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 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
	Marcrel 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 acclimation.
- 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

Terms of Reference

Communications & Community Engagement Sub-Committee

Purpose

The Communications & Community Engagement Sub-Committee (the Sub-Committee) exists to support the development of information and strategies to be shared with electors in the Okanagan Falls Incorporation Study area.

Role

The Sub-Committee will:

- Review and provide input on the Communication & Engagement Strategy developed by the consultants
- Provide input on key audiences and how best to reach them
- Provide input on the timing and location of community information events
- Review and provide input on select written materials[1] developed by the consultants to help ensure that community questions and interests are addressed
- Champion and assist with distribution of Incorporation Study information within the community

The Sub-Committee will not:

- Write material to put forward
- Edit material (feedback is preferred)
- Direct the consultants or assign work to the consultants
- Speak on behalf of the Incorporation Study Committee

Membership

The Sub-Committee will be made up of a minimum of 2 and a maximum of 4 members of the Incorporation Study Committee.

Meetings

Email will be used to distribute materials to the Sub-Committee for review and for Sub-Committee members to provide feedback and endorsement to the consultants. The Sub-Committee will not formally vote to endorse materials; instead, endorsement can be provided through email feedback. The consultants and the Committee Chair (Rick Wilson) will check in with each other over the course of the Incorporation Study and will determine if there is a need for Sub-Committee Zoom or in-person meetings. In the event that formal voting is required, the consultants will work with the Committee Chair to call a meeting and arrange for a vote to be held.

[1] The Sub-Committee will be asked to review more significant written materials, such as household mailout(s), information sheets, and video script(s). Some communications are fast-paced in nature and may not have time for group review, such as media releases, social media posts, and newspaper advertisements. The consultants are responsible for determining which products require Sub-Committee review.

Email Protocol

Sub-Committee members must copy (cc) the consultants as well as all other individual members of the Sub-Committee on all emails. This ensures efficient review and fair process by ensuring that everyone has the benefit of all feedback and is operating with the same information.

Timelines for Review

Each time that the consultants distribute material for Sub-Committee input, the review deadline will be included in the consultants' email. The review deadline will be dictated by print deadlines, advertising deadlines, the need for RDOS or other parties to review, and the time needed to finalize graphic design. If a Sub-Committee member does not reply by the review deadline but still wishes to provide feedback, the consultants will make best efforts to address or incorporate feedback, but in some cases changes may not be possible.

Term

The Sub-Committee will operate from November 2023 until the conclusion of the Incorporation Study, anticipated to be the end of 2024.

Frequency

Sub-Committee feedback will be requested as and when needed. There will be two more intensive phases when Sub-Committee input is needed:

1) To finalize the Communications and Engagement Strategy (late 2023/early 2024), and
2) When print material is being developed (early/mid 2024).

Role of the Consultants

The consultants will:

- Develop the Communication and Engagement Strategy
- Draft all communication and engagement materials, including graphic design
- Determine which materials need Sub-Committee review and circulate those materials for feedback
- Finalize materials, making best efforts to harmonize and incorporate feedback from multiple Sub-Committee members
- Distribute materials to the community, seeking assistance from RDOS and the Sub-Committee as needed
- Present materials to the community (or, in the event that help is needed, work through the Incorporation Study Committee Chair to enlist Committee member participation)

Role of RDOS

The RDOS will review the consultants draft materials and provide feedback as necessary to adhere to RDOS brand standards and voice. All communication with RDOS staff regarding communications and engagement should occur through the consultants.

Library Services

This Library Services Sheet was developed for presentation to the Okanagan Falls Incorporation Study Committee at its meeting on November 21, 2023. The sheet was prepared using information available at the time of writing. Changes will be made if new information becomes available.

Information presented on the Okanagan Falls Incorporation is based on the following assumptions:

> *That following incorporation, the Okanagan Falls municipality would continue to receive Library Services from the Okanagan Regional Library*

THE PRESENT

➤ What service is provided?

Although not delivered directly by the Regional District, the RDOS provides library services to Okanagan Falls through the Okanagan Regional Library (ORL). The RDOS participates on the library board, contributes toward the upkeep of local branches, and collects taxes that are forwarded to the ORL.

ORL is a large library system of 30 branches that has a service area stretching from Osoyoos to Golden, and a service population of more than 425,000. In 2022, the ORL had more than 100,700 active card holders. The RDOS is one of four regional districts whose electoral areas receive service from ORL. A total of 19 municipalities and one First Nation also participate in the system.

Okanagan Falls is served by a branch located in Okanagan Falls (Figure 1). The Okanagan Falls branch is open four days a week for a total of 25 hours (closed Monday, Thursday and Sunday). ORL Library cards are free to those who live in, or own property within Area "D", including in Okanagan Falls.

In addition to the selection of fiction and non-fiction books, magazines, newspapers, and reference materials available at the local branches, the ORL library card gives access to:

- programs for children and adults
- free Internet access at computer workstations as well as wireless access
- DVDs, CDs, audiobooks and eBooks
- services for members who are print disabled, living in remote areas or seeking materials in other languages
- BC public libraries via the BC OneCard

Figure 1: Okanagan Falls Library, 850 Railway Lane



➤ Who makes decisions?

ORL is a stand-alone corporation established under the authority of the *Library Act.* ORL's governing body is its Board of Trustees comprised of representatives of the system's member jurisdictions. As per the legislation,

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each of the 19 participating municipalities appoints a council member as a trustee to the ORL Board. In addition, each of the four participating regional districts appoints one electoral area director as a trustee to represent the regional district's electoral areas as a group.[1] The Board consists of 24 trustees, including one trustee appointed by Westbank First Nation.

ORL's Board of Trustees makes all major decisions related to the service. The entire Board votes on all matters. Most decisions, such as policy, are made using a corporate voting model, in which each Board member receives one vote. Decisions related to the budgets and expenditure of monies, however, are made using a weighted vote system that awards votes to members in proportion to the population size of their respective jurisdictions. With an unincorporated population participating in the service of 19,232, RDOS receives 19 weighted votes (the total for the Board effective August 2023 to September 2024 is 425).

The Board is supported in its decision-making by staff, as well as by three permanent standing committees: the Policy & Planning Committee, the Personnel Committee and the Finance Committee. The Board is also assisted by advisory groups, including two advisory committees created in 2023: the Accessibility Committee and the LGBTQIA2S+ Advisory Group.

It is important to understand that the boards of participating regional districts, and the councils of participating municipalities, have no formal involvement in ORL governance other than through their appointed representatives on the ORL Board. ORL is an independent corporation, separate from the municipal and regional district corporations that participate in the system.

The only direct involvement RDOS has in the library service is through approval for branch furnishings, fixtures or equipment on an as-needed basis. Support for the fixtures or equipment for the individual Okanagan Falls branch comes from the Area "D" Rural Projects budget. As with any expenditures made from this budget, guidance is provided by the Electoral Area Director. The budget amount itself is set and approved by the entire Board.

➤ Who delivers the service?

ORL staff are responsible for the delivery of all aspects of the library service, including:

- front-line branch services (e.g., check-out reference, children's programs, etc.)
- branch support services (e.g., transporting collections between branches)
- head office functions (e.g., administration, planning, HR, finance, information systems)

Staff in most branches are assisted in some aspects of the service by community volunteers.

➤ What is spent by RDOS on the service?

Figure 2 shows the total 2023 budgeted cost for delivering the ORL library service to the RDOS at $917,832. This amount reflects the requisition from the ORL, plus any funds set aside in reserve funds, and is the total cost for delivering the service to the participating electoral areas (Areas "A", "B", "C", "D", "E", "F", "G" and "I"). Municipalities are billed directly by the ORL. The RDOS's own overhead administration charge that is added to every service is *not* included in the total amount. (The RDOS's administration charges have been removed from all local services and accounted for in a separate *Administration Service Sheet*.)

Figure 2: Service Operating Costs (2023)

SERVICE	COST[1]	TAX REQ
Library (ORL)	$917,832	$911,368
Total	**$917,832**	**$911,368**

[1] *Cost and tax requisition figures are from RDOS 2023 budget for entire service area (not just OK Falls or Area D). Administration allocation is not included.*

[1] The Director for Electoral Area "I" represents the RDOS's electoral areas at present

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The RDOS does not have a reserve account specifically for the Okanagan Falls library branch. Any fixtures or equipment are currently funded for through the Area "D" "rural projects" budget as requested.

➤ How are the costs recovered?

Property taxes represent the primary source of funding for the library service. Each year, the ORL determines the total amount it requires from its members. The total requirement is then allocated among the participating jurisdictions based on a combination of converted assessment (50%) and population (50%). Cost sharing on the basis of property assessments reflects a community's ability to pay; cost sharing on the basis of population reflects a community's usage (or potential usage) of the library. The RDOS then apportions that cost among all property owners on the basis of property assessments (land and improvements).

Each jurisdiction is responsible for providing the branch furnishings, fixtures and equipment within its boundaries. In RDOS, the Area "D" rural projects budget is used to fund these improvements. Although the rural projects budget will be referenced in the *Administration Service Sheet*, it is worth nothing there are no expenditures related to the library branch specifically identified in the rural projects budget for the next five years.

Financial statements for the ORL for the year ending December 31, 2022, indicate that the Okanagan Falls branch had a budget of $128,817 and actual expenses of $131,071, which was approximately $10,000 higher than the previous year (2021). However, Okanagan Falls residents pay a share of the broader ORL costs, and the requisition is not dependent on the local branch costs alone.

