



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

Thursday, January 14, 2021  
Woodhaven Board Room  
1450 K.L.O. Road, Kelowna, BC

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**Pages**

**1. CALL TO ORDER**

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

In accordance with the most recent Provincial Health Officer Order regarding gatherings and events, the public is currently not permitted to attend Board meetings in-person.

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

Roll Call

**2. ADDITION OF LATE ITEMS**

**3. ADOPTION OF THE AGENDA**

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

Recommended Motion:

THAT the agenda be adopted.

**4. ADOPTION OF MINUTES**

**4.1. Regional Board Meeting Minutes - December 7, 2020**

1 - 7

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

Recommended Motion:

THAT the Regional Board meeting minutes of December 7, 2020 be adopted.

## 5. CORRESPONDENCE

### 5.1. Southern Interior Local Government Association (SILGA)

8 - 16

Call for Nominations/Call for Resolutions/Constitution Amendments

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

Recommended Motion:

**THAT** the correspondence from the Southern Interior Local Government Association regarding 2021 Call for Nominations, Call for Resolutions and Constitution Amendments be received for information.

## 6. CORPORATE SERVICES

### 6.1. North Westside Provincial Restructure Planning Grant Standing Committee Terms of Reference

17 - 20

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

Recommended Motion:

**THAT** the Regional Board endorse the Terms of Reference for the North Westside Provincial Restructure Planning Grant Standing Committee.

## 7. FINANCIAL SERVICES

### 7.1. RDCO 2020 - 2024 Financial Plan Amending Bylaw No 1472

21 - 30

*1st, 2nd and 3rd readings and Adoption*

*(All Directors - Weighted Vote - Majority - LGA 210/214-2/3rd)*

Recommended Motion:

**THAT** Regional District of Central Okanagan 2020 – 2024 Financial Plan Amendment Bylaw No. 1472, 2021 be given first, second and third readings and adopted.

### 7.2. BDO Audit Plan Report

31 - 51

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

Recommended Motion:

**THAT** the Board receives for information BDO's 2020 Planning Report dated December 7, 2020;

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

## 8. PARK SERVICES

### 8.1. RDCO Scenic Canyon Regional Parkland Exchange Bylaw No. 1473, 2021 52 - 58

#### *1st, 2nd and 3rd Readings*

*(All Directors - Stakeholder Weighted Vote - Majority - LGA 209)*

Recommended Motion:

**THAT** Regional District of Central Okanagan Scenic Canyon Parkland Exchange Bylaw No. 1473, 2021 be given first, second and third readings.

## 9. NEW BUSINESS

### 9.1. Alternative Approval Process for Scenic Canyon Parkland Exchange - Bylaw No. 1473, 2021 59 - 68

*(All Directors - Stakeholder Weighted Vote - Majority - LGA 209)*

Recommended Motion:

**THAT** the Regional Board authorizes staff to undertake an Alternative Approval Process in the entire Central Okanagan service area to determine the opinion of the electors with regard to Regional District of Central Okanagan Scenic Canyon Parkland Exchange Bylaw No. 1473, 2021;

**AND FURTHER THAT** the Regional Board approves the following with regard to Regional District of Central Okanagan Scenic Canyon Parkland Exchange Bylaw No. 1473, 2021:

1. That the deadline for receiving elector responses be 4:00 pm on March 1, 2021;
2. That the Elector Response Form be approved; and
3. That the estimated number of eligible voters to which the Alternative Approval Process applies be established at 205,983.

### 9.2. Rise and Report from the Governance and Services Committee - January 14, 2021

#### 9.2.1. 2021 - 2022 Electoral Area Communications Strategy

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

Recommended Motion:

**THAT** the Regional Board endorse the 2021-2022 Electoral Area Communications Strategy.

#### 9.2.2. Economic Development Commission's 2021 Priorities Plan

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

Recommended Motion:

THAT the Regional Board approve the Central Okanagan Economic Development Commission's 2021 Priorities Plan.

10. **BUSINESS ARISING**

10.1. **RDCO East Trunk Development Cost Charges Bylaw No. 1463, 2020 - Adoption**

69 - 77

*(Stakeholder Vote - Weighted, West Kelowna, Majority - LGA 209)*

Recommended Motion:

THAT RDCO East Trunk Development Cost Charges Bylaw No. 1463, 2020 be adopted.

11. **DIRECTOR ITEMS**

12. **ADJOURN IN CAMERA**

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

Recommended Motion:

THAT Pursuant to Section 90 (1)(k) of the Community Charter the Regional Board adjourn and convene to a closed to the public meeting - 'In Camera' session to discuss:

- negotiations and related discussions respecting the proposed provision of a service that are at their preliminary stages

and that, in the view of the Regional Board, could reasonably be expected to harm the interests of the Regional District if they were held in public.

**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 Monday, December 7, 2020**

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

Absent: L. Stack (City of Kelowna)

Staff: B. Reardon, Chief Administrative Officer  
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 7:00 p.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.*

**#189/20**

**BAKER/SIEBEN**

THAT the Board conduct Open Meetings without the public present in accordance with the requirements of the Order of the Provincial Health Officer regarding gatherings and events:

AND THAT the Board is ensuring openness, transparency, accessibility and accountability by broadcasting meetings online, making audio and/or video recordings available online following the meetings, receiving written or verbal correspondence on agenda items, regularly communicating to the public changes in how meetings are held, and posting draft agendas and minutes online;

AND FURTHER THAT the above-noted resolution be in effect until the Order of the Provincial Health Officer is rescinded or replaced to allow for in-person attendance at Board Meetings.

CARRIED Unanimously

*Public Hearings and Development Variance Permit applications that require public input will be deferred until the Provincial Health Officer's Order is rescinded.*

**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)*

**#190/20** BAKER/BARTYIK

THAT the agenda be adopted.

CARRIED Unanimously

**4. ADOPTION OF MINUTES**

4.1 Regional Board Meeting Minutes - November 23, 2020 *(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)*

**#191/20** BAKER/CARSON

THAT the Regional Board meeting minutes of November 23, 2020 be adopted.

CARRIED Unanimously

4.1. Public Hearing Minutes - November 23, 2020 *(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)*

**#192/20** HODGE/BAKER

THAT the Public Hearing minutes of November 23, 2020 be received.

CARRIED Unanimously

**5. DELEGATION**

- 5.1. Anna Warwick-Sears - OBWB Executive Director (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

Anna Warwick-Sears provided an update further to the previous delegation on October 8, 2020 on a possible review of the Okanagan Lake Regulation System. The goal is to lobby the Province to implement a review. OBWB will provide a draft letter to the Okanagan local governments and First Nation communities. Each jurisdictions is encouraged to add to their letter to the Province specific issues of concern in their area ie: drought levels, protection of fish habitat, spring flows, flood concerns, etc.

**#193/20 BARTYIK/BAKER**

THAT the November 30, 2020 letter from the Okanagan Basin Water Board regarding Okanagan Flooding and the Review of the Okanagan Lake Regulation System be received.

CARRIED Unanimously

**6. CORRESPONDENCE**

- 6.1. Letter - City of West Kelowna - Brent Road Service Area (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

City of West Kelowna letter of November 26, 2020 outlined Council's non-support for removal of the Brent Road properties from the West Kelowna facilities: Johnson Bentley Aquatic Center/Mount Boucherie Recreation Complex and the Senior Citizens Activity Center. In 2007, when West Kelowna incorporated these services were transferred over to the municipality to operate. Brent Road property owners are taxed for these services and some owners have requested that this be changed.

**#194/20 BAKER/MILSOM**

THAT the letter from the City of West Kelowna regarding the Brent Road Service area be received.

CARRIED Unanimously

**7. FINANCIAL SERVICES**

- 4.1. Pre-Approval of Q1 Projects For Carryovers from 2020 and Urgent new 2021 Requests (*All Directors - Weighted Vote - Simple Majority - LGA 210*)

Staff report dated December 2, 2020 outlined the spending commitments requested for the first quarter of 2021 ahead of consideration of the 2021 Financial Plan.

**#195/20**      SIEBEN/FORTIN

THAT the Regional Board approve the Projects listed in the November 30th Q1 2021 Project Spending Report under Category 2 for commitment/expenditure in Q1 2021, ahead of the 2021 Financial Plan approval;

AND THAT the Regional Board approves the Projects listed under Categories 4 and 5 for commitment/expenditure, ahead of the 2021 Financial Plan approval in Q1 2021, subject to budget amendment approvals;

AND FURTHER THAT the Regional Board receives for information the report on projects listed in Categories 1 and 3.

CARRIED Unanimously

- 4.2.      RDCO 2020-2024 Financial Plan Amendment Bylaw No. 1470, **1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Readings and Adoption** (*All Directors - Weighted Vote - 2/3 Majority - LGA 210 & 214*)

**#196/20**      BAKER/SIEBEN

THAT Regional District of Central Okanagan 2020 – 2024 Financial Plan Amendment Bylaw No. 1470, 2020 be given first, second and third readings and adopted.

CARRIED Unanimously

**#197/20**      BARTYIK/BAKER

THAT the Regional Board approves the use of \$20,000 of Gas Tax – Community Works Funds to complete the proposed Central Okanagan East Projects as reflected in the RDCO 2020-2024 Financial Plan Amendment Bylaw No. 1470, 2020.

CARRIED Unanimously

**5.      ENGINEERING SERVICES**

- 5.1.      RDCO Falcon Ridge Water Service Area Establishment Amendment Bylaw No. 1471, 2020, **1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Readings and Adoption** (*All Directors - Unweighted Corporate Vote - 2/3 Majority - LGA 208 & 214*)

Staff report dated November 30, 2020 provided an update for expansion of the Falcon Ridge Water Service Area. Staff outlined the properties to be included in the water system.

**#198/20**      BARTYIK/BAKER

THAT the Regional District of Central Okanagan Falcon Ridge Water Service Area Establishment Amendment Bylaw No. 1471, 2020 be given first, second and third readings and adopted.

CARRIED Unanimously

**6.      NEW BUSINESS**

- 6.1.      Green Vehicle and Equipment Policy (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

Staff report dated November 30, 2020 outlined a draft 'green vehicle' fleet policy for consideration. Discussion ensued on the need for an action plan to review the various alternate fuel sources.

**#199/20**      SIEBEN/BAKER

THAT the Regional Board approve the RDCO Green Vehicle and Equipment Policy.

CARRIED Unanimously

- 6.2.      Community Resiliency Investment Program - FireSmart Community Funding Grant (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

Staff report dated November 30, 2020 outlined a grant funding opportunity from UBCM-Community Resiliency Investment Program in support of reducing the risk of wildfires and enhancement of interface mitigation specifically in the Joe Rich Fire Department service area.

**#200/20**      BARTYIK/CARSON

THAT the Regional Board supports submitting a \$49,242.60 grant application under the Union of BC Municipalities – Community Resiliency Investment Program for Volunteer & Composite Fire Departments FireSmart planning.

CARRIED Unanimously

- 6.3.      Approval to Attend 2021 Conferences-Seminars (*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1*)

**#201/20**      **BAKER/SIEBEN**

THAT the Regional Board approve Director Bartyik and Director Carson's attendance at the 2021 Electoral Area Directors' Forum, LGLA Leadership Forum, SILGA, FCM and UBCM conferences should they wish to attend, including registration and travel expenses as per Board policy.

CARRIED Unanimously

6.4.      2021 Board Committee Appointments *(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208.1)*

It was noted that no appointment is required for the BC Rural Center. It is understood that Callie Simpson has been appointed by the NWCA to the committee North Westside Provincial Restructure Planning Grant Committee.

**#202/20**      **BAKER/HODGE**

THAT the 2021 Committee appointments be approved.

CARRIED Unanimously

**7.      DIRECTOR ITEMS**

No board items requiring consideration.

**8.      ADJOURN IN CAMERA**

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

**#203/20**      **BARTYIK/HODGE**

THAT Pursuant to Section 90 (1)(c)(e)(k) of the Community Charter the Regional Board adjourn and convene to a closed to the public meeting - 'In Camera' session to discuss:

- employee relations
- the disposition of land
- negotiations and related discussions respecting the proposed provision of a service that are at their preliminary stages

and that, in the view of the Regional Board, could reasonably be expected to harm the interests of the Regional District if they were held in public.

CARRIED Unanimously

There being no further business the meeting was adjourned at 8:35 p.m.

**CERTIFIED TO BE TRUE AND CORRECT**

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G. Given (Chair)

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Brian Reardon (Chief Administrative Officer)

# *SILGA* *Southern Interior Local Government Association*

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December 15, 2020

**To: All SILGA Members**

**Re: SILGA Convention – Call for Nominations 2021**

As per the Constitution of the Southern Interior Local Government Association (amended 2017), the “Call for Nominations” is now going out to all member Mayors, Councillors, Regional Chairs and Directors who wish to seek a position on the SILGA Executive for the 2021/22 term. Elections will be held virtually prior to the SILGA Convention in late April. Dates TBD.

Offices to be filled are President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President and seven Directors. One member of the SILGA board must be an Electoral Area Director of a member Regional District. Those presently serving may run for another term if they so wish.

Excerpt from the SILGA constitution regarding new voting procedures:

7.10 The election of Officers to the Executive shall be held at the Annual General Meeting on a first ballot and that of the Directors at Large subsequently on a second ballot. Any candidate that is unsuccessful in obtaining an Officer position on the first ballot may become a candidate for a Director at Large position on the second ballot.

7.11 If, in the election of the Officers to the Executive on the first ballot, an Electoral Area Director of a regional district is elected, the Director at Large positions will then be filled by the candidates with the most votes.

7.12 If, in the election of the Officers to the Executive on the first ballot, an Electoral Area Director of a regional district is not elected, then in the election of the Directors at Large, the candidate - of those candidates that are Electoral Area Directors of a regional district - with the most votes will be elected as a Director at Large and the balance of the Director at Large positions will be filled by the remaining candidates with the most votes. If only one Electoral

Area Director of a regional district candidate runs for a Director at Large position, that candidate will be acclaimed.

Deadline for nominations is Friday, February 28, 2021. You will be asked to complete a biography and submit a photo for the printing of the official Nominating Committee Report to be contained in the Convention Package.

Please note there will be no nominations accepted “from the floor”.

The SILGA nomination committee is chaired by Past President Shelley Sim, District of Clearwater.

All those interested in serving are asked to contact Councillor Sim by email at [shelleysim@telus.net](mailto:shelleysim@telus.net) or the SILGA office at 250-851-6653. All information should be forwarded to both Councillor Sim and the SILGA office ([yoursilga@gmail.com](mailto:yoursilga@gmail.com)).

Alison Slater  
SILGA

December 12, 2020

To: All SILGA Members

**Call for Resolutions for 2021 Convention**

The SILGA Annual General Meeting and Convention is scheduled to be held virtually sometime between April 27<sup>th</sup> and April 30<sup>th</sup>, 2021. The SILGA Constitution requires that resolutions to be considered at the Annual Meeting are to be received by the Secretary-Treasurer no later than 60 days prior to this meeting. Friday February 26<sup>th</sup>, 2021 will be the deadline for receipt of resolutions.

If your local government wishes to submit a resolution for consideration at the 2021 SILGA Convention, please forward by email your resolution to [yoursilga@gmail.com](mailto:yoursilga@gmail.com). Any background information on the resolution would be helpful. Each resolution should be endorsed by the sponsoring Member's Municipal Council or Regional Board. The resolution should be relative to regional issues and should not pertain to a finite local interest.

**If you do not receive a confirmation email regarding your resolution, please contact the SILGA office at 250 851 6653.**

For information on how to properly write a resolution please refer to the UBCM website below.

<http://www.ubcm.ca/EN/main/resolutions/resolutions/resolutions-procedures.html>

or go to the resolutions page on the SILGA website at

<http://www.silga.ca/convention/resolutions/>

Resolutions not received by February 26<sup>th</sup>, 2021 will be considered late resolutions and must go through the following procedures to be considered at the AGM.

**Late Resolutions**

- (1) Resolutions submitted following the expiry of the regular deadline noted in section 10.4 shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution shall be provided to SILGA by noon on the Friday preceding the date of the Annual General Meeting. The resolutions committee will meet on the Tuesday preceding the Annual General Meeting to provide recommendations as to whether the late resolution(s) should be brought to the Members for inclusion in the resolution debate. All late resolutions must be adopted by a Special

Resolution of the Member Representatives in attendance at the Annual General Meeting to be included in the discussion.

- (2) Late resolutions will be reviewed by the Resolutions Committee prior to the Meeting and only those of a subject matter which could not have been submitted by the normal deadline date outlined in section 10.4 will be considered.
- (3) Late Resolutions shall be available for discussion after resolutions printed in the resolutions book have been considered.
- (4) Late Resolutions admitted for plenary discussion shall be dealt with in the order presented in the Late Resolutions report.
- (5) In the event that a late resolution is recommended to be admitted for discussion, the sponsoring member of the late resolution shall produce sufficient copies for distribution to the Members at the Annual General Meeting.
- (6) The Late Resolution will, after reading, be properly before the meeting, and the regular procedures for handling resolutions will apply.

