



Okanagan Falls Incorporation Study Committee
Committee Meeting
September 11, 2023

MEETING AGENDA

DATE & TIME: Monday, September 11, 2023
3:00 pm

LOCATION: Okanagan Falls Community Centre
1141 Cedar Street
Okanagan Falls

PARTICIPANTS: Okanagan Falls Incorporation Study Committee (all members)
Christy Malden, RDOS
Jim Zaffino, RDOS
Kim Roemer, RDOS
Marc Aucoin, RDOS
Simon Rasmussen, Ministry of Municipal Affairs (virtual)

Allan Neilson, Neilson Strategies Inc.
Sherry Hurst, Leftside Partners Inc.

The Committee meeting is open to all members of the public.

PURPOSE: This brief Committee meeting is being called primarily to enable Committee members to elect, from among their members, a Committee Chair and Vice Chair.

AGENDA:

1. Call to Order — 3:00 pm
2. Introductions
3. Committee Meeting Minutes
 - There are no minutes to adopt.
4. Election of Chair and Vice Chair

- RDOS staff will walk the Committee through the process of electing the Committee Chair and Vice Chair

5. Proposed Calendar of Meetings

- RDOS staff and the consultants will present a proposed calendar of Committee meetings going forward

6. New Business

7. Questions from Public

8. Director's Comments

9. Next Meeting

10. Adjourn — 4:00 pm



Okanagan Falls Incorporation Study

Okanagan Falls Incorporation Study Committee
November 21, 2023

AGENDA

TIME & PLACE: Tuesday, November 21, 2023
6:30 pm – 8:30 pm
Okanagan Falls Community Centre
1141 Cedar Street, Okanagan Falls

PURPOSE: From 6:30 pm to 8:30 pm on Monday, November 16, 2020, the Okanagan Falls Incorporation Study Committee will meet as part of the analysis phase of the study. The Committee will review five service sheets. Members of the public in attendance will be invited to ask questions on agenda items, and provide comments, towards the end of the meeting.

- AGENDA:**
1. **Call to Order – 6:30 pm**
 - Chair Wilson will call the meeting to order and ask for the agenda to be adopted
 2. **Introductions and Photo**
 - Chair Wilson will ask Committee members, the consultants and RDOS staff to introduce themselves
 - The Committee will be asked to pose for a Committee photo for the study website and for possible use in future communications materials
 3. **Committee Meeting Minutes**
 - The Committee will be asked to adopt the September 11, 2023, Committee Meeting Minutes (see attached)
 4. **Purpose of Study; Study Process**
 - The consultants will review with the Committee the purpose of and process for the Incorporation Study

5. Service Sheets

- The consultants will present five service sheets for review:
 - Planning and Building Services
 - Bylaw Enforcement Service
 - Environmental Services
 - Emergency Services
 - Library Service
- Each presentation will explore the key service-related differences between the two local government scenarios
- Committee members will be given an opportunity to ask questions on each service sheet
- The Committee will be asked to endorse each sheet (with or without amendments) or refer the sheet back to consultants for further consideration
- The Committee will be asked for comment on the use of \$500,000 in the service sheets as the representative residential property value for Okanagan Falls

6. Project Team and Communications Updates

- The consultants will brief the Committee on Project Team discussions that have occurred since the inaugural Committee meeting in September
- The consultants will also review with the Committee the information that has been posted on the study since mid-September
- The consultant will ask the Committee to create a Communications Sub-Committee to review and provide feedback on inter-meeting communications

7. Questions and Comments from Public in Attendance – 8:00 pm (20 mins)

- Individuals who wish to ask questions or provide comments will be asked to identify themselves and indicate if they live in the study area

8. Next Meeting

- Next meeting is confirmed for January 23, 2023
- The consultants will provide a brief preview of what to expect at the next meeting

9. Adjourn — 8:30 pm

ATTACHMENTS: The following documents are included in the agenda package for review:

- September 11, 2023, Committee Meeting Minutes
- Terms of Reference for proposed Communications Sub-Committee
- Library Service Sheet
- Environmental Services Sheet
- Planning and Building Services Sheet
- Bylaw Enforcement Service Sheet
- Emergency Services Sheet



Okanagan Falls Incorporation Study

Okanagan Falls Incorporation Study Committee
February 5, 2024

AGENDA

TIME & PLACE: Monday, February 5, 2023
6:00 pm – 8:30 pm
Okanagan Falls Community Centre
1141 Cedar Street, Okanagan Falls

PURPOSE: From 6:00 pm to 8:30 pm on Monday, February 5, 2024, the Okanagan Falls Incorporation Study Committee will meet as part of the analysis phase of the study. At this meeting the Committee will review one *Demographic Profile* of Okanagan Falls, four *Service Sheets* and one *Issue Sheet*. Members of the public in attendance will be invited to ask questions and provide comments on agenda items towards the end of the meeting.

- AGENDA:**
- 1. Call to Order – 6:00 pm**
 - Chair Wilson will call the meeting to order and ask for the agenda to be adopted
 - 2. Introductions**
 - Chair Wilson will ask Committee members, the consultants, RDOS staff and the Ministry of Municipal Affairs representative to introduce themselves
 - 3. Committee Meeting Minutes**
 - The Committee will be asked to adopt the November 21, 2023, Committee Meeting Minutes (see attached)
 - 4. Study Purpose and Process**
 - The consultants will briefly review with the Committee the purpose of and process for the Incorporation Study

5. Service Sheets

- The consultants will present one *Demographic Profile*, four *Service Sheets* and one *Issue Sheet* for review:
 - Demographic Profile
 - Solid Waste Services
 - Economic Development Services
 - Parks, Recreation & Cemetery Services
 - Transportation Services
 - Incorporation Impacts on Agricultural Properties (Issue Sheet)
- All of the sheets are presented as DRAFT documents, pending endorsement by the Committee
- Each presentation will explore the key differences between the two local government scenarios
- Committee members will be given an opportunity to ask questions on each service sheet
- The Committee will be asked to endorse each sheet (with or without amendments) or refer the sheet back to consultants for further consideration

6. Project Team and Communications Updates

- The consultants will brief the Committee on Project Team discussions that have occurred since November 21, 2024, Committee meeting
- The consultants will also review with the Committee the information that has been posted on the study since mid-September