The total tax requisition for the ORL service area within RDOS in 2023 was $911,368 as shown in Figure 3. Based on the resulting property tax, taxpayers within the Okanagan Falls Incorporation Study Area contributed close to $116,400 in 2023.

➤ What is the cost to a typical residence?

The cost of the RDOS library services is recovered from Okanagan Falls taxpayers on the basis of property assessments. A residence assessed at $500,000 in the Okanagan Falls Incorporation Study Area paid $55.92 in taxes in 2023 for library services, as shown in Figure 3.

Figure 3: Cost Impact on Typical Residence (2023)

SERVICE	RES RATE	OWING[1]
Library (ORL)	0.1118	$55.92
	Total	**$55.92**

[1] *Impact is calculated on a home assessed at $500,000. Amount excludes 5.25% Surveyor of Taxes fee charged in unincorporated areas*

INCORPORATION

➤ What impact would incorporation have on these services?

If the Okanagan Falls Incorporation Study Area were to be incorporated as a municipality, it could choose to continue having ORL operate its local library branch, or it could choose to withdraw from the ORL and establish its own municipal library under the *Library Act* (similar to that provided by the City of Penticton). It is reasonable to assume that the new municipal council would continue with the ORL. Based on this assumption, no change would occur to the service as provided through the Okanagan Falls Branch.

➤ How would decision-making change?

If an Okanagan Falls municipality were created, the RDOS would be replaced as the local government by the new municipal corporation; similarly, the RDOS's Board of Directors would be replaced as the local governing body by the new Municipal Council for the newly incorporated area.

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Council would consist of a mayor and either 4 or 6 councillors, all of whom would be elected at-large to represent the community as a whole. Council, together, would be responsible for making all major decisions. With respect to library services, the new Council would have authority over the decision whether to continue having the ORL operate its local library branch, or to withdraw from the ORL and establish its own municipal library under the *Library Act*.

Assuming the new municipality remained with the ORL, the ORL Board of Trustees would continue to make decisions for the library service. The new municipal council would appoint a trustee to the board — the total number of ORL board trustees would increase from 24 to 25. The number of weighted votes the municipality would have depend upon its population in any given year. Given the estimated population of 2,760 the municipality's weighted vote would be two (one weighted vote for every 1,000 residents). The weighted vote for RDOS would be adjusted based on the reduced population in the participating unincorporated areas. Using 2023 numbers, the RDOS weighted vote would be 16.

➤ How would service delivery be impacted?

As noted above, the municipality would have the option to provide their own library. A decision to withdraw from the service would likely only be made in response to local dissatisfaction with the ORL services, and with a full examination of options (i.e. setting up its own library, contracting with the Penticton Library), and the cost implications. As noted previously, the 2022 budget and actual costs for the Okanagan Falls branch exceed the funds currently raised through taxes by the Okanagan Falls Incorporation Study Area.

➤ How would service cost change?

Municipalities are billed by the ORL directly for the service. The estimated ORL requisition for the new municipality (and all participants) is based upon on the population and assessment base of the incorporated area.

The estimated ORL requisition for the new municipality would be $124,325, based on 2023 ORL budget numbers, and on the population and assessment base in the Incorporation Study Area. Council could choose to set aside additional funds specifically for the Okanagan Falls branch. No branch funds are included in this analysis, as none were included in the RDOS budget (Area D rural projects).

Based on the ORL requisition, a residential property valued at $500,000 within the new municipality would pay $59.72 for library, as shown in Figure 4.

Figure 4: Cost of Municipal Services and Taxes

SERVICE	RES RATE	OWING[1]
Library (ORL)	0.1194	$59.72
	Total	**$59.72**

[1] *Impact is calculated on a home assessed at $500,000*

SUMMARY OF TAX IMPACTS

Figure 5 presents the tax impact of the two scenarios – the current situation (RDOS) and incorporation (MUNICIPAL).

Figure 5: Tax Comparison of Regional District and Incorporation Scenarios

SERVICE	RDOS[1]	MUNICIPAL[1]
Library (ORL)	$55.92	$59.72
Total	**$55.92**	**$59.72**

[1] *Impact is calculated on a home assessed at $500,000*

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Environmental Services

This Environmental Services Sheet was developed for presentation to the Okanagan Falls Incorporation Study Committee at its meeting on November 21, 2023. The sheet was prepared using information available at the time of writing. Changes will be made if new information becomes available.

Information presented on the Okanagan Falls Incorporation is based on the following assumptions:

> *That the Okanagan Falls municipality would continue to be a participant in each of the Environmental Services currently provided by the RDOS*

THE PRESENT

➤ What service is provided?

Environmental services within the RDOS include the following services:

- Destruction of Pests
- Mosquito Control Program
- Invasive Species Program
- Environmental Conservation Service

Destruction of Pests
This service (formerly Noxious Insect Control) features monitoring, verification of infestations and public education to ensure bylaw compliance for the control of noxious insects (fruit tree pests). The service is delivered to Penticton, Summerland, Oliver, Keremeos and all electoral areas except Area "H". The program focuses on pests not addressed by the Sterile Insect Release Program (outlined later in this *Sheet*). The goal of the program is to educate individuals that are considering planting a fruit bearing tree or shrub, or already have plantings, about their responsibility to care for their fruit trees and prevent or control destructive pests.

Mosquito Control Program
This service involves the monitoring of approximately 375 – 425 properties from March to September each year for mosquito larvae. Regional District technicians check stagnant water bodies for mosquito larvae and for the predators that eat the larvae. Once each larva/predator monitoring is complete, non-toxic organic larvicide is applied as required. Until 2023 the service was provided in all electoral areas, except Area "E", and in all municipalities except Princeton and Keremeos, but in 2023 a bylaw was adopted expanding the service region-wide. The broader service area will be reflected in the 2024 budget.

Invasive Species Program
This service involves the removal of both land-based and aquatic invasive plant species, as well as prevention, education and public relations related to invasive species, delivered on a region-wide basis.

Environmental Conservation Service
This service was created in 2016 to promote protection of natural areas, habitat, water, the environment and wildlife. Participating areas include Electoral Areas "A", "C", "D", "E", "F", and "I" as well as the municipalities of Penticton, Summerland and Oliver. The service administers a Conservation Fund with the goal of providing financial support for projects that will conserve the region's valuable natural areas, and that are not the existing responsibility of the federal, provincial or local governments.

In addition to these four services, the RDOS currently participates in and contributes to two pest control partnership programs that are delivered on a multi-regional basis:

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- *Nuisance (Starling) Control Program* — A service that consists of a starling control (juvenile trapping) program for the protection of agriculture and native bird species. The program is delivered in partnership with the BC Fruit Growers Association, the BC Cherry Association, BC Grapegrowers Association, Okanagan Tree Fruits Cooperative, the Regional District of Central Okanagan (RDCO) and the Regional District of North Okanagan (RDNO).

- *Okanagan-Kootenay Sterile Insect Release (SIR) Program* — A service that exists to protect tree fruit from the invasive codling moth. SIR includes monitoring, education, enforcement and population control measures (sterile moth release, mating disruption, blossom/fruit removal, cardboard banding and/or pesticide application), and is provided in partnership with the RDCO, RDNO and Columbia Shuswap Regional District (CSRD). All jurisdictions in the RDOS participate in the program except for Area "H", a portion of Area "I" and the Town of Princeton.

➤ Who makes decisions?

Operational decisions related to the programs delivered by the RDOS — Destruction of Pests, Mosquito Control, Invasive Species, Environmental Conservation programs — are made by the RDOS directors representing the participating areas, with input from the Chief Administrative Officer. Decisions regarding budget matters, the financial plan, regulatory bylaws or borrowing are made by the full Board of Directors.

All matters related to the Nuisance Starling Control program are considered by the Management Committee, and any recommendations are referred to the BC Grapegrowers Association's Board of Directors for decisions. The Management Committee includes representatives from the RDOS (one), BC Fruit Growers' Association, the BC Cherry Association, the BC Grapegrowers' Association, BC Ministry of Agriculture, landowners whose properties are typically used for trapping and an environmental/naturalist club representative. The total number of committee members fluctuates depending on the number of participating landowners.

The OKSIR Board of Directors is the chief governing body for the OKSIR program. All key decisions related to the program are made by the Board. The Board has eight voting and two non-voting members. The voting members are regional district directors (or alternates) appointed by the participating regional districts, and three grower representatives (one of whom is a certified organic grower). The two non-voting members are senior government representatives from Agriculture and Agri-Food Canada and the BC Ministry of Agriculture. Only the five regional district directors vote on financial matters.

Figure 1 summarizes service governance for the environmental services.

Figure 1: Service Decision-making

SERVICE	DECISION-MAKERS
Destruction of Pests	Operational decisions made jointly by all participating directors.
Mosquito Control	Operational decisions made jointly by all participating directors.
Invasive Species	Operational decisions made jointly by all participating directors.
Environmental Conservation	Operational decisions made by all participating directors, supported by Technical Advisory Committee.
Nuisance (Starling) Control	BC Grapegrowers Association's Board of Directors (supported by Starling Control Management Committee; RDOS has 1 representative).
Okanagan – Kootenay Sterile Insect Release	OKSIR Board of Directors. RDOS has 1 director.

➤ Who delivers the service?

The Destruction of Pests and Mosquito Control programs are delivered on a seasonal basis to the participating electoral areas and member

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municipalities by the RDOS Engineering Services department. The Program employs two seasonal labourers who carry out the monitoring and treatment of the identified sites. The delivery of the Invasive Species is contracted to the Okanagan and Similkameen Invasive Species Society.

