



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

Monday, December 6, 2021

7:00 p.m.

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

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**Pages**

**1. CALL TO ORDER**

Chairperson Wooldridge to acknowledge that this meeting is being held on the traditional territory of the syilx/Okanagan people.

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*

Recommended Motion:

**THAT** the December 6, 2021 Regular Board meeting agenda be adopted.

**4. ADOPTION OF MINUTES**

**4.1. Governance & Services Committee Meeting Minutes - November 18, 2021**

5 - 8

*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208*

Recommended Motion:

**THAT** the November 18, 2021 Governance & Services Committee meeting minutes be adopted.

**4.2. Regional Board Meeting Minutes - November 22, 2021**

9 - 16

*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208*

Recommended Motion:

**THAT** the November 22, 2021 Regional Board meeting minutes be adopted.

5. **CORRESPONDENCE**

5.1. **Sterile Insect Release Board Meeting Highlights - November 26, 2021**

17

*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208*

Recommended Motion:

**THAT** the Sterile Insect Release Board meeting highlights of November 26, 2021 be received for information.

6. **DELEGATION**

6.1. **Okanagan Basin Water Board - Source Water Protection Toolkit**

**WITHDRAWN - TO BE RESCHEDULED FOR THE 1ST QUARTER OF 2022**

7. **CAO Report**

**WITHDRAWN - TO BE RESCHEDULED FOR THE 1ST QUARTER OF 2022**

8. **ENGINEERING SERVICES**

8.1. **Biomass Inventory Study - Findings Report**

18 - 86

*All Directors – Unweighted Corporate Vote – Simple Majority – LGA 208*

Recommended Motion:

**THAT** the Regional Board receive the update on the RDCO Biomass Inventory study, dated December 6th, 2021 for information.

9. **COMMUNITY SERVICES**

9.1. **A21-04 (Sandher) NARU Temporary Farm Worker Housing**

**WITHDRAWN - TO BE RESCHEDULED FOR THE 1ST QUARTER OF 2022**

9.2. **Appointment of Bylaw Enforcement Officers - Engineering Services**

87 - 92

*All Directors – Unweighted Corporate Vote – Simple Majority – LGA 208*

Recommended Motion:

**THAT** the Regional Board appoint the following Regional District employees as Bylaw Officers to enforce the designated service bylaw as outlined:

- Travis Kendel, Manager Engineering Services – Development Cost Charge Bylaw No. 1068, East Trunk Development Cost Charges Bylaw No. 1463, Septic Tank Effluent Regulation Bylaw No. 1479, Westside Regional Wastewater Treatment Plant DCC Bylaw No. 1448
- Mike Wyman, Treatment Plant Operator – Development Cost Charge Bylaw No. 1068, East Trunk Development Cost Charges Bylaw No. 1463, Septic Tank Effluent Regulation Bylaw No. 1479, Westside Regional Wastewater Treatment Plant DCC Bylaw No. 1448
- Kevin Trottier, Senior Utility Operator – Development Cost Charge Bylaw No. 1068, East Trunk Development Cost Charges Bylaw No. 1463, Septic Tank Effluent Regulation Bylaw No. 1479, Westside Regional Wastewater Treatment Plant DCC Bylaw No. 1448
- Clark Kruiswyk, Environmental Service Analyst - Development Cost Charge Bylaw No. 1068, East Trunk Development Cost Charges Bylaw No. 1463, Septic Tank Effluent Regulation Bylaw No. 1479, Westside Regional Wastewater Treatment Plant DCC Bylaw No. 1448

## **10. FINANCIAL SERVICES**

### **10.1. Purchase Commitments over \$100k during 3Q2021**

93 - 94

*All Directors – Unweighted Corporate Vote – Simple Majority – LGA 208*

Recommended Motion:

**THAT** the Regional Board, as per section 4.6 of the RDCO Purchasing Policy, receive for information the report dated December 6, 2021 on purchase commitments which exceeded \$100,000 made during the 3<sup>rd</sup> quarter of 2021 (ending on September 30, 2021).

### **10.2. Security Issuing Bylaws No. 1497, 1498, 1499 and 1500**

95 - 123

*All Directors – Weighted Vote – 2/3rd Majority - LGA 210*

Recommended Motion:

**Recommendation #1:**

**THAT** City of Kelowna Security Issuing Bylaw No. 1497, 2021 be read a first, second, and third time and be adopted.

**Recommendation #2:**

**THAT** District of Peachland Security Issuing Bylaw No. 1498, 2021 be read a first, second and third time and be adopted.

**Recommendation #3:**

**THAT** District of Lake Country Security Issuing Bylaw No. 1499, 2021 be read a first, second and third time and be adopted.

**Recommendation #4:**

**THAT** Okanagan Regional Library Security Issuing Bylaw No. 1500 be read a first, second and third time and be adopted.

**10.3. 2022 - 2026 Financial Plan guidelines**

124 - 136

*All Directors – Unweighted Corporate Vote – Simple Majority – LGA 208*

Recommended Motion:

**THAT** the Regional Board approve the Financial Planning Guidelines as presented in the report from the Director of Financial Services dated December 6, 2021;

**AND THAT** staff be directed to prepare the draft 2022 – 2026 Financial Plan based on the Financial Planning Guidelines for the 2022 – 2026 Financial Plan.

**11. CORPORATE SERVICES**

**11.1. North Westside Governance and Services Study**

137 - 146

*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208*

Recommended Motion:

**THAT** the Regional Board approve the Ministry of Municipal Affairs Terms of Reference for the RDCO Electoral Area West – North Westside Governance and Services Study, as attached to the report from the Chief Administrative Officer dated December 6, 2021.

**12. DIRECTOR ITEMS**

**13. ADJOURN**



**Minutes of the *GOVERNANCE & SERVICES COMMITTEE* meeting of the Regional District of Central Okanagan held at the Regional District offices, 1450 KLO Road, Kelowna, B.C. on Thursday, November 18, 2021**

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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) (*attended electronically*)
- M. Singh, Alternate for M. DeHart (City of Kelowna)
- C. Fortin (District of Peachland) (*attended electronically*)
- G. Given (City of Kelowna)
- C. Hodge (City of Kelowna) (*attended electronically*)
- S. Johnston\* (City of West Kelowna)
- G. Milsom (City of West Kelowna)
- B. Sieben\* (City of Kelowna) (*attended electronically*)
- L. Stack (City of Kelowna)
- L. Wooldridge (City of Kelowna)

Absent: A. Alexander, Alternate for J. Coble (Westbank First Nation)

Staff:

- B. Reardon, Chief Administrative Officer
- T. Cashin, Director of Community Services
- C. Griffiths, Director of Corporate Services/Deputy Corporate Officer
- K. Needham, Corporate Officer (recording secretary)
- D. LeBlanc, Senior Planner\*
- S. Ballan-Brown, Corporate Services Executive Assistant

(\* denotes partial attendance)

**1. CALL TO ORDER**

Chairperson Wooldridge called the meeting to order at 8:34 a.m.

It was acknowledged that this meeting is being held on the traditional territory of the syilx/Okanagan people.

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

Roll call was taken as some Board members appeared electronically.

**2. COMMUNITY SERVICES - Regional Housing Strategy Workshop**

Staff introduced the workshop and the Consultants:

- Nancy Henderson, Senior Local Government Advisor, Main Facilitator, Urban Matters;
- Matt Thomson, Senior Advisor & Co-Lead, Urban Matters (*attended electronically*);
- Darcy Roszell, Community Planner, Urban Systems (*attended electronically*).

Nancy Henderson, Facilitator:

- Presented an overview of the workshop format and topics to cover;
- Provided a project overview and timeline of the project and noted we are currently at the start of Phase 2;
- Discussed the process for engagement, including focus groups, public survey, lived experience interviews and the regional steering committee.
- Commented the next report to the Board is planned for late April 2022

*Director Baker joined the meeting in person at 8:44 a.m.*

- Displayed the housing continuum and the focus on affordable housing
- noted stakeholders already identified through the housing needs assessment process; since added MOTI/BC Transit, as well as groups working with youth, seniors and differing abilities.
- Board discussed other possible organizations, including non-profit and real estate.
- Provided an overview of factors contributing to housing including emerging housing trends, current market status, affordability gap, labour shortages.
- Discussed the benefits of a regional approach including a collective vision, strategic advocacy, pooling of resources, regional partnerships, and building capacity throughout the regional;
- Reviewed the role of government including the strategic priority of the Regional Board;
- Sustainable - want strategy to be complete;
- Spoke to the priority, role, and deliverable.
- NOT envisioning the creation of a regional housing corporation;
- Provided key points from recent workshop with staff steering committee

*Director Johnston joined the meeting in person at 9:12 a.m.*

Workshop portion introduced as follows:

1. Noted the intention is to have a collective vision and bring all municipalities along with a collective vision for regional housing strategy to regional that will then guide OCP development at other levels;
2. Noted that presentations to local government not part of current budget but could include presentations to municipalities if want to change engagement process.

Facilitator requested comment from the Board on the following five (5) questions and noted comments to help inform next steps in Phase 2 of the strategy:

1. Vision - What does success look like in 5 years;

Facilitator summarized:

- Collective vision, aligning advocacy, transportation links (check audio for summary);
  - How can best achieve this collective vision together, what processes can we use as we move through the process?
  - Work with staff with information and on strategy of engaging other municipalities.
2. Regional Collaboration - How do you think this plan best fosters regional collaboration and support municipal goals?
  3. Priorities - Identify your top Regional Housing Strategy priorities
  4. Barriers - With a regional lens, what are the barriers to success?

Facilitator:

- Reviewed the role of Regional District and asked if there are any changes to the current strategic priority, the regional role;
  - Advocacy role collectively, and at municipal level.
5. Strategic Priorities - Regional Role – are there any changes needed to the previously identified Regional Role?
    - RDCO's contributions to the provision of housing will take the form of advocacy and facilitation;
    - RDCO is ideally placed to convene discussions, outline innovative housing solutions and create best practices to inform local development policies.

Director of Community Services:

- Provided the current timeline and the return to the Board to review draft plan;
- Noted additional budget would be required to add additional reporting to the Board as this is not contemplated in the current project plan.

The Board members discussed what action that would like staff to take next, including an increase to the project budget to report back to the Board following further engagement with municipalities.

**#GS55/21** Sieben/Hodge

**THAT** the Regional Board directs project staff collate OCP information from all member municipalities, electoral areas and First Nation and convene an interim and additional Regional Housing Strategy presentation and workshop to the Regional Board as part of the project timeline.

CARRIED Unanimously

The consultants and staff confirmed they will collate the information to further speak to baseline of other local government jurisdictions in the region.

4. **ADJOURN**

There being no further business the meeting was adjourned at 10:43 a.m.

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L. Wooldridge (Chairperson)

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K. Needham (Corporate Officer)

/slh/kn

DRAFT

**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, November 22, 2021**

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

Absent: B. Sieben (City of Kelowna)

Staff: C. Griffiths, Director of Corporate Services/Deputy Corporate Officer  
T. Cashin, Director of Community Services  
J. Foster, Director of Communication & Information Service  
D. Komaike, Director of Engineering Services  
L. Smith, Director of Financial Services  
K. Needham, Corporate Officer  
W. Darlington\*, Manager-Park Planning & Capital Projects  
M. Czarny\*, Planner  
S. Horning, Supervisor-Corporate Services (recording secretary)

(\* denotes partial attendance)

**1. CALL TO ORDER**

Chairperson Wooldridge called the meeting to order at 7:06 p.m.

It was acknowledged that this meeting is being held on the traditional territory of the syilx/Okanagan people.

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

Roll call was taken as some Board Members appeared electronically.

**2. ADDITION OF LATE ITEMS**

There were no late items

**3. ADOPTION OF THE AGENDA**

*(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208)*

**#234/21** BARTYIK/BASRAN

**THAT** the agenda for the November 22, 2021 Regular Meeting be adopted.

CARRIED Unanimously

**4. ADOPTION OF MINUTES**

4.1 Regional Board Statutory Inaugural Meeting Minutes - November 4, 2021

*(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208)*

**#235/21** GIVEN/BARTYIK

**THAT** the Regional Board Statutory Inaugural Meeting minutes of November 4, 2021 be adopted.

CARRIED Unanimously

4.2 Governance & Services Committee Meeting Minutes - November 4, 2021

*(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208)*

**#236/21** HODGE/FORTIN

**THAT** the Governance and Services Committee Meeting minutes of November 4, 2021 be adopted.

CARRIED Unanimously

4.3 Regional Board Meeting Minutes - November 4, 2021

*(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208)*

**#237/21** GIVEN/HODGE

**THAT** the Regional Board Meeting minutes of November 4, 2021 be adopted.

CARRIED Unanimously

**5. CORRESPONDENCE**

5.1 Ministry of Municipal Affairs

*(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208)*

- *UBCM Follow-up*
- *CleanBC Roadmap to 2030*
- *Bill 26 Circular*

**#238/21**     GIVEN/DEHART

**THAT** the correspondence from the Ministry of Municipal Affairs; UBCM Follow-up, CleanBC Roadmap to 2030, and Bill 26 Circular; attached to the November 22, 2021 agenda be received for information.

CARRIED Unanimously

- 5.2     Okanagan Basin Water Board - Board Report November 5, 2021  
(*All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208*)

**#239/21**     HODGE/BARTYIK

**THAT** the correspondence from the Okanagan Basin Water Board attached to the November 22, 2021 agenda be received for information.

CARRIED Unanimously

**6.     CAO REPORT**

- UBCM Asset Management Planning Program Grant
- White Rock Lake Wildfire Recovery

The Director of Corporate Services presented the CAO's verbal report to the Board as the CAO is currently in Merritt assisting with their Emergency Operations Centre.

The Director of Corporate Services advised the Board on the following:

- UBCM Asset Management Planning Program Grant:
  - Advised that the RDCO was successful in its grant application for \$15K of funding to go towards our Corporate GHG Reduction Strategy.
  - Noted the RDCO's Corporate GHG Reduction Strategy is 100% covered by grants.
- White Rock Lake Wildfire Recovery:
  - The do not consume advisory for Killiney Beach Water system was rescinded on November 10, 2021.
  - The privately provided water system for residents in Estamont remains at a 'Do Not Consume' advisory. The RDCO will continue to support those residents by providing the potable water filling station at no charge at the firehall (Station 102).
  - Inquires have significantly decreased; with no water-related inquiries since the do not consume rescindment on November 10<sup>th</sup>.
  - Permitting activity is ongoing. As of today, there were:
    - 39 demolition permit applications submitted and 39 approved;

- 3 building permit applications submitted and 3 approved.
  - Foreshore assessment remains underway, and a full report is expected next month.
  - Any Westside electoral area residents impacted whom have not yet spoke with an RDCO case worker is reminded to reach out to the recovery team.
- Emergency Operations Centre / Emergency Social Services:
  - The region has stepped up to assist our neighbouring communities due to flooding.
  - The EOC in the Central Okanagan has been activated at Level 1.
  - Staff across the region have been seconded to assist.
  - The ESS Reception centre is open at Willow Park Church in Kelowna (Rutland).
  - In response to this emergency, the ESS program has supported more than 2,000 people so far; estimated to reach up to 3,000 evacuees.
  - We are expecting the needs of our reception centre to go well into December.

## 7. **COMMUNITY SERVICES**

- 7.1 A21-03 (Kingsnorth) Non-Farm Use - Commercial Business  
*(All Directors – Unweighted Corporate Vote – Simple Majority – LGA 208)*

*Director Stack joined the meeting at 7:14 p.m.*

Staff displayed a PowerPoint presentation summarizing the non-farm use application and responded to questions from the Board.

Staff confirmed that the Applicant's agent would not be attending the Board meeting. The Applicant did not confirm attendance and was not in attendance.

#240/21

### **BASRAN/HODGE**

**THAT** the Regional Board **NOT** support Agricultural Land Commission Application A-21-03 for applicant S. Kingsnorth, to allow a non-farm use for a commercial operation as outlined in the report dated November 22, 2021;

**AND THAT** the Regional Board directs staff to **NOT** forward the application to the Agricultural Land Commission.

**CARRIED** Unanimously

- 7.2 Boundary Redefinition - City of Kelowna  
*{All Directors – Unweighted Corporate Vote – Simple Majority – LGA 208}*

Staff displayed a PowerPoint presentation summarizing the City of Kelowna's request for a boundary extension and responded to questions from the Board.



Staff advised there will be no impacts to the RDCO's tax base and responded to questions from the Board.

Noted that the property in question is currently owned by the City and any municipally owned property does not pay tax.

Advised that the City of Kelowna has owned the property since 2020. Prior to it being transferred to the City, it was privately held.

Shayne Dyrdal, Senior Manager, Airport Finance & Corporate Services, City of Kelowna responded to questions from the Board:

- Advised that the land is currently in the ALR, and that it is the last piece of land that is required to come out of the ALR for the proposed airport expansion;
- Advised that Airport staff work with the ALC as a partner.

**#241/21** GIVEN/DEHART

**THAT** the Regional Board receive the Request for Boundary Extension – City of Kelowna report from the Director of Community Services dated November 22, 2021;

**AND THAT** the Regional Board provide a letter of support for the expansion of the City of Kelowna municipal boundaries to include 4150 Old Vernon Road, Lot A, District Lot 122, ODYD, Plan KAP16500.

CARRIED Unanimously

**8. PARK SERVICES**

- 8.1 Joe Rich Community Hall Operating and Recreation Programming Agreement Board Report  
(All Directors – Unweighted Corporate Vote – Simple Majority – LGA 208)

Staff displayed a PowerPoint presentation summarizing the Joe Rich Community Hall Operating and Recreation Programming Agreement

**#242/21** BARTYIK/DEHART

**THAT** the Regional Board approve entering into a three (3) year Joe Rich Community Hall Operating and Recreation Programming Agreement with the Joe Rich Ratepayers and Tenants Society commencing on January 1<sup>st</sup>, 2022 and terminating on the 31<sup>st</sup> of December 2024.

CARRIED Unanimously

## 9. ENGINEERING SERVICES

- 9.1 UBCM FireSmart Grant Application 2022  
(All Directors – Unweighted Corporate Vote – Simple Majority – LGA 208)

The Director of Engineering Services displayed a PowerPoint presentation summarizing the UBCM - CRI Fund FireSmart Grant and responded to questions from the Board.

### #243/21 GIVEN/STACK

**THAT** the Regional Board support an application to the '2022 UBCM Community Resiliency Investment Fund - FireSmart Community Funding and Support Grant' for the following two Regional District of the Central Okanagan projects:

1. Developing a Community Wildfire Resiliency Plan with related Fire Smart activities in Electoral Area East and Electoral Area West, and
2. Developing Fuel Management Prescriptions (3) and a phased Treatment (1) in support of fuel management activities in the Regional Parks.

CARRIED Unanimously

- 9.2 Central Okanagan Search and Rescue - Capital Needs and Funding Analysis  
(All Directors - Unweighted Corporate Vote - Simple Majority - LGA 208)

The Director of Engineering Services displayed a PowerPoint presentation with respect to the COSAR - Capital/Funding Report and responded to questions from the Board.

### #244/21 FORTIN/GIVEN

**THAT** the Regional Board support, in principle, contributing funding for an improved facility for the Central Okanagan Search and Rescue society;

**AND THAT** the Regional Board direct staff to work with member municipalities, electoral areas, First Nations and the Central Okanagan Search and Rescue society to identify options for an improved search and rescue facility within the Central Okanagan.

CARRIED Unanimously

**10. CORPORATE SERVICES**

- 10.1 Letter of Support - City of Kelowna Municipal and Regional District Tax Bylaw No. 12290  
(All Directors – Unweighted Corporate Vote – Simple Majority – LGA 208)

Director DeHart declared a conflict of interest as she works in the hotel industry and left the meeting at 8:20 p.m.

The Corporate Officer provided an overview of the request for a letter of support for the 2022 renewal of a City of Kelowna 3% hotel tax levy.

**#245/21 MILSOM/HODGE**

**THAT** the Regional District of Central Okanagan provide a letter of support for the 2022 renewal of a 3% hotel tax levy as approved in the City of Kelowna Municipal and Regional District Tax Bylaw No. 12290.

CARRIED Unanimously

Director DeHart rejoined the meeting at 8:22 p.m.

**11. DIRECTOR ITEMS**

**12. ADJOURN TO CLOSED MEETING**

Resolution to close the meeting to the public  
(All Directors – Unweighted Corporate Vote – Simple Majority – LGA 208)

**#246/21 BARTYIK/BASRAN**

**THAT** the Regional Board close the November 22, 2021 Regular meeting to the public pursuant to section 90(1)(c), (e) and 90(2)(b) of the *Community Charter* to consider:

- labour relations;
- acquisition and disposition of land;
- negotiations between the Regional District and a third party.

CARRIED Unanimously

**13. ADJOURN TO CLOSED SESSION**

The meeting adjourned to a closed at 8:23 p.m.

**14. RECONVENE TO OPEN SESSION & TERMINATION**

The meeting reconvened to an open session and was declared terminated at 9:02 p.m.

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L. Wooldridge (Chairperson)

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K. Needham (Corporate Officer)

/slh

DRAFT



## BOARD REPORT: November 26, 2021

1450 K.L.O. Road, Kelowna, BC, V1W 3Z4

P: 250-469-6187, 1-800-363-6684

[www.oksir.org](http://www.oksir.org)

### 2021 OKSIR Directors

#### Voting Directors

**Shirley Fowler,**

**2021 Chair**

*RDNO*

**Amarjit Lalli,**  
**2021 Vice Chair**

*Fruit Grower, Central*

**James Baker**  
*RDCO*

**George Bush**  
*RDOS*

**Dave Dobernigg**  
*Fruit Grower, North*

**Tim Lavery**  
*CSRD*

**Walter Makepeace**  
*Fruit Grower, South,  
Organic*

**Brad Sieben**  
*RDCO*

#### Non-voting Directors

**Dr. Susanna  
Acheampong**  
*BC Ministry of  
Agriculture, Food &  
Fisheries*

**Taras Pojasok**  
*Agriculture and  
Agri-food Canada*

### Tree Fruit Industry Stabilization Plan Complete

The Province released *The Path Forward: A Blueprint for B.C.'s Tree Fruit Industry*. The stabilization project, led by the Ministry of Agriculture, Food and Fisheries in consultation with an external advisory committee made up of key stakeholders, was launched in February 2021. The 19 recommendations in the stabilization plan were built from the extensive feedback received during 30 consultation sessions with more than 165 individuals representing all aspects of the industry, including producers, packers, marketers, retailers, researchers and government.

The Province is now moving into the implementation phase of the stabilization process, although the momentum has been slowed by the ongoing and tragic flooding that is currently devastating agricultural operations in other areas of the province.

The plan acknowledges the sharp decline in apple acreage has caused the OKSIR Program financial challenges and put the Program in jeopardy. One of the recommendations in the plan addresses the OKSIR Program directly:

“It is recommended an assessment of the Okanagan-Kootenay Sterile Insect Release Program be conducted to determine the value the Program provides to the apple industry. If the Program is determined to be critical to the success of the industry and its viability is at risk, funding models that could be put in place to support the producer portion of Program costs should be considered.”

### OKSIR to Send Letter to Minister & Partner on Program Assessment

The Board will send a letter to the Hon. Lana Popham, Minister of Agriculture, applauding the completion of the plan, acknowledging the recommendation related to OKSIR, and offering the support of OKSIR in the implementation-planning process. OKSIR management are working with Minsistry staff to begin the assessment, which will be completed by a neutral third party consultant. The results of the assessment may provide the support needed as OKSIR prepares to ask senior government to return as funding partners for the Program until the apple industry is able to rebuild.

### Excellent Field Results in 2021

Despite the many curve balls of 2021, the field season produced excellent results, with wild codling moth captures near an all-time low and the Program meeting its operational target: over 90% of the acreage had .2% damage or less from codling moth at harvest time (fewer than 1/500 damaged fruit). The Program Entomologist walked the Board through the area-by-area results, noting the ongoing challenge posed by movement of infested wood when orchards are removed—creating codling moth “super spreader” events when old apple trees are sold as firewood rather than being burned or chipped on site.

### 2022 Meeting Schedule Set

Mark your calendars! The Board approved the 2022 schedule, with meetings set for the following Fridays: January 28, March 11, May 13, July 22, October 7, and November 25.

The next regular meeting of the OKSIR Board will be 9:00 a.m. on **Friday, January 28, 2022.**





# Regional Board Report

**TO:** Regional Board

**FROM:** David Komaïke  
Director of Engineering Services

**DATE:** December 6, 2021

**SUBJECT:** Biomass Inventory Summary Report

**Voting Entitlement:** *All Directors – Unweighted Corporate Vote – Simple Majority – LGA 208*

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## **Purpose:**

To present the Regional Board with the Biomass Inventory Study for the Okanagan region as completed by Associated Environmental Consultants.

## **Executive Summary:**

The Okanagan region generates significant quantities of biomass waste from the growing agriculture, food and beverage, and forestry industries, as well as construction and municipal wastes. The Regional District of Central Okanagan (RDCO) has partnered with the Okanagan Sustainability Leadership Council (OSLC) to study the current management practices of biomass waste. The goal of the study was to determine if there was sufficient biomass available to support the reduction of greenhouse gas emissions by beneficially using biomass waste for the generation of carbon-neutral energy and other bioproducts.

Associated Environmental Consultants Inc. (AE) were hired in May 2021, to undertake this task. The results from the study indicate that the Okanagan valley generates an estimate of 1,527,010 wet tonnes of biomass per year.

## **RECOMMENDATION:**

**THAT** the Regional Board receive the update on the RDCO Biomass Inventory study, dated December 6th, 2021 for information.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "DK/K", is written over a light blue grid background.

David Komaïke, P.Eng.  
Director of Engineering Services

Approved for Board Consideration

A handwritten signature in black ink, appearing to read "Brian Reardon", is written over a light blue grid background.

