



REGULAR MEETING OF COUNCIL

AGENDA

DATE: Monday, January 15, 2018
TIME: 4:30 p.m.
LOCATION: Council Chambers, Enderby City Hall

1. **APPROVAL OF AGENDA**
2. **ADOPTION OF MINUTES**

[Regular Meeting Minutes of December 18, 2017](#) pg 3-5
3. **PUBLIC AND STATUTORY HEARINGS**
4. **PETITIONS AND DELEGATIONS**

[Enderby and District Arts Council – Neil Fidler, Treasurer](#) pg 6--10
2018 Funding Request
5. **DEVELOPMENT MATTERS**
6. **BUSINESS ARISING FROM THE MINUTES AND/OR UNFINISHED BUSINESS**

[Notice on Title – 709 Russell Avenue](#) – Memo from Chief Administrative Officer dated January 2, 2018 pg 11-66

[Rural Economic Development Service Memorandum of Understanding and Service Establishment Bylaw](#) – Memo from Chief Administrative Officer dated January 8, 2017 pg 67-104
7. **BYLAWS**
8. **REPORTS**

[Mayor and Council](#)

[Building Permit Detail Report](#) – December 2017 pg 105
9. **NEW BUSINESS**
 - a. [Notice of Regional Transit Service Review](#) – Correspondence from Regional District of North Okanagan dated December 15, 2017 pg 106-116
 - b. [Digital Billboard Sponsorship Renewals for 2018](#) – Memo from Planner and Deputy Corporate Officer dated January 3, 2018 pg 117-118

10. PUBLIC QUESTION PERIOD

11. CLOSED MEETING RESOLUTION

Closed to the public, pursuant to Section 90 (1) (k) of the *Community Charter*

12. ADJOURNMENT

THE CORPORATION OF THE CITY OF ENDERBY

Minutes of a **Regular Meeting** of Council held on Monday, 4:30, 2017 at 4:30 p.m. in the Council Chambers of City Hall

Present: Mayor Greg McCune
Councillor Tundra Baird
Councillor Brad Case
Councillor Roxanne Davyduke
Councillor Raquel Knust
Councillor Brian Schreiner
Councillor Shawn Shishido

Chief Administrative Officer – Tate Bengtson
Planner and Deputy Corporate Officer – Kurt Inglis
Recording Secretary – Bettyann Kennedy
The Press

APPROVAL OF AGENDA

Moved by Councillor Shishido, seconded by Councillor Davyduke that the agenda be approved as circulated.

Carried

ADOPTION OF MINUTES

Regular Meeting Minutes of December 4, 2017

Moved by Councillor Baird, seconded by Councillor Shishido that the minutes of the regular meeting of December 4, 2017 be adopted as circulated.

Carried

REPORTS

Councillor Schreiner

Attended the following events/meetings:

- Enderby and District Arts Council Christmas social
- Cadets dinner
- Chamber of Commerce meeting
- C3C meeting with Splatsin and Sicamous
- RDNO board meeting

Councillor Knust

Santa will be at the Splatsin Community Centre on Wednesday. There will be sleigh rides and a dinner.

Councillor Shishido

Attended the Chamber of Commerce meeting. It appears that they have managed to separate the RV Park numbers from their financial statements.

Councillor Baird

There is a kids concert taking place at Splatsin on Thursday at 12:00 noon.
There is also a concert at AL Fortune on Wednesday at 7:00 pm.

Chief Administrative Officer

The contractor at Salmon Arm Drive has almost completed the retaining wall.

Building Permit Detail Report – November 2017

Moved by Councillor Case, seconded by Councillor Baird that the report be received and filed.
Carried

NEW BUSINESS

Appointment of Robin Jenner as Bylaw Enforcement Officer and Dog Control Officer – Memo from Planner and Deputy Corporate Officer dated December 6, 2017

Moved by Councillor Shishido, seconded by Councillor Baird that Council designates Robin Jenner as a Bylaw Enforcement Officer and Dog Control Officer for the City of Enderby.
Carried

Grant Request – Kwantlen Polytechnic University's Institute for Sustainable Food Systems – Okanagan Bioregion Food System Design Study Project – Correspondence from RDNO dated December 4, 2017

Moved by Councillor Baird, seconded by Councillor Knust that the City of Enderby decline to support funding for an Okanagan Bioregion Food System Design Study Project.
Defeated

Moved by Councillor Schreiner, seconded by Councillor Case that the City of Enderby provide financial support of \$1,146.50 over a 2 year period (\$573.25 per year) to Kwantlen Polytechnic University's Institute for Sustainable Food Systems for an Okanagan Bioregion Food System Design Study Project subject to participation from the remaining jurisdictions and Electoral Areas of North Okanagan Regional District.

Carried
Opposed: Councillors Knust and Baird

Non-Redemption of Tax Sale Purchase – 607 Cliff Avenue – Memo from Chief Administrative Officer dated December 12, 2017

Moved by Councillor Knust, seconded by Councillor Davyduke that Council approve funding the tax sale acquisition of 607 Cliff Avenue from Tax Sale Reserves in the amount of \$62,349.54 and General Fund Surplus in the amount of \$11,529.95.

Carried

Appointments to Okanagan Regional Library Board – Memo from Chief Administrative Officer dated December 12, 2017

Moved by Councillor Shishido, seconded by Councillor Davyduke that Tundra Baird be appointed to serve on the Okanagan Regional Library Board for the 2018 term; and

THAT Brian Schreiner be appointed as an alternate member to serve on the Okanagan Regional Library Board for the 2018 term.

Carried

Appointments to the Regional Growth Management Advisory Committee – Memo from Chief Administrative Officer dated December 13, 2017

Moved by Councillor Baird, seconded by Councillor Case that Council appoint Councillor Schreiner and Mayor McCune as member and alternate member, respectively, to the Regional Growth Management Advisory Committee.

Carried

PUBLIC QUESTION PERIOD

None.

CLOSED MEETING RESOLUTION

Moved by Councillor Case, seconded by Councillor Shishido that, pursuant to Section 92 of the *Community Charter*, the regular meeting convene In-Camera to deal with matters deemed closed to the public in accordance with Section 90 (1) (c) and 90 (2) (b) of the *Community Charter*.

ADJOURNMENT

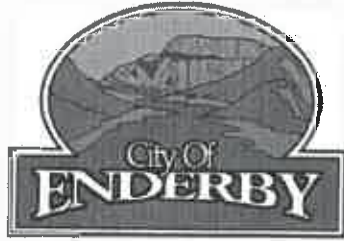
The regular meeting reconvened at 5:45 p.m.

Moved by Councillor Knust, seconded by Councillor Davyduke that the regular meeting adjourn at 5:45 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Ageron



REQUEST TO APPEAR AS A DELEGATION

On 15 JAN 2018
Day Month Year

Date of Request Jan 2/18

Name of Person Making Request Diana Inselberg, Enderby +

Name and Title of Presenter(s) Neil Fidler District Arts Council

Contact Information Diana 838-2141 Neil 838-0577

Details of Presentation To speak to our 2018 funding request + to answer any questions arising out of our request or any other arts council matters.

Desired Action from Council (check all that apply)

- Information Only
- Proclamation
- Funding Request
- Road Closure
- Policy or Resolution

Please describe desired action in detail Letter outlines the details of our request.

Please attach any supporting documentation or presentation materials related to your delegation request.



City of Enderby
619 Cliff Ave., P.O. Box 400
Enderby, BC V0E 1V0

January 4, 2018

Attn: Mayor Greg McCune and City Council

Dear Sirs: **Re: 2018 Annual Contribution to EDAC from the City of Enderby**

This letter concerns the City of Enderby's annual financial contribution to the Enderby & District Arts Council (EDAC). The City has requested that EDAC send a letter of reminder early in the calendar year, so that funds can be made available at a consistent time each year.

EDAC is requesting continued support from the City in the amount of \$3000 (or more). We will continue to provide a wide range of artistic, musical and other cultural activities for residents of Enderby, as we have done for the past 26 years.

We rely upon an annual grant from the BC Arts Council to provide the majority of our operating funds. In their own words -

The BC Arts Council's Operating Assistance Program aims to provide consistent and responsive funding to assist the general operations of established professional non-profit arts and cultural organizations across disciplines; in so doing, the program supports the sustainable delivery of high quality and impactful arts programs and services to communities across the province.

*There are **three** components to Community Arts Organizations Operating Assistance. Two are formula-based (mandatory) and one is competitive (optional).*

Formula-based: 1. Basic Assistance 2. Local Government Matching** (this requires that we "Receive cash support from local government (i.e. cash for operations or programs, not in-kind))" **Competitive: 3. Annual Performance Award.

In 2017 we received \$3065 in basic assistance, and \$4000 in local government matching. The local government matching limit has now been raised to \$5000.

Although we have received funding from the BC Arts Council for several years, it is never guaranteed, and for our application to succeed, ***we must demonstrate significant financial support from our local government.***

Note: we also receive a grant from Area F Director, Herman Halvorson's discretionary funds. Last year he gave us \$3000. We will be requesting a similar grant for 2018.

How do we use our operating funds?

- ▲ Renting physical premises at **617 Cliff Ave.** at \$525 per month, \$6300 per year.
- ▲ **Enderby Arts Festival:** in 2017 we rented **2 large tents** rather than one which we had rented in 2016. One was used for the Grant Russell Entertainment Stage, and the other provided much-needed shelter from the sun in the Family Fun Zone in Belvidere Park. Total cost, including delivery, setup and takedown for the 2 tents was \$2240, an increase of \$1194 over 2016's rental fee of \$1046. We will rent two tents again in 2018.
- ▲ Other arts festival costs include paying many performers, St. John Ambulance, mini-goat petting zoo, bouncy castle, brochures, posters etc.
- ▲ **5 Music by the River concerts** in 2018 : we will continue to select quality musicians and bands who have proven track records and who can deliver high quality performances. We must pay these musicians/performers accordingly.
- ▲ In December 2016, EDAC started hosting a monthly **Coffee House at the Enderby Drill Hall** held on the third Friday of each month through May. These have proved to be popular. We incur expenses for drill hall rental, refreshments, and compensation of \$100 to a director who supplies and sets up sound equipment each month.
- ▲ **Grants:** we have provided financial support over the past year to the Courtyard Gallery for art workshops and a student art exhibition, and to the Poppy Mural, the Enderby Cliff Notes Choir, 2 bursaries to graduating AL Fortune students, as well as grants to individual artists. We have also given some support this past fall to Sunday concerts at Little City Merchant.

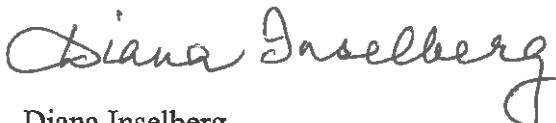
As you are aware, EDAC plays an important role in providing local cultural events and opportunities for residents of the City of Enderby, and in promoting cultural tourism to our city.

We really appreciate your past support of EDAC and the arts in Enderby. We are pleased that Brian Schreiner and Shawn Shishido have attended our monthly board meetings – to find out what we are doing and our future plans, as well as updating the arts council on city council activities and plans.

In summary, we are requesting a grant of \$3,000 (or more) from the City to help fund EDAC's activities, including the 2018 Enderby Arts Festival.

A Report of EDAC's 2017 activities and a draft Schedule of 2018 EDAC events are enclosed.

Sincerely,



Diana Inselberg

President (on behalf of the Board of the Enderby & District Arts Council)

EDAC Schedule of Events 2017 – 2018
(as of January 2, 2018)

September 15	Monthly Coffee House resumes	7-10 pm Drill Hall
November 4	African Drumming Workshop with David Thiaw.	1-3pm Drill Hall
November 17	Enderby Coffee House	7-10 Drill Hall
December 6	Member Christmas Social	5 pm, EDAC Arts Centre
January 19, 2017	Enderby Coffee House	7-10 Drill Hall
February 16	Enderby Coffee House	7-10 Drill Hall
March 21	EDAC AGM	7 pm EDAC Arts Centre
March 16	Enderby Coffee House	7-10 Drill Hall
March /April	Indoor Concert - TBA	
March/April	Art Workshop for Children-TBA	EDAC Arts Centre
April 20	Enderby Coffee House	7-10 Drill Hall
May 18	Enderby Coffee House (resumes Sept)	7-10 Drill Hall
June 17	1 st Music by the River, Enderby -- band TBA	7 pm, Belvidere Park
June	Member Social	5 pm, EDAC Arts Centre
July 1	Canada Day Parade participation	
July 15	Music by the River, MARA, - band TBA	Putula Park, Mara
July 28	ENDERBY ARTS FESTIVAL	Downtown, 9-4
July 29	Music by the River – band TBA	7 pm, Belvidere Park
August 19	Music by the River – Grindrod Garlic Festival – Feature Band	Grindrod Park, throughout the day
August-date TBA	Music by the River – band TBA	3 or 7 pm Belvidere Park
September TBA	Indoor Concert	
October TBA	Lecture/Workshop	Drill Hall
November TBA	Concert? Workshop?	
December TBA	Member Social	5 pm, EDAC Arts Centre

ENDERBY and DISTRICT ARTS COUNCIL

Treasurer's Report to January 1 to December 31, 2017

Revenue

Concert & Other Admissions - Coffee House	697.00
- Blue Hearts Concert	150.00
Art Festival Stall Fees	1,111.00
Workshops/Classes/Conference Fees (Ukulele Workshop)	850.00
Membership Fees	836.00
Member Social Fees	225.00
Facility Rental	340.00
Art Sales	390.00
Interest on Term Deposits	62.35
Donations - Music By The River donations	1,451.20
- Coffee House donations	326.70
- Elvis Concert donations	2,983.40
- Misc. Individual donations	843.40
Donations from local businesses - Johnston Meir Insurance	500.00
- Enderby & District Chamber of Commerce	200.00
- Enderby & District Vantage One Credit Union	500.00
Provincial Operating Grant - BC Arts Council	14,815.00
Regional Operating Grant - Regional District of North Okanagan	3,000.00
Municipal Operating Grant - City of Enderby	3,000.00
Total Revenue	\$ 32,281.05

Expenses

Artists & Workshop Fees	1,890.00
Performers Fees	9,200.00
SOCAN and BC Registry Fees	254.99
Production Fees - Tech fees, Sound & Equip. fees, Courtyard Gallery shared cost	1,920.96
Professional Development Courses - Art Forum fees	52.98
Grants - Enderby Resource Centre Society	1,119.00
- Enderby Artists' Initiative/Courtyard Gallery	1,000.00
- Enderby Drill Hall Chairs (\$1500 + \$586.40)	2,086.40
- R. Bateman Workshop	150.00
- Enderby Cliff Notes Choir	1,500.00
Business Fees & Licenses - Post Office Box Renewal	174.30
Scholarships/Bursaries - PVSS (2 students) & West Meadow Band	1,800.00
Touring/Circulation Expenses - hotel rooms for Blue Heart	110.86
Facility Office Expenses - track lighting, storage unit & supplies	1,131.16
Facility Office Rent	6,300.00
Short Term Venue Rent (Drill Hall, Event Rentals, Trigg Septic, Splatsin Centre, etc.)	3,406.76
Marketing Production Fees (Pure Graphics, Graphic Rabbit, Lakeside Printing, TMS)	1,914.34
Advertising (Exploring Enderby, Bookmarks, Coffee House Signs)	607.18
Website Mntce and Website Hosting Fees	792.75
Contract Personal - bookkeeping	1,054.53
Office Supplies	902.55
Insurance	1,097.00
AGM and Board Meeting Expenses (refreshments, meals, name tags etc)	648.49
Membership Renewals (ArtsBC, Chamber of Comm. Courtyard Gallery)	182.75
Concession & Merchandise Supplies	754.45
Bank Service Fees and Interest	32.50
Total Expenses	\$ 40,083.95

Bank Accounts

Advance Payment - January Office Rent	525.00
Organization Chequing	3,338.94
Regular Plan 24	2.16
Equity Shares	5.56
Term # 87890-1	5,335.90
Term # 87890-2	3,840.93
Term # 87890-3	3,215.45
Total Assets	\$ 16,263.94

Accounts Payable

SOCAN Credit (overpaid)	\$ (222.86)
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Restricted Funds

Grand Piano Fund (Term # 87890-1)	5,354.90
Mural Fund (Term # 87890-3)	3,215.45
Total Restricted Funds	\$ 8,570.35

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: January 2, 2018
Subject: Notice on Title – 709 Russell Avenue

RECOMMENDATION

THAT Council confirms the recommendations of the Building Inspector with respect to Notice on Title File No. 17-0513-END-NT;

AND THAT Council directs the Corporate Officer to file a notice in the land title office stating that a resolution has been made under Section 57 of the *Community Charter* pertaining to the property legally described as Lot 14, Blk 7, DL 150, K (formerly O) DYD, Plan 0211A and located at 709 Russell Avenue;

AND FURTHER THAT Council authorizes the Corporate Officer to make available for public inspection further information about the notice on title pertaining to the property legally described as Lot 14, Blk 7, DL 150, K (formerly O) DYD, Plan 0211A and located at 709 Russell Avenue at City Hall.

ALTERNATE RECOMMENDATION

THAT Council does not authorize the Corporate Officer to file a notice in the land title office on the title of the property legally described as Lot 14, Blk 7, DL 150, K (formerly O) DYD, Plan 0211A and located at 709 Russell Avenue.

BACKGROUND

On November 22, 2017, the City of Enderby entered the primary dwelling of 709 Russell Avenue, which was unoccupied, pursuant to its authority under the *Community Charter* and the City of Enderby Safe Premises Bylaw No. 1644, 2017. The City entered accompanied by Healthy Homes IAQ, a certified environmental professional specializing in indoor hazard assessments.

Healthy Homes IAQ described the building in its report as a “health hazard with traces of methamphetamine [identified] in the limited sampling done”. Air quality testing indicated extremely elevated spore counts, with the rear living room containing 40,570 spores per cubic metre and the crawlspace containing 69,970 spores for cubic metre. In both cases, the spores were identified as containing “pathogenic/hydrophilic mould types” deemed a high hazard

requiring professional remediation. Moreover, a preliminary sample for drugs identified trace amounts of methamphetamine, indicating that further testing is required to determine appropriate remedial action. As well, asbestos was found in the deteriorating interior walls.

Attached to this memorandum is the report produced by Healthy Homes IAQ, which confirms that the property is unsafe for occupancy without remediation. It identifies the following remediation steps:

The following are general IAQ related recommendations under HAZMAT conditions requiring proper PPE (full mask P100; full body suit; etc):

1. *Secure the building exterior and seal.*
2. *Install HEPA scrubbing machines to create negative 5 pa pressure.*
3. *Remove all storage, debris, and correct electrical hazards.*
4. *Drain the crawlspace, taking into account fecal matter evident in the water and on piping.*
5. *Clean and sanitize the crawlspace and washroom of fecal matter; moulds; and bacterial agents.*
6. *Remove all water damaged and mould infested materials.*
7. *If demolishing, remove any drywall containing mud using an approved asbestos abatement protocol; otherwise, do not cut, puncture, or abrade the drywall. Seal surfaces with two coats of paint.*
8. *Sanitize surfaces of measurable chemicals, moulds, and fecal matter.*

The building will require the completion of robust testing to verify the absence of controlled substances and residues to confirm a health safe environment prior to re-occupancy, then rebuilding can occur. If the home is to be demolished, remove all asbestos containing materials first using an approved asbestos abatement protocol.