The Environmental Conservation service is delivered by RDOS, but is supported by contracted administrative management support, as well as a Technical Advisory Committee appointed by the RDOS Board that provides expertise in the review and recommendation of projects and recipients of the Environmental Conservation Fund.

The Nuisance (Starling) Control program is funded jointly by the program partners, and delivered on a year-round basis through the BC Grapegrowers' Association. Trapping is carried out by a team of professional trappers contracted to work throughout the three Regional Districts – RDOS, RDNO, and RDCO.

The OKSIR program was established in 1989 as an independent corporation. The program is delivered by the corporation's General Manager and approximately 22 full-time and 70 seasonal staff. SIR offices are located in Kelowna, Penticton, Vernon and Osoyoos.

➤ What is spent by RDOS on the service?

The costs of the environmental services that impact Okanagan Falls are shown in Figure 2. The amounts shown represent the total costs of these services, not only the portion that Okanagan Falls residents pay through taxes. In addition to the service costs, there are also operating and capital reserve accounts created for future expenditures. Service-related reserve totals are included in Figure 3.

➤ How are the costs recovered?

Destruction of Pests

The costs of this program are recovered primarily through property taxes in the participating rural areas (levied on assessed values for land and improvements). Contract revenues from participating municipalities pay for the services within Keremeos and Oliver

Figure 2: Service Operating Costs (2023)

SERVICE	COST[1]	TAX REQ
Destruction of Pests	$5,811	$0
Mosquito Control	$191,754	$163,754
Invasive Species	$97,117	$63,021
Enviro. Conservation	$438,127	$438,127
Nuisance Starling	$25,000	$22,855
OKSIR	$972,464	$459,580
Total	**$1,730,273**	**$1,147,337**

[1] *Cost and tax requisition figures are from RDOS 2023 budget for entire service area (not just OK Falls or Area D). Administration allocation is not included*

(Summerland and Penticton have separate services). In 2023 there was no requisition for this service (it was paid using operating reserves); however, it is budgeted to have a tax impact in future years, albeit very minor. The tax requisition in future years would amount to less than $0.30 on a home valued at $500,000.

Figure 3: Service Reserves (2022)

SERVICE/RESERVE	TOTAL[1]
Destruction of Pests - Operating	$7,174
Mosquito Control - Capital	$5,176
Mosquito Control - Operating	$46,139
Invasive Species - Operating	$10,135
Enviro. Conservation - Operating	$589,697
Nuisance Control - Operating	$2,779
Total	$661,100

[1] *Reserve totals are as at the end of 2022*

Mosquito Control

Costs for this program are recovered through a tax requisition, as well as transfers from operating reserves as needed. The amount to be recovered from

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tax requisition was previously apportioned to each participating area based on how much time was spent by staff in each jurisdiction over the season, but the bylaw was amended in 2022 to instead levy the tax based on assessed values (land and improvements) in the participating areas. As noted previously, this program expanded in 2023 to become a region-wide service; the expanded assessment base will be reflected in the 2024 tax requisitions.

Invasive Species Program
The costs of this region-wide service are shared by all jurisdictions within the RDOS, and recovered through property tax requisition levied on assessed values for land and improvements.

Environmental Conservation
The funds for this service are raised through tax requisition, levied on assessed values in the participating jurisdictions.

Nuisance (Starling) Control Program
The RDOS participates on a region-wide basis and contributes approximately $25,000 annually towards this program, the costs of which are raised through property taxes levied on assessed values for land and improvements.

Sterile Insect Release Program
SIR is funded through a combination of property value taxes and property parcel taxes in the participating areas. The property value tax portion is allocated among the four participating regional districts using a combination of converted assessment, land and improvements (75%), and total acreage planted with pome fruit (25%). Within each regional district, property value taxes are charged to individual property owners based on assessment, land and improvements.

Parcel taxes are paid by each grower based on the number of acres planted. In 2023 grower parcel taxes paid for approximately 51%, or $508,737 of the overall SIR program costs.

➢ What is the cost to a typical residence?

The combined tax impact on residents within Okanagan Falls for the group of environmental services is presented in Figure 4. The amount owing is based on a home (land and buildings) assessed at $500,000.

In addition, under the OKSIR program, each parcel of property that is 0.3 acre or greater in size with 20 or more codling moth host trees (apple, pear, crab-apple and/or quince) is levied the parcel tax. In 2023, the parcel tax was set at $156.42 per planted acre. All properties that are levied a SIR parcel tax are assessed for a minimum of 1 acre. Area "D" does not have a significant number of contributing orchard growers – parcel taxes collected in Area "D" in 2023 totalled only $4,166.

Figure 4: Cost Impact on Typical Residence (2023)

SERVICE	RES RATE	OWING[1]
Destruction of Pests	n/a	$0.00
Mosquito Control	0.0048	$2.40
Invasive Species	0.0017	$0.85
Enviro. Conservation	0.0145	$7.25
Nuisance Starling	0.0006	$0.31
OKSIR[2]	0.0306	$15.32
	Total	**$26.13**

[1] *Impact is calculated on a home assessed at $500,000. Amount excludes 5.25% Surveyor of Taxes fee charged in unincorporated areas*

[2] *This is the amount paid by all residents. Orchard growers pay an additional per acre parcel tax*

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INCORPORATION

➢ What impact would incorporation have on these services?

Incorporation is not expected to have a significant impact on any of the environmental services referenced in this *Service Sheet*. The services are all delivered to a combination of municipalities and electoral areas, and would continue to be after an incorporation. The services and the service costs, therefore, are not expected to change as a result of incorporation. Figure 5 summarizes the authority before and after incorporation.

Figure 5: Service Authority After Incorporation

SERVICE	Current Authority	After Incorporation
Destruction of Pests	RDOS	RDOS
Mosquito Control	RDOS	RDOS
Invasive Species	RDOS	RDOS
Environmental Conservation	RDOS	RDOS
Nuisance (Starling) Control	BC Grapegrowers (funded through RDOS service)	BC Grapegrowers (funded through RDOS service)
Okanagan-Kootenay Sterile Insect Release	OKSIR (funded through RDOS)	OKSIR (funded through RDOS)

➢ How would decision-making change?

Once incorporated, the new municipality would become a participant in the regional services. A municipal council member would represent the municipality as a director on the RDOS Board, and the municipal director would participate in discussions and decisions regarding regional services in which the municipality participates. Okanagan Falls would therefore have one municipal director to speak on its behalf for each of the services, rather than one electoral area director representing all of Area "D".

➢ How would service delivery change?

There would be no change to the delivery of the environmental services as a result of incorporation.

➢ How would service costs change?

No changes are anticipated to the costs facing Okanagan Falls Incorporation Study residents as a result of incorporation for the group of environmental services.

SUMMARY OF TAX IMPACTS

Figure 6 presents the tax impact of the two scenarios – the current situation (RDOS) and incorporation (MUNICIPAL).

Figure 6: Tax Comparison of Regional District and Incorporation Scenarios

SERVICE	RDOS[1]	MUNICIPAL[1]
Destruction of Pests	$0.00	$0.00
Mosquito Control	$2.40	$2.40
Invasive Species	$0.85	$0.85
Enviro. Conservation	$7.25	$7.25
Nuisance Starling	$0.31	$0.31
OKSIR[2]	$15.32	$15.32
Total	**$26.13**	**$26.13**

[1] *Impact is calculated on a home assessed at $500,000.*

[2] *This is the amount paid by all residents. Orchard growers pay an additional per acre parcel tax*

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Planning & Building Services

The Planning & Building Services Sheet was developed for presentation to the Okanagan Falls Incorporation Study Committee at its meeting on November 21, 2023. The sheet was prepared using information available at the time of writing. Changes will be made if new information becomes available.

Information presented on the Okanagan Falls Incorporation is based on the following assumptions:

- *That the Okanagan Falls municipality would continue to be a participant in the Regional Growth Strategy and Heritage Conservation services provided through the Regional District of Okanagan Similkameen (RDOS)*
- *That all other planning services — building inspection, local planning, subdivision servicing and approval — would be provided by the municipality*

THE PRESENT

➤ What service is provided?

Planning & building services currently provided to the Okanagan Falls study area include:

- Electoral Area Planning
- Regional Growth Strategy
- Building Inspection
- Subdivision Servicing (Development Infrastructure)
- Heritage Conservation

Electoral Area Planning
This service consists of the preparation and administration of land use plans and regulations, such as the electoral areas' Official Community Plans (OCPs) and zoning bylaws. The planning department responds to inquiries and processes applications related to the use and development of land, including OCP amendments, rezonings, development permits and variance permits, floodplain exemptions and subdivisions. Planning also facilitates citizen participation in the land use planning process, supports the electoral areas' Advisory Planning Commissions (APCs), and acts as a resource on all planning and development matters.

The planning department regularly undertakes initiatives to update the guiding land use documents and regulatory processes. Recent projects include changes to expedite development approval timelines (including agreements with the Province for issues that are referred to different provincial ministries), allow mobile homes as accessory dwelling unit, and update policies on support for private utilities.

Electoral Area Planning is supported by the bylaw enforcement department (land use infractions make up the majority of the enforcement issues). Enforcement, however, is undertaken by a separate department and funded from more than one service (bylaw enforcement is detailed in the *Bylaw Enforcement Service Sheet).* All electoral areas, as well as the Penticton Indian Band receive and pay toward the Electoral Area Planning service.

Regional Growth Strategy
This service involves the preparation and updating of the *South Okanagan Regional Growth Strategy* for participating South Okanagan municipalities and electoral areas. The RGS is developed through a collaborative visioning process that sets out policies to guide future growth. Six electoral areas — "A", "C", "D", "E", "F", "I") — and four municipalities of the RDOS — Osoyoos, Oliver, Penticton, Summerland — participate in the RGS service.