Brian Reardon, CAO

*Prepared by: Divya Gupta, Senior Energy Specialist*

## Attachment(s):

1. AE\_Biomass Inventory Summary Report
2. Biomass Inventory presentation powerpoint

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**Implications of Recommendation:**

Strategic Plan:	The Biomass Inventory Study aligns with Environmental strategic priority outlined by the board in 2019.
Organizational:	Continuous improvement in our waste collection and waste management practices.
Financial:	Budget Amendments to be made according to future needs of pursuing a Waste to Energy facility.
Policy:	Regional Strategic priority 2019-22

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**Background:**

The Regional District of Central Okanagan (RDCO) and the Okanagan Sustainability Leadership Council (OSLC) retained Associated Environmental Consultants Inc. (Associated) to develop a biomass inventory for the Okanagan Region. The goal of study is to develop a better understanding of the available biomass quantity and current management practices. It provides valuable information which should lead to improved management of biomass waste in the region. The result is a dataset that identifies the information sources, composition, estimated quantity and current management practices of the biomass waste in the north, central, and south Okanagan Valley. Improved management of biomass is a step towards increased renewable gas content in the natural gas system.

The following table contains biomass waste streams or categories of biomass that were identified, and the amount of biomass generated for each category.

Category	Estimated Volume (wet tonnes/year)	Current Management
Animal waste	145,900	Composted and used on farm
Wastewater residuals	45,891	Composted and marketed to private users and the public
Plant residuals	57,664	Composted and used on farm
Food waste	63,533	Landfilled or composted at private facility
Paper	33,832	Recycled
White wood	74,445	Landfilled
Leaf and yard waste	110,048	Composted and supplied to the public
Clean wood - mill	556,526*	Managed onsite, supplied to other facilities, used in cogeneration or made into pellets
Clean wood – roadside	439,171	Left/managed onsite
<b>Total</b>	<b>1,527,010</b>	

A high-level Biomass fuel conversion matrix is also included in the report as Appendix 'A'. Not all biomass is destined for use through combustion. This is a high-level matrix and further research would be required to pursue any of these technologies.

**Possible Future Steps –**

- Further refinement and analysis of the Biomass Study to determine if the Okanagan Valley meets the criteria to achieve a Bioeconomic zone designation. (Through ECOSTRAT)
- Continue to work with FortisBC to investigate the possibility of a RNG production plant within our region.
- Continue to support the completion of additional studies to estimate the economics of roadside wood waste collection within our valley (Currently underway).

**Financial Considerations:**

- The current project was jointly funded by RDCO and OSLC ~ \$47,677.50.

**Organizational Issues:**

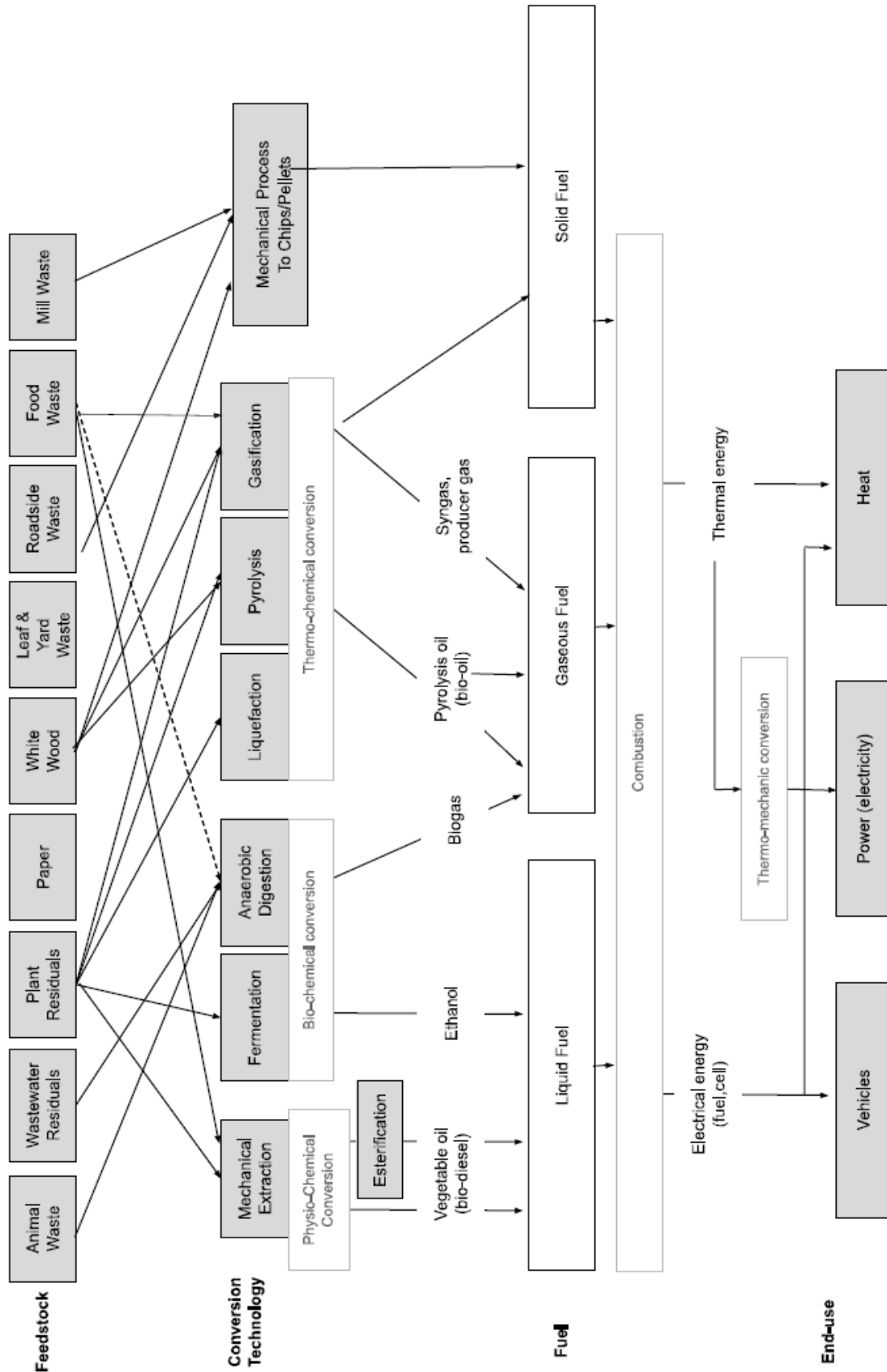
- Waste and Environmental services will continue to work towards optimizing waste management techniques and continue to provide waste and recycling education.
- Engineering services will investigate viable options for supporting the development of a waste to energy facility within the Regional District as per Board direction.

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

- Legal/Statutory authority
- General



# APPENDIX 'A'



## REPORT

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### Regional District of Central Okanagan and Okanagan Sustainability Leadership Council

### Okanagan Biomass Inventory



OCTOBER 2021

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## ACKNOWLEDGEMENTS

The results of the Okanagan Biomass Inventory project develop with the help of the project team, in addition to interested stakeholders and biomass producers. At a minimum, we would like to acknowledge the input from the following:

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- Robert Stupka, Program Manager, Climate Action Partners, Fortis BC
- Jeremy Dresner, Senior Energy Specialist, Regional District of Okanagan Similkameen
- Scott Hoekstra, Manager – Landfill and Composting Operations, City of Kelowna
- Jose Garcia, Supervisor of the Regional Compost Facility, City of Kelowna
- Contacts listed in the biomass inventory dataset, submitted separately.

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## 1 PROJECT PURPOSE

The Regional District of Central Okanagan (RDCO) and the Okanagan Sustainability Leadership Council (OSLC) retained Associated Environmental Consultants Inc. (Associated) to develop a biomass inventory for the Okanagan Region as part of their initiative to improve the management of biomass waste in the region. It is a step towards increased renewable gas content in the natural gas system, using biomass waste as a source of renewable natural gas. The result is a dataset that identifies the information sources, composition, estimated quantity and current management practices of the biomass waste in the north, central, and south Okanagan Valley. A draft biomass feedstock and use matrix is also included. The report is intended to be reviewed in conjunction with the excel dataset.

## 2 METHODS

The initial step was to create categories of biomass feedstock classes or types, which are based on information obtained from literature, RDCO, OSLC and relevant stakeholders. The next step was to determine information sources, solicit information, analyze datasets, determine current biomass management and future projections, and map the summary of volumes. Prior to this deliverable, we provided a draft of the data collected and information sources, which were revised and expanded based on feedback during a client project team meeting on July 14, 2021.

### 2.1 Information Collection

While gathering information, the following biomass waste streams or categories of biomass were used:

1. Animal waste - produced from commercial livestock farming, and includes manure mixed with animal bedding.
2. Wastewater residuals - primarily biosolids<sup>1</sup> reclaimed from public wastewater systems.
3. Plant residuals - plants mixed with soil media and agricultural crop residues (different from leaf and yard waste).
4. Food waste - organics from restaurants and households.
5. Paper - processed fibre materials such as cardboard, high-grade commercial paper and mixed paper including newspapers and catalogues.
6. Leaf and yard waste - twigs, leaves and trimmings, both commercial (e.g., landscaping) and residential.
7. White wood - dimensional lumber, painted wood and other wood-based construction and demolition waste.
8. Clean Wood – harvesting roadside residuals and lumbermill waste produced from forestry operations.

To estimate quantity and quality of biomass generated in each biomass category, digital, literature and in-person sources were solicited. This entailed phone calls, emails and follow-up, as well as data requests and dataset mining. The methods used for each biomass sub-category are listed in the following subsections.

#### 2.1.1 Animal Waste

Manure biomass volumes are based on livestock counts from the 2016 Census of Agriculture (Ministry of Agriculture 2016), paired with values of manure production by livestock type taken from literature (The Department of Alberta Agriculture and Rural Development 2013). The volumes include animal bedding based on conversations with local livestock producers.

<sup>1</sup>Biosolids are sludge (i.e. solid, semi-solid or liquid material that is generated during the wastewater treatment process) that has been treated to reduce pathogens and odours, stabilized, and tested to ensure that treatment requirements and quality criteria are met



As a further step to verify data, the 2016 Census of Agriculture results were cross referenced with the Agricultural Land Use Inventory (ALUI) data for livestock in the Okanagan (BC Ministry of Agriculture 2014). However, the ALUI data is limited for accuracy of livestock numbers because the method for data collection is with a “windshield survey method” (BC Ministry of Agriculture 2021). Because livestock are often confined to structures, the surveyor typically can’t see the animals, so the ALUI summary does not provide an accurate summary of total livestock. For this reason, the census data were deemed more reliable to determine biomass for animal waste.

### 2.1.2 Wastewater Residuals

The production of biosolids from wastewater treatment is well tracked. Volumes are based on information obtained from the composting facilities and landfills that accept biosolids throughout the region, as well as review of annual reports produced by wastewater handling facilities (AECOM et al. 2011; City of Kelowna 2021; City of Vernon n.d.; Tetra Tech Canada Inc. 2020; Regional District of Okanagan-Similkameen 2010).

### 2.1.3 Plant Residuals

Plant residual biomass is derived from a summary of total hectares of orchards and vineyards in the Okanagan taken from the ALUI data (BC Ministry of Agriculture 2014), and typical planting densities taken from literature review and discussion with producers (E. Tonner, personal communication, July 13, 2021; Wines of British Columbia, n.d.). The total hectares multiplied by typical densities gave approximation of biomass produced. Values for tree fruits are based on a blend of young and older orchards, with an average of 0.5 tonnes/ha and 0.6 tonnes/ha (young orchards) to 1.9 tonnes/ha to 5 tonnes/ha (six-year old orchards) (Cichy et al. 2017).

Tree fruit:

- Approximately 3.5 tonnes/ha per year

Vineyards:

- Average of 1.8 kg/vine/year (Cichy et al. 2017)
- Density of 4,000 vines per ha

To cross-reference this approach, the published Agriculture and Agri-Food Canada Biomass Inventory Mapping and Analysis Tool (BIMAT) was analysed. It is a dataset and graphical interface hosted on a website that allows forestry, municipal solid waste, and agricultural data to be mapped using a common spatial framework. Crop residuals in the data set are limited to barley, wheat, flax, oats and corn, so were not applicable. Also, the federal data are not ground truthed and was deemed to be less accurate, so was not used in the results for plant residuals.

### 2.1.4 Food Waste

Food waste is generated from one of two categories: residential and commercial/industrial (e.g., restaurants and supermarkets). Estimated residential/household volumes are based on information from landfill managers and reviewing landfill waste inventory documents (Regional District of Okanagan-Similkameen 2010; Tetra Tech Canada 2018; City of Kelowna 2021). Commercial/industrial food waste information was sought through the BC Restaurant and Foodservices Association by sending a survey to its Okanagan members, but only one response was received. Further information was sought by contacting a local private compost producer, Spa Hills, that collects restaurant food waste in the north and central Okanagan, composts it, and uses it on farmland. The producer declined to provide volumes that are collected. GreenStep Solutions Inc., based in Kelowna, completed an audit of food waste. The information source used by GreenStep was from the landfill waste inventory documents, the same method we have used (A. Nagy, personal communication, October 14, 2021).

The direct avenues for information about commercial/industrial food waste were not successful, so extrapolation from a federal dataset was used, and applied to the known licensed restaurant establishments in the Okanagan. The federal source is an Environment and Climate Change Canada report (2018), that separates food waste by residential, commercial and institutional, and demolition. It provides the total food waste from commercial and institutional annually by province and lists the number of establishments in BC. The number of licensed establishments in the Okanagan was taken from the BC Liquor and Licensing database (2014). The calculations were as follows:

$$\begin{aligned} & \text{Tonnes BC commercial and institutional food waste annually} / \text{number of establishments in BC} \\ & = \text{tonnes} / \text{BC establishment} \end{aligned}$$

$$\begin{aligned} & \text{Tonnes/BC establishment} \times \text{number of licenced establishments in the Okanagan} \\ & = \text{tonnes commercial/industrial food waste in the Okanagan} \end{aligned}$$

### 2.1.5 Paper

Volume of paper waste is based on information provided in annual reports from landfills and district collection services (Regional District of Okanagan-Similkameen 2010; Tetra Tech Canada 2018; City of Kelowna 2021).

### 2.1.6 Leaf and Yard Waste

Leaf and yard waste volumes are well tracked at the landfills and compost facilities where they are managed. Volumes are based on information from landfill managers and reviewing landfill waste inventory documents (Regional District of Okanagan-Similkameen 2010; Tetra Tech Canada 2018; City of Kelowna 2021).

### 2.1.7 White Wood

Volume of white wood is based on landfill inventories and information obtained from landfill managers (City of Kelowna 2021; Regional District of Okanagan-Similkameen 2010; Tetra Tech Canada Inc. 2018).

### 2.1.8 Clean Wood

Clean wood for mills and roadside is difficult to quantify through direct contact with forestry and mill managers. We have separated the methods for mill versus roadside, as they would be managed differently.

#### 2.1.8.1 Clean Wood - Mills

Wood biomass from mills is used for pellet production or has an informal market with offsite use or fuel for mill burners for energy production, the latter is not carefully tracked (D. Douillard, personal communication, June 28, 2021). The resulting clean wood biomass volume for mills include all these possible end products, with pellets as the main source.

The Biomass Inventory Mapping and Analysis Tool (BIMAT) dataset was used to review information about location and quantity of mill waste. It is a dataset and graphical interface hosted on a website that allows forestry, municipal solid waste, and agricultural data to be mapped using a common spatial framework. In the BIMAT dataset, the woody biomass data was provided by the Canadian Forestry Service of Natural Resources Canada and estimates average annual production based on forestry activities for the years 2013-2014 based on the following sources:

- Estimates of the hardwood and softwood land base derived from satellite imagery (a land cover dataset developed by the Canadian Forest Service).

- Annual Allowable Cut statistics from the State of the Forest report, produced by the Canadian Forest Service, and the National Forest Database (Annual Allowable Cut measures the amount of wood that is permitted to be harvested within a one-year period to ensure forest sustainability and productivity).
- Mill locations and estimates of mill production and fibre use (inventory dataset developed by the Canadian Forest Service and the Canadian Wood Fibre Centre).
- Population and population growth statistics from the 2011 Census, provided by Statistics Canada.
- Hybrid poplar and willow growth and yield estimates from land suitability modeling (model developed by the Canadian Forest Service and the Canadian Wood Fibre Centre) and statistics from a national network of plantations (a demonstration network developed by the Canadian Forest Service and the Canadian Wood Fibre Centre).

The mill results from BIMAT dataset were contrasted to three additional data sources:

- 1) The latest Major Timber Processing Facilities dataset, which shows the location and the estimated annual capacity of each operational or presumably operational mill in the province. It is a province-published survey dataset from the GEOBC, DataBC, and the Economic Services Branch (FLNR 2020). While valuable to get perspective on mill capacities, the Major Timber Processing Facilities dataset does not provide any data about waste stream volumes.
- 2) Information obtained from the lumber industry (D. Douillard, personal communication, June 28, 2021; V. McGrath, personal communication, June 21, 2021).
- 3) The Canadian Biomass 2021 Pellet Mill Map (Canadian Biomass 2021) to understand volumes of material going to pellet plants.

#### 2.1.8.2 Clean Wood - Roadside

The BIMAT dataset was reviewed for roadside wood, as provides a summary of material left at the roadside after harvesting and excess (see section 2.1.8.1 for more information). However, the primary source of values for roadside wood are from the Natural Resources Canada dataset (NRCAN 2018). The NRCAN dataset contains vector data (shapefile) of the post-harvest forest residues in Canada for the bioenergy/bioproductions sector in oven-dry tonnes per year (ODT/yr) over the next 20 years. The shapefile maps were produced using remote sensing products, reported at a 10km x 10km scale for harvest residuals. Nationally, the average biomass of forest residues available after harvest is  $26 \pm 16$  ODT/ha (Natural Resources Canada 2018). This was refined to the three regional district boundaries, north, south and central. The NRCAN data is the most comprehensive for Clean Wood - Roadside and was used as the information source.

A more refined biomass inventory of roadside wood in the Okanagan will be completed in 2022. The Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNR) completes a review of the Annual Allowable Cut for Timber Supply Areas (TSA) in the Okanagan. This information is provided to FP Innovations, who completes a biomass inventory analysis, typically once every 10 to 12 years (A. Nussbaum, personal communication, October 29, 2021). FP Innovations uses the FLNR data to estimate available forest-origin biomass for the TSA's. They develop a biomass ratio of recovered biomass to recovered merchantable roundwood, and approximate the cost per oven dry tonne, with the input of road networks and plans for Crown Land (FP Innovations 2017). The Okanagan annual allowable cut data will be provided to FP Innovations by the end of 2021, for their analysis and reporting in 2022 (A. Nussbaum, personal communication, October 29, 2021).

Wildfire plays a role in roadside wood availability; however, it could either increase or decrease roadside wood availability (L. Ronan, personal communication, August 26, 2021). After a large wildfire occurs in the region, as

happened in summer 2021, licensees review their operating areas to inventory salvage logging efforts, which could lead to harvesting larger areas than the annual allowable cut. If clean wood from roadside is a chosen biomass source, this biomass volumes from this stream could be further refined from working with the FLNR.

## 2.2 Biomass Management and Future Predictions

A summary of current biomass management is provided, and is based on information from the biomass producer, either published in formal reporting or through discussions.

Future biomass predictions are based on population projections from BC statistics (BCStats, n.d.). The predictions correlate to the projected population growth and assume no change in per capita production.

## 2.3 Mapping

Maps or visualizations of the biomass inventories were created by category. Total volumes were extrapolated into pie charts if there was more than one source made up a category; for example, animal waste comes from cattle, chicken, and livestock manure. If there is one source, for example wastewater residuals, the data are presented in a single circle. The volume of waste is correlated to the size of the circle on the maps.

For the clean wood waste stream, the NRCAN roadside data is at 10km x 10km scale, which is mapped by colour in ODT/year. The mill biomass from the BIMAT dataset required selecting circular areas based on a single point. For this reason, there is some overlap between districts and under-coverage in outlying regions, with total volumes presented as circles.

# 3 RESULTS

## 3.1 Information Sources

The sources for data collection varied by biomass category, and overlapped for some regions (north, south and central), shown in Table 3-1. The complete dataset that shows more detail for data sources, which is available in Excel file submitted with this document. Complete references are provided in the references section of this document.

Table 3-1  
Data Source by Category of Biomass

Region	Category of Biomass	Source
North Okanagan	Animal Waste	BC Chicken Growers Association
North, Central and South Okanagan	Animal Waste	2016 Census of Agriculture
North and Central Okanagan	Wastewater Residuals	City of Kelowna
Central Okanagan	Wastewater Residuals	Regional District of Central Okanagan Westside Wastewater Treatment Plant
Central Okanagan	Wastewater Residuals	Lake Country Wastewater Operations
South Okanagan	Wastewater Residuals	Regional District of Okanagan-Similkameen
South Okanagan	Wastewater Residuals	Penticton Wastewater Treatment Plant, CH2MHill 2010 Regional Organic Waste Management Strategy
All Okanagan	Plant Residuals	BC Grape Growers Association
All Okanagan	Plant Residuals	Okanagan Vineyards
North, Central, and South Okanagan	Plant Residuals	2006-2014 Agricultural Land Use Inventories, Okanagan
North, Central, and South Okanagan	Plant Residuals	Agriculture and Agri-Food Canada
North Okanagan	Plant Residuals	Vert Nature
Central Okanagan	Plant Residuals	The Valens Company
Central Okanagan	Plant Residuals	Summerhill Wineries
Central Okanagan	Plant Residuals	Stewart Family Estate Vineyard
North Okanagan	Food Waste	Spa Hills Compost
North Okanagan	Food Waste	Tetra Tech Canada Inc. 2018 RDNO Solid Waste Management Plan
Central Okanagan	Food Waste	Tetra Tech Canada Inc. 2021 RDCO Solid Waste Management Plan
Central Okanagan	Food Waste	City of Kelowna
Central Okanagan	Food Waste	UBCO Sustainability Society
Central Okanagan	Food Waste	Original Joes – West Kelowna
South Okanagan	Food Waste	Regional District of Okanagan-Similkameen, CH2MHill 2010 Regional Organic Waste Management Strategy
All Okanagan	Food Waste	Environment and Climate Change Canada. 2018. National Waste Characterization.
North Okanagan	Paper	Regional District of North Okanagan

Region	Category of Biomass	Source
Central Okanagan	Paper	Tetra Tech Canada Inc. 2018 RDNO Solid Waste Management Plan
Central Okanagan	Paper	City of Kelowna
South Okanagan	Paper	Regional District of Okanagan-Similkameen, CH2MHill 2010 Regional Organic Waste Management Strategy
North Okanagan	Leaf and Yard Waste	Tetra Tech Canada Inc. 2018 RDNO Solid Waste Management Plan
Central Okanagan	Leaf and Yard Waste	Hoekstra, S., City of Kelowna
Central Okanagan	Leaf and Yard Waste	Glenmore Landfill, City of Kelowna
South Okanagan	Leaf and Yard Waste	Regional District of Okanagan-Similkameen Waste Collection Statistics
South Okanagan	Leaf and Yard Waste	Regional District of Okanagan-Similkameen, CH2MHill 2010 Regional Organic Waste Management Strategy
Central Okanagan	White Wood	Hoekstra, S., City of Kelowna
South Okanagan	White Wood	Regional District of Okanagan-Similkameen, CH2MHill 2010 Regional Organic Waste Management Strategy
North, Central and South Okanagan	Clean Wood – Mill	Agriculture and Agri-Food Canada, Biomass Inventory Mapping and Analysis Tool (BIMAT)
North and Central Okanagan	Clean Wood – Mill	Tolko Industries Ltd.
North Okanagan	Clean Wood – Mill	Gorman Brothers Lumber
All Okanagan	Clean Wood – Mill	Canadian Biomass 2021
All Okanagan	Clean Wood – Roadside	Ministry of Forests, Lands, Natural Resource Operations and Rural Development
North, Central, and South Okanagan	Clean Wood – Roadside	Natural Resources Canada
North, Central, and South Okanagan	Clean Wood – Roadside	Agriculture and Agri-Food Canada Biomass Inventory Mapping and Analysis Tool (BIMAT)

### 3.2 Data Reliability

Data reliability is limited by reliability of sources. The most reliable data are from municipally managed sites, the landfills and wastewater residual treatment facilities, where managing waste has a clear economic cost or return and is required by permitting. It is carefully tracked and available publicly. The data from personal communications with producers are limited by the level of detail that producers capture, and how biomass is measured. We have taken those accounts at face value. The ALUI is conducted using visual interpretation of aerial imagery combined with a drive-by “windshield” survey to capture a snapshot in time of land use and land cover. Therefore, ALUI data are limited by what can be observed from the roadside. The federal datasets (BIMAT and NRCAN) are limited by their method of collection, which is a desktop analytical and modelling process, not verified by ground-truthing. Due to limitations with the on-line viewing BIMAT platform, only an approximation of the boundary to each regional district can be used to

determine biomass produced by regional district area. This allows for a general estimation of the coverage in the Okanagan.

The data reliability has been ranked as poor (1) to reliable (5), based on a specific question to the information provider, or reflective of the dataset limitations listed. The graphic of data reliability is provided in the Excel dataset, shown in Figure 3-1. A statement about seasonal availability is captured under assumptions, which is based on available information from information providers and assumptions based on the waste stream. Level of contamination is also assumed, which is based primarily on available reporting and feedback from biomass producers. Contamination includes anything that is non-organic, items that cannot be composted.