Alison Slater  
SILGA

# *SILGA* *Southern Interior Local Government Association*

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December 15, 2020

The SILGA Constitution needed updating and at the December 4<sup>th</sup> SILGA Executive meeting the SILGA board passed the following constitutional amendment resolutions. These resolutions will be debated during the resolutions session at the 2021 SILGA AGM and need to be given to its members 60 days prior to the AGM.

The current constitution can be found on the SILGA website at <https://www.silga.ca/aboutus/constitution/>. If any member requires clarification on a resolution, please contact the SILGA office at 250-851-6653.

## **(1) TITLE: SILGA Constitution –Section 2 – Purposes**

### **SPONSOR: SILGA**

**WHEREAS** SILGA's scope of purpose has broadened to achieve the associations' goals of "Connect – Educate – Advocate";

**THEREFORE BE IT RESOLVED** that the SILGA Constitution Section 2.34.2 be amended as follows:

- 2.3** to support and advance to the Union of British Columbia Municipalities (UBCM) on behalf of the membership proposed changes in legislation, regulations or Government policy;

#### **Amended to read:**

to support and advance to the Union of British Columbia Municipalities (UBCM) and/or Provincial Ministries on behalf of the membership proposed changes in legislation, regulations or Government policy;

- 2.4** to coordinate communications between Members and the other Local Government Associations;

#### **Amended to read:**

to coordinate communications between Members, other Local Government Associations and various governmental organizations;

**(2) TITLE: SILGA Constitution –Section 4 Amendment - Officers**

**SPONSOR: SILGA**

**WHEREAS** SILGA staff is paid as an Independent Contractor with the job title of General Manager;

**THEREFORE BE IT RESOLVED** that the SILGA Constitution Section 4.2 be amended as follows:

- 4.2 The Secretary-Treasurer will be the Executive Director of SILGA, to be employed and paid a salary in an amount and on employment terms and conditions authorized by unanimous decision of the Directors.

**Amended to read:**

The Secretary-Treasurer will be the General Manager of SILGA, to be paid a contracted fee in the amount and on the terms and conditions authorized by the majority of the Directors.

**(3) TITLE: SILGA Constitution –Section 8 Amendment – Meeting of the Members**

**SPONSOR: SILGA**

**WHEREAS** if under Public Health Orders the SILGA convention is unable to be held in person;

**THEREFORE BE IT RESOLVED** that the SILGA Constitution Section 8.2 be amended as follows:

- 8.2 One general meeting shall be held every year in the month of April or May which shall be known as the Annual General Meeting.

**Amended to read:**

- 8.2 One general meeting shall be held every year in the month of April or May which shall be known as the Annual General Meeting. If a virtual Annual General Meeting is deemed necessary by the SILGA board, the SILGA board or staff will choose a third party virtual meeting platform as well as a third party electronic voting platform to allow confidential online voting for all aspects of the Annual General Meeting. Member Representatives will be provided in advance with detailed instructions on how to access the virtual platform and the voting procedures.

**(4) TITLE: SILGA Constitution –Section 10 amendments – Submission of AGM resolutions**

**SPONSOR: SILGA**

**WHEREAS** the SILGA bylaws need to be updated to reflect more clearly the current procedures for submitting and vetting resolutions by member local governments.

**THEREFORE BE IT RESOLVED** that the SILGA Constitution Section 10 be amended as follows:

- 10.2 The President shall appoint a Resolutions Committee of three Members of the Executive at least sixty (60) days prior to the Annual General Meeting.

**Amended to read:**

- 10.2 The President shall appoint a Resolutions Committee of three or more Members of the Executive at least sixty (60) days prior to the Annual General Meeting.

**10.4 Resolutions Submitted Prior to the Annual Meeting**

- (1) Each resolution shall be prepared on a separate sheet of 8½" by 11" paper under the name of the sponsoring Member local government and shall bear a short descriptive title;

**Amended to read:**

Each resolution shall be prepared on the sponsoring Member local government's letterhead and shall bear a short descriptive title;

**10.6 Resolutions Submitted Prior to the Annual Meeting**

The Executive will have resolutions printed and circulated to Member Representatives in the Annual Meeting Member Representatives' packets.

**Amended to read:**

The Executive will have the resolutions available on the SILGA website as well as circulated to Member Representatives via email.

**(5) TITLE: SILGA Constitution Fee Amendment – Appendix A**

**SPONSOR: SILGA**

**WHEREAS** SILGA's membership fees do not have a provision for inflation;

**THEREFORE BE IT RESOLVED** that SILGA request an amendment to the SILGA Bylaws to reflect the following fee structure for each member:

2021 and beyond                      \$300 plus \$0.075 per capita\* with a 2% CPI annual increase

\*based on most recently available Statistics Canada census information



# Regional Board Report

**TO:** Regional Board

**FROM:** Brian Reardon  
Chief Administrative Officer

**DATE:** January 6, 2021

**SUBJECT:** North Westside Provincial Restructure Planning Grant Standing Committee

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

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**Purpose:** To provide a draft Terms of Reference for endorsement by the Regional Board for the North Westside Provincial Restructure Planning Grant Standing Committee

## **Executive Summary:**

Chair Given, as per section 218.2 of the *Local Government Act*, established a Standing Committee, the North Westside Provincial Restructure Planning Grant Committee in December 2020.

The objective of the Committee is to provide input and recommendations in support of a Regional District of Central Okanagan Provincial Restructure Planning Grant Application for the North Westside.

A draft Terms of Reference (TOR) is attached for consideration and endorsement by the Board. The TOR includes the Scope of Work for the Committee, its membership (Vice-Chair Milsom will Chair the Committee), its term, staff support and various meeting procedural requirements as per standard RDCO committee structures. The Committee Chair will report to the Regional Board on behalf of the Committee.

## **RECOMMENDATION:**

**THAT** the Regional Board endorse the Terms of Reference for the North Westside Provincial Restructure Planning Grant Standing Committee.

Respectfully Submitted:

A handwritten signature in black ink that reads "Brian Reardon".

Brian Reardon  
Chief Administrative Officer

Prepared by: M. Drouin, Manager-Corporate Services

Attachment: Draft TOR



## North Westside Provincial Restructure Planning Grant Committee

### TERMS OF REFERENCE

#### INTRODUCTION

In support of a request from the North Westside Communities Association for a governance review, the Chair of the Regional District of Central Okanagan ("RDCO") has established a standing committee named the "*North Westside Provincial Restructure Planning Grant Committee*" ("Committee").

#### OBJECTIVE

The objective of the Committee is to provide input and recommendations in support of a Regional District of Central Okanagan Provincial Restructure Planning Grant.

#### SCOPE OF WORK

To achieve this objective, the Committee will undertake the following activities:

- Liaise with the Ministry of Municipal Affairs to determine what requirements must be met in making an application for a Provincial Restructure Planning Grant;
- Inform and make recommendations to the Regional Board pertaining to this objective.

#### MEMBERSHIP

Membership on this Committee shall include:

- Four (4) representatives from the Regional Board:
  - Vice Chair Milsom,
  - Director Carson,
  - Director Bartyik, AND
  - Chair Given as ex-Aficio
- One (1) representative from the North Westside Communities Association:
  - Ms. Callie Simpson
- Staff Liaison:
  - Brian Reardon, CAO
  - Marilyn Rilkoff, Deputy CAO

#### CHAIR

The Chair of the Committee shall be Vice Chair Milsom.

## **APPOINTMENT AND TERM**

In the event of a vacancy occurring during the course of work of the Committee, the vacancy may be filled for the remainder of the term by the Board Chair or an appointee made by the Chair.

The Committee will cease to exist when the Regional Board receives a final recommendation and deems their work to be completed.

## **MEETING PROCEDURES**

The Chair shall call meetings of the Committee as required.

Unless otherwise authorized by Division 3 of Part 4 of the *Community Charter* or Regional District of Central Okanagan Board Procedure Bylaw No. 1278, 2010 all meetings will be held in open session and in a location accessible to the public.

Unless otherwise authorized by the Committee, the public shall only address the Committee when they are a scheduled delegation on the Committee meeting agenda.

A majority of the Committee shall represent a quorum.

The order of business is to be as set out in an agenda package to be provided to the committee members in advance of the meeting date. A copy of the agenda shall be forwarded to the Committee at least three (3) complete working days prior to the meeting date.

Minutes of the meetings will be prepared by staff and then signed by the Committee Chair. Originals of the minutes will be forwarded to the Corporate Services Department for safekeeping.

Committee members have a responsibility to make decisions based on the best interests of the Regional District-at-large.

## **CONFLICT OF INTEREST**

Committee members must abide by the conflict of interest provisions of the *Community Charter*.

Members who have a direct or indirect pecuniary interest in a matter under discussion are not permitted to participate in the discussion of the matter or to vote on a question in respect of the matter.

They must declare their conflict and state the general nature of their conflict, and then leave the meeting or that part of the meeting where the matter is under discussion. The member's declaration must be recorded in the minutes, and the Committee member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect of the matter.

## **COMMUNICATIONS**

The Chair of the Committee shall be the spokesperson for all matters referred to, and resolutions made by the Committee.

## **VOTING**

All members of the Committee, including the Chair, vote on every question unless they have declared a conflict and left the meeting. The Board Chair, as ex-Aficio does not have a vote.

Members who do not indicate how they vote, or have left the meeting without declaring a conflict, are counted as having voted for the question.

If the votes are equal for and against, the question is defeated.

## **REPORTING TO THE REGIONAL BOARD**

Recommendations of the Committee must be adopted by Committee motion prior to presentation to the Regional Board.

The Committee Chair will report to the Regional Board on behalf of the Committee.

The Corporate Services Department will ensure Committee agendas and minutes are prepared and forwarded as required.

## **BUDGET**

The routine operations and any special project initiatives of the Committee will be funded by allocations within the Board budget.

## **STAFF SUPPORT**

The Corporate Services Department will provide staff support for the Committee. Typical support functions include the following:

- organizing and preparing the Agenda, in conjunction with the Committee Chair;
- distributing the Agenda Package to the Committee members a minimum of three (3) days prior to the meeting and posting a public notice;
- taking and preparing draft Minutes;
- ensuring the final Minutes are filed as a public record;
- managing the files of the Committee, as necessary;
- maintaining a list of outstanding issues for Committee action;
- in conjunction with the Chair, drafting committee reports to the Regional Board;
- providing financial information as necessary; and
- providing the position of Regional District staff on issues discussed by the Committee.

Approved by the Board Chair: January XX, 2021

Endorsed by the Board: \_\_\_\_\_



# Regional Board Report

**TO:** Regional Board

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

**DATE:** January 6, 2021

**SUBJECT:** RDCO 2020 – 2024 Financial Plan Amendment Bylaw No. 1472, 2021

**Voting Entitlement:** *All Directors – Weighted Vote – Majority – LGA 210/214 (2/3<sup>rd</sup> Majority)*

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**Purpose:** To amend the RDCO 2020 – 2024 Financial Plan Bylaw No. 1449, 2020 (copies of the current budget pages are attached to the report).

## Executive Summary:

A proposed amendment has been made to:

- **001 – Regional District Board & Communications** to move website costs of \$36,050 for each year in 2020 and 2021 from Capital to Operating. Upon staff review, the optimal solution to meet and enhance service needs for the public further prioritized by the pandemic, is a hosted solution which does not qualify as a capital expenditure. The expenditure would qualify for use of the COVID Restart Grant if the Board approves.

## RECOMMENDATION:

**THAT** Regional District of Central Okanagan 2020 – 2024 Financial Plan Amendment Bylaw No. 1472, 2021 be given first, second and third readings and adopted.

Respectfully Submitted:

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

Marilyn Rilkoff  
Director of Financial Services

Approved for Board's Consideration

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

Brian Reardon, CAO

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### Implications of Recommendation:

Strategic Plan:	Contribute to Sustainable Communities through: <ul style="list-style-type: none"> <li>• Financial Sustainability through Assets and Service Provision</li> <li>• Nurturing Responsible Growth and Development</li> </ul> Protect and Promote our Environment
Financial:	Budget amendments as noted in bylaw amendment
Legal/Statutory Authority:	Regional District of Central Okanagan 2020 – 2024 Financial Plan Bylaw 1449, 2020 Regional District of Central Okanagan 2020 – 2024 Financial Plan Amending Bylaw 1460, 2020 Regional District of Central Okanagan 2020 – 2024 Financial Plan Amending Bylaw 1461, 2020 Regional District of Central Okanagan 2020 – 2024 Financial Plan Amending Bylaw 1470, 2020

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### Background:

The following amendment to the 2020-2024 Financial Plan are proposed for the Years 2020 and 2021:

- **001 – Regional District Board & Communications** to move website costs of \$36,050 for each year from Capital to Operating. Upon staff review, the optimal solution to meet and enhance service needs for the public further prioritized by the pandemic, is a hosted solution which does not qualify as a capital expenditure. The expenditure would qualify for use of the COVID Restart Grant if the Board approves.

### Financial Considerations:

Budget amendments as noted above.

### Alternative Recommendation:

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

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

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

### Attachment(s):

- RDCO 2020-2024 Financial Plan Amendment Bylaw No. 1472
- Current Budget Bylaw Pages

## REGIONAL DISTRICT OF CENTRAL OKANAGAN

### BYLAW NO. 1472

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A bylaw to amend the Regional District of Central Okanagan 2020-2024 Financial Plan

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WHEREAS the Regional District of Central Okanagan adopted the “Regional District of Central Okanagan 2020-2024 Financial Plan Bylaw 1449, 2020” on March 23, 2020:

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

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

1. Replace pages 1 to 4 to reflect revised totals as a result of budget changes.
2. Page 70 “001 – Regional District Board & Communications” is deleted in its entirety and replaced with the attached page 70 “001 – Regional District Board & Communications Amended January 2021” to reflect changes in the 2020 General Operating and Capital Fund Budgets.
3. This bylaw may be cited as the Regional District of Central Okanagan 2020-2024 Financial Plan Amending Bylaw No. 1472.

READ A FIRST TIME THIS	14 <sup>th</sup>	DAY OF	January	2021
READ A SECOND TIME THIS	14 <sup>th</sup>	DAY OF	January	2021
READ A THIRD TIME THIS	14 <sup>th</sup>	DAY OF	January	2021
ADOPTED THIS	14 <sup>th</sup>	DAY OF	January	2021

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CHAIRPERSON

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DIRECTOR OF CORPORATE SERVICES

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1472 cited as the “Regional District of Central Okanagan 2020-2024 Financial Plan Amending Bylaw No.1472” as adopted by the Regional Board on the 14<sup>th</sup> day of January, 2021.

Dated at Kelowna this  
14<sup>th</sup> day of January 2021

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DIRECTOR OF CORPORATE SERVICES

**REGIONAL DISTRICT OF CENTRAL OKANAGAN**  
**2020 BUDGET AND FINANCIAL PLAN 2020 - 2024**  
**Funds Summary**

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
<b>GENERAL REVENUE FUND:</b>					
Revenues	\$ (49,725,138)	(46,921,671)	(47,018,619)	(47,230,369)	(47,627,618)
Expenditures	\$ 49,725,138	46,921,672	47,018,619	47,230,369	47,627,618
(Surplus)/Deficit	\$ 0	0	0	0	(0)
<b>GENERAL CAPITAL FUND:</b>					
Revenues	\$ (6,583,382)	(2,886,368)	(3,836,148)	(3,913,499)	(2,726,882)
Expenditures	\$ 6,583,382	2,886,368	3,836,148	3,913,499	2,726,882
(Surplus)/Deficit	\$ 0	0	0	0	0
<b>WATER REVENUE FUND</b>					
Revenues	\$ (1,829,411)	(1,861,053)	(1,725,376)	(1,979,059)	(1,993,068)
Expenditures	\$ 1,829,411	1,861,052	1,725,376	1,979,058	1,993,067
(Surplus)/Deficit	\$ (0)	(0)	0	(1)	(1)
<b>WATER CAPITAL FUND</b>					
Revenues	\$ (1,213,054)	(323,690)	(7,305,660)	(95,660)	(95,660)
Expenditures	\$ 1,213,054	323,690	7,305,660	95,660	95,660
(Surplus)/Deficit	\$ 0	0	0	0	0
<b>SEWER REVENUE FUND</b>					
Revenues	\$ (5,110,828)	(5,240,933)	(5,484,911)	(5,571,020)	(5,738,631)
Expenditures	\$ 5,110,828	5,240,933	5,484,911	5,571,020	5,738,631
(Surplus)/Deficit	\$ (0)	0	0	0	0
<b>SEWER CAPITAL FUND</b>					
Revenues	\$ (4,946,907)	(5,621,510)	(369,900)	(827,010)	(4,069,510)
Expenditures	\$ 4,946,907	5,621,510	369,900	827,010	4,069,510
(Surplus)/Deficit	\$ 0	0	0	0	0