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The RGS, which is guided by regulations and requirements in the *Local Government Act*, is currently undergoing an update. Some of the key updates include:

- refined mapping in growth areas
- a climate adaptation and mitigation section
- updated information on population and density
- revised housing and development policies
- new policy to encourage active transportation and alternate modes both within and between growth areas
- policies related to the Dominion Radio Astrophysical Observatory (DRAO)

The proposed changes were most recently forwarded to the APCs for comment. It is anticipated that the bylaw will proceed to the Regional District Board in 2024.

Building Inspection
Building Inspection is a sub-regional service delivered to seven electoral areas ("A", "C", "D", "E", "F", "H" and "I"), and by contract to one municipality (Keremeos). Through the service, RDOS processes building permit applications and conducts inspections of building projects at different stages of construction. The primary purpose of the service is to ensure that new construction complies with the requirements of the Regional District's *Building Bylaw*, and those of the *BC Building Code*.

Subdivision Servicing/Development Infrastructure
The service that captures the Subdivision Servicing review has more recently been renamed Development Infrastructure. The service involves assessing the infrastructure capacity needs of new subdivisions, buildings and proposed developments within the Regional District's electoral areas. Reviews are related, primarily, to the provision of adequate sewer and water connections, and includes modelling to determine if upgrades are required, but can also include consideration of underground electrical services and street lighting.

Within the electoral areas of the RDOS — indeed, within all electoral areas across the province — the Ministry of Transportation and Infrastructure (MoTI) is responsible for issuing subdivision development approvals. The Ministry refers subdivision applications to the RDOS for review against any bylaw requirements, including those related to servicing, development permit areas, park land dedication, development cost charges and zoning.

Heritage Conservation
The RDOS has a Community Heritage Register, adopted by the Board, that identifies sites with heritage significance in the participating areas (all electoral areas and municipalities in the RDOS except Princeton). To be included, a statement of significance is drafted in consultation with the RDOS and endorsed by the RDOS Board. As part of the service, a *Regional Heritage Strategic Plan* was prepared and adopted by the Board in 2015. This service has not been active and has no budget allocated in the upcoming years.

➤ Who makes decisions?

Operational and policy decision-making for the individual planning services are set out in Figure 1.

Figure 1: Service Decision-making

SERVICE	DECISION-MAKERS
EA Planning	Decisions made jointly by all Electoral Area directors.
Regional Growth Strategy	Decisions made by directors from the 6 participating electoral areas and 4 municipalities. Each director has 1 vote.
Building Inspection	Decisions made by the full RDOS Board (since it is a regulatory service).
Subdivision Servicing	Decisions made jointly by all Electoral Area directors.
Heritage Conservation	Decisions made by all participants (all EAs and municipalities except Princeton).

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All decisions on budget matters, the five-year financial plan, regulatory bylaws and borrowing are made by the full Board of Directors (20 directors).

The Regional District Board also draws upon the advice and input of the APCs. Most of the electoral areas have an APC comprised of volunteers that provides input on matters related to land use planning. Electoral Area "D" currently has an eight-member APC. The committee is an independent body that gives recommendations to the RDOS Board on planning and land use matters referred to them; the advice does not form policy or set direction for the RDOS. Members are appointed by the Board; at least 2/3 of the members must be residents of the electoral area. RDOS staff provide reports and agendas for the APC meetings and act as a resource for the APC.

Residents and the general public also play a role in planning decisions. Key land use policies, including those set out in OCPs, can only be adopted or changed with a public hearing. Public hearings are legislated opportunities for residents to provide opinions and viewpoints to the RDOS Board. Certain types of planning applications also provide opportunities for public input.

➤ Who delivers the service?

The RDOS delivers all of the planning and building services. The services are provided through multiple departments. As noted previously, there is a distinction between subdivision servicing/ development infrastructure review conducted by RDOS, and subdivision approval, which is undertaken by the provincial Approving Officer through the MoTI. The planning department delivers the electoral area planning, and regional growth strategy service. The electoral area planning service is supported by bylaw enforcement, but it is recovered separately, and is referenced in its own *Service Sheet*. The building department undertakes the building inspection service.

Delivery of some of the services is complemented by efforts of volunteer groups or community organizations. For instance, the heritage conservation service is aided by the work of the Okanagan Falls Heritage And Museum Society.

➤ What is spent by RDOS on the service?

The costs of planning and development services that impact Okanagan Falls are shown in Figure 2. The figures come from the individual service budgets for 2023.

Although bylaw enforcement is a separate service (see *Bylaw Enforcement Service Shee*t), more than 10% of the electoral area planning budget is allocated to the costs of enforcing land use and planning related bylaws (e.g. zoning infractions). Land use issues represent the majority of the region's bylaw enforcement activity.

The minimal amount shown for Heritage Conservation represents the surplus from 2022, and will be directed to reserves. The service is no longer active, and has no revenues or expenditures expected in the next five years.

The amounts in Figure 2 represent the total cost of the services, not just the portion that Okanagan Falls Incorporation Study Area residents pay through user fees and taxes.

Figure 2: Service Operating Costs (2023)

SERVICE	COST[1]	TAX REQ.
EA Planning	$1,452,565	$1,245,915
Regional Growth Strategy	$45,305	$43,753
Building Inspection	$1,448,415	$50,010
Sub. Servicing/Dev. Infra.	$121,224	$42,975
Heritage Conservation	$5,437	$0
Total	$3,072,946	$1,382,653

[1] *Cost and tax requisition figures are from RDOS 2023 budget for entire service area (not just OK Falls or Area D). Administration allocation is not included*

In addition to the service costs several of the services have operating reserve accounts. Reserve totals are presented in Figure 3. The Building Inspection service

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had one capital budget item in 2023 - $70,000 towards building inspection software, which was funded through Community Works Fund (gas tax). No other capital items were budgeted for any of the other planning and building services.

Figure 3: Reserve Totals (2022)

SERVICE/RESERVE	TOTAL[1]
EA Planning Operating	$206,360
Regional Growth Strategy	$100,916
Building Inspection - Capital	$1,183,621
Building Inspection - Operating	$21,261
Building Inspection - Equipment	$1,150
Subdivision Servicing/Dev. Infra.	$111,429
Heritage Conservation	$35,306
Total	$1,660,043

[1] *Reserve totals are as at the end of 2022*

➤ How are the costs recovered?

Planning and building service costs are recovered using a variety of means. Local governments aim to recover at least a portion of the costs of processing planning applications and building permits through application fees. Policy projects, by contrast, tend to be recovered through taxes. Grants are used when available; however, grants typically relate to specific projects or studies only.

Electoral Area Planning
The majority (91%) of the Electoral Area Planning budget is recovered through property taxes levied on assessed values (land and improvements). Property tax revenues are combined with development application fees (7%) to fund the service.

Regional Growth Strategy
The Regional Growth Strategy budget is recovered through property taxes levied on the assessed value of land and improvements in the service area, as well as project-related provincial grant funding (when available).

Building Inspection
The majority (51%) of the Building Inspection service is paid for through permit fees. Property taxes are anticipated to make up approximately 23% of the revenues in 2023. The taxes are levied on assessed values (land and improvements); however, each electoral area pays a portion of the overall tax requisition based on a five-year moving average of the construction value of permits across the entire service area. This formula ensures that those areas which receive the majority of the service (building permit reviews and inspections) are the ones paying the higher proportion of the costs. The Village of Keremeos contracts the RDOS to provide building inspection services through a separate fee-for-service agreement.

Subdivision Servicing/Development Infrastructure
Subdivision Servicing costs are recovered through a combination of property taxes as well as application fees. Application fees generally represent about 35% of the service cost. Fees cover planning and engineering reviews.

Heritage Conservation
In previous years the Heritage Conservation budget has been recovered through property taxes levied on the assessed value of properties (land and improvements), together with any transfer from reserves, or prior years' surplus. There are no expenses planned for this service in the current financial plan — the prior year's surplus ($5,437) is planned to be placed in the operating reserve. No tax requisition is associated with the service at this stage, nor is one anticipated in the next five years.

➤ What is the cost to a typical residence?

The RDOS planning and building services are recovered from Okanagan Falls taxpayers on the basis of property assessments, as well as through application and permit fees by applicants who use the permitting and development approval services. A residence assessed at $500,000 located in the Okanagan Falls

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Incorporation Study Area paid approximately $71.67 in taxes in 2023 for planning and building services, as shown in Figure 4.

Figure 4: Cost Impact on Typical Residence (2023)

SERVICE	RES RATE	OWING[1]
EA Planning	0.1139	$56.95
Regional Growth Strategy	0.0013	$0.66
Building Inspection	0.0242	$12.10
Sub. Servicing/Dev. Infra.	0.0039	$1.96
Heritage Conservation	0	$0.00
	Total	**$71.67**

[1] *Impact is calculated on a home assessed at $500,000. Amount excludes 5.25% Surveyor of Taxes fee charged in unincorporated areas*

INCORPORATION

➢ What impact would incorporation have on these services?

An incorporated municipality would have authority and responsibility for the planning, subdivision servicing and building inspection services referenced in this *Service Sheet*; the regional growth strategy and heritage conservation services would remain as regional services in which (it is assumed) the new municipality would participate (see Figure 5).