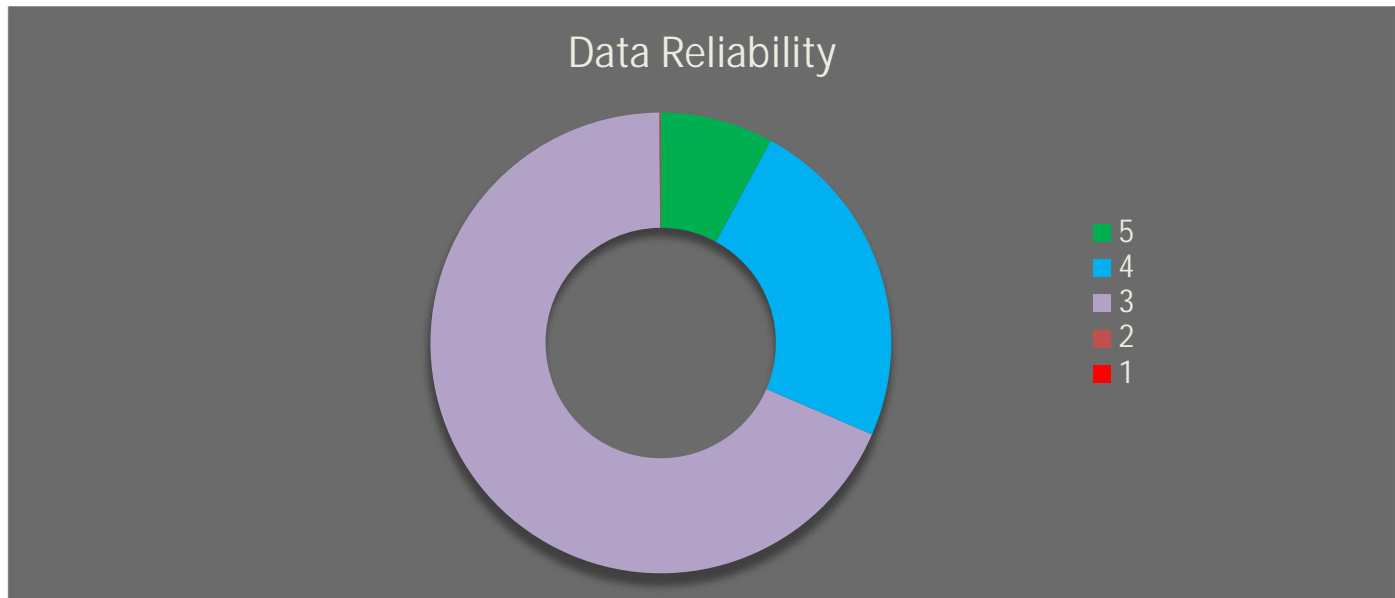


Figure 3-1  
Graph Representation of Data Reliability

### 3.3 Data Assumptions

Data assumptions are required to better estimate volume for each biomass category. Assumptions for each biomass category are summarized as:

- Animal waste - Consistent production year-round and no fluctuation in the number of animals per year.
- Wastewater residuals - Seasonal variations not typical in yearly output. Minimal contamination from possible sources such as white wood and/or metals. The Okanagan has no major sludge sources.
- Plant residuals - Low production during winter months for outdoor producers. No contamination because carefully managed. Composted plant residuals weigh 593.3 kg/m<sup>3</sup> on average (according to Biernbaum 2021). Compost is always labelled as "wet," as successful compost production requires 30 – 50% moisture.
- Food waste - Consistent production year-round. Some contamination from meat and non-compostable material. Material typically has high moisture content. The list of establishments from the BC Liquor Board is similar to the establishment type captured in the federal dataset used to determine commercial and institutional food waste.



- Paper - Consistent production year-round and limited contamination because carefully managed (e.g., no paper with finishes are accepted).
- Leaf and yard waste - Low production during winter months. Contamination from misplaced articles going into yard waste bins (e.g., garbage, recycling). Material is typically dry with little to no moisture content.
- White wood - Consistent production year-round. Some contamination is always present based on the definition of this category.
- Clean wood - Contamination from inclusion of rocks, soil, and other non-organic materials. Production remains constant year-round for mill waste. Production declines during the winter months for roadside waste.

## 4 BIOMASS INVENTORY RESULTS

Approximately 1,527,010 tonnes of biomass are produced in the Okanagan annually (Table 4-1). This volume is mostly estimated in wet tonnes (i.e., the volume before oven drying or centrifuge). The largest volume of biomass is from wood waste, both roadside and mill, followed by animal waste. The breakdown of biomass generators is provided in the Excel dataset as a pie chart. The locations of the biomass sources vary, with the majority of animal waste, roadside wood waste and wastewater residuals in the north (Figures 1 through 5, in Appendix A). Current management is listed in Table 4-1 and elaborated in the next section.

Table 4-1  
Summary of Biomass Inventory

Category	Estimated Volume (wet tonnes/year)	Current Management
Animal waste	145,900	Composted and used on farm
Wastewater residuals	45,891	Composted and marketed to private users and the public
Plant residuals	57,664	Composted and used on farm
Food waste	63,533	Landfilled or composted at private facility
Paper	33,832	Recycled
White wood	74,445	Landfilled
Leaf and yard waste	110,048	Composted and supplied to the public
Clean wood - mill	556,526*	Managed onsite, supplied to other facilities, used in cogeneration or made into pellets
Clean wood – roadside	439,171	Left/managed onsite
Total	1,527,010	

\*This is an interpretation of the BIMAT data and where the sawdust is produced. Pellet production is the same biomass product (sawdust) made into pellets. The distribution of pellet production is not the same as BIMAT mill waste distribution, but the volumes align. The Okanagan pellet facilities produce a total of 482,000 tonnes/yr at the following mills (Canadian Biomass 2021):



- Princeton Standard Pellet Corp., Princeton, BC, 70% bulk, 30% bagged, 110,000 tonnes/yr
- Pinnacle Renewable Energy Armstrong, Armstrong, BC, 95% bulk, 5% bagged, 72,000 tonnes/yr
- Lavington Pellet LP - Pinnacle/Tolko Partnership, Lavington, BC, 100% bulk, 300,000 tonnes/yr

#### 4.1 Biomass Management and Future Projections

The current management is listed by category of biomass in Table 4-1. In general, most biomass sources are managed on site, landfilled, go to market or left in place such as roadside wood waste. Only wastewater residuals and leaf and yard waste having a commercial market, for example Ogogrow and Glengrow, respectively, which are marketed as soil amendments for both residential and commercial use. Agricultural material, which includes plant residuals and animal waste, managed on site is typically composted and/or is left stockpiled for long periods until space limitations require that it is removed. Mill clean wood waste often has an informal market with composting facilities or other offsite use or is used to fuel mill burners for energy production (D. Douillard, personal communication, June 28, 2021). Roadside clean wood waste from logging operations is typically left on site and often burned.

Regarding the best use of biomass, ideally it would be diverted from a scenario that produces greenhouse gases, for example landfill disposal or burning. To capture it as a resource and create energy is a step towards increased renewable energy. Reviewing the carbon cycle intensity of biomass use to create energy was not within the scope of this project.

Future biomass projections are provided in the Excel summary as a graph chart. Generally, the biomass production increases incrementally with the population increase. The wood pellet market is strong, and in Canada pellet production grows year over year by approximately 9% (Canadian Biomass 2021). Speculation for increased pellet production in the Okanagan was not found.

#### 4.2 Biomass Use Matrix

A high-level matrix of potential uses for the categories of biomass has been developed. The feasibility matrix is presented as a flow diagram showing the categories of biomass or feedstocks that are in the Okanagan, the conversion technology that is generally commercially available to utilize that feedstock, the type of fuel produced, and the possible end-use of that fuel (Figure 4-1 sourced from Adams et al. 2018).

Biomass can be converted using biological and thermal technologies that rearrange the majority of carbon atoms to a valuable product including energy, fuel and chemical products. Biological utilizes microbial process, is restricted to biodegradable waste, and primarily uses inputs such as food, yard and other organic wastes. Thermal requires an external heat source to transform waste, is restricted to combustible materials, primarily paper, wood, and plant residuals. Conversion technology listed by Adams et al. (2018; Figure 4-1) include the following, each of which have their own limitations:

- Mechanical extraction
- Fermentation
- Anaerobic Digestion
- Liquefaction
- Pyrolysis
- Gasification
- Mechanical Process to chips and/or pellets.

A high-level summary of conversion technologies and their relevance to the Okanagan biomass inventory results is provided here.

### Mechanical Extraction

There are many different techniques for mechanical extraction, including (Segneanu et al. 2013): liquid-solid extraction, liquid-liquid extraction, partitioning, acid-based extraction, ultrasound extraction, and microwave assisted extraction. The chosen method depends on nature of material and components that will be isolated, with liquid-liquid extraction and liquid-solid extraction as the main procedures used. This can be used to create bio-diesel with identified plant residual and food waste biomass.

### Fermentation and Anaerobic Digestion

Fermentation is a subset of anaerobic digestion, or the first phases of anaerobic digestion. Limitations to fermentation are partially due to poor operational stability, which hinders the technology from being widely adopted and thereby improved. Figure 4-1 shows fermentation into ethanol as a result of alcoholic fermentation, but there are other forms of fermentation that would yield products such as acetic acid. These conversion technologies could be fed with animal waste, wastewater residuals, food waste, and leaf and yard waste (typically once shredded to be used as a bulking agent).

### Pyrolysis and Liquefaction

Pyrolysis is the conversion of wood or carbon to charcoal. This product can be further gasified. As taken from Castello et al. (2018), "There are essentially two main classes of thermochemical processes able to produce a liquid fuel directly from solid biomass: fast pyrolysis and hydrothermal liquefaction. The former involves a very fast heating of biomass in the absence of oxygen and it is mostly addressed to biomass feedstock with a reduced moisture content (usually lower than 10%), e.g., wood or straw." Liquefaction involves the reaction of organic material in the presence of water at very high temperatures and pressure. These conversion technologies could be fed with plant residuals, clean wood and white wood. Pyrolysis has been presented as a technology for converting food waste to energy, but the high moisture content in food waste requires a lot of heat, which may make this process uneconomical. Pyrolysis has also been used to convert wastewater solids, and Metro Vancouver has spent considerable cost to demonstrate hydrothermal liquefaction of wastewater residuals.

### Gasification

Gasification is a process that converts the fossil fuel or organic waste into gases including hydrogen, carbon dioxide and carbon monoxide (Ankur Scientific 2019). Limitations are dependant on the type of gasifier. This conversion technology could be fed with plant residuals, food waste, clean wood, white wood and potentially wastewater residuals.

The viability of each resource is influenced by factors beyond simple theoretical or measured total volumes. However, very generally, animal waste has been identified as the third most abundance volume of biomass category, and it is produced at localized areas (on-farm and along major roadways). In this case, anaerobic digestions into biogas could be a viable option. The carefully managed wastewater residuals could be added to that conversion technology (Figure 4-1). Utilizing roadside or mill wood waste to develop a clean, solid fuel would be limited by the effort to collect the material, potential for contaminants, regulatory hurdles and cost-effective technology. These factors would apply to all biomass categories and chosen conversion technology.

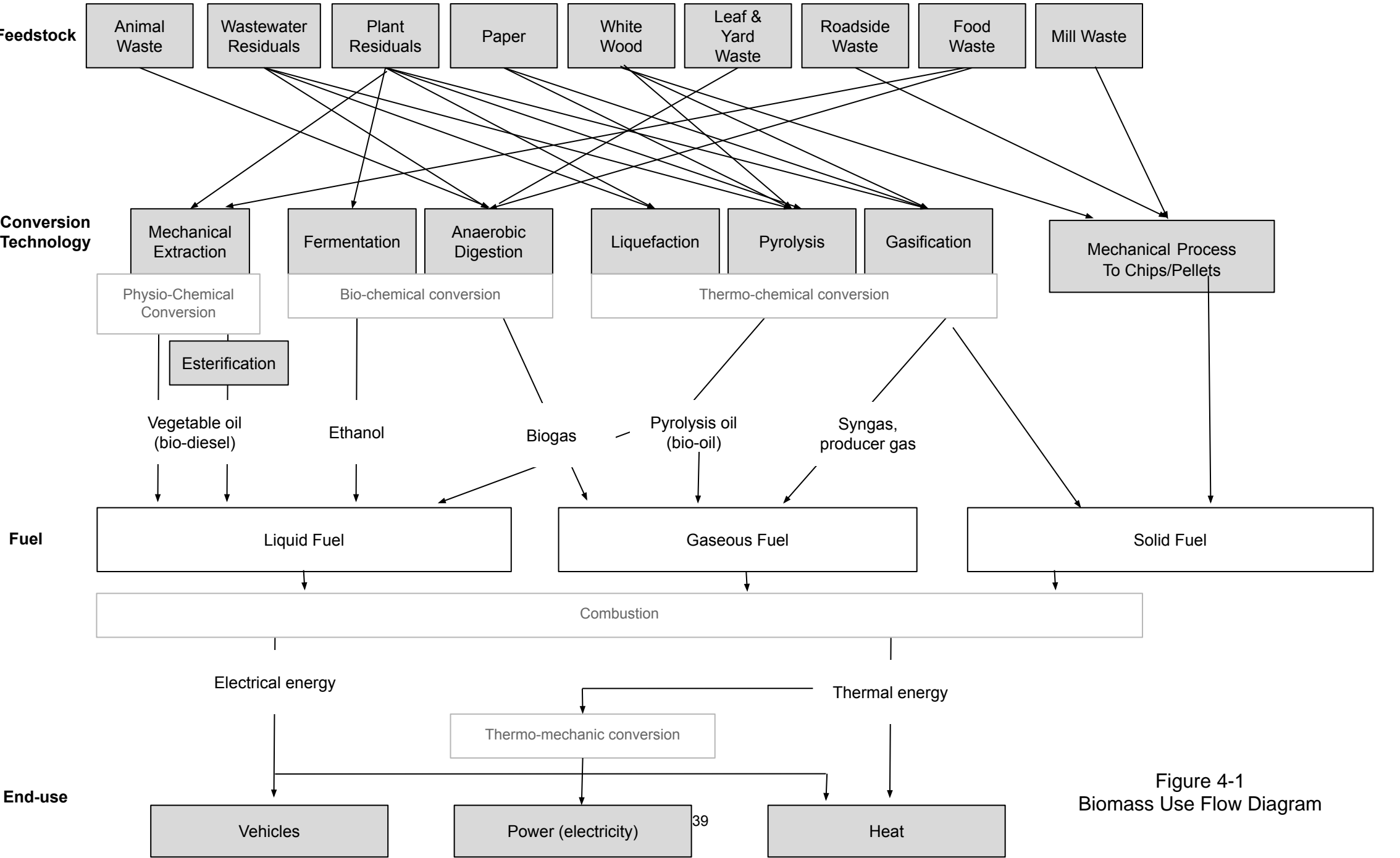


Figure 4-1  
Biomass Use Flow Diagram

## 5 ADDITIONAL WORK

Activities to improve the accuracy of the waste inventory could be completed for the biomass categories. Ideas on how to approach data refinement are listed here:

- Animal waste – Continue to utilize available datasets and monitor the changing agricultural landscape based on market demand for goods.
- Wastewater residuals - Collaboration with the Okanagan municipalities (at a minimum, Vernon, Kelowna and Penticton) could help refine those waste streams and identify joint options for energy creation. Review Metro Vancouver's efforts for wastewater residual conversion to energy.
- Plant residuals – Continue to utilize available datasets and monitor the changing agricultural landscape based on market demand for goods.
- Food waste - Petition other jurisdictions / major cities/regions to see what they have found through their own studies. For example, Metro Vancouver has done a lot of work in this area over the past decades.
- Paper – Continue to collaborate with the Okanagan municipalities (at a minimum, Vernon, Kelowna and Penticton) regarding waste management and monitoring.
- Leaf and yard waste - Continue to collaborate with the Okanagan municipalities (at a minimum, Vernon, Kelowna and Penticton) regarding waste management and monitoring.
- White wood - Continue to collaborate with the Okanagan municipalities (at a minimum, Vernon, Kelowna and Penticton) regarding waste management and monitoring.
- Clean Wood Roadside – Collaboration with FLNR to refine volumes based on agreements with licensees in each operating area.
- Clean Wood Mill and Roadside - Seek results from FP Innovations regarding wood biomass volumes, a study that will begin in late 2021 or early 2022 (A. Nussbaum, personal communication, October 29, 2021)

The cost analysis for capturing these waste streams is unknown at this stage, but it would also be a driver for investment in a biomass to energy project. The viability of each resource is influenced by factors beyond simple theoretical or measured total volumes. The cost to collect, transport, and pre-processing varies by geography, supply logistics, and product type. Each conversion technology has feedstock quantity and quality requirements, which has not been detailed as part of this scope of work. Further work would be needed to determine the requirements and suitability of the inventoried feedstocks as well as conversion from wet to dry tonnes, as relevant.

If a specific biomass category becomes a focus, there are also several risk categories that should be assessed including:

- Supplier Risk,
- Competitor Risk,
- Supply Chain Risk,
- Feedstock Quality Risk,
- Feedstock Scale-Up Risk, and
- Internal Organizational Risk.

To better understand the potential risks in those six categories, the RDCO and OSLC may want to consider an assessment of supply chain risk through the Biomass Supply Chain Risk (BSCR) Standards (EcoStrat Inc. 2021).

## 6 CONCLUSIONS AND RECOMMENDATIONS

The initial inventory of biomass is promising. The largest volumes are from clean wood, approximately 439,171 tonnes/year for roadside and 556,526 tonnes/year for mill. The wood waste stream is not accurately tracked with estimates based on limited information that are not largely monitored or ground-truthed. It is assumed that mill wood waste already has a market or is converted to biogas, where relevant, and roadside wood would be costly to capture because it would be in remote locations and spread out. FP Innovations is working on an analysis of wood biomass in the Okanagan including the economic and regulatory hurdles. Results of this study could be valuable going forward.

The animal waste stream is the next most abundant source, with the north Okanagan providing the highest volume. Animal waste combined with wastewater residuals could be converted to energy using the same technology. These two feedstocks combined are approximately 191,791 wet tonnes / year.

Additional work to refine volumes of the animal waste and wood waste streams could help direct next steps, as well as a supply chain risk analysis of the chosen waste stream and potential conversion technology.

## CERTIFICATION PAGE

This report presents our findings of the Okanagan Biomass Inventory for the Regional District of Central Okanagan and Okanagan Sustainability Leadership Council Okanagan Biomass Inventory.

Respectfully submitted,

Prepared by:



Melanie Piorecky, P.Ag.  
Project Manager  
Restoration and Reclamation Specialist

Reviewed by:

Ruben Arellano, P.Eng.  
Low Carbon Energy Systems Specialist

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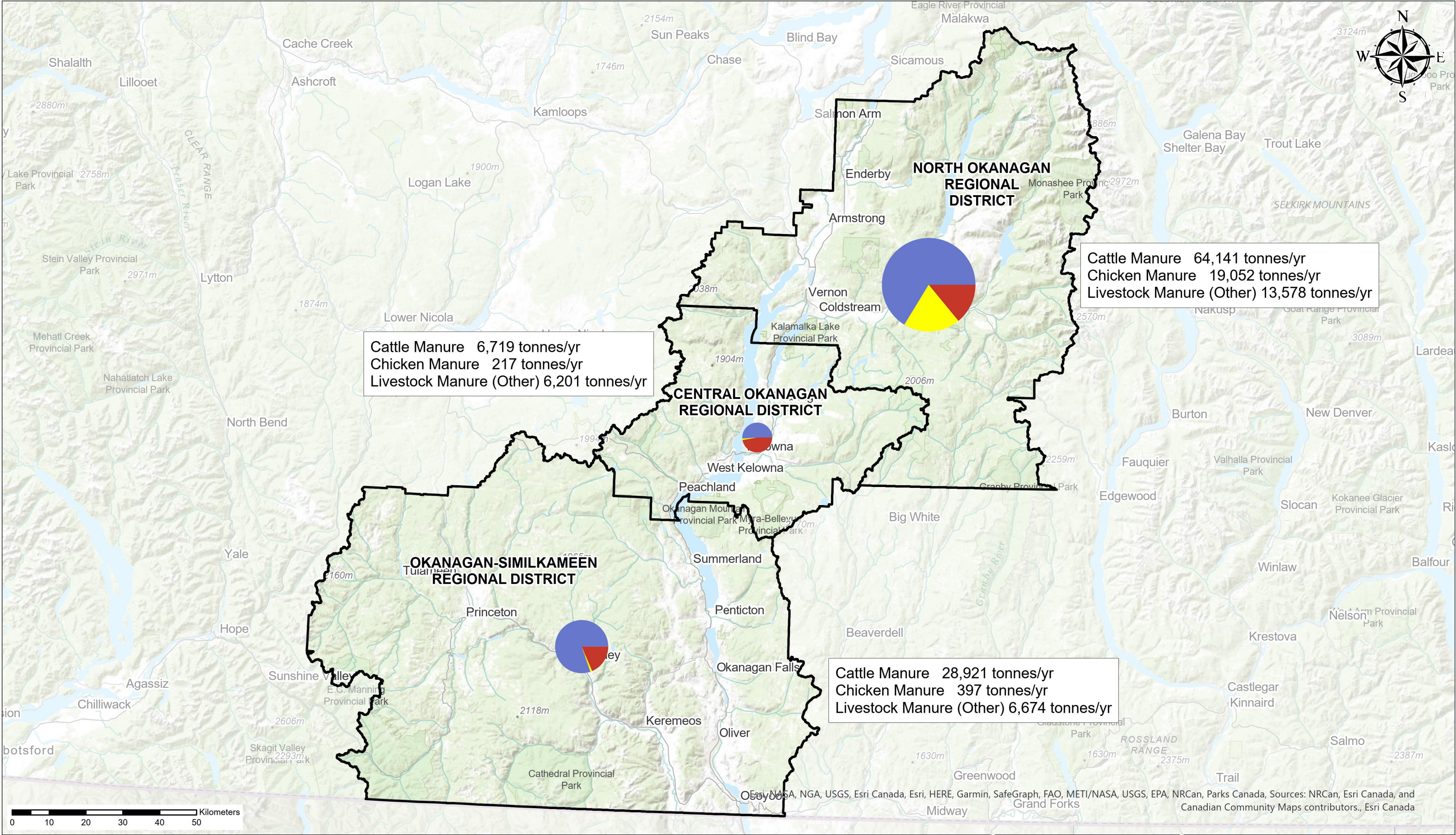
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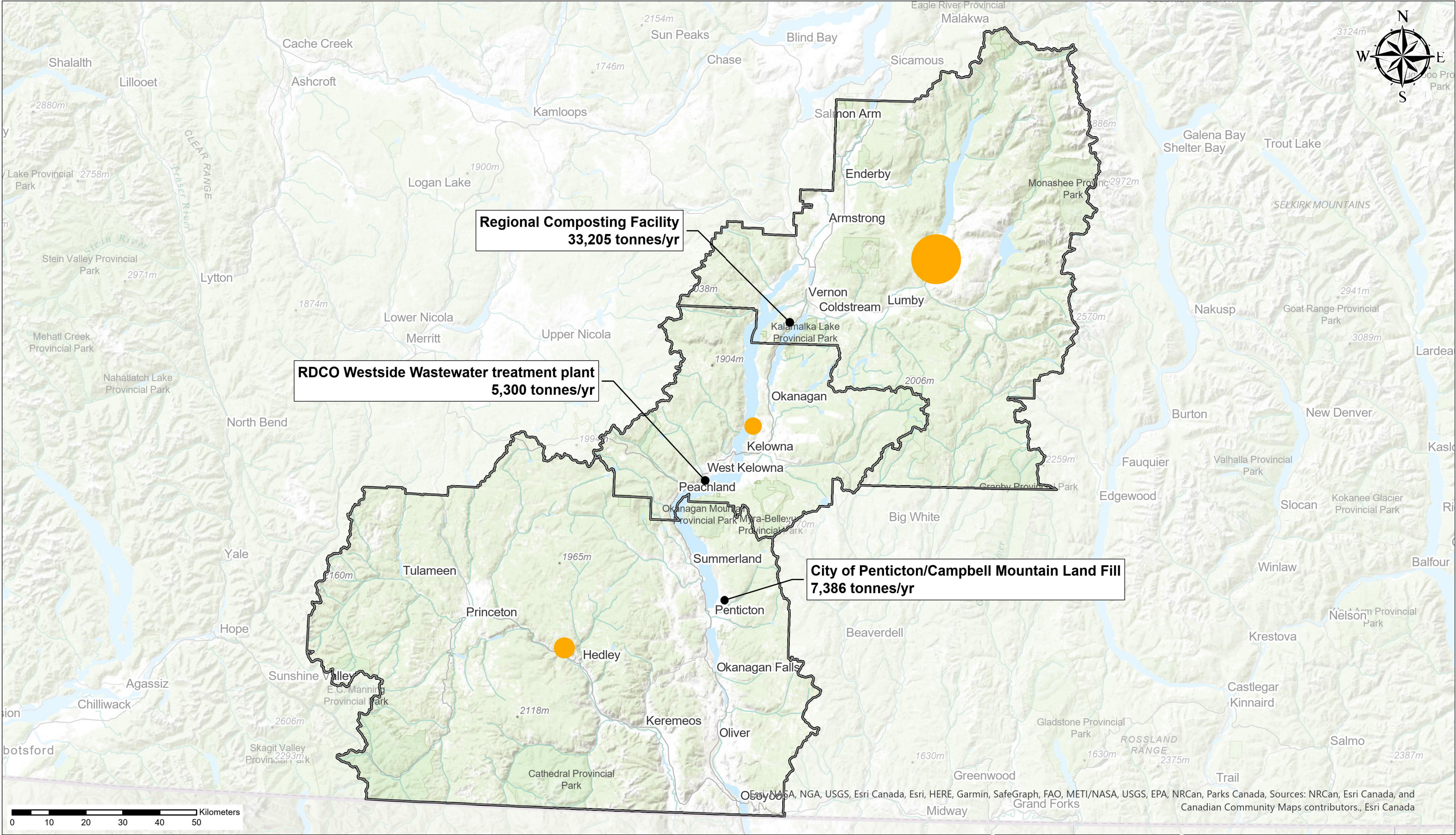
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## APPENDIX A - VISUALIZATIONS