As a result of the safety concerns expressed by Healthy Homes IAQ, the City posted "Do Not Occupy" notices pursuant to its Safe Premises Bylaw and boarded up the building. An over-holding tenant occupying a secondary dwelling vacated the premises. After the remediation has been completed, and prior to re-occupancy, the home will need to be inspected by a qualified environmental professional to verify that it is safe. At that point, the "Do Not Occupy" notices and the Notice on Title may be removed by the City.

A Notice on Title is authorized under Section 57 of the *Community Charter* as a way to advise prospective purchasers of a property that there may be a condition with respect to land or building that is a contravention of, for instance, a municipal bylaw that relates to the safety of a building, which makes it unsafe or unlikely to be usable for its expected purpose. A Notice on Title ensures that there is a flag shown on the title to the property, for which further information may be obtained by the public from the local government. A Notice on Title may be cancelled in a variety of ways, but most typically after a Building Inspector submits a report to the local government – typically at the request of the property owner - confirming that the condition causing the notice has been remedied and the cancellation fee is paid.

The executor for the estate of the registered owner has been notified of this matter in accordance with Section 57(2) of the *Community Charter* and the *Wills and Estates Variation Act*. Out of an abundance of caution, Staff have also provided notice to the legal counsel of others who are known to have registered a caveat against the will of the deceased owner.

Prior to considering the recommendation of the Building Inspector, Council must provide an opportunity for the Building Inspector and property owner to be heard. Given the transitional ownership situation of the property, Staff recommend that Council allows for representations from any personal representative of the deceased owner (including the executor) as well any person who may be contesting the will of the deceased owner.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer



NOTICE ON TITLE

Date: December 20, 2017
File No.: 17-0513-END-NT
Owner: Leo Pidskalny
Legal Description: Lot 14, Blk 7, DL 150, K (formerly O) DYD, Plan 211A
P.I.D.# 012-592-081
Civic Address: 709 Russell Avenue
Property Size: 0.07 hectares
Servicing: N/A
Zoning: Residential Single Family Zone [R.1-A]
O.C.P. Designation: Residential Low Density
Contravention: City of Enderby Safe Premises Bylaw No. 1644, 2017:

Section 3.1 – The use of any Parcel as a Controlled Substance Property is deemed to constitute the carrying on of a noxious or offensive trade, business or manufacture, and no Owner shall cause, permit or allow any Parcel to become or remain a Controlled Substance Property.

Section 3.2 - No Owner may occupy or permit the occupancy of a Parcel where:

e) a Hazardous Substance has been brought in or allowed to accumulate on any Parcel or in any Building;

h) an accumulation of mould on the interior of any window, interior wall or other structural component of the Building, or such that air samples indicate a concentration of airborne mould levels in excess of the standard set by the Mould Remediation Guidelines or any other applicable health and safety legislation or regulation, is found in a Building on the Parcel;

j) a notice made under this Bylaw prohibiting occupancy or use has been posted by an Inspector.

BUILDING INSPECTION DEPARTMENT RECOMMENDATIONS

It is recommended that a bylaw contravention notice be placed on the title of the subject property and further, it is recommended that enforcement action be taken to ensure compliance to City and provincial regulations.

BACKGROUND

This property was inspected by the City of Enderby staff and Craig Hostland, P. Eng. PhD. CIEC., a certified indoor environmental consultant, on November 22, 2017. It was found to be in a dilapidated, filthy condition. Traces of Methamphetamine and large amounts of mold spores were detected. The building was found to be in an extremely haphazard state by the consultant. The building was boarded up and posted with "No Entry: Health and Safety Notice" signs. Occupants were advised to vacate the premises. This building cannot be occupied until it is remediated. Further complicating the remediation process is the presence of asbestos in the drywall stucco and other building materials.

Filing of the Notice on Title is not meant to be punitive. It is to warn potential purchasers and those having an interest in the property of the hazards and to protect the City of Enderby from liability.

Respectfully submitted,



Dave Gardner,
Chief Building Inspector



Mr. Tate Bengtson
City of Enderby BC

Dec. 13 2017

Attn: Mr. Bengtson

By e-mail:

Dear Sir,

RE: Hazard assessment of the residential building at 709 Russell Rd. Enderby BC

Please find herein the results of our November 22, 2017 site investigation and subsequent lab results. The assessment is in conformance with City of Enderby bylaw #1644, 2017 pertaining to a controlled substance property and I am a certified environmental professional for the testing and assessment of this building.

1.0 SCOPE OF WORK

Healthy Homes IAQ (herein noted as “inspector” or “consultant”) was retained by Client to conduct a visual site assessment, necessary sampling and lab testing, and provide direction on review of preliminary site assessment and lab test results. In particular, inspector is to investigate for hazardous environmental conditions in the home pertaining to healthy occupancy from alleged drug activity and suspected hazardous conditions.

2.0 SITE/ BUILDING DESCRIPTIONS

The building is an older one story wood framed structure on a finished concrete crawlspace depth foundation in a dilapidated state. The building is unheated and without power. The interior spaces are excessively cluttered with food stuff decay and detectable deleterious odours such as from harmful moulds and acreous chemicals (other than what might be hidden by clutter). The sanitary system appears broken with feces noted that is likely throughout the crawlspace water content. The crawlspace is full of brackish ponding water. The clutter is excessive and appears to be normal household contents such as clothing, footwear, hygiene products, kitchen products, toys, etc. Interior developments include vinyl roll flooring and tight knit carpeting; drywall painted walls, ceilings and opening double pane windows and insulated doors. There were no temporary structures or modifications to the main electrical system or

HVAC system. There were no cut holes in interior or exterior walls or roof. The west side tenant space was occupied and not accessible to assess. The report pertains to the remainder of the home.

3.0 AIRBORNE/ BULK PARTICULATE REGULATIONS

Air and bulk sampling and interpretation of results are based on general standards set out in the industry by overseeing regulators such as Work Safe BC, Health Canada, accredited labs, and a number of American based regulators. There are also industry protocols that are being used as standards in lieu of specific regulations not now provided, such as the New York Protocol – which are guidelines on assessment and remediation of fungi in indoor environments. These guidelines focus on correction before remediation. CMHC also has similar recommendations/guidelines through IAQ Resources Canada “Mold resource Kit: Residential Assessment and Clean-Up” for visible moulds/ fungi.

At this time, the most appropriate regulations for Indoor Air Quality (IAQ) stem from workplace Occupational Health and Safety Regulations through Worksafe BC bulletins, providing O H & S regulations for exposure limits of various hazardous products, such as asbestos, lead, carbon monoxide (CO) and carbon dioxide (Co2) levels. These and other regulations do not establish permissible levels for fungi in the air nor do they address the management of mould contamination in buildings at this time. Fungal levels are assessed and reported on based on various consultative and lab supplied reports and discussed further below.

Based on request by Client, inspector initiated bulk sampling for asbestos, methamphetamine, and fentanyl residue. Air sampling was conducted for pathogenic/ hydrophilic moulds. A general building audit for hazardous materials such as VOCs and PCBs was conducted while pursuing the concerns of drug activity.

4.0 RESULTS FROM THE ENVIRONMENTAL REVIEW

5.1 Asbestos

Asbestos has been widely used in building construction over many years and some uses continue today. Due to the observable age of the home, there is a concern for friable asbestos fibres in building materials. Asbestos products are generally classed into two groups: friable and non-friable.

Friable materials are those that, when dry, can be crumbled, pulverized or reduced to powder using moderate hand pressure. The use of friable materials in construction is banned today but due to its widespread use in the past, these materials are still present in many buildings today. In order to establish an AECp, the possible uses of asbestos must be known.

Some of the uses given to ACM (asbestos containing materials) in construction projects are:

- Spray applied fireproofing:
- Mechanical insulation
- Older Linoleum flooring
- Older Floor tiles
- Drywall taping compound
- Vermiculite
- Asbestos cement board and tiles
- Asbestos cement types
- Stucco
- Older roof material

WorkSafeBC introduced *Occupational Health and Safety Regulations related to Asbestos Containing Materials (ACM)*. Compliance with these regulations is mandatory and provides a basis for both employers and workers to work together to solve health and safety issues by successfully identifying potential health hazards in our buildings.

A detailed assessment of the building components for asbestos containing materials was undertaken with samples taken in the following areas of the following products. Testing was conducted with chrysotile type asbestos found in the drywall mud. There was no asbestos observed in the other possible asbestos containing materials noted above.

Location	Sample type	Description – location
1. Exterior	Stucco material	Front of house
2a. Main floor hall	Drywall + mud	North wall
2b. Main fl living room	Drywall + mud	East wall ceiling
3 Vinyl flooring	linoleum	Kitchen
4 Drywall mud kitchen	Drywall + mud	North wall
5 Ceiling tile	Paper tile board	Living room

ACBM was confirmed in the following locations of the building:

Room	Description	Description of Material	Type of Material	Asbestos Content
Hallway	Interior walls	Gray compound	Chrysotile	2%

Retention of product without damaging surfaces:

If the building surfaces noted to contain asbestos are not to be removed, containment can be by way of two coats of latex paint with signage noting not to demolish without referring to ACM log to be provided on sit in a conspicuous place and at City Hall.

Demolition of surfaces containing drywall mud:

Following removal, the affected materials are to be disposed of as asbestos waste. Air monitoring is to be conducted during the removal process. Upon completion of the removal, air clearance sampling is to be performed in accordance with the requirements of the WCB OH&S Regulation - Part 6: Substance Specific Requirements (for asbestos). The results of the clearance testing must pass before containment is removed. The containment poly is to be disposed of as asbestos waste.

Any possible evidence of ACM during demolition requires the contractor to shut down operations and contact Project Asbestos assessment consultant for proper assessment and direction.

5.2 Moulds, mVOC, and VOCs

There was visible mould staining and damp/wet environment observed that may induce mould and mVOC (microbial volatile organic compound) growth. There is active extensive evidence of past and present water intrusion in the crawlspace. The indoor humidity was below 60% RH at the time in the home; but high in the wet crawlspace. As such, air testing was conducted. There was no significant visible evidence or odour related to microbial or other volatile organic compounds in physical form.

Air testing was conducted using non-viable air-o-cell testing media in the rooms denoted below, and at the exterior of the building to determine general indoor air quality levels. The results are appended and noted below:

Location	Spores/ m3	Background debris
Exterior	15,000	MED-LOW
Rear living room	40,570*	MED-LOW**
Crawlspace port	69,970*	MED-LOW**

*. Contains pathogenic/ hydrophilic mould types.

** . Likely low debris level due to the cold indoor conditions.

Extremely high levels of aspergillus/ penicillium, stachybotrys, and a chaetomium count indicates a HIGH HAZARD condition necessitating professional remediation be conducted and tenants immediately removed from such hazard.

Aspergillus is one of the most common moulds found in the indoor environment. It has been isolated from damp walls, wallpaper, PVC/paper wall covering, gypsum board, floor, carpet and mattress dust, upholstered-furniture dust, acrylic paint, UFFI, leather, HVAC insulations,

filters and fans, humidifier water, leather, fabrics, bird droppings and potted plant soil, plastic and decomposing wood.

Aspergillus species are also opportunistic pathogens. They infect humans and animals through inhalation of airborne spores causing a group of diseases collectively known as aspergilloses. Inhalation of spores may also result in allergic reactions. The species mostly involved in these diseases is *Aspergillus fumigatus* (accounting for over 90% of the infections) followed by *Aspergillus flavus*.

Chaetomium is a fungal genus that includes approximately 80 different species. The species that is reported to be growing in building interiors and present in air samples is *C. globosum*. It often occurs from the whetting of drywall backing paper. It produces a variety of mycotoxins whose health effects in humans are for the most part unknown but has been associated with neurological damage, with a noticeably high incidence of autoimmune diseases linked to exposure to this mold; such as, Multiple Sclerosis, Lupus, etc. It has also been linked to certain forms of cancer. Because it is a toxigenic fungus, it is one of several species sometimes identified as requiring special precautions in its remediation.

Penicillium is one of the first fungi to grow on water-damaged materials and has been implicated in causing allergic reactions, hypersensitivity pneumonitis, and a variety of severe lung complications. It may cause sarcoidosis, fibrosis, or allergic alveolitis in susceptible individuals, or patients who have been exposed over long periods of time, depending on the strain.

Penicillium marneffeii, a fungal pathogen, produces many serious infections that can be focal or disseminated that can affect the bone marrow, kidneys, lungs, intestines, liver, spleen, skin, and soft tissue. The clinical manifestations most commonly associated with *Penicillium marneffeii* are fever, weight loss, anemia, skin lesions, cough, hepatomegaly, adenopathies, and pulmonary infiltrates.

Stachybotrys is a brownish/ black fungus that grows on material with high cellulose and low nitrogen content, such as fiberboard, gypsum board, paper, dust and lint that becomes chronically moist or water damaged due to excessive humidity, water leaks, condensation, water infiltration, or flooding; but as a slow growing fungi it's presence tends to indicate longer duration water events. Under specific environmental conditions, *Stachybotrys* may produce several mycotoxins and may include a trichothecene mycotoxins, satratoxin H, which can be hazardous when inhaled. Typical symptoms of prolonged exposure include respiratory problems, wheezing and difficulty breathing; nasal and sinus congestion, burning, watery eyes, blurred vision, chronic cough, sore throat, skin irritation; and central nervous system problems, including headaches, memory loss and mood changes, aches and pains and fever.

The following educational video on *stachybotrys* was sponsored by a number of organizations and leading industry professionals that help to protect the public's health.

Sponsors include: EMSL Analytical, LA Testing, Mold Solutions & FastMoldRemoval.com, Clark Seif Clark, Zimmetry Environmental and *Healthy Indoors* magazine to name a few. To view this video visit: www.youtube.com/watch?v=PcTZSTiiq3c

5.3 Fentanyl and methamphetamine

Fentanyl is a potent narcotic analgesic, a mu-opioid agonist. Carfentanil is an analog of the synthetic opioid analgesic fentanyl 10,000 times more potent than morphine. Surfaces sampling was taken of debris on a table in the living room. Fentanyl testing is conducted by accredited laboratories and the EMSL lab in Cinnaminson NJ USA identified the results to be below concerning levels.

Fentanyl residue in the lab assessed sampling was observed at less than the reporting limit of 0.10 ug/wipe.

Methamphetamine is a stimulant drug usually used as a white, bitter-tasting powder or a pill. Crystal methamphetamine is a form of the drug that looks like glass fragments or shiny, bluish-white rocks. It is chemically similar to amphetamine [a drug used to treat attention-deficit hyperactivity disorder (ADHD) and narcolepsy, a sleep disorder]. Other common names for methamphetamine include *chalk, crank, crystal, ice, meth, and speed*.

People can ingest methamphetamine by: inhaling/smoking; swallowing (pill); snorting; injecting the powder that has been dissolved in water/alcohol. Taking even small amounts of methamphetamine can result in many of the same health effects as those of other stimulants, such as cocaine or amphetamines. These include: increased wakefulness and physical activity; decreased appetite; faster breathing; rapid and/or irregular heartbeat; increased blood pressure and body temperature. Long-term methamphetamine use has many other negative consequences, including: extreme weight loss; severe dental problems ("meth mouth"); intense itching, leading to skin sores from scratching; anxiety; confusion; sleeping problems; violent behavior; *paranoia*—extreme and unreasonable distrust of others, and; *hallucinations*—sensations and images that seem real though they aren't.

Methamphetamine residue in the lab assessed sampling was observed at 0.068 ug/wipe which is below the reporting limit of 0.10 ug/wipe.

THESE RESULTS ARE FOR A LIMITED PRELIMINARY ASSESSMENT OF THE OCCUPANT SPACE. VALIDATION WILL REQUIRE FURTHER MORE COMPREHENSIVE TESTING TO VERIFY THE ABSENCE OR PRESENCE OF THESE CHEMICALS FOR OCCUPANTS NOT WEARING PROPER PPE. ALTERNATELY, SANITIZING THE OCCUPANT SPACES SHOULD BE COMPLETED BY PROFESSIONALS WEARING HAZMAT SUITS WITH VALIDATION OF SAFE OCCUPANCY BY A MORE ROBUST TESTING REGIME.

5.4 Carbon Monoxide and Carbon Dioxide

Carbon monoxide and carbon dioxide levels were not measured as the heating system was not operating; neither was a concern for these gases evident.

5.5 PCB (polychlorinated biphenyl)

PCBs (Polychlorinated Biphenyls) are a group of man-made organic chemicals consisting of carbon, hydrogen and chlorine atoms. The number of chlorine atoms and their location in a PCB molecule determine many of its physical and chemical properties. PCBs have no known taste or smell, and range in consistency from an oil to a waxy solid. PCBs belong to a broad family of man-made organic chemicals known as chlorinated hydrocarbons. PCBs were domestically manufactured from 1929 until manufacturing was banned in 1979. They have a range of toxicity and vary in consistency from thin, light-colored liquids to yellow or black waxy solids. Due to their non-flammability, chemical stability, high boiling point and electrical insulating properties, PCBs were used in hundreds of industrial and commercial applications including:

- Electrical, heat transfer and hydraulic equipment
- Plasticizers in paints, plastics and rubber products
- Pigments, dyes and carbonless copy paper
- Other industrial applications

PCBs have been demonstrated to cause a variety of adverse health effects. They have been shown to cause cancer in animals as well as a number of serious non-cancer health effects in animals, including: effects on the immune system, reproductive system, nervous system, endocrine system and other health effects. Studies in humans support evidence for potential carcinogenic and non-carcinogenic effects of PCBs. The different health effects of PCBs may be interrelated. Alterations in one system may have significant implications for the other systems of the body. The potential health effects of PCB exposure are significant and many.

Old light ballasts can include PCBs. Ballasts manufactured through 1979 may contain PCBs. Ballasts manufactured between 1979 and 1998 that do not contain PCBs should be labeled "No PCBs." If a ballast is not labeled "No PCBs," it is best to *assume* it contains PCBs.

From review of fixtures, there was no evidence of PCB containing ballasts.

5.6 Lead

Lead sampling of paint chips is necessary where very old paint is found to be peeling from surfaces or has intent to do so. Lead containing paint chips area heavy.

There is no visible evidence of heavy peeling paint available for lead to be airborne. Testing was not conducted.

5.7 Other

Radon levels were not tested. Concrete surfaces at lowest levels as observed helps to reduce possible radon emanation into the building. Testing can be conducted if there are any concerns now or in the future.