Figure 5: Service Authority After Incorporation

Service	Current Authority	After Incorporation
Planning	RDOS	Municipality
RGS	RDOS	RDOS
Building Inspection	RDOS	Municipality
Subdivision Servicing	RDOS/MoTI	Municipality
Heritage Conservation	RDOS	RDOS

Upon incorporation the municipality would become responsible for subdivision approvals, which is currently the authority of the Ministry of Transportation and Infrastructure. As a result of the transfer, the new municipality would conduct reviews beyond those currently provided by the RDOS, and would recover a portion of costs through subdivision application fees. Typically, subdivision review and approval would involve both a planner, looking at the land use and current zoning and OCP provisions, and an engineer (staff or contract) to consider access and utilities servicing, as well as the design of roads, given that local roads would be owned by the municipality.

➢ How would decision-making change for the services?

The municipality would have a council comprised of either four or six councillors and one mayor. The Council would make decisions on planning and development approvals, as well as subdivision standards and a building bylaw for the community. Councils can choose to delegate some decisions to staff members, including on planning applications such as development permits and minor variances. Decisions on Regional Growth Strategy and Heritage Conservation, as regional services, would continue to rest with the RDOS Board.

There is no requirement for a municipality to have an Advisory Planning Commission, but some municipalities choose to create them to facilitate local input. Whether to have an APC or any other advisory committees would be up to the new Council.

The Agricultural Land Commission would continue to review and have authority over development and various activities within the Agricultural Land Reserve, including subdivisions.

As the authority for subdivision approval, someone at the municipality would become the designated Approving Officer. This role is typically assumed by the planner or engineer, but can also be the Chief Administrative Officer, who operates on the advice

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provided from planning and engineering staff or contractors.

➤ How would service delivery change?

A new municipality may wish to deliver planning, subdivision and building inspection services using municipal staff. The new municipality could choose, however, to contract service delivery to the Regional District, another municipality or private consulting firm. The RDOS currently provides building inspection services to Keremeos on a fee-for-service basis. Similarly, Keremeos and Princeton receive support for planning applications and projects, as required, through contracts with consulting firms, but previously relied on the RDOS for planning assistance. In cases where regional districts or larger municipalities provide planning services to small municipalities, decisions and policies that guide the service are still determined by the Council.

Given, however, the strong connection between planning policy, land use and community identity, and the enhanced and personalized service provided by in-house municipal staff, it is assumed Okanagan Falls would want to provide both planning and building inspection services with its own staff located in the community. In the event that the new municipality were unable to attract suitable staff for these roles, contract through the RDOS or consulting firms would remain an option.

➤ How would the costs of these services change?

Costs depend in part on staff levels expressed in full-time equivalent positions. Staff costs relate to salaries and the cost of employee benefits. Positions, salaries and benefits are benchmarked with similar-sized local governments. Staffing a small municipality often results in the combination of positions to fulfill roles, as well as to attract and retain employees. The following section explains the assumptions regarding staff levels, other expenses as well as revenues from application fees and the resulting impacts on service costs.

Planning Services

Costs to deliver the municipality's planning service would reflect the level of staff time and effort involved in processing applications, including subdivisions, creating and updating planning policies and undertaking or managing projects. Costs would be partly recovered through application fees; fees would not be expected, however, to fully fund the service.

Based on the population and size of the proposed municipality, and volumes of planning applications from within the Okanagan Falls Incorporation Study Area over the past few years, it is assumed that to provide a similar level of service to that currently received through the RDOS, one planner would be needed, along with some dedicated administration support (1.2 FTE). It is expected that to create a full-time position, the planner would be responsible for planning, subdivision review and approval, and may need to assist in other roles, such as overseeing a building official or undertaking economic development duties. This estimate is informed by research of comparable municipalities. Expenditures related to subdivision approval would not be accounted for as a separate service in a typical municipal planning department.

In addition to the work of a planner, the need to revisit and update key policies for the community, as well as undertake various studies such as housing needs, area plans, and strategies, will require the help of consultants. An annual budget of $20,000 is included for these special projects to ensure that funds would be available as required. In smaller municipalities many planning studies and initiatives, such as active transportation plans, parks and trails plans or housing needs studies, are undertaken when grant funding is available. This strategy can help minimize impacts of the service on residents.

Subdivision Review and Approval

As noted above, it is expected that subdivision review would be the responsibility of the planner, with support from engineering. It is estimated that subdivision approvals would consume approximately

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20% of the planner's time (i.e. 0.2 FTE).[1] A portion of the engineer's time would also be involved. Total costs would be partly offset by application fees.

Building Inspection

Although building inspection could be provided by the RDOS on contract, RDOS staff noted that Princeton made the transition from using RDOS staff to using an in-house building official, and noted the value in having dedicated staff that work within the Town. In 2022, 51 building permits were completed within the Incorporation Study Area. It is estimated that a Building Inspector would be needed for 15 hours per week — roughly 0.45 FTE — to offer the service three days per week. There may be opportunities to combine roles in order to create a full-time or even 0.8 FTE with other duties such as bylaw enforcement, business licencing (see *Bylaw Enforcement Sheet*) or planning administration.

Municipal Staffing

The planning and building staffing levels assumed for a new Okanagan Falls municipality total 1.85 FTE.

Reserves

Where services are transferred to the new municipality (i.e. planning, building, subdivision), a portion of each of the service's reserves would be allocated and transferred to the new municipality, consistent with the proportion of tax base (assessment) for that service. The transfer acknowledges that taxpayers within the Incorporation Study Area boundary contributed to the reserves.

Figure 6: Cost of Municipal Services

SERVICE	COST	TAX REQ
Planning & Subdivision	$196,000	$176,000
Regional Growth Strategy	n/a	n/a
Building Inspection	$83,000	$29,050
Heritage Conservation	n/a	n/a
Total	$279,000	$205,050

[1] The planner would assume the statutory role of Approving Officer.

Figure 7: Planning & Building Municipal Taxes

SERVICE	RES RATE	OWING[1]
Planning & Subdivision	0.1691	$84.54
Regional Growth Strategy	0.0013	$0.66
Building Inspection	0.0279	$13.95
Heritage Conservation	0	$0.00
	Total	**$99.15**

[1] *Impact is calculated on a home assessed at $500,000.*

SUMMARY OF TAX IMPACTS

Figure 8 presents the tax impact of the two scenarios – the current situation (RDOS) and incorporation (MUNICIPAL).

Figure 8: Tax Comparison of Regional District and Incorporation Scenarios

SERVICE	RDOS[1]	MUNICIPAL[1]
Planning & Subdivision	$58.91	$84.54
Regional Growth Strategy	$0.66	$0.66
Building Inspection	$12.10	$13.95
Heritage Conservation	$0.00	$0.00
Total	**$71.67**	**$99.15**

[1] *Impact is calculated on a home assessed at $500,000.*

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SERVICE SHEET
November 2023

Bylaw Enforcement Services

The Bylaw Enforcement Services Sheet was developed for presentation to the Okanagan Falls Incorporation Study Committee at its meeting on November 21, 2023. The sheet was prepared using information available at the time of writing. Changes will be made if new information becomes available.

Information presented on the Okanagan Falls Incorporation is based on the following assumptions:

- *That Okanagan Falls municipality would provide bylaw enforcement services in-house*
- *That Okanagan Falls would continue to contract Animal Control services through the RDOS*
- *That Okanagan Falls would provide business licencing services (including inspections)*

THE PRESENT

➤ What service is provided?

Bylaw Enforcement
Okanagan Falls is subject to established regulatory bylaws, and is part of service areas (encompassing all of Area "D") for:

- animal (dog) control
- untidy and unsightly premises
- noise control
- electoral area planning

Each of these services includes a bylaw enforcement component. Bylaw enforcement staff respond to contraventions of these bylaws and services, primarily on a complaint basis, guided by RDOS enforcement policies. While bylaw enforcement is budgeted as a separate service, it is more of a function that is funded from, and provides support to, several services.

On its website, the RDOS notes that *"the goal of any proactive Bylaw Enforcement program is not to penalize residents but rather to achieve voluntary compliance with reasonable standards through increased public education and awareness of our regulations and the rationale for them*." The website also notes that a *Bylaw Enforcement Procedures Policy* was adopted in 2018 to provide direction and consistency to staff, elected officials, and members of the public on how bylaw enforcement complaints will be processed. The RDOS policy notes that enforcement relies primarily on written citizen complaints as a means of enforcing regulatory bylaws, and that the RDOS has no duty to take enforcement action with respect to every contravention of every bylaw that may be occurring within its jurisdiction, allowing discretion based on need and urgency.

Enforcement of bylaws, policies and regulations that relate to services other than the four referenced above is generally done by RDOS staff who deliver the service, such as building inspectors for the Building Bylaw. Bylaw enforcement staff are typically only involved in these other services when fines are issued.

Animal Control
Animal control is a service that regulates the licensing and control of dogs. In addition to enforcement and education, the service includes shelter operations for impounded or dangerous dogs. Shelters are located in Penticton and Oliver. The service is provided to all electoral areas except Area "H".

Untidy and Unsightly Premises
Untidy and unsightly premises service includes regulations to address issues related to the collection of garbage, water and other materials on properties, as well as noxious weeds, graffiti and safety hazards

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from natural materials. The policy for triggering bylaw enforcement for this service within Area "D" (including Okanagan Falls Incorporation Study Area) is that a property must be referenced by three unrelated complainants from within Area "D". All complaints must be in writing and filed on the appropriate form. Because of the challenges in enforcement with these issues, complainants must be willing to appear as a witness in the event the matter proceeds to enforcement through the courts.

