital:</b>			
			<ul style="list-style-type: none"> <li>New Connections as part of Falcon Ridge expansion for properties joining the system scheduled for 2021. Budget Amendment Sept 2020 \$178k, + \$15.9 c/f from 2020 + \$31.1k</li> </ul>			\$225k

## Appendix A - Proposed New Budget Items for RDCO 2021 – 2025 Financial Plan

Department	Cost Centre	Name	Description	FTE Change	Operating \$ Increase	Capital \$ Addition
			<ul style="list-style-type: none"> <li>Performance Correction to operation of WTP. Cost shared with Engineering/Contractor/RDCO</li> </ul>			\$65k
			<ul style="list-style-type: none"> <li>Study/redesign River Training at Falcon Ridge intake – contingent on 100% Grant funding</li> </ul>			\$150k
	306	Trepanier Bench Water System	<b>Capital:</b>			
			<ul style="list-style-type: none"> <li>Pressure tanks (3) failing. 10 year life exceeded</li> </ul>			\$4.5k
	307	Westshore Water System	<b>Capital:</b>			
			<ul style="list-style-type: none"> <li>Community Water Treatment Study &amp; Preliminary Design Study for 2021</li> </ul>			\$53k
			<ul style="list-style-type: none"> <li>Distribution System \$125k C/F + \$75k for 2021</li> </ul>			\$200k
			<ul style="list-style-type: none"> <li>UV Disinfection System planned for 2022 now pushed to 2023 while undertaking study.</li> </ul>			\$3.7M
			<ul style="list-style-type: none"> <li>Intake Replacement. New intake at deeper location, subject to water quality study.</li> </ul>			\$420k
	019	Fire Prevention	<b>Operating:</b>			
			<ul style="list-style-type: none"> <li>Admin assistance – Shared between functions.</li> </ul>	0.10		
			<b>Capital:</b>			
			<ul style="list-style-type: none"> <li>Replacement of Fire Services truck (2022)</li> </ul>			\$16k
	021	Ellison Fire	<b>Operating:</b>			
			<ul style="list-style-type: none"> <li>Admin assistance – Shared between functions.</li> </ul>	0.025		
			<b>Capital:</b>			
			<ul style="list-style-type: none"> <li>Replacement of turn out gear, SCBA, Radios &amp; Pagers, as per replacement schedule.</li> </ul>			\$20k
			<ul style="list-style-type: none"> <li>Headset Replacement</li> </ul>			\$12k
			<ul style="list-style-type: none"> <li>Replacement of Fire Services truck (2022)</li> </ul>			\$16k
	022	Joe Rich Fire	<b>Operating:</b>			
			<ul style="list-style-type: none"> <li>Admin assistance – Shared between functions</li> </ul>	0.025		
			<ul style="list-style-type: none"> <li>Decrease in Fire Fighter wages</li> </ul>		\$-19k	

## Appendix A - Proposed New Budget Items for RDCO 2021 – 2025 Financial Plan

Department	Cost Centre	Name	Description	FTE Change	Operating \$ Increase	Capital \$ Addition
			<b>Capital:</b>			
			▪ Replacement of turn out gear, SCBA, Radios & Pagers, as per replacement schedule.			\$36k
			▪ Additional iPads/IPhones			\$7k
			▪ Firehall renovations			\$23k
			▪ Replacement of Fire Services truck (2022)			\$16k
	<b>023</b>	<b>NW Side Fire</b>	<b>Operating:</b>			
			▪ Admin assistance – Shared between functions	0.025		
			▪ Increase in training & education		\$10k	
			▪ Decrease in legal fees		-\$45k	
			<b>Capital:</b>			
			▪ Replacement of turn out gear, SCBA, Radios & Pagers, as per replacement schedule.			\$36k
			▪ Replacement of SCBA compressor & cylinders			\$90k
			▪ Firehall renovations			\$8k
			▪ Replacement of Fire Services truck (2022)			\$16k
	<b>024</b>	<b>Wilson Landing Fire</b>	<b>Operating:</b>			
			▪ Admin assistance – Shared between functions	0.025		
			<b>Capital:</b>			
			▪ Replacement of SCBA Compressor & Cylinders			\$90k
			▪ Firehall renovations			\$5k
			▪ Replacement of turn out gear, radios & pagers, as per replacement schedule			\$39k
			▪ Replacement of Fire Services truck (2022)			\$16k
	<b>030-190</b>	<b>Regional Rescue</b>	<b>Operating:</b>			
			▪ Admin assistance – Shared between functions	0.03		
			▪ Decrease in radio system maintenance)		\$-14k	
			▪ Increase in radio repeater site maintenance		\$14k	
			▪ Decrease in contract services		\$-25k	
	<b>030-191</b>	<b>Radio Dispatch</b>	<b>Operating:</b>			
			▪ Admin assistance – Shared between functions	0.10		



