

**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, April 11, 2013**

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Directors

J. Baker (District of Lake Country)  
C. Basran (City of Kelowna)  
M. Singh, alternate for A. Blancheil (City of Kelowna)  
J. Edgson (Central Okanagan West Electoral Area)  
K. Fielding (District of Peachland) *arrived at 11:20 a.m.*  
D. Findlater (District of West Kelowna)  
G. Given (City of Kelowna)  
R. Hobson (City of Kelowna)  
W. Gray (City of Kelowna)  
P. Hanson (Central Okanagan East Electoral Area)  
D. Ophus (District of West Kelowna)  
G. Zimmermann (City of Kelowna)

Regrets:

M. Werstuik, (Westbank First Nation)

Staff:

P. Macklem, Chief Administrative Officer  
R. Fralick, Manager of Planning  
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 10:40 a.m.

**2. ADDITION OF LATE ITEMS**

There were no late items for the agenda.

It was noted that 7.1 Zoning Amendment Bylaw No. 871-216 has been withdrawn from the agenda by the applicant.

**3. ADOPTION OF THE AGENDA**

**#59/13**

**EDGSON/HANSON**

THAT the agenda be adopted.

CARRIED

**4. ADOPTION OF MINUTES**

4.1 Minutes – March 28, 2013

**#60/13**

**GRAY/EDGSON**

THAT the Regional Board meeting minutes of March 28, 2013 be adopted.

CARRIED

**5. CORRESPONDENCE**

5.1 Sylvis re: Information Referral for KIP Community Forest Biosolids Fertilization – Westbank First Nation

Sylvis letter of March 27, 2013 outlined Westbank First Nation's intention of implementing forest fertilization within two distinct areas of the KIP Community Forest tenure in 2013. This process is being managed by Heartland Economics for WFN and Sylvis will be performing the work.

It was noted that the Regional District contracts Sylvis to perform similar work for the RDCO. Staff noted that the fertilization plan will be expanded upon from originally being completed on Crown land (gravel pits) along the Highway 97C connector, now expanded to forest lands in Westbank First Nation lands. The approval process for the work is provincial multi-ministerial, including the Ministry of Environment.

The question was raised as this process is much closer to development and water systems are there any concerns to be raised? It is not close to 'public' sites but is within Crown land. Sylvis will be presenting to the OBWB Water Stewardship Committee on the project & application processes involved. Staff continue to work on odour reduction on site at the Wastewater Treatment Plant and the material being transported to its final destination.

#61/13

FINDLATER/EDGSON

THAT the March 27, 2013 letter from Sylvis regarding the Community Forest Biosolids Fertilization program for Westbank First Nation be received for information;

AND FURTHER THAT staff arrange for a presentation on the biosolids proposal by Sylvis to any partner Council that requests it.

CARRIED

**6. CORPORATE SERVICES**

6.1 Contract for Enhanced 9-1-1 Emergency Telephone Number Service (*All Directors - Unweighted Vote*)

Staff report dated April 11, 2013 provided background that in October 2012 staff identified that the annual budget amount in existing Agreements with the eight local government partners in the 9-1-1 service would not be enough to cover 2013 costs which would leave the RDCO exposed to excess costs of the service. Following consultation with the partners, it has been agreed to increase the annual budget in existing Agreements by way of an amendment for 2013.

#62/13

ZIMMERMANN/BAKER

THAT the authorized signatories be empowered to execute an Amendment to the existing agreements for Enhanced 9-1-1 Emergency Telephone Number Service, currently in place with eight other regional districts that form the 9-1-1 Southeast District, effective as of December 15, 2012 that will amend the Agreement as follows:

- For the budget year January 1 to December 31, 2013 the annual budget shall not exceed \$1,700,000, and
- The budget may be increased by an additional amount representing anticipated costs for an extra-ordinary event or situation.

Minutes amended  
May 9/13

AND THAT the Regional Board authorizes the engagement of a Consultant to perform a review of the requirements of the Southeast District 9-1-1 service and provide technical support to a Request for Information and Request for Proposal process for the potential identification and selection of a new 9-1-1 Emergency Telephone Number Service provider.

CARRIED

- 6.2 Kelowna Dirt Bike Club Special Events Permit (Revised Dates for 2013)  
*(All Directors – Unweighted Vote)*

#63/13

GRAY/EDGSON

THAT the Regional Board approve an amendment of two previously requested dates for the Kelowna Dirt Bike Clubs 2013 Special Events Permits, from April 13-14 and May 17-18-19 to May 11-12 and June 15-16.

CARRIED

- 6.3 Program/Service Reviews & Administrative Overhead Update *(All Directors – Unweighted Vote)*

Staff report dated April 3, 2013 outlined the review processes which have historically occurred with regard to review of administrative overhead. It was noted that considering the methodology is strong and the educational component for all Board members has been completed, there are three issues remaining to be addressed:

- Annual workshops with the RDCO Finance Department and municipal CFOs;
- RDCO staff explaining the purpose of administrative overhead to our volunteer fire-hall representatives, electoral area community associations and others where administrative overhead allocations are applied; and
- 'Value for Money' audit of the departments that are cost recovered through administration overhead allocations. It is common practice for audits to be completed by a third party firm, not current auditors. It should fall within the rotation of service reviews.