Noise Control

Noise control regulates noises that disturb neighbours, including the operation of equipment, idling of certain vehicles and barking dogs. Noise control is provided to six of the nine electoral areas. Bylaw 1527.01 indicates that no person shall cause or permit to be caused any noise in Electoral Area "D" that disturbs the quiet, peace, rest, enjoyment, comfort or convenience of the neighbourhood. The bylaw also notes exceptions, including acceptable days/times for operating equipment.

Electoral Area Planning

The majority of bylaw enforcement activity involves the enforcement of the RDOS land use regulations (zoning bylaws) related to the electoral area planning service. The scope and costs of that service are detailed in a separate *Planning & Building Services Sheet*. All land use related complaints must be in writing and signed, and while contact information for the complainant must be provided, it is kept confidential to protect the identity of the complainant. There are no criteria as to who may lodge a complaint for land use infractions.

➤ Who makes decisions?

The full RDOS Board of Directors makes decisions regarding the bylaw enforcement budget, policy and procedures, and decisions concerning legal action to be pursued. Decisions specific to electoral area planning (e.g., approval of new land use and zoning bylaws) are made by the group of directors that participate in this service. In the case of electoral area planning, all nine electoral areas participate.

Bylaws related to dog control, noise and untidy premises are approved the entire Board. Corporate unweighted votes area used because the services in question are regulatory services. Figure 1 summarizes service governance.

Figure 1: Service Decision-making

SERVICE	DECISION-MAKERS
Animal Control	Decisions made by the entire RDOS Board (unweighted voting) because it is a regulatory service
Unsightly and Untidy Premises	Decisions made by the entire RDOS Board (unweighted voting) because it is a regulatory service
Noise Control	Decisions made by the entire RDOS Board (unweighted voting) because it is a regulatory service
Bylaw Enforcement	Decisions on budget, policy, procedures and on legal actions are made by the entire RDOS Board. Decisions on land use enforcement matters are made by EA directors.

➤ Who delivers the service?

RDOS Development Services department manages all bylaw enforcement and animal control matters. Bylaw enforcement staff include one full-time coordinator and one clerk. In the past, RDOS has used temporary bylaw coordinators as needed to assist with workload. The RDOS contracts the delivery of bylaw enforcement fieldwork and animal control through two separate contracts. Currently, both contracts are held by South Okanagan Security Services.

The RDOS uses the Town of Oliver Animal Shelter and the City of Penticton Animal Shelter to house dogs as required. The shelters and the operation of them are provided by their respective municipalities through contracts. The SPCA and other rescue agencies provide adoption services for unclaimed dogs.

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➤ What is spent by the RDOS on the service?

The cost of the individual services is summarized in Figure 2. The costs reflect the individual service budgets for 2023.

Figure 2: Service Operating Costs (2023)

SERVICE	COST[1]	TAX REQ.
Animal Control	$181,308	$153,265
Unsightly Premises	$73,041	$58,899
Noise Control	$28,469	$28,013
Bylaw Enforcement	$452,345	$0
Total	**$735,163**	**$240,177**

[1] *Cost and tax requisition figures are from RDOS 2023 budget for entire service area (not just OK Falls or Area D). Administration allocation is not included.*

In addition to the service budgets, the RDOS has operational reserves for various services. Figure 3 includes the reserve totals as at the end of 2022 for the services.

Figure 3: Reserve Totals (2022)

SERVICE/RESERVE	TOTAL[1]
Animal Control	$17,525
Unsightly Premises (Area D & I)	$14,044
Noise Control (Areas D, F, I)	$4,869
Bylaw Enforcement Operating	$128,490

[1] *Reserve totals are as at the end of 2022*

➤ How are the costs recovered?

As noted above, bylaw enforcement service costs are recovered internally from the individual services that the staff enforce. Allocations from the electoral area planning budget account for about 45% of the bylaw enforcement revenues. The remainder are recovered through the combination of funds allocated from unsightly premises, noise and animal control budgets, and some enforcement fees. The result is that there is no tax requisition for bylaw enforcement; instead taxpayers contribute property taxes to the other individual services that are then used to fund the bylaw enforcement staff time and expenses.

The costs of the animal control service are recovered primarily through property taxes levied on land and improvements, combined with enforcement ($6,121) and impound ($1,010) fees, and licensing revenues ($20,402). In all, property taxes account for close to 80 per cent of animal control service costs.

Costs for untidy and unsightly premises and noise control services are raised through property taxes levied on land and improvements.

➤ What is the cost to a typical residence?

In 2023, residences in the Okanagan Falls Incorporation Study area, assessed at $500,000, paid $20.40 in property taxes toward animal control, untidy premises and noise control services. Figure 4 summarizes the cost impact on a typical residence.[1]

Figure 4: Cost Impact on a Typical Residence (2023)

SERVICE	RES RATE	OWING[1]
Animal Control	0.0163	$8.14
Unsightly Premises	0.0174	$8.71
Noise Control	0.0071	$3.55
Bylaw Enforcement	n/a	n/a
	Total	**$20.40**

[1] *Impact is calculated on a home assessed at $500,000. Amount excludes 5.25% Surveyor of Taxes fee charged in unincorporated areas.*

[1] The property tax contribution that residents make to electoral area planning services (which includes some bylaw enforcement) is accounted for in the separate *Planning & Building Services Service Sheet*, and is not reiterated here, as not to double count the contribution.

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INCORPORATION

➤ What impact would incorporation have on these services?

If Okanagan Falls were to incorporate the new municipality would assume responsibility for enforcing its own bylaws. Enforcement levels would not necessarily change as a result of incorporation; Council would determine levels based on the needs of the community. The desire for more local control over the level of bylaw enforcement is often noted as one of the motivations for incorporation, particularly where different levels of bylaw enforcement are desired within an electoral area.

One change that would occur in the event of an incorporation is that the new municipality would have the authority to regulate businesses. Most regional districts do not have the ability to regulate businesses and do not, therefore, issue business licences. Business licences provide a source of revenue, but only as a means of supporting a service that requires monitoring and inspections, as well as the creation and enforcement of regulations. Many municipalities find that business licencing can be an effective tool to enforce regulations supported by the community.

➤ What does that mean for decision-making for these services?

The municipality would have a council comprised of either four or six councillors and one mayor. Council would make decisions on all services and the associated regulatory bylaws and could choose to create a new enforcement policy and procedure, or adopt one similar to that currently used by RDOS. How actively the municipality wanted to pursue enforcement, and at what service level, would be up to Council to determine. Local governments, including municipalities and regional districts, are not legally required to enforce their bylaws. Council would also become responsible for determining when a bylaw enforcement issue should be pursued in court.

➤ What does that mean for delivery of these services?

Just because the new municipality would have authority and responsibility for the service, does not mean it has to deliver the service using municipal staff. Bylaw enforcement could be delivered by staff, by the regional district on contract, or through a private contractor. Contracts are typically used to achieve economies of scale, or in cases where the bylaw enforcement role might not warrant a full-time staff position.

It is estimated that a new Okanagan Falls municipality would require approximately 0.5 FTE of a bylaw enforcement officer to provide a similar level of service to that which currently exists. The time and cost estimate is based on RDOS bylaw enforcement activity and research from comparable municipalities. An in-house bylaw enforcement officer would be familiar with local issues and residents, and responsive to the community and Council's needs. The position could be combined with other roles, such as business licensing. Together the two roles could result in a total 0.7 FTE.

➤ What does that mean for cost of these services?

As with the RDOS collection of bylaw enforcement services, bylaw enforcement costs are typically recovered through a combination of taxes and ticket/fine revenues. In a municipality, bylaw enforcement staff would not account for their time by specific service or bylaw. Likewise, there would be no need to "fund" one service through another; municipalities typically have one general municipal tax rate that provides for general revenues that are used to pay for the collection of services provided to residents.

Using an estimate of 0.5 FTE, supported by some expenses for education, legal costs, insurance, equipment, supplies, and travel, less the bylaw enforcement fees as revenue the bylaw enforcement service cost is estimated at just under $50,000.

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Business licencing would be a new service; however, the majority of this service could be recovered through business license fees.

Figure 5 summarizes the impacts incorporation would have on the individual bylaw enforcement services. Figure 6 shows the tax impacts.

Figure 5: Cost of Municipal Services and Taxes

SERVICE	COST	TAX REQ.
Bylaw Enforcement	$53,875	$48,875
Business Licensing	$20,000	$0
Total	$73,875	$48,875

Figure 6: Bylaw Enforcement Municipal Taxes

SERVICE	RES RATE	OWING[1]
Animal Control	0.0163	$8.14
Bylaw Enforcement	0.0470	$23.48
Business Licensing	0.0000	$0.00
	Total	**$31.62**

[1] *Impact is calculated on a home assessed at $500,000*

SUMMARY OF TAX IMPACTS

Figure 7 presents the tax impact of the two scenarios – the current situation (RDOS) and incorporation (MUNICIPAL).

Figure 7: Tax Comparison of Regional District and Incorporation Scenarios

SERVICE	RDOS[1]	MUNICIPAL[1]
Animal Control	$8.14	$8.14
Bylaw Enforcement	$12.26	$23.48
Business Licensing	n/a	$0.00
Total	**$20.40**	**$31.62**

[1] *Impact is calculated on a home assessed at $500,000*

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Emergency Services

This Emergency Services Sheet was developed for presentation to the Okanagan Falls Incorporation Study Committee at its meeting on November 21, 2023. The sheet was prepared using information available at the time of writing. Changes will be made if new information becomes available.