7. Questions and Comments from Public in Attendance – 8:00 pm (20 mins)

- Individuals who wish to ask questions or provide comments will be asked to identify themselves and indicate if they live in the study area

8. Next Meeting

- Next meeting is confirmed for March 19, 2024
- The consultants will provide a brief preview of what to expect at the next meeting

9. Adjourn — 8:30 pm

ATTACHMENTS: The following documents are included in the agenda package for review:

- November 21, 2024, Committee Meeting Minutes
- Demographic Profile
- Solid Waste Services
- Economic Development Services
- Parks, Recreation & Cemetery Services
- Transportation Services
- Incorporation Impacts on Agricultural Properties (Issue Sheet)



Okanagan Falls Incorporation Study

Okanagan Falls Incorporation Study Committee
April 16, 2024

AGENDA

TIME & PLACE: Tuesday, April 16, 2024
6:00 pm – 8:30 pm
Okanagan Falls Community Centre
1141 Cedar Street, Okanagan Falls

PURPOSE: From 6:00 pm to 8:30 pm on Tuesday, April 16, 2024, the Okanagan Falls Incorporation Study Committee will meet as part of the analysis phase of the study. At this meeting the Committee will review five new *Service Sheets*, including the *Sheet* on local roads, and the *Sheets* on sewer, water, local policing and administration. The Committee will also receive the revised *Economic Development Service Sheet* for review and endorsement. Finally, the *Communications & Community Engagement Strategy* will be presented to the Committee. Members of the public in attendance will be invited to ask questions and provide comments on agenda items towards the end of the meeting.

- AGENDA:**
1. **Call to Order – 6:00 pm**
 - Chair Wilson will call the meeting to order and ask for the agenda to be adopted
 2. **Introductions**
 - Chair Wilson will ask Committee members, the consultants, RDOS staff and the Ministry of Municipal Affairs representative to introduce themselves
 3. **Committee Meeting Minutes**
 - The Committee will be asked to adopt the February 5, 2024, Committee Meeting Minutes (see attached)
 4. **Study Purpose and Process**
 - The consultants will briefly review, as they do at every Committee meeting, the purpose of and process for the Incorporation Study

5. Service Sheets

- The consultants will present five new *Service Sheets* and one revised *Sheet*:
 - Local Roads Service
 - Sewer Service
 - Water Service
 - Local Policing Service
 - Administration
 - Economic Development Service
- An engineer from the consulting team will attend to present and answer questions on the *Road Investment Review* undertaken in support of the *Local Roads Service Sheet*
- All of the sheets are presented as DRAFT documents, pending endorsement by the Committee
- Each presentation will explore the key differences between the two local government scenarios
- Committee members will be given an opportunity to ask questions on each service sheet
- The Committee will be asked to endorse each sheet (with or without amendments) or refer the sheet back to consultants for further consideration

6. Communications and Engagement

- The consultants will answer questions on the *Communications & Community Engagement Strategy* that will guide the community engagement phase of the study

7. Project Team and Communications Updates

- The consultants will brief the Committee on Project Team discussions that have occurred since the February 5, 2024, Committee meeting
- The consultants will review with the Committee the information that has been posted on the study since mid-September

8. Questions and Comments from Public in Attendance – 8:00 pm (20 mins)

- Individuals who wish to ask questions or provide comments will be asked to identify themselves and indicate if they live in the study area

9. Next Meeting

- Next meeting is confirmed for Tuesday, May 28, 2024
- The consultants will provide a brief preview of what to expect at the next meeting

10. Adjourn — 8:30 pm

ATTACHMENTS: The following documents are included in the agenda package for review:

- February 5, 2024, Committee Meeting Minutes
- Local Roads Service
 - *Road Investment Review*
- Sewer Service
- Water Service
- Local Policing Service
- Administration
- Communications & Community Engagement Strategy



Okanagan Falls Incorporation Study

Okanagan Falls Incorporation Study Committee
May 28, 2024

AGENDA

TIME & PLACE: Tuesday, May 28, 2024
6:00 pm – 8:30 pm
Okanagan Falls Community Centre
1141 Cedar Street, Okanagan Falls

PURPOSE: From 6:00 pm to 8:30 pm on Tuesday, May 28, 2024, the Okanagan Falls Incorporation Study Committee will hold its final meeting of the analysis phase of the study. At this meeting the Committee will receive the Provincial Offer of Assistance, will review a seven-year budget for a potential Okanagan Falls municipality, and will review an issue sheet titled *Implementation Overview*. Members of the public in attendance will be invited to ask questions and provide comments on agenda items towards the end of the meeting.

- AGENDA:**
- 1. Call to Order – 6:00 pm**
 - Chair Wilson will call the meeting to order and ask for the agenda to be adopted
 - 2. Introductions**
 - Chair Wilson will ask Committee members, the consultants, RDOS staff and the Ministry of Municipal Affairs representatives to introduce themselves
 - 3. Committee Meeting Minutes**
 - The Committee will be asked to adopt the April 16, 2024, Committee Meeting Minutes (see attached)
 - 4. Study Purpose and Process**
 - The consultants will briefly review, as they do at every Committee meeting, the purpose of and process for the Incorporation Study

5. Local Roads

- The Committee received the *Local Roads Service Sheet* at the last meeting (attached)
- The *Sheet* was tabled pending receipt of information from the Ministry of Transportation and Infrastructure (MOTI)
- Attached is the information from MOTI; the Committee will be asked to review the MOTI information and endorse the *Local Roads Service Sheet*

6. Tax Comparison — RDOS and Municipal Scenarios

- The updated 2024 comparison figures for the two local government scenarios will be presented and reviewed (attached)

7. Provincial Offer of Assistance

- Representatives of the Ministry of Municipal Affairs will introduce and review the Provincial Offer of Assistance
- Committee members will be given an opportunity to ask questions on the Offer
- The Committee will be asked to endorse the Offer once reviewed
- Note that the formal letter from the Minister with the Offer is expected to be received by the Committee Chair on Monday, May 27; it will be distributed and posted once received

8. Seven-Year Budget

- The consultants will introduce and review the Seven-Year Budget for a potential Okanagan Falls municipality (attached)
- The consultants will introduce and review a series of Sample Property Tax Notices (notices are small font; they are attached, but will also be reviewed on-screen)