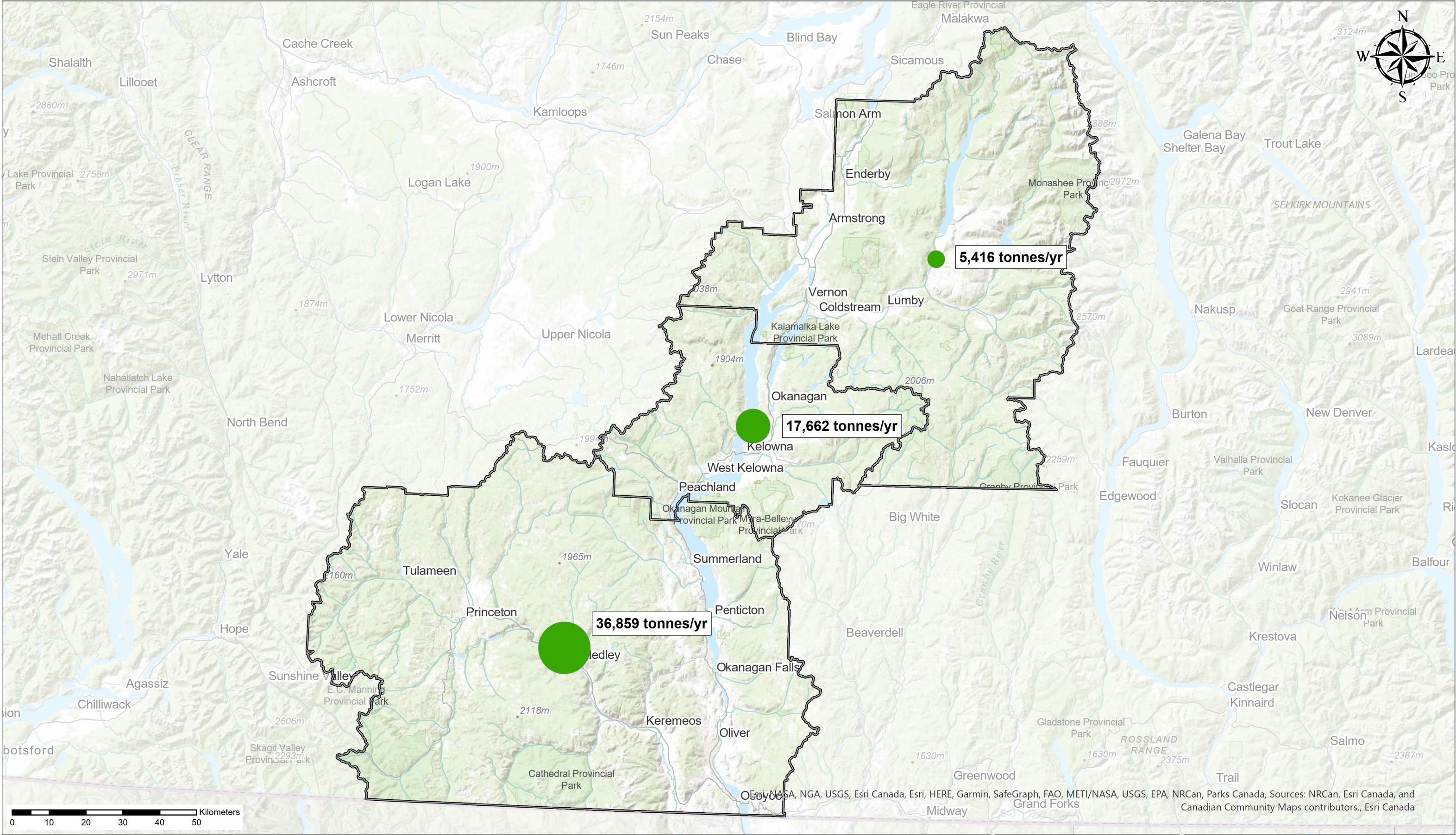
Regional District Boundary  
Facility Location

Waste Water Residuals  
45,891 tonnes/yr

PROJECT NO.: 2021-8880  
DATE: September 2021  
DRAWN BY: BdJ

**FIGURE 2: WASTE WATER RESIDUALS**  
Regional District Central Okanagan and Okanagan Sustainability Leadership Council  
Okanagan Biomass Inventory





Regional District Boundary

**Plant Residuals**

59,937 tonnes/yr

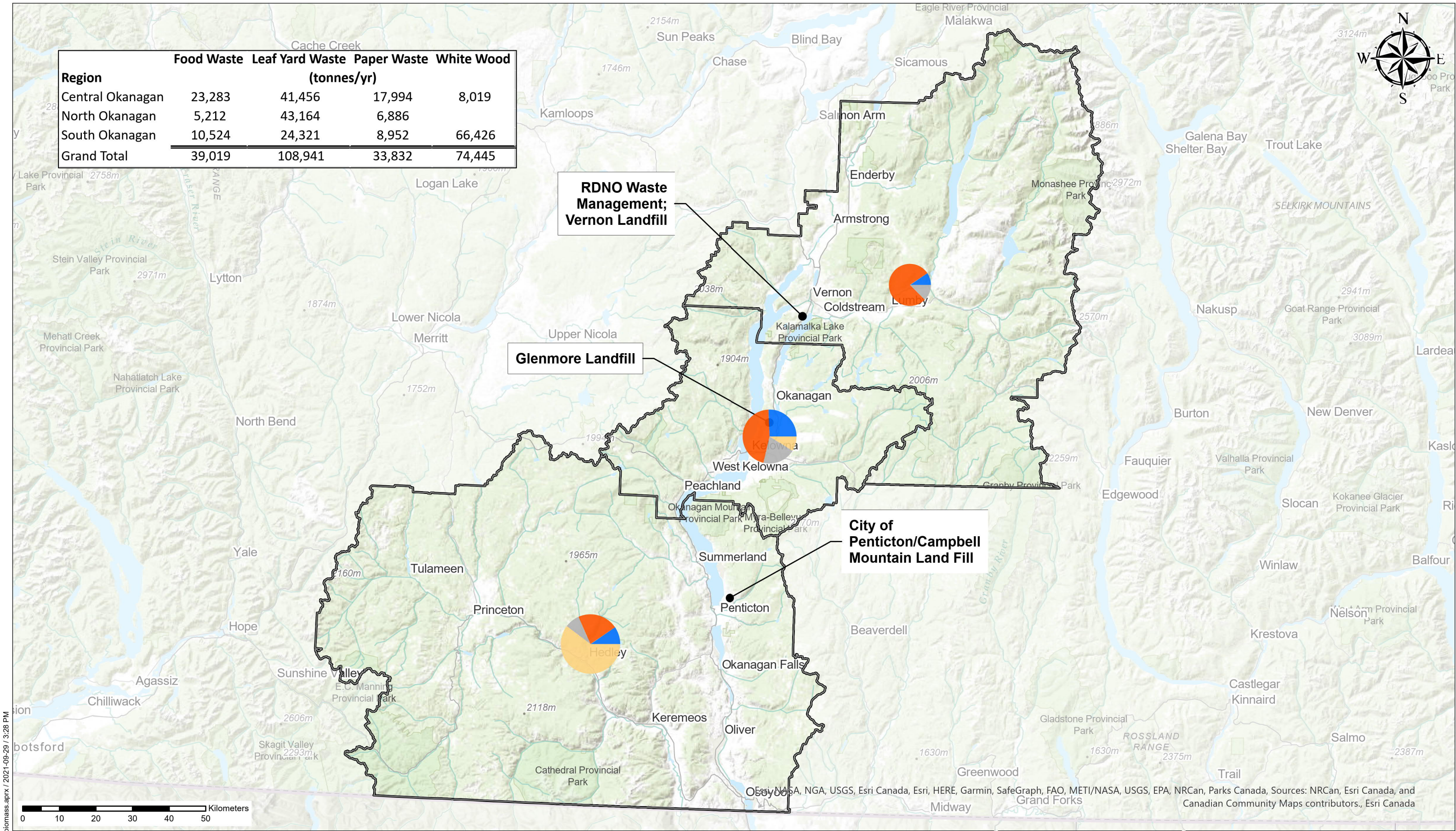
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DATE: September 2021  
DRAWN BY: BdJ

**FIGURE 3: PLANT RESIDUALS**


Regional District Central Okanagan and Okanagan Sustainability Leadership Council  
Okanagan Biomass Inventory



Region	Food Waste	Leaf Yard Waste	Paper Waste	White Wood
Central Okanagan	23,283	41,456	17,994	8,019
North Okanagan	5,212	43,164	6,886	
South Okanagan	10,524	24,321	8,952	66,426
Grand Total	39,019	108,941	33,832	74,445



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Regional District Boundary

Landfills

Food waste

Leaf yard waste

Paper waste

White wood

PROJECT NO.: 2021-8880

DATE: September 2021

DRAWN BY: BdJ

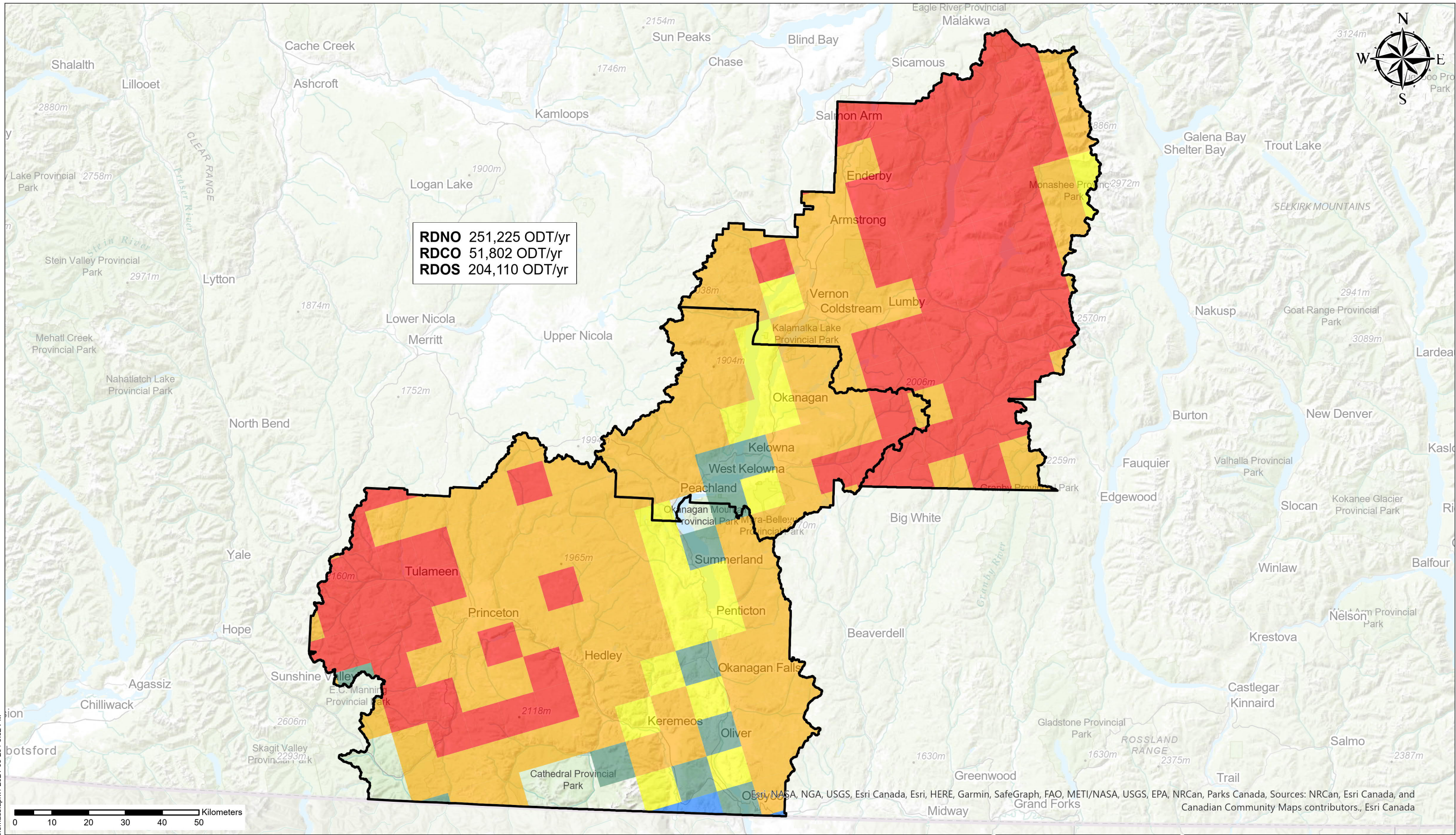
**FIGURE 4: LANDFILL LOCATIONS**

Regional District Central Okanagan and Okanagan Sustainability Leadership Council

Okanagan Biomass Inventory

50





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**Forecasting logging residues in Canada, (ODT/year)**

0 - 37	178 - 724
37 - 178	724 - 2826
	2826 - 10,927

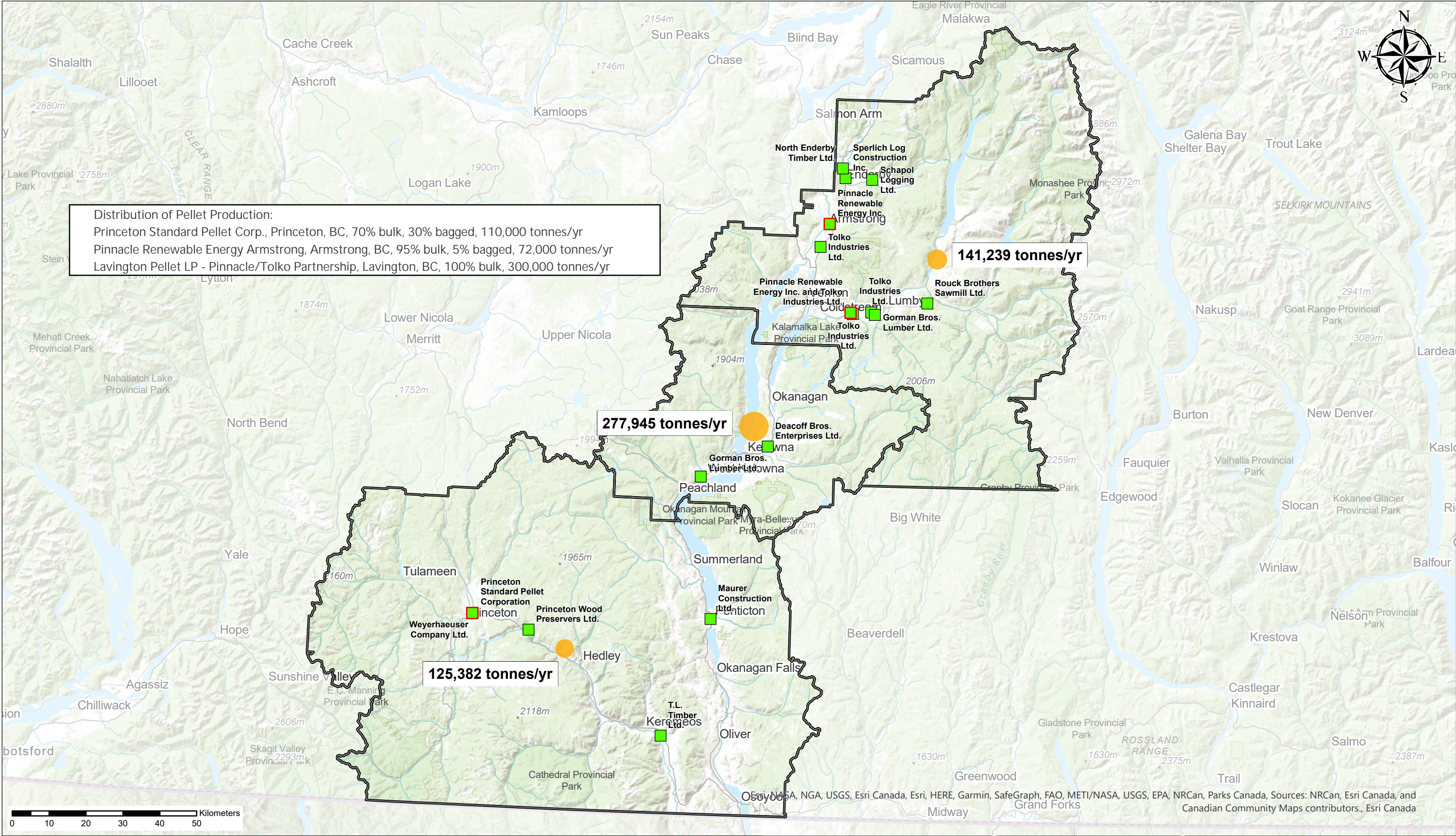
Regional District Boundary

PROJECT NO.: 2021-8880  
 DATE: September 2021  
 DRAWN BY: BdJ

**FIGURE 5: CLEAN WOOD - ROADSIDE**

Regional District Central Okanagan and Okanagan Sustainability Leadership Council  
 Okanagan Biomass Inventory





- Regional District Boundary
- Lumber Mills
- Mills producing pellets

**Clean Wood - Mills**  
544,566 tonnes/yr (BIMAT data)

PROJECT NO.: 2021-8880  
DATE: November 2021  
DRAWN BY: BdJ

**FIGURE 6: CLEAN WOOD - MILLS**  
Regional District Central Okanagan and Okanagan Sustainability Leadership Council  
Okanagan Biomass Inventory





Associated  
Environmental



Platinum  
member



# Okanagan Biomass Inventory

Regional District of Central Okanagan and  
Okanagan Sustainability Leadership Council

**Melanie Piorecky, P.Ag.**

**Ruben Arellano, P.Eng.**

**November 2021**

# Project Purpose

## Develop a Biomass Waste Inventory

What do we have?



Options to:

- Avoid land-intensive approach
- Reduce GHGs
- Create carbon-neutral energy



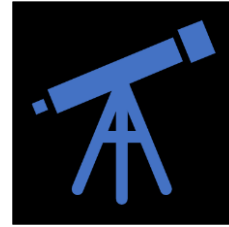
# Our Team



Melanie – Project  
Manager / Lead



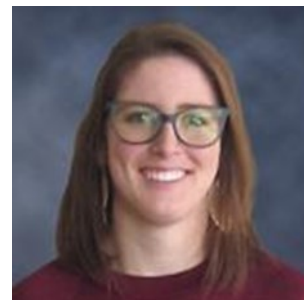
Ruben – Low Carbon  
Energy Specialist



Megan – Lead Research  
/ Project Support



Trent – Data Collection /  
Management





# Methods Overview

# Biomass Categories

Estimate Volumes

- Literature
- Available data
- Conversations with producers



Animal  
Waste



Wastewater  
Residuals



Plant  
Residuals



Food  
Waste



Paper



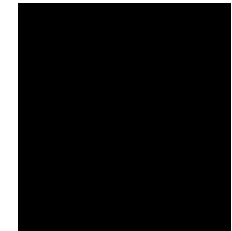
White  
Wood



Leaf & Yard  
Waste



Clean Wood-  
Roadside



Clean Wood-  
Mill

# Information Requested

- Volume
- Weight
- Seasonality
- Wet/Dry
- Disposal Market
- Method of Transportation



- Current Production of Biogas
- Biomass Available for Capture
- Contamination Level
- Confidence in Data
- Source of Information
- Additional Notes

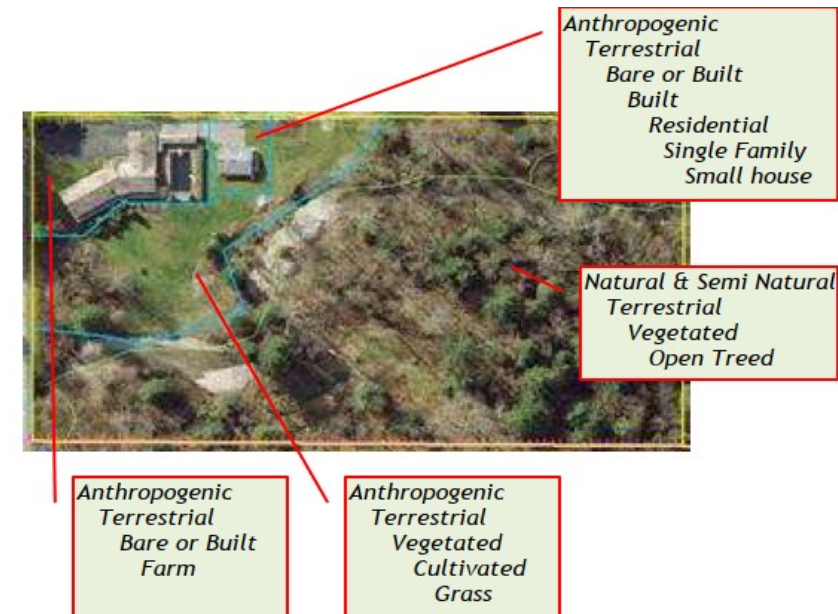
# Methods: Animal Waste

Livestock Counts (2016 Census of Agriculture)

X

Volumes of manure produced by livestock type

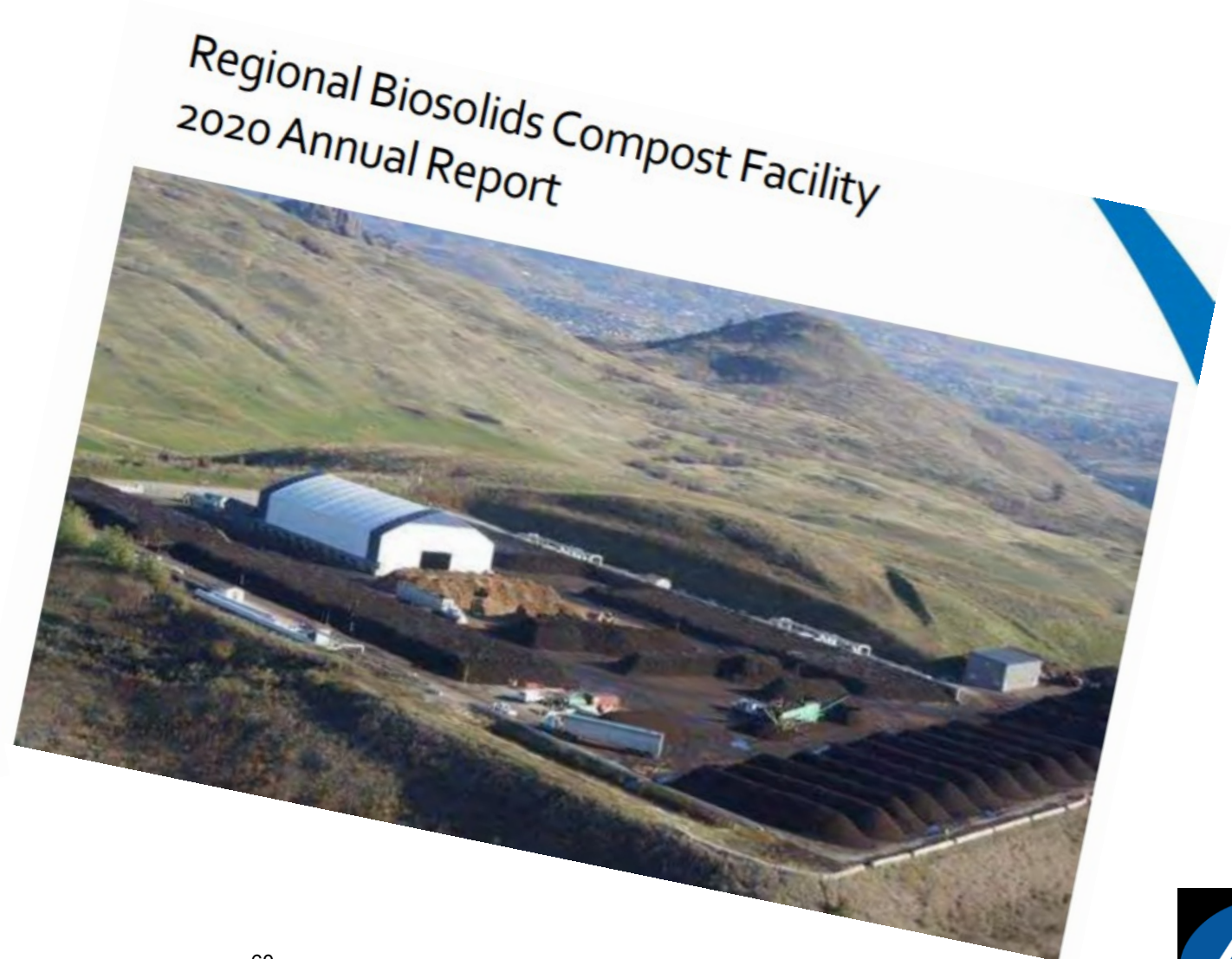
Cross-referenced with  
**Agricultural Land Use Inventory**  
For livestock



# Methods: Biosolids, Leaf and Yard Waste, Paper, White Wood

Compost Facilities

Landfills





# Methods: Plant Residuals

Total hectares in ALUI of orchards and vineyards

X

Typical planting densities

+

Discussions with Producers



# Methods: Food

Tonnes BC commercial and institutional food waste annually  
(Federal dataset) /

number of establishments in BC =  
tonnes / BC establishment

Tonnes/BC establishment x number of licenced  
establishments in the Okanagan (BC Liquor and Licensing  
database) =

**tonnes commercial/industrial food waste in the Okanagan**

# Methods: Clean Wood, Mills

Mills - Biomass Inventory Mapping and Analysis Tool (BIMAT)

Dataset + graphical interface

Screened against

- Major Timber Processing Facilities dataset
- Information obtained from the lumber industry
- The Canadian Biomass 2021 Pellet Mill Mapping

# Methods: Clean Wood, Roadside

BIMAT and Natural Resources Canada dataset (NRCAN)

- vector data (shapefile)
- post-harvest forest residues in Canada
- oven-dry tonnes per year over the next 20 years
- limitation - Based on remote sensing
- Soon to come: FP Innovations completing a detailed biomass inventory for roadside wood – 2022

# Biomass Inventory Results

# Deliverables: Excel Dataset and Report

- Contact
- Region ~ North, Central, South
- Category of Biomass
- Production Season
- Wet/dry
- Disposal Market
- Management
- Volume