Information presented on the Okanagan Falls Incorporation is based on the following assumptions:

- *That the Okanagan Falls fire department becomes a municipal fire department, and continues to provide service to the current service area through contract*
- *All other RDOS emergency services would continue to be provided to Okanagan Falls municipality as a participant in a regional service*

THE PRESENT

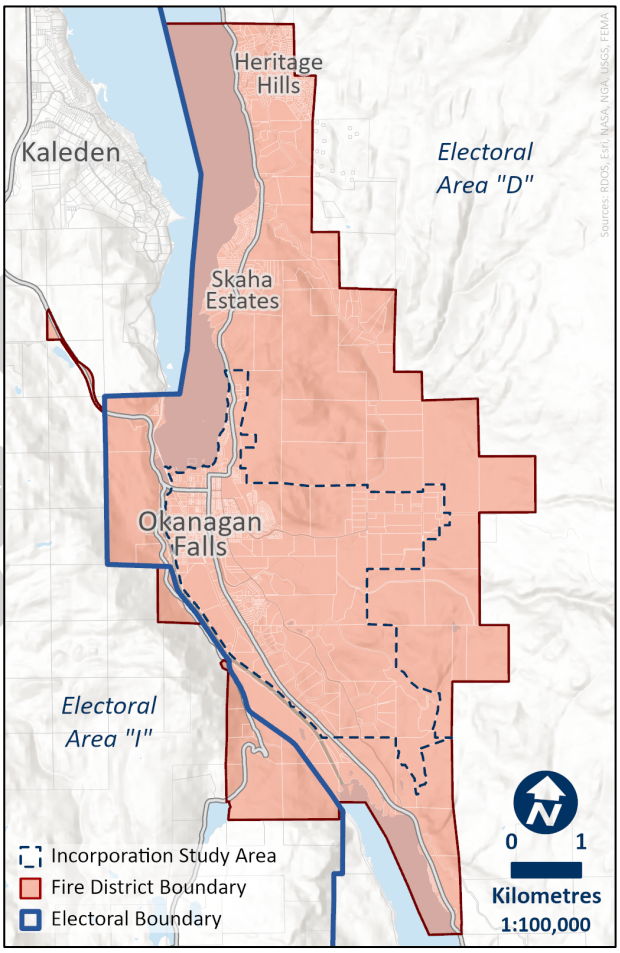
➤ What service is provided?

Fire Protection

The Okanagan Falls Volunteer Fire Department provides fire protection services to all of the Incorporation Study Area. The department's service area includes a large portion of Area "D" and 27 properties within Area "I" (Figure 1). The department is comprised of a paid-on-call fire chief, a deputy chief and 24 other paid on-call firefighters (26 total). The fire department is authorized to provide:

- fire protection services
- fire prevention (public education)

Figure 1: Okanagan Falls Fire Service Area



- auto extrication/road rescue services
- medical first responder services,
- rescue services (still water rescue, low angle rescue, marine rescue, ice rescue), and
- property fire inspections[1]

Responsibility for wildfires, as well as Crown lands, rests with the provincial the Wildfire Management Branch; these types of fires, however, are often initially responded and attended to by the Okanagan Falls

[1] This service was previously provided on contract. The department is not currently undertaking fire inspections, but has the training and is looking to resume this service.

Falls department. Within the Province of B.C. there are six fire centres, each of which is broken into zones. Okanagan Falls is within the Penticton zone.

Emergency Planning
The RDOS is the lead local government authority for emergency management throughout the Okanagan-Similkameen region, including Okanagan Falls and all of Area "D". The service features an emergency plan for the entire regional district, a Manager of Emergency Services, an Emergency Program Coordinator and, at present, one grant-funded FireSmart Coordinator and two Wildfire Mitigation Specialists. The service also includes an annual contribution agreement for Regional Search & Rescue.

When required by first responders, an Emergency Operations Center (EOC) is opened by the Regional District to provide support during the emergency or disaster. An EOC is responsible for various duties such as issuing evacuation orders and state of local emergency, coordinating multiple agencies, providing media releases and managing and supporting evacuees.

911 Emergency Call System
The RDOS provides 911 emergency telephone service for the entire regional district, including the Penticton Indian Band. The Regional District of Central Okanagan currently administers the service to nine regional districts through EComm, a 911 service provider located in the Vancouver area. Fire dispatch service is provided by Kelowna on contract to all regional and municipal fire departments in RDOS, including Penticton, Oliver, Summerland, Osoyoos, and Princeton.

Victim Services
Victim services are provided locally by the RCMP, but are supported by the regional district through subsidies from the electoral areas. RCMP Victim Services offers assistance and resources to those in need.

➤ Who makes decisions?

The Okanagan Falls fire chief has operational authority over the fire department, and responsibility for complying with the BC firefighter training "Playbook". Decisions regarding the regional district volunteer fire services, including decisions related to to budget and capital expenditures, are made by the RDOS Board of Directors. The RDOS has a *Fire Department Operational Bylaw* that states that the Chief Administrative Officer oversees the operation of fire services for the District; however, the bylaw ensures that the RDOS consults with the fire departments on major decisions, such as training programs, operational guidelines and the hiring of new chiefs.

In 2018 the Fire Chiefs created the South Okanagan Similkameen Fire Chiefs' Association, a group that includes the chiefs and deputy chiefs of Naramata, Kaleden, Okanagan Falls, Willowbrook, Keremeos and Anarchist Mountain volunteer fire departments. The purpose of the society is to benefit volunteer members through the sharing training methods, equipment and information. The society also carries out the recruitment process for vacant fire chief positions.

The RDOS Board previously had a Fire Chief's Liaison Committee comprised of the directors from the areas that have the regional volunteer fire departments, but that Committee was dissolved in September of 2022.

Emergency Planning and 911
Decisions for emergency planning and 911, as region-wide services, are made by the full Board of Directors. Declarations of a state of emergency, under the *Emergency Program Act*, are made by an order from the RDOS Board Chair, or can be done by bylaw or reseolution from the RDOS Board.

Victim Services
Victim Services is provided to a smaller subset of electoral areas; decisions are made by the RCMP who provides the service. The service is structured solely to make a financial contribution to the RCMP's service.

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Operational and policy decision-making for the individual emergency services are set out in Figure 2.

Figure 2: Service Decision-making

SERVICE	DECISION-MAKERS
OK Falls Fire Protection	Decisions made by RDOS Board, operational decisions by Fire Chief.
Emergency Planning	Decisions made by the full RDOS Board.
911 Emergency Call System	Decisions made by the full RDOS Board.
Victim Services	Decisions made by RCMP who provide the service. RDOS Board determines budget.

➤ Who delivers the service?

Fire Protection

As noted earlier, the Okanagan Falls VFD services the area shown in Figure 1, which encompasses the entire Incorporation Study Area, in addition to outlying communities. The VFD department is also a signatory to a mutual aid agreement that includes fire departments in Kaleden, Willowbrook, Oliver, Osoyoos, Penticton, Princeton, Summerland, the Hedley Improvement District, the Oliver Fire Protection District, and the Osoyoos Rural Fire Protection District whereby any one of them may, in situations where the resources of their own fire department are insufficient, request assistance from the others to bring the situation under control.

Emergency Planning

Emergency planning, coordination and preparedness initiatives are delivered on a region-wide basis to all electoral areas and municipalities by the RDOS, overseen by a Manager of Emergency Services who reports to the Manager of Community Services. The Manager is supported by an emergency program coordinator. As noted previously, the service currently features a FireSmart coordinator and two wildfire mitigation specialists who are temporarily funded through grant programs, for a total of 4.5 FTE. The efforts of the regional emergency planning team are most visible during emergencies; however, the preparedness initiatives and awareness campaigns are ongoing.

Within the boundaries of the RDOS there are four volunteer SAR teams: Keremeos, Oliver/Osoyoos, Penticton and Princeton. These four teams combine their efforts to provide mutual aid service throughout the region. Calls for service from Okanagan Falls are generally responded to by Penticton Search and Rescue. The RCMP is responsible for all SAR activity within their catchment areas. Municipal and provincial governments also contribute towards SAR operations within the Okanagan-Similkameen region.

911 Emergency Call System

As noted, operation of the E911 service is contracted to the RDCO in partnership with E-Comm — an emergency communication centre located in the Lower Mainland. 911 fire calls for the South Okanagan-Similkameen region are relayed to a secondary dispatch centre at the Kelowna fire hall. 911 medical first response calls are relayed from E-Comm to the Provincial BC Health Services Emergency Dispatch Operations Centre in Kamloops.

Victim Services

Victim Services is one of the programs provided by the RCMP's Community Policing Unit from the detachment in the City of Penticton.

➤ What is spent by RDOS on the service?

The 2023 budget for each of the emergency services is outlined in Figure 3. The Emergency Planning budget was significantly higher in 2023, but only due to grant-funded projects, including grant funding for 2.5 staff positions, an emergency program review, and heat preparedness funding. In future years the budget is generally in the range of $395,000, supported primarily by tax requisition. In addition to the service costs, there are also operating and capital reserve accounts created for future expenditures. Service-related reserve totals are included in Figure 4.

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Figure 3: Service Operating Costs (2023)

SERVICE	COST[1]	TAX REQ
OK Falls Fire	$442,967	$442,967
Emergency Planning	$1,677,898	$351,922
911 Call System	$1,081,537	$1,058,107
Victim Services	$10,278	$9,400
Total	**$3,212,680**	**$1,862,396**

[1] *Cost and tax requisition figures are from RDOS 2023 budget for entire service area (not just OK Falls or Area D). Administration allocation is not included*

Figure 4: Service Reserves (2022)

SERVICE/RESERVE	TOTAL[1]
OK Falls Fire - Equipment	$944,509
OK Falls Fire - Building	$230,944
Emergency Planning - Operating	$101,912
911 Call System - Capital	$363,704
911 Call System - Operating	$275,739
Victim Services - Operating	$3,327

[1] *Reserve totals are as at the end of 2022*

Capital Items

Some of the services have capital needs in addition to the service operating costs. The majority of capital budget items are funded through capital reserves, with some funded through grants such as gas tax. Administration costs associated with the capital works are funded through operating reserves. Figure 5 presents the 2023 capital budgets related to the individual services, excluding the administration costs.