9. Implementation Overview

- The consultants will review an *Implementation Overview* document to explain how a referendum and incorporation would proceed (attached)

10. Communications and Engagement

- The consultants will review with the Committee the Engagement Phase of the study and the upcoming engagement activities
- The Chair will ask for volunteers to participate in a July 1, 2024, information booth in Okanagan Falls

11. Questions and Comments from Public in Attendance – 8:00 pm (20 mins)

- Individuals who wish to ask questions or provide comments will be asked to identify themselves and indicate if they live in the study area

12. Next Meeting

- The consultants will set out upcoming engagement and other dates of importance to the Committee

13. Adjourn — 8:30 pm

ATTACHMENTS: The following documents are included in the agenda package for review:

- April 16, 2024, Committee Meeting Minutes
- *Local Road Services* — Service Sheet
- Ministry of Transportation and Infrastructure Memorandum on Okanagan Falls Local Roads
- Tax Comparison — RDOS and Municipal Scenarios
- *Budget Overview*
- Seven-Year Expenses, Revenues, Utilities, Capital
- Sample Property Tax Notices
- *Implementation Overview*



Okanagan Falls Incorporation Study

Okanagan Falls Incorporation Study Committee
Committee Meeting
September 11, 2023

MINUTES

MEMBERS PRESENT:

Debbie Rose	Eugene Dettling
Judy Garner	Kelvin Hall
Randy Ludwar	Eleanor Walker
Ian Bowen	Kea Adachi
Marcel Olsthoorn	Rick Wilson

EX-OFFICIO MEMBERS PRESENT:

Electoral Area "D" Director M. Taylor
Alternate Director J. D'Andrea

OTHERS PRESENT:

Allan Neilson, Neilson Strategies Inc.
Sherry Hurst, Leftside Partners Inc.
Simon Rasmussen, Ministry of Municipal Affairs

STAFF PRESENT;

C. Malden, Senior Manager of Legislative Services
M. Aucoin, Administrative Assistant
K. Roemer, Clerk

The meeting was called to order at 3:03 pm by Sr. Manager of Legislative Services, Christy Malden

- Introductions.
- Election of Chair and Vice Chair
 - Nominations were opened for the position of Chair.
 - Rick Wilson was nominated – nomination accepted
 - Rick Wilson was declared Chair by acclamation.
 - Nominations were opened for the position of Vice Chair.
 - Eugene Dettling was nominated – declined nomination
 - Judy Garner was nominated – declined nomination
 - Debbie Rose was nominated – declined nomination
 - Marcel Olsthoorn was nominated – declined nomination
 - Kea Adachi was nominated – nomination accepted.
 - Kea Adachi was declared Vice Chair by acclamation.
- Christy Malden turned the meeting over to the newly elected Chair, Rick Wilson.
- Schedules for upcoming meetings were discussed and set as follows:

- November 21, 2023 @ 6:30 pm in the Okanagan Falls Elementary School Gymnasium.
- January 23, 2024 @ 6:30 pm in the Okanagan Falls Elementary School Gymnasium.
- March 19, @ 6:30 pm in the Okanagan Falls Elementary School Gymnasium
- April 16, 2024 @ 6:00 pm in the Okanagan Falls Elementary School Gymnasium.

3:30 pm

MEETING ADJOURNED



Okanagan Falls Incorporation Study

Okanagan Falls Incorporation Study Committee
Committee Meeting
November 21, 2023

MINUTES

MEMBERS PRESENT:	Eugene Dettling Judy Garner Randy Ludwar Kea Adachi	Ian Bowen Kelvin Hall Marcel Olsthoorn Rick Wilson
MEMBERS ABSENT:	Debbie Rose	Eleanor Walker
EX-OFFICIO MEMBERS PRESENT:	Electoral Area "D" Director M. Taylor	
OTHERS PRESENT:	Allan Neilson, Neilson Strategies Inc. Sherry Hurst, Leftside Partners Inc. Natasha Horsman, Horsman Strategies Simon Rasmussen, Ministry of Municipal Affairs	
STAFF PRESENT;	K. Roemer, Clerk H. Bui, IT Systems Analyst	

The meeting was called to order at 6:32 by Rick Wilson, Chair

A. APPROVAL OF AGENDA

MOVED and SECONDED

THAT the Agenda for the Okanagan Falls Incorporation Study Committee Meeting of November 21, 2023 be adopted. –**CARRIED**

B. INTRODUCTIONS and PHOTO

1. The Chair asked Committee members, the consultants and RDOS staff to introduce themselves.
2. The Committee member photo will be taken at the end of the meeting.

C. COMMITTEE MEETING MINUTES

MOVED and SECONDED

THAT the Minutes for the Okanagan Falls Incorporation Study Committee Meeting of September 11, 2023 be adopted. **—CARRIED**

D. PURPOSE of STUDY; STUDY PROCESS

The consultants reviewed with the Committee the purpose and process for the Incorporation Study.

E. SERVICE SHEETS

1. The Planning and Building Services Service Sheet was presented and reviewed by the committee, questions and discussion followed.

MOVED and SECONDED

THAT the Planning and Building Services Service Sheet be endorsed as presented by the consultants. **—CARRIED**

2. The Bylaw Enforcement Services Service Sheet was presented and reviewed by the committee, questions and discussion followed.

MOVED and SECONDED

THAT the Bylaw Enforcement Services Service Sheet be endorsed as presented by the consultants. **—CARRIED**

3. The Environmental Services Service Sheet was presented and reviewed by the committee, questions and discussion followed.

MOVED and SECONDED

THAT the Environmental Services Service Sheet be endorsed as presented by the consultants. **—CARRIED**

4. The Emergency Services Service Sheet was presented and reviewed by the committee, questions and discussion followed.

MOVED and SECONDED

THAT the Emergency Services Service Sheet be endorsed as presented by the consultants. **—CARRIED**

5. The Library Services Service Sheet was presented and reviewed by the committee, questions and discussion followed.

MOVED and SECONDED

THAT the Library Services Service Sheet be endorsed as presented by the consultants. **—CARRIED**

F. PROJECT TEAM AND COMMUNICATIONS UPDATES

1. The consultants briefed the Committee on the Project Team discussions that have occurred since the inaugural Committee meeting in September.
2. The consultants reviewed with the Committee all the information that has been posted on the study since mid-September.
3. The consultant asked the Committee to create a Communications Sub-Committee to review and provide feedback on communications materials prepared by the consultants.