The Board discussed developing a structure of Board committees to assist the Board and member municipalities in improving communication of the region's services. The Board will discuss proposed Terms of Reference and rotation for reviewing the various regional services at a future Board workshop.

#64/13

EDGSON/GIVEN

THAT the Board approve Administration scheduling a Board workshop in the third quarter of 2013 to discuss and determine a priority list and 5-year rotation for review of regional programs and services along with an estimated annual budget and recommendations regarding how the review will be conducted (consultant, in-house, partner with contributing municipalities);

AND THAT the departments that formulate Administration and Engineering Overhead be considered for a 'Value for Money' audit in 2013 subject to an appropriate terms of reference and funding availability approved by the Board;

AND FURTHER THAT staff initiate an annual 'CFO Workshop' that will assist RDCO's municipal partner Chief Financial Officers in understanding the annual budget process, current and common financial issues, administration overhead allocation policy and other financial and program information that will assist in developing positive relations, open dialogue and service improvements.

*Amendment by consensus:*

AND FURTHER THAT that the Administrator consider, in consultation with the Board Chair, potential Board committee(s) and draft terms of reference for consideration by the Board at a future Board workshop.

CARRIED

**7. COMMUNITY SERVICES**

Bylaws: (First Reading) (Unweighted Vote)

- 7.1 Zoning Amendment Bylaw No. 871-216 for 366278 BC Ltd. (owner) and D. E. Pilling & Associates Ltd. (agent) to amend the zoning from RU1 (Rural 1) to RU2 (Rural 2) located adjacent to McCulloch Road. (Z13/01) Central Okanagan East Electoral Area (*Electoral Areas*) **WITHDRAWN FROM THE AGENDA AT THE REQUEST OF THE APPLICANT**

*Director Basran left the meeting at 11:15 a.m.*

- 7.2 Joe Rich Rural Land Use Bylaw No. 1195-07 for the Regional District of Central Okanagan (applicant/agent) to amend the land use designation from RA Rural Acreage to SH-2 Small Holdings located adjacent to Huckleberry Road (RLUB-12-02) Central Okanagan East Electoral Area (*Electoral Areas*)

Staff report dated April 2, 2013 outlined the Joe Rich Rural Land Use Amendment Bylaw to amend the land use designation on the subject property from Rural Acreage (RA) to Small Holdings 2 (SH-2). The owner proposes to subdivide the property into two new lots each exceeding 2 ha in size. Each of the lots would hold one of each of the proposed dwellings.

The question was raised whether the proposed lot will share the water source? Staff noted that if the bylaw amendment is approved, water source will have to be approved at the time of subdivision.

**#65/13**

**HANSON/EDGSON**

THAT Joe Rich Rural Land Use Amendment Bylaw No. 1195-07 for Gerald Crema (owner) located adjacent to Huckleberry Road be given first reading this 11<sup>th</sup> day of April 2013;

AND FURTHER THAT the application be scheduled for a Public Hearing.

**CARRIED**

**8. COMMITTEE RECOMMENDATIONS**

8.1 Rise & Report - Governance & Services Committee meeting of April 11, 2013

No recommendations

*Director Fielding arrived at 11:20 a.m.*

**9. DIRECTOR ITEMS**

9.1 Director Gray noted that the Kelowna Trap Club is looking at relocating their activities to an area of Crown land off the Hwy97C connector which is likely within the boundary of Central Okanagan East Electoral area.

9.2 Director Baker noted that the North Okanagan Regional District's director for Area B is looking at a possibility of a trail designation from Vernon to the Central Okanagan. Lake Country will be reviewing trail possibilities when the section of Hwy 97 closes. Acquiring right-of-way on CP rail transportation corridor will be an issue. The question was raised whether this would be a transportation initiative within the region.

**#66/13**

**BAKER/GIVEN**

THAT staff be directed to discuss with the District of Lake Country the issue raised by the North Okanagan Regional District regarding the possibility of a trail designation from Vernon to the Central Okanagan, and provide a report to a future Governance & Services Committee on implications to regional parks policies, including whether this request should be directed to the Sustainable Transportation Partnership of the Central Okanagan.

**CARRIED**

- 9.3 Chair Hobson noted that the Municipal Finance Authority (MFA) held the annual Forum and AGM last week at which time he was re-elected as a Trustee. Robin Stringer, CAO will attend the Board's next meeting to provide a review of what the MFA does for local government.

Staff was congratulated on the announcement for the Johns property and working to coordinate a last minute venue due to the weather conditions. The 800 acre property connects with Okanagan Mountain Parkland and will create a nature conservancy park. The property won't be open to the public for a couple of years as staff work to develop the park for public use.

**10. ADJOURN TO A REGIONAL BOARD IN CAMERA MEETING**

#67/13


EDGSON/HANSON

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


CARRIED

There being no further business the meeting was adjourned at 11:45 a.m.

CERTIFIED TO BE TRUE AND CORRECT



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



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P. Macklem (Chief Administrative Officer)

Deputy CAO