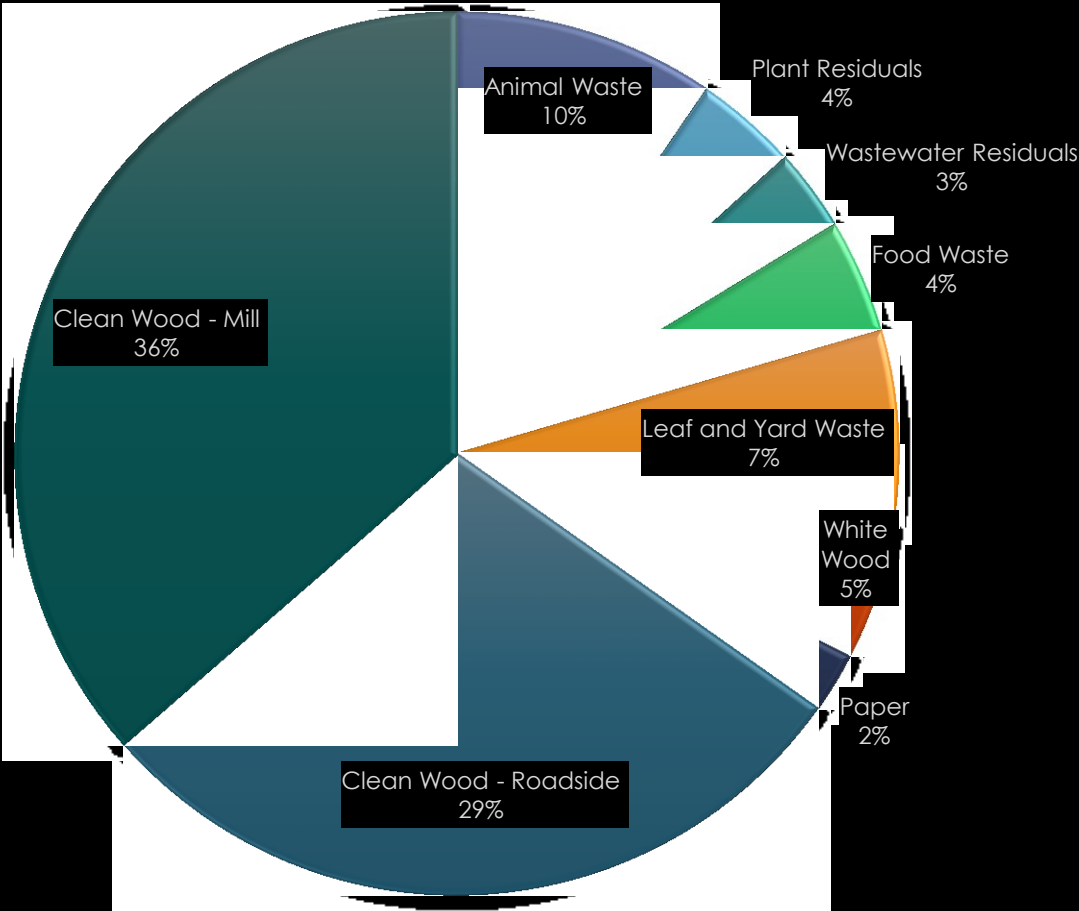
Region	Category of Biomass	Source
North Okanagan	Animal Waste	BC Chicken Growers Association
North, Central and South Okanagan	Animal Waste	2016 Census of Agriculture
North and Central Okanagan	Wastewater Residuals	City of Kelowna
Central Okanagan	Wastewater Residuals	Regional District of Central Okanagan Westside Wastewater Treatment Plant
Central Okanagan	Wastewater Residuals	Lake Country Wastewater Operations
South Okanagan	Wastewater Residuals	Regional District of Okanagan-Similkameen
South Okanagan	Wastewater Residuals	Penticton Wastewater Treatment Plant, CH2M/Hill 2010 Regional Organic Waste Management Strategy
All Okanagan	Plant Residuals	BC Grape Growers Association
All Okanagan	Plant Residuals	Okanagan Vineyards
North, Central, and South Okanagan	Plant Residuals	2006-2014 Agricultural Land Use Inventories, Okanagan
North, Central, and South Okanagan	Plant Residuals	Agriculture and Agri-Food Canada
North Okanagan	Plant Residuals	Vert Nature
Central Okanagan	Plant Residuals	The Valenz Company
Central Okanagan	Plant Residuals	Summerhill Wineries
Central Okanagan	Plant Residuals	Stewart Family Estate Vineyard
North Okanagan	Food Waste	Spa Hills Compost
North Okanagan	Food Waste	Tetra Tech Canada Inc. 2018 RDNO Solid Waste Management Plan
Central Okanagan	Food Waste	Tetra Tech Canada Inc. 2021 RDCO Solid Waste Management Plan
Central Okanagan	Food Waste	City of Kelowna
Central Okanagan	Food Waste	UBCO Sustainability Society
Central Okanagan	Food Waste	Original Joe's - West Kelowna
South Okanagan	Food Waste	Regional District of Okanagan-Similkameen, CH2M/Hill 2010 Regional Organic Waste Management Strategy

# Current Estimates

Category	Estimated Volume (wet tonnes/year)	Current Management
Animal waste	145,900	Composted and used on farm
Wastewater residuals	45,891	Composted and marketed to private users and the public
Plant residuals	57,664	Composted and used on farm
Food waste	63,533	Landfilled or composted at private facility
Paper	33,832	Recycled
White wood	74,445	Landfilled
Leaf and yard waste	110,048	Composted and supplied to the public
Clean wood - mill	556,526	Managed onsite, supplied to other facilities, used in cogeneration or made into pellets
Clean wood – roadside	439,171	Left/managed onsite
<b>Total</b>	<b>1,527,010</b>	

# Current Estimates

Biomass Generators





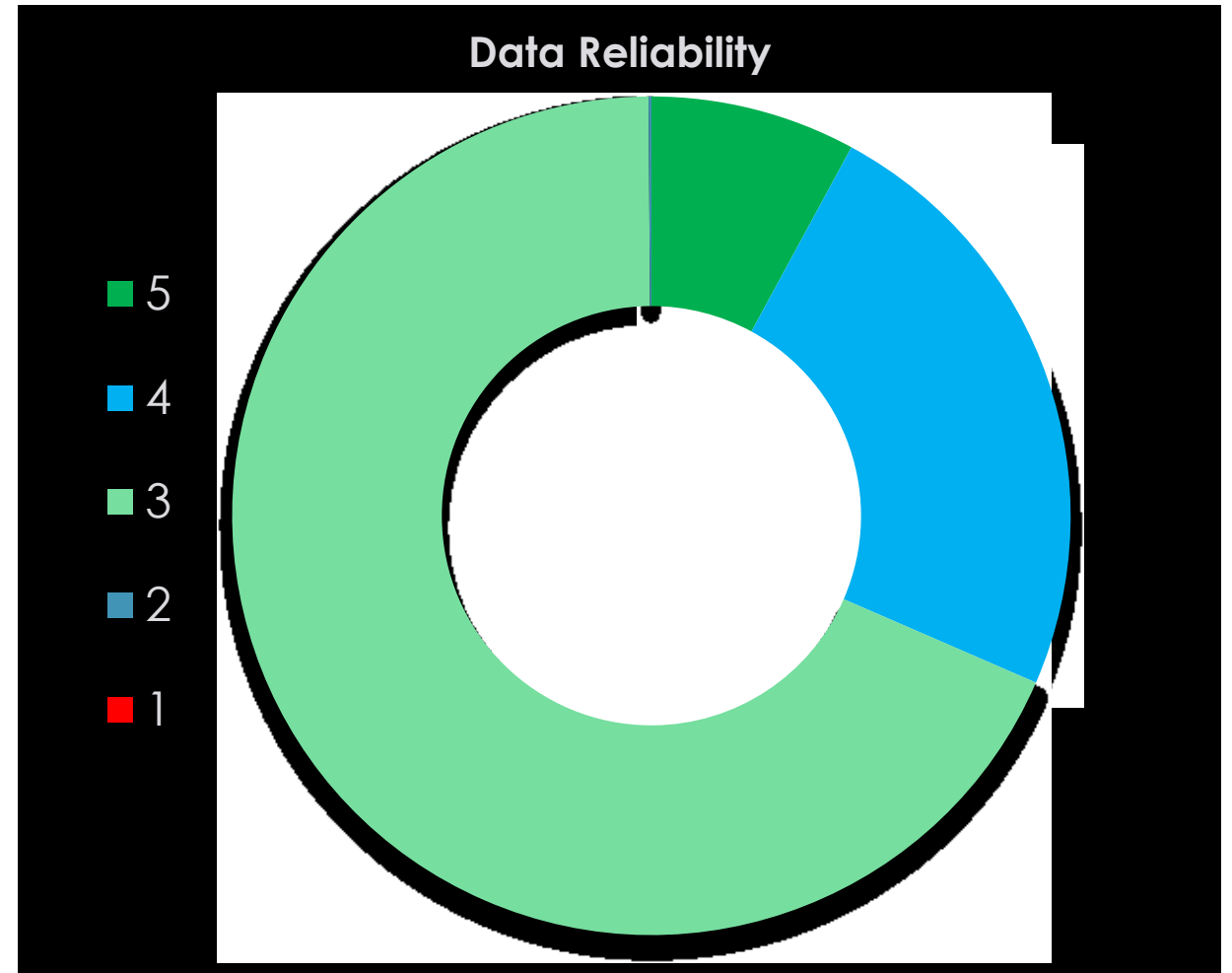
# Data Assumptions

Biomass Stream	Assumption(s)
Animal Waste	<ul style="list-style-type: none"><li>• No seasonal variation in volume</li></ul>
Wastewater Residuals	<ul style="list-style-type: none"><li>• No seasonal variation in volume</li><li>• Minimal contamination</li><li>• No major sludge sources in the Okanagan</li></ul>
Plant Residuals	<ul style="list-style-type: none"><li>• Low production in winter</li><li>• No contamination</li><li>• Composted is considered “wet” material</li></ul>
Paper	<ul style="list-style-type: none"><li>• No seasonal variations</li><li>• Limited Contamination</li></ul>
Leaf & Yard Waste	<ul style="list-style-type: none"><li>• Low production in winter</li><li>• Contamination from misplaced items</li><li>• Considered “dry” material</li></ul>
White Wood	<ul style="list-style-type: none"><li>• No seasonal variation in volume</li><li>• Some contamination always present</li></ul>
Clean Wood	<ul style="list-style-type: none"><li>• No seasonal variation in volume for Mill waste</li><li>• Roadside waste declines in winter</li><li>• Some contamination always present</li></ul>

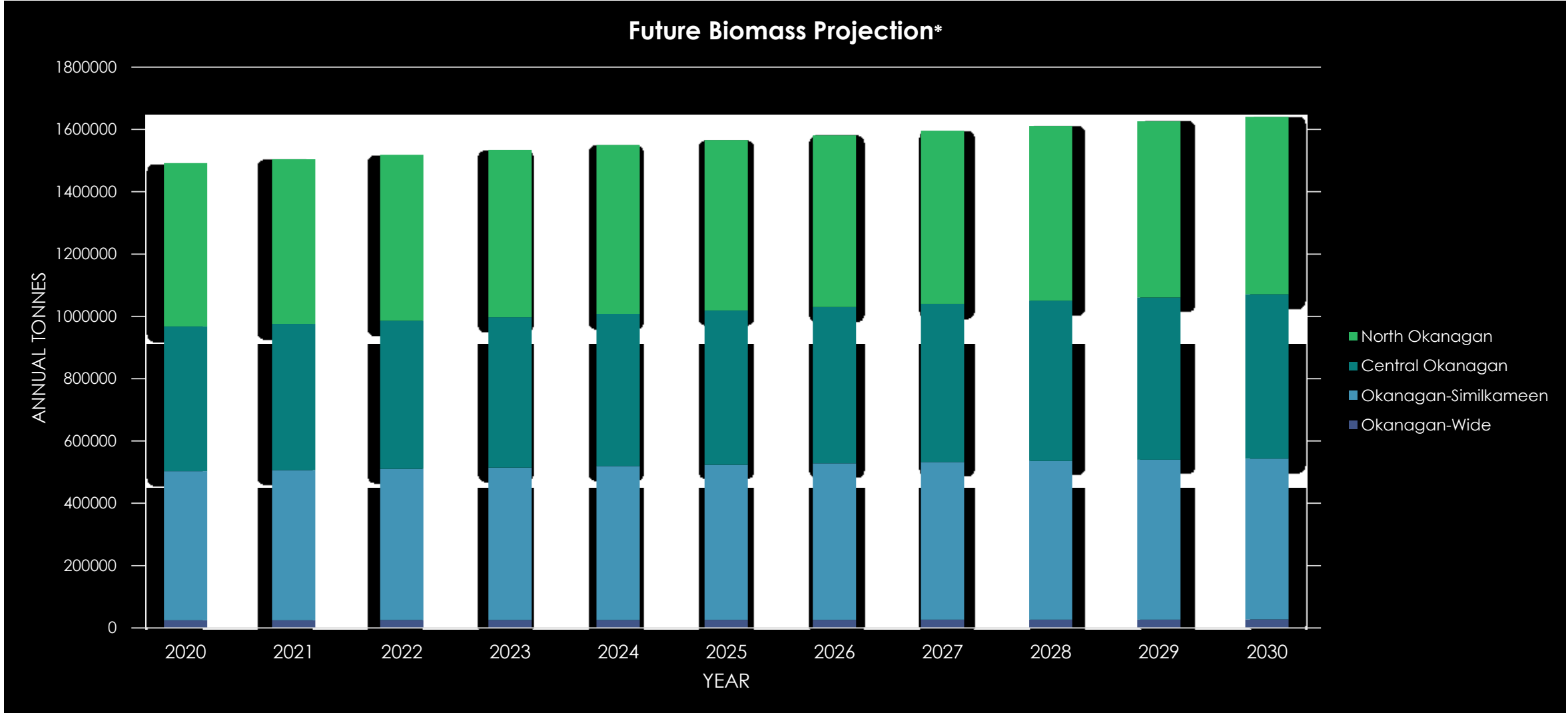


# Data Reliability

- Limited by reliability of sources
- Ranked Poor (1) to Reliable (5)
- Based on specific questions to the information provider or reflective of dataset limitations

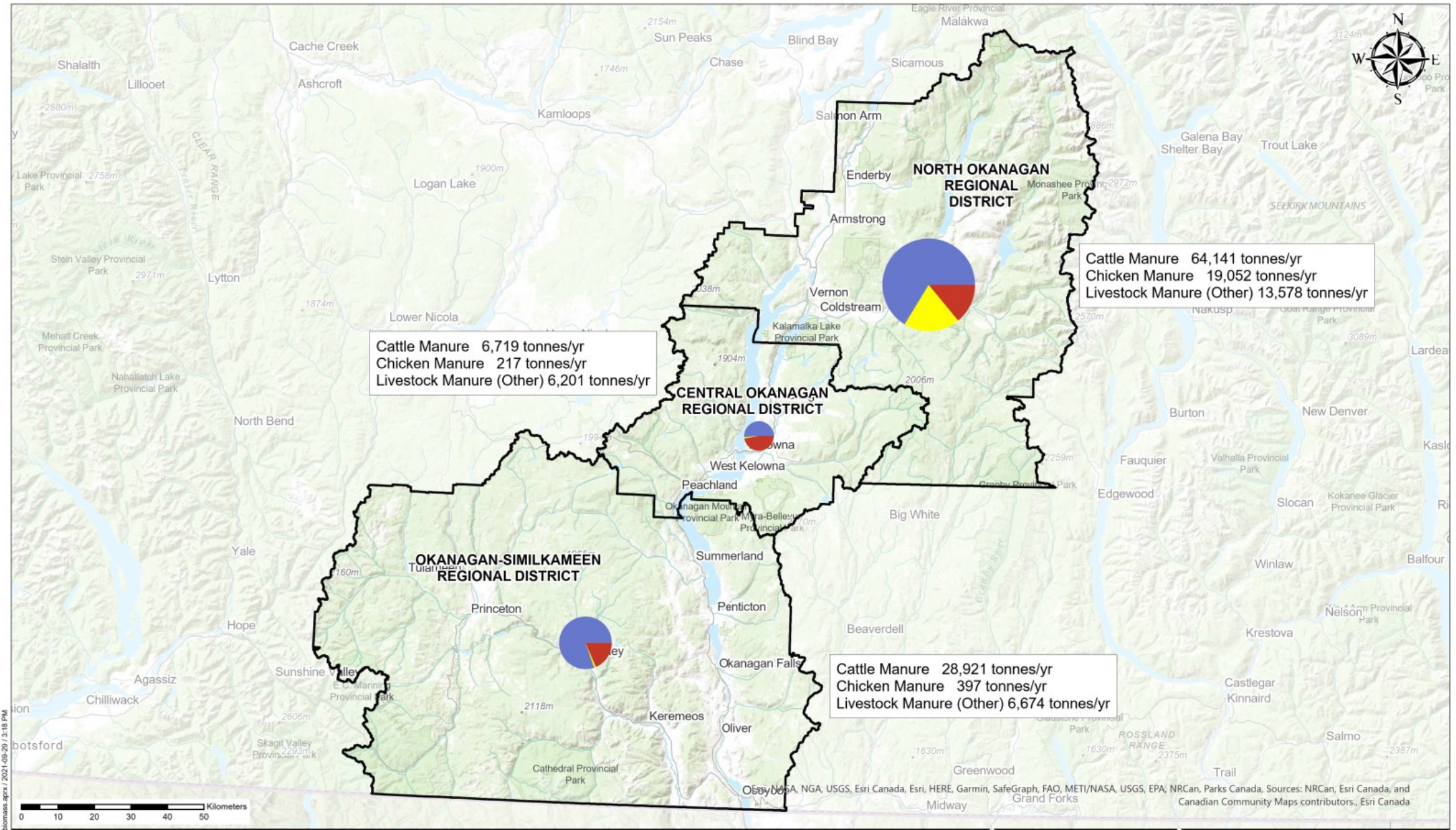


# Future Projections

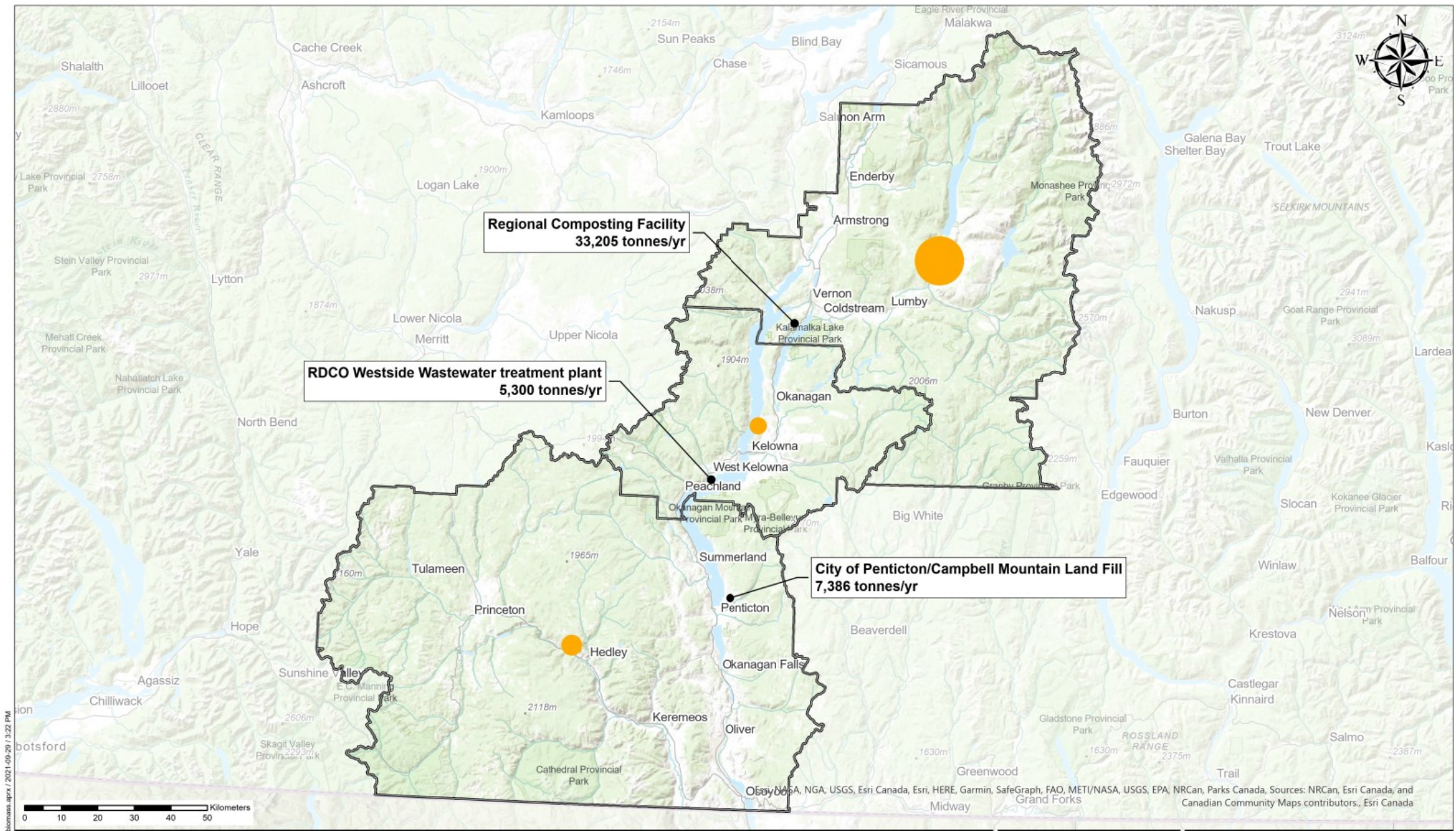


# Visualizations









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0 10 20 30 40 50 Kilometers



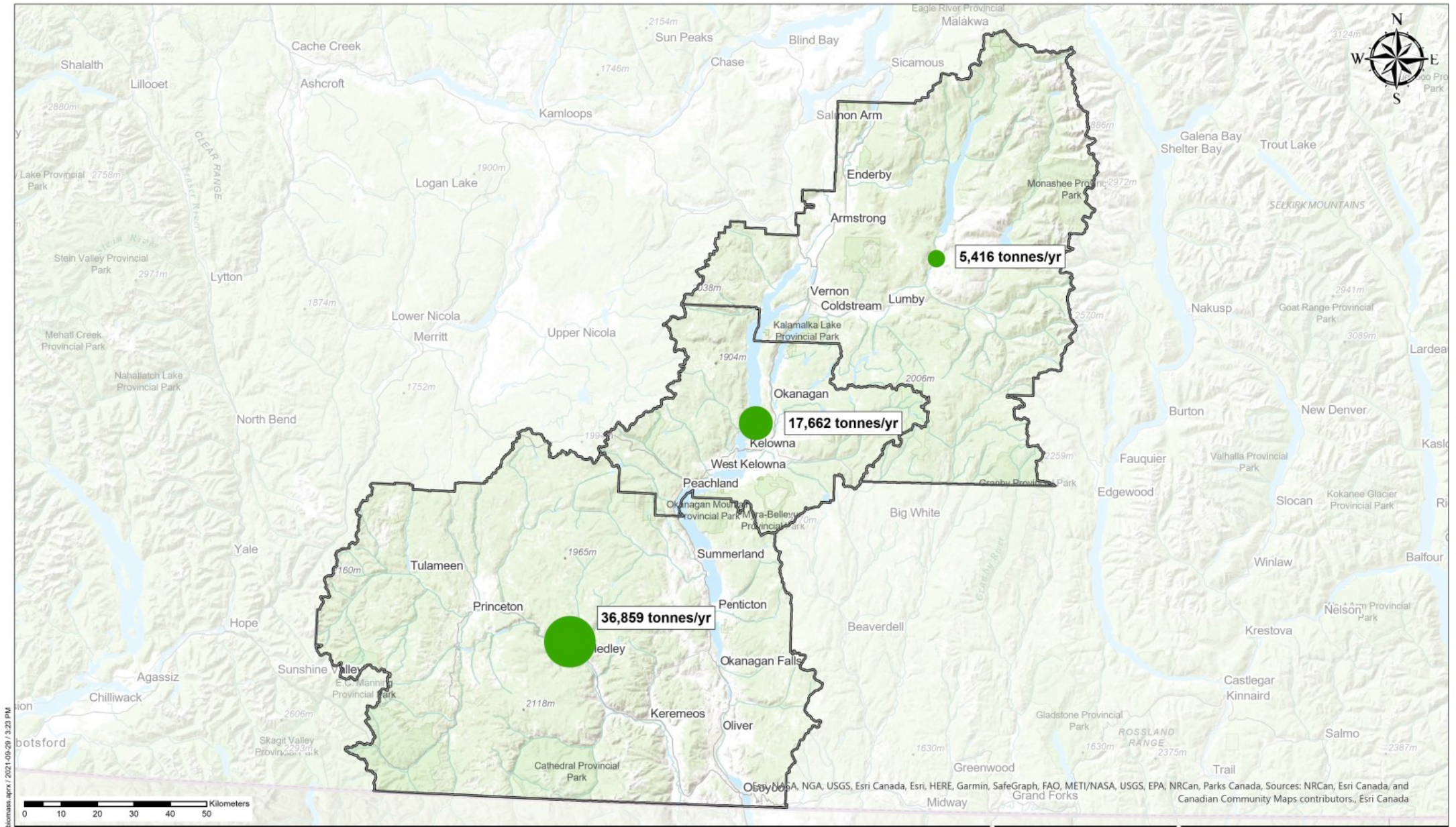
Regional District Boundary  
Facility Location

**Waste Water Residuals**  
45,891 tonnes/yr

PROJECT NO.: 2021-8880  
DATE: September 2021  
DRAWN BY: BdJ

**FIGURE 2: WASTE WATER RESIDUALS**  
Regional District Central Okanagan and Okanagan Sustainability Leadership Council  
Okanagan Biomass Inventory