MOVED and SECONDED

THAT a Communications Sub-Committee be established, consisting of Rick Wilson, Kea Adachi, Randy Ludwar, and Debbie Rose. **-CARRIED**

G. QUESTIONS AND COMMENTS FROM PUBLIC IN ATTENDANCE

Members of the Public that were in attendance both in person and online were given the opportunity to identify themselves and indicate if they lived in the study area to ask questions.

H. NEXT MEETING

1. The next meeting was confirmed for January 23, 2024. **(Please note:** this date has since changed to February 5, 2024 at 6 pm)
2. The consultants will provide a brief preview of what to expect at the next meeting.

I. ADJOURNMENT

MOVED and SECONDED

THAT the meeting adjourn at 8:33 pm. **-CARRIED**



Okanagan Falls Incorporation Study

Okanagan Falls Incorporation Study Committee
Committee Meeting
February 5, 2024

MINUTES

MEMBERS PRESENT:

Eugene Dettling	Kelvin Hall
Judy Garner	Eleanor Walker
Randy Ludwar	Kea Adachi
Ian Bowen	Rick Wilson
Marcel Olsthoorn	

MEMBERS ABSENT:

Debbie Rose

EX-OFFICIO MEMBERS PRESENT:

Electoral Area "D" Director M. Taylor
Electoral Area "D" Alternate Director J. D'Andrea

OTHERS PRESENT:

Allan Neilson, Neilson Strategies Inc.
Sherry Hurst, Leftside Partners Inc.
Natasha Horsman, Horsman Strategies
Simon Rasmussen, Ministry of Municipal Affairs

STAFF PRESENT;

M. Aucoin, Legislative Coordinator
K. Roemer, Clerk

The meeting was called to order at 6:02 pm by Rick Wilson, Chair

A. APPROVAL OF MINUTES

MOVED AND SECONDED

THAT the Minutes for the Okanagan Falls Incorporation Study Committee Meeting of November 21, 2023 be adopted. –**CARRIED**

C. INTRODUCTIONS

D. STUDY PURPOSE and PROCESS

The consultants reviewed with the Committee the purpose and process for the Incorporation Study.

E. SERVICE SHEETS

1. The Demographic Profile Sheet was presented and reviewed by the committee. Discussion included but was not limited to:
 - a. *Question asked for clarification regarding averages / percentages shown on Demographic Profile Sheet and what impact they might mean for the study*
 - b. *Question regarding where OK Falls would rate in comparison to other municipalities/ Villages within the province. EG – how many smaller, how many larger?*
 - i. *Consultants will make some additions, and circulate a revised edition to the committee.*
2. The Solid Waste Services Sheet was presented and reviewed by the committee. Discussion included but was not limited to:
 - a. *Question asked that once the current contract with Waste Management is over could the municipality take on some of the services themselves?*
 - i. *Yes the municipality could take on some of the services but they may lose economies of scale in doing so.*
 - b. *Question asked could the Area Director and Mayor of the municipality be the same person and then have two votes on the RDOS Board?*
 - i. *In theory yes it could be the same person and they would have two votes. In reality, the new municipality would be represented on the Regional District Board by one Municipal Director (the Mayor, or a Councillor), and the Electoral Area would be represented by one Electoral Area Director. On weighted votes, the respective populations of each jurisdiction would determine the number of votes accorded to each Director.*

MOVED and SECONDED

THAT the Solid Waste Service Sheet be endorsed as presented by the consultants. **–CARRIED**

3. The Economic Development Services Sheet was presented and reviewed by the committee. Discussion included but was not limited to:
 - a. *Director Taylor clarified that the Okanagan Falls office has transitioned from Economic Development to Community Services.*
 - b. *Question asked about whether an Area “D” without Okanagan Falls would be able to opt out of contributing to an Economic Development service.*
 - i. *Yes, Area “D” would not be obligated to contribute to the Economic Development service operated by an incorporated Okanagan Falls.*
 - c. *Question asked about if the Okanagan Falls office is operating as a Community Services office, would the rest of Area “D” be more willing to contribute to the service.*
 - d. *Committee asked about the financial impacts of changing the assumption in the Service Sheet to instead assume an incorporated Okanagan Falls continues with the current staffing (1.5 FTE) dedicated to economic development*
 - i. *The consultants can make that change and bring the Service Sheet back to the committee with that change at the next meeting.*

MOVED AND SECONDED

THAT the Economic Development Service Sheet NOT be endorsed as presented by the consultants and THAT the consultants come back to the committee with more information for the March 19, 2024 meeting. –**CARRIED**

4. The Parks, Recreation & Cemetery Services Sheet was presented and reviewed by the committee. Discussion included but was not limited to:
 - a. *Area “C” and the Town of Oliver was cited as an example of an electoral area and neighbouring municipality funding Parks and Recreation services together.*
 - b. *Questions were raised about the number of parks in the study area, and the distinction between regional versus local parks.*
 - i. *Consultants indicated that information was reviewed by RDOS, but they will provide some additional clarification and recirculate to the Committee*

MOVED AND SECONDED

The Parks, Recreation & Cemetery Services Sheet be endorsed as presented by the consultants. –**CARRIED**

Opposed: Committee member Garner

5. The Transportation Services Sheet was presented and reviewed by the committee. Discussion included but was not limited to:
 - a. *Question asked about whether the surveyor of tax fee is included in numbers being presented to committee in all service sheets.*
 - i. *It is not included but will be shown in the Administration Service Sheet.*

MOVED AND SECONDED

THAT the Transportation Services Sheet be endorsed as presented by the consultants. –**CARRIED**

6. The Incorporation Impacts on Agricultural Properties Issue Sheet was presented and reviewed by the committee. Discussion included but was not limited to:
 - a. *Question asked regarding tax levels for Farm Class properties.*
 - i. *Consultants reminded the committee that decisions that may be made by a possible future Council are not within their purview.*

MOVED AND SECONDED

THAT the Incorporation Impacts on Agricultural Properties Issue Sheet be endorsed as presented by the consultants. –**CARRIED**

F. PROJECT TEAM AND COMMUNICATIONS UPDATES

1. The consultants briefed the Committee on the Project Team discussions that have occurred since the November 21, 2023 meeting.
2. The consultants reviewed with the Committee all the information that has been posted on the study website since mid-September.