**REGIONAL DISTRICT OF CENTRAL OKANAGAN**  
**2020 BUDGET AND FINANCIAL PLAN 2020 - 2024**  
**GENERAL REVENUE FUND**

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
<b>REVENUE SUMMARY</b>					
Conditional Transfers - Provincial					
Electoral Area CO West Requisitions	\$ (2,071,780)	(2,202,714)	(2,281,364)	(2,343,122)	(2,405,542)
Electoral Area CO East Requisitions	(2,043,840)	(2,144,181)	(2,244,671)	(2,331,226)	(2,253,870)
Parcel Taxes	(287,128)	(293,179)	(316,003)	(339,568)	(345,917)
Conditional Transfers - Kelowna					
Requisition	(12,749,092)	(13,291,201)	(13,809,823)	(14,095,871)	(14,428,675)
Parcel Taxes	(292,855)	(292,855)	(292,855)	(292,855)	(292,855)
MFA Debt	(10,914,661)	(9,708,752)	(9,684,881)	(9,468,270)	(9,465,968)
Conditional Transfers - Peachland					
Requisition	(537,042)	(561,302)	(584,215)	(596,483)	(610,711)
Parcel Taxes	(795)	(795)	(795)	(795)	(795)
MFA Debt	(343,307)	(343,307)	(343,307)	(298,258)	(159,054)
Conditional Transfers - Lake Country					
Requisition	(1,390,483)	(1,452,918)	(1,513,316)	(1,545,167)	(1,582,088)
Parcel Taxes	(91,311)	(91,311)	(91,311)	(91,311)	(91,311)
MFA Debt	(1,299,676)	(1,148,676)	(1,029,320)	(936,758)	(797,085)
Conditional Transfers - West Kelowna					
Requisition	(3,020,330)	(3,150,887)	(3,279,670)	(3,347,574)	(3,426,742)
Parcel Taxes	(10,339)	(10,339)	(10,339)	(10,339)	(10,339)
MFA Debt	(1,471,367)	(1,268,822)	(1,136,971)	(1,040,254)	(958,943)
Other Revenues	(11,016,575)	(10,960,432)	(10,399,779)	(10,492,518)	(10,797,723)
Prior Year Surplus	(2,184,557)	0	0	0	0
<b>TOTAL REVENUES</b>	<b>(49,725,138)</b>	<b>(46,921,670)</b>	<b>(47,018,619)</b>	<b>(47,230,369)</b>	<b>(47,627,617)</b>

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
<b>EXPENDITURE SUMMARY</b>					
General Government Services					
001-- Regional District Board	\$ 760,564	761,298	739,053	753,135	767,497
002 -- Administration	1,685,341	1,866,948	1,890,166	1,947,969	2,006,429
003 -- Finance	1,475,841	1,331,712	1,357,686	1,384,180	1,411,204
004 -- Engineering	380,049	387,490	395,080	402,821	410,718
005 -- Human Resources	345,767	340,442	347,251	354,196	361,280
006 -- Information Systems	1,103,650	1,147,196	1,167,000	1,189,160	1,207,803
007 -- Electoral Areas Only	63,090	57,412	108,000	60,068	61,410
008 -- Westside Regional Office	26,393	26,921	27,459	28,008	28,569
009 -- Electoral Area Ellison / Joe Rich	26,997	27,537	28,088	28,649	29,222
011 -- Regional Grants In Aid	27,171	0	0	0	0
012 -- Elect. Area Westside Grants in Aid	7,100	7,100	7,100	7,100	7,100
013 -- Elect. Area Ellison / Joe Rich Grants in Aid	4,000	3,000	3,000	3,000	3,000
Total General Government	5,905,963	5,957,055	6,069,882	6,158,287	6,294,231
Protective Services					
017 -- Upper Ellison Fire Protection Boundary Ext	\$ 9,917	0	0	0	0
019 -- Electoral Area Fire Prevention	74,334	75,681	77,054	78,455	79,884
020 -- Lakeshore Road Fire Protection	23,571	23,328	23,795	24,271	24,756
021 -- Ellison Fire Department	540,819	533,735	556,810	580,046	593,447
022 -- Joe Rich Fire Department	456,380	473,108	489,970	506,970	524,109
023 -- North Westside Road Fire / Rescue	570,446	546,509	565,839	585,336	605,003
024 -- Wilson's Landing Fire Department	282,433	297,222	312,106	327,088	342,170
027 -- Ridgeview Fire	12,128	12,048	12,048	12,048	12,048
028 -- June Springs Fire Protection	14,707	15,001	15,301	15,607	15,919
029 -- Brent Road Fire Protection	30,468	31,013	31,570	32,137	32,716
030 -- Regional Rescue Service	2,593,976	2,351,174	2,399,957	2,450,617	2,496,169
031 -- 911 Emergency Telephone Service	1,305,815	1,206,431	1,257,070	1,321,415	1,377,606
040 -- Crime Stoppers	278,742	284,317	290,003	295,803	301,719

Protective Services Cont'd.

041 -- Victims / Witness Assistance	478,873	480,357	489,777	500,389	510,195
042 -- Regional Crime Prevention	394,018	393,577	401,286	409,150	417,171
043 -- Business Licenses	39,331	33,564	33,890	34,219	34,551
044 -- Building Inspection	577,416	431,947	440,585	449,397	458,385
046 -- Dog Control	1,514,845	1,526,602	1,553,894	1,596,732	1,610,126
047 -- Mosquito Control	196,781	200,717	204,731	208,826	213,002
118 -- Starling Control	20,264	20,264	20,264	20,264	20,264
049 -- Prohibited Animal Control	1,094	1,116	1,138	1,161	1,184
Total Protective Services	9,416,358	8,937,710	9,177,090	9,449,931	9,670,425

Transportation Services

050 -- Transportation Demand Management	\$ 415,902	14,280	14,566	14,857	15,154
051 -- Lakeshore Road Improvements	4,514	4,487	4,487	4,487	4,487
058 -- Scotty Heights Street Lights	16,868	16,307	16,633	16,966	17,305
085 -- Ellison Transit	26,950	27,489	28,039	28,600	29,172
Total Transportation Services	464,234	62,563	63,724	64,909	66,117

Environmental Health Services

091 -- Effluent Disposal	\$ 539,310	520,712	530,824	541,142	551,666
092 -- SWM: Westside Waste Disposal & Recycling	1,141,003	1,162,603	1,184,635	1,207,108	1,230,030
093 -- SWM: Westside Sanitary Landfill / Waste Disposal & Recycling Centre	74,275	59,000	53,000	53,500	54,000
094 -- SWM: Solid Waste Management	1,705,041	1,731,002	1,357,482	1,384,492	1,412,042
095 -- SWM: Solid Waste Collection	580,181	591,485	603,014	614,775	626,770
101 -- Okanagan Basin Water Board	2,158,147	2,201,310	2,245,336	2,290,243	2,336,048
102 -- Air Quality Monitoring	183,220	186,884	190,622	194,435	198,323
105 -- Noise Abatement	8,513	8,683	8,857	9,034	9,215
106 -- Untidy Premises	13,910	13,601	13,873	14,150	14,433
Total Environmental Health	6,403,600	6,475,280	6,187,643	6,308,878	6,432,527

Environmental Development Services

110 -- Regional Planning	\$ 918,770	356,789	358,615	363,537	368,558
111 -- Electoral Area Planning	463,211	447,475	456,425	465,553	474,864
115 -- Noxious Insect Control	17,983	18,343	18,710	19,584	19,965
116 -- Weed Control	145,196	138,930	141,609	144,341	147,128
117 -- Sterile Insect Release Program	1,448,002	1,448,002	1,448,002	1,448,002	1,448,002
120 -- Economic Development Commission	1,076,169	1,060,072	1,078,334	1,096,961	1,115,960
Total Environmental Development	4,069,331	3,469,611	3,501,694	3,537,977	3,574,477

Recreational and Cultural Services

121 -- Ellison Community Heritage Hall	\$ 147,578	149,257	150,969	152,715	154,497
123 -- Joe Rich Community Hall	55,349	57,124	60,487	60,794	62,617
124 -- Westside Municipal Recreation	36,326	37,053	37,794	38,549	39,320
125 -- Johnson Bentley Aquatic Centre	13,561	13,832	14,109	14,391	14,679
126 -- Killiney Community Hall	23,310	23,353	23,397	23,442	23,488
131 -- Winfield Recreation Centre	55,000	55,000	55,000	55,000	55,000
142 -- Regional Parks	8,180,717	8,274,427	8,528,902	8,655,377	8,879,222
143 -- Westside Community Parks	217,980	224,972	228,240	231,041	233,898
144 -- Eastside Community Parks	107,111	108,807	112,649	116,357	120,139
171 -- Okanagan Regional Library	318,091	324,453	330,942	337,561	344,312
188 -- OK Regional Library Borrowing - Admin Bldg	281,618	281,618	281,618	281,618	281,618
Total Recreational and Cultural	9,436,641	9,549,895	9,824,106	9,966,846	10,208,790

Municipal Finance Authority Debt

189 -- Member Municipalities	\$ 14,029,011	12,469,557	12,194,479	11,743,540	11,381,050
Total M.F.A. Debt	14,029,011	12,469,557	12,194,479	11,743,540	11,381,050

<b>TOTAL EXPENDITURES</b>	<b>49,725,138</b>	<b>46,921,672</b>	<b>47,018,618</b>	<b>47,230,368</b>	<b>47,627,618</b>
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**REGIONAL DISTRICT OF CENTRAL OKANAGAN**  
**2020 BUDGET AND FINANCIAL PLAN 2020 - 2024**  
**GENERAL CAPITAL FUND**

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>
<b>REVENUE</b>					
Transfer from Equipment Reserves	\$ (1,029,197)	(322,981)	(530,458)	(524,341)	(127,369)
Tsfr from CWF Cap Fac Reserve	(681,982)	(196,825)	(122,465)	(194,710)	(99,930)
Transfer from Cap. Facility Reserve Fund	(3,122,965)	(1,912,078)	(2,915,063)	(2,939,123)	(2,062,301)
Grant / Fundraising / Donation	(458,781)	(382,484)	(169,161)	(183,325)	(365,282)
Internal Transfer / Sale of Asset	(6,000)	(7,000)	(34,000)	(7,000)	(7,000)
Transfer from Park Land Reserve	(1,213,257)	0	0	0	0
Transfer from General Revenue Fund	(71,200)	(65,000)	(65,000)	(65,000)	(65,000)
<b>TOTAL REVENUE</b>	<u>(6,583,382)</u>	<u>(2,886,368)</u>	<u>(3,836,147)</u>	<u>(3,913,499)</u>	<u>(2,726,882)</u>

<b>EXPENDITURES</b>					
001 -- Board	\$ 2,500	27,810	0	0	0
002 -- Administration	290,460	196,000	288,700	180,250	185,400
003 -- Finance	95,810	17,510	17,510	17,510	17,510
004 -- Engineering	12,875	49,260	10,300	5,150	5,150
005 -- Human Resources	2,500	0	0	0	0
006 -- Information Systems	136,096	94,096	74,096	311,056	74,096
007 -- Electoral Areas Only	0	82,400	0	85,000	0
019 -- Electoral Area Fire Prevention	3,090	0	0	0	0
021 -- Ellison Fire Department	183,178	54,096	338,973	553,284	35,866
022 -- Joe Rich Vol. Fire Dept & Hall	165,124	49,569	638,703	77,442	73,292
023 -- North Westside Vol Fire/ Rescue Dept	110,788	30,342	85,746	156,262	526,787
024 -- Wilson's Landing Fire	117,420	41,438	31,812	37,241	77,818
030 -- Regional Rescue Service	482,324	58,071	251,843	81,880	1,918
031 -- 911	19,190	19,190	19,190	19,190	19,190
041 -- Victims Services	3,700	0	0	0	0
042 -- Crime Prevention	2,500	0	0	0	0
044 - Building Inspections & General Bylaw Enf	4,000	0	0	0	0
046 -- Dog Control	40,960	20,600	133,625	24,720	26,780
091 -- Effluent/Water Disposal	0	50,000	0	0	0
092 -- SWM: Westside Waste Disposal & Recyclin	12,800	5,150	5,150	5,150	5,150
094 -- SWM: Waste Reduction Program	5,820	0	0	0	0
095 -- SWM: Solid Waste Collection (EA's)	25,476	113,026	12,601	12,601	12,601
110 -- Regional Planning	6,953	0	0	0	0
111 -- Electoral Area Planning	6,953	0	0	0	0
116 -- Noxious Weed Control Enforcement	0	0	0	37,740	0
120 -- Economic Development Commission	5,075	5,075	5,075	5,075	5,075
121 -- Ellison Heritage School Community Ctr	200,225	35,525	106,575	35,525	126,875
123 -- Joe Rich Community Hall	204,617	12,180	2,538	20,300	5,075
142 -- Regional Parks	4,026,461	1,855,380	1,706,535	2,106,023	1,507,999
143 -- Westside Community Parks	286,750	30,900	15,225	20,300	20,300
144 -- Eastside Community Parks	22,210	25,750	50,750	121,800	0
199 -- Vehicle Operations	107,527	13,000	41,200	0	0
<b>TOTAL EXPENDITURES</b>	<u>6,583,382</u>	<u>2,886,368</u>	<u>3,836,147</u>	<u>3,913,499</u>	<u>2,726,882</u>

**REGIONAL DISTRICT OF CENTRAL OKANAGAN  
2020 - 2024 Five Year Program Budget Projections**

**Program: 001 -- Regional District Board & Communications**

Department: Board

**Amended January 2021**

**General Revenue Fund Budgets**

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
<b>Revenue:</b>					
Tax Requisition - Kelowna	(525,601)	(567,443)	(579,267)	(590,351)	(601,656)
Tax Requisition - Peachland	(19,008)	(20,522)	(20,949)	(21,350)	(21,759)
Tax Requisition - Lake Country	(50,013)	(53,995)	(55,120)	(56,174)	(57,250)
Tax Requisition - West Kelowna	(112,717)	(121,690)	(124,225)	(126,602)	(129,027)
Tax Req - EA Cent Ok. West	(13,673)	(14,761)	(15,069)	(15,357)	(15,651)
Tax Req - EA Cent Ok East	(12,583)	(13,584)	(13,867)	(14,133)	(14,403)
Previous Year's Surplus/Deficit	(7,573) a	(0)	(0)	(0)	(0)
Transfer from Operating Reserve	(50,000) e	0	0	0	0
Administration OH	66,653	70,233	69,444	70,832	72,249
COVID BC Restart Grant	(36,050) h	(39,536) h	0	0	0
<b>Total Revenue</b>	<b>(760,564)</b>	<b>(761,298)</b>	<b>(739,053)</b>	<b>(753,135)</b>	<b>(767,497)</b>
<b>Expenses:</b>					
Operations	725,564 b,h	726,298 h	704,053 c	718,135 c	732,497 c
Transfer to Cap. Fac. Reserve	35,000 c	35,000 c	35,000 c	35,000 c	35,000 c
Trsfr to Feasibility Study Reserve	0 d	0	0	0	0
<b>Total Expenses</b>	<b>760,564</b>	<b>761,298</b>	<b>739,053</b>	<b>753,135</b>	<b>767,497</b>
<b>(Surplus) / Deficit</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>
<b>FTE's</b>	<b>0.6000</b>	<b>0.6000</b>	<b>0.6000</b>	<b>0.6000</b>	<b>0.6000</b>
<b>Tax Levy:</b>					
<b>Tax Requisition</b>	<b>(733,595)</b>	<b>(791,995)</b>	<b>(808,497)</b>	<b>(823,967)</b>	<b>(839,746)</b>
<b>Residential Tax Rate</b>	<b>0.0103</b>	<b>0.0110</b>	<b>0.0111</b>	<b>0.0112</b>	<b>0.0113</b>
<b>(per \$1000 of assessment)</b>					

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
<b>Revenue</b>					
Transfer From Equip. Reserves	(570)	0	0	0	0
Transfer From Cap. Fac. Reserve	(1,930) h	(27,810) c,h	0	0	0
<b>Total Revenue</b>	<b>(2,500)</b>	<b>(27,810)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenses</b>					
Equipment	2,500	27,810 g	0	0	0
Web Refresh/Software	0 f,h	0 f,h	0	0	0
<b>Total Expenses</b>	<b>2,500</b>	<b>27,810</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>(Surplus) / Deficit</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Equip. Reserve Balance at Y/E</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Cap. Fac. Reserve Balance at Y/E</b>	<b>(74,991) c,f,h</b>	<b>(82,931) f,h</b>	<b>(118,760) h</b>	<b>(154,948) h</b>	<b>(191,497) h</b>
<b>Operating Reserve Balance at Y/E</b>	<b>(2,729) e</b>	<b>(2,756)</b>	<b>(2,784)</b>	<b>(2,812)</b>	<b>(2,840)</b>

**Notes**

- a. Surplus resulting from lower than expected costs for contract services (strategic planning and communication audit), legal, communications, contingencies, and advertising. Payroll higher than anticipated due to revised distribution of wages.
- b. Increases: Payroll \$14k, Advertising \$32k (citizen's survey), Insurance \$1k, Communications \$8k, Software & Licenses \$3k. Decreases: Contingencies \$10k, Contract Services \$15k.
- c. Increase in reserve transfers required to fund additional capital in 2021. Transfer levels to be reviewed again in 2021 budget process.
- d. Regional Feasibility Study Reserve at \$100k, no further contributions required at this time.
- e. Use Operating Reserve to reduce tax impact for increases for operating and reduction in surplus.
- f. Note: Web-site refresh commitment will need to be made in 2020 for both years (2020 & 2021).
- g. E-scribe webcasting.
- h. January 2021 Amendment: Website - Switching to hosted solution. This is now operating, not capital. Use COVID grant. Moving to providing better customer service online due to COVID.