5.0 GENERAL IAQ (Indoor Air Quality) RECOMMENDATIONS

The building is in an extreme haphazard, health hazard condition with traces of methamphetamine in the limited sampling done. The excess amount of storage, debris, and human remnants in the home is well beyond the bounds of being health safe. Due to the above average hazard level, we recommend all work to prepare for reoccupancy be done by a professional remediation firm expert in the HAZMAT conditions noted in this report.

The following are general IAQ related recommendations under HAZMAT conditions requiring proper PPE (full mask P100; full body suit; etc):

1. Secure the building exterior and seal.
2. Install HEPA scrubbing machines to create negative 5 pa pressure.
3. Remove all storage, debris, and correct electrical hazards.
4. Drain the crawlspace, taking into account fecal matter evident in the water and on piping.
5. Clean and sanitize the crawlspace and washroom of fecal matter; moulds; and bacterial agents.
6. Remove all water damaged and mould infested materials.
7. If demolishing, remove any drywall containing mud using an approved asbestos abatement protocol; otherwise, do not cut, puncture, or abrade the drywall. Seal surfaces with two coats of paint.
8. Sanitize surfaces of measurable chemicals, moulds, and fecal matter.

The building will require the completion of robust testing to verify the absence of controlled substances and residues to confirm a health safe environment prior to re-occupancy, then rebuilding can occur. If the home is to be demolished, remove all asbestos containing materials first using an approved asbestos abatement protocol.

6.0 QUALIFICATIONS OF ASSESSOR

Craig Hostland P. Eng. PhD CIEC is a certified indoor environmental consultant qualified to render an opinion on the indoor environment of buildings as a Qualified Professional. EMSL Analytical is accredited for the lab sampling undertaken for this report.

7.0 REFERENCES AND SUPPORTING DOCUMENTS

The following references support the conclusions arrived at within this report:

- Worksafe BC O H & S regulations and exposure limits for lead, CO2, and CO.
- CMHC “An introduction to environmental site assessments.”
- Canadian Construction Association CCA 82 “Mould Guidelines ...”
- EPA re: mould; lead; PCBs.
- New York Dept of Health “Guidelines on Assessment and Remediation of Fungi in Indoor Environments”.
- IESO “Standards of Practice for the assessment of indoor environmental quality”.
- US National library of Medicine. Pubchem open chemistry database.

8.0 LIMITATION STATEMENT

This report is a baseline general review that is intended and restricted for the sole use of Client and the authorities have jurisdiction. Any use, interpretation, or reliance upon this report/ assessment by anyone other than Client and authority is at the sole risk of that party, and Healthy Homes IAQ shall have no liability for such unauthorized use, interpretation, or reliance.

Consultant’s responsibilities have been limited to noted scope and do not include destructive testing to confirm or deny hidden possible moulds and relies on subsequent remediation contractors to advise of hidden moulds/ fungal/ chemical/ biological contamination for Consultant direction.

Duly reported this date,

Craig Hostland P. Eng. CIEC
Health and Safety Consultant





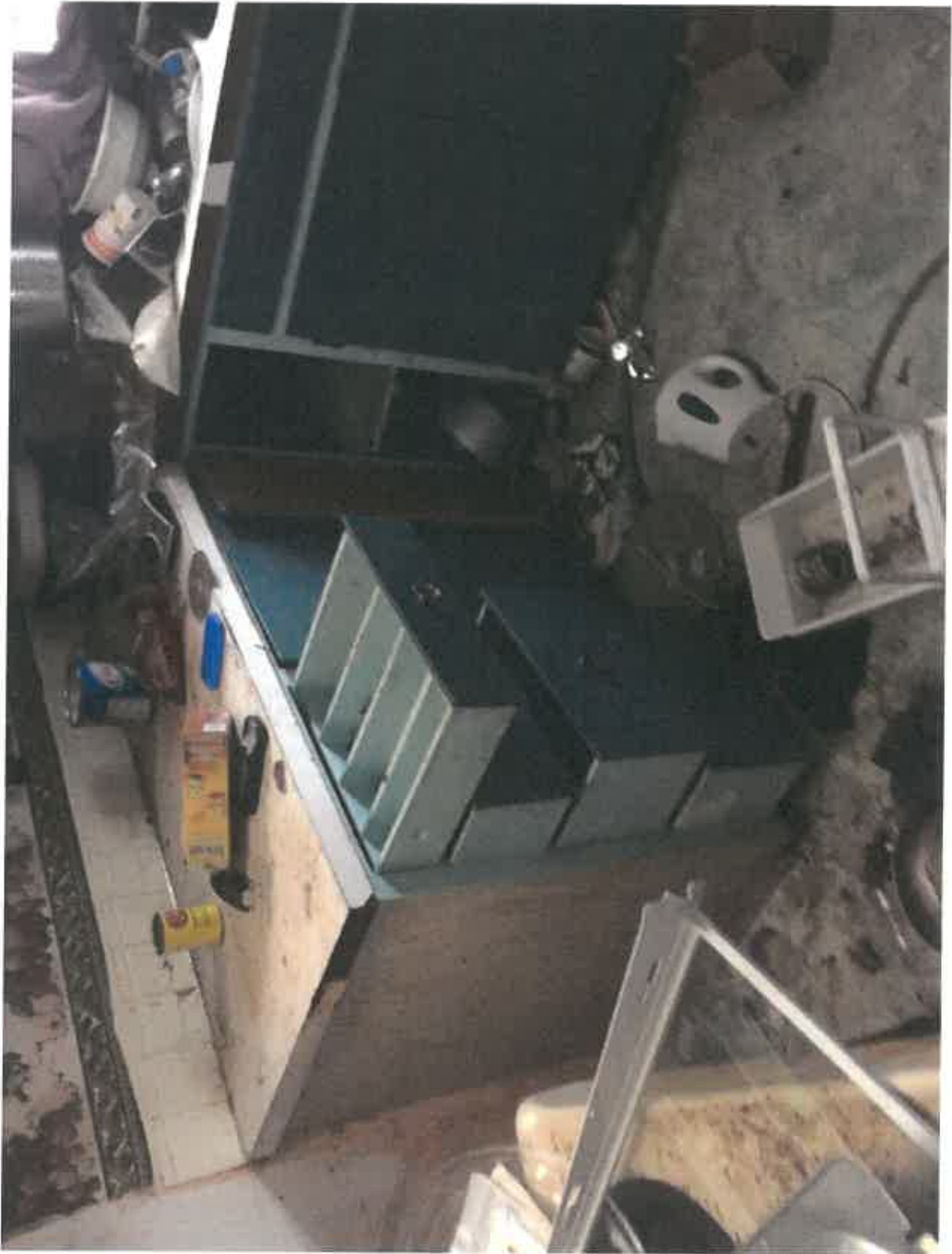


















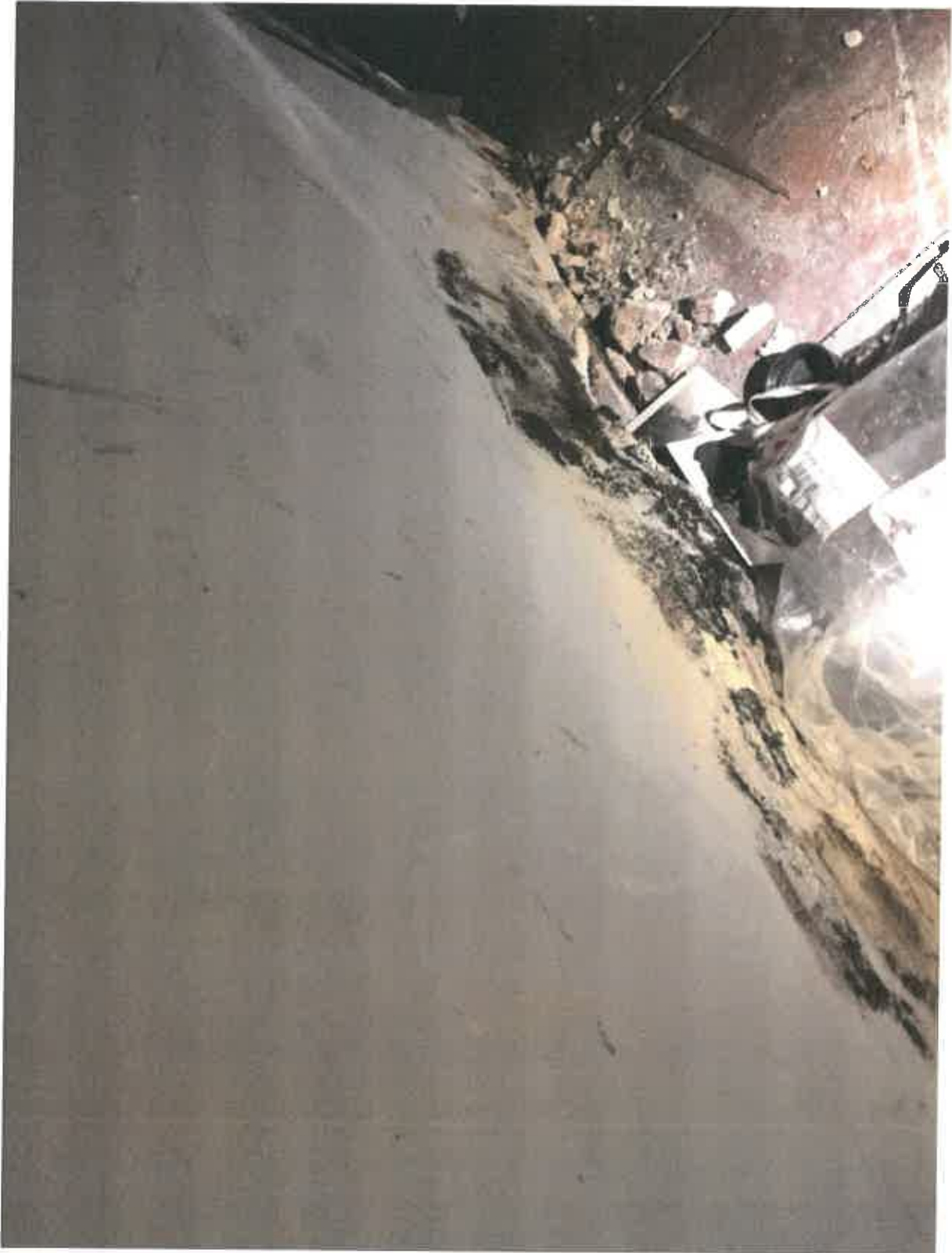














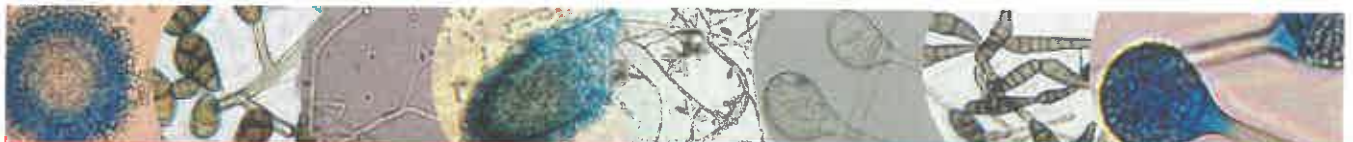
EXPANDED FUNGAL REPORT TM

Prepared Exclusively For

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Phone:250-862-6400

Report Date: 11/24/2017
Project: 709 RUSSELL IAQ
EMSL Canada Orde 691702793

CALA 3998



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EMSL Order: 691702793
Customer ID: 55HIAQ42
Collected: 11/22/2017
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1. Description of Analysis

Analytical Laboratory

EMSL Canada Inc. (EMSL Canada) is a nationwide, full service, analytical testing laboratory network providing Asbestos, Mold, Indoor Air Quality, Microbiological, Environmental, Chemical, Forensic, Materials, Industrial Hygiene and Mechanical Testing services. Ranked as the premier independently owned environmental testing laboratory in the nation, EMSL Canada puts analytical quality as its top priority. This is assured by our high quality personnel, including experienced microbiologists with graduate degrees. Our quality system is based on internationally accepted criteria for competence (ISO/IEC 17025:2005).

EMSL Canada is an independent laboratory that performed the analysis of these samples. EMSL Canada did not conduct the sampling or site investigation for this report. The samples referenced herein were analyzed under strict quality control procedures using state-of-the-art microbiological methods. The analytical methods used and the data presented are scientifically and legally defensible.

The laboratory data is provided in compliance with the ISO 17025 standard for the particular test(s) requested, including any associated limitations for the methods employed. These data are intended for use by professionals having knowledge of the testing methods necessary to interpret them accurately.

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Air Samples - Spore traps:

Spore traps are commercially available sampling devices that capture airborne particles on an adhesive slide. Air is pulled through the device using a vacuum pump. Spores, as well as other airborne particles, are impacted on the collection adhesive. Using spore trap collection methods has inherent limitations. These collection methods are biased towards larger spore sizes.

The analysis for total spore counts is a direct microscopic examination and does not include culturing or growing the fungi. Therefore, the results include both viable and non-viable spores. Some fungal groups produce similar spore types that cannot be distinguished by direct microscopic examination alone (i.e., *Aspergillus/Penicillium*, and others). Other spore types may lack distinguishing features that aid in their identification. These types are grouped into larger categories such as Ascospores or Basidiospores.

Fungal spores are identified and grouped by morphological characteristics including color, shape, septation, ornamentation, and fruiting structures (if present) which are compared to published mycological identification keys and texts. EMSL Canada reports provide spore counts per cubic meter of air to three significant figures. Please note that each spore category is reported to three significant figures. Due to rounding and the application of three significant figures the sum of the individual spore numbers may not equal the total spore count on the report. EMSL Canada does not maintain responsibility for final volume concentrations (counts/m³) since this volume is provided by the field collector and can not be verified by EMSL Canada.

EMSL Canada analyzes spore traps using phase contrast microscopy. There is a wide choice of collection devices (Air-O-Cell, Micro-5, Burkhard, etc.) on the market. Differences in analytical method may exist between spore trap devices.

Spore trap results are reported in spores per cubic meter of air. Due to the other airborne particles collected with the spores, EMSL Canada reports a background particle density. Background density is an indication of overall particulate matter present on the sample (i.e. dust in the air). High background concentrations may obscure spores such as the *Penicillium/Aspergillus* group. The rating system is from 1-5 with 1 = 1 - 25% of the background obscured by material, 2 = 26 - 50%, 3 = 51 - 75%, 4 = 76% - 99%, 5 = 100% or overloaded. A background rating of 4 or higher should be regarded as a minimum count since the actual concentrations may be higher than those reported. EMSL Canada will not be held responsible for overloading of samples. Sample volumes are left to the discretion of the company or persons conducting the fieldwork.

Skin fragment density is the percentage of skin cells making up the total background material, 1 = 1 - 25%, 2 = 26 - 50%, 3 = 51 - 75%, 4 = 76-100%. Skin fragment density is

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considered an indication of the general cleanliness in the area sampled. It has been estimated that up to 90% of household dust consists of dead skin cells.

2. Analytical Results

See attached data reports and charts.

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Spore Trap ASSESSMENT Report™ Air-O-Cell™ Analysis of Fungal Spores & Particulates (Methods EMSL 05-TP-003, ASTM D7391)

	Particle Identification	Raw Count	(Count/m³)	% of Total	Interpretation Guideline
691702793-0001	Alternaria	-	-	-	
	Ascospores	8	100	2.6	
Client Sample ID	Aspergillus/Penicillium	5	90	2.3	
7972	Basidiospores	195	3470	89.2	
	Bipolaris++	-	-	-	
	Chaetomium	-	-	-	
Location	Cladosporium	13	230	5.9	
EXT	Curvularia	-	-	-	
	Epicoccum	-	-	-	
Sample Volume (L)	Fusarium	-	-	-	
180	Ganoderma	-	-	-	
	Myxomycetes++	-	-	-	
Sample Type	Pithomyces	-	-	-	
	Rust	-	-	-	
Background	Scopulariopsis	-	-	-	
	Stachybotrys	-	-	-	
Comments	Torula	-	-	-	
	Ulocladium	-	-	-	
	Unidentifiable Spores	-	-	-	
	Zygomycetes	-	-	-	
	Arthrospores	-	-	-	
	Total Fungi	221	3890	100	
	Hyphal Fragment	-	-	-	
	Insect Fragment	-	-	-	
	Pollen	-	-	-	

Analytical Sensitivity 600x: 18 counts/cubic meter
Analytical Sensitivity 300x *: 6* counts/cubic meter

Skin Fragments: 1 1 to 4 (low to high)
Fibrous Particulate: 1 1 to 4 (low to high)
Background: 2 1 to 4 (low to high); 5 (overloaded)

- Not commonly found growing indoors, spores likely come from outside.
- Spores reported to be able to cause allergies in individuals.
- Potential for mycotoxin production exists with these fungi.
- These fungi are considered water damage indicators.

Bipolaris++ = Bipolaris / Drechslera / Exserohilum
Myxomycetes++ = Myxomycetes / Smut / Periconia

Nicole Yeo, Laboratory Manager
or Other Approved Signatory

Initial report from: 11/24/2017 11:13:33

High levels of background particulate can obscure spores and other particulates leading to underestimation. Background levels of 5 indicate an overloading of background particulates, prohibiting accurate detection and quantification. Present = Spores detected on overloaded samples. Results are not blank corrected unless otherwise noted. The detection limit is equal to one fungal spore, structure, pollen, fiber particle or insect fragment. "*" Denotes particles found at 300X. "-" Denotes not detected. Due to method stopping rules, raw counts in excess of 100 are extrapolated based on the percentage analyzed. EMSL maintains liability limited to cost of analysis. This report relates only to the samples reported above and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. Interpretation and use of test results are the responsibility of the client. Samples received in good condition unless otherwise noted.

Samples analyzed by EMSL Canada Inc. Burnaby, BC CALA 3988

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Spore Trap ASSESSMENT Report™ Air-O-Cell™ Analysis of Fungal Spores & Particulates (Methods EMSL 05-TP-003, ASTM D7391)

	Particle Identification	Raw Count	(Count/m³)	% of Total	Interpretation Guideline
691702793-0002	Alternaria	-	-	-	
Client Sample ID 8003	Aspergillus/Penicillium	920	65400	93.5	Acceptable
	Basidiospores	29	2100	3	ELEVATED
Location CRAWL PORT	Bipolaris++	-	-	-	Acceptable
	Chaetomium	-	-	-	
	Cladosporium	21	1500	2.1	Slightly Elevated
	Curvularia	-	-	-	
Sample Volume (L) 45	Epicoccum	-	-	-	
	Fusarium	-	-	-	
	Ganoderma	-	-	-	
Sample Type Inside	Myxomycetes++	3	200	0.3	Slightly Elevated
	Pithomyces	-	-	-	
	Rust	-	-	-	
Comments	Scopulariopsis	1	70	0.1	Slightly Elevated
	Stachybotrys	9	600	0.9	Slightly Elevated
	Torula	-	-	-	
	Ulocladium	-	-	-	
	Unidentifiable Spores	-	-	-	
	Zygomycetes	-	-	-	
	Arthrospores	-	-	-	
	Total Fungi	985	69970	100	ELEVATED
	Hyphal Fragment	-	-	-	
	Insect Fragment	-	-	-	
	Pollen	1	70	-	Slightly Elevated

Analytical Sensitivity 600x: 71 counts/cubic meter
Analytical Sensitivity 300x *: 22* counts/cubic meter

Skin Fragments: 1 1 to 4 (low to high)
Fibrous Particulate: 1 1 to 4 (low to high)
Background: 2 1 to 4 (low to high); 5 (overloaded)

- Acceptable** Concentration at or below background
- Slightly Elevated** Concentration above background
- ELEVATED** Concentration 10X or more above background

- Not commonly found growing indoors, spores likely come from outside.
- Spores reported to be able to cause allergies in individuals.
- Potential for mycotoxin production exists with these fungi.
- These fungi are considered water damage indicators.