G. QUESTIONS AND COMMENTS FROM THE PUBLIC IN ATTENDANCE

Members of the Public that were in attendance in person and online were given the opportunity to identify themselves and indicate if they lived in the study area to ask questions. Questions and discussion included but were not limited to:

- a. *Question asked regarding road maintenance changes if incorporation moves forward.
 - i. Roads Service Sheet will be presented to the committee at the next meeting.*
- b. *A request was made for microphones or for committee members to speak so that the public in attendance are able to more easily hear the discussion.*
- c. *Question regarding Service Sheet for Fire Department.
 - i. Service Sheet was presented at previous meeting and is available online and at the Okanagan Falls office.*
- d. *Question asked about public participation during committee meeting, rather than waiting until the end.
 - i. Chair Wilson clarified that at this stage of the process the committee is reviewing and endorsing information to go out to the public at the engagement stage, at which point the public will have greater input and opportunity to provide feedback.*

H. NEXT MEETING

1. The next meeting is confirmed for March 19, 2024.
2. The consultants will provide a brief preview of what to expect at the next meeting.

I. ADJOURNMENT

MOVED and SECONDED

THAT the meeting adjourn at 8:24 pm. **-CARRIED**



Okanagan Falls Incorporation Study

Okanagan Falls Incorporation Study Committee
Committee Meeting
April 16, 2024

MINUTES

MEMBERS PRESENT:

Debbie Rose	Eugene Dettling
Judy Garner	Kelvin Hall
Randy Ludwar	Eleanor Walker
Ian Bowen	Kea Adachi
Marcel Olsthoorn	Rick Wilson

EX-OFFICIO MEMBERS PRESENT:

Electoral Area "D" Director M. Taylor
Alternate Director J. D'Andrea

OTHERS PRESENT:

Allan Neilson, Neilson Strategies Inc.
Sherry Hurst, Leftside Partners Inc.
Natasha Horsman, Horsman Strategies
Simon Rasmussen, Ministry of Municipal Affairs
Rick Collins, Urban Systems

STAFF PRESENT;

C. Malden, Corporate Officer / Deputy CAO
D. Francisco, Senior Manager of Information Services
K. Roemer, Clerk

The meeting was called to order at 6:02 pm by Rick Wilson, Chair

A. INTRODUCTIONS

B. APPROVAL OF MINUTES

MOVED AND SECONDED

THAT the Minutes for the Okanagan Falls Incorporation Study Committee Meeting of February 5, 2024 be adopted. – **CARRIED**

C. STUDY PURPOSE and PROCESS

The consultants reviewed with the Committee the purpose and process for the Incorporation Study.

D. SERVICE SHEETS

1. The Local Roads Service Sheet was presented and reviewed by the committee. Rick Collins from Urban Systems spoke to the Urban Systems report. Discussion included but was not limited to:
 - a. *Question asked about the cost for road drainage.*
 - i. *Rick Collins responded that not a lot of money is being spent on road drainage currently.*
 - b. *Question: What are the risks associated with the roads / drainage being "OK"*
 - i. *Rick Collins responded there are some maintenance issues that could be addressed.*
 - c. *Question asked about commercial vehicles vs residential vehicles and the impact on the roads.*
 - i. *Rick Collins responded that a road that was built to a commercial vehicle standard every 25 years they would be expected to need reinvestment in it and a local road around every 40 years just over all but there are always exceptions.*
 - d. *Question: If Incorporated would the Okanagan Falls tax payers be responsible for maintaining the roads that are used by the RDOS for the landfill, logging trucks, and other commercial vehicles.*
 - i. *Rick Collins responded yes, and that is a very common question asked by municipalities and there are grants that can be applied for.*
 - e. *Question: Is the capital cost for building new roads or for repair and maintenance of existing roads?*
 - i. *It's not maintenance, that is covered under the operations and maintenance budget. The capital budget is more for roads that need greater work done than regular maintenance covers to extend the life of the road.*
 - f. *Question: Does the Province have any obligation to give the municipality good roads if incorporated?*
 - i. *The Province does not have an "obligation" but generally speaking it's common to ask that roads be turned over in a decent condition.*

MOVED and SECONDED

THAT the Local Roads Service sheet be endorsed as presented by the consultants, with reservations pending the Provincial Offer. **-CARRIED**

2. The Sewer and Utility Service Sheet was presented and reviewed by the committee. Discussion included but was not limited to:
 - a. *Question: If another community wanted to tie into the Okanagan Falls sewage plant how would costs be recovered?*
 - i. *Generally speaking if Okanagan Falls is Incorporated and another community ties into the sewer system they would have to become part of the Okanagan Falls municipality boundary as one option. Another option is having a service agreement for anyone using the system that is outside of the boundary.*
 - b. *Question: Who pays for the service?*
 - i. *Only those connected to the service pay for the service through user fees.*

MOVED and SECONDED

THAT the Sewer and Utility Service Sheet be endorsed as presented by the consultants **-CARRIED**

3. The Water Service Sheet was presented and reviewed by the committee. No discussion followed.

MOVED and SECONDED

THAT the Water Service Sheet be endorsed as presented by the consultants. **–CARRIED**

4. The Local Policing Service Sheet was presented and reviewed by the committee. Discussion included but was not limited to:
 - a. *Question: Is the community currently meeting the provinces targeted collection of 33%?*
 - i. *Yes the consultants believe Okanagan Falls is.*
 - b. *Question: What would be the cost increase if the population surpasses 5,000?*
 - i. *When the municipality grows to over 5,000 residents then the cost would increase from 33% to around 70%.*

MOVED and SECONDED

THAT the Local Policing Service Sheet be endorsed as presented by the consultants.
-CARRIED

5. The Administration Service Sheet was presented and reviewed by the consultants. Discussion included but was not limited to:
 - a. *Question: Would the municipality pay for the person that sits on the RDOS Board?*
 - i. *The Regional District would pay the Municipal Director (and all directors) through the General Government service. The cost of the service would be recovered through requisitions sent to all jurisdictions, including a new Okanagan Falls municipality.*

MOVED and SECONDED

THAT the Administration Service Sheet be endorsed as presented by the consultants.
-CARRIED

- b. The Economic Development Service Sheet was brought back to the committee for review. No discussion followed.