2021-01-14 RDCO 2020-2024 Financial Plan Bylaw  
Amendment No. 1472, 2020 Report Attachment.

Original Bylaw Pages From Financial Plan Bylaw No.  
1449, and Amending Bylaws 1460, 1461, & 1470 for  
Reference Purposes.

**REGIONAL DISTRICT OF CENTRAL OKANAGAN  
2020 - 2024 Five Year Program Budget Projections**

**Program: 001 -- Regional District Board & Communications**

Department: Board

**CURRET BUDGET**

**General Revenue Fund Budgets**

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
<b>Revenue:</b>					
Tax Requisition - Kelowna	(525,601)	(567,443)	(579,267)	(590,351)	(601,656)
Tax Requisition - Peachland	(19,008)	(20,522)	(20,949)	(21,350)	(21,759)
Tax Requisition - Lake Country	(50,013)	(53,995)	(55,120)	(56,174)	(57,250)
Tax Requisition - West Kelowna	(112,717)	(121,690)	(124,225)	(126,602)	(129,027)
Tax Req - EA Cent Ok. West	(13,673)	(14,761)	(15,069)	(15,357)	(15,651)
Tax Req - EA Cent Ok East	(12,583)	(13,584)	(13,867)	(14,133)	(14,403)
Previous Year's Surplus/Deficit	(7,573) a	(0)	0	0	(0)
Transfer from Operating Reserve	(50,000) e	0	0	0	0
Administration OH	66,653	66,747	69,444	70,832	72,249
<b>Total Revenue</b>	<b>(724,514)</b>	<b>(725,248)</b>	<b>(739,053)</b>	<b>(753,134)</b>	<b>(767,497)</b>
<b>Expenses:</b>					
Operations	689,514 b	690,248	704,053	718,134	732,497
Transfer to Cap. Fac. Reserve	35,000 c	35,000 c	35,000 c	35,000 c	35,000 c
Trsfr to Feasibility Study Reserve	0 d	0	0	0	0
<b>Total Expenses</b>	<b>724,514</b>	<b>725,248</b>	<b>739,053</b>	<b>753,134</b>	<b>767,497</b>
<b>(Surplus) / Deficit</b>	<b>(0)</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>(0)</b>
FTE's	0.6000	0.6000	0.6000	0.6000	0.6000
<b>Tax Levy:</b>					
<b>Tax Requisition</b>	<b>(733,595)</b>	<b>(791,995)</b>	<b>(808,497)</b>	<b>(823,967)</b>	<b>(839,746)</b>
<b>Residential Tax Rate</b>	<b>0.0103</b>	<b>0.0110</b>	<b>0.0111</b>	<b>0.0112</b>	<b>0.0113</b>
<b>(per \$1000 of assessment)</b>					

	2020 Budget	2021 Projected Budget	2022 Projected Budget	2023 Projected Budget	2024 Projected Budget
<b>Revenue</b>					
Transfer From Equip. Reserves	(570)	0	0	0	0
Transfer From Cap. Fac. Reserve	(37,980)	(63,860) c	0	0	0
<b>Total Revenue</b>	<b>(38,550)</b>	<b>(63,860)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenses</b>					
Equipment	2,500	27,810 g	0	0	0
Web Refresh/Software	36,050 f	36,050 f	0	0	0
<b>Total Expenses</b>	<b>38,550</b>	<b>63,860</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>(Surplus) / Deficit</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Equip. Reserve Balance at Y/E	0	0	0	0	0
Cap. Fac. Reserve Balance at Y/E	(38,941) c,f	(10,470) f	(45,575)	(81,031)	(116,841)
Operating Reserve Balance at Y/E	(2,729) e	(2,756)	(2,784)	(2,812)	(2,840)

**Notes**

- Surplus resulting from lower than expected costs for contract services (strategic planning and communication audit), legal, communications, contingencies, and advertising. Payroll higher than anticipated due to revised distribution of wages.
- Increases: Payroll \$14k, Advertising \$32k (citizen's survey), Insurance \$1k, Communications \$8k, Software & Licenses \$3k.  
Decreases: Contingencies \$10k, Contract Services \$15k.
- Increase in reserve transfers required to fund additional capital in 2021.
- Regional Feasibility Study Reserve at \$100k, no further contributions required at this time.
- Use Operating Reserve to reduce tax impact for increases for operating and reduction in surplus.
- Note: Web-site refresh commitment will need to be made in 2020 for both years (2020 & 2021).
- E-scribe webcasting.



# Regional Board Report

**TO:** Regional Board

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

**DATE:** December 15, 2020

**SUBJECT:** BDO 2020 Audit Planning Report for RDCO

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

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**Purpose:** The RDCO's auditors, BDO Canada LLP, have provided the attached Planning Report to the Board for the 2020 Fiscal Year Audit. This is for information purposes and to ensure the Board is provided with an opportunity to provide further direction or address any questions they may have.

## Executive Summary:

The audit process for the Regional District occurs annually, and BDO communicates their process with the Board and ensures they provide an opportunity for input or direction. BDO will not be making any presentation at this meeting; however, if the Board wishes to discuss any further direction or concerns, staff will arrange for the auditors to attend a future In Camera Board meeting to receive that confidential direction or review any concerns.

## RECOMMENDATION:

**THAT** the Board receives for information BDO's 2020 Planning Report dated December 7, 2020;

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

Respectfully Submitted:

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

Marilyn Rilkoff  
Director of Financial Services

Approved for Board's Consideration

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

Brian Reardon, CAO

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**Implications of Recommendation:**

Financial:	It is a requirement to have audited Financial Statements. It is also an annual third party external review of financial and internal controls of the corporation.
Legal/Statutory Authority:	Audited Financial Statements are a legislated requirement under the Local Government Act. Under Section 814.1 a Board Meeting must be held by June 30 <sup>th</sup> to present the Audited Financial Statements and detailed Statements of Financial Information (SOFI). The Province of BC requires the audited Financial Statements to be adopted and submitted by May 15 <sup>th</sup> .

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**Background:**

An annual external financial audit is done every year to meet legislative requirements.

BDO communicates their process with the Board and ensures they provide an opportunity for confidential input or direction. In the past, the report was more detailed and specific as to the methods BDO uses, and was presented In Camera due to proprietary information as to BDO's methods. The Board indicated that their preference would be to move this to a regular Board Meeting. The report has been made more general in nature. BDO will not be making any presentation at the meeting, however, if the Board wishes to discuss any further direction or concerns, staff will arrange for the auditors to attend a future In Camera Board Meeting to receive that direction or review any concerns.

**Financial Considerations:**

Audited Financial Statements and the SOFI Reporting are required public reporting.

**Alternative Recommendation:**

**THAT** the Board receive for information BDO's 2020 Planning report dated December 7, 2020;

**AND FURTHER THAT** the Board requests that BDO attend a future In Camera meeting to discuss the audit details.

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

- Strategic Plan
- General
- Organizational
- Policy
- Organizational Issues

**Attachment(s):**

- BDO's Planning Report to the Board of Directors dated December 7, 2020



# REGIONAL DISTRICT OF THE CENTRAL OKANAGAN

## AUDIT PLANNING REPORT TO THE BOARD OF DIRECTORS

December 7, 2020

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## EXECUTIVE SUMMARY



### Your BDO Audit Team

Markus Schrott, BBA, CPA, CA will be the lead on the engagement team, supported by experts as deemed necessary. Please refer to page 4 for contact information should you have any questions or concerns regarding the financial statement audit.



### Timeline

See the [Audit Timeline](#) section of the report for the detailed milestones.



### Significant Audit Risks

Our audit is focused on risks specific to your business and key accounts. Specifically, we have identified the following areas on which to focus:

- ▶ Management override of internal controls (mandatory audit consideration)

### Engagement Objectives



Our overall responsibility is to form and express an opinion on the financial statements. The performance of this audit does not relieve management or those charged with governance of their responsibilities.

## YOUR DEDICATED BDO AUDIT TEAM

In order to ensure effective communication between the Board of Directors and BDO Canada LLP, the contact details of the engagement team are outlined below. We attempt to provide continuity of service to our clients to the greatest extent possible in accordance with mandated partner rotation rules. When rotation is required for key members of the engagement team, we will discuss this matter with the Board of Directors and determine the appropriate new individual(s) to be assigned to the engagement based on particular experience, expertise and engagement needs.

NAME	ROLE	PHONE NUMBER	EMAIL
Markus Schrott, BBA, CPA, CA	Engagement Partner	250 545 2136 Ext 1882	mschrott@bdo.ca
Brennen Giroux, CPA, CA	Senior Manager	250 763 6700 Ext 8179	bgiroux@bdo.ca
Sarah Clough, BBA	Senior Staff Accountant	250 763 6700 Ext 1878	sclough@bdo.ca
Alexx Kennedy, BBA	Intermediate Staff Accountant	250 763 6700 Ext 8184	alkennedy@bdo.ca

## AUDIT TIMELINE

The following schedule outlines the anticipated timing of the audit of the financial statements of the Regional District.

As part of the year end Board of Directors meeting, we will provide the Board of Directors with a copy of our draft audit opinion, discuss our findings, including significant estimates utilized by management, accounting policies, financial statement disclosures, and significant transactions completed during the year. We will also report any significant internal control deficiencies identified during our audit and reconfirm our independence.



## SIGNIFICANT AUDIT RISKS AND PLANNED RESPONSES

Based on our knowledge of the Regional District's business, our past experience, and knowledge gained from management and the Board of Directors, we have identified the following significant risks; those risks of material misstatement that, in our judgment, require special audit consideration.

Significant risks arise mainly because of the complexity of the accounting rules, the extent of estimation and judgment involved in the valuation of these financial statement areas, and the existence of new accounting pronouncements that affect them. We request your input on the following significant risks and whether there are any other areas of concern that the Board of Directors has identified.

AREAS OF FOCUS	RISKS NOTED	AUDIT APPROACH
<b>Management Override of Internal Controls</b>  <i>(Mandatory audit consideration)</i>	Per CAS 240.32, irrespective of our assessment of the risk of management override of controls, audit procedures must be performed to address the risk.	Review of transactions recorded in various ledgers for unusual or non-recurring adjustments not addressed by other audit procedures.

## MATERIALITY



Misstatements, including omitted financial statement disclosures, are considered to be material if they, individually or in aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances and include an assessment of both quantitative and qualitative factors and can be affected by the size or nature of a misstatement, or a combination of both.

Our materiality calculation is based on the Regional District's preliminary results. In the event that actual results vary significantly from those used to calculate preliminary materiality, we will communicate these changes to the Board of Directors as part of our year end communication.

We will communicate all corrected and uncorrected misstatements identified during our audit to the Board of Directors, other than those which we determine to be "clearly trivial". Misstatements are considered to be clearly trivial for purposes of the audit when they are inconsequential both individually and in aggregate.

We encourage management to correct any misstatements identified throughout the audit process.

## APPENDICES

Appendix A: BDO audit strategy

Appendix B: Communication requirements

Appendix C: Independence letter

Appendix D: Responsibilities

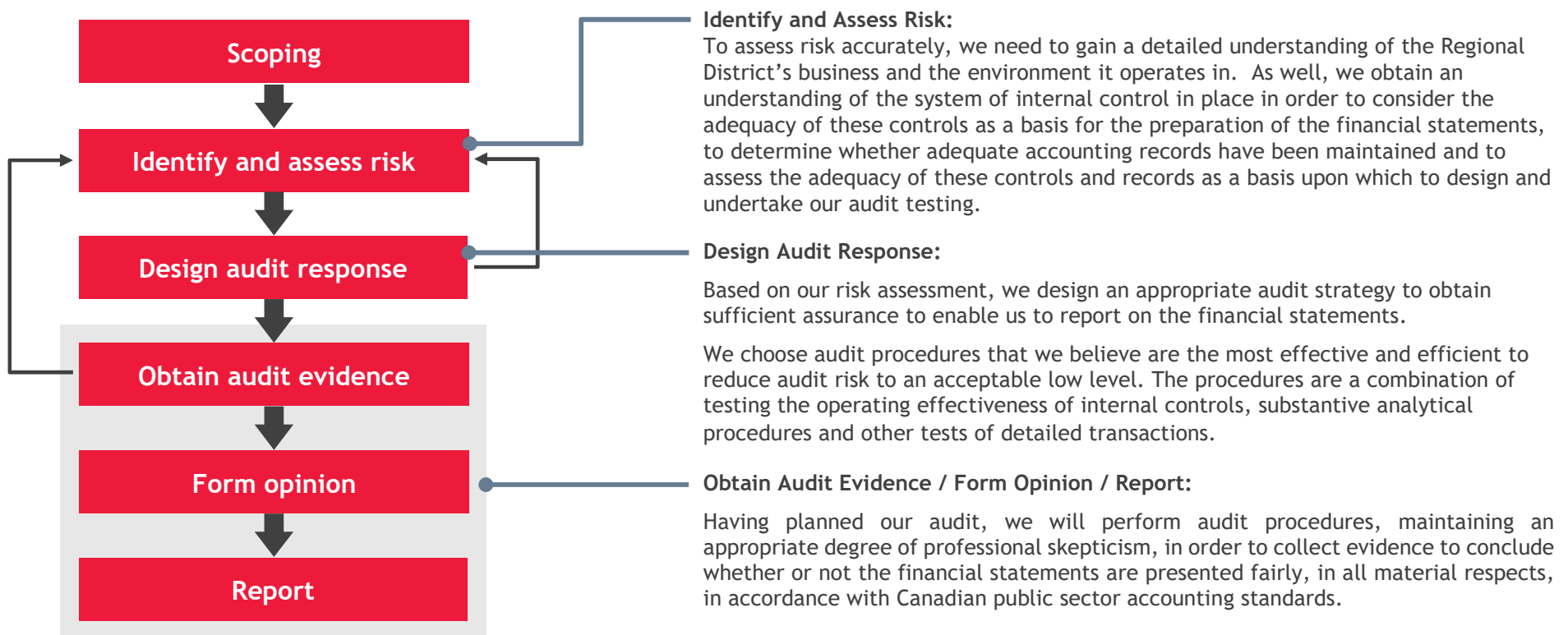
Appendix E: BDO resources

Appendix F: Changes in Accounting Standards with Potential to Affect the Regional District of the Central Okanagan

## APPENDIX A: BDO AUDIT STRATEGY

Our overall audit strategy involves extensive partner and manager involvement in all aspects of the planning and execution of the audit and is based on our overall understanding of the Regional District.

We will perform a risk-based audit which allows us to focus our audit effort on higher risk areas and other areas of concern for management and the Board of Directors.



## APPENDIX B: COMMUNICATION REQUIREMENTS

Required Communication	Audit Planning Presentation	Audit Results Presentation	Communication Completed
1. Our responsibilities under Canadian GAAS	✓		Y
2. Our audit strategy and audit scope	✓		Y
3. Fraud risk factors	✓		Y
4. Going concern matters		✓	N
5. Significant estimates or judgments		✓	N
6. Audit adjustments		✓	N
7. Unadjusted misstatements		✓	N
8. Omitted disclosures		✓	N
9. Disagreements with Management		✓	N
10. Consultations with other accountants or experts		✓	N
11. Major issues discussed with management in regards to auditor retention		✓	N
12. Significant difficulties encountered during the audit		✓	N
13. Significant deficiencies in internal control		✓	N
14. Material written communication between BDO and Management		✓	N
15. Any relationships which may affect our independence	✓		Y
16. Any illegal acts identified during the audit		✓	N
17. Any fraud or possible fraudulent acts identified during the audit		✓	N
18. Significant transactions with related parties not consistent with ordinary business		✓	N
19. Non-compliance with laws or regulations identified during the audit		✓	N
20. Limitations of scope over our audit, if any		✓	N
21. Written representations made by Management		✓	N
22. Any modifications to our opinion, if required		✓	N

## APPENDIX C: INDEPENDENCE LETTER

December 7, 2020

Members of the Board of Directors  
Regional District of the Central Okanagan

Dear Board of Directors:

We have been engaged to audit the financial statements of Regional District of the Central Okanagan (the “Regional District”) for the year ended December 31, 2020.

Canadian generally accepted auditing standards (GAAS) require that we communicate at least annually with you regarding all relationships between the Regional District and our Firm that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, we have considered the applicable legislation and relevant rules and related interpretations prescribed by the appropriate provincial institute/order, covering such matters as:

- Holding a financial interest, either directly or indirectly in a client;
- Holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- Personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- Economic dependence on a client; and
- Provision of services in addition to the audit engagement.

We have prepared the following comments to facilitate our discussion with you regarding independence matters arising since July 9, 2020, the date of our last letter.

We are not aware of any relationships between the Regional District and our Firm that, in our professional judgment, may reasonably be thought to bear on independence that have occurred from July 9, 2020 to December 7, 2020.

We hereby confirm that we are independent with respect to the Regional District within the meaning of the Code of Professional Conduct of the Chartered Professional Accountants of Ontario as of December 7, 2020.

This letter is intended solely for the use of the Board of Directors, management and others within the Regional District and should not be used for any other purposes.