Bipolaris++ = Bipolaris / Drechslera / Exserohilum
Myxomycetes++ = Myxomycetes / Smut / Periconia

Nicole Yeo, Laboratory Manager
or Other Approved Signatory

Initial report from: 11/24/2017 11:13:33

High levels of background particulate can obscure spores and other particulates leading to underestimation. Background levels of 5 indicate an overloading of background particulates, prohibiting accurate detection and quantification. Present = Spores detected on overloaded samples. Results are not blank corrected unless otherwise noted. The detection limit is equal to one fungal spore, structure, pollen, fiber particle or insect fragment. "" Denotes particles found at 300X. "-" Denotes not detected. Due to method stopping rules, raw counts in excess of 100 are extrapolated based on the percentage analyzed. EMSL maintains liability limited to cost of analysis. This report relates only to the samples reported above and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. Interpretation and use of test results are the responsibility of the client. Samples received in good condition unless otherwise noted.

Samples analyzed by EMSL Canada Inc. Burnaby, BC CALA 3998

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Spore Trap ASSESSMENT Report™ Air-O-Cell™ Analysis of Fungal Spores & Particulates (Methods EMSL 05-TP-003, ASTM D7391)

	Particle Identification	Raw Count	(Count/m³)	% of Total	Interpretation Guideline
691702793-0003	Alternaria	1*	20*	0	Slightly Elevated
	Ascospores	1	70	0.2	Acceptable
Client Sample ID	Aspergillus/Penicillium	495	35200	86.8	ELEVATED
8097	Basidiospores	5	400	1	Acceptable
	Bipolaris++	-	-	-	
Location	Chaetomium	1	70	0.2	Slightly Elevated
REAR LIVING	Cladosporium	10	710	1.8	Slightly Elevated
	Curvularia	-	-	-	
	Epicoccum	-	-	-	
Sample Volume (L)	Fusarium	-	-	-	
45	Ganoderma	-	-	-	
	Myxomycetes++	-	-	-	
Sample Type	Pithomyces	-	-	-	
Inside	Rust	-	-	-	
	Scopulariopsis	-	-	-	
	Stachybotrys	-	-	-	
Comments	Torula	-	-	-	
	Ulocladium	-	-	-	
	Unidentifiable Spores	-	-	-	
	Zygomycetes	-	-	-	
	Arthrospores	57	4100	10.1	ELEVATED
	Total Fungi	570	40570	100	ELEVATED
	Hyphal Fragment	-	-	-	
	Insect Fragment	-	-	-	
	Pollen	1*	20*	-	Slightly Elevated

Analytical Sensitivity 600x: 71 counts/cubic meter
Analytical Sensitivity 300x *: 22* counts/cubic meter

Skin Fragments: 1 1 to 4 (low to high)
Fibrous Particulate: 1 1 to 4 (low to high)
Background: 2 1 to 4 (low to high); 5 (overloaded)

Acceptable Concentration at or below background

Slightly Elevated Concentration above background

ELEVATED Concentration 10X or more above background

Not commonly found growing indoors, spores likely come from outside.

Spores reported to be able to cause allergies in individuals.

Potential for mycotoxin production exists with these fungi.

These fungi are considered water damage indicators.

Bipolaris++ = Bipolaris / Drechslera / Exserohilum
Myxomycetes++ = Myxomycetes / Smut / Periconia

Nicole Yeo, Laboratory Manager
or Other Approved Signatory

Initial report from: 11/24/2017 11:13:33

High levels of background particulate can obscure spores and other particulates leading to underestimation. Background levels of 5 indicate an overloading of background particulates, prohibiting accurate detection and quantification. Present = Spores detected on overloaded samples. Results are not blank corrected unless otherwise noted. The detection limit is equal to one fungal spore, structure, pollen, fiber particle or insect fragment. "*" Denotes particles found at 300X. "-" Denotes not detected. Due to method stopping rules, raw counts in excess of 100 are extrapolated based on the percentage analyzed. EMSL maintains liability limited to cost of analysis. This report relates only to the samples reported above and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. Interpretation and use of test results are the responsibility of the client. Samples received in good condition unless otherwise noted.

Samples analyzed by EMSL Canada Inc. Burnaby, BC CALA 3998

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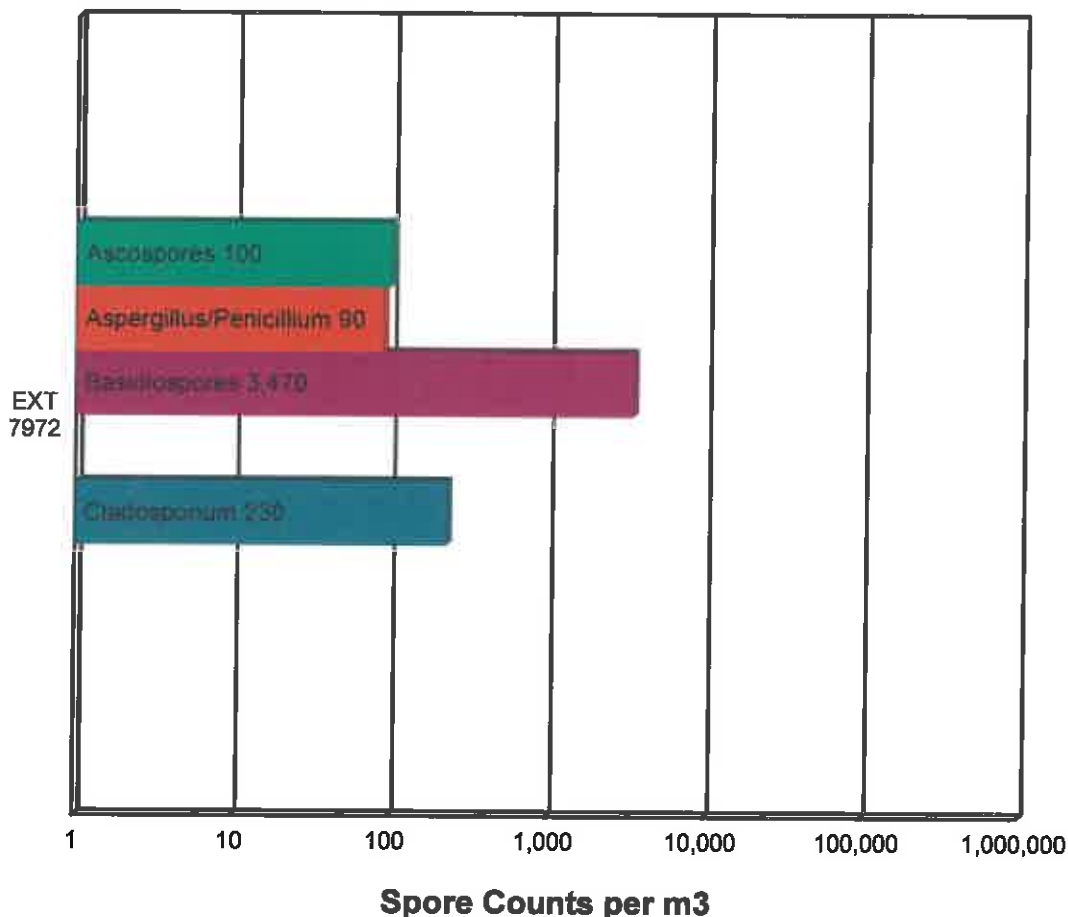
Email: vancouverlab@EMSL.com

Attn: Craig Hostland CIEC
Healthy Homes IAQ
103 3677 Highway 97N
Kelowna, BC V1X 5C3

EMSL Order: 691702793
Customer ID: 55HIAQ42
Collected: 11/22/2017
Received: 11/23/2017
Analyzed: 11/24/2017

Proj: 709 RUSSELL IAQ

Spore Trap Report: Total Counts



Alternaria	Arthrospores	Ascospores
Aspergillus/Penicillium	Basidiospores	Chaetomium
Cladosporium	Myxomycetes++	Scopulariopsis
Stachybotrys		

* The chart is displayed using a logarithmic scale. Bar size is not directly proportional to the number of spores.

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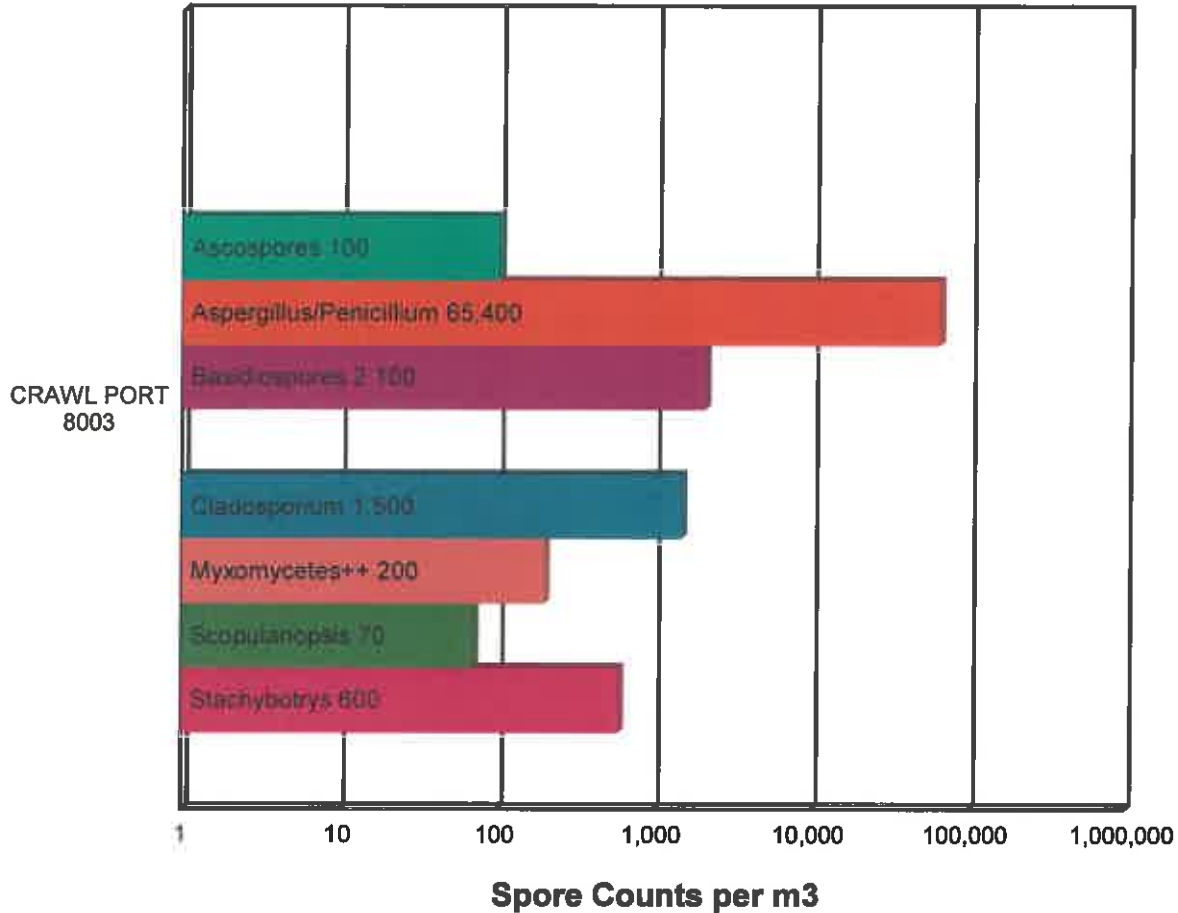
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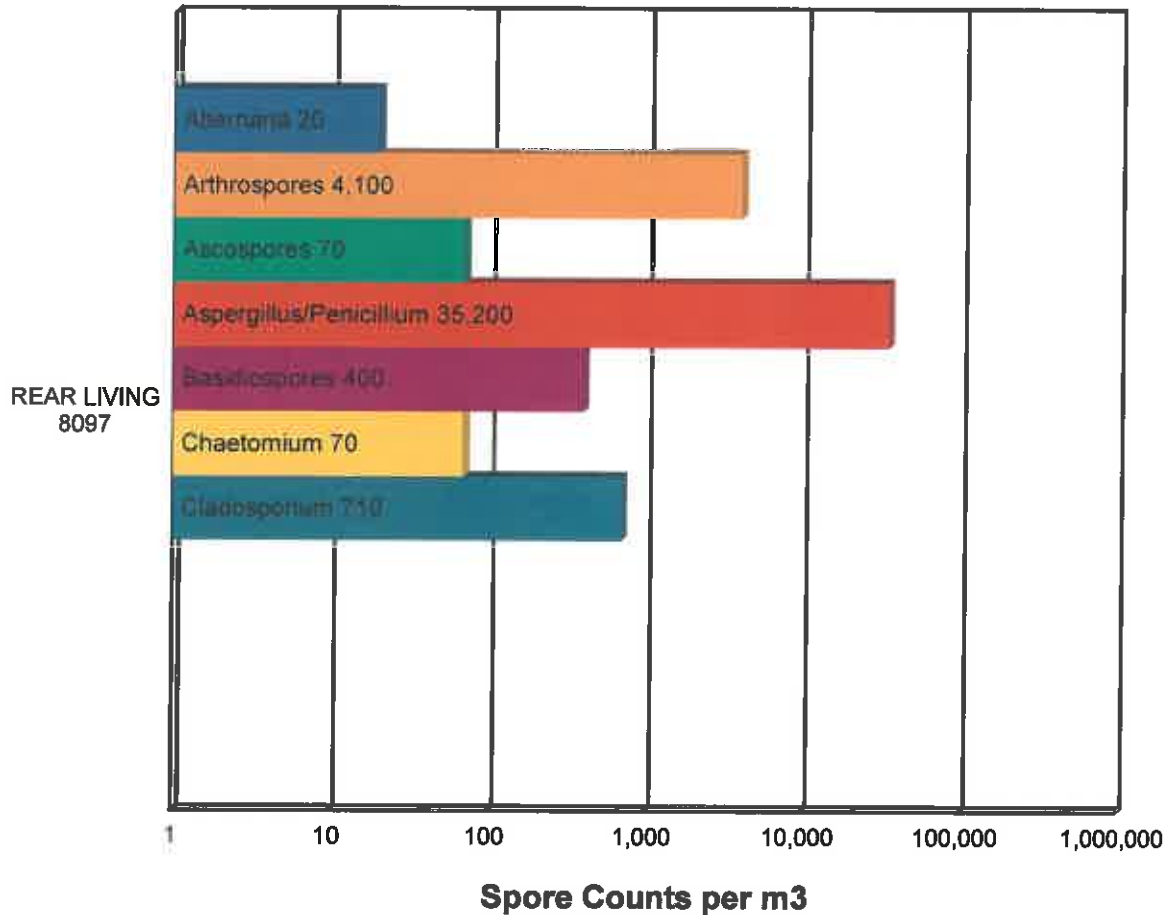
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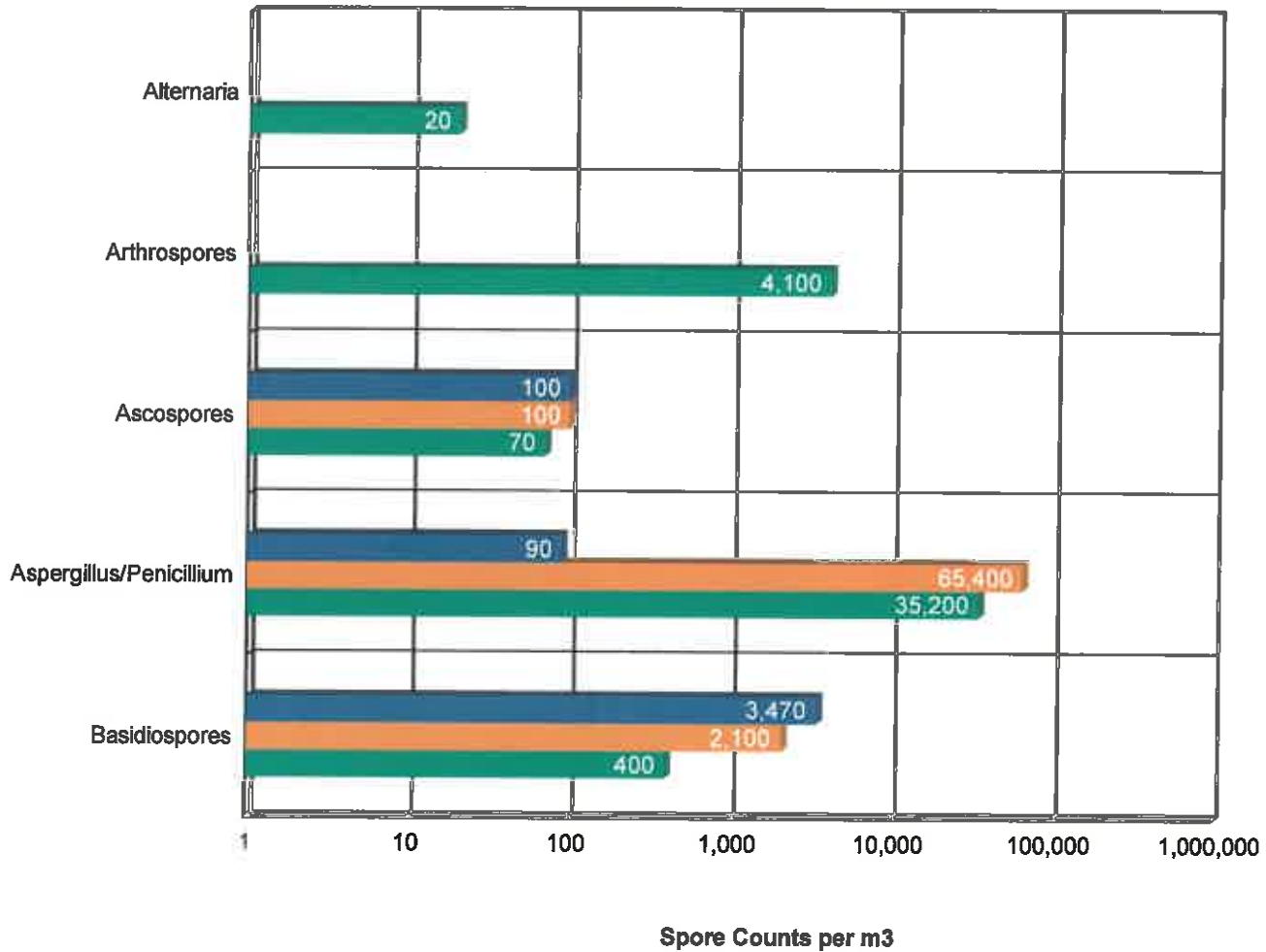
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Background Comparison Chart



