

**Minutes of the *REGULAR BOARD MEETING* of the Regional District of Central Okanagan held at Regional District Offices, 1450 KLO Road, Kelowna, B.C. on Monday, December 9, 2013**

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Directors

J. Baker (District of Lake Country)  
C. Basran (City of Kelowna)  
J. Edgson (Central Okanagan West Electoral Area)  
K. Fielding (District of Peachland)  
D. Findlater (District of West Kelowna)  
G. Given (City of Kelowna)  
W. Gray (City of Kelowna)  
R. Hobson (City of Kelowna)  
P. Hanson (Central Okanagan East Electoral Area)  
D. Ophus (District of West Kelowna)  
L. Stack (City of Kelowna)  
G. Zimmermann (City of Kelowna)

Regrets:

C. Derickson, (Westbank First Nation)

Staff:

B. Reardon, Chief Administrative Officer  
R. Fralick, Manager of Planning  
M. Kopp, Director of Parks Services  
C. Radford, Director of Community Services  
M. Rilkoﬀ, Director of Finance & Administrative Services  
B. Smith, Communications  
M. Drouin, Manager - Corporate Services (recording secretary)

**1. CALL TO ORDER**

Chair Hobson called the meeting to order at 7:13 p.m.

*Announcement:* The Regional Emergency Program received a finalist award at the Premier's Innovation and Excellence Awards in October – presentation of the certificate to Jason Brolund, Regional Emergency Plan Coordinator

**2. ADDITION OF LATE ITEMS**

There were no late items for the agenda

**3. ADOPTION OF THE AGENDA**

#230/13

BASRAN/OPHUS

THAT the agenda be adopted

CARRIED

**4. ADOPTION OF MINUTES**

4.1 Minutes – November 25, 2013

#231/13

FIELDING/OPHUS

THAT the Regional Board meeting minutes of November 25, 2013 be adopted.

CARRIED

**5. DELEGATIONS**

5.1 Allan Neilson, Neilson-Welch Consulting Inc. re: Dog Control Service Model Implementation Update (*for information*)

Allan Neilson was contracted in 2013 to assist in development of the Regional District's dog control implementation plan. The new service model is based on the concept of responsible dog ownership. Neilson's report, dated November 27, 2013, outlined key elements recommended in the final report to the Board and the initiatives that have been undertaken to date.

Neilson provided a review of his November 27, 2013 report to the Board including the work which has been completed in 2013 on: dog licensing, including the successful Amnesty Program in October; bylaw enforcement—Consent Orders are successfully being used in a variety of enforcement situations; stakeholder engagement—an open house will be held in to provide input into the proposed bylaw which will be coming forward to the Board January 16<sup>th</sup>; and education. It was noted that the RDCO will be among the first local government in BC to provide the service of purchasing a dog license on-line (January 2014) and provide a rewards program for dog owners (38 partners to date). It was noted that dog owners have a choice to license but if they choose not to, enforcement fines will be substantially increased in January 2014. It was noted the Resource Group has recommended a fine of between \$300-\$500. At this time staff is proposing a \$300 fine. One of the first elements of a responsible dog owner is to obey the law of the region and license their dog.

A question was raised regarding increasing licensing costs to \$25. Neilson noted it may not be the right time to consider increasing licensing, that we want to make it easy for everyone to get a license. Review of licensing fees is part of the on-going review of the service in order to have the service pay for itself. Long term projections will be done as part of 5-year financial plan. Recovery of costs will be key by the number of licensing.

#232/13

STACK/FIELDING

THAT the November 27, 2013 Dog Control Service Model Implementation Update presented by Allan Neilson be received for information.

CARRIED

*7.1 was moved forward at this time*

- 5.2 Jason Brolund, Regional Emergency Plan Coordinator-Regional Rescue Program & and David Crawford, Central Okanagan Search & Rescue (COSAR) re: Framework for Interagency Cooperation (*for information*)

Dan Wildeman introduced Jason Brolund and David Crawford.

Jason Brolund and David Crawford provided an overview of the coordination of efforts between the emergency program and search and rescue. It was noted that the organization is a non-profit organization, manned by volunteers. Search and rescue functions include: urban/wilderness searches; sustained surface-based marine and underwater searches; tracking; wilderness rope rescue, basic first aid; and civil emergency logistical support.

The roles of the regional rescue program and COSAR were highlighted. A formalized agreement with a common understanding of each other roles has been developed which will assist in building awareness of capabilities, strengths and limitations in order to ensure the most efficient resources are deployed as quickly as possible during an emergency.

The Regional Emergency Services Oversight Committee (RESOC) suggested it would be a good idea to have a more formalized working agreement, outlining roles of each group. Minimize duplication of service, effective resources deployed as quickly as possible, discuss incidences shared and what can be built upon, train together when possible, efficiencies in purchasing, formal place at the EOC, cooperation and improved relationships engaging each other for best outcome when people are in need.