## Appendix A - Proposed New Budget Items for RDCO 2021 – 2025 Financial Plan

Department	Cost Centre	Name	Description	FTE Change	Operating \$ Increase	Capital \$ Addition
			<b>Capital:</b>			
	030-192	Emerg. Operations	<b>Operating:</b>			
			▪ Admin assistance – Shared between functions.	0.07		
			<b>Capital:</b>			
			▪ Equipment replacement & upgrades			\$177k
			▪ Computer equipment replacement			\$8k
			▪ EOC Upgrades			\$14k
			▪ Auto extraction equipment replacement			\$59k
			▪ Replacement of Fire Services Truck			\$16k

	401	Westside Sewer System & Treatment Plant	<b>Operating:</b>			
			Additional Biosolids disposal/treatment location have provided a reduction in cost. Budgeted expenses for biosolids management have increased by \$35k, while hauling expenses have decreased by \$130k, resulting in a net expense reduction of \$95k		-\$95k	
			<b>Capital:</b>			
			2021 New Capital Project \$ Estimate not yet available.			
			▪ Applied for \$220k Grant to offset cost of Blowers (Grant not yet approved)			
			▪ Blower replacement – reduced in scope from \$1M to \$300k Carry Forward			\$300k
			▪ Painting & New Roof WWTP			232k
			▪ TWAS Expansion – completion Q1 Carry Forward			\$500k
			▪ Security System – increased budget from \$10k to \$50k (Carry Forward \$10k)			\$50k
			▪ Vehicles ordered in 2020, should arrive Q1 2021 Carry Forward			\$183k
			▪ HVAC Replacement WWTP			\$265k

## Appendix A - Proposed New Budget Items for RDCO 2021 – 2025 Financial Plan

Department	Cost Centre	Name	Description	FTE Change	Operating \$ Increase	Capital \$ Addition
	001	Regional Board	<b>Capital:</b>			
			<ul style="list-style-type: none"> <li>Board approved funds in 2020 &amp; 2021 (\$36k each year) to replace website. Work is underway. New site expected to be complete in Q3 2021.</li> </ul>			\$72k
Corp Services	002	Corporate Services	<b>Operating:</b>			
			<ul style="list-style-type: none"> <li>Records Management Advisor – .50 FTE in 2020 &amp; increase by .5 to 1 FTE in 2021.</li> </ul>	.50		
			<ul style="list-style-type: none"> <li>Increase Facility P/T Custodian from .6 FTE to 1 FTE, required to meet WorkSafe COVID Cleaning Standards</li> </ul>	.40		
			<b>Capital:</b>			
			<ul style="list-style-type: none"> <li>Building Renovations Carry forward</li> </ul>			\$183k
	005	Human Resources	<b>Operating:</b>			
			<ul style="list-style-type: none"> <li>Reorganization of the HR Department resulted in increase personnel from 2.65FTE to 3.0 FTE</li> </ul>	.35		
	006	Info Services	<b>Operating:</b>			
			<ul style="list-style-type: none"> <li>Increase in time spent in department by Director</li> </ul>	.24		
			<ul style="list-style-type: none"> <li>Change in Microsoft licensing from \$50k to \$72k annually starting in 2021 as we transition to new fee structure. In 2021 will complete the move to Office 365 under new licensing which also gives access to Microsoft Teams. Teams is especially useful for digital collaboration &amp; virtual meetings required during the pandemic.</li> </ul>		\$72k	
			<b>Capital:</b>			
			<ul style="list-style-type: none"> <li>Capital of \$204k moved from 2023 to 2022. Server &amp; storage systems along with the Microsoft server &amp; VM Ware Licenses were renewed in 2018. Included warranty &amp; licensing through to 2022 (four years). Initially anticipated that this could be deferred to 2023 but if replacement is extended, we will be required to add one-year interim licensing &amp; warranty. Estimate for interim licensing is \$45k which makes it not feasible to wait the additional year.</li> </ul>			\$204.k