Yours truly,

Chartered Professional Accountants

# APPENDIX D: RESPONSIBILITIES

It is important for the Board of Directors to understand the responsibilities that rest with the Regional District and its management, those that rest with the external auditor, and the responsibilities of those charged with governance. BDO’s responsibilities are outlined below and within the annual engagement letter attached as Appendix B to this letter. The oversight and financial reporting responsibilities of management are also summarized below.

## AUDITOR’S ENGAGEMENT OBJECTIVES

Our overall objective is to express an opinion as to whether the financial statements present fairly, in all material respects, the financial position, financial performance and cash flows of the Regional District in accordance with Canadian public sector accounting standards.

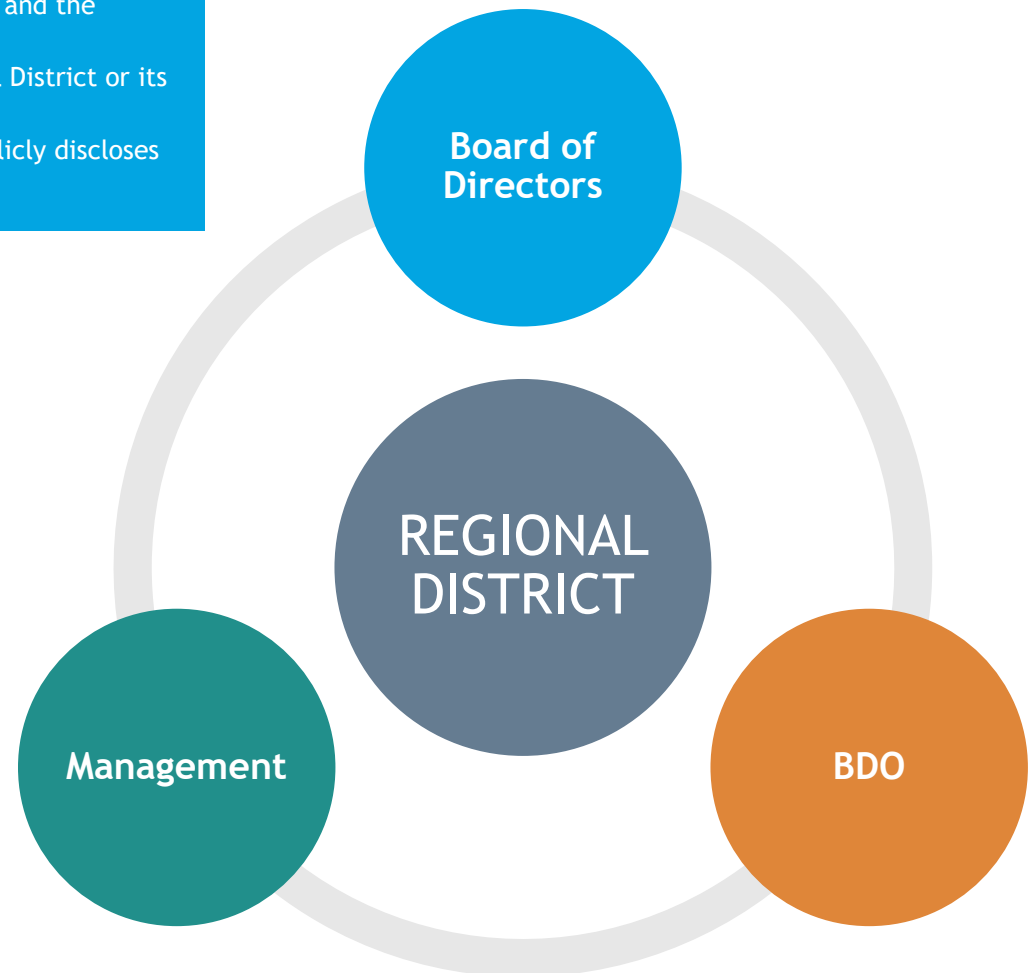
Year-End Audit Work	Other Information
<ul style="list-style-type: none"><li>▶ Work with management towards the timely issuance of financial statements.</li><li>▶ Provide timely and constructive management letters. This will include deficiencies in internal control identified during our audit.</li><li>▶ Present significant findings to the Board of Directors including key audit and accounting issues, any significant deficiencies in internal control and any other significant matters arising from our work.</li></ul>	<ul style="list-style-type: none"><li>▶ Read the other information included in the Regional District’s Annual Report to identify material inconsistencies, if any, with the audited financial statements.</li></ul>
	Year-Round Work
	<ul style="list-style-type: none"><li>▶ Consult regarding accounting, income tax and reporting matters as requested throughout the year.</li></ul>

## RESPONSIBILITIES OF THOSE CHARGED WITH GOVERNANCE

- ▶ Oversee the work of the external auditor engaged for the purpose of issuing an independent auditor's report.
- ▶ Facilitate the resolution of disagreements between management and the external auditor regarding financial reporting matters.
- ▶ Pre-approve all non-audit services to be provided to the Regional District or its subsidiaries by the external auditor.
- ▶ Review the financial statements before the Regional District publicly discloses this information.

## MANAGEMENT RESPONSIBILITIES

- ▶ Maintain adequate accounting records and maintain an appropriate system of internal control for the Regional District.
- ▶ Select and consistently apply appropriate accounting policies.
- ▶ Prepare the annual financial statements in accordance with Canadian public sector accounting standards.
- ▶ Safeguard the Regional District's assets and take reasonable steps for the prevention and detection of fraud and other irregularities.
- ▶ Make available to us, as and when required, all of the Regional District's accounting records and related financial information.



## APPENDIX E: BDO RESOURCES

BDO is a leading provider of professional services to clients of all sizes in virtually all business sectors. Our team delivers a comprehensive range of assurance, accounting, tax, and advisory services, complemented by a deep industry knowledge gained from nearly 100 years of working within local communities. As part of the global BDO network, we are able to provide seamless and consistent cross-border services to clients with global needs. Commitment to knowledge and best practice sharing ensures that expertise is easily shared across our global network and common methodologies and information technology ensures efficient and effective service delivery to our clients.

Outlined below is a summary of certain BDO resources which may be of interest to the Board of Directors.

### TAX BULLETINS, ALERTS AND NEWSLETTERS

BDO Canada's national tax department issues a number of bulletins, alerts and newsletters relating to corporate federal, personal, commodity, transfer pricing and international tax matters.

For additional information on tax matters and links to archived tax publications, please refer to the following link: [Tax Library | BDO Canada](#)

Government Entities operating in Canada are impacted by commodity taxes in some way or another. These include GST/HST, QST, PST, various employer taxes, and unless managed properly, can have a significant impact on your organization's bottom line. The rules for Government Entities can be especially confusing, and as a result many organizations end up paying more for indirect tax than they need to.

Government Entities must keep on top of changes to ensure they are taking advantage of the maximum refund opportunities. At BDO, we have helped a number of organizations of all sizes with refund opportunities, which can reduce costs for the organization and improve overall financial health.

For more information, please visit the following link: <https://www.bdo.ca/en-ca/services/tax/commodity-tax-services/overview/>

### SMART CITY ARCHITECTURE: A BLUEPRINT FOR BUILDING URBAN INFRASTRUCTURE

Transforming a city into a smart city can bring long-term benefits and opportunities for sustainability and innovation for both citizens and businesses. However when undertaking an integration initiative of this magnitude many issues can surface. A well-established plan coupled with active stakeholder engagement can clear the path to realizing this new urban infrastructure vision.

For more information, please visit the following link: <https://www.bdo.ca/en-ca/insights/industries/public-sector/smart-cities-blueprint-urban-infrastructure/>

## APPENDIX F: CHANGES IN ACCOUNTING STANDARDS WITH POTENTIAL TO AFFECT CENTRAL OKANAGAN REGIONAL HOSPITAL DISTRICT

*The following summarizes the status of new standards and the changes to existing standards as of the fall of 2019. The Appendix also reviews Exposure Drafts, Statements of Principles, Projects and Post Implementation Reviews that provide information on the future direction of CPA Public Sector Accounting Handbook.*

### NEW STANDARDS - PSAS (NOT YET EFFECTIVE)

#### *Section PS 2601, Foreign Currency Translation*

This Section revises and replaces *PS 2600, Foreign Currency Translation*. The following changes have been made to the Section:

- The definition of currency risk is amended to conform to the definition in *PS 3450, Financial Instruments*;
- The exception to the measurement of items on initial recognition that applies when synthetic instrument accounting is used is removed;
- At each financial statement date subsequent to initial recognition, non-monetary items denominated in a foreign currency that are included in the fair value category in accordance with Section PS 3450 are adjusted to reflect the exchange rate at that date;
- The deferral and amortization of foreign exchange gains and losses relating to long-term foreign currency denominated monetary items is discontinued;
- Until the period of settlement, exchange gains and losses are recognized in the statement of re-measurement gains and losses rather than the statement of operations; and
- Hedge accounting and the presentation of items as synthetic instruments are removed.

The new requirements are to be applied at the same time as *PS 3450, Financial Instruments*, and are effective for fiscal years beginning on or after April 1, 2021. For entities with a December year end this means 2022 is the first year that the standard must be followed. Earlier adoption is permitted.

**Section PS 3041, Portfolio Investments**

This Section revises and replaces Section *PS 3040, Portfolio Investments*. The following changes have been made:

- The scope is expanded to include interests in pooled investment funds;
- Definitions are conformed to those in *PS 3450, Financial Instruments*;
- The requirement to apply the cost method is removed, as the recognition and measurement requirements within Section PS 3450 apply, other than to the initial recognition of an investment with significant concessionary terms; and
- Other terms and requirements are conformed to Section PS 3450, including use of the effective interest method.

The new requirements are effective for fiscal years beginning on or after April 1, 2021. For the District, this means that the year ending December 31, 2022 is the first year that the standard must be followed. Earlier adoption is permitted.

**Section PS 3280, Asset Retirement Obligations**

This new Section establishes standards on how to account for and report a liability for asset retirement obligations. The main features of the new Section are:

- An asset retirement obligation is a legal obligation associated with the retirement of a tangible capital asset.
- Asset retirement costs associated with a tangible capital asset controlled by the entity increase the carrying amount of the related tangible capital asset (or a component thereof) and are expensed in a rational and systematic manner.
- Asset retirement costs associated with an asset no longer in productive use are expensed.
- Measurement of a liability for an asset retirement obligation should result in the best estimate of the amount required to retire a tangible capital asset (or a component thereof) at the financial statement date.
- Subsequent measurement of the liability can result in either a change in the carrying amount of the related tangible capital asset (or a component thereof), or an expense, depending on the nature of the re-measurement and whether the asset remains in productive use.
- A present value technique is often the best method with which to estimate the liability.
- As a consequence of the issuance of Section PS 3280:
  - editorial changes have been made to other standards; and
  - SOLID WASTE LANDFILL CLOSURE AND POST-CLOSURE LIABILITY, Section PS 3270, has been withdrawn.

This Section applies to fiscal years beginning on or after April 1, 2021 (2022 fiscal year for organizations with December year ends). Earlier adoption is permitted.

Section PS 3270 will remain in effect until the adoption of Section PS 3280 for fiscal periods beginning on or after April 1, 2021, unless a public sector entity elects earlier adoption.

### ***Section PS 3400 Revenue***

This section is related to revenue recognition principles that apply to revenues of governments and government organizations other than government transfers and tax revenue.

The Public Sector Accounting Handbook has two Sections that address two major sources of government revenues, government transfers and tax revenue. Revenues are defined in Section PS 1000, Financial Statement Concepts. Recognition and disclosure of revenues are described in general terms in Section PS 1201, Financial Statement Presentation.

This section addresses recognition, measurement and presentation of revenues that are common in the public sector. It is less complex than the comparable new IFRS standard, although generally consistent in philosophy.

This new Section will be effective for fiscal years beginning on or after April 1, 2022. Earlier adoption is permitted.

### ***Section PS 3450, Financial Instruments***

This new Section establishes standards for recognizing and measuring financial assets, financial liabilities and non-financial derivatives.

The main features of the new Section are:

- Items within the scope of the Section are assigned to one of two measurement categories: fair value, or cost or amortized cost.
- Almost all derivatives, including embedded derivatives that are not closely related to the host contract, are measured at fair value.
- Fair value measurement also applies to portfolio investments in equity instruments that are quoted in an active market.
- Other financial assets and financial liabilities are generally measured at cost or amortized cost.
- Until an item is derecognized, gains and losses arising due to fair value re-measurement are reported in the statement of re-measurement gains and losses.
- Budget-to-actual comparisons are not required within the statement of re-measurement gains and losses.
- When the reporting entity defines and implements a risk management or investment strategy to manage and evaluate the performance of a group of financial assets, financial liabilities or both on a fair value basis, the entity may elect to include these items in the fair value category.
- New requirements clarify when financial liabilities are derecognized.

- The offsetting of a financial liability and a financial asset is prohibited in absence of a legally enforceable right to set off the recognized amounts and an intention to settle on a net basis, or to realize the asset and settle the liability simultaneously.
- New disclosure requirements of items reported on and the nature and extent of risks arising from financial instruments.

The new requirements are to be applied at the same time as *PS 2601, Foreign Currency Translation* and are effective for fiscal years beginning on or after April 1, 2021. For entities with a December year end this means 2022 is the first year that the standard must be followed. Earlier adoption is permitted. This Standard should be adopted with prospective application except for an accounting policy related to embedded derivatives within contracts, which can be applied retroactively or prospectively.



# Regional Board Report

**TO:** Regional Board

**FROM:** Murray Kopp,  
Director – Parks Services

**DATE:** December 21, 2020

**SUBJECT:** Scenic Canyon Regional Park - Parkland Exchange Bylaw No. 1473, 2021

**Voting Entitlement:** *All Directors – Weighted Stakeholder Vote – Majority – LGA 209*

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**Purpose:** To present the proposed bylaw titled 'Regional District of Central Okanagan Scenic Canyon Parkland Exchange Bylaw No. 1473, 2021' for Board consideration.

## Executive Summary:

In 2020, the Regional Board approved and authorized its signing officers to enter into a purchase and sale (exchange) agreement with Mr. David Geen, subject to the successful adoption of a Regional District of Central Okanagan Parkland Exchange Bylaw. The land exchange would see the Regional District acquire an estimated 10.0 hectares of new park land and receive an estimated 0.86 hectares of Statutory Right of Way for Scenic Canyon Regional Park from the Mr. David Geen. In exchange, the Regional District will transfer 8.67 hectares of parkland from Scenic Canyon Regional Park which will become the property of Mr. David Geen. The exchanged lands will provide for future trail and park connectivity between Scenic Canyon Regional Park, Mission Creek Greenway, and to City of Kelowna parks and trails. Bylaw No. 1473, 2021 attached to this report will formalize this agreement. Staff are recommending first three readings be given at this time followed. Final approval of the bylaw is subject to obtaining the approval of the electors by Alternative Approval Process.

## RECOMMENDATION:

**THAT** Regional District of Central Okanagan Scenic Canyon Parkland Exchange Bylaw No. 1473, 2021 be given first, second and third readings.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Murray Kopp".

Murray Kopp, Director – Parks Services

*Prepared by:* Sandy Mah, Parks Planner

Approved for Board's Consideration

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

Brian Reardon, CAO

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### Implications of Recommendation:

Strategic Plan:	The proposed land exchange meets the following Regional Board strategic priorities: Environment – protection of significant ecological and visual features of our region. Transportation and Mobility – providing critical connections to other parks and access points. Economic Development – making our region more liveable and attractive to business through provision of quality parks and recreation and through supporting of local business.
General:	The completion of the proposed land exchange will provide improved trail and park connectivity. This will provide future opportunities for new connections through neighbouring residential developments, City of Kelowna parks and trail network and to other Regional Parks.
Financial:	If the proposed parkland exchange bylaw is approved by the Regional Board and the Alternative Approval Process is successful, an estimated \$454,000 of sale proceeds will be transferred to the Regional District and placed in a capital reserve fund for future park land acquisitions.
Policy:	Bylaw No: 884, Official Regional Park Plan
Legal/Statutory Authority:	BC Local Government Act, Section 280, Disposition of Regional Parks and Trails. Community Charter, Section 86.

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### Background:

In 2018, an adjacent neighbouring property owner, Mr. David Geen, approached the Regional District regarding interests in a potential land exchange involving Scenic Canyon Regional Park and a portion of their land, located at 2975 Gallagher Road.

The land exchange would provide the following benefits:

1. Connectivity from Scenic Canyon (Mantle Court) to the Parent Park as part of Scenic Canyon Regional Park. This would include the ability to connect a trail from Mantle Court over to the historical suspension bridge location or to a lower crossing at creek level.
2. Connectivity between Scenic Canyon and the future City of Kelowna Park as part of the Kirschner Mountain development. This would be a critical connection through this development and the Gopher Creek trail systems to connect to Black Mountain-sntsk'il'nten Regional Park.
3. Protection of a regionally significant and iconic monolithic feature, Layer Cake Mountain, and provision of the ability to place destination viewpoints with some of the most dramatic views in the Central Okanagan.
4. Protection of important ecological habitat. The type of habitat that the regional district would receive is of significant ecological importance and prime wildlife habitat.

