

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 Thursday, October 13, 2011

Directors:

J. Baker (District of Lake Country)
J. Edgson (Central Okanagan West Electoral Area)
K. Fielding (District of Peachland)
D. Findlater (District of West Kelowna)
J. Collinson, alternate for K. Hayes (Central Okanagan East Electoral Area)
C. Hodge (City of Kelowna)
R. Hobson (City of Kelowna)
G. James (City of Kelowna)
D. Ophus (District of West Kelowna)
M. Rule (City of Kelowna)
S. Shepherd (City of Kelowna)

Regrets:

A. Reid-Nagy (City of Kelowna)
M. Werstuik (Westbank First Nation)

Staff:

H. Reay, Chief Administrative Officer
R. Fralick, Manager of Current Planning
M. Kopp, Director of Parks Services
D. Plamondon, Director of Development Services
M. Rilkoff, Director of Administration and Financial Services
P. Rotheisler, Waste Reduction Manager
M. Drouin, Corporate Services Coordinator (recording secretary)

1. **CALL TO ORDER**

Chair Hobson brought the meeting to order at 10:25 a.m.

2. **ADDITION OF LATE ITEMS**

There were no late items to the agenda.

Directors Items to be added to the agenda.

3. **ADOPTION OF THE AGENDA**

#228/11

JAMES/HODGE

THAT the agenda be adopted.

CARRIED

4. **ADOPTION OF MINUTES**

4.1 Board Meeting – September 19, 2011

#229/11

BAKER/EDGSON

THAT the Board meeting minutes of September 19, 2011 be adopted as circulated.

CARRIED

5. UNFINISHED BUSINESS

5.1 Adoption of a Regional Relations Code of Conduct (*All Directors-
Unweighted Vote*)

The Board's Governance & Services Committee at its May 12th and June 9th, 2011 meetings reviewed an internal and external Code of Conduct. The draft document was circulated to its member municipalities for information and consideration. All municipalities have endorsed/approved the Code and it is now brought forward for final approval by the Regional Board.

#230/11

RULE/FIELDING

Whereas;

The Regional District of Central Okanagan (RDCO) partners (electoral area and municipalities) are connected to one another not only by a contractual, geographical, and statutory alignment, but also by a common interest in furthering the economic, social, and environmental health and well-being of the entire region; and

Whereas:

RDCO partners have a shared interest in ensuring the quality and effectiveness of the services they provide to, and/or receive from, the Regional District; and

Whereas:

Regional partners have been appointed or elected to the Regional District of Central Okanagan Board to represent their citizen's interests; and

Whereas:

The Board of Directors of the RDCO have adopted a Regional District strategic plan and have adopted a financial plan for 2011 and beyond (5-Year Financial Plan 2011-2015); and

Whereas:

The likelihood of the Regional District of Central Okanagan achieving the goals set out in its long term plans depends significantly on the degree to which Board directors and Board staff are committed to those outcomes, and are able to show, through their behaviour, a willingness to work collaboratively to address concerns, problems, or conflicts that may arise as the agenda is pursued,

Therefore be it resolved that the following Internal Code of Conduct be adopted.

- In their dealings with one another on regional matters, regional directors and RDCO staff, will seek to build positive working relationships characterized by:
 - respect for differences of opinion between parties;
 - a problem-solving orientation;
 - openness to new information;
 - fostering of positive attitudes ; and

- effective conflict management practices.
- Where conflict threatens to disrupt effective working relationships, the following opportunities for conflict management will be explored:
Self-Management: evidenced by willingness on the part of the parties concerned to recognize the conflict and then address it constructively through discussion and negotiated resolution.

Third Party Assistance: If, notwithstanding the foregoing options, conflicts continue to threaten effective working relationships, third party assistance will be engaged. Resources include, as appropriate: peers, Board chair, directors, CAOs, HR committee, and outside consultants.
- Notwithstanding the foregoing, nothing in this document shall prevent a director from speaking against any recommendation coming to the Board for decision if the director sees the matter as being unsupportable or detrimental to local area interests. However, in doing so the director will make every effort to explain his/her position in a manner that acknowledges any adverse effect that such a position may have on regional interests.

AND FURTHER THAT the Regional Relations Ad Hoc Committee be dissolved.

CARRIED

5.2 UBCM – Approval to enter into the Regionally Significant Project Funding Agreement – Federal Gas Tax Revenues for the HVAC System Upgrade (\$892,685) *(All Directors-Unweighted Vote)*

UBCM's letter of September 23, 2011 provided the final approval to enter into the agreement for the Federal Gas Tax Revenues for the HVAC system upgrade.