#233/13

GRAY/BAKER

THAT the presentation by Jason Brolund, Regional Emergency Plan Coordinator-Regional Rescue Program & and David Crawford, Central Okanagan Search & Rescue (COSAR) regarding the Framework for Interagency Cooperation be received for information.

CARRIED

*8.1 was moved forward at this time*

**6. CORRESPONDENCE**

- 6.1 UBCM re: Approval of Operational Fuel Treatment (Stephen's Coyote Ridge Park) Strategic Wildfire Prevention Initiative (*for information only*)  
(*All Directors – Unweighted Vote*)

#234/13

GIVEN/EDGSON

THAT the November 21, 2013 letter from UBCM confirming approval of \$134,004 for an operational fuel treatment grant for Stephen's Coyote Ridge Park be received.

CARRIED

**7. CORPORATE SERVICES**

Dog Control Services

7.1 Bylaw Amendments to Approve an Increased Fine for Unlicensed Dogs

Staff report dated December 3, 2013 outlined the premise of 'zero tolerance' for unlicensed dogs in the Central Okanagan. The current fine is \$100, with the fine being waived should the license be purchased within 14 days. As part of the Dog Control Service Review (Allan Neilson report), it was recommended that zero tolerance for unlicensed dogs be implemented going forward. The recommendation is for a \$300 fine effective January 1, 2014.

The question was raised whether licensing fees have been reviewed. Staff and the Resource Group have had preliminary discussions but felt it was not the appropriate time to raise licensing at this time. Further review of fees over the next five years will continue.

- a) Regional District of Central Okanagan Ticket Information and Utilization Amendment Bylaw No. 1340, 2013, **1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings and Adoption** (All Directors – Unweighted Vote)

#235/13

FIELDING/STACK

THAT Regional District of Central Okanagan Ticket Information and Utilization Amendment Bylaw No. 1340, 2013 be given first, second and third readings and adopted this 9<sup>th</sup> day of December 2013.

CARRIED

- b) Regional District of Central Okanagan Bylaw Notice Enforcement Amendment Bylaw No. 1341, 2013, **1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings and Adoption** (All Directors – Unweighted Vote)

#236/13

FINDLATER/EDGSON

THAT Regional District of Central Okanagan Bylaw Notice Enforcement Amendment Bylaw No. 1341, 2013 be given first, second and third readings and adopted this 9<sup>th</sup> day of December 2013.

CARRIED

#237/13

OPHUS/BASRAN

THAT staff be directed to review dog licensing fee projections for the next five years.

CARRIED

Bylaw Adoption

- 7.2 Regional District of Central Okanagan Starling Control Program Service Area Establishment Bylaw No. 1332, 2013 **Adoption** (All Directors – Unweighted Vote)

#238/13

BAKER/FIELDING

THAT Regional District of Central Okanagan Starling Control Program Service Area Establishment Bylaw No. 1332, 2013 be adopted this 9<sup>th</sup> day of December 2013.

CARRIED

- 7.3 Regional District of Central Okanagan Weed Control Service Establishment Amendment Bylaw No. 1333, 2013 **Adoption** (All Directors – Unweighted Vote)

#239/13

OPHUS/GIVEN

THAT Regional District of Central Okanagan Weed Control Service Establishment Amendment Bylaw No. 1333, 2013 be adopted this 9<sup>th</sup> day of December 2013.

CARRIED

- 7.4 Regional District of Central Okanagan Noxious Insect and Pest Control Service Establishment Amendment Bylaw No. 1334, 2013 **Adoption** (All Directors – Unweighted Vote)

#240/13

OPHUS/EDGSON

THAT Regional District of Central Okanagan Noxious Insect and Pest Control Service Establishment Amendment Bylaw No. 1334, 2013 be adopted this 9<sup>th</sup> day of December 2013.

CARRIED

- 7.5 Regional District of Central Okanagan Transportation Demand Management Establishment Amendment Bylaw No. 1335, 2013 **Adoption** (All Directors – Unweighted Vote)

#241/13

BAKER/FIELDING

THAT Regional District of Central Okanagan Transportation Demand Management Establishment Amendment Bylaw No. 1335, 2013 be adopted this 9<sup>th</sup> day of December 2013.

CARRIED

Bylaw Enforcement:

- 7.6 Bylaw Enforcement Officer Appointment – John Hailstones (*All Directors – Unweighted Vote*)

#242/13

EDGSON/STACK

THAT John Hailstones be appointed as a Bylaw Enforcement Officer for all Regional District of Central Okanagan bylaws while employed with the Regional District of Central Okanagan.