The detailed land exchange proposal would include the following:

1. Mr. David Geen would receive an estimated 8.67 hectares of park land from the Part SW  $\frac{1}{4}$ , Section 12, Township 26, Osoyoos Division Yale District, except Plan 1380 B6800 2506 (4.91 hectares from the Mantle Court Scenic Canyon property to the east) and Lot A, Section 7, Township 27, Osoyoos Division Yale District, Plan KAP79441 (3.76 hectares from the Walburn Road Scenic Canyon property to the west).
2. The Regional District would receive an estimated 10 hectares of new park land from Lot A, Section 12, Township 26, Osoyoos Division Yale District, Plan EPP71625 (9.47 hectares from the southwest corner, 0.45 hectares from the southeast corner, and 0.01 hectares from the northwest corner of Mr. David Geen's property).
3. The Regional District would receive 0.86 hectares of Statutory Right of Way for operational and construction access.
4. And, the Regional District would receive an estimated \$480,000 in compensation for land valuation differential (less legal, surveying and LTO registration fees, net compensation of approximately \$454,000). These funds would be placed into capital reserves for future acquisitions.

The Regional Board, at the December 7, 2020 In-Camera meeting, approved entering into the purchase and sale (exchange) agreement with Mr. David Geen and authorized staff to prepare a parkland exchange bylaw.

In conclusion, Parks Services staff recommends the Regional Board consider giving first, second and third reading to the bylaw titled 'Regional District of Central Okanagan Scenic Canyon Parkland Exchange Bylaw No. 1473, 2021', with final approval subject to obtaining a successful outcome from the Alternative Approval Process.

### **Alternative Recommendation:**

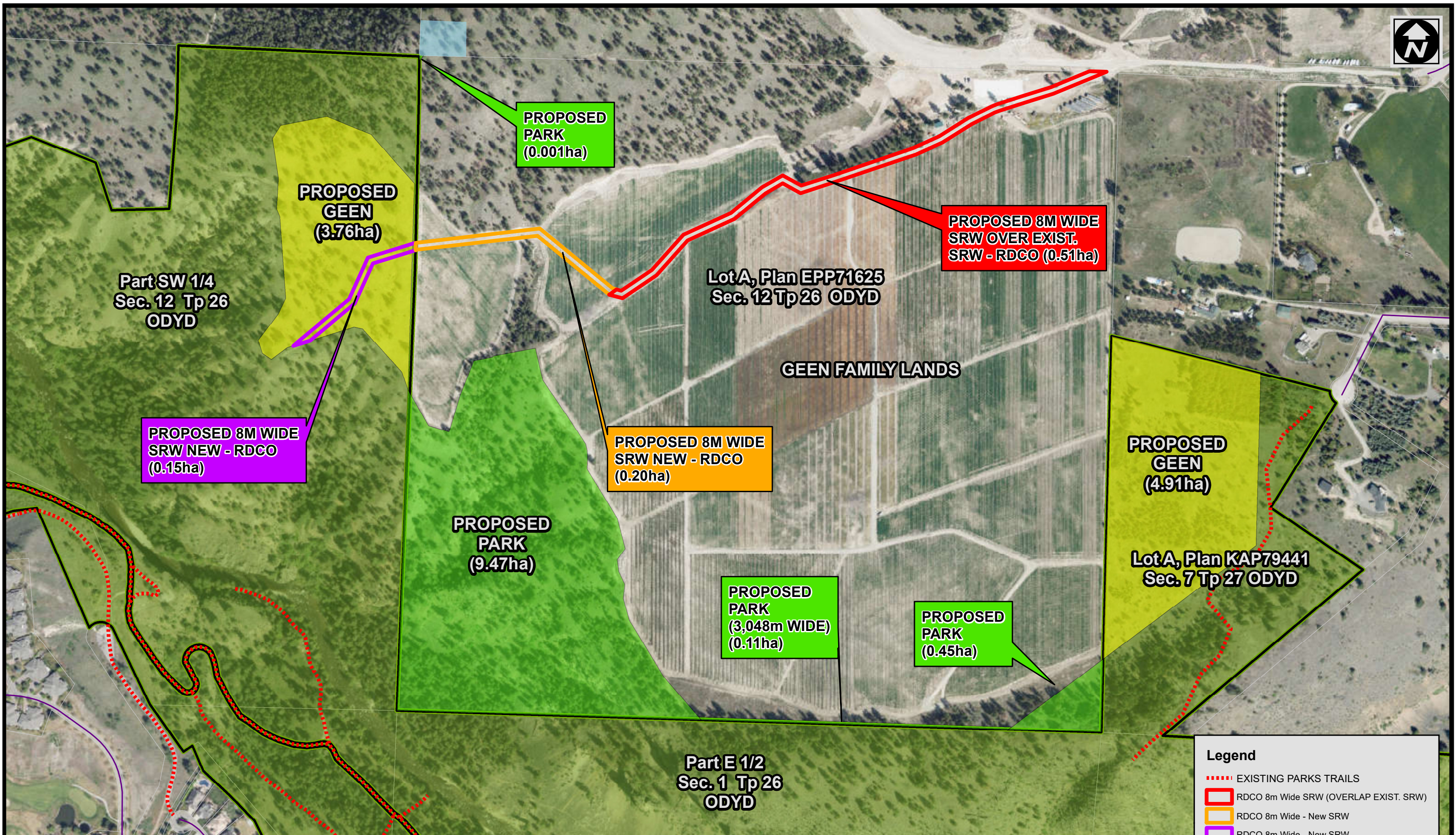
No alternative recommendation provided.

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

- *Organizational*

### **Attachment(s):**

- Map - RDCO Scenic Canyon Regional Park-Geen Land Exchange Boundaries and SRW-Final Concept October202020
- Regional District of Central Okanagan Scenic Canyon Parkland Exchange Bylaw No. 1473, 2021



# SCENIC CANYON REGIONAL PARK PROPOSED LAND EXCHANGE - DAVID/LAURA GEEN

OCTOBER 20/2020  
1 : 4,000

- Legend**
- EXISTING PARKS TRAILS
  - RDCO 8m Wide SRW (OVERLAP EXIST. SRW)
  - RDCO 8m Wide - New SRW
  - RDCO 8m Wide - New SRW
  - Land Exchange - RDCO Parks
  - Land Exchange - David/Laura Geen
  - REGIONAL PARK BOUNDARY

## REGIONAL DISTRICT OF CENTRAL OKANAGAN

### BYLAW NO. 1473

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A bylaw to exchange regional park land for other land to be used for park purposes

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WHEREAS the Regional District of Central Okanagan is the registered owner in fee simple of those lands legally described as:

- PID: 013-576-747, Legal description: Part SW ¼, Section 12, Township 26, Osoyoos Division Yale District, except Plan 1380 B6800 2506
- PID: 026-473-062, Legal description: Lot A, Section 7, Township 27, Osoyoos Division Yale District, Plan KAP79441

lands which were acquired by the Regional District through its regional parks function;

AND WHEREAS section 280 (1) of the *Local Government Act* authorizes a regional district to, by bylaw, exchange regional park land for other land to be used for park purposes;

AND WHEREAS section 280 (1) of the *Local Government Act* requires the Regional District to provide an Alternative Approval Process in relation to the proposed bylaw which has been conducted in accordance with section 86 of the *Community Charter* and the electors have approved this Bylaw.

NOW THEREFORE THE BOARD OF THE REGIONAL DISTRICT OF CENTRAL OKANAGAN IN OPEN MEETING ASSEMBLED, ENACTS AS FOLLOWS:

1. The Board of the Regional District of Central Okanagan is hereby authorized and empowered to dispose of those lands legally described as:

That part of lands legally described as Part SW ¼, Section 12, Township 26, Osoyoos Division Yale District, except Plan 1380 B6800 2506 and Lot A, Section 7, Township 27, Osoyoos Division Yale District, Plan KAP79441, shown in heavy outline and marked "Proposed Geen" on the map prepared by the Regional District of Central Okanagan and dated December 18, 2020, attached to this bylaw as Schedule "A"

and to exchange those lands with David Geen and Laura Geen for lands legally described as:

That part of lands legally described as Lot A, Section 12, Township 26, Osoyoos Division Yale District, Plan EPP71625, shown in heavy outline and marked 'Proposed Park' on the map prepared by the Regional District of Central Okanagan and dated December 18, 2020, attached to this bylaw as Schedule "A".

2. This Bylaw may be cited for all purposes as the "Regional District of Central Okanagan Parkland Exchange Bylaw No. 1473, 2021".

READ A FIRST TIME THIS 14<sup>th</sup> DAY OF January 2021

READ A SECOND TIME THIS 14<sup>th</sup> DAY OF January 2021

READ A THIRD TIME THIS 14<sup>th</sup> DAY OF January 2021

Received approval of the electorate through an Alternative Approval Process this day of 2021.

ADOPTED THIS DAY OF 2021

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
DIRECTOR OF CORPORATE SERVICES

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1473 cited as the "Regional District of Central Okanagan Parkland Exchange Bylaw No. 1473, 2021", as read a third time by the Regional Board on the 14<sup>th</sup> day of January 2021.

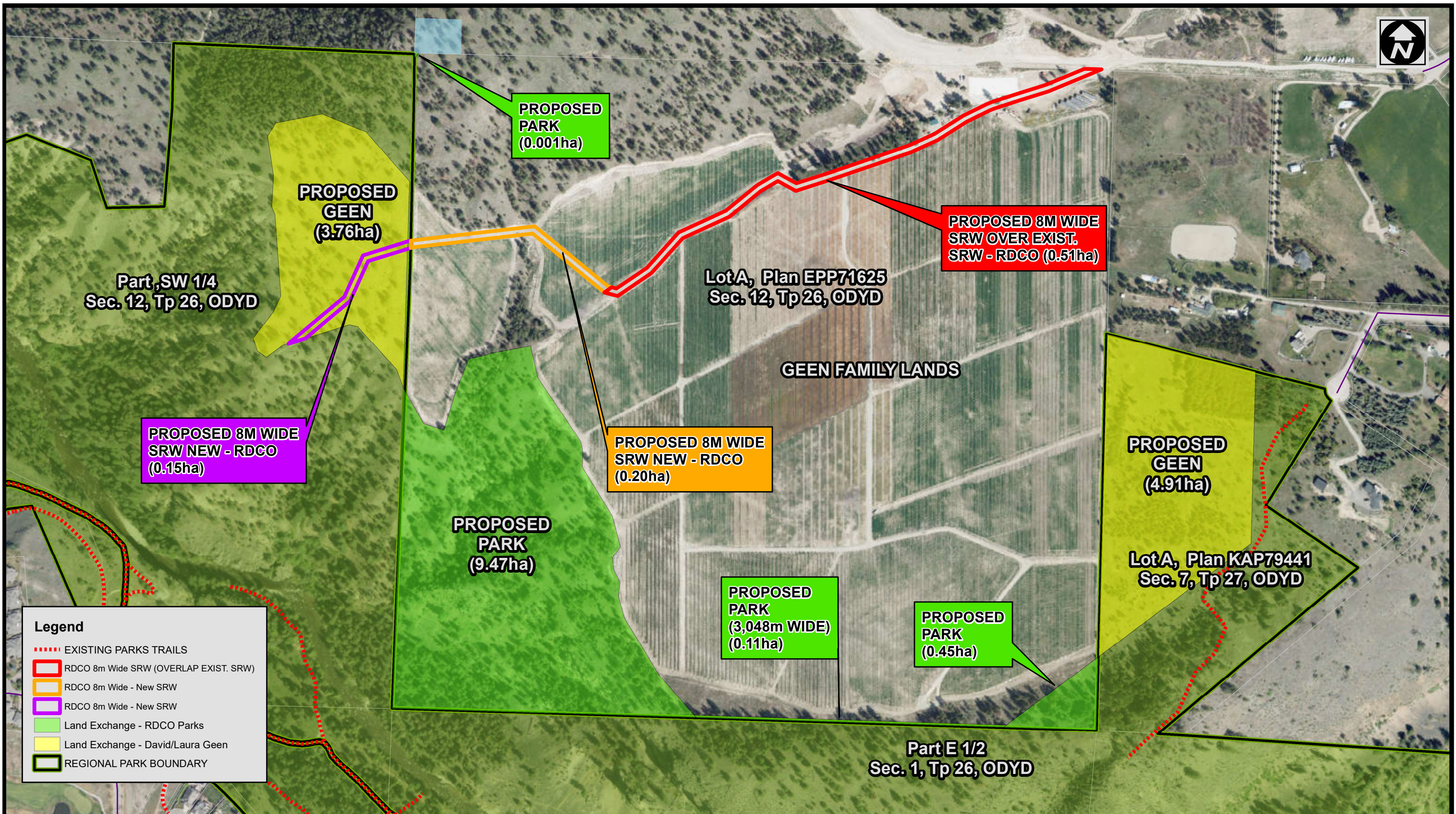
Dated at Kelowna, B.C. this  
14<sup>th</sup> day of January 2021

\_\_\_\_\_  
DIRECTOR OF CORPORATE SERVICES

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1473, 2021 cited as the "Regional District of Central Okanagan Parkland Exchange Bylaw No. 1473, 2021", as adopted by the Regional Board on the day of 2021.

Dated at Kelowna, B.C. this  
day of 2021.

\_\_\_\_\_  
DIRECTOR OF CORPORATE SERVICE



**Legend**

- EXISTING PARKS TRAILS
- RDCO 8m Wide SRW (OVERLAP EXIST. SRW)
- RDCO 8m Wide - New SRW
- RDCO 8m Wide - New SRW
- Land Exchange - RDCO Parks
- Land Exchange - David/Laura Geen
- REGIONAL PARK BOUNDARY



Regional District of Central Okanagan  
Scenic Canyon Parkland Exchange Bylaw 1473, 2021

Schedule "A"



# Regional Board Report

**TO:** Regional Board

**FROM:** Mary Jane Drouin  
Manager-Corporate Services

**DATE:** January 6, 2021

**SUBJECT:** Alternative Approval Process for Proposed Parkland Exchange Bylaw No. 1473 – Scenic Canyon Regional Park

**Voting Entitlement:** *All Directors – Stakeholder Weighted Vote – Majority – LGA 209*

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**Purpose:** To direct staff to undertake an Alternative Approval Process for the proposed parkland exchange for Scenic Canyon Regional Park.

## **Executive Summary:**

Regional District of Central Okanagan Parkland Exchange Bylaw No. 1473, 2021 has been presented to the Board for three readings on January 14, 2021. As per section 280 of the *Local Government Act*, a regional district may by bylaw adopted with the approval of the electors, exchange regional park land for other land to be used for park purposes. Bylaw No. 1473 is before the Board seeking the approval of electors by way of an Alternative Approval Process prior to adoption of the bylaw.

## **RECOMMENDATION:**

**THAT** the Regional Board authorizes staff to undertake an Alternative Approval Process in the entire Central Okanagan service area to determine the opinion of the electors with regard to Regional District of Central Okanagan Scenic Canyon Parkland Exchange Bylaw No. 1473, 2021;

**AND FURTHER THAT** the Regional Board approves the following with regard to Regional District of Central Okanagan Scenic Canyon Parkland Exchange Bylaw No. 1473, 2021:

1. That the deadline for receiving elector responses be 4:00 pm on March 1, 2021;
2. That the Elector Response Form be approved; and
3. That the estimated number of eligible voters to which the Alternative Approval Process applies be established at 205,983.

Respectfully Submitted:

A handwritten signature in dark ink, appearing to read "Mj Drouin".

Mary Jane Drouin  
Manager-Corporate Services

Approved for Board's Consideration

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

Brian Reardon, CAO

*Prepared by:* S. Horning, Supervisor-Corporate Services

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**Implications of Recommendation:**

Legal/Statutory Authority: *Local Government Act* – section 280 provides that a regional district may, by bylaw adopted with the approval of the electors  
(b) exchange a regional park for other land to be used for park purposes  
*Local Government Act* – section 269 – Process for obtaining approval of the electors  
*Community Charter* – section 86(3) – Alternative Approval Process

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**Background:**

In 2020, the Regional Board approved and authorized its signing officers to enter into a purchase and sale (exchange) agreement with Mr. David Geen, subject to the successful adoption of a Parkland Exchange Bylaw.

Negotiations have been completed which will see the Regional District acquire an estimated 10.0 hectares of new park land and receive an estimated 0.86 hectares of statutory right-of-way for Scenic Canyon Regional Park and receive an estimated \$480,000 in compensation for land valuation differential (less legal, surveying and LTO registration fees, net compensation of approximately \$454,000). These funds would be placed into capital reserves for future acquisitions. In exchange, the Regional District will transfer 8.67 hectares of parkland from Scenic Canyon Regional Park which will become the property of Mr. David Geen. The exchanged lands will provide for future trail and park connectivity between Scenic Canyon Regional Park, Mission Creek Greenway, and to City of Kelowna parks and trails as outlined in Bylaw No. 1473, 2021.

Section 86(3) of the *Community Charter* requires that for each alternative approval process, the Board of Directors must:

- Establish the deadline for receiving elector responses;
- Establish the elector response form;
- Make a fair determination of the total number of electors to which the approval process applies.