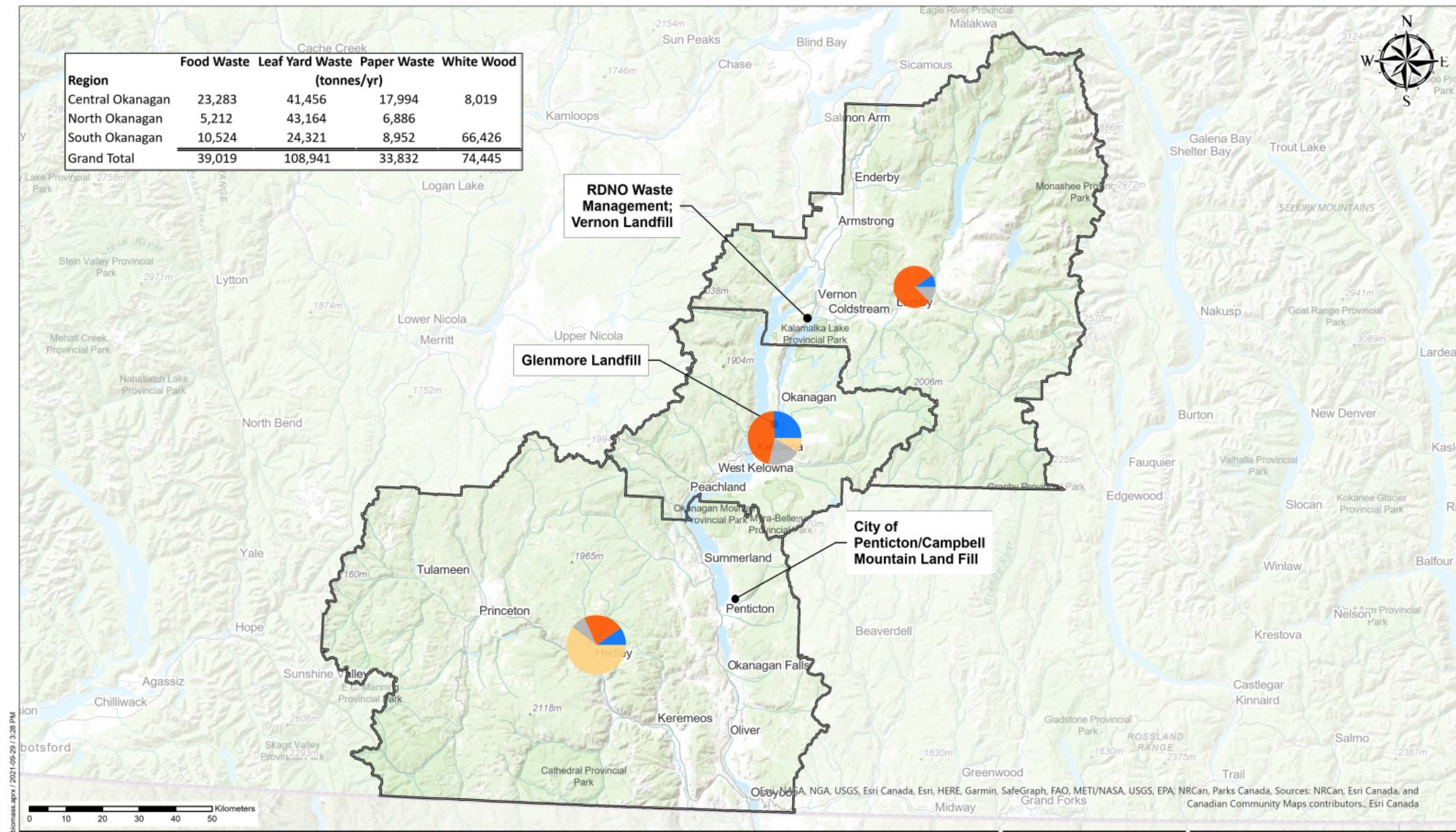




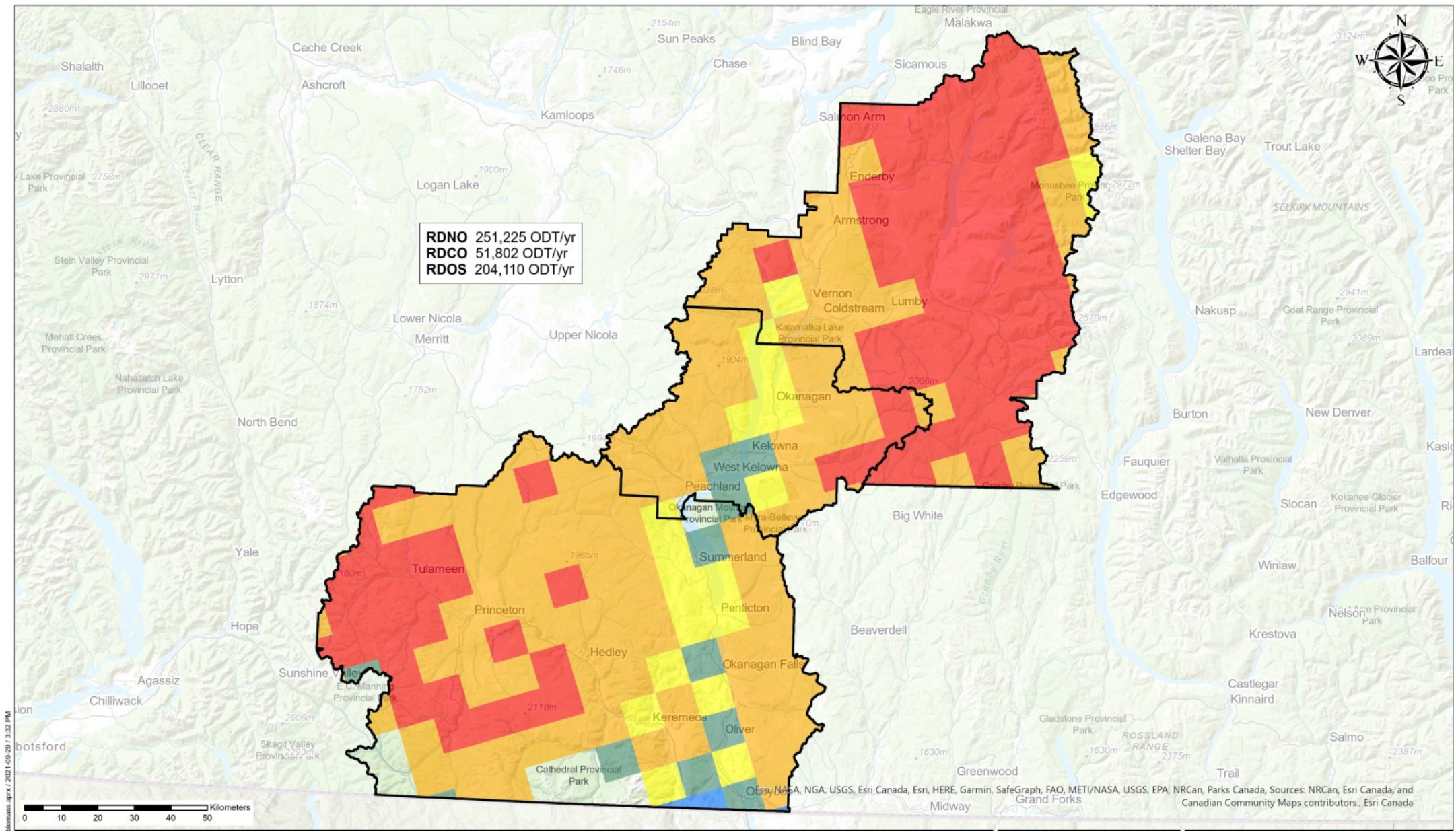
Source: NRCAN, USGS, Esri Canada, Esri, HERE, Garmin, SafeGraph, FAO, METI/NASA, USGS, EPA, NRCAN, Parks Canada, Sources: NRCAN, Esri Canada, and Canadian Community Maps contributors, Esri Canada



Region	Food Waste	Leaf Yard Waste	Paper Waste	White Wood
Central Okanagan	23,283	41,456	17,994	8,019
North Okanagan	5,212	43,164	6,886	
South Okanagan	10,524	24,321	8,952	66,426
Grand Total	39,019	108,941	33,832	74,445











# Potential Uses

# High-Level Matrix

Categories of Biomass



Commercially available conversion technology



Type of fuel



Possible end use

# Biomass Matrix

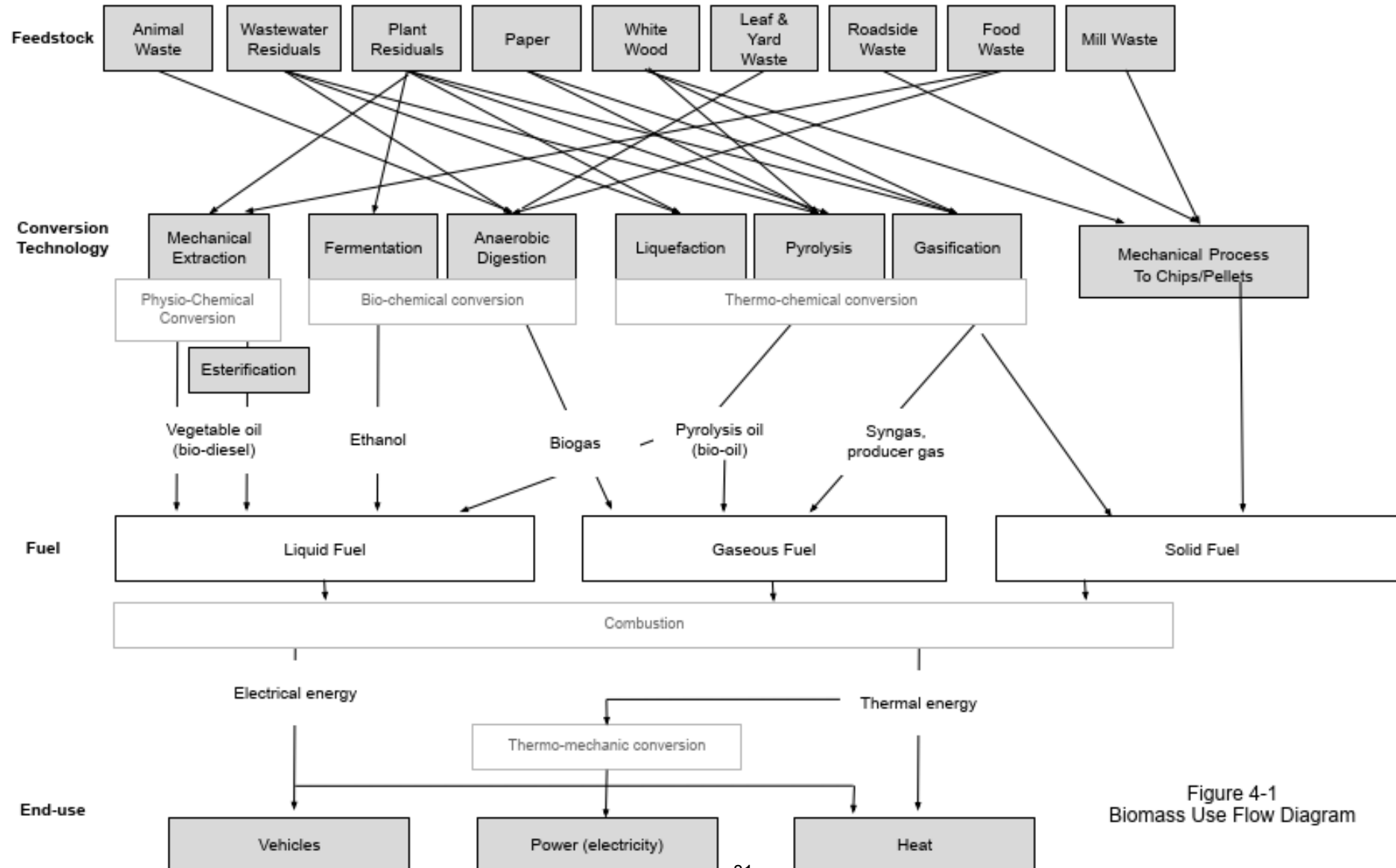


Figure 4-1  
Biomass Use Flow Diagram

# Conclusions and Recommendations

# Conclusions

- Largest volumes: clean wood
  - Roadside (refine data with economic review)
  - Mill (already has market and use for biogas)
- Second largest: animal waste
- Most accurate and accessible:
  - biosolids, leaf and yard, paper, white wood
- Technology to combine biosolids and animal waste  
= 191,791 wet tonnes / year

# Additional Work

Improve accuracy

- Collaborate with municipalities
- Collaborate with FLNR and review FP Innovations study
- Update based on up-to-date datasets as populations increase

## Okanagan Timber Supply Area Timber Supply Analysis Discussion Paper

January 2021





# Additional Work

Due diligence review by category by potential investor

Conversion from wet to dry tonnes

Cost analysis

Supply chain risk:

- Supplier Risk
- Competitor Risk
- Supply Chain Risk
- Feedstock Quality Risk
- Feedstock Scale-Up Risk





# Questions?

Melanie Piorecky, [pioreckym@ae.ca](mailto:pioreckym@ae.ca)



# Regional Board Report

**TO:** Regional Board

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

**DATE:** December 6, 2021

**SUBJECT:** Appointment of Bylaw Enforcement Officers

**Voting Entitlement:** *All Directors – Unweighted Corporate Vote – Simple Majority – LGA 208*

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**Purpose:** To appoint specific staff members to enforce provisions of bylaws outlined in Schedule 1 of the RDCO Ticket Information and Utilization Bylaw No. 435

## **Executive Summary:**

In order to enforce provisions of the Regional District of Central Okanagan Ticket Information and Utilization Bylaw No. 435, there is a requirement for the Regional Board to appoint, by resolution, staff members as Bylaw enforcement Officers for the Regional District of Central Okanagan.

A review of Schedule 1 in Bylaw No. 435 was recently completed. As a result, the following list of employees are being recommended for Board appointments as Bylaw Enforcement Officers for the designated service bylaw(s) outlined below.

## **RECOMMENDATION:**

**THAT** the Regional Board appoint the following Regional District employees as Bylaw Officers to enforce the designated service bylaw as outlined:

- Travis Kendel, Manager Engineering Services – Development Cost Charge Bylaw No. 1068, East Trunk Development Cost Charges Bylaw No. 1463, Septic Tank Effluent Regulation Bylaw No. 1479, Westside Regional Wastewater Treatment Plant DCC Bylaw No. 1448
- Mike Wyman, Treatment Plant Operator – Development Cost Charge Bylaw No. 1068, East Trunk Development Cost Charges Bylaw No. 1463, Septic Tank Effluent Regulation Bylaw No. 1479, Westside Regional Wastewater Treatment Plant DCC Bylaw No. 1448
- Kevin Trottier, Senior Utility Operator – Development Cost Charge Bylaw No. 1068, East Trunk Development Cost Charges Bylaw No. 1463, Septic Tank Effluent Regulation Bylaw No. 1479, Westside Regional Wastewater Treatment Plant DCC Bylaw No. 1448
- Clark Kruiswyk, Environmental Service Analyst - Development Cost Charge Bylaw No. 1068, East Trunk Development Cost Charges Bylaw No. 1463, Septic Tank Effluent

Regulation Bylaw No. 1479, Westside Regional Wastewater Treatment Plant DCC  
Bylaw No. 1448

**Background:**

The Protective Services Branch of the Community Services Department within the Regional District of Central Okanagan has a responsibility of administering and enforcing provisions of the RDCO Development Cost Charge Bylaw No. 1068, East Trunk Development Cost Charges Bylaw No. 1463, Septic Tank Effluent Regulation Bylaw No. 1479, Westside Regional Wastewater Treatment Plant DCC Bylaw No. 1448 as noted in the attached Schedule 1 - Ticket Information Utilization Bylaw No. 435. Therefore, RDCO staff must be appointed by the Board to enforce Regional District of Central Okanagan Bylaws.

Respectfully Submitted



*David Gazley,  
Manager Protective Services*

Approved for Board's Consideration



Brian Reardon, CAO

Attachments: Schedule I, 2019

## Schedule 1, 2019

### Designated Bylaws and Designated Bylaw Enforcement Officers for Regional District of Central Okanagan Ticket Information Utilization Bylaw No. 435, 1990

<u>SCHEDULE</u>	<u>DESIGNATED BYLAWS</u>	<u>DESIGNATED BYLAW ENFORCEMENT OFFICERS</u>
2.	Regional District of Central Okanagan Building Bylaw No. 835, 1999	Bylaw Enforcement Officer Chief Building Inspector or Deputy Building Inspector
3.	Responsible Dog Ownership Bylaw No. 1343	Bylaw Enforcement Officer Animal Control Officer Pound Keeper
4.	Zoning Bylaw No. 871, 2000	Bylaw Enforcement Officer Chief Building Inspector or Deputy Building Inspector
5.	Animal Control Bylaw No. 880, 2000	Bylaw Enforcement Officer
6.	Regional District of Central Okanagan Regional Parks Regulation Bylaw No. 1427, 2018	Director of Parks Manager of Parks Parks Team Lead Bylaw Enforcement Officer Royal Canadian Mounted Police Animal Control Officer
7.	Noise Control Bylaw No. 403, 1989	Parks Caretaker Bylaw Enforcement Officer Royal Canadian Mounted Police
8.	Joe Rich Rural Land Use Bylaw No. 1195	Building Inspector Bylaw Enforcement Officer Environment Planner
9.	Regional District of Central Okanagan Unsightly Premises and Visual Nuisance Bylaw No. 770, 1998	Bylaw Enforcement Officer
10.	Regional District of Central Okanagan Solid Waste Management Regulation Bylaw No. 1253	Bylaw Enforcement Officer Teller/Gate Operator Landfill Attendant

**RDCO Ticket Information Utilization Bylaw No. 435, 1990 (Consolidated)****Page 2**

11.	Regional District of Central Okanagan Business Licensing and Regulations Bylaw No. 689, 1996	Building Inspector Bylaw Enforcement Officer Chief Building Inspector or Deputy Royal Canadian Mounted Police
12.	Regional District of Central Okanagan Sign Regulation Bylaw No. 885, 2000	Building Inspector Bylaw Enforcement Officer Chief Building Inspector or Deputy
13.	Regional District of Central Okanagan Smoke Control Regulatory Local Bylaw No. 773, 1998	Bylaw Enforcement Officer Assistant to Fire Commissioner Platoon Captain Captain Fire Chief Deputy Fire Chief Lieutenant Acting Lieutenant Royal Canadian Mounted Police
14.	Regional District of Central Okanagan Westside Sewer Systems Bylaw No. 1315, 2012	Bylaw Enforcement Officer Public Works Manager
15.	Regional District of Central Okanagan Water Systems Fees and Regulations Bylaw No. 1370, 2015	Bylaw Enforcement Officer Water Systems Operator
16.	Regional District of Central Okanagan Prohibited Animal Bylaw No. 1028, 2003	Bylaw Enforcement Officer
17.	Regional District of Central Okanagan Subdivision and Development Bylaw No. 704, 1996	Bylaw Enforcement Officer Servicing Public Works Manager
18.	Deleted	
19.	Ellison Official Community Plan Bylaw No. 1124, 2006	Bylaw Enforcement Officer Chief Building Inspector or Deputy Building Inspector Environment Planner
20.	Rural Westside Official Community Plan Bylaw No. 1274	Bylaw Enforcement Officer Chief Building Inspector or Deputy Building Inspector Environment Planner

**RDCO Ticket Information Utilization Bylaw No. 435, 1990 (Consolidated)****Page 3**

21.	Regional District of Central Okanagan Community Parks Regulation Bylaw No. 1431, 2019	Director of Parks Manager of Parks Parks Team Lead Bylaw Enforcement Officer Royal Canadian Mounted Police Animal Control Officer
22.	Regional District of Central Okanagan Fire Prevention and Regulation Bylaw No. 1066, 2004	Bylaw Enforcement Officer Local Assistant to Fire Commissioner Captain (Fire Department) Platoon Captain (Fire Department) Fire Chief Deputy Fire Chief Lieutenant (Fire Department) Royal Canadian Mounted Police
23.	Regional District of Central Okanagan Development Applications Procedure Bylaw No. 944, 2002	Bylaw Enforcement Officer Building Inspector Director of Community Services Manager of Planning Environment Planner
24.	Regional District of Central Okanagan Control of Special Events Bylaw No. 80, 1974	Bylaw Enforcement Officer Building Inspector Director of Community Services Manager of Planning
25.	Regional District of Central Okanagan Fireworks Prohibition & Regulation Bylaw No. 53, 1972	Bylaw Enforcement Officer Local Assistant to Fire Commissioner Fire Chief Deputy Fire Chief Captain (Fire Department) Platoon Captain (Fire Department) Lieutenant (Fire Department) Royal Canadian Mounted Police
26.	Regional District of Central Okanagan Building Numbering Bylaw No. 1185, 2005	Bylaw Enforcement Officer Building Inspector Director of Community Service Manager of Planning
27.	Regional District of Central Okanagan Noxious Weed Control Bylaw No. 179, 1979	Bylaw Enforcement Officer Weed and Insect Inspector

***RDCO Ticket Information Utilization Bylaw No. 435, 1990 (Consolidated)******Page 4***

- |     |  |  |
|-----|--|--|
| 28. | Regional District of Central Okanagan<br>Noxious Insect & Pest Control<br>No. 879, 2000              | Bylaw Enforcement Officer<br>Bylaw Weed and Insect Inspector |
| 29. | Regional District of Central Okanagan<br>Central Okanagan East Sewer Systems<br>Bylaw No. 1316, 2012 | Bylaw Enforcement Officer<br>Public Works Manager            |





# Regional Board Report

**TO:** Regional Board

**FROM:** Lyle Smith, Director of Financial Services

**DATE:** December 6, 2021

**SUBJECT:** Information Report – Purchase Commitments >\$100,000 during 3Q 2021

**Voting Entitlement:** *All Directors – Unweighted Corporate Vote – Simple Majority – LGA 208*

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**Purpose:** To report all purchase commitments exceeding \$100,000 during 3Q 2021 in accordance with section 4.6 of the Board's Purchasing Policy.

## Executive Summary:

Those purchase commitments exceeding \$100,000 made during 3Q 2021 were as follows:

Contract:	Contract Awarded To:	Contract Value (excluding taxes):	Competitive Process Followed:
Black Mountain / sntsk'il'nten Regional Park Parking Lots (#R21-601)	Fredex Construction Inc.	\$264,500	Public Request for Proposals
Supply of Process Air Blowers (Westside Regional WWTP) (#R21-618)	Atlas Copco Canada Inc.	\$122,225	Public Request for Proposals
Supply of 3 x Pickup Trucks (#R21-627)	Bannister Chevrolet Buick GMC Vernon Ltd	\$110,597	Public Request for Proposals
Black Mountain Trails Phase 1 (Historic Flume Trail & Joe Rich Rd Access) (#R21-641A)	Katim Enterprises Ltd	\$108,321	Public Request for Proposals
White Rock Lake Fire Fridge & Freezer Removal & Disposal Services (#EOC A21-654)	RAM Environmental Response Ltd	\$141,675	Contracted through the White Rock Lake Fire EOC, approved by EOC Director. 2 competitive quotes obtained, plus Fixed Price Contract negotiated and executed in 24 hrs.

External Audit Services (#R21-652)	BDO Canada LLP	\$125,400 (3-year contract price)	Public Request for Proposals  Note: RFP concluded in Q3. Board Approval of Auditors and Contract Executed in 4Q.
---------------------------------------	----------------	---	--

Note: details on all RDCO Purchasing public competitive processes (>\$75,000 contract value) are available at our '*Bids&Tenders*' purchasing portal: <http://rdco.bidsandtenders.ca> (select 'All' tab)

### RECOMMENDATION:

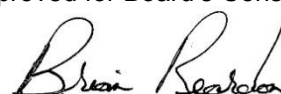
**THAT** the Regional Board, as per section 4.6 of the RDCO Purchasing Policy, receive for information the report dated December 6, 2021 on purchase commitments which exceeded \$100,000 made during the 3<sup>rd</sup> quarter of 2021 (ending on September 30, 2021).

Respectfully Submitted:



Lyle Smith,  
Director of Financial Services

Approved for Board's Consideration



Brian Reardon, CAO

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



# Regional Board Report

**TO:** Regional Board

**FROM:** Lyle Smith  
Director of Financial Services

**DATE:** December 06, 2021

**SUBJECT:** Bylaw No. 1497, 1498, 1499 and 1500: Municipal Finance Authority Security Issuing Bylaws – Spring 2022

**Voting Entitlement:** *All Directors – Weighted Vote – 2/3<sup>rd</sup>s Majority - LGA 210*

---

**Purpose:** Approval of security issuing bylaws for the Regional District of the Central Okanagan (RDCO) on behalf of the Okanagan Regional Library and for the District of Peachland, the City of Kelowna and the District of Lake Country.

## Executive Summary:

The RDCO is borrowing on behalf of the Okanagan Regional Library to mitigate the risk of interest rate fluctuation and to spread the capital costs of facilities over current and future users. Municipal borrowings are supported by municipal resolution and debt servicing levels are below liability servicing limits. For the municipal borrowings, there is no direct impact to the RDCO. The debt is issued to the municipalities through the regional district and all principal and interest payments are paid for by the respective municipalities.

The RDCO is empowered to borrow from the MFA for capital projects through a security issuing bylaw. The requisite loan authorization bylaws, provincial certificates of approval and municipal resolutions for the proposed security issuing bylaws are in place. The services and municipalities requesting the borrowing will bear the resulting debt service costs. Approval of these bylaws is recommended to permit participation in MFA's 2022 Spring debt issuance.

## RECOMMENDATIONS:

### Recommendation #1:

**THAT** City of Kelowna Security Issuing Bylaw No. 1497, 2021 be read a first, second, and third time and be adopted.

### Recommendation #2:

**THAT** District of Peachland Security Issuing Bylaw No. 1498, 2021 be read a first, second and third time and be adopted.

### Recommendation #3:

**THAT** District of Lake Country Security Issuing Bylaw No. 1499, 2021 be read a first, second and third time and be adopted.

**Recommendation #4:**

**THAT** Okanagan Regional Library Security Issuing Bylaw No. 1500 be read a first, second and third time and be adopted.

Respectfully Submitted:



Lyle Smith  
Director of Financial Services

Approved for Board's Consideration



Brian Reardon, CAO

Attachment(s):

1. Bylaw No. 1497
2. Bylaw No. 1498
3. Bylaw No. 1499
4. Bylaw No. 1500
5. Spring 2022 MFA Borrowing PowerPoint

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**Implications of Recommendation:**

General: Municipality borrowing under a loan authorization bylaw must be undertaken by the applicable regional district on behalf of the municipality.

Financial: Debt payments will be paid to MFA semi-annually and recovered from the ORL or respective municipality

Legal/Statutory Authority: *Local Government Act, S. 410 and 411 and Community Charter, S. 182*

---

**Background:**

Under Sections 410 and 411 of the Local Government Act (LGA), the RDCO must adopt a security issuing bylaw to provide for the issue of debentures or other debt for all or any part of the debt authorized under loan authorization bylaws for its own borrowings and on behalf of municipalities requesting debt.