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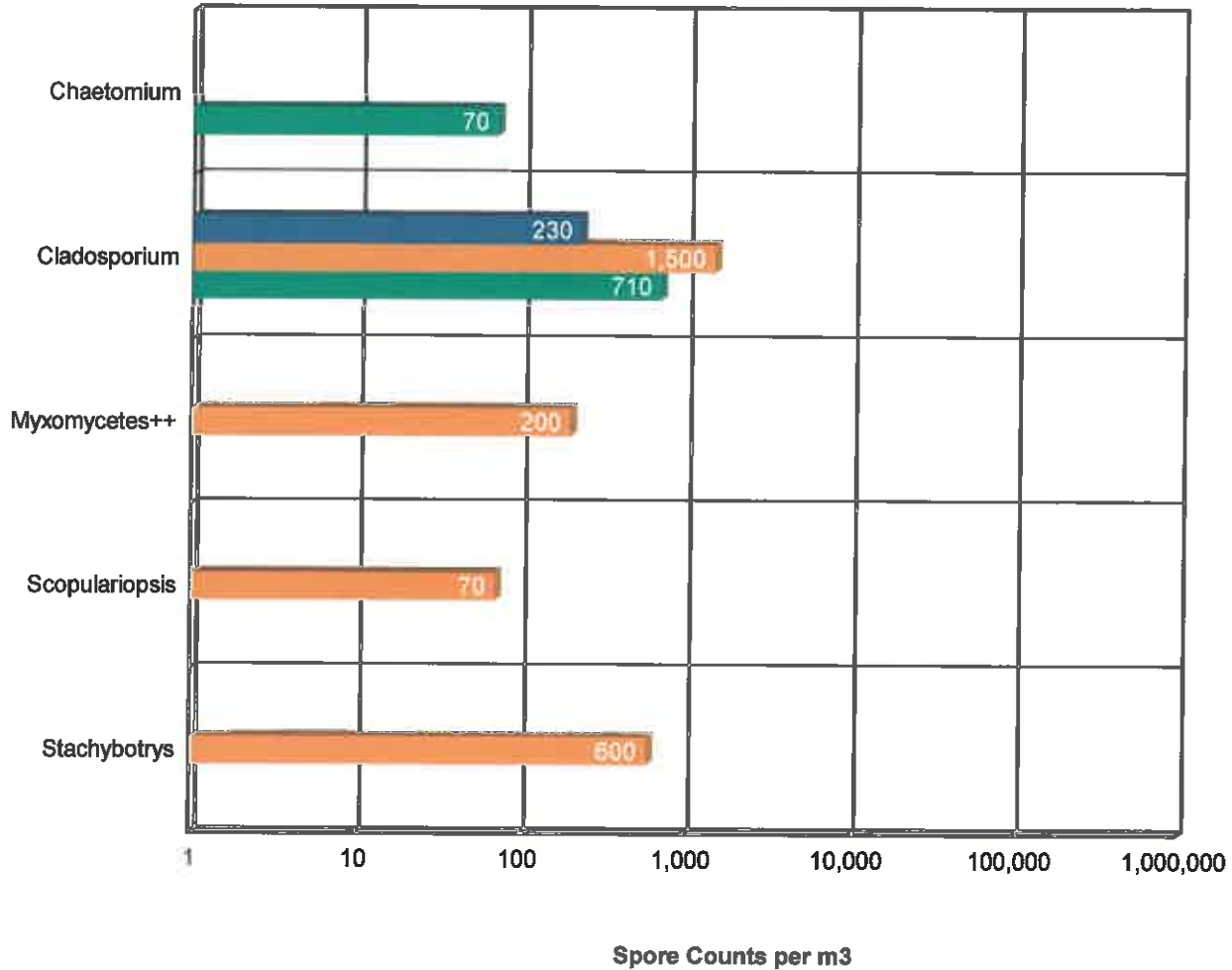
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Background Comparison Chart



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3. Understanding the Results

EMSL Canada Inc. is an independent laboratory, providing unbiased and scientifically valid results. These data represent only a portion of an overall IAQ investigation. Visual information and environmental conditions measured during the site assessment (humidity, moisture readings, etc.) are crucial to any final interpretation of the results. Many factors impact the final results; therefore, result interpretation should only be conducted by qualified individuals. The American Conference of Governmental Industrial Hygienists (ACGIH) has published a good reference book covering sampling and data interpretation. It is entitled, Bioaerosols: Assessment and Control, 1999.

Fungal spores are found everywhere. Whether or not symptoms develop in people exposed to fungi depends on the nature of the fungal material (e.g., allergenic, toxic, or infectious), the exposure level, and the susceptibility of exposed persons. Susceptibility varies with the genetic predisposition (e.g., allergic reactions do not always occur in all individuals), age, pre-existing medical conditions (e.g., diabetes, cancer, or chronic lung conditions), use of immunosuppressive drugs, and concurrent exposures. These reasons make it difficult to identify dose/response relationships that are required to establish "safe" or "unsafe" levels (i.e., permissible exposure limits).

It is generally accepted in the industry that indoor fungal growth is undesirable and inappropriate, necessitating removal or other appropriate remedial actions. The New York City guidelines and EPA guidelines for mold remediation in schools and commercial buildings define the conditions warranting mold remediation. Always remember that water is the key. Preventing water damage or water condensation will prevent mold growth.

This report is not intended to provide medical advice or advice concerning the relative safety of an occupied space. Always consult an occupational or environmental health physician who has experience addressing indoor air contaminants if you have any questions.

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4. Glossary of Fungi

ALTERNARIA	
Allergic Potential	Type I allergies (hay fever, asthma), Type III (hypersensitivity pneumonitis)
Industrial Uses	Biocontrol of weed plants · Biocontrol fungal plant pathogens.
Mode of Dissemination	Wind
Natural Habitat	Common saprobe and pathogen of plants. Typically found on plant tissue, decaying wood, and foods. Soil . Air outdoors.
Other Comments	Alternaria spores are one of the most common and potent indoor and outdoor airborne allergens. Additionally, Alternaria sensitization has been determined to be one of the most important factors in the onset of childhood asthma. Synergy with Cladosporium or Ulocladium may increase the severity of symptoms
Potential or Opportunistic Pathogens	Phaeohyphomycosis {causing cystic granulomas in the skin and subcutaneous tissue}. In immunocompetent patients, Alternaria colonizes the paranasal sinuses, leading to chronic hypertrophic sinusitis
Potential Toxins Produced	Alternariol (AOH) . Alternariol monomethylether (AME). Tenuazonic acid (TeA). Altenuene (ALT). Altertoxins (ATX)
Suitable Substrates in the Indoor Environment	Indoors near condensation (window frames, showers), House dust (in carpets, and air). Also colonizes building supplies, computer disks, cosmetics, leather, optical instruments, paper, sewage, stone monuments, textiles, wood pulp, and jet fuel
Water Activity	Aw =0.85-0.88

ASCOSPORES	
Allergic Potential	Depends on genus and species.
Industrial Uses	
Mode of Dissemination	Forcible ejection or passive release and dissemination by wind or insects.
Natural Habitat	Everywhere in nature.
Other Comments	Ascospores are the result of sexual reproduction and produced in a saclike structure called an ascus. All ascospores belong to members of the Phylum Ascomycota , which encompasses a plethora of genera worldwide.
Potential or Opportunistic Pathogens	Depends on genus and species.
Potential Toxins Produced	
Suitable Substrates in the Indoor Environment	
Water Activity	

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ASPERGILLUS/PENICILLIUM	
Allergic Potential	Type I (hay fever, asthma) · Type III (hypersensitivity)
Industrial Uses	Many depending on the species
Mode of Dissemination	Wind · Insects
Natural Habitat	· Plant debris · Seed · Cereal crops
Other Comments	Spores of Aspergillus and Penicillium (including others such as Acremonium and Paecilomyces) are small and spherical with few distinguishing characteristics. They cannot be differentiated or speciated by non-viable impaction sampling methods. Some species with very small spores may be undercounted in samples with high background debris.
Potential or Opportunistic Pathogens	Possible depending on the species.
Potential Toxins Produced	
Suitable Substrates in the Indoor Environment	Grows on a wide range of substrates indoors · Prevalent in water damaged buildings · Foods (blue mold on cereals, fruits, vegetables, dried foods) · House dust · Fabrics · Leather · Wallpaper · Wallpaper glue
Water Activity	Aw=0.75-0.94

BASIDIOSPORES	
Allergic Potential	Type I allergies (hay fever, asthma) · Type III (hypersensitivity pneumonitis)
Industrial Uses	Edible mushrooms are used in the food industry.
Mode of Dissemination	Forcible ejection. Wind currents.
Natural Habitat	Forest floors. Lawns. Plants (saprobies or pathogens depending on genus)
Other Comments	Basidiospores are the result of sexual reproduction and formed on a structure called the basidium. Basidiospores belong to the members of the Phylum Basidiomycota, which includes mushrooms, shelf fungi, rusts, and smuts.
Potential or Opportunistic Pathogens	Depends on genus.
Potential Toxins Produced	Amanitins. monomethyl-hydrazine. muscarine. ibotenic acid. psilocybin.
Suitable Substrates in the Indoor Environment	Depends on genus. Wood products
Water Activity	Unknown.

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CHAETOMIUM

Allergic Potential	Type I (asthma and hay fever).
Industrial Uses	Cellulase production, Textile testing.
Mode of Dissemination	Wind. Insects. Water splash.
Natural Habitat	Dung. Seeds. Soil. Straw.
Potential or Opportunistic Pathogens	Onychomycosis. <i>C. perucidum</i> recognized as a new agent of cerebral phaeohyphomycosis.
Potential Toxins Produced	Chaetomin. Chaetoglobosins A,B,D and F are produced by <i>Chaetomium globosum</i> . Sterigmatocystin is produced by rare species
Suitable Substrates in the Indoor Environment	Paper. Sheetrock. Wallpaper.
Water Activity	Aw=0.84-0.89.

CLADOSPORIUM

Allergic Potential	Type I (asthma and hay fever).
Industrial Uses	Produces 10 antigens.
Mode of Dissemination	Air
Natural Habitat	Dead plant matter. Straw. Soil. Woody plants
Potential or Opportunistic Pathogens	Edema. keratitis. onychomycosis. pulmonary infections. Sinusitis.
Potential Toxins Produced	Cladospurin and Emodin.
Suitable Substrates in the Indoor Environment	Fiberglass duct liner. Paint. Textiles. Found in high concentration in water-damaged building materials.
Water Activity	Aw 0.84-0.88

MYXOMYCETES++

Allergic Potential	Type I
Free moisture required for mold growth	Unknown
Industrial Uses	
Mode of Dissemination	Insects, Water, Wind
Natural Habitat	Decaying logs, Dead leaves, Dung, Lawns, Mulched flower beds, Lawns
Potential or Opportunistic Pathogens	Unknown
Suitable Substrates in the Indoor Environment	Rotting lumber

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SCOPULARIOPSIS	
Allergic Potential	Hypersensitivity
Mode of Dissemination	Wind
Natural Habitat	Worldwide saprophytic fungi, being isolated from dead plant material and soil.
Potential or Opportunistic Pathogens	While Scopulariopsis is commonly considered a contaminant, it may cause onychomycosis, skin lesions, keratitis, pulmonary infections, endocarditis, particularly in immunocompromised patients.
Suitable Substrates in the Indoor Environment	Diary products, fruit, grain, paper, wood
Water Activity	Unknown

STACHYBOTRYS	
Allergic Potential	Type I (hay fever, asthma)
Industrial Uses	Unknown.
Mode of Dissemination	Insects, Water, and Wind
Natural Habitat	Decaying plant materials and Soil.
Other Comments	Stachybotrys may play a role in the development of sick building syndrome. The presence of this fungus can be significant due to its ability to produce mycotoxins. Exposure to the toxins can occur through inhalation, ingestion, or skin exposure.
Potential or Opportunistic Pathogens	Unknown.
Potential Toxins Produced	Mycotoxins produced by Stachybotrys include Roridin A, Roridin E, Roridin H, Roridin L-2, Satratoxin G, Satratoxin H, Isosatratoxin F, Verucaric acid, Verucaric acid, and Verrucariol.
Suitable Substrates in the Indoor Environment	Water damaged building materials such as: ceiling tiles, gypsum board, insulation backing, sheet rock, and wall paper. Paper. Textiles.
Water Activity	Aw=0.94

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5. References and Informational Links

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Books

- **Bioaerosols: Assessment and Control.** Janet Macher, Ed., American Conference of Governmental Industrial Hygienists, Cincinnati, OH 1999.
- **Exposure Guidelines for Residential Indoor Air Quality.** Environmental Health Directorate, Health Protection Branch, Health Canada, Ottawa, Ontario, 1989.
- **Fungal Contamination in Public Buildings: Health Effects and Investigation Methods.** Health Canada, Ottawa, Ontario, 2004.
- **IICRC: S500 Standard and Reference Guide for Professional Water Damage Restoration.** 3rd Edition, Institute of Inspection, Cleaning, and Restoration Certification, Vancouver, WA, 2006

IICRC: S520 Standard and Reference Guide for Professional Mold Remediation. 1st Edition, Institute of Inspection, Cleaning, and Restoration Certification, Vancouver, WA, 2004

- **Field Guide for the Determination of Biological Contaminants in Environmental Samples.** 2nd Edition, American Industrial Hygiene Association, 2005.

Consumer Links

Read the full text of AIHA's "The Facts About Mold" consumer brochure.

<http://www.aiha.org/get-involved/VolunteerGroups/Documents/BiosafetyVG-FactsAbout%20MoldDecember2011.pdf>

The Occupational Safety and Health Administration (OSHA)

<http://www.osha.gov/SLTC/molds/index.html>

CDC Mold Facts

<http://www.cdc.gov/mold/faqs.htm>

CDC Stachybotrys - Questions and answers on Stachybotrys chartarum and other molds

<http://www.cdc.gov/mold/stachy.htm>

IOM, NAS: Clearing the Air: Asthma and Indoor Air Exposures

<http://www.iom.edu/Reports/2000/Clearing-the-Air-Asthma-and-Indoor-Air-Exposures.aspx>

National Library of Medicine-Mold website

<http://www.nlm.nih.gov/medlineplus/molds.html>

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California Department of Health Services (CADOHS)

<http://www.cal-iaq.org/separator/mold-and-dampness/about-mold>

Minnesota Department of Health

<http://www.health.state.mn.us/divs/eh/indoorair/mold/index.html>

New York City Department of Health and Mental Hygiene

<http://conyers.house.gov/index.cfm/issues?p=toxic-mold>

H.R.: The United States Toxic Mold Safety and Protection Act

<http://conyers.house.gov/index.cfm/issues?p=toxic-mold>

EPA

"Should You Have the Air Ducts in Your Home Cleaned?"

<http://www.epa.gov/iaq/pubs/airduct.html>

General information about molds and actions that can be taken to clean up or prevent a mold problem.

<http://www.epa.gov/asthma/molds.html>

"A Brief Guide to Mold, Moisture, and Your Home" - Includes basic information on mold, cleanup guidelines, and moisture and mold prevention

<http://www.epa.gov/mold/moldguide.html>

"Mold Remediation in Schools and Commercial Buildings" - Information on remediation in schools and commercial property, references for potential mold and moisture remediators.

http://www.epa.gov/mold/mold_remediation.html

FEMA

"Homes That Were Flooded May Harbor Mold Problems" - Information and tips for cleaning mold.

<http://www.fema.gov/news-release/homes-were-flooded-may-harbor-mold-problems>

"Dealing With Mold & Mildew in Your Flood Damaged Home.

http://www.fema.gov/pdf/rebuild/recover/fema_mold_brochure_english.pdf

"Prompt Flood Cleanup Can Help Prevent Health Problems" - How to clean up in-house mold problems (not large or serious exposures).

<http://www.fema.gov/news-release/prompt-flood-cleanup-can-help-prevent-health-problems>

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6. Important Terms, Conditions, and Limitations

A. Sample Retention

Samples analyzed by EMSL Canada will be retained for 60 days after analysis date Storage beyond this period is available for a fee with written request prior to the initial 30 day period. Samples containing hazardous/toxic substances which require special handling will be returned to the client immediately. EMSL Canada reserves the right to charge a sample disposal fee or return samples to the client.

B. Change Orders and Cancellation

All changes in the scope of work or turnaround time requested by the client after sample acceptance must be made in writing and confirmed in writing by EMSL Canada. If requested changes result in a change in cost the client must accept payment responsibility. In the event work is cancelled by a client, EMSL Canada will complete work in progress and invoice for work completed to the point of cancellation notice. EMSL Canada is not responsible for holding times that are exceeded due to such changes.

C. Warranty

EMSL Canada warrants to its clients that all services provided hereunder shall be performed in accordance with established and recognized analytical testing procedures and with reasonable care in accordance with applicable federal, state and local laws. The foregoing express warranty is exclusive and is given in lieu of all other warranties, expressed or implied. EMSL Canada disclaims any other warranties, express or implied, including a warranty of fitness for particular purpose and warranty of merchantability.

D. Limits of Liability

In no event shall EMSL Canada be liable for indirect, special, consequential, or incidental damages, including, but not limited to, damages for loss of profit or goodwill regardless of the negligence (either sole or concurrent) of EMSL Canada and whether EMSL Canada has been informed of the possibility of such damages, arising out of or in connection with EMSL Canada's services thereunder or the delivery, use, reliance upon or interpretation of test results by client or any third party. We accept no legal responsibility for the purposes for which the client uses the test results. EMSL Canada will not be held responsible for the improper selection of sampling devices even if we supply the device to the user. The user of the sampling device has the sole responsibility to select the proper sampler and sampling conditions to insure that a valid sample is taken for analysis. Any resampling performed will be at the sole discretion of EMSL Canada, the cost of which shall be limited to the

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EMSL Canada Inc.

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Attn: Craig Hostland CIEC
Healthy Homes IAQ
103 3677 Highway 97N
Kelowna, BC V1X 5C3

EMSL Order: 691702793
Customer ID: 55HIAQ42
Collected: 11/22/2017
Received: 11/23/2017
Analyzed: 11/24/2017

Proj: 709 RUSSELL IAQ

reasonable value of the original sample delivery group (SDG) samples. In no event shall EMSL Canada be liable to a client or any third party, whether based upon theories of tort, contract or any other legal or equitable theory, in excess of the amount paid to EMSL Canada by client thereunder.