#231/11

BAKER/EDGSON

THAT the Regional Board approves entering into the Regionally Significant Project Funding Agreement under the agreement on the transfer of Federal Gas Tax Revenues for the HVAC System Upgrade for the RDCO Administration Building Project in the amount of \$892,685.00

CARRIED

6. DEVELOPMENT SERVICES

Bylaw Enforcement

6.1 Regional District of Central Okanagan Ticket Information Utilization Amendment Bylaw No. 1299, 2011, **1st, 2nd and 3rd readings and Adoption** *(All Directors-Unweighted Vote)*

Staff report dated October 5, 2011 provided background for amendments to the RDCO Ticket Information Utilization Bylaw. The question was raised why weeds ticketing could not fall under the ticket adjudication program. Staff noted that with limited resources there would be additional expenses to run the program at the Regional District, that there are not many weed tickets written and when they are they are complex situations.

#232/11

BAKER/EDGSON

THAT the Regional District of Central Okanagan Ticket Information Utilization Amendment Bylaw No. 1299, 2011 be given first, second and third readings and adopted this 13th day of October 2011.

CARRIED

Planning

6.2 Development Applications Procedures Amendment Bylaw No. 944-7, **1st, 2nd and 3rd readings and Adoption** (All Directors-Unweighted Vote)

The question was raised whether the development community has been consulted. Staff noted they have met with UDI and CMHC and proposed there would be changes to the bylaw. Fee changes are consistent with City of Kelowna fees.

#233/11

BAKER/FIELDING

THAT Development Applications Procedures Amendment Bylaw No. 944-7 be given first, second and third readings and adopted this 13th day of October 2011.

CARRIED

6.3 RDCO Liquor Licensing Applications Policy and Procedure Amendment (All Directors-Unweighted Vote)

Staff report dated October 6, 2011 outlined the background to consider an amendment to the Regional District's Liquor Licensing Applications Policy and Procedures which would provide a provision to delegate the local government response to staff for special occasion licenses.

#234/11

EDGSON/FIELDING

THAT the Regional Board endorses an amendment to RDCO Liquor Licensing Applications Policy and Procedures whereby staff is delegated to provide the local government response with respect to Special Occasion Licenses;

AND FURTHER THAT Special Occasion Licenses not be subject to the procedural requirements of the existing Liquor Licensing Applications Policy and Procedures with exception of submission of an application and payment of a fee in accord with Bylaw No. 944.

CARRIED

- 6.4 Okanagan Groundwater Monitoring Project – Transfer of funds from the Gas Tax – Community Works Fund (\$6,500) (*All Directors-Unweighted Vote*)

Staff report dated October 5, 2011 outlined the request to transfer funds from the Gas-Tax Community Works Fund to develop a groundwater monitoring well in the Ellison area as part of a network of strategic monitoring wells throughout the Okanagan.

#235/11

COLLINSON/EDGSON

THAT the Regional Board approves a transfer of funds from the Gas Tax – Community Works Fund (Central Okanagan East) in the amount of \$6,500 to assist in the cost to drill and develop a groundwater monitoring well in the Ellison area of the Regional District of Central Okanagan.

CARRIED

7. ENVIRONMENTAL SERVICES

- 7.1 Award on Contract – Assessment of Organic Solid Waste Management Systems (*All Directors-Weighted Vote*)

Staff report dated October 3, 2011 outlined the background for the study. Seven consultants provided bids. SLR was the lowest, fixed price submitted. This study will use life cycle analysis to evaluate all reasonable options for managing organic solid waste with respect to financial cost, environmental impact, social acceptability and adaptability.

This is a modeling exercise that will look at all areas of collection, using existing financial data, data on tonnages, different scenarios, etc. The timing for completion is by the end of 2011 (draft report with finalization in January). This is a very specialized field of work – the specific expertise and equipment is not available at the RDCO.

#236/11

BAKER/SHEPHERD

THAT the Regional Board approves the award of a contract to SLR Consulting Ltd for \$43,000 plus HST for consulting services to complete the Assessment of Organic Solid Waste Management Systems study.

CARRIED

Waste to Energy Delegation Update

It was noted that as directed by the Board, staff are speaking to the Province to provide a delegation to the Board on a Waste to Energy strategy but at this time have not been able to confirm a delegation. It is not known if the Province has a provincial strategy. There is a lot of information provided on their website and as some members are being approached by companies, technologies are available and course of action by companies is currently being undertaken, it would be beneficial to know what the Province's strategy is. Is the Province setting standards for waste to energy – is there a goal to look at different technologies and give direction to municipalities for the future. It was noted that many materials will be regulated by the Province in the next five years so it will be difficult for communities to guarantee waste to energy product. It was further noted that we may wish to sit back and wait for other discussions which are currently occurring in the lower mainland to see where they are going.