MOVED and SECONDED

THAT the Economic Development Service Sheet be endorsed as presented by the consultants. **–CARRIED**

E. COMMUNICATIONS and ENGAGEMENT

1. Consultants reviewed with the Committee all the information that has been posted on the study website and around the community.

F. QUESTIONS AND COMMENTS FROM THE PUBLIC IN ATTENDANCE

Members of the Public that were in attendance in person and online were given the opportunity to identify themselves and indicate if they lived in the study area to ask questions. Questions and discussion included but were not limited to:

- a. *Question asked about how information will be given to the community.*
 - i. *All information once gathered will be given to the community in a fashion that is understandable to everyone.*
- b. *Question asked regarding the highways at the 7th and Maple strip that needs repairs / area of concern, will the neighbours be advised by Highways or by anyone of the adjustments that are being done within the budget and will they have a say on it?*
 - i. *If the community chooses to incorporate then residents in the municipality will have input into decision that are made about the road systems including decisions that are made about traffic calming*
- c. *Question: There was no mention of tourism, is there any budget if incorporated for tourism, parking, signage?*
 - i. *In the Economic Development Service sheet tourism was mentioned in there as a portion of that service.*
- d. *Question: When the time comes for voting who will be allowed to vote?*
 - i. *Anyone who currently votes in Electoral elections will be allowed to vote.*

G. NEXT MEETING

1. The next meeting is confirmed for May 28, 2024 at 6:00pm.
2. The consultants will provide a brief preview of what to expect at the next meeting.

H. ADJOURNMENT

MOVED and SECONDED

That the meeting adjourn at 8:40 pm. **-CARRIED**



Okanagan Falls Incorporation Study

Okanagan Falls Incorporation Study Committee
Committee Meeting
May 28, 2024

MINUTES

MEMBERS PRESENT:

Debbie Rose	Eugene Dettling
Judy Garner	Kelvin Hall
Randy Ludwar	Eleanor Walker
Marcel Olsthoorn	Rick Wilson

MEMBERS ABSENT:

Kea Adachi	Ian Bowen
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EX-OFFICIO MEMBERS PRESENT:

Electoral Area "D" Director Matt Taylor
Alternate Director James D'Andrea

OTHERS PRESENT:

Allan Neilson, Neilson Strategies Inc.
Sherry Hurst, Leftside Partners Inc.
Natasha Horsman, Horsman Strategies
Simon Rasmussen, Senior Planning Analyst
Patrick Thompson, Director, Governance Structure

STAFF PRESENT;

Jim Zaffino, Chief Administrative Officer
Danny Francisco, Senior Manager of Information Services
Marc Aucoin, Coordinator, Legislative Services

The meeting was called to order at 6:03 pm by Rick Wilson, Chair

A. INTRODUCTIONS

B. APPROVAL OF MINUTES

MOVED AND SECONDED

THAT the Minutes for the Okanagan Falls Incorporation Study Committee Meeting of April 16, 2024 be adopted. – **CARRIED**

C. STUDY PURPOSE and PROCESS

The consultants reviewed with the Committee the purpose and process for the Incorporation Study.

D. LETTER FROM ROLLING HILLS WATER DISTRICT

MOVED AND SECONDED

THAT the letter dated May 27, 2024 from Rolling Hills Water District (attached) regarding their willingness to remain in the incorporation boundary be received and filed. – **CARRIED**

E. LOCAL ROADS SERVICE SHEET

The Local Roads Service Sheet was presented and reviewed by the committee with updated information received from the Ministry of Transportation and Infrastructure. The consultants noted that there was a shortfall of approximately \$2.275 million between the projected amount in Urban Systems' roads assessment and the Ministry's provided assessment. Consultants presented options to send a letter to the Ministry of Transportation and Infrastructure seeking clarification and increasing the previously presented annual roads reserve contribution.

Discussion included but was not limited to:

- a. Question asked whether the Ministry's assessment includes works identified for completion in 2024.*
 - i. The works identified to be completed in 2024 will go forward regardless of whether or not incorporation happens.*
- b. Question asked regarding the tax impact of increasing annual roads reserve contribution from \$75,000 to \$150,000.*
 - i. On an average \$500,000 assessed value property it would be an additional \$41.67 annually.*
- c. Question asked regarding whether the highway through Okanagan Falls will remain the responsibility of the Ministry of Transportation and Infrastructure if incorporation moves forward.*
 - i. Yes, the highway will be the Ministry's responsibility regardless of incorporation.*
- d. Question asked whether the Roads Service Sheet should be endorsed now or after clarification is received from the Ministry of Transportation and Infrastructure.*
 - i. It would be best to wait for clarification and then have Chair Wilson call a brief meeting ahead of the public engagement phase to review the response and endorse the Roads Service Sheet.*

MOVED AND SECONDED

THAT the Committee send a letter to the Ministry of Transportation and Infrastructure seeking clarification of the discrepancies between their roads assessment and the one completed by Urban Systems. – **CARRIED**

F. TAX COMPARISON – RDOS and MUNICIPAL SCENARIOS

Consultants reviewed updated 2024 comparison figures for the two local government scenarios with the Committee.

G. PROVINCIAL OFFER OF ASSISTANCE

Simon Rasmussen, Senior Planning Analyst with the Ministry of Municipal Affairs, presented the Provincial Offer of Assistance to Committee. It was noted that the formal letter from the Minister with the Offer is expected to be received shortly and will be distributed and posted online once it is received. Discussion included but was not limited to:

- a. Question asked whether information in the Offer has been included in the proposed budget.*
 - i. Yes, the information has been incorporated in the budget.*

- b. Question asked whether the dollar amounts in the Offer are over five or seven years and if any of the amounts are annual.

 - i. Different components of the offer are spread over different periods. Most of the dollar amounts are one-time, other than the Small Communities Grants (annual) and the five years of continued road maintenance.**
- c. Question asked whether the roads assessment includes storm drainage maintenance or upgrades.

 - i. This is a question that should be included in the letter to the Ministry of Transportation and Infrastructure.**
- d. Question asked regarding whether residents will get credit for traffic fine revenue when policing costs increase.