**Establish the deadline for receiving elector responses**

The time period for receiving elector response forms must be at least 30 days following the day on which the second required notice is published. Staff propose the deadline date to receive responses be established as 4:00 p.m. on March 1, 2021. The elector response forms will be accepted by mail, fax or in person to the Regional District of Central Okanagan Administration Office prior to the established deadline. Postmarks will not be accepted as the date of submission.

**Establish the Elector Response Form**

The elector response form that will be available to eligible electors within the entire service area of the Central Okanagan is attached for consideration by the Board. If 10% (20,598) of the estimated number of electors sign and submit an elector response form **opposing** adoption of Bylaw No. 1473 before the established deadline, the Board cannot adopt the Bylaw without receiving the assent of the electors by way of referendum.

## Population Analysis

The estimate total number of eligible electors is estimated to be 205,983 in accordance with the 2019 BC Stats as of January 6, 2021.

### Estimate of Eligible Electors for Alternative Approval Process

<b>Jurisdiction</b>	<b>Estimated Eligible Voters</b>	<b>10% of eligible voters Required to defeat Bylaw 1473 under the alternative approval process</b>
Central Okanagan West Electoral Area	2,393	239
Central Okanagan East Electoral Area	4,787	479
District of Lake Country	15,143	1,514
District of Peachland	5,696	570
City of West Kelowna	35,818	3,582
City of Kelowna	<u>142,146</u>	<u>14,214</u>
	<b><u>205,983</u></b>	<b><u>20,598</u></b>

Statutory advertising will be placed in local newspapers: Capital News and Vernon Morningstar. Elector response forms and the supporting report material will be available at the RDCO office or for download on the RDCO website.

## Conclusion

Alternative Approval Process requirements have been identified and appropriate Elector Response Forms have been prepared which will enable the Regional Board to authorize staff to proceed with obtaining the approval of the electors by Alternative Approval Process for the following bylaw:

“Regional District of Central Okanagan Scenic Canyon Parkland Exchange  
Bylaw No. 1473, 2021”

## Financial Considerations:

Minimal, cost of advertising

## Organizational Issues:

Staff time required to run an AAP

## Alternative Recommendation:

None recommended

Attachment(s): Fact Sheet, Notice to Electors, Elector Response Form, Non-Resident Property Elector Consent Form



# ALTERNATIVE APPROVAL PROCESS

## For Regional District of Central Okanagan Scenic Canyon Parkland Exchange Bylaw No. 1473, 2021

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### **FACT SHEET**

Pursuant to Section 269 of the *Local Government Act*, the Regional Board of the Regional District of Central Okanagan is proposing to seek the assent of the electors of the Regional District by alternative approval process in accordance with Section 86 of the *Community Charter*. The question before the electors **within the Central Okanagan**, is whether they are opposed to the adoption of Regional District of Central Okanagan Scenic Canyon Parkland Exchange Bylaw No. 1473, 2021, which, if adopted, will authorize the Regional Board to exchange parkland for other land to be used for park purposes.

#### **The Proposal & Benefits:**

- An adjacent property owner to Scenic Canyon park land approached the Regional District regarding interests in a potential land exchange involving Scenic Canyon Regional Park and a portion of their land located at 2975 Gallagher Road. The owner would obtain access to lands that are very suitable for expansion of their agricultural operations focused on cherry orchard farming activities.
- The benefit of the land exchange for the Regional District would provide:
  - Connectivity from Scenic Canyon (Mantle Court) to the Parent Park as part of Scenic Canyon Regional Park.
  - Connectivity between Scenic Canyon and the future City of Kelowna Park as part of the Kirschner Mountain development.
  - Protection of a regionally significant and iconic monolithic feature, Layer Cake Mountain, and provision of the ability to place destination viewpoints with some of the most dramatic views in the Central Okanagan.
  - Protection of important ecological habitat. The type of habitat that the regional district would receive is of significant ecological importance and prime wildlife habitat.
- The Regional District would receive an estimated \$480,000 in compensation for land valuation differential (less legal, surveying and LTO registration fees, net compensation of approximately \$454,000). These funds will be placed into capital reserves for future parkland acquisitions.
- There is no additional cost to the taxpayers for this parkland exchange.

#### **Informing the Community:**

- Advertising the Alternative Approval Process will occur in the Kelowna Capital News and the Vernon Star (a requirement of the *Local Government Act*)
- Information on the process, forms and the Elector Notice is available on the Regional District of Central Okanagan's website: [www.rdco.com/aap](http://www.rdco.com/aap)

#### **Registering your support:**

- If you support the adoption of the bylaw, **you do not need to do anything.**

#### **Registering your objection:**

- If you object to the adoption of the bylaw, you must sign an Elector Response Form and submit, with an original signature, to the Regional District of Central Okanagan, 1450 KLO Road, Kelowna, BC before the deadline of **March 1, 2021 at 4:00 p.m.**
- The form is available at the Regional District's office and on the website: [www.rdco.com/app](http://www.rdco.com/app)
- If **10%, or 20,598 of the qualified electors object** to the adoption of the bylaw, the Regional Board cannot adopt the bylaw without going to a referendum.

For more information on the alternative approval process please contact:

Mary Jane Drouin, Deputy Corporate Officer  
250-469-6224 / [mdrouin@rdco.com](mailto:mdrouin@rdco.com)

OR Sandi Horning, Supervisor-Corporate Services  
250-469-6204 [sandi.horning@rdco.com](mailto:sandi.horning@rdco.com)



## Notice to Electors Within the Regional District of Central Okanagan of an Alternative Approval Process

### Regional District of Central Okanagan Scenic Canyon Parkland Exchange Bylaw No. 1473, 2021

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**NOTICE IS HEREBY GIVEN** pursuant to Section 86 of the *Community Charter*, that the Board of Directors of the Regional District of Central Okanagan proposes to:

- Adopt a bylaw whereby:
  - A private land owner would receive an estimated 8.67 ha. of parkland from the Part SW ¼, Section 12, Township 26, Osoyoos Division Yale District, except Plan 1380 B6800 2506 (4.91 ha. from the Mantle Court Scenic Canyon property to the east) and Lot A, Section 7, Township 27, Osoyoos Division Yale District, Plan KAP79441 (3.76 ha. from the Walburn Road Scenic Canyon property to the west).
  - The Regional District would receive an estimated 10 ha. of new parkland from Lot A, Section 12, Township 26, Osoyoos Division Yale District, Plan EPP71625 (9.47 ha. from the southwest corner, 045 ha. from the southeast corner, and 0.01 ha. from the northwest corner of the private land owner's property).
  - The Regional District would receive an estimated 0.86 ha. of Statutory Right of Way for operation and construction access.
  - The Regional District would receive an estimated \$480,000 in compensation for land valuation differential (less legal, surveying and LTO registration fees, net compensation of approximately \$454,000). These funds will be placed into capital reserves for future parkland acquisitions.

#### Participants in Regional Parks Service Area

For clarification, both electoral areas and all member municipalities of the Regional District of Central Okanagan participate in funding regional parks. Therefore, this alternative approval process applies to **qualified electors in the Regional Parks Service Area who qualify as electors in:**

- **Central Okanagan West Electoral Area (excluding IR#9 and IR#10-Westbank First Nation)**
- **Central Okanagan East Electoral Area**
- **District of Lake Country**
- **District of Peachland**
- **City of West Kelowna**
- **City of Kelowna**

**PLEASE TAKE NOTICE THAT** the Regional District may proceed with the approval of Regional District of Central Okanagan Scenic Canyon Parkland Exchange Bylaw No. 1473, 2021 unless at least ten percent (10%) of the qualified electors (those meeting the criteria below) within the Regional District of Central Okanagan Parks Service Area indicate their opposition by signing the Elector Response Form.

The Regional District has estimated the total number of qualified electors in the service area to be 205,983 and that 10% of that number, or 20,598 qualified electors, must submit signed Elector Response Forms to prevent the Regional District from adopting the bylaw without the full assent of the electors.

An elector response form must be in the form established by the Regional District. Elector Response Forms are available from the Regional District office, including by mail, fax, or email, on request or on the Regional District website at [www.rdco.com/aap](http://www.rdco.com/aap).

**The deadline for delivering the original signed Elector Response Form to the Regional District is 4:00 pm on March 1, 2021.**

The only persons entitled to sign an Elector Response Form are qualified electors of the Regional District of Central Okanagan areas referred to above and who meet the following criteria:

**Resident electors must:**

- (a) be 18 years of age or older;
- (b) be a Canadian citizen;
- (c) be a resident of British Columbia, for at least 6 months;
- (d) be a resident of the Regional District of Central Okanagan Service Area for at least 30 days; and
- (e) not be disqualified by any provincial enactment, or otherwise disqualified by law, from voting in an election.

**Non-Resident property electors must:**

- (a) not be entitled to register as a resident elector of the Regional District of Central Okanagan Service Area;
- (b) be 18 years of age or older;
- (c) be a Canadian citizen;
- (d) be a resident of British Columbia, for at least 6 months;
- (e) be a registered owner of real property in the Regional District of Central Okanagan Service Area for at least 30 days;
- (f) not be disqualified by any provincial enactment or otherwise disqualified by law, from voting in an election; and
- (g) only register as a non-resident property elector in relation to one parcel of real property in a jurisdiction.

Copies of the proposed bylaw and related records are available for public inspection at the **Regional District Office 1450 KLO Road, Kelowna, BC, V1W 3Z4**, during regular office hours or on our website at [www.rdco.com/aap](http://www.rdco.com/aap)

For more information on the alternative approval process please contact:

Mary Jane Drouin, Deputy Corporate Officer    OR    Sandi Horning, Supervisor-Corporate Services  
250-469-6224 / [mdrouin@rdco.com](mailto:mdrouin@rdco.com)                      250-469-6204 [sandi.horning@rdco.com](mailto:sandi.horning@rdco.com)



## Regional District of Central Okanagan Scenic Canyon Parkland Exchange Bylaw No. 1473, 2021

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### ELECTOR RESPONSE FORM

I am **OPPOSED** to the adoption of Regional District of Central Okanagan Scenic Canyon Parkland Exchange Bylaw No. 1473, 2021 by the Regional Board of the Regional District of Central Okanagan, whereby the said bylaw would authorize the Regional Board to exchange parkland for other land to be used for park purposes, and

I, the undersigned, hereby certify that:

- I am eighteen years of age or older; and
- I am a Canadian Citizen; and
- I have resided in British Columbia for at least six months; and
- I have resided in, OR have been a registered owner of real property in the Regional District of Central Okanagan Service Area for at least 30 days; and
- I am not disqualified by law from voting in local elections; and
- I am entitled to sign this elector response form, and have not previously signed an elector response form related to Bylaw No. 1473, 2021.

<b>ELECTOR'S FULL NAME (print)</b>
<b>RESIDENTIAL ADDRESS (AND mailing address if different from residential address)</b>
<b>CHOOSE ONE:</b>
<input type="checkbox"/> I am a resident elector
<input type="checkbox"/> I am a non-resident property elector who lives in another community and owns property in the jurisdiction located at: _____ (as a Non-Resident Property Elector, you must sign and include a Non-Resident Property Elector Consent Form)
<b>SIGNATURE OF ELECTOR</b>

**See the reverse side of this form for further information regarding the process.**

## Regional District of Central Okanagan Scenic Canyon Parkland Exchange Bylaw No. 1473, 2021

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Pursuant to Section 269 of the *Local Government Act*, the Regional Board of the Regional District of Central Okanagan is proposing to seek the assent of the electors of the Regional District by alternative approval process in accordance with Section 86 of the *Community Charter*. The question before the electors is whether they are opposed to the adoption of Regional District of Central Okanagan Scenic Canyon Parkland Exchange Bylaw No. 1473, 2021, which, if adopted, will authorize the Regional Board to exchange parkland for other land to be used for park purposes.

### INSTRUCTIONS

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1. If you are opposed to the adoption of Bylaw No. 1473, 2021, you can sign an elector response form **if you qualify as an elector of the designated service area.**
  2. If you are NOT opposed to the adoption of the bylaw, you need do nothing.
  3. To sign an elector response form you **MUST** meet the qualifications as either a Resident Elector or a Non-Resident (Property) Elector of the Regional District.  
**Note:** Only one non-resident property elector may sign an elector response form per property, regardless of how many people own the property; and, that owner must have the written consent of a majority of the other property owner(s) to sign the response form on their behalf. Property owned in whole or in part by a corporation does not qualify under the non-resident property elector provisions.
  4. Each Elector Response form may be signed by one elector of the Regional District.
- 

1. All Elector Response Forms must be received by the Regional District on or before **4:00 p.m. on March 1, 2021** to be considered.

No faxed or email elector response forms will be accepted; must be **original signatures.**

2. The number of electors in the service area is estimated to be 205,983. If ten (10%) percent [20,598 electors] of the estimated number of electors in the Regional District sign an elector response form in opposition to the adoption of the said bylaw, Regional District cannot adopt the bylaw without receiving the assent of the electors by referendum.

3. For further information, please contact:

Mary Jane Drouin  
Deputy Corporate Officer  
250-469-6224  
[mdrouin@rdco.com](mailto:mdrouin@rdco.com)

OR

Sandi Horning  
Supervisor-Corporate Services  
250-469-6204  
[sandi.horning@rdco.com](mailto:sandi.horning@rdco.com)

Regional District of Central Okanagan  
1450 KLO Road  
Kelowna, BC V1W 3Z4



## Regional District of Central Okanagan Scenic Canyon Parkland Exchange Bylaw No. 1473, 2021

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### NON-RESIDENT PROPERTY ELECTOR CONSENT FORM

We, together with the person registering, constitute a majority of registered owners of the real property noted below and hereby give consent to

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(name of non-resident property elector)

being registered as the Non-Resident Property Elector for the jointly owned property

located at \_\_\_\_\_ .  
(street address or location)

\_\_\_\_\_  
name

\_\_\_\_\_  
signature

\_\_\_\_\_  
name

\_\_\_\_\_  
signature

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name

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signature

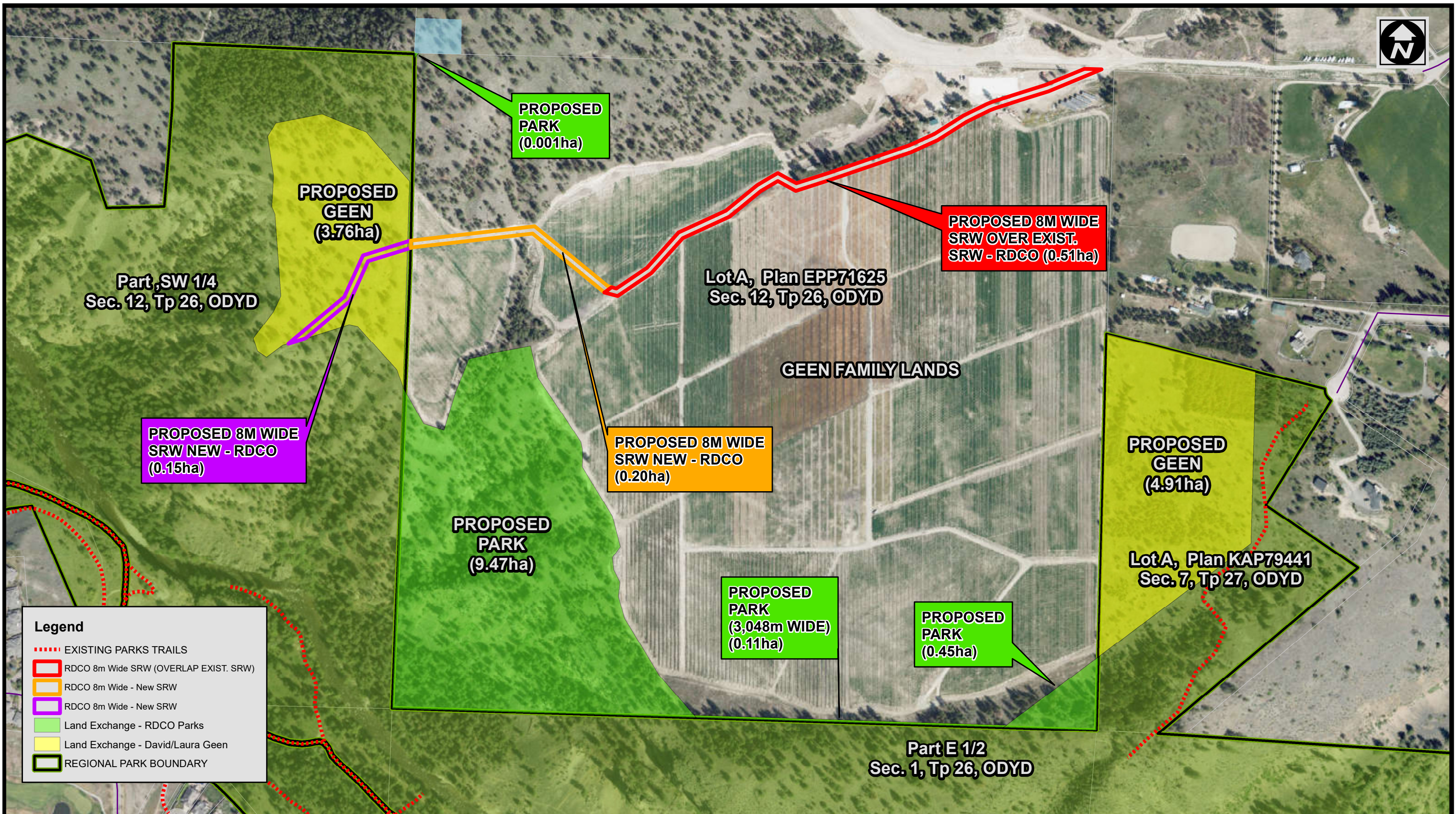
\_\_\_\_\_  
name

\_\_\_\_\_  
signature

\_\_\_\_\_  
name

\_\_\_\_\_  
signature

- NOTE: (a) The person registering as the Non-Resident Property Elector must be one of the registered owners of the property.  
(b) The person registering must be one of the individuals granting consent.