Debt issuance is undertaken twice annually by the Municipal Finance Authority (MFA). The process requires the RDCO Board to adopt separate security issuing bylaws for each borrower. The approved bylaws are then submitted to the Ministry of Municipal Affairs for approval.

The RDCO is requesting the issue of securities as follows in Table 1 and 2 below:

Security Issuing	Service	LOAN AUTHORIZATION				Term of	Issue amount	Notes
		Bylaw	Authorized	Borrowed	Remaining			

Bylaw No.		No.	(\$M)	(\$M)	(\$M)	Issue	(\$M)	
1500	Okanagan Regional Library	1478	\$8.000	\$0.000	\$8.000	30	\$6.000	Constructing and renovating a library facility
	<b>Total</b>						<b>\$6.000</b>	

Pursuant to Section 182 of the Community Charter, municipality borrowing under a loan authorization bylaw must be undertaken by the applicable regional district on behalf of the municipality. Pursuant to Section 410 of the LGA, the regional district will finance the loan authorization bylaw of a municipality approved under the Community Charter. This will permit the municipality to access long-term borrowing through the Municipal Finance Authority for an upcoming issue.

Municipal requests for the Spring 2022 MFA issue have been submitted by the District of Peachland and Lake Country as well as the City of Kelowna. The requests are outlined in Table 2 below:

Security Issuing Bylaw No.	Municipality	LOAN AUTHORIZATION				Term of Issue	Issue amount (\$M)	Notes
		Bylaw No.	Authorized (\$M)	Borrowed (\$M)	Remaining (\$M)			
1497	City of Kelowna	11746	\$0.441	\$0.000	\$0.441	20	\$0.441	Water Capital Program
1498	District of Peachland	2208	\$9.285	\$0.000	\$9.285	25	\$9.285	Water Capital Program
1499	District of Lake Country	1062	\$6.600	\$0.000	\$6.600	20	\$6.124	Facilities Capital Program
	<b>Total</b>						<b>\$15.850</b>	

### Term and Rate Details

The MFA often funds new issues by issuing a 10-year bond, locking in a fixed interest rate for ten years. As clients may borrow for up to thirty years, loans longer than ten years are typically refinanced every five years, following the initial ten years. The MFA's current 10-year indicative lending rate is currently 2.43%.

RDCO's multi-year budgets establish a longer-term focus including budgeting for current and future debt. Current indicative market interest rates are provided by the Municipal Finance Authority of BC and form the starting point for rates used in financial planning:

Term (years)	MFABC – Indicative Rates
5	1.94%
10	2.43%
15	2.77%
20	2.94%
25	2.94%
30	2.94%

### Financial Considerations:

For the municipal borrowings, there is no direct impact to the RDCO. The debt is issued to the municipalities through the regional district and all principal and interest payments are paid for by the respective municipalities.

As per the ORL – RDCO Indebtedness Agreement signed between the ORL and the RDCO, the ORL has agreed to pay all principal amounts of the loan, together with any interest or other amounts payable, all in accordance with the terms and conditions of the loan agreement.

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

- *Alternative Recommendation*
- *Strategic Plan*
- *General*
- *Organizational*
- *Policy*

## **Regional District Security Issuing Bylaw**

### **Regional District of Central Okanagan**

Bylaw # 1497

---

A bylaw to authorize the entering into of an Agreement respecting financing between the Regional District of Central Okanagan and the Municipal Finance Authority of British Columbia.

---

WHEREAS the Municipal Finance Authority of British Columbia (the “Authority”) may provide financing of capital requirements for regional districts or for their member municipalities by the issue of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the regional district on whose request the financing is undertaken;

AND WHEREAS the City of Kelowna is a member municipality of the Regional District of Central Okanagan (the “Regional District”);

AND WHEREAS the Regional District will finance from time to time on behalf of and at the sole cost of its member municipalities, under the provisions of Section 410 of the *Local Government Act*, the works financed pursuant to the herein mentioned loan authorization bylaws;

AND WHEREAS under the provisions of Section 411 of the *Local Government Act*, the amount of borrowing authorized by each of the following loan authorization bylaws, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder, the amount being issued under the authority thereof by this bylaw, and the term of the debt are included in this bylaw;

AND WHEREAS the tables contained in this bylaw are to provide clarity and information for the purposes of this bylaw;

AND WHEREAS the Regional Board, by this bylaw, hereby requests such financing shall be undertaken through the Authority;

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

1. The Regional Board hereby consents to financing the debt of City of Kelowna and further described in the Municipal Loan Authorization Bylaws table, in the amount of Four Hundred Forty-One Thousand Dollars (\$441,000.00) in accordance with the following terms.

### **Municipal Loan Authorization Bylaws**

<b>Municipality</b>	<b>Loan Authorization Bylaw #</b>	<b>Purpose</b>	<b>MSIR #/Date</b>	<b>Amount of Borrowing Authorized</b>	<b>Amount Already Borrowed</b>	<b>Borrowing Authority Remaining</b>	<b>Term of Issue</b>	<b>Amount of Issue</b>
City of Kelowna	#11746	Loan authorization for South Okanagan Mission Agricultural Local Area Service – upgrading water irrigation system		\$441,000.00	\$0.00	\$441,000.00	20 Yrs	\$441,000.00

2. The Authority is hereby requested and authorized to finance from time to time the above noted undertakings, and further described in the Municipal Loan Authorization Bylaws table, at the sole cost and on behalf of City of Kelowna up to, but not exceeding Four Hundred Forty-One Thousand Dollars (\$441,000.00) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed \$441,000.00 in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.
3. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
4. The Agreement in the form of Schedule "A" shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
5. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.



6. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the officer assigned the responsibility of financial administration of the Regional District.
7. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Saanich and at such time or times as shall be determined by the Treasurer of the Authority.
8. During the currency of the obligations incurred under the said Agreement to secure borrowings in respect of the City of Kelowna Loan Authorization Bylaw # 11746 South Okanagan Mission Agricultural Users Local Area Service Loan Authorization Bylaw there shall be requisitioned annually an amount sufficient to meet the annual payment of interest and the repayment of principal.
9. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.
10. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to Section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
11. This bylaw may be cited as "City of Kelowna Security Issuing Bylaw No.1497, 2021".

READ A FIRST, SECOND AND THIRD TIME AND ADOPTED THIS \_\_\_\_ DAY OF DECEMBER, 2021.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
CORPORATE OFFICER

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1497 cited as the "City of Kelowna Security Issuing Bylaw No. 1497, 2021", as read a third time and adopted by the Regional Board on the \_\_\_\_ day of December, 2021.

Dated at Kelowna, BC  
this \_\_\_\_ day of December 2021

\_\_\_\_\_  
CORPORATE OFFICER

**Schedule "A" to Bylaw # 1497**

**CANADA**

**PROVINCE OF BRITISH COLUMBIA**

**AGREEMENT**

Regional District of \_\_\_\_\_

The Regional District of \_\_\_\_\_ (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Saanich, British Columbia, the sum of \_\_\_\_\_ DOLLARS (\$\_\_\_\_\_) in lawful money of Canada, together with interest thereon from the \_\_\_\_ day of \_\_\_\_\_ 20\_\_, at varying rates of interest, calculated semi-annually, in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the schedule attached commencing on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

DATED at \_\_\_\_\_, British Columbia, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

IN TESTIMONY WHEREOF and under the authority of  
Bylaw # \_\_\_\_\_ cited as "\_\_\_\_\_",  
\_\_\_\_\_

this Agreement is sealed with the Corporate Seal of the  
Regional District of \_\_\_\_\_ and signed by the Chair and Treasurer thereof.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Treasurer

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatsoever in any court of the Province of British Columbia.

\_\_\_\_\_  
Deputy Inspector of Municipalities of British Columbia

**PRINCIPAL AND/OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS**

<b>Date of Payment</b>	<b>Total Payment</b>	<b>Principal/Sinking Fund Deposit</b>	<b>Interest</b>
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

## Regional District Security Issuing Bylaw

Regional District of Central Okanagan

Bylaw # 1498

---

A bylaw to authorize the entering into of an Agreement respecting financing between the Regional District of Central Okanagan and the Municipal Finance Authority of British Columbia.

---

WHEREAS the Municipal Finance Authority of British Columbia (the "Authority") may provide financing of capital requirements for regional districts or for their member municipalities by the issue of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the regional district on whose request the financing is undertaken;

AND WHEREAS the District of Peachland is a member municipality of the Regional District of Central Okanagan (the "Regional District");

AND WHEREAS the Regional District will finance from time to time on behalf of and at the sole cost of its member municipalities, under the provisions of Section 410 of the *Local Government Act*, the works financed pursuant to the herein mentioned loan authorization bylaws;

AND WHEREAS under the provisions of Section 411 of the *Local Government Act*, the amount of borrowing authorized by each of the following loan authorization bylaws, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder, the amount being issued under the authority thereof by this bylaw, and the term of the debt are included in this bylaw;

AND WHEREAS the tables contained in this bylaw are to provide clarity and information for the purposes of this bylaw;

AND WHEREAS the Regional Board, by this bylaw, hereby requests such financing shall be undertaken through the Authority;

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

1. The Regional Board hereby consents to financing the debt of District of Peachland and further described in the Municipal Loan Authorization Bylaws table, in the amount of Nine Million, Two Hundred and Eighty-Five Thousand, Four Hundred and Fifty-Six Dollars (\$9,285,456) in accordance with the following terms.

### **Municipal Loan Authorization Bylaws**

<b>Municipality</b>	<b>Loan Authorization Bylaw #</b>	<b>Purpose</b>	<b>MSIR #/Date</b>	<b>Amount of Borrowing Authorized</b>	<b>Amount Already Borrowed</b>	<b>Borrowing Authority Remaining</b>	<b>Term of Issue</b>	<b>Amount of Issue</b>
<b>District of Peachland</b>	2208	Water Treatment Plant	RC-21/11/09-005	\$9,285,456.00	\$0.00	\$9,285,456.00	25	\$9,285,456.00
	<b>Total</b>			<b>\$9,285,456.00</b>	<b>\$0.00</b>	<b>\$9,285,456.00</b>		<b>\$9,285,456.00</b>

2. The Authority is hereby requested and authorized to finance from time to time the above noted undertakings, and further described in the Municipal Loan Authorization Bylaws table, at the sole cost and on behalf of District of Peachland up to, but not exceeding Nine Million, Two Hundred and Eighty-Five Thousand, Four Hundred and Fifty-Six Dollars (\$9,285,456) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed \$9,285,456 in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.
3. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
4. The Agreement in the form of Schedule "A" shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
5. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.

6. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the officer assigned the responsibility of financial administration of the Regional District.
7. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Saanich and at such time or times as shall be determined by the Treasurer of the Authority.
8. During the currency of the obligations incurred under the said Agreement to secure borrowings in respect of the District of Peachland Loan Authorization Bylaw # 2208 there shall be requisitioned annually an amount sufficient to meet the annual payment of interest and the repayment of principal.
9. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.
10. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to Section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
11. This bylaw may be cited as "District of Peachland Security Issuing Bylaw No. 1498, 2021".

READ A FIRST, SECOND AND THIRD TIME AND ADOPTED THIS \_\_\_\_ DAY OF DECEMBER, 2021.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
CORPORATE OFFICER

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1497 cited as the "District of Peachland Security Issuing Bylaw No. 1498, 2021", as read a third time and adopted by the Regional Board on the \_\_\_\_ day of December, 2021.

Dated at Kelowna, BC  
this \_\_\_\_ day of December 2021

\_\_\_\_\_  
CORPORATE OFFICER



**Schedule "A" to Bylaw # 1498**

**CANADA**

**PROVINCE OF BRITISH COLUMBIA**

**AGREEMENT**

Regional District of \_\_\_\_\_

The Regional District of \_\_\_\_\_ (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Saanich, British Columbia, the sum of \_\_\_\_\_ DOLLARS (\$\_\_\_\_\_) in lawful money of Canada, together with interest thereon from the \_\_\_\_ day of \_\_\_\_\_ 20\_\_, at varying rates of interest, calculated semi-annually, in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the schedule attached commencing on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

DATED at \_\_\_\_\_, British Columbia, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

IN TESTIMONY WHEREOF and under the authority of  
Bylaw # \_\_\_\_\_ cited as "\_\_\_\_\_",  
\_\_\_\_\_

this Agreement is sealed with the Corporate Seal of the  
Regional District of \_\_\_\_\_ and signed by the Chair and Treasurer thereof.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Treasurer

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatsoever in any court of the Province of British Columbia.

\_\_\_\_\_  
Deputy Inspector of Municipalities of British Columbia

**PRINCIPAL AND/OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS**

Date of Payment	Total Payment	Principal/Sinking Fund Deposit	Interest
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

## **Regional District Security Issuing Bylaw**

Regional District of Central Okanagan

Bylaw # 1499

---

A bylaw to authorize the entering into of an Agreement respecting financing between the Regional District of Central Okanagan and the Municipal Finance Authority of British Columbia.

---

WHEREAS the Municipal Finance Authority of British Columbia (the "Authority") may provide financing of capital requirements for regional districts or for their member municipalities by the issue of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the regional district on whose request the financing is undertaken;

AND WHEREAS the District of Lake Country is a member municipality of the Regional District of Central Okanagan (the "Regional District");

AND WHEREAS the Regional District will finance from time to time on behalf of and at the sole cost of its member municipalities, under the provisions of Section 410 of the *Local Government Act*, the works financed pursuant to the herein mentioned loan authorization bylaws;

AND WHEREAS under the provisions of Section 411 of the *Local Government Act*, the amount of borrowing authorized by each of the following loan authorization bylaws, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder, the amount being issued under the authority thereof by this bylaw, and the term of the debt are included in this bylaw;

AND WHEREAS the tables contained in this bylaw are to provide clarity and information for the purposes of this bylaw;

AND WHEREAS the Regional Board, by this bylaw, hereby requests such financing shall be undertaken through the Authority;

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

1. The Regional Board hereby consents to financing the debt of District of Lake Country and further described in the Municipal Loan Authorization Bylaws table, in the amount of Six Million, One Hundred Twenty-Four Thousand Dollars (\$6,124,000.00) in accordance with the following terms.

### **Municipal Loan Authorization Bylaws**

<b>Municipality</b>	<b>Loan Authorization Bylaw #</b>	<b>Purpose</b>	<b>MSIR #/Date</b>	<b>Amount of Borrowing Authorized</b>	<b>Amount Already Borrowed</b>	<b>Borrowing Authority Remaining</b>	<b>Term of Issue</b>	<b>Amount of Issue</b>
<b>District of Lake Country</b>	1062	Fire Hall	2021-11-245	\$6,600,000.00	\$0.00	\$6,600,000.00	20	\$6,124,000.00
	<b>Total</b>			<b>\$6,600,000.00</b>	<b>\$0.00</b>	<b>\$6,600,000.00</b>		<b>\$6,124,000.00</b>

2. The Authority is hereby requested and authorized to finance from time to time the above noted undertakings, and further described in the Municipal Loan Authorization Bylaws table, at the sole cost and on behalf of District of Lake Country up to, but not exceeding Six Million, One-hundred and Four Thousand Dollars (\$6,124,000.00) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed \$6,124,000.00 in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.
3. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
4. The Agreement in the form of Schedule "A" shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
5. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.

6. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the officer assigned the responsibility of financial administration of the Regional District.
7. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Saanich and at such time or times as shall be determined by the Treasurer of the Authority.
8. During the currency of the obligations incurred under the said Agreement to secure borrowings in respect of the District of Lake Country Loan Authorization Bylaw # 1062 there shall be requisitioned annually an amount sufficient to meet the annual payment of interest and the repayment of principal.
9. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.
10. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to Section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
11. This bylaw may be cited as "District of Lake Country Security Issuing Bylaw # 1499, 2021".

READ A FIRST, SECOND AND THIRD TIME AND ADOPTED THIS \_\_\_\_ DAY OF DECEMBER, 2021.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
CORPORATE OFFICER

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1499 cited as the "District of Lake Country Security Issuing Bylaw No. 1499, 2021", as read a third time and adopted by the Regional Board on the \_\_\_\_ day of December, 2021.

Dated at Kelowna, BC  
this \_\_\_\_ day of December 2021

\_\_\_\_\_  
CORPORATE OFFICER

**Schedule "A" to Bylaw # 1499**

**CANADA**

**PROVINCE OF BRITISH COLUMBIA**

**AGREEMENT**

Regional District of \_\_\_\_\_

The Regional District of \_\_\_\_\_ (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Saanich, British Columbia, the sum of \_\_\_\_\_ DOLLARS (\$\_\_\_\_\_) in lawful money of Canada, together with interest thereon from the \_\_\_\_ day of \_\_\_\_\_ 20\_\_, at varying rates of interest, calculated semi-annually, in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the schedule attached commencing on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

DATED at \_\_\_\_\_, British Columbia, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

IN TESTIMONY WHEREOF and under the authority of  
Bylaw # \_\_\_\_\_ cited as "\_\_\_\_\_",  
\_\_\_\_\_

this Agreement is sealed with the Corporate Seal of the  
Regional District of \_\_\_\_\_ and signed by the Chair and Treasurer thereof.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Treasurer

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatsoever in any court of the Province of British Columbia.

\_\_\_\_\_  
Deputy Inspector of Municipalities of British Columbia

**PRINCIPAL AND/OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS**



Date of Payment	Total Payment	Principal/Sinking Fund Deposit	Interest
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

## Regional District Security Issuing Bylaw

Regional District of Central Okanagan

Bylaw # 1500

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A bylaw to authorize the entering into of an Agreement respecting financing between the Regional District of Central Okanagan and the Municipal Finance Authority of British Columbia.

---

WHEREAS the Municipal Finance Authority of British Columbia (the "Authority") may provide financing of capital requirements for regional districts by the issue of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the regional district on whose request the financing is undertaken;

AND WHEREAS under the provisions of Section 411 of the *Local Government Act*, the amount of borrowing authorized by each of the following loan authorization bylaws, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder, and the amount being issued under the authority thereof by this bylaw;

AND WHEREAS the tables contained in this bylaw are to provide clarity and information for the purposes of this bylaw;

AND WHEREAS the Regional Board, by this bylaw, hereby requests such financing shall be undertaken through the Authority;

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

### **Regional District Loan Authorization Bylaws**

<b>Loan Authorization Bylaw #</b>	<b>Purpose</b>	<b>Amount of Borrowing Authorized</b>	<b>Amount Already Borrowed</b>	<b>Borrowing Authority Remaining</b>	<b>Term of Issue</b>	<b>Amount of Issue</b>
<b>1478</b>	Okanagan Regional Library facility construction and renovation	\$8,000,000.00	\$0.00	\$8,000,000.00	30	\$6,000,000.00
<b>Total</b>		<b>\$8,000,000.00</b>	<b>\$0.00</b>	<b>\$8,000,000.00</b>		<b>\$6,000,000.00</b>

1. The Authority is hereby requested and authorized to finance from time to time the above noted undertakings, and further described in the Regional District Loan Authorization Bylaws table, at the sole cost and on behalf of the Regional District and its member municipalities up to, but not exceeding Six Million Dollars (\$6,000,000.00) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the

aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed \$6,000,000.00 in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.

2. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
3. The Agreement in the form of Schedule "A" shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
4. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.
5. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the officer assigned the responsibility of financial administration of the Regional District.
6. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Saanich and at such time or times as shall be determined by the Treasurer of the Authority.
7. During the currency of the obligations incurred under the said Agreement to secure borrowings in respect of the Regional District of Central Okanagan Loan Authorization Bylaw # 1478 if the anticipated revenues accruing to the Regional District from the operation of a service for the purpose of constructing and renovating library building services owned and operated by the Okanagan Regional Library are at any time insufficient to meet the annual payment of interest and the repayment of principal in any year, there shall be requisitioned an amount sufficient to meet such insufficiency.
8. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.

9. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to Section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
10. This bylaw may be cited as "Okanagan Regional Library Security Issuing Bylaw No. 1500, 2021".

READ A FIRST, SECOND AND THIRD TIME AND ADOPTED THIS \_\_\_\_ DAY OF DECEMBER, 2021.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
CORPORATE OFFICER

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 1500 cited as the "Okanagan Regional Library Security Issuing Bylaw No. 1500, 2021", as read a third time and adopted by the Regional Board on the \_\_\_\_\_ day of December, 2021.

Dated at Kelowna, BC  
this \_\_\_\_ day of December 2021

\_\_\_\_\_  
CORPORATE OFFICER

**Schedule "A" to Bylaw # 1500**

**CANADA**

**PROVINCE OF BRITISH COLUMBIA**

**AGREEMENT**

Regional District of \_\_\_\_\_

The Regional District of \_\_\_\_\_ (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Saanich, British Columbia, the sum of \_\_\_\_\_ DOLLARS (\$\_\_\_\_\_) in lawful money of Canada, together with interest thereon from the \_\_\_\_ day of \_\_\_\_\_ 20\_\_, at varying rates of interest, calculated semi-annually, in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the schedule attached commencing on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

DATED at \_\_\_\_\_, British Columbia, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

IN TESTIMONY WHEREOF and under the authority of  
Bylaw # \_\_\_\_\_ cited as "\_\_\_\_\_",  
\_\_\_\_\_

this Agreement is sealed with the Corporate Seal of the  
Regional District of \_\_\_\_\_ and signed by the Chair and Treasurer thereof.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Treasurer

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatsoever in any court of the Province of British Columbia.

\_\_\_\_\_  
Deputy Inspector of Municipalities of British Columbia

**PRINCIPAL AND/OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS**

<b>Date of Payment</b>	<b>Total Payment</b>	<b>Principal/Sinking Fund Deposit</b>	<b>Interest</b>
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

# Regional District of Central Okanagan

Bylaw No. 1497, 1498, 1499 and 1500: Municipal Finance Authority Security  
Issuing Bylaws – Spring 2022

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1450 K.L.O. Road  
Kelowna, BC, V1W 3Z4  
rdco.com





# Purpose

- Approval of security issuing bylaws for the Regional District of the Central Okanagan (RDCO) on behalf of the Okanagan Regional Library and for the District of Peachland, the City of Kelowna and the District of Lake Country.

# Okanagan Regional Library borrowing

- Section 410 and 411 of the Local Government Act
- Security Issuing Bylaw for the issue of debenture
- Authority under Loan Authorization Bylaw 1478
- ORL securing interest rate
- ORL services debt as per agreement with RD

# Member Municipality borrowing

- Section 182 of Community Charter
- Municipality must borrow through RD
- Three member municipalities borrowing
- Member municipalities service debt

# Recommendation

1. **THAT** Bylaw No. 1497, “Security Issuing Bylaw No. 1497, 2021” be introduced and read a first, second, and third time;
2. **THAT** Bylaw No. 1497 be adopted;
3. **THAT** Bylaw No. 1498, “Security Issuing Bylaw No. 1497, 2021” be introduced and read a first, second, and third time;
4. **THAT** Bylaw No. 1498 be adopted;
5. **THAT** Bylaw No. 1499, “Security Issuing Bylaw No. 1497, 2021” be introduced and read a first, second, and third time;
6. **THAT** Bylaw No. 1499 be adopted;
7. **THAT** Bylaw No. 1500, “Security Issuing Bylaw No. 1497, 2021” be introduced and read a first, second, and third time;
8. **THAT** Bylaw No. 1500 be adopted;



# Regional Board Report

**TO:** Regional Board

**FROM:** Lyle Smith, Director of Financial Services

**DATE:** December 6, 2021

**SUBJECT:** Financial Planning Guidelines for the 2022 – 2026 Financial Plan

**Voting Entitlement:** All Directors – Unweighted Corporate Vote – Simple Majority – LGA 208

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**Purpose:** To seek board approval on the proposed financial planning process for developing the 2022 – 2026 Financial Plan.

## Executive Summary:

Board Priorities, Corporate Initiatives, and Core Service Delivery will form the basis for the 2022– 2026 five-year financial plan. As in prior years, the Board has a scheduled meeting where staff will present a draft financial plan and look for strategic priority feedback. The first 2022 meeting is scheduled for February 17, 2022. Heading into 2022, the Regional District of Central Okanagan (RDCO) will continue to action initiatives advancing strategic and corporate priorities while balancing service delivery pressures brought on by continued population growth, increased utilization of services, COVID-19, and economic uncertainty.

Proposed tax impacts will be summarized for Board discussion and public input at the February 17, 2022, Board meeting. During the financial planning process, staff will strive to keep tax rates as low as possible, while balancing inflationary pressures, any effects of the pandemic, and carrying out initiatives in the Board's Strategic Plan. Budgets will convey the human resource, financial, organizational, and strategic impacts associated with delivering each service over the plan period.

To facilitate the financial planning process, this report explores financial plan guidelines along with key trends, assumptions, and drivers to be used.

## RECOMMENDATION:

**THAT** the Regional Board approve the Financial Planning Guidelines as presented in the report from the Director of Financial Services dated December 6, 2021;

**AND THAT** staff be directed to prepare the draft 2022 – 2026 Financial Plan based on the Financial Planning Guidelines for the 2022 – 2026 Financial Plan.

Respectfully Submitted:

A handwritten signature in blue ink, appearing to read "Lyle Smith".

Lyle Smith  
Director of Financial Services

Approved for Board's Consideration

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

Brian Reardon, CAO

Attachment:

1. PowerPoint - Financial Planning Guidelines

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### Implications of Recommendation:

Strategic Plan:	Development of the Financial Plan supports implementation of the Board's Strategic Plan.
General:	Approval of the Financial Planning Guidelines provides staff with direction for developing the 2022 – 2026 Five Year Financial Plan
Organizational:	The Financial Planning process identifies proposed sources and uses of funding for the RDCO to provide services.
Financial:	The Financial Plan Bylaw provides the RDCO legislative authority to make expenditures.
Legal/Statutory Authority:	Local Government Act, Part 11, Division 1, Section 374

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### Background:

Alignment of the financial plan with strategic priorities supports efficient and effective service delivery. Prudent financial management of surpluses, reserves, debt levels, and rigour over expenditures enable the organization to optimize revenue requirements and minimize requisition impacts.