CARRIED

8. COMMUNITY SERVICES

Regional Emergency Services:

- 8.1 COSAR/Regional Rescue Interagency Framework (*All Directors – Unweighted Vote*)

Staff report dated December 2, 2013 outlined the Interagency Framework as discussed in the presentation by Jason Brolund and David Crawford.

In discussion, it was noted that the Regional Emergency Services Oversight Committee (RESOC) has not reviewed the Framework agreement and that there is a desire that all recommendations for the regional rescue service come forward to the Board as a 'package'.

#243/13

OPHUS/EDGSON

THAT the Regional Board recommends that the Framework for Interagency Cooperation between the Regional District (Regional Rescue Program) and Central Okanagan Search and Rescue be referred to the Regional Emergency Services Oversight Committee for final review.

CARRIED

Planning:

- 8.2 Agricultural Advisory Commission Appointments (*All Directors – Unweighted Vote*)

#244/13

EDGSON/FIELDING

THAT the Regional Board reappoints Molly Thurston to a three-year term as a member of the Regional District Agricultural Advisory Commission (expiring December 2016).

CARRIED

8.3 Environmental Advisory Commission Appointments (*All Directors – Unweighted Vote*)

#245/13

BAKER/FIELDING

THAT the Regional Board reappoints Les Gyug, Beverly Andrews, Angela Cormano, John Janmaat, and Allan King to a three-year term as a member of the Regional District Environmental Advisory Commission (expiring January 2017);

AND FURTHER THAT Jenna Gall be appointed to a one-year student term (expiring January 2015).

CARRIED

Environmental:

8.4 Septage Disposal Tipping Fee (*All Directors – Unweighted Vote*)

Staff report dated December 2, 2013 outlined the background of the septage disposal tipping fee for the regional septage facility located in Lake Country. The fee has been set to what is believed to be acceptable levels for area residents. It was noted that the septage haulers have confirmed that escalating cost of disposal has contributed to customers doing less preventative maintenance on their septic systems and haulers transporting septage out of the region for lower tipping rates. Staff note that regional septage facility fees will be reviewed after the District of Lake Country's Wastewater Treatment Plant Stage 3 upgrade and operational review is completed.

Staff confirmed that Central Okanagan rates are the highest in the interior and close to the highest in BC. It is not recommended to change the fees until further review of the facility is upgraded. A tax requisition from member municipalities will be required to maintain the service at the current time. Tax requisition is based on assessment as a regional service. Concern was expressed that the RDCO needs to be moving towards a cost recovery goal.

Staff noted that tipping fee revenues are higher than anticipated for this budget year. There have been many changes/challenges to the program including changes in the admin overhead policy. The service was close to cost recovery before this occurred and it is anticipated that once the upgrades are completed to the Lake Country plant cost recovery may be possible

The question of mandatory pump outs was raised and whether it is feasible to implement this region-wide. Staff noted this issue has previously been discussed and was forwarded to municipalities to request if they would entertain such regulations. To date no resolution has been received from the municipalities.

#246/13

EDGSON/OPHUS

THAT staff be directed to bring a report to a future Governance & Services Committee on the ability for local governments to legislate mandatory septic tank pump outs.

CARRIED

In discussion, it was agreed that as there is a desire for cost recovery of the septage service and as costs continue to rise, a 2% increase in tipping fees would be appropriate and should be considered.

#247/13

OPHUS/BAKER

THAT the Regional Board approve that the septage disposal tipping fee be increased by 2% to \$39.41/m<sup>3</sup> for 2014.

CARRIED

8.5 Regional District of Central Okanagan Septic Tank Effluent and Regulation Amendment Bylaw No. 1342, 2013, **1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings and Adoption** (All Directors – Unweighted Vote)

#248/13

EDGSON/OPHUS

To 39.41

THAT Regional District of Central Okanagan Septic Tank Effluent and Regulation Amendment Bylaw No. 1342, 2013 be given first, second and third readings and adopted this 9<sup>th</sup> day of December 2013.

CARRIED

8.6 Sunset Ranch Utility Acquisition (All Directors – Weighted Vote)

Staff report dated November 29, 2013 outlined the background work Sunset Ranch Strata Golf Course Community and staff have undertaken as part of the Regional District's policy to accept ownership of on-site sanitary sewer and water system utility infrastructure of the Sunset Ranch subdivision. It was noted that costs are factored into the financial plan and are recovered by the users of the service.

#249/13

BAKER/EDGSON

THAT the Regional Board accept ownership of on-site sanitary sewer system and water system utility infrastructure located within the boundaries of the Sunset Ranch subdivision phases 1 to 5 for the purchase price of \$1.00;

AND FURTHER THAT the Regional Board authorize its signing officers to execute all documents necessary for the transfer of ownership of all existing and future on-site sanitary sewer and water system infrastructure constructed within the boundaries of the Sunset Ranch subdivision to the Regional District.