**Legend**

- EXISTING PARKS TRAILS
- RDCO 8m Wide SRW (OVERLAP EXIST. SRW)
- RDCO 8m Wide - New SRW
- RDCO 8m Wide - New SRW
- Land Exchange - RDCO Parks
- Land Exchange - David/Laura Geen
- REGIONAL PARK BOUNDARY



Regional District of Central Okanagan  
Scenic Canyon Parkland Exchange Bylaw 1473, 2021

Schedule "A"

## REGIONAL DISTRICT OF CENTRAL OKANAGAN

### BYLAW 1463, 2020

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A Bylaw to impose Development Cost Charges for the East Trunk pursuant to the provisions of the *Local Government Act*

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WHEREAS pursuant to the *Local Government Act*, the Board of the Regional District of Central Okanagan may, by Bylaw, impose development cost charges to assist in sanitary sewer infrastructure;

AND WHEREAS the development cost charges may be imposed for the purpose of providing funds to assist the Regional District in paying the capital cost of providing, constructing, altering, or expanding sewer infrastructure in the City of West Kelowna and Westbank First Nation (by service agreement), in order to serve directly or indirectly, the development in respect of which the charges are imposed;

AND WHEREAS the Board of the Regional District of Central Okanagan has taken the following into consideration:

- (a) future land use patterns and development;
- (b) the phasing of works and services;
- (c) how development designed to result in a low environmental impact may affect the capital costs of infrastructure;
- (d) whether the charges are excessive in relation to the capital cost of prevailing standards of service in the jurisdictions;
- (e) whether the charges will, in all the jurisdictions:
  - (i) deter development,
  - (ii) discourage the construction of reasonably priced housing or the provision of reasonably priced serviced land, or
  - (iii) discourage development designed to result in a low environmental impact.

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

#### 1. **DEFINITIONS**

- 1.1 For the purpose of this bylaw, the definitions of words and phrases that are not included in this section shall have the meaning assigned to them in the *Local Government Act* or the *Community Charter*, as the case may be.

**"Building Permit"** means any permit required by the jurisdiction having authority that authorizes the construction, alteration or extension of a building or structure.

**"Commercial"** means a commercial development in a Commercial zone as defined in the Zoning Bylaw applicable within the jurisdiction, or a similar development in another zone permitted in accordance with the Zoning Bylaw, in which the predominant use, as determined by its general purpose and list of permitted uses, is of a commercial nature.

**"Construct"** includes build, erect, install, repair, alter, add, enlarge, move, locate, relocate, reconstruct, demolish, remove, excavate or shore.

**“Construction”** includes building, erection, installation, repair, alteration, addition, enlargement, moving, locating, relocating, reconstruction, demolition, removal, excavation, or shoring.

**“Development”** means the construction, alteration, or extension of buildings and/or structures for any use authorized by the zoning bylaw that requires the issuance of a building permit, but does not include internal alterations of a building and/or structure where the principal use of the building and/or structure, or part thereof, is not changing.

**“Duplex Unit”** means a dwelling unit in a residential building containing two dwelling units, but does not include a secondary suite or carriage house.

**“Dwelling Unit”** means accommodation providing sleeping rooms, washrooms, and a kitchen intended for domestic use, and used or intended to be used permanently for a household. This use does not include a room in a hotel or a motel, and does not include recreational vehicles.

**“Floor Area, Gross”** means the sum of the total horizontal area of all floors of a building or structure contained or partially contained within the exterior and basement walls including without limitation stairways, elevator shafts, storage rooms, mechanical rooms and basements, but excluding parking areas or parking structures that are provided as an accessory use to the building or structure.

**“Industrial”** means an industrial development in an Industrial zone as defined in the Zoning Bylaw applicable within the jurisdiction, or a similar development in another zone permitted in accordance with the Zoning Bylaw, in which the predominant use, as determined by its general purpose and list of permitted uses, is of an industrial nature.

**“Institutional”** means an institutional development in an Institutional zone as defined in the Zoning Bylaw applicable within the jurisdiction, or a similar development in another zone permitted in accordance with the Zoning Bylaw, in which the predominant use, as determined by its general purpose and list of permitted uses, is of an industrial nature.

**“Lot”** means the smallest unit into which land is subdivided as shown on the records of the Land Title Office.

**“Manufactured Home”** means a transportable single-family residential dwelling unit meeting minimum Canadian Standards Association CSA Z240-92MH Series Standard and which is designed to be transported on wheels or chassis to the manufactured home site.

**“Mobile Home”** means a transportable single-family residential dwelling unit meeting minimum Canadian Standards Association Z-240, suitable for long-term occupancy, and designed to be transported on wheels.

**“Modular Home”** means a factory built single-family residential dwelling unit meeting Canadian Standards Association A277, suitable for long-term occupancy, and designed to be placed on a permanent foundation.

**“Multiple Housing Residential”** means housing on a single lot that contains three or more dwelling units within a building.

**“Regional District”** means the Regional District of Central Okanagan.

**“Residential”** means a residential development in a Residential zone as defined in the Zoning Bylaw applicable within the jurisdiction, or a similar development in another zone permitted in accordance with the Zoning Bylaw, in which the predominant use, as determined by its general purpose and list of permitted uses, is of a residential nature.

**“Single Detached Residential”** means the use of land for a single detached house.

**“Structure”** means any construction fixed to, supported by or sunk into land or water, excluding asphalt or concrete paving or similar surfacing of a lot.

**“Subdivision”** means a subdivision as defined in the *Land Title Act* or *Strata Property Act*.

**“Triplex Unit”** means a dwelling unit in a residential building containing three dwelling units, but does not include a secondary suite or carriage house.

## **2. DEVELOPMENT COST CHARGES**

2.1 Those Development Cost Charges set out in Schedule ‘A’ attached hereto and forming part of this bylaw, are hereby imposed on every person who:

- (a) obtains approval of a subdivision; or
- (b) obtains a building permit authorizing the construction, alteration or extension of a building or structure.

2.2 As enabled under section 561 (6) of the *Local Government Act*, Development Cost Charges set out in Schedule ‘A’ attached hereto and forming part of this bylaw, are hereby imposed on every person who obtains a building permit authorizing the construction, alteration or extension of a building that will, after the construction, alteration or extension, contain fewer than 4 self-contained dwelling units and be put to no other use than the residential use in those dwelling units. *[note: this clause has been included in the bylaw to meet requirements of the Local Government Act in order to allow the Regional District to impose a development cost charge on building permits for buildings that contain 1, 2, or 3 residential dwelling units]*

2.3 Development cost charge rates shall be paid by all development to the lands in the City of West Kelowna within the area as set out in Schedule ‘B’ East Trunk Sewer Sector map and within the boundaries of Westbank First Nation IR#9 and IR#10.

### **3. EXEMPTIONS**

- 3.1 A development cost charge is not payable if any of the following applies in relation to a development authorized by a Building Permit:
- (a) the permit authorizes the construction, alteration or extension of a building set apart for public worship or part of such a building that is, or will be, after the construction, alteration or extension, exempt from taxation under Section 220 (1) (h) or 224 (2) (f) of the Community Charter;
  - (b) the value of the work authorized by the permit does not exceed \$50,000; or
  - (c) the square footage of the Dwelling Unit is no larger than 29 m<sup>2</sup>.

### **4. CALCULATION OF APPLICABLE CHARGES**

- 4.1 The amount of development cost charges payable in relation to a particular application shall be calculated using the applicable charges set out in Schedule 'A' and depends upon:
- (a) the number of new lots being created by the application for a single detached residential subdivision;
  - (b) the number of Duplex Units or Triplex Units permitted at the time of subdivision or lots that permit Duplex Units or Triplex Units;
  - (c) the number of new Dwelling Units proposed when applying for a Building Permit for development of a Mobile Home, Modular Home, Manufactured Home, where the units are not located on their own individual lots or bare land strata lots;
  - (d) the number of dwelling units proposed when applying for a building permit for multiple unit residential;
  - (e) the gross floor area that will be constructed when applying for a building permit for commercial, industrial, or institutional development; and
  - (f) the number of new lots being created by the application for a subdivision creating lots for Multiple Housing Residential, Commercial, Industrial, or Institutional use.
- 4.2 For mixed use developments, the development cost charge payable shall be calculated separately for each portion of the development in accordance with the zones and land uses which are contained in the building permit, or subdivision application. The total payable will be the sum of the development cost charges for each portion of the development.
- 4.3 Where a type of development is not identified on Schedule 'A' the amount of development cost charges to be paid to the Regional District shall be equal to the development cost charges that would have been payable for the most comparable type of development.

**5. TIMING OF PAYMENT**

- 5.1 Development cost charges imposed by this Bylaw must be paid in full to the Regional District at the following times:
- (a) where an application is made for the subdivision of land, including the creation of a bare land strata, within zones where single detached residential uses are permitted, at the time of approval of such subdivision;
  - (b) where an application is made for the subdivision of land, including the creation of a bare land strata, within zones where duplex units or triplex units are permitted, at the time of approval of such subdivision;
  - (c) for development of a Multiple Housing Residential Building, at the time of approval of a building permit authorizing the development;
  - (d) for development of a Mobile Home, Modular Home, or Manufactured Home, where the units are not located on their own individual lots or bare land strata lots, at the time of approval of a building permit authorizing the development;
  - (e) for Commercial, Industrial, and Institutional development, at the time of approval of a building permit authorizing the development;
  - (f) a Development Cost Charge shall be paid for a new parcel created for Multiple Housing Residential, Commercial, Industrial, or Institutional use; the charge shall be the amount imposed for one Single Detached Residential unit. This amount shall be paid at the time of subdivision. This amount will be held as a credit against the Development Cost Charges imposed at the time of building permit.

**6. REPEAL**

- 6.1 The Regional District of Central Okanagan Development Cost Charge Bylaw No. 1068, 2004, is hereby repealed.

**7. CITATION**

- 7.1 This bylaw may be cited for all purposes as "Regional District of Central Okanagan East Trunk Development Cost Charge Bylaw 1463, 2020".

READ A FIRST TIME this 26<sup>th</sup> day of October 2020

READ A SECOND TIME this 26<sup>th</sup> day of October 2020

READ A THIRD TIME this 26<sup>th</sup> day of October 2020

APPROVED by the Inspector of Municipalities the 4<sup>th</sup> day of January 2020

ADOPTED this day of 2020

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CHAIR

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DIRECTOR OF CORPORATE SERVICES

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1463 cited as the "Regional District of Central Okanagan East Trunk Development Cost Charge Bylaw 1463, 2020" as read a third time by the Regional Board on the 26<sup>th</sup> day of October 2020.

Dated at Kelowna, B.C. this  
26<sup>th</sup> day of October, 2020



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DIRECTOR OF CORPORATE SERVICES

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1463 cited as the "Regional District of Central Okanagan East Trunk Development Cost Charge Bylaw 1463, 2020" as adopted by the Regional Board on the day of 2020.

Dated at Kelowna, B.C. this  
day of 2020

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DIRECTOR OF CORPORATE SERVICES

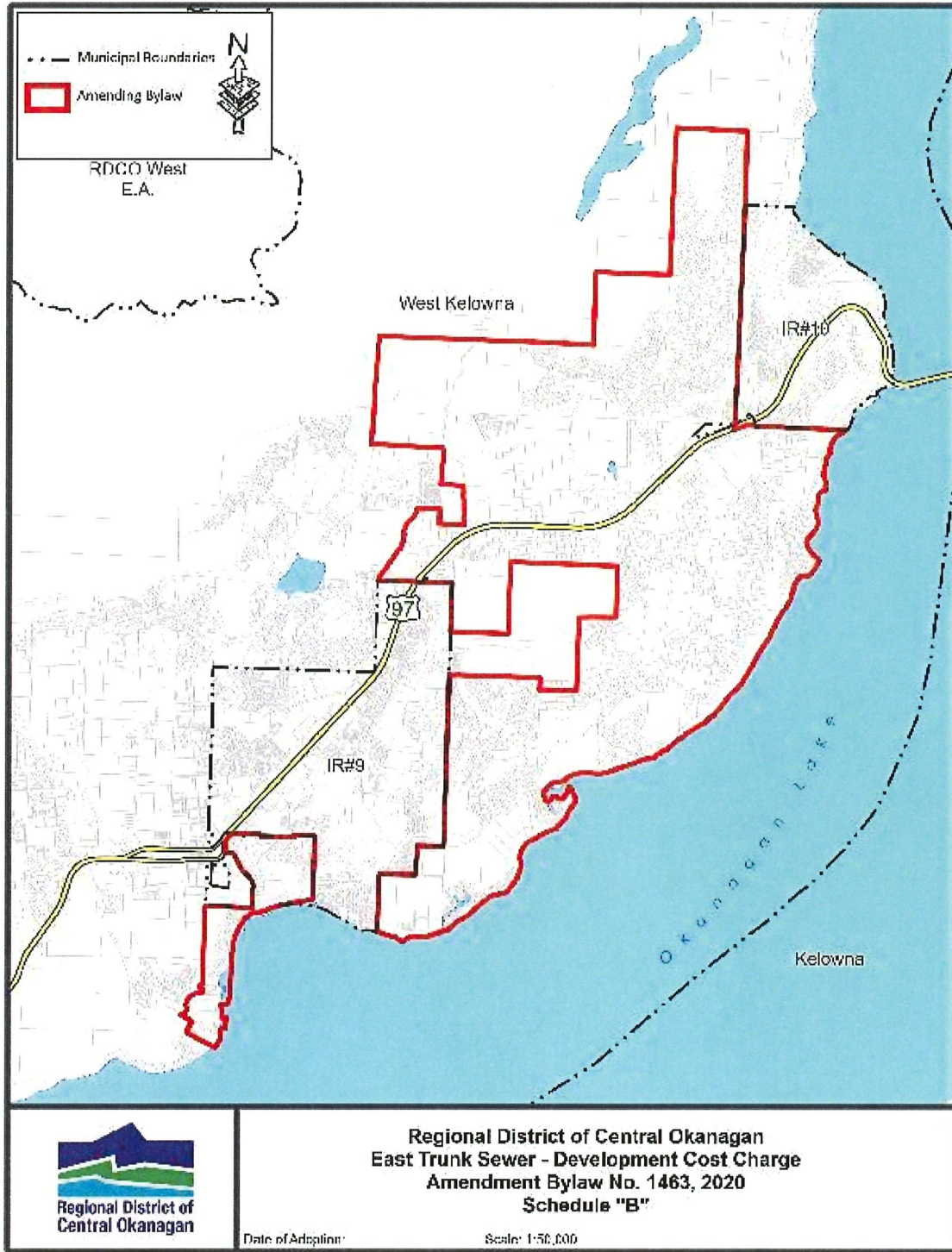
## SCHEDULE 'A'

### REGIONAL DISTRICT OF CENTRAL OKANAGAN EAST TRUNK DEVELOPMENT COST CHARGE BYLAW 1463, 2020

Land Use	Rate
<b>Single Detached Residential</b> (per parcel created at subdivision) <b>Mobile Home, Modular Home, Manufactured Home</b> - where the units are not located on their own individual lots or bare land strata lots (per dwelling unit) <b>Duplex or Triplex</b> (per unit permitted on the parcel at time of subdivision)	<b>\$2,353</b>
<b>Multiple Housing Residential</b> (per dwelling unit)	<b>\$1,569</b>
<b>Industrial</b> (per 100 m <sup>2</sup> gross floor area)	<b>\$1,020</b>
<b>Commercial</b> (per 100 m <sup>2</sup> gross floor area)	<b>\$1,020</b>
<b>Institutional</b> (per 100 m <sup>2</sup> gross floor area)	<b>\$863</b>

## SCHEDULE 'B'

### EAST TRUNK SEWER SECTOR MAP REGIONAL DISTRICT OF CENTRAL OKANAGAN EAST TRUNK DEVELOPMENT COST CHARGE BYLAW 1463, 2020





## ***Statutory Approval***

***Under the provisions of section*** \_\_\_\_\_ **560**

***of the*** \_\_\_\_\_ **Local Government Act**

***I hereby approve Bylaw No.*** \_\_\_\_\_ **1463**

***of the*** \_\_\_\_\_ **Regional District of Central Okanagan**,

***a copy of which is attached hereto.***

***Dated this***        **4th**        ***day***

***of***        **January**        ***, 2021***

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**Deputy Inspector of Municipalities**