Financial Planning Guidelines establish how management will address core service levels, new initiatives, adjustments for inflation and market cost escalations while developing the RD's budget each year.

### Financial Guidelines

The financial planning guidelines are the policies and assumptions by which the RDCO Board and staff determine the most appropriate allocation of resources by initiative.

The financial guidelines are based on the following:

- 1) Macroeconomic Environment
- 2) Core Service Levels and Infrastructure Funding
- 3) Board Input
- 4) Financial Management Strategies

#### 1) Macroeconomic Environment

On a macroeconomic level, the impact of the COVID-19 pandemic is still being determined. The outcome for the Central Okanagan economy, further yet provincially, federally, and globally, remains unclear. However, the Organization for Economic Co-operation and Development (OECD) has indicated that the broader economy will rebound in 2021 and 2022 due to reduced COVID-19 restrictions in the second half of 2021. This rebound could result in inflationary pressures and increased interest rates which could negatively impact the overall operations of the Regional District of Central Okanagan (RDCO). Atmospheric weather events have compounded supply chain pressures and put a further strain on financial and human resources.

Administration continues to look at strategies to lessen inflationary impacts. In Spring 2021, the Consumer Price Index (CPI) exceeded 3% for the first time in a decade. The Bank of Canada

aims to keep inflation at the 2% midpoint of an inflation-control target range of 1 to 3%. However, higher prices will affect the RDCO in the interim and beyond if prices for items such as contracted services increase. Administration also incorporates construction and municipal pricing indexes into budgets, which are significantly impacted by changes to inflation, to reduce the impact of escalating construction costs.

To address this uncertainty throughout the planning process, staff will monitor economic and social conditions and incorporate realistic cost drivers and assumptions that will form the financial plan's basis. The organization's top priority will be to maintain existing services and advance essential initiatives identified throughout the financial planning process by the Board and staff.

## **2) Core Service Levels and Infrastructure Funding**

The RDCO Board's 2019–2022 strategic priorities inform the development of the financial plan. These priorities are foundational to each service's work plans, and the five-year financial plan will reflect updated assumptions in timing, scope, and cost estimates. The budget will also include core inflation and cost escalation linked to market conditions and related funding.

### **Key Drivers**

The most significant costs to service delivery are salaries and benefits, contract servicing, and materials and equipment. These expenditures can be influenced by uncontrollable economic conditions such as unemployment rates, supply and demand, tax changes, and contractual agreements.

### **Infrastructure**

To manage the RDCO's assets in the most efficient manner possible, the RDCO continues to work on its Corporate Asset Management Strategy to better understand its infrastructure deficit and how it will fund the deficit in the future in a strategic, sustainable manner. This direction will ensure the RDCO can maintain sustainable service levels and infrastructure at the lowest cost possible.

Staff will review capital reserve balances and funding status in future years to support financial sustainability around asset management. The review will include assessing internal practices, existing bylaws, reserve levels against industry benchmark and comparison to other local governments. As a result of the review work, a guideline will be established to introduce a standard approach in setting optimal reserve, debt, and grant funding levels to minimize lifecycle costs within a long-term funding strategy. The guideline will establish a common practice and align funding strategies with asset lives, enabling a balancing of revenue needs through the life of the asset.

## **3) Board Input**

The 2022 financial planning process will reflect direction from Commissions, Committees, and the Board, including feedback, received in prior financial planning cycles. In addition, if the Board has any new direction impacting service levels, it will be incorporated into the budget process. As in prior years, staff will continue to engage the public throughout the financial planning process with an established communications and feedback strategy.

Alignment of the financial plan with strategic priorities and financial management strategies supports efficient and effective service delivery. Prudent financial management of surpluses, reserves, debt levels, and thoroughness in monitoring spending levels enable the RDCO to minimize revenue requirements and requisition increases. The guidelines to maintain core



service levels, incorporate new initiatives and adjust for inflation and market cost escalations aim to minimize financial implications for the 2022 budget year.

#### **4) Financial Management Strategies**

Financial management strategies will ensure critical financial objectives are integrated into organizational decision-making and operations. The following outlines the financial management strategies that will guide the RDCO's financial planning for the 2022 – 2026 Financial Plan:

- Goal of reducing reliance on one-time variances resulting in a surplus. Where possible, these funds will be transferred to reserves to fund future capital expenditures or reduce future revenue requirements. The intent is only to utilize surplus to reduce tax rates to offset one-time expenses or revenue loss (i.e., develop structurally balanced budgets with ongoing revenues and expenses).
- Optimize fee for service revenues and stabilize tax rates to fund operations, maintenance, and growth.
- Limit transfers to/from operating reserves, transferring only to fund one-time projects or stabilize revenue requirements.
- Goal of justifying levels of transfers to/from capital reserves by developing life cycle funding requirements and optimal debt levels.

#### **Financial Implications**

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

- The surplus or deficit for each service may affect the tax rate and amounts available for operating reserves. This information is not known until the year-end is complete.
- Calculations for tax rates by area are complex and, in some cases, have an interdependency between services being provided.
- Changes in annual assessment values have not been released, so the impact of market and non-market change on electoral areas and member municipalities cannot be incorporated at this time.
- Reserve and Capital Transfer amounts are reassessed and updated each year by staff and may affect tax rates. Recommendations are currently being developed based on long-term capital needs, which may change based on revised long-term capital plans.

#### **Potential Impacts on Regional Services**

Tax rates vary in part due to the funding partners participating in the service. The number of funding partners and the type of funding can vary between services as well. For these reasons, the financial implications shown below are for illustration purposes only. Staff will develop the 2022 – 2026 Draft Financial Plan and calculate the associated financial impacts between now and the February 17, 2022, Board meeting.

The estimated cost to a Regional Service Function for certain expense levels per \$100,000 of residential assessment and average home, using the 2021 Revised Assessment Roll, are presented in the table below.

Expense	2021 Regional Converted Revised Assessment	Residential Tax Rate per \$1,000 of assessment	Cost per \$100,000	Cost for 2021 Average Regional \$751,500 Home
\$ 50,000	\$ 7,317,286,310	\$ 0.0007	\$ 0.07	\$ 0.51
\$ 100,000	\$ 7,317,286,310	\$ 0.0014	\$ 0.14	\$ 1.03
\$ 500,000	\$ 7,317,286,310	\$ 0.0068	\$ 0.68	\$ 5.14

### Financial Considerations:

Departments will build work plans and five-year financial plans to plan for and carry out identified priorities. Assumptions for inflation, market cost escalation, salary contract rates, benefit rates and utility rates will also be considered when developing the financial plan.

### External Considerations:

The RDCO's Five Year Financial Plan Bylaw will impact all taxpayers in the regional district through tax requisition. There is also implication to external groups via grants and fees.

### Organizational Considerations:

The Financial Planning Guidelines presented in this report will inform how staff develop the 2022 – 2026 Five Year Financial Plan.

### Considerations not applicable to this report:

- *Alternative recommendation*

# Regional District of Central Okanagan

## Financial Planning Guidelines for the 2022 – 2026 Financial Plan

1450 K.L.O. Road  
Kelowna, BC, V1W 3Z4  
rdco.com



# Purpose of the Report

- To seek board approval on the proposed financial planning process for developing the 2022 – 2026 Financial Plan.

# Financial Guidelines

- Financial planning framework for budget development
- Alignment of Financial Plan with Strategic Priorities
- Optimize revenue requirements and minimize requisition
- Incorporating key cost drivers into core and new services
- Feedback for staff from Board



# Macroeconomic Environment

- Impacts of COVID 19 and Atmospheric Weather Events
- External cost drivers such as inflation
- Pricing indexes that affect costs
- Focus on maintaining existing services
- Identify priority initiatives from Board and Staff

# Core Service Levels and Infrastructure Funding

- 2022 – 2026 Financial Plan developed in context of Strategic Priorities
- Forced growth i.e., wages, utilities, contract escalation
- Review of Capital Reserve balances and Capital Funding
- Future guideline for capital funding strategy

# Board Input

- Elected official feedback will inform budget development
- Public feedback will be presented to Board
- Approval of guidelines will provide direction

# Financial Management Strategies

- Reduce reliance on surplus as revenue
- Optimize fees and minimize taxation
- Structurally balance budget
- Reserve transfers based on asset management
- Potential tax impacts for Regional Services

# Report Recommendation

**THAT** the Regional Board approve the Financial Planning Guidelines as presented in the report from the Director of Financial Services dated December 6, 2021;

**AND THAT** staff be directed to prepare the draft 2022 – 2026 Financial Plan based on the Financial Planning Guidelines for the 2022 – 2026 Financial Plan.





# Regional Board Report

**TO:** Regional Board

**FROM:** Brian Reardon, Chief Administrative Officer

**DATE:** December 6, 2021

**SUBJECT:** RDCO Electoral Area West - North Westside Governance and Services Study - Terms of Reference

**Voting Entitlement:** *All Directors – Unweighted Corporate Vote – Simple Majority – LGA 208*

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**Purpose:** To consider a proposed Terms of Reference for a RDCO Electoral Area West – North Westside Governance and Services Study.

## Executive Summary:

At the October 25, 2021 regular meeting, the Regional Board was provided correspondence from the Minister of Municipal Affairs, Honourable Josie Osborne, which confirmed funding in the amount of \$60,000 for a Restructure Planning Grant to undertake a Governance and Services Study (the 'Study') for Electoral Area West - North Westside (Attachment 1).

In her letter, the Minister provided direction on the intended purpose of the grant, including what was in scope, and not in scope, for the study. The CAO has been working with the Electoral Area West Director on an independent qualified consultant to facilitate the study, and with the Ministry to finalize the terms and conditions of the study. The terms of reference for the study are being brought to the Regional Board for consideration, which, if approved, would establish the Study committee.

As noted in the terms of reference (Attachment 2), the governance Study area is Electoral Area West, with an emphasis on the North Westside communities. The scope of the work to be undertaken by the Study committee is guided by the terms of reference, including interim reporting criteria and timelines. It is proposed that the Study be complete, and a final formatted report delivered to the Board and the Ministry of Municipal Affairs, by September 30, 2022.

Should the Regional Board support the approval of the Terms of Reference as presented, the following recommendation is for Board consideration.

## RECOMMENDATION:

**THAT** the Regional Board approve the Ministry of Municipal Affairs Terms of Reference for the RDCO Electoral Area West – North Westside Governance and Services Study, as attached to the report from the Chief Administrative Officer dated December 6, 2021.

Respectfully Submitted:



Corie Griffiths,  
Director of Corporate Services

Approved for Board's Consideration



Brian Reardon, CAO

*Prepared by: Karen Needham, Corporate Officer*

Attachment(s):

1. Correspondence from the Honourable Josie Osborne, Minister of Municipal Affairs (dated October 12, 2021)
2. Proposed Terms of Reference - RDCO Electoral Area West – North Westside Governance and Services Study

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### Implications of Recommendation:

Organizational:	Administration of the Study will require RDCO resources to secure and work with the Consultant on the establishment of the study committee and in support of open meetings; and to ensure the completion and alignment of the expected outputs meet Ministry requirements for the grant, including research, documentation, public engagement and stakeholder consultation processes.
Financial:	\$60,000 grant from Municipal Affairs, \$5,000 RDCO proposed in 2022 budget request

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### Background:

At the [Regular Board Meeting - October 25, 2021 \(escribemeetings.com\)](https://www.escribemeetings.com), the CAO provided an information report to the Regional Board which provided the background for the letter received by the Minister of Municipal Affairs, Josie Osborne in response to a RDCO grant request (Attachment 1).

The report provided the history that led to the request for a Restructure Planning Grant from the Ministry and highlighted the conditions of the grant for a governance and services study of Electoral Area West, with an emphasis on the North Westside communities.

In sum, the report noted that the letter stated the purpose of the grant is to:

- *assist the RDCO with education on facets of governance and services in Electoral Area West,*
- *engage the public to understand the concerns and interests of North Westside residents,*
- *identify robust options within the regional district framework for addressing the most pressing interests of the community,*
- *address the misinformation and education issues noted in the 2017 study,*
- *synthesize the situation and issues to determine realistic options for addressing issues and concerns.*

The letter also confirmed that the Study, and the grant funding, is not for an incorporation study, and will therefore not provide detailed technical or financial information on the impact of municipal incorporation.

## Next Steps

The proposed terms of reference (Attachment 2), provides the framework for a Study committee and further defines the scope, process, roles, public engagement, reporting requirements, and timeline for the final report.

As noted in the overview, this Study will:

- describe and educate on facets of governance and services in Electoral Area West,
- engage the public to understand the concerns and interests of North Westside residents, and,
- identify robust options, within the regional district framework, for addressing the most pressing interests of the communities.

Further, the overview notes that any options identified in the final study report will,

“...be informed by different restructure approaches made available by the *Local Government Act*, including flexibility with electoral area boundaries, establishment of advisory or management commissions for service delivery, and broad scope with communication and public engagement approaches to meet the unique needs of rural communities.”

RDCO staff, working with the Electoral Area Director will develop a request for proposal (RFP) for the consultant that builds upon the parameters set out in the terms of reference. The RFP will be issued by the RDCO following the regional district's procurement policy and process.

The terms of reference are clear that the Study consultant is to be independent, neutral, and qualified from the private sector. The Study consultant is a technician who will facilitate discussions and provide information without taking a position within the Committee or community. The consultant's report will confirm these principles and will be free of undue influence and will represent unbiased statements of facts and conclusions.

Once established, the Study Committee will work with the consultant through the research and education elements included within the scope of work and engage the community in discussion of the Study findings.

The RDCO is to be the administrator of the contract of the consultant who will work closely with the Study Committee and the related work to inform the study.

The Study will culminate in final governance and services reports, providing a synopsis of both the governance and services findings and a summary of the outcomes from the public engagement process and a framework for assessing options, including their next steps.

Should the Board wish to move forward with the Study, it is recommended that the Board establish a RDCO Electoral West – North Westside Governance and Services Study committee, by approving the Ministry of Municipal Affairs Terms of Reference.



October 12, 2021

Ref: 267291

Brian Reardon  
Chief Administrative Officer  
Regional District of Central Okanagan  
1450 KLO Road  
Kelowna, BC V1W 3Z4

Dear Brian Reardon:

On October 7, 2021, the Honourable Josie Osborne, Minister of Municipal Affairs, advised Chair Given that she has approved \$60,000 in restructure planning grants to the Regional District of Central Okanagan (RDCO) for a governance and services study in Electoral Area West and the North Westside communities.

This grant is to fund a governance and services study that will describe and educate on facets of governance and services in Electoral Area West, engage the public to understand the concerns and interests of North Westside residents, and identify robust options, within the regional district framework. This letter provides information and requirements for the following approved project that comprises the Study, which may be cited in correspondence as follows:

Project	Amount	Commitment No.
RDCO Electoral Area West (North Westside) Governance and Services Study	\$60,000	51RS2203

The grant has been approved under the Restructure Planning Grant Program pursuant to the *Local Government Grants Act* and Regulations. Please cite this Commitment Number in all correspondence about the Study.

The following stipulations must be met by the Regional District in order to retain this funding:

- (a) The grant funding must be used solely for the purpose of these projects and for defraying the costs of undertaking, completing, and providing written reports to the Ministry on the Study;
- (b) The grant funding must be used only for reasonable costs and expenses related to the Study that are incurred between October 7, 2021 to October 15, 2022; and,

.../2

- (c) The following reports must be submitted to the Ministry program staff by the specified dates:
- An *Interim Progress Report*, on or before February 28, 2022, comprised of the consultant's proposal accepted as the basis of a contract for the Study and/or a preliminary outline of the Study work plan.
  - A *Draft Report*, on or before July 31, 2022, comprised of a draft of the report prior to public presentation.
  - A *Final Report*, on or before September 30, 2022, comprised of a copy of the final report presented to the RDCO Board.
  - An *Account of Study Expenses*, on or before November 30, 2022, comprised of a summary of all project expenses and confirmation that either all grant funding has been expended or an unused portion of the grant funding that will be returned to the provincial government. Unused grant funding should be returned in the form of a cheque made payable to the Minister of Finance no later than November 30, 2022.

As acknowledged in the Minister's correspondence, the Ministry recognizes that the community and RDCO will be continuing to deal with the aftermath of the White Rock Lake wildfire throughout the year ahead. If you have concerns with the timelines set out for use of this grant, please feel free to express these concerns with Ministry staff. Should an alternative timeline be appropriate, the Ministry will update the terms and timelines set out in this letter. The Ministry project lead will be Barrie Nicholls, Program Analyst, Governance and Structure Branch, Local Government Division and can be reached by telephone at: 778-698-3574; or by email at: [Barrie.Nicholls@gov.bc.ca](mailto:Barrie.Nicholls@gov.bc.ca).

Sincerely,



Marijke Edmondson  
Director, Governance Structures

pc: Barrie Nicholls, Program Analyst, Governance and Structure Branch



# **Terms of Reference**

## **RDCO Electoral Area West - North Westside Governance and Services Study**

November 2021

### **Overview**

The purpose of the Governance and Services Study (Study) is to engage the public in an analysis of the current state of local governance and service delivery in the Regional District of Central Okanagan (RDCO) Electoral Area West North Westside communities.

This Study will describe and educate on facets of governance and services in Electoral Area West, engage the public to understand the concerns and interests of North Westside residents, and identify robust options, within the regional district framework, for addressing the most pressing interests of the communities.

Options will be informed by different restructure approaches made available by the *Local Government Act*, including flexibility with electoral area boundaries, establishment of advisory or management commissions for service delivery, and broad scope with communication and public engagement approaches to meet the unique needs of rural communities.

This Study will build on a previous 2017 North Westside Services and Community Issues Review. The outcomes of the 2017 Study were for the RDCO to improve communication methods within the communities, establish a platform for regular dialogue and to conduct a detailed diagnostic assessment of the services that are of principal concern to the community.

This Study will expand on the 2017 work and:

- Describe the governance of unincorporated areas, contrasted with governance of municipalities as appropriate for clarity;
- Describe how decisions are made in each local government jurisdiction for each of the local government services received;
- Identify and describe the different roles, responsibilities, and jurisdictions of all service providers, including the costs and cost recovery method for services;
- Identify geographies of concurrent services and cohesive community identities; and,
- Engage residents and property owners in the identification of common interests and concerns.

With a common understanding of the local government system there will be an opportunity for the community to engage in a discussion about the ways in which the current structure of governance is and is not meeting the needs of the community and the identification of common issues facing residents and property owners.

The Study will not provide detailed technical or financial information on the impact of municipal incorporation. It is not an incorporation study. This Study will outline considerations moving forward to meet provincial priorities and objectives. Considerations that may be identified in the Study include local

community size, community vision, community tax base trends, community business, industry, economic growth, and community interests.

## **Study Process**

RDCO staff, working with the Electoral Area Director will develop a request for proposals (RFP) for the consultant that builds upon the parameters set out in these terms of reference. The RFP will be issued by the RDCO following the regional district's procurement policy and process.

The Study consultant is independent, neutral, and qualified from the private sector. The Study consultant is a technician who should facilitate discussions and provide information without taking a position within the Committee or community. The consultant's report will conform to these principles and will be free of undue influence and will represent unbiased statements of facts, options, and conclusions. The consultant shall work closely with the Study Committee and report directly to the RDCO, who will administer the contract.

A local Study Committee is appointed by the Board, on the recommendation of the Electoral Area Director. Once established, the Study Committee will work with the consultant through the research and education elements of the Study work and engaging the community in discussion of the Study findings.

The Study process will include:

- Research, documentation, and technical analysis, culminating in a preliminary governance and service Study report.
- Public engagement and stakeholder consultation processes focused on the contents of the preliminary report findings and issues identification.
- Synthesis of the situation and issues to determine realistic options for addressing issues and concerns, with an outline of implementation or next steps for each option.

The Study will culminate in final governance and services report, providing a synopsis of both the governance and service findings and a summary of the outcomes from the public engagement process and a framework for assessing options, including their next steps.

Following completion of the Study, the consultant will present the report to both the Study Committee and the RDCO Board to comment on the findings, including a review on governance or service changes that can be accommodated within their local authority. The report findings will also be provided to staff at the Ministry of Municipal Affairs (Ministry).

The report may offer a series of recommendations, of which the Study Committee may then request to be further explored by the RDCO Board. This may include local government restructure alternatives based upon a summary of the public sentiment in the community and the feasibility of the options and next steps identified in the report. As part of these recommendations, the RDCO Board may contact the Ministry to consider other factors in the decision to fund or address alternatives.

## **Study Committee**

The Study Committee, working with RDCO staff and the consultant, ensures that the Study and engagement with the community are neutral and balanced. The composition of the volunteer Study

Committee should be broadly representative of the various interests and localities in the Study area. There will be 7 to 12 members, selected through an advertised call for members.

The Study Committee is an objective fact-finding body; individual members should ensure that any expression of their personal opinions do not detract from the ability of the Study Committee to function as a neutral conduit for information to the community.

Meetings are open to the public and members will conduct themselves in accordance with the RDCO Conflict of Interest and Code of Ethics policies. Meetings of the Committee will be conducted in accordance with the RDCO Procedure Bylaw.

The Study Committee includes the Electoral Area Director in ex-officio (non-voting) capacity, and the Study Committee will select a chair and other positions from among its membership.

## **Public Engagement**

The Study Committee should determine how best to engage with the public and other stakeholders directly affected in the Study process. It is important to establish parameters for public participation so that residents and property owners understand the opportunities to participate in the Study. The Committee may wish to have the consultant assist in finalising the public engagement process.

The public engagement strategy should include:

- community meeting(s) to present information to the public and to seek community feedback;
- a process to gather information from the public on subjects such as community issues;
- an understanding of the communication issues identified in the 2017 Study;
- careful consideration of public engagement strategies during COVID-19; and
- a communication strategy for reporting out to the public on the Study progress.

## **Scope of Work**

### *Study Area*

The governance Study area is Electoral Area West, with an emphasis on the North Westside communities. This leaves options for Committee membership to include diverse perspectives of the greater community (e.g., Westbank residents or Electoral Area residents outside of the fire service area).

### *Study Timeline*

The Study must be completed and delivered to the Minister no later than September 30, 2022. The Study Committee will develop timelines for the Study in discussion with Ministry staff. Ministry staff will have the opportunity to review a draft of the Study and to provide comments prior to completion of the final Study.

<b>Task/Deliverable</b>	<b>Completion Date</b>
Interim progress report delivered to MUNI	February 28, 2022
Draft report provided to RDCO and MUNI staff for review/comment	July 31, 2022

Final formatted report delivered to RDCO and MUNI	September 30, 2022
Final account of project expenses delivered to MUNI	November 30, 2022

This timeline will become more certain after a consultant is selected and agreement is reached with the consultant on a feasible study completion schedule. Timelines may be flexible, to factor in unanticipated delays, and may be adjusted with mutual consent of the Ministry and the RDCO.

### *Study Contents*

The final Study should align with the objectives of the Study. The report should present observations and analysis in a form that is legible and understandable to a broad public audience. The Study contents should include, but are not limited to:

- 1. Community characteristics and socio-economic profiles in relation to each of the settlement nodes within the Study area.**
- 2. Overview of rural governance.**
  - a. Explain the federated nature of regional districts, their three central roles, and the financial obligations of a regional district member (both electoral area and municipal).
  - b. Outline the powers and responsibilities of regional districts.
    - i. Contrast the processes in regional district and municipal decision making related to local decisions.
    - ii. Note differences in powers and responsibilities for municipalities.
- 3. Identify the different design choices made available under the *Local Government Act* for rural governance.**
  - a. Explain the different opportunities for service delivery.
    - i. Describe the ability to have parallel services (e.g., fire protection).
    - ii. Identify Board decision-making requirements for rural services and how decisions on rural services provided in one electoral area only need to be made by the full Board, whereas decisions on services with multiple participants can be made by just those Directors.
- 4. Describe the tax assessment system in BC and taxation in unincorporated jurisdictions.**
  - a. Describe the available approaches to cost apportionment and cost recovery for services.
- 5. Analyze current governance and service delivery in and around Electoral Area West**
  - a. Describe the provision of services with reference to each of the major service providers (RDCO, private utilities, and the Province), their governance structure, service geography and methods of cost recovery.
  - b. Describe how the service providers make decisions in relation to the services provided to the community.
  - c. Describe the relationship between different service providers, and how those linkages are functionally managed where the affected services are provided by different organizations.
  - d. Describe the level of cooperation/collaboration amongst governing bodies of service providers, with reference to their relative roles and responsibilities.
  - e. Note variations in governance and/or service features and levels across different sub-areas of Electoral Area West, and complexities or benefits that arise.
- 6. Synopsis of public engagement**
  - a. Report on results of stakeholder consultation meetings.
  - b. Summary of public engagement activities.

- c. Summary of community issues and future community needs including an analysis of the current local government structure's ability to address issues or meet needs.

## **7. Appendices**

- a. Copies of public engagement materials.
- b. Copies of foundational documents (e.g., Minister's letter to the RDCO Board, project Terms of Reference, Request for Proposals).

## **Out of Scope**

Detailed technical and financial information on the impact of municipal incorporation. This analysis would be found in an incorporation study.

## **Role of Ministry**

MUNI staff will be available as a resource to RDCO staff, the Committee, and the consultant, and provide additional input including review of the draft materials and provision of comments prior to completion of the final report.

## **Administration of the Study**

As discussed in the "Study Process", the RDCO will procure a consultant, or consultants, in accordance with the RDCO's procurement policy.

An independent consultant will be sought to undertake this study with sufficient experience and expertise in local government boundary extension/restructure, service delivery and governance studies to effectively identify restructure implications arising from the selection of study boundaries.

In working with the consultant, the RDCO is responsible for ensuring that expected outputs completed by the consultant meet the requirements outlined in this Terms of Reference. This will be culminated through progress reports that will be shared with Ministry staff, the community and the RDCO Board.

The consultant shall work closely with the Study Committee and report directly to the RDCO, who will administer the contract. The total funding available for the governance Study will be determined by the RDCO. The Ministry's financial commitment to the governance Study is \$60,000.

The RDCO will provide MUNI staff with a copy of the selected consultant's proposal accepted as the basis of a contract for the study and/or a preliminary outline of the study and work plan before substantive work begins.