Staff will continue to discuss with provincial staff if there is someone available to speak to this issue to the Board in the New Year.

- 7.2 Regional District of Central Okanagan Solid Waste Management Regulation Amendment Bylaw No. 1298, 2011 [repeals Bylaw No. 1297, 2011] **1st, 2nd and 3rd readings and Adoption** (All Directors-Unweighted Vote)

Staff report dated October 6, 2011 outlined the error in the previous amendment bylaw (No. 1297) which is being corrected by this amendment bylaw.

#237/11

EDGSON/HODGE

THAT the Regional District of Central Okanagan Solid Waste Management Regulation Amendment Bylaw No. 1298, 2011 be given first, second and third readings and adopted this 11th day of October 2011.

CARRIED

8. NEW BUSINESS

- 8.1 Approval of Regional Geographical Information Services (GIS) Memorandum of Understanding (All Directors-Unweighted Vote)

Staff report dated October 6, 2011 outlined that as per the Regional Geographical Information Services Memorandum of Understanding dated December 15, 2009, the District of West Kelowna has given notice to withdraw from the Regional Service effective December 31, 2011. Staff have met with the remaining partners and renegotiated a new MOU for Board consideration.

The question was raised whether it is necessary to have three local governments providing GIS service and if consideration has been given to whether the Regional District's service, which includes Lake Country, Peachland and WFN, can be provided more cost effectively by Kelowna or West Kelowna. Staff noted that this had been discussed with Kelowna when the original service was set up and they were not interested at that time. These discussions have not taken place at the current time.

#238/11

FIELDING/SHEPHERD

THAT staff be directed to discuss with the City of Kelowna and the District of West Kelowna to determine if there is an option for regional GIS service to be provided by their municipality more cost effectively, and report back to the Regional Board on options.

CARRIED

9. COMMITTEE RECOMMENDATIONS

9.1 Rise and Report – Dog Advisory Committee Comments (*for information only*)

Staff report dated September 22, 2011 provided an overview of the Dog Advisory Committee comments following discussion on issues ranging from dangerous dogs to the dog control service. It was noted that the Board has previously approved an independent review of the dog control function which will be completed in 2012. The committee recommendations will be forwarded to the consultant for the service review.

It was noted that the Terms of Reference have been drafted and it is expected the review will commence in the New Year.

#239/11

BAKER/SHEPHERD

THAT the September 22, 2011 report from staff on the Dog Advisory Committee discussions be received for information and be referred to the independent review of the dog control function;

AND FURTHER THAT the Terms of Reference for the independent review be brought to the Board for consideration.

CARRIED

9.2 Rise and Report - Governance & Services Committee meeting of October 13, 2011

- a) Central Okanagan West Electoral Area Grant In Aid (\$10,000) to the District of West Kelowna for Westside Tourism Activities (*All Directors-Weighted Vote*)

#240/11

EDGSON/FINDLATER

THAT the Regional Board approve a Central Okanagan West Electoral Area grant in aid in the amount of \$10,000 in support of westside tourism activities.

CARRIED

- b) Approval of the Administration Overhead Policy (*All Directors-Weighted Vote*)

#241/11

OPHUS/SHEPHERD

THAT the Regional Board approve the Administration Overhead Policy;

AND FURTHER THAT the Ad Hoc Finance Committee be dissolved.

CARRIED

- c) Regional Growth Strategy – Intergovernmental Advisory Committee (*All Directors-Weighted Vote*)

#242/11

SHEPHERD/BAKER

THAT the Regional Board approves an Intergovernmental Advisory Committee (IAC) be established as per Section 867 of the *Local Government Act* which will include the representation as outlined in the Terms of Reference, Appendix A;

AND THAT the Intergovernmental Advisory Committee Terms of Reference be approved;

AND FURTHER THAT a letter be sent to the Minister of Community, Sport and Cultural Development requesting the appointments of senior staff from the listed provincial agencies

CARRIED

9.3 Director Items

There were no items that required Board action.

Chair Hobson provided a copy of the Municipal Finance Authority Semi-Annual report to directors noting MFA is doing a great job managing funds. The fall issue set a record low interest rate of less than 3%.

10. ADJOURN

#243/11

BAKER/OPHUS

THAT pursuant to Section 90 of the *Community Charter* the Regional Board adjourn and convene to an 'In-Camera' session to discuss a land issue.

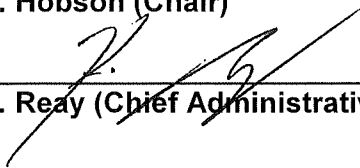
CARRIED

There being no further business the meeting was adjourned at 11:20 a.m.

CERTIFIED TO BE TRUE AND CORRECT



R. Hobson (Chair)



H. Reay (Chief Administrative Officer)