It is worth noting that Okanagan Falls Fire Protection service includes annual firefighting equipment (hoses, equipment, protective gear) averaging about $50,000 each year. Neither 911 nor Emergency Planning had any additional capital projects (beyond those noted in the Figure 5) planned prior to 2027.

Figure 5: Service Capital Costs (2023)

SERVICE	2023 CAPITAL ITEMS	COST
OK Falls Fire Protection	Fire hall construction, roof replacement, boat, SCBA packs, firefighter equipment and gear	$586,750
Emergency Planning	Hybrid SUV	$60,000
911 Emergency Call System	Telecommunications Study, Willowbrook tower upgrade, repeater	$272,000

➤ How are the costs recovered?

Fire Protection

The cost of the Okanagan Falls volunteer fire department is raised through property taxes requisitioned from the properties within the service area based on the assessed value of the property (land and improvements). The cost of auto extrication services outside of a fire department boundary is funded provincially using a task number assigned by Emergency Management BC. The costs of capital works are funded primarily through capital reserves into which operating funds are contributed each year, but also through grants when available.

Emergency Planning

The cost of emergency planning is shared by all jurisdictions (electoral areas and municipalities) in the region. Costs are typically raised through property taxes based on assessed value (land and improvements). Grants are relied on when available — currently grants are funding the FireSmart coordinator as well as the two wildfire mitigation positions (2.5 FTE).

911 Emergency Call System

Tax requisitions for E911 emergency telephone services are based on the assessed value of

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improvements only. The costs are shared by all the region's jurisdictions (electoral areas, municipalities and the Penticton Indian Band).

Victim Services
The requisition for the victim services contribution is raised through property taxes within a defined service area that includes all of Electoral Area "D", including Okanagan Falls, along with Areas "E", "F" and "I".

➤ What is the cost to a typical residence?

The tax impact on areas within the OK Falls Incorporation Study Area of the RDOS volunteer fire department and RDOS emergency services is shown in Figure 6. The amount owing is based on a home valued at $500,000, of which 50% of the value is assumed to be land value, and 50% improvements.

Figure 6: Cost Impact on a Typical Residence (2023)

SERVICE	RES RATE	OWING[1]
OK Falls Fire	0.2447	$122.33
Emergency Planning	0.0082	$4.11
911 Call System[2]	0.0507	$12.68
Victim Services	0.0016	$0.80
	Total	**$139.92**

[1] *Impact is calculated on a home assessed at $500,000. Amount excludes 5.25% Surveyor of Taxes fee charged in unincorporated areas*

[2] *Taxes are levied on improvements only ($250,000 in assessed value)*

INCORPORATION

➤ What would a decision to incorporate mean for these services?

Incorporation may impact the fire services, but the emergency planning and 911 service would continue to be provided by the RDOS consistent with the current framework. Victim Services would be provided through a contract directly with the municipality. It is worth noting that other emergency services, such as ambulance, are provided by the province not the regional district. These other services are not referenced in this sheet of emergency services. Because it is a provincial service, incorporation will not affect the cost or level of ambulance service. Figure 7 summarizes changes to authority for service provision that would result from incorporation.

When an area incorporates, the existing fire protection service will often become a municipal service, particularly where the service area and the new municipal boundary are similar. There is no requirement, however, for the regional district's fire department to become a municipal fire department,

Figure 7: Service Authority After Incorporation

SERVICE	Current Authority	After Incorporation
Ok Falls Fire	RDOS	Municipality
Emergency Planning	RDOS	RDOS/ Municipality
911 Call System	RDOS	RDOS
Victim Services	RDOS	Municipality

and there are a few instances where municipalities are instead served by fire departments which continue to be funded through the regional district, and provided as regional district services. Keremeos is an example of a municipality that is served by an RDOS fire department; similarly, the City of Trail is served by a regional district volunteer fire department.

As a municipal service, the fire department would become the Okanagan Falls municipal department, with more direct oversight and decision-making from the municipal Council. Service could continue to be provided to the existing service area, including all the areas outside the incorporated municipality, through a service agreement (contract) with the RDOS. The

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Regional District would continue to have a service area that covered the current properties (minus the municipal area). Tax revenues raised in the Regional District's service area would be paid to the new municipality. The RDOS has similar contracts in place with the City of Penticton and the Town of Princeton to provide fire protection to parts of Electoral Areas "D" and "F" (rural Penticton) and Electoral Area "H" (rural Princeton) on the respective outskirts of these municipalities. There would be little or no impact to those areas outside of an Okanagan Falls municipality in terms of services received.

Residents within the municipal boundaries would not necessarily see any difference in their fire service under a municipal model. The fire department would, however, be required by provincial legislation to provide fire inspection and investigation services. Municipal fire departments are obligated to provide these services under the *Fire Safety Act* — obligations that are not imposed on regional districts. The Okanagan Falls VFD (chief and deputy chief) currently has certification to undertake inspections and investigations, but does not currently undertake the work (the OK Falls Chief noted that he intends to resume inspection services). Extra responsibilities may increase the workload demands of the department and may compel the new municipality to increase the stipend for the Fire Chief position or consider a full-time chief in place of the existing POC Fire Chief position. Such a decision would increase the cost of the municipal fire service.

The new municipality could apply for grants for the department, and could arrange for funding and borrowing to upgrade fire department's facilities or purchase trucks or turnout gear. These decisions would be approved by the Council.

A newly incorporated municipality would continue to participate in and contribute to the RDOS regional services of emergency planning and 911 emergency call services. Although emergency planning would continue to be provided by the RDOS, municipalities are required under the *Emergency Program Act* to have their own emergency plan, and ability to manage disasters. As the local authority, the municipal Council (and as the head, the Mayor), can declare a local state of emergency within the municipality, and subsequently implement an emergency response. The regional emergency planning service assists municipalities with training/ exercise, planning, and support during events.

Victim services would continue to be provided by the RCMP; however, the municipality would be expected to make its own contributions directly to the service.

➤ How would decision-making change?

If an Okanagan Falls municipality were created, the RDOS would be replaced as the local government by the new municipal corporation; similarly, the RDOS's Board of Directors would be replaced as the local governing body by the new Municipal Council for the newly incorporated area.

The new Council would only have authority over the fire service if it became a municipal fire department (as is assumed in this *Service Sheet*). A regional department would continue to be governed by the RDOS Board. At present, only regional district fire Chiefs are part of the South Okanagan Similkameen Fire Chiefs' Association. The chief of a municipal department may therefore not be eligible to join the Association (that would be up to the Association to determine), however, the department would continue to share resources, training and provide mutual aid to RDOS fire departments.

➤ How would service delivery change?

As noted, Council would have the authority to establish an Okanagan Falls muniicpal fire department, or continue to contract the RDOS to provide the municipality with fire protection service. The municipality would have the authority to set up separate service delivery options or providers for services such as 911. Given, however, that 911 is provided at present both to rural areas and municipalities, it can be assumed that new

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municipality would continue to participate in the current contract arrangements.

➤ How would service costs change?

Maintaining the same level of emergency services and fire protection as currently provided, would not necessarily have a significant impact on the servicing costs. The change to a municipal fire department may bring some additional costs associated with providing fire inspections and investigations withn the municipality, but it may also provide some tools for the municipality to seek grants for specific objectives for its own department. An estimated increase in 0.5 FTE for the fire department has be assumed.

Additional costs of preparing a municipal emergency plan are assumed to be one-time costs, likely to be covered through grants, and are not reflected in the operational budget.

Figure 8 references the impacts incorporation would be estimated to have on the operation of emergency services that would be provided by a new municipality. Included in the Okanagan Falls Fire service is an additional $45,000 to increase the honorarium paid to the Chief to reflect time involved with inspections as well as some additional administration. It is assumed that the even though the new municipality may need to make a direct contribution to Victim Services, that the amount raised and provided from the community would not change.

Figure 8: Cost of Municipal Services and Taxes

SERVICE	RES RATE	OWING[1]
OK Falls Fire	0.2695	$134.75
Victim Services	0.0016	$0.80
	Total	$135.55

[1] *Impact is calculated on a home assessed at $500,000.*

Assuming the new municipality has an agreement to continue servicing the existing service area (i.e. including the unincorporated areas beyond the new municipal boundary), the existing OK Falls Fire Service reserve accounts (equipment and building) would transfer to the new municipality. The reserve accounts were established to fund equipment and buildings for the Okanagan Falls Fire Department, and to benefit the entire service area. The accounts would be dedicated for the same purposes, and to benefit the same service area, upon transfer to the new municipality.

SUMMARY OF TAX IMPACTS

Figure 9 presents the tax impact of the two scenarios – the current situation (RDOS) and incorporation (MUNICIPAL).

Figure 9: Tax Comparison of Regional District and Incorporation Scenarios

SERVICE	RDOS[1]	MUNICIPAL[1]
OK Falls Fire	$122.33	$134.75
Emergency Planning	$4.11	$4.11
911 Call System[2]	$12.68	$12.68
Victim Services	$0.80	$0.80
Total	**$139.92**	**$152.34**

[1] *Impact is calculated on a home assessed at $500,000.*

[2] *Taxes are levied on improvements only ($250,000 in assessed value)*

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