 - i. The Ministry of Municipal Affairs will follow up and inform the Committee.**

MOVED AND SECONDED

THAT the Committee endorse the Provincial Offer of Assistance as presented by the Ministry of Municipal Affairs. – **CARRIED**

H. SEVEN-YEAR BUDGET

Consultants presented the Seven-Year Budget for a potential Okanagan Falls municipality and a series of sample property tax notices. Discussion included but was not limited to:

- a. Question asked whether there are any users outside of the proposed incorporation area being served by sewer or water.

 - i. Water service provided to Provincial Park is the only user outside of service area.**
- b. Question asked regarding why the Sewer capital reserves were so low.

 - i. Recent and current upgrade work is exhausting current reserves. A future council may choose to raise rates in order to rebuild reserves. Future development cost charges would also feed into reserves.**
- c. Question regarding future development's impact on sewer and water infrastructure.

 - i. Development cost charges can be used for future upgrades, and any upgrades required specifically for a new development would be paid for by the developer.**

MOVED AND SECONDED

THAT the Committee endorse the Seven-Year Budget for a potential Okanagan Falls municipality as presented by the consultants. – **CARRIED**

I. IMPLEMENTATION OVERVIEW

Consultants presented the Implementation Overview document to Committee.

MOVED AND SECONDED

THAT the Committee endorse the Implementation Overview as presented by the consultants. – **CARRIED**

J. COMMUNICATIONS AND ENGAGEMENT

Consultants presented the Engagement Phase of the study and upcoming engagement activities to the Committee. Discussion included but was not limited to:

a. A question was asked regarding the best way to find Committee volunteers to attend various engagement activities, including Music in the Park and Canada Day.

i. Consultants will circulate an email to the Committee with the proposed schedule, and noted that at least two members would be required to attend for a booth to be booked.

ii. Consultants also noted that all Committee members who volunteer to staff an information booth would meet with a consultant before hand in order to be prepared to speak to the public about the provided poster boards and information handouts.

K. QUESTIONS AND COMMENTS FROM THE PUBLIC IN ATTENDANCE

Members of the Public that were in attendance in person and online were given the opportunity to identify themselves and indicate if they lived in the study area before asking questions.

Questions and discussion included but were not limited to:

a. Question asked about why Canada Day was chosen as one of the dates for an information booth.

i. There are two events scheduled for July 1 in Okanagan Falls – a shorter one oriented for children and families and a longer one (Music in the Park) which is much longer. The Music in the Park event was selected as it provides more opportunity for community engagement.

b. Question asked regarding an approximately 7 km road distance discrepancy between the Ministry of Transportation and Infrastructure's roads assessment and the one completed by Urban Systems.

i. The Committee's letter to the Ministry will include a request for clarification about the discrepancy in the lengths of roads assessed.

c. Question asked whether or not there is a minimum number of voters required in a referendum to make the result valid.

i. While there is no minimum number required, a low voter turnout would prompt questions from the Ministry regarding community engagement and the number of votes would be taken into account when making their decision whether or not to approve incorporation.

d. Question asked whether the final say on incorporation belongs to residents or government.

i. The Ministry will make the final decision and is in place to act as a safeguard in the event of extreme situations (low voter turnout, etc.) but they will be guided by the local population.

ii. B.C. is one of the only provinces in Canada that has committed to listening to local populations on incorporation.

L. NEXT MEETING

The next Committee meeting will be scheduled for after the Engagement phase has concluded.

M. ADJOURNMENT

MOVED and SECONDED

That the meeting adjourn at 7:50 pm. **-CARRIED**

May 27, 2024

Chair

Okanagan Falls Incorporation Committee

Okanagan Falls, British Columbia

[REDACTED]

Dear Chairman Wilson,

Further to our meeting of May 10, 2024, the owners of the Rolling Hills Waterworks District ("Rolling Hills") would like to thank you and Vice Chair Adachi, the consultants and representatives of the Provincial and RDOS governments (copied on this letter) for taking the time to discuss the concerns of Rolling Hills should Okanagan Falls be incorporated.

As you know, Rolling Hills is very concerned that should incorporation of Okanagan Falls occur, Rolling Hills may be connected to other existing water systems in Okanagan Falls. Rolling Hills has been operating under its own letters patent from the provincial government since the early 1980's. The water quality is excellent and Rolling Hills has not had a boil water advisory in decades. The owners of Rolling Hills are unanimous in their opposition to linking Rolling Hills with other water systems at this time. The possibility of contamination from another system is something that Rolling Hills is not willing to risk. As a result of this concern, Rolling Hills was seeking to be taken out of the Okanagan Falls boundary so that it would not be negatively affected by incorporation.

We now understand from our discussion that it is possible to protect Rolling Hills as a water system by having it declared to be an independent water system in the letters patent granted by the Province for Okanagan Falls. We were further advised at our meeting that should Rolling Hills be declared an independent water system, that would ensure that no other water system could be joined or connected to Rolling Hills without the express consent of Rolling Hills.

Based on those representations and the understanding that Rolling Hills will be declared an independent water system in the new town of Okanagan Falls should it be incorporated; Rolling Hills agrees to remain in the incorporation boundary. We further understand that Rolling Hills will be given the opportunity to review draft letters patent well in advance of any incorporation date to ensure that the interests of Rolling Hills are protected.

We also understand that should a "Water Commission" or "Water Council" be set up upon incorporation that a member of Rolling Hills would be selected to serve on that body.

We would appreciate confirmation of our understanding. Should you have any questions or need more information, please do not hesitate to ask.

Thank you again for your time and consideration.

Respectfully yours,

Rolling Hills Water District

Phil Soo

Secretary

cc. Vice Chair Kea Adaci [REDACTED]

cc. Allan Neilson aneilson@neilsonstrategies.ca

cc. Sherry Hurst shurst@leftside.ca

cc. Simon Rasmussen simon.rasmussen@gov.bc.ca

cc. Christy Malden cmalden@rdos.bc.ca



Okanagan Falls Incorporation Study

Okanagan Falls Incorporation Study Committee
Committee Meeting
November 27, 2024

MINUTES

MEMBERS PRESENT:

Ian Bowen	Eugene Dettling
Judy Garner	Kelvin Hall
Randy Ludwar	Eleanor Walker
Marcel Olsthoorn	Rick Wilson
Kea Adachi	

MEMBERS ABSENT:

Debbie Rose

EX-OFFICIO MEMBERS PRESENT:

Electoral Area "D" Director Matt Taylor

OTHERS PRESENT:

Allan Neilson, Neilson Strategies Inc.
Sherry Hurst, Leftside Partners Inc.
Simon Rasmussen, Senior Planning Analyst
Patrick Thompson, Director, Governance Structure

STAFF PRESENT;

Christy Malden, Corporate Officer / Deputy CAO
Marc Aucoin, Legislative Services Coordinator
Kim Roemer, Legislative Services Clerk
Nils Finnsson, Network Systems Administrator

The meeting was called to order at 6:22 pm by Rick Wilson, Chair

1. INTRODUCTIONS

2. APPROVAL OF MINUTES

MOVED AND SECONDED

THAT the Minutes for the Okanagan Falls Incorporation Study Committee Meeting of May 28, 2024 be adopted. – **CARRIED UNANIMOUSLY**

3. STUDY PURPOSE and PROCESS

The consultants reviewed with the Committee the purpose and process for the Incorporation Study.