CARRIED (Ophus opposed)



**9. FINANCIAL & ADMINISTRATIVE SERVICES**

9.1 Information Report – Purchase Commitments > \$100,000 during 3Q 2013  
– *(All Directors – Unweighted Vote)*

Staff report dated November 29<sup>th</sup> outlined the purchase commitments over \$100,000 during the 3<sup>rd</sup> Quarter. The report included the reasons for a sole source extension of an existing agreement for biosolids managements. A concern was expressed that the Board was not made aware of the purchase commitment. It was noted there was an emergency nature of the extension of an agreement to ensure program compliance for biosolids management.

#250/13

EDGSON/FINDLATER

THAT the Regional Board, as per section 4.6 of the RDCO Purchasing Policy receive for information the report dated November 29, 2013 on purchase commitments which exceed \$100,000 made during 3Q 2013.

CARRIED

#251/13

FINDLATER/OPHUS

THAT staff be directed to bring the current Purchasing Policy related to commitments exceeding \$100,000 forward for review.

CARRIED

9.2 2014 – 2018 Financial Plan Request Items For Discussion *(for information only) (All Directors – Unweighted Vote)*

Staff report dated December 9, 2013 outlined high level impacts to the 2014-2018 Financial Plan including an increase to regional parks land acquisition of 3.5 cents; summary of staffing gaps; impacts of service reviews still to be determined (fringe area planning costs allocation, dog control implementation plan, 911 service provision, regional rescue); and carry-over projects. It was noted staff are trying to keep the increase to operating budgets under the CPI. The information is presented for information only to provide the Board with a sense of what is going into the budget process. The Board will be reviewing the preliminary budget in early February, with adoption of the budget on March 28<sup>th</sup>.

During discussion questions were raised for further review:

-Regional Parks Maintenance – When is the service review which was not completed last year going to be done? Concern was expressed regarding the transition from summer students to seasonal workers. Staff to bring the rationale forward on this option including costs.

-Alarm fees, when was the last time they were increased? Staff to review the budget and consideration for increased fees.

-Waste reduction management – With the new management contract--MMBC Collection Financial Incentives--are there going to be staff reductions? Staff noted no as we are contractor and will be doing more than in the past.

MMBC will be paying us to run the program (across three functions-waste management, recycling and curb-side).

-Have staff considered contracting out fleet management? This has been considered in the past.

**#252/13**

**BAKER/GRAY**

THAT the update on the 2014-2018 Financial Plan request for items be received for information.

**CARRIED**

**10. NEW BUSINESS**

10.1 RDCO Strategic Plan Review – Jerry Berry Consultants Inc. *(All Directors – Unweighted Vote)*

Staff report dated December 3, 2013 outlined the review of the RDCO Strategic Plan that the Regional Board undertook in November with consultant Jerry Berry. It was agreed at that time that it would be more appropriate for the incoming Board in 2015 to set down a formalized strategic planning process and that the current Board's priority would be approval and implementation of the Regional Growth Strategy.

**#253/13**

**BAKER/FIELDING**

THAT the Regional Board receive for information Jerry Berry Consultants Inc. information notes from the November 2013 strategic planning session;

AND FURTHER THAT the information be referred to the 2015 newly elected/appointed regional board for a proposed comprehensive review and the establishment of an updated Strategic Plan.

**CARRIED**

10.2 RDCO Art Wall – artist Cynthia Gibson's work displayed (Dec-Feb) *(for information only)*

Local artist Cynthia Gibson's art work will be displayed on the region's artwall for the period December-February 2014.

**11. DIRECTOR ITEMS**

11.1 Board Remuneration Committee

Chair Hobson noted the Remuneration Committee has been named: Heather Schneider, Al Dolman and Len Novakowski and will be gathering material and reporting to the Board by the spring.

11.2 Regional Growth Strategy (RGS)

It was noted that the RGS is being presented to Peachland and West Kelowna Council tomorrow, as well as Kelowna and Lake Country in the next week. This will provide an opportunity for Councils to bring any issues they have with the document forward for further discussion.

11.3 Chair & CAO Meetings

It was suggested that the Chair & CAO attend municipal partner meetings once a year and that this be built into the work plan for 2014.

**12. ADJOURN IN CAMERA**

#254/13

EDGSON/HANSON

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


- o potential litigation affecting the Regional District;
- o related discussions respecting the proposed provision of a service that are at their preliminary stages.

CARRIED

There being no further business the meeting was adjourned at 9:45 p.m.

CERTIFIED TO BE TRUE AND CORRECT

  
\_\_\_\_\_  
R. Hobson (Chair)

  
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B. Reardon (Chief Administrative Officer)