E. Indemnification

Client shall indemnify EMSL Canada and its officers, directors and employees and hold each of them harmless for any liability, expense or cost, including reasonable attorney's fees, incurred by reason of any third party claim in connection with EMSL Canada services, the test result data or its use by client

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EMSL Canada Inc.

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EMSL Canada Order 691702787
Customer ID: 55HIAQ42
Customer PO:
Project ID:

Attn: Craig Hostland CIEC
Healthy Homes IAQ
103 3677 Highway 97N
Kelowna, BC V1X 5C3
Phone: (250) 862-6400
Fax:
Collected:
Received: 11/23/2017
Analyzed: 11/23/2017
Proj: 709 RUSSELL IAQ

Test Report: Asbestos Analysis in Bulk Material for Occupational Health and Safety British Columbia Regulation 188/2011 via EPA 600/R-93/116 Method

Client Sample ID: 1 Lab Sample ID: 691702787-0001
Sample Description: STUCCO

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	11/23/2017	Gray	0%	100%	None Detected	

Client Sample ID: 2A Lab Sample ID: 691702787-0002
Sample Description: DRYWALL MUD

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	11/23/2017	Gray	0%	98%	2% Chrysotile	

Client Sample ID: 2B Lab Sample ID: 691702787-0003
Sample Description: DRYWALL MUD

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	11/23/2017	White	0%	100%	None Detected	

Client Sample ID: 3 Lab Sample ID: 691702787-0004
Sample Description: VINYL FLOORING

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	11/23/2017	Gray	20%	80%	None Detected	

Client Sample ID: 4 Lab Sample ID: 691702787-0005
Sample Description: DRYWALL MUD

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	11/23/2017	Beige	0%	100%	None Detected	

Client Sample ID: 5 Lab Sample ID: 691702787-0006
Sample Description: CERAMIC TILE

TEST	Analyzed Date	Color	Non-Asbestos		Asbestos	Comment
			Fibrous	Non-Fibrous		
PLM	11/23/2017	Tan	95%	5%	None Detected	



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<http://www.EMSL.com> / vancouverlab@EMSL.com

EMSL Canada Order 691702787
Customer ID: 55HIAQ42
Customer PO:
Project ID:

Test Report: Asbestos Analysis in Bulk Material for Occupational Health and Safety British Columbia Regulation 188/2011 via EPA 600/R-93/116 Method

Analyst(s):

Nicole Yeo PLM (6)

Reviewed and approved by:

Nicole Yeo, Laboratory Manager
or Other Approved Signatory

None Detected = <0.1%. EMSL maintains liability limited to cost of analysis. This report relates only to the samples reported above and may not be reproduced, except in full, without written approval by EMSL. EMSL bears no responsibility for sample collection activities or analytical method limitations. Interpretation and use of test results are the responsibility of the client. Samples received in good condition unless otherwise noted. This report must not be used to claim product endorsement by NVLAP of any agency of the U.S. Government.

Samples analyzed by EMSL Canada Inc. Burnaby, BC

Initial report from: 11/24/2017 11:41:38



EMSL Analytical, Inc. 200 Route 130 North, Cinnaminson, NJ 08077

Order ID: 691702792

Attn:	Craig Hostland CIEC Healthy Homes IAQ 103 3677 Highway 97N Kelowna, BC V1X 5C3	Customer ID:	55HIAQ42
		Customer PO:	
		Date Received:	11/23/17
Project:	709 Russell IAQ	EMSL Order:	691702792
Report Date:	12/8/17	EMSL Project ID:	
		Date Analyzed:	12/4-5/17

Wipe analysis for Fentanyl/Methamphetamine residue by HPLC/MS Using modified NIOSH 9111

Sample ID	Customer Identification	Compound	Area Sampled (cm ²)	Reporting Limit (µg/wipe)	Sample Amount (µg/wipe)
691702792-0001	A Rear Living	Methamphetamine	Not specified	0.10	0.068
691702792-0002	B Rear Living	Fentanyl	Not specified	0.10	<0.10
Blank Wipe				0.10	<0.10

Notes:

1. Samples were received in acceptable condition unless otherwise noted.
2. These results relate only to the samples tested.
3. A discernable field blank was submitted with these samples if listed above or on COC.
4. Samples are not blank subtracted.

AS
Analyst

Scott VanEtten CIH- Lab Manager
Or other approved signatory

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Mayor and Council
From: Tate Bengtson, CAO
Date: January 8, 2018
Subject: Rural Economic Development Service Memorandum of Understanding and Service Establishment Bylaw

RECOMMENDATION

THAT Council participates in the Regional District of North Okanagan's Rural Economic Development Service for the proposed three-year term, subject to the Service receiving 60% grant funding for the first two years and further subject to the confirmed participation of all jurisdictions;

AND THAT, should the service not receive the support of all jurisdictions or the anticipated grant, Council re-evaluates its support for the service once the commitments are known, should the Regional District of North Okanagan still intend to proceed.

ALTERNATE RECOMMENDATION

THAT Council does not participate in the Regional District of North Okanagan's Rural Economic Development Service.

BACKGROUND

For several years, the Regional District of North Okanagan has engaged the region in a conversation around a Rural Economic Development Service ("the Service"). The proposed Service would encompass all North Okanagan jurisdictions except Vernon (which already has its own economic development function). It would create a partnership with Community Futures of North Okanagan to deliver on key economic development strategies, including:

1. Economic development planning/capacity-building and regional collaboration (25% resource commitment);
2. Business support, retention, and expansion (45% resource commitment); and
3. Workforce development (30% resource commitment).

The Service proposes a three-year commitment that presumes the initial two years are supported by a 60% Rural Dividend grant. The cost for Enderby would be \$2,960 for each of the first two years and \$7,400 for the third year. Participants would need to confirm at the end

of the second year whether they wish to proceed past the third year. The costs would change if one or more of the proposed participants chose not to become involved in the Service.

Economic development has been a strategic priority for Council. One of the challenges has been resourcing it adequately. Economic development tends to occur "off the side of desks," although continuous effort is made to incorporate an economic development perspective into all activities.

The Service offers a cost-effective way to advance this strategic priority; however, Council should be aware that the regional framework will necessarily bring with it a more regional focus. In other words, there can and will still be a role for Enderby's Council and staff in establishing and implementing economic development priorities which are of a more local or particular nature. This also means that the Service may not address all economic development priorities of Council, which will still need to be resourced internally. This holds particularly true for priorities that may be of considerable importance inside Enderby but lack a sufficiently regional impact.

Assuming that the other participants are on-board and the Rural Dividend grant is approved, the question for Council fundamentally comes down to value for money. There is little doubt that those involved in delivering the Service will be very capable. Nor is there any doubt that the costs are much less than if Enderby were to deliver its own service. However, the Service will have priorities that are broader in scope. As a result, some of the impacts will be felt indirectly and some of Enderby's local priorities will be outside of the scope of the Service and still need local investment and implementation.

In essence, the value for money question comes down to Council's confidence in Enderby realizing benefits from this broader regional approach, and whether the proposed Service model is the best approach to attaining that value.

Respectfully submitted,



Tate Bengtson
Chief Administrative Officer



REGIONAL DISTRICT OF NORTH OKANAGAN

MEMBER MUNICIPALITIES:

CITY OF ARMSTRONG
DISTRICT OF COLDSTREAM
CITY OF ENDERBY

VILLAGE OF LUMBY
TOWNSHIP OF SPALLUMCHEEN
CITY OF VERNON

ELECTORAL AREAS:

"B" – SWAN LAKE
"C" – B.X. DISTRICT
"D" – LUMBY (RURAL)

"E" – CHERRYVILLE
"F" – ENDERBY (RURAL)

OFFICE OF: Corporate and Administrative Services

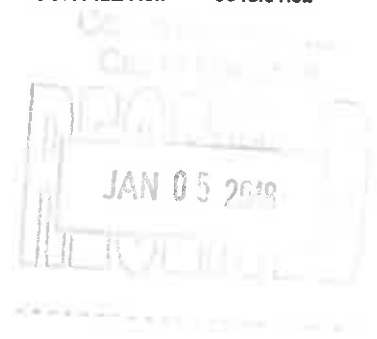
OUR FILE No.: 3045.01.02

January 3, 2018

City of Enderby
PO Box 400
Enderby, BC V0E 1V0

Attn: Tate Bengston

Dear Tate:



Re: Rural Economic Development Service Memorandum of Understanding and Service Establishment Bylaw

As you are aware for the last few years there has been a conversation about establishing a Rural Economic Development service at a regional scale.

At the December 13, 2017 regular meeting of the Board of Directors, the following resolution was passed:

That the draft Rural Economic Development Service Memorandum of Understanding, staff memorandum dated November 29, 2017 and Service Establishment Bylaw be referred to member jurisdictions for consideration and endorsement; and further

That the RDNO requests referral responses by February 28, 2018.

Attached to this letter is a copy of the November 29, 2017 staff memorandum which highlights the discussions that occurred at the November 16, 2017 Regional Growth Management Advisory Committee meeting along with elements of the draft Memorandum of Understanding that need specific attention. The RDNO is requesting that each community review the draft MOU and Service Establishment Bylaw as well as confirm that they wish to become a participant in this proposed service. The staff report dated November 23, 2017 is also included for information and contains a copy of the Oct 12, 2017 Workshop Report.

It is important to note that service establishment for the proposed Rural Economic Development Service is contingent upon the RDNO receiving 60% grant funding for the first two years. Below is Table 1 outlining the costs by community based on the new funding model (40% taxation and 60% grant funding). These costs reflect the default taxation mechanism in converted land & improvements at a total cost of \$150,000 per year which would include around \$50,000/year for project funds if Community Futures North Okanagan is our partner in this service. These numbers assume that all jurisdictions (exc. Vernon) participate. Table 2 highlights the costs by community for the third year without grants in place. The goal would be to reapply for Rural Dividend funding for another two years but the participants need to understand that if grants are not secured for that third year the costs would need to be covered 100% by the communities.

Regional District of North Okanagan
9848 Aberdeen Road
Coldstream, BC V1B 2K9

Phone: 250-550-3700
Fax: 250-550-3701
Web: www.rdno.ca
E-Mail: info@rdno.ca

This proposed service is intended to be a three year pilot project where at the end of the second year participants will need to indicate if they wish to continue beyond the initial three years that is currently being contemplated.

Table 1. (40% Taxation Land & Improvements and 60% Grant Funding Scenario Year 1 & 2)

Armstrong	\$ 5,680	Electoral Area B	\$7,200
Enderby	\$ 2,960	Electoral Area C	\$7,560
Coldstream	\$16,640	Electoral Area D	\$3,280
Spallumcheen	\$ 7,200	Electoral Area E	\$ 960
Lumby	\$ 2,120	Electoral Area F	\$6,400

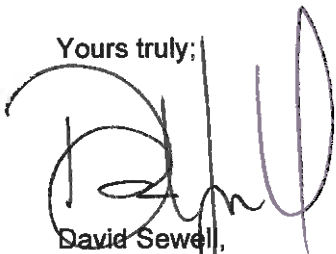
Table 2. (100% Taxation Land & Improvements Scenario Year 3)

Armstrong	\$ 14,200	Electoral Area B	\$18,000
Enderby	\$ 7,400	Electoral Area C	\$18,900
Coldstream	\$41,600	Electoral Area D	\$ 8,200
Spallumcheen	\$18,000	Electoral Area E	\$ 2,400
Lumby	\$ 5,300	Electoral Area F	\$16,000

Economic Development is one component that is key to a resilient thriving region. To date the Regional Growth Management Advisory Committee and the Board of Directors have discussed and supported this initiative, however, success is contingent upon the collective desire of the participants to proceed with service establishment.

If you have any questions or require further information, please contact Laura Frank at (250) 550-3768 or laura.frank@rdno.ca

Yours truly;



David Sewell,
Chief Administrative Officer
/lf



**REGIONAL DISTRICT
of
NORTH OKANAGAN**

REPORT

File No.: 3045.01.04

TO: Board of Directors
FROM: Planning Department
DATE: November 23, 2017
SUBJECT: Rural Economic Development Workshop Report – Next Steps

RECOMMENDATION:

That the draft Rural Economic Development Service Memorandum of Understanding, staff memorandum dated November 29, 2017 and Service Establishment Bylaw be referred to member jurisdictions for consideration and endorsement; and further,

That the RDNO requests referral responses by February 28, 2018; and further,

That staff be directed to apply for a grant through the BC Rural Dividend Program-Fourth Intake to fund the proposed Rural Economic Development Service.

DISCUSSION:

Rural Economic Development Service

On October 12, 2017 the RDNO facilitated a second workshop on exploring the concept of a Rural Economic Development Service. The goal of this workshop was to seek agreement on the Service Activities and obtain direction on Service Establishment. Although consensus on specific activities was not reached at the workshop it was evident there are a number of areas of common interest as identified on page seven of the Workshop Report. In addition, it became clear that member municipalities would like to retain autonomy when it comes to local economic development initiatives and acknowledged that this service needs to be flexible and equitable for all partners to participate.

Attached to this report (Schedule 1) is a copy of the Workshop Report. This document provides an overview of the discussion to date; opportunities and challenges in pursuing a collaborative Rural Economic Development Service; feedback heard during the breakout discussion on service activities; common themes; and next steps. A list of activities and costs is attached to the Workshop Report as Appendix A. This list will be utilized in the application for Rural Dividend Funding. Staff have suggested activities that are regional in nature and could be implemented in a 2-3 year time frame. These activities are also reflected in the Memorandum of Understanding (MOU). The goal of the discussion at the November 16, 2017 Regional Growth Management Advisory Committee (RGMAC) meeting was to confirm the activities, agree upon the content of the MOU and identify the participants that are to be included in the Rural Economic Development Service. Attached to this report (Schedule 2) is a staff memorandum which provides some notes on the discussion that occurred at the RGMAC meeting and explains why this initiative is being pursued as well as identifies elements within the MOU that will need

further discussion and clarification prior to Service Establishment. The Rural Economic Development Service MOU and Service Establishment Bylaw are attached as Schedule 3 and 4 to this report.

Consultation to date has included:

- May 18, 2016 at the regular meeting of the Board of Directors staff were directed to initiate discussions on implementation and prioritization of the Regional Actions within the Regional Employment Lands Action Plan. Of priority was Action 5.1.2- the concept of undertaking a Rural Economic Development Service for the small and rural communities within the North Okanagan with the exception of the City of Vernon (as they already have one). Based on the direction provided by the Regional Growth Management Advisory Committee and Board of Directors, RDNO staff and a team of economic development experts have worked with Member Municipalities, Electoral Areas and First Nations on identifying: the level of interest in pursuing this initiative; potential activities; governance structure; and funding mechanisms.
- October 12, 2016 workshop where presentations were made by:
 - Wayne Robert of Urban Systems;
 - Dale Wheeldon, President & CEO, BC Economic Development Association;
 - Kevin Poole, Manger Economic Development and Tourism, City of Vernon; and
 - Norm Metcalf, General Manger, Community Futures North Okanagan.
 - Also in attendance was Richard Toperczer, Regional Manager, North Okanagan / Shuswap-Slocan, Regional Economic Relations, Ministry of Jobs, Tourism and Skills Training.

It was agreed at the end of the Workshop by those in attendance that the topic required further conversation at the individual Council level to determine if there was enough interest to further explore this concept.

- In the months following the workshop, presentations were made (by either RDNO or Community Futures staff) to the following councils: Armstrong; Coldstream; Electoral Areas; and OKIB. In addition, representatives from Community Futures have discussed this proposal with representatives from various Chambers of Commerce throughout the region.

Based on these meetings there appeared to be enough interest to continue the conversation on what an economic development service could entail.

- In May 2017 the Board passed a resolution to submit an application to the BC Rural Dividend Fund to further facilitate discussions on the Rural Economic Development Officer Service in the form of a second workshop (held October 12, 2017).
- On June 7, 2017 at the regular meeting of the Board, a resolution was passed to refer out a consensus matrix to Member Municipalities and First Nations to assist with focussing the next steps in the conversation. The consensus matrix outlined the service activities that Community Futures could provide. The four main areas of focus are:
 - Business Retention and Expansion
 - Workforce Development
 - Economic Development Planning
 - Regional Collaboration

Service Establishment – What governance / reporting structure is of interest?

- Regional Growth Management Advisory Committee
- Board of Directors
- New RDNO Stakeholder Committee
- Other

Service Funding Mechanisms

- Taxation
 - Grant program with contribution based on population
- The results of the matrix referral process are provided below. All jurisdictions did not complete matrix but did indicate they were still interested in the discussion and wanted to move forward with the second workshop (held October 12, 2017).