4. OKANAGAN FALLS INCORPORATION STUDY DRAFT REPORT

The consultants presented an overview of the Draft Report, including the Study's Engagement Phase.

MOVED AND SECONDED

THAT the Committee receive the Draft Report. – **CARRIED UNANIMOUSLY**

5. LETTERS PATENT

Simon Rasmussen, Senior Planning Analyst, Ministry of Housing and Municipal Affairs, presented to the Committee on Letters Patent and what they might look like for an incorporated Okanagan Falls municipality.

6. RECOMMENDATION ON INCORPORATION REFERENDUM

The consultants presented potential recommendations that the Committee could make to the RDOS Board of Directors.

MOVED AND SECONDED

THAT, based on the results of the Okanagan Falls Incorporation Study and the work of the Okanagan Falls Incorporation Study Committee, the Regional District of Okanagan Similkameen Board of Directors recommend to the Minister of Housing and Municipal Affairs that a referendum be held on the incorporation of Okanagan Falls.

AND

THAT the Chair of the Okanagan Falls Incorporation Committee deliver the recommendation for a referendum only after the Committee has received the signed Offer of Restructure Assistance letter from the Minister of Housing and Municipal Affairs, and has confirmed that the terms of the letter are materially consistent with the terms outlined by the Ministry staff and incorporated into the Incorporation Study. – **CARRIED UNANIMOUSLY**

7. MUNICIPAL CLASSIFICATION AND COUNCIL SIZE – PROVINCIAL GUIDANCE

The consultants presented options for the class of municipality and size of the Council for a potential incorporated Okanagan Falls municipality.

- a. *Question asked whether there are any differences in Districts, Towns, etc with regard to grants.*
 - i. *In terms of eligibility to apply for grants and in terms of legal authority and responsibility to provide different kinds of services and in terms of every other factor we can think of, anything that may apply to the benefit of a city, village or a town would also apply to a district.*
- b. *Question asked in regards to attracting industry to a district vs to a town if there are any practical differences or if it just the name.*
 - i. *Yes it is just semantics. If we look at the District of Summerland, the District of Lake Country, there are lots of different districts around us and across the province.*
- c. *A member of the Committee clarified that when he was working for another District there was no difference when applying for the same grants that the City of Vancouver, City of Burnaby, etc were applying for and there was no difference in how their applications were treated.*

MOVED AND SECONDED

THAT the Regional District of Okanagan-Similkameen Board of Directors recommend to the Minister of Housing and Municipal Affairs that the Letters Patent designate an incorporated Okanagan Falls as a District municipality with a five person council. – **CARRIED UNANIMOUSLY**

8. NEXT STEPS

The Committee will send the “Recommendation on Incorporation Referendum” to the Regional District of Okanagan-Similkameen Board of Directors meeting on December 19, 2024. If the Board of Directors accepts the Committee’s recommendation, the request will be forwarded to the Minister.

If the Minister agrees that a referendum is warranted, the Minister would issue a call for a referendum to be held. There is a sixty day waiting period for referendums.

The RDOS would administer the referendum on behalf of the Ministry and would ensure that information regarding the referendum is provided to the community.

If the referendum does not pass then the process ends and Okanagan Falls would remain an unincorporated community within Electoral Area “D” of the Regional District.

If the referendum does pass then the Ministry would hire an individual to begin putting the corporate infrastructure into place for the new municipality, leading up to the election of the inaugural council.

The timing of the incorporation study has been managed to allow for the referendum to be held in the spring of 2025 and the inaugural election to happen in October, 2025, but the final say on these matters belongs to the Ministry.

9. QUESTIONS AND COMMENTS FROM PUBLIC IN ATTENDANCE

Members of the Public that were in attendance in person were given the opportunity to identify themselves and indicate if they lived in the study area before asking questions.

Questions and discussion included but were not limited to:

- a. *Could the consultant review who has authority over drainage issues and the designation of the council members.*
 - i. *All Villages / Towns / Cities and Districts have the same authority over drainage issues to make decisions that are necessary. Districts have the additional authority to remove water by diverting water to natural waterways without the further considerations that a Village, Town, or City would have.*
 - ii. *Based on population it would be easier to establish a five person council and to ensure that enough people are competing for and filling council spots.*
- b. *How many members would be on the council?*
 - i. *There would be 5 council members, a Mayor and 4 Councillors.*
- c. *When would the referendum happen?*
 - i. *If the Ministry makes the final decision that a referendum is to be held, the study has been designed so that it would be in the spring of 2025.*

10. CONCLUDING REMARKS

- The Consultant thanked the Committee members for all of their time and effort they put into the Study.
- A member of the Committee thanked the consultants and RDOS for their excellent work with the Committee, as well as Rick Wilson and Kea Adachi for taking on the roles of Chair and Vice Chair, and doing an incredible job.

- Simon Rasmussen, on behalf of the Ministry, acknowledged the Committee's clarity of purpose and sense of common vision throughout the Study and commended them for staying neutral and objective and thanked the Chair and Vice Chair for their leadership.
- Director Taylor thanked the citizens of the community, members of the Committee, and staff for helping to get the incorporation process to the point of providing the community with the opportunity to choose for itself whether
- Chair Wilson thanked the Committee for their work and their neutrality, and thanked the consultants and RDOS staff for their work with the Committee.

11. ADJOURNMENT

MOVED and SECONDED

That the meeting adjourn at 7:36 pm. **-CARRIED UNANIMOUSLY**