Table 1. Consensus Matrix - Rural Economic Development Program Activities

Are you interested in any of the following activities for a Rural Economic Development Program:				
Member Municipality / Electoral Area	1. Business Retention and Expansion	2. Workforce Development	3. Regional Collaboration	4. Economic Development Planning
City of Armstrong				
District of Colchester				
City of Essex	✓	✓	✓	✓
Village of Lunenburg	✓	✓	✓	✓
Township of Southwestern				
City of Vernon				
Electoral Area B	✓	more info req.	✓	✓
Electoral Area C	✓	✓	✓	✓
Electoral Area D	✓	✓	✓	✓
Electoral Area E	✓	more info req.	✓	✓
Electoral Area F	✓	✓	✓	✓
County of Inverclyde				
Spaldon				
Total	7	5	7	7

Table 2. Consensus Matrix - Rural Economic Development Program Service Establishment

If there is general support / areas of shared interest within Table 1, what governance / reporting structure is of interest?				
Member Municipality / Electoral Area	1. Regional Growth Management Advisory Committee	2. Board of Directors	3. New RDMD Stakeholder Committee	4. Other?
City of Armstrong				
District of Central Fraser				
City of Endicott				
Village of Lumby				✓ (Community Partners under a corporate entity)
Township of Seaburn/Heath				
City of Vernon				
Electoral Area B			✓	✓
Electoral Area C			✓	✓
Electoral Area D			✓	
Electoral Area E			✓	more info req.
Electoral Area F		more info req.	✓	
Delegation District Board				
Spokane				
Total			5	3

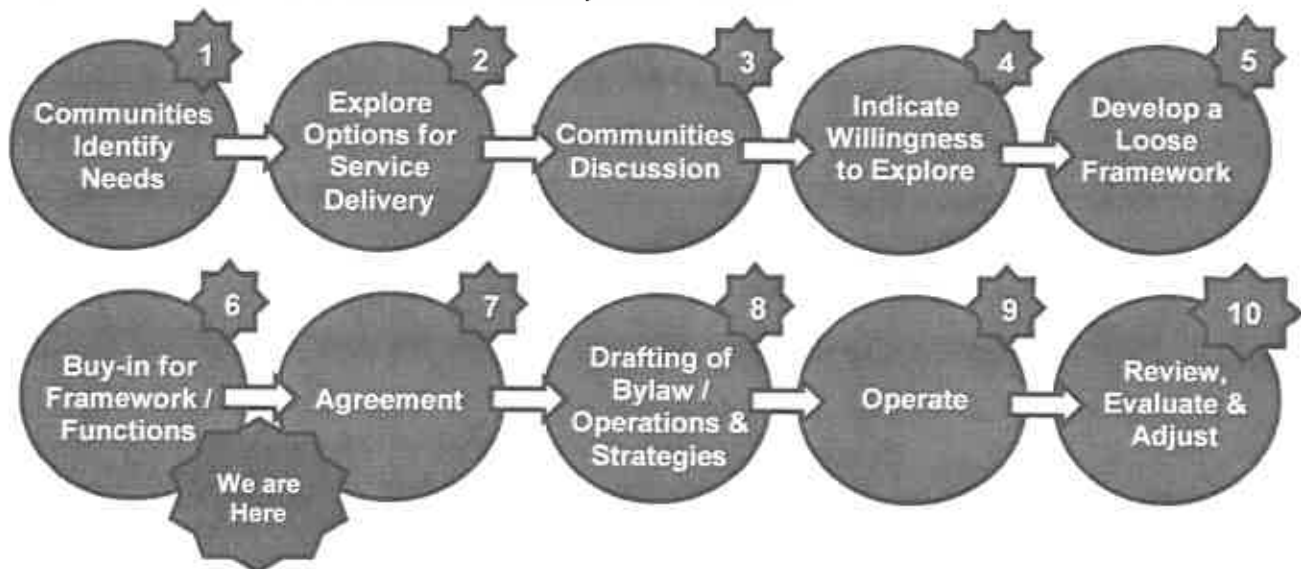
Table 3. Consensus Matrix - Rural Economic Development Program Funding Mechanisms

If there is general support / areas of shared interest within Tables 1 & 2, what Funding Mechanism are you in support of?		
Member Municipality / Electoral Area	Taxation- (e.g. \$6.62 per \$1000.00 property tax assessment value)	Grant program with contribution based on population
City of Armstrong		
District of Colyton		
City of Enderby		
Village of Lumby		✓
Township of Sparrow		
City of Vernon		
Electoral Area B	✓ (on the fence)	✓ (on the fence)
Electoral Area C	✓ (ensure until knows what function cost)	✓
Electoral Area D	✓	
Electoral Area E	✓	
Electoral Area F	✓	
Okanagan Indian Band		
Spatsch		
Total	5	3

Next Steps:

Figure 1. below highlights the steps that have been taken during the discussion on a Rural Economic Development Service. We are currently at Step 6 “Buy-in for Framework/Functions” and Step 7 “Agreement” with the goal of “Bylaw Drafting / adoption” Step 8, to be reached at a Board of Directors meeting in the near future. It is recognized that Steps 6, 7 and 8 are iterative in nature.

Figure 1. Process- Rural Economic Development Function



SUMMARY:

On October 12, 2017 the RDNO hosted a workshop to review the results of the Rural Economic Development Service matrices and identify areas of agreement. Attached to this report as Schedule 1 is a copy of the Workshop Report. During the workshop it became apparent that there continues to be a strong interest in establishing a Rural Economic Development Service; however, it was requested that an additional meeting be held to discuss and find agreement on the Service Activities and participants. On November 16, 2017 the Regional Growth Management Advisory Committee met to further discuss the details of this service. Attached as Schedule 2 is a staff memorandum which provides some notes on the discussion that occurred. The memo explains why this initiative is being pursued as well as identifies elements within the MOU that will need further discussion and clarification prior to Service Establishment. At this meeting the Regional Growth Management Advisory committee recommended that the Board refer out the draft Rural Economic Development Service Memorandum of Understanding, staff memorandum and Service Establishment Bylaw for consideration and endorsement; and that staff be directed to apply for a grant through the BC Rural Dividend Program-Fourth Intake to help fund the proposed Rural Economic Development Service.

Submitted by:



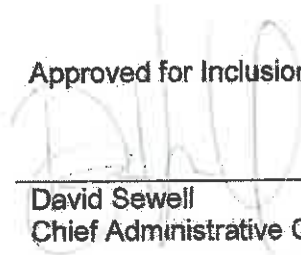
Laura Frank, MCIP, RPP
Regional Planning Projects Manager

Endorsed by:



Rob Smalles, MCIP, RPP
General Manager, Planning and Building

Approved for Inclusion:



David Sewell
Chief Administrative Officer



REGIONAL EMPLOYMENT LANDS ACTION PLAN

Implementation Workshop Report – October 12, 2017



Regional District of
North Okanagan

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REGIONAL EMPLOYMENT LANDS ACTION PLAN – IMPLEMENTATION WORKSHOP

October 12, 2017

PROJECT BACKGROUND AND DESCRIPTION

A workshop was held on October 12, 2017 with staff and elected officials to explore the concept of undertaking a Rural Economic Development Service for the communities within the North Okanagan (Action 5.2.1 of the Regional Employment Lands Action Plan). As a follow up, staff from the RDNO and Community Futures completed further work regarding the potential development of a Rural Economic Development Service and determined there is an interest in furthering the conversation. A Consensus Matrix was provided to member municipal Councils and the Electoral Area Advisory Committee for consideration and completion. A Rural Dividend funding application was completed to undertake a follow up facilitated workshop to help build on the consensus matrix and develop potential activities, work plan governance and budgetary implications in order that a decision can be made whether to proceed within this initiative. Funding was approved and a second workshop was held a year later on October 12, 2017. The following provides a summary of the Opportunities and Challenges with a collaborative Rural Economic Development Service along with input received during the breakout discussions portion of the workshop.



OPPORTUNITIES AND CHALLENGES

During the workshop challenges and opportunities were identified with a collaborative rural economic development service.

Challenges	Opportunities
Regional buy-in	Collective voice
“What have you done for me lately?”	Larger pool of resources
Equality	Leverage resources
Accountability	External respect
Competing interests	Increased coordination and communication
Individual community readiness/understanding	Everyone is a winner

Two examples of successful regional economic development organizations were provided: Shuswap Economic Development (SED) and Slocan Valley Economic Development. SED is the economic development service provider in the Columbia Shuswap Regional District. The CSRD consists of ten communities including Salmon Arm, Sicamous, Revelstoke, Golden and six electoral areas. Five of the ten communities are members of SED. Currently they have an Advisory Committee with a representative from each of the five communities. They are undergoing a review of the committee structure and will be expanding the committee to include sectoral (private industry) representation. The addition of sectoral representation will provide SED with enhanced engagement with the main economic drivers of the region. This will allow for greater buy-in from the business community and helps support the creation and implementation of new economic development initiatives.

The following are the economic development programs and examples of specific activities SED provides:

- Business Retention and Expansion – business visitations
- Workforce Development – labour market research
- Sector Development – agriculture, film
- Investment Attraction & Marketing – regional website
- Partnerships & Stakeholder Engagement – partnership with Salmon Arm (Innovation Centre)

The Slocan Valley is located in the Central Kootenay Regional District. The CKRD consists of Nelson, Castlegar, Kaslo, Creston, Nakusp, Salmo, New Denver, Silverton, Slocan and 11 electoral areas. Members of the Slocan Valley economic development function are New Denver, Silverton, Slocan and Area H. The Slocan Valley Economic Development Commission (SVEDC) has representation from each of the member communities, business organizations (Chamber of Commerce and Community Futures), sector/private industry and geographic representation. The Rural Dividend Program recently funded the Commission to implement their Economic Development Strategic Plan including the hiring of a full-time economic development coordinator.

The following are the economic development programs and examples of specific activities SVEDC provides:

- Business Retention and Expansion – business visitations, home-based business survey
- Entrepreneurship – start-up support and co-working space
- Sector Development – agriculture (agriculture asset mapping inventory, Slovan Grown)
- Marketing – regional website, regional and community profile
- Investment Readiness – investment readiness assessment
- Regional Facilitation & Partnerships – partnership with Nelson

For a collaborative economic development service to be successful there are some common themes that lead to success including:

Collaboration

- Engaged decision making
- Open dialogue
- Regional economic well-being

Organization

- Everyone's needs and concerns are heard and addressed
- Collective goals and steps
- Attainable and measurable
- Understanding of staff/contractors roles

Transparency

- Public trust/Communication
- Equity
- Strengthens partnerships between local and regional government
- Measuring success

BREAKOUT DISCUSSIONS

Four breakout discussions were held during the workshop. Each breakout started with a short summary or introduction to the topic. Discussions were guided by a table facilitator to help generate input and identify specific activities or priorities based on a regional scale.



Business Retention and Expansion (BRE)

Introduction to BRE:

- BRE should be #1 focus – happy business = new business
- Identification of business challenges and opportunities

- Responding, facilitation and program development
- Focusing on what you already have

Discussion:

- No regional business database – don't know what businesses we have – where are they – what services/products do they provide
- Housing affordability – (affects workforce, new residents, etc.)
- Land use designation (what are the future needs)
- Developing opportunities for increased wages and attracting labour
- Some municipalities have available lands while others have limited lands – how can one municipality's strength work for a neighbouring municipality
- Capitalize on each community's strength
- Need to consider modern business needs – how technology influences the way business is done today
- No baseline data exists, there are no business licences in the Electoral Areas.
- Businesses may be facing similar challenges and may need assistance with policies (provincial, federal) – regionally could provide a collaborative voice
- Red tape reduction
- There are new residents here for lifestyle versus business or jobs and need to be considered
- Business database – who, where, what. A database is important for safety issues (emergency responders)
- Sectoral supports – workshops
- Business visitations
- Pop-up shops

Workforce Development

Introduction to Workforce Development:

- Increased priority in economic development
- Links to BRE/investment attraction
- Broad based partnership – to address workforce gaps and opportunities
- Key to retention and attraction of residents

Discussion

- Youth – early training (example Hope's customer service program)
- Employers need to change or adapt to youth culture – how its changed – work ethic
- The workforce has changing needs today
- Older workers – how can businesses connect – job sharing, training, job awareness, knowledge
- Trades have changed – concern local facility is underutilized – youth utilizing computers more – education on university alternatives
- Entrepreneurship – crosses all trades and training
- Recognize local demographics and shift to seniors
- Practical experience is an asset
- Educating businesses on how to retain employees
- Business matching program – succession planning
- Regional job bank

- Supporting employers on how to engage new employees
- What programs are available both for employees and employers and how to get that information out to them

Economic Development Planning

The North Okanagan Regional District has completed a number of plans dedicated to various priorities. These plans have some valuable recommendations that could be implemented as part of the new Regional Economic Development Service and reduces the need for a new economic development strategy. The plans include:



- Regional Growth Strategy
- Regional Employment Lands Action Plan
- Regional Agriculture Plan

The workshop has provided another step towards identifying and prioritizing various activities that could be implemented. The next step is to take action.

Introduction to Planning:

- Common vision
- Mutually beneficial outcomes
- Being realistic and achievable
- Accountability
- Flexible
- Capacity matching
- You are doing it today!

Discussion

- Challenge exists from past efforts – learn from previous mistakes
- Implement strategies already identified (agriculture strategy, lands action plan)
- Get data on the region
- Capital projects – doing asset mapping
- Identify common constraints – affordable housing, socio-economic differences, downloading of costs, preparation for future growth
- Need a flexible Service – adaptable and meeting unique community needs
- Clear communication of expectations and service and needs of each partner
- Don't recreate the wheel
- Need small, quick wins
- Research grant programs or funding options
- Capitalize on other successes – tourism, trails
- Collectively look at other projects and coordinate where it makes sense
- Recognize there may be a “what’s in it for me” but focus on what we can do together
- Need clear objectives, outcomes, projects, measurements and successes

Regional Collaboration

Introduction to Regional Collaboration:

- Building on each other's strengths
- Recognizing regional assets
- Respecting diverse interests
- Not just about "me"

Discussion

- Third party structure makes sense
- Need to identify items to agree upon, creates trust, consensus and fosters collaboration
- Should be agreement among all
- Agriculture and food security - agriculture lands in private hands
- Increase local growers supplying local restaurants and stocking local shelves
- Branding the region (RD is not sexy)
- Ensure flexibility – opt in/opt out model based on project
- Need a communication strategy
- Share success stories (social media)
- Local immigration partnership council – need to recognize immigration as a necessity – use for resident attraction
- Communication – setting priorities right away
- Communication of successes
- Doing it differently – simple, non-threatening
- Collecting data to inform future activities

COMMON THEMES

In order to make every effort for a successful regional Rural Economic Development Service it is important to identify those items that can be agreed as a priority. In some cases you may find that some items will benefit one community more than another. This should not be a reason to not proceed with the creation of the service but instead look at creating a balance where every participating member benefits from the "majority" of the items.

Throughout the discussions, common themes began to emerge including:

- Need for regional data
- Need to get better understanding of what businesses we have
- Need to recognize differences and unique needs of each community/region
- Want it simple, flexible and all-inclusive to the best extent possible
- Need to promote the region for workforce, new residents
- Communication is essential
- Implement what's already there, i.e. Regional Agriculture Plan and Regional Employment Lands Action Plan

- Need to recognize the value of small wins
- Important to understand the needs of the business community from all sectors

NEXT STEPS

The North Okanagan, through Regional Planning exercises and community discussions, has clearly identified economic development as a priority and identified a number of potential actions and strategies. However, the challenge is how to create a program that can be supported by all member communities/rural areas and one that is different from previous efforts. The first step towards success is discussion and working towards a consensus – and that has been happening. Now is the time to take what has been discussed and put it in to action. It may be difficult to get everyone to agree on every project. As with every regional service it is important to remember that some of the individual areas will have different needs, but ultimately they all connect, and can benefit the region as a whole in different ways.

Foundational programs like the development of a communication plan are critical to ensuring long term success in economic development. The communications plan will help to ensure that community partners have a clear understanding of the economic development service, its focus and direction. The plan will communicate successes and can help to ensure the work being done is what the communities have identified together as priorities.

Extensive planning has already been completed in the region and we believe it can be more effective to combine previously identified activities with new activities based on the discussion and input received during the workshop.

RDNO staff will be facilitating a final meeting to review a list of possible activities as well as discuss Service Establishment details. Appendix A provides a list of potential activities for consideration.

APPENDIX A: POTENTIAL LIST OF ACTIVITIES

The following activities fit the themes identified for a Rural Economic Development Service and are possible activities that can be implemented in the region. The activities have been categorized into economic development priorities that are typically undertaken by regional or community services.

1. Economic Development Planning/Capacity & Regional Collaboration

In context of economic development, communities can use strategic planning to envision their future and take the appropriate steps to achieve it. Comprehensive planning is one of the most important tools that economic development organizations can use for effective development. It is difficult to implement broad based economic development programs without both the financial and human resources necessary. By working together regionally, smaller communities can benefit from economic development programs by working collaboratively versus individually.

Action	Regional Benefit
Apply for rural dividend funding – hiring of an economic development coordinator and support specific projects.	<ul style="list-style-type: none"> • This reduces the initial annual contribution required for each individual community and rural area. • Rural dividend funding will allow for the activities agreed upon to be undertaken.
Act upon / implement strategies already identified (Regional Employment Lands Action Plan and Regional Agricultural Plan).	<ul style="list-style-type: none"> • The identified plans have been developed on a regional basis therefore the recommendations are based on regional benefit.
Implement the agreed upon communications strategy identified in the Service Establishment Bylaw to ensure stakeholders know what is happening and to make sure successes (big and small) are clearly communicated . Include a web base component / social media.	<ul style="list-style-type: none"> • The communications plan will help to ensure that community partners have a clear understanding of the economic development service, its focus and direction.
Create an Economic Development Initiative matrix (identifying the projects, the communities/rural areas impacted, timelines and cost). Need clear objectives, outcomes and measurements for success.	<ul style="list-style-type: none"> • The matrix will identify agree upon priorities and initiatives that will be undertaken as part of the Regional Economic Development Service. By developing a matrix the stakeholders will be able to:

	<ul style="list-style-type: none"> ○ Ensure the projects are effective and on track ○ Justify the costs involved ○ Identify any adjustments that need to be made ○ Enable the communication of project success
<p>Annual Review of the Regional Employment Lands Action Plan and Regional Agricultural Plan strategies to reassess priority actions.</p>	<ul style="list-style-type: none"> ● Both these plans identified various priorities that would benefit the region as a whole. ● Annual review will allow the communities to continue to identify the priorities that can be undertaken by the Regional Economic Development Service.
<p>Create a Regional Economic Development Investment Profile (RDNO).</p>	<ul style="list-style-type: none"> ● Effective promotion will require the development of a regional profile that can consistently highlights the benefits and assets of the region as well as each individual community and rural area. ● Investors, new residents and others make their decisions based on what a “region” offers versus individual communities. It will be important to ensure the data collected on each community or rural area is presented in a consistent manner and easily incorporated into one regional profile.

2. Business Support, Retention and Expansion (BRE)

Business retention and expansion is a core component of any economic development program in addition to the efforts to attract and encourage the creation of new business. BRE assists businesses by:

- Helping them overcome economic challenges
- Assisting with expansion opportunities including the addition of new jobs
- Increasing business competitiveness in the regional market place

BRE programs typically involve regional partnerships of the public, business and community leadership. By working regionally the benefits of BRE are enhanced and local businesses gain an increased knowledge of gaps that may exist and where they may be able to fill it.

Action	Regional Benefit
Regional business visitation (including data collection).	<ul style="list-style-type: none"> • Develop a clear understanding of the businesses comprising the regional economic base. • Creates an outcome or result orientation in service delivery. • Supports an overall favourable business climate. • Employs a coordinated service team approach to assist companies that require services from multiple agencies or programs. • Cross selling opportunities. • A better understanding of what is available in the region and where some of the opportunities may be for business collaboration and growth. • Allows for import replacement. • May identify gaps in the region.
Support annual Business Walk.	<ul style="list-style-type: none"> • May identify regional themes that are an impediment to small business. • Can communicate with more businesses than a standard business visitation program while at the same time would identify those that would benefit from a more extensive discussion. • May identify gaps in the region.
Work on establishing the ability to administer business licenses in the Electoral Areas. <ul style="list-style-type: none"> • Create/up-date Regional Business Database 	<ul style="list-style-type: none"> • Get a better inventory of the businesses and services available within the region. • Provides a database for other programs (i.e. business workshops, supply chain, etc.). • Allows for enhanced communication in the event of a disaster. • Allows for import replacement.
Sectoral Supports – Workshops.	<ul style="list-style-type: none"> • Helps to increase capacity of existing business throughout the region by providing education and information. • Ensures businesses are aware of the services and programs that are available within the region.
Re-evaluate Land use Designations (what are the future needs).	<ul style="list-style-type: none"> • By working regionally opportunities are not lost if an individual community are not able

	<p>to supply the land or zoning needed for a particular development.</p> <ul style="list-style-type: none"> • Helps to ensure that potential opportunities are directed to the community that has identified those developments as priorities.
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3. Workforce Development

Many regions are witnessing a growing gap between the types of skills that are available in the workforce and those that are required by employers. There is a general acknowledgement that this challenge primarily stems from the failure of workforce development services to keep pace with the increasingly complex and dynamic needs of the modern economy. Workforce development is increasingly becoming an essential component of economic development and programs should be developed to benefit the sustainable economic growth of a region.

Action	Regional Benefit
Workshops for business (available programs, succession planning, etc.)	<ul style="list-style-type: none"> • Helps to increase capacity of existing business throughout the region by providing education and information. • Ensures businesses are aware of the services and programs that are available within the region.
Opportunities for Youth- early training	<ul style="list-style-type: none"> • Assists with keeping youth in the region by providing them with the knowledge of opportunities. • Can train youth for existing or new businesses in the region creating an expanded workforce. • Can educate youth on entrepreneurship and introduce them to starting their own business within the region.
Older workers- how can business connect- job sharing, training, job awareness, knowledge transfer	<ul style="list-style-type: none"> • Can train seniors for existing or new businesses in the region creating an expanded workforce. • Allows seniors to be mentors to those entering the workforce.
Educate businesses on how to retain employees.	<ul style="list-style-type: none"> • Assists businesses with keeping educated and trained employees in the region resulting in a stable workforce.

	<ul style="list-style-type: none"> • Encourages continued education for existing employees providing the region with a more educated and qualified workforce.
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4. Rural Dividend Application

One of the key components of a successful economic development service is having adequate resources – both human and financial. One of the suggested activities is the completion of an application to the Rural Dividend Program. This provincial program may fund up to 60% of costs related to various economic development initiatives including the hiring of an economic development coordinator to implement economic development activities. The following are the activities that should form part of an application to the program:

- Hiring of an economic development coordinator (RELAP page 64)
- Implementation of the Communications Strategy- include a web base component / social media Regional Economic Development Investment Profile (RDNO)
- Sectoral Supports- Workshops
- RELAP & RAP priority actions funding

Preliminary discussions with the potential participants and service provider (Community Futures) have highlighted a work plan which would focus on:

Economic Development Position Time Allocation

Business Retention Expansion	45%
Workforce Development	30%
Economic Development Planning & Regional Collaboration	25%



**REGIONAL DISTRICT
of
NORTH OKANAGAN**

MEMORANDUM

File No.: 3045.01.03

TO: Board of Directors
FROM: Laura Frank, Regional Planning Projects Manager
DATE: November 29, 2017
SUBJECT: Regional Growth Management Advisory Committee Discussion on the Draft Rural Economic Development Service MOU

At the November 16, 2016 regular meeting of the Regional Growth Management Advisory Committee, a resolution was passed that the draft Rural Economic Development Service Memorandum of Understanding and Service Establishment Bylaw be referred to member jurisdictions for consideration and endorsement. The Chair of the Committee and staff felt it was prudent to provide some background information on the discussion that occurred at the RGMAC meeting and explain why this initiative is being pursued as well as identify elements within the MOU that will need further discussion and clarification prior to Service Establishment.

Why Do We Need a Rural Economic Development Service?

Over the past six years the Regional Growth Management Advisory Committee and Board of Directors have consistently selected and endorsed Regional Growth Strategy priority projects and actions specific to Economic Development or more accurately, Regional Development.

In the spring of 2016 the Board directed staff to initiate discussions on this service; the goal being to improve Economic Development services available for rural communities and businesses within the North Okanagan. As stated during the Nov, 16th, 2017 RGMAC meeting the title of Rural Economic Development Service may not accurately describe the objective of this service- as what is being proposed goes beyond historic Economic Development roles of land matching and marketing and includes projects and service that would provide support and information contributing to a more resilient and diverse region. Common themes include:

- Need for regional data;
- Need to get a better understanding of what businesses we have;
- Recognize differences and unique needs of each community
- Implement projects that are already identified in the Regional Agricultural Plan and Regional Employment Lands Action Plan; and
- Important to understand the needs of the business community from all sectors;

By supporting our business communities and identifying the challenges and gaps that exist, there are opportunities for innovation, collaboration and trust building while reducing duplication of efforts. Staff note that economic prosperity is just one of the four pillars of sustainability and by taking action in this realm there is a greater likelihood of building collaborative networks of citizens with common goals and the region become more sustainable, ultimately enhancing the well-being of our communities.

What are the potential benefits?

- Building capacity (relieve CAO's and Planning Staff of another task- opportunity to do other work).
- Unique position that requires a specific skill set that currently does not exist.
- Opportunity to identify other challenges that affect businesses, economic growth within the region and the overall prosperity of our communities for example:
 - housing availability and affordability effects our workforce;
 - schools- capacity/number of seats available limit growth within a community; and
 - challenges with various regulations.
- Opportunity to identify industries or sectors that we do not know exist e.g. RDNO staff recently participated in a discussion with the City of Vernon & Urban Systems who are looking into the prevalence of the *Hidden Professional* within the North Okanagan. Hidden Professionals are operating from home and are a significant part of our economy. This cluster stands to grow as the home is an incubator for businesses, lowering costs of entry for businesses while white-collar professionals represent a desirable target for community developers who want to build strong communities.
- Agriculture continues to be one of the leading economic drivers in our region and contributes to rural development in terms of supporting employment, ancillary businesses, and environmental services.
 - The "Growing the Local Food Economy" initiative lead by UBCO, IHA and OUC is an excellent example where a Regional Ec Dev service could assist / support the efforts of the community to create more opportunities, in this case, to Eat, Shop and Buy local.
- Collective Voice
- Larger pool of resources
- Leverage resources

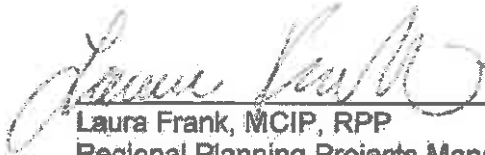
What elements of the MOU need specific attention?

- We are at a point in the discussion where the certainty of which jurisdictions are participating in the service is required.
- There was discussion on Cost Recovery and what a fair funding model would look like. There are a few options for consideration in the MOU including property value tax and grant funding. At the meeting there was discussion on the idea of a base fee plus project costs. This could be explored further based on refining the activities and participants. We will be looking for confirmation from the participants on their preferred option.
- It was also discussed that for the service to be established there must be 60% grant funding in place for the first two years i.e. Rural Dividend Funding).
- At the meeting a motion was passed to change the Governance from Simple Majority to 2/3 Majority. This section of the MOU has been amended; however, it requires some explanation as it relates to the RDNO's limitations under the Local Government Act. Staff are of the opinion the notion of 2/3 or consensus was to introduce a higher test in determining which projects to undertake in a given year. The Local Government Act only allows for Simple Majority decisions by the Board (with a few exceptions which don't apply in this case) so the MOU has been amended to reflect the committees desire while still working within our legal parameters. Please review and confirm it reflects the desires of the participants.
- When it comes to service reviews and withdrawals this service is intended to be a three year pilot project where at the end of the second year participants will need to indicate if they wish to continue beyond the three years of the service.

Summary

Economic Development is just one component that is key to a resilient thriving region. To date the Regional Growth Management Advisory Committee and the Board of Directors have discussed and supported this initiative, however, success is contingent upon the collective desire of the participants to see it through.

Regards,



Laura Frank, MCIP, RPP
Regional Planning Projects Manager

MEMORANDUM OF UNDERSTANDING
For the Establishment of a
Sub-Regional Rural Economic Development Service

MEMORANDUM OF UNDERSTANDING dated for reference the
_____ day _____, 2017.

BETWEEN:

REGIONAL DISTRICT OF NORTH OKANAGAN
9848 Aberdeen Road, Coldstream, BC V1B 2K9

("RDNO")

AND:

CITY OF ARMSTRONG
3570 Bridge Street, Armstrong, BC V0E 1B0

("Armstrong")

AND:

DISTRICT OF COLDSTREAM
9901 Kalamalka Road, Coldstream, BC V1B 1L6

("Coldstream")

AND:

CITY OF ENDERBY
619 Cliff Avenue, Enderby, BC V0E 1V0

("Enderby")

AND:

VILLAGE OF LUMBY
1775 Glencaird Street P.O Box 430, Lumby, BC
V0E 2G0

("Lumby")

Memorandum of Understanding- Rural Economic Development Service

AND:

TOWNSHIP OF SPALLUMCHEEN
4144 Spallumcheen Way, Spallumcheen, BC V0E
1B6

("Spallumcheen")

AND:

REGIONAL DISTRICT OF NORTH OKANAGAN
Electoral Area "B"
9848 Aberdeen Road, Coldstream, BC V1B 2K9

("Area B")

AND:

REGIONAL DISTRICT OF NORTH OKANAGAN
Electoral Area "C"
9848 Aberdeen Road, Coldstream, BC V1B 2K9

("Area C")

AND:

REGIONAL DISTRICT OF NORTH OKANAGAN
Electoral Area "D"
9848 Aberdeen Road, Coldstream, BC V1B 2K9

("Area D")

AND:

REGIONAL DISTRICT OF NORTH OKANAGAN
Electoral Area "E"
9848 Aberdeen Road, Coldstream, BC V1B 2K9

("Area E")

AND:

REGIONAL DISTRICT OF NORTH OKANAGAN
Electoral Area "F"
9848 Aberdeen Road, Coldstream, BC V1B 2K9

("Area F")

BACKGROUND

- A.** Armstrong, Coldstream, Enderby, Lumby, Spallumcheen, Area B, Area C, Area D, Area E and Area F (the "Participants") are the participants in the Rural Economic Development Service (the "Service") which was created as a bylaw based service in 2017, under the Rural Economic Development Service Establishment Bylaw No. XXXX, 2017 (the "Service Establishment Bylaw")
- B.** The scope of the Rural Economic Development Service Establishment Bylaw No. XXXX, 2017 includes:
- i.** The operation of the Rural Economic Development Service;
 - a.** Specifically in the areas of Business Retention and Expansion; Workforce Development; Economic Development Planning and Regional Collaboration.
 - b.** Projects are to be Regional or Sub Regional in scope, not local.
- C.** The Participants wish to enter into this Rural Economic Development Service MOU to outline how service is delivered within the participant communities.
- D.** This Rural Economic Development MOU reflects the agreement arrived at by the members of the participant communities who have met over a number of meetings and workshops to outline the activities of the Rural Economic Development Service, Service Scope, Governance Structure and Financial considerations.
- E.** The Participants wish to present the terms and conditions of this Rural Economic Development Service MOU to the RDNO to accompany the establishment of the RDNO Rural Economic Development Service Establishment Bylaw.

SECTION 1. DEFINITIONS

All definitions in this Rural Economic Development Service MOU, incorporate by reference the definitions contained within the Service Establishment Bylaw unless otherwise defined as follows:

- a.** "**Act**" means the *Local Government Act*, RSBC 2015, C.1 and any amendments thereto or legislation enacted in substitution therefore from time to time.
- b.** "**Rural Economic Development Service MOU**" means this memorandum of understanding.
- c.** "**Participants**" means Armstrong, Coldstream, Enderby, Lumby, Spallumcheen, Area B, Area C, Area D, Area E and Area F all of which are parties to this Rural Economic Development Service MOU.

- d. **“RDNO Rural Economic Development Service Establishment Bylaw”** means the Bylaw, based on this Rural Economic Development Service MOU to be established by the RDNO for Rural Economic Development.

SECTION 2. UNDERSTANDINGS

The Participants acknowledge and agree that the terms and conditions contained in this Rural Economic Development Service MOU shall form the basis for and development of the RDNO Rural Economic Development Service Establishment Bylaw.

SECTION 3. TERMS OF REFERENCE

A. SCOPE OF SERVICE – SUB-REGIONAL RURAL ECONOMIC DEVELOPMENT SERVICE

- i. In partnership with Community Futures North Okanagan the Rural Economic Development Service will carry out activities specific to:
- a. Business Retention and Expansion- focuses on the identification of existing business challenges and opportunities which includes responding to, facilitating and implementing program development. Activities can include:
 - Regional Business Visitations
 - Create / up-date Regional Business Database
 - Support Annual Business walks
 - Sectoral Supports- Workshops
 - b. Workforce Development- Involves a broad based partnership to address workforce gaps and opportunities. Focus is on retention and attraction of residents and links in with the work of Business Retention & Expansion and Investment Attraction. Activities can include:
 - Workshops for business (available programs, succession planning etc.)
 - Opportunities for Youth- early training
 - Older Workers- how can businesses connect- job sharing, training, job awareness, knowledge transfer
 - Educate businesses on how to retain employees.
 - c. Economic Development Planning- Focuses on implementation of existing plans such as the Regional Growth Strategy; Regional Employment Lands Action Plan; and the Regional Agricultural Plan which all have a common vision and are mutually

beneficial to the communities within the North Okanagan. Regional Collaboration-Focuses on building upon each participants strengths while recognizing regional assets and respecting the diverse interests of the participants. Activities can include:

- Implement strategies identified in the Regional Employment Lands Action Plan and Regional Agricultural Plan
- Annual review of Regional Employment Lands Action Plan and Regional Agricultural Plan to reassess priority actions.
- Implement communications strategy to ensure stakeholders know what is happening and to clearly communicate successes
- Create a Regional Economic Development Investment Profile

B. COST RECOVERY

- i. Establishment of the Rural Economic Development Service is contingent on 60% grant funding for the first two years. The annual cost of providing the Rural Economic Development Service shall be recovered by either or both of the following:
 - a. The requisition of money under sections 378 and 380 of the Act to be collected as a property value tax to be levied on improvements within the jurisdictions of the Participants and collected in accordance with sections 386 and 388 of the Act; or
 - b. The acquisition of grant dollars.
- ii. The annual cost of this Rural Economic Development Service shall be apportioned amongst the Participants on the basis of the converted value of land and improvements only within the jurisdictions of the Participants.

C. MAXIMUM REQUISITION

- i. The maximum amount that may be requisitioned annually for the Rural Economic Development Service shall not exceed \$150,000.

D. GOVERNANCE

Decisions made by the ~~RDNO~~ participants relating to governance of the Rural Economic Development Service and any related matters shall be as follows:

- a. Decisions respecting all matters operational and administrative matters:
-Simple Majority of Participants
(1 Director – 1 Vote)
- b. Direction will be provided on specific priority projects annually and will require 2/3 Majority support before being taken forward to the Board for approval. All Board

decisions by default have to follow the legislative requirement of a Simple Majority vote. In the event that consensus is not reached for project specific work (2/3 Majority support) no projects will be brought forward to the Board and those hours of the Economic Development Officer will be allocated to the other core service area activities.

~~b.c. Community Futures Staff will provide a written report to the RDNO Board quarterly on the activities and progress made in the Service based on a set of predetermined agreed upon performance measurements, that will be identified at the outset of the service.~~

~~e. Direction will be provided on specific priority projects annually by resolution from the Board of Directors.~~

E. SERVICE REVIEWS AND WITHDRAWALS

- i. Decisions relating to Rural Economic Development Service reviews and withdrawals shall be as per the *Act* and the *Community Charter* however, the participants will be required to indicate their desire to discontinue being part of the Service before the end of year two. If the participants change, the Rural Economic Development Service MOU will need to be amended to ensure the remaining participants agree to and are committed to the service proceeding beyond year three.

F. CONFIDENTIALITY

- i. All information or documentation received by any of the parties (the "Receiving Party") regarding the business affairs of the other party (the "Disclosing Party") including information and documentation pertaining to or arising from the relationship between the parties shall be deemed to be confidential and proprietary to the Disclosing Party, except as otherwise provided herein. The Receiving Party shall not directly or indirectly disclose any such confidential information or documentation to any third party without the prior written consent of the Disclosing Party. The parties acknowledge that information discussed in order to complete the Rural Economic Development Service MOU may adversely affect the relationships the Participants may have with other third parties, if such information is released prior to the ability of a party to previously discuss matters with the third party.

SECTION 4. TERM OF RURAL ECONOMIC DEVELOPMENT SERVICE MOU, EXECUTION AND IMPLEMENTATION

The Rural Economic Development Service MOU shall be for a term commencing on the date of execution and extending to and including December 31, 2020, to be extended by written approval of all parties.

Implementation of the Rural Economic Development Service Establishment Bylaw will commence no sooner than January 1, 2018.

SECTION 5. BINDING TERMS

This Rural Economic Development Service MOU sets out the understanding that has been reached between the Participants as to the key terms and the mutual objectives that apply to the completion of the Rural Economic Development Service Establishment Bylaw. With the exception of the Confidentiality section above, this Rural Economic Development Service MOU is not a binding legal agreement and does not create any binding obligations on either party, however this Rural Economic Development Service MOU reflects an understanding and establishes a framework which is intended to assist the parties in negotiating in good faith the legally binding RDNO Rural Economic Development Service Establishment Bylaw.

SECTION 6. LEGAL JURISDICTION

This Rural Economic Development Service MOU shall be governed by the laws of British Columbia.

Made effective this _____ day of _____, 2017.

For and on behalf of:

Regional District of North Okanagan

Authorized Signatory
Print Name:

Authorized Signatory
Print Name:

For and on behalf of:

District of Coldstream

Authorized Signatory
Print Name:

Authorized Signatory
Print Name:

For and on behalf of:

City of Armstrong

Authorized Signatory
Print Name:

Authorized Signatory
Print Name:

For and on behalf of:

City of Enderby

Authorized Signatory
Print Name:

Authorized Signatory
Print Name:

For and on behalf of:

Village of Lumby

Authorized Signatory
Print Name:

Authorized Signatory
Print Name:

For and on behalf of:

Electoral Area "B"

Authorized Signatory
Print Name:

Authorized Signatory
Print Name:

For and on behalf of:

Electoral Area "D"

Authorized Signatory
Print Name:

Authorized Signatory
Print Name:

For and on behalf of:

Township of Spallumcheen

Authorized Signatory
Print Name:

Authorized Signatory
Print Name:

For and on behalf of:

Electoral Area "C"

Authorized Signatory
Print Name:

Authorized Signatory
Print Name:

For and on behalf of:

Electoral Area "E"

Authorized Signatory
Print Name:

Authorized Signatory
Print Name:

For and on behalf of:

Electoral Area "F"

Authorized Signatory
Print Name:

Authorized Signatory
Print Name:

REGIONAL DISTRICT OF NORTH OKANAGAN

BYLAW No. XXXX

A bylaw to establish a service for the purpose of promoting rural economic development

WHEREAS the *Local Government Act (Act)* provides that the Board of the Regional District of North Okanagan may, by bylaw, establish and operate any service that the Board considers necessary or desirable for all or part of the regional district;

AND WHEREAS the Regional District of North Okanagan wishes to undertake the promotion of rural economic development;

AND WHEREAS the Board wishes to establish a service to support initiatives including workforce development, business retention and expansion and information gathering and communication as they relate to rural economic development;

AND WHEREAS the Board has obtained participating area approval through the provisions of the *Local Government Act* Sections 346 and 347;

NOW THEREFORE, the Board of the Regional District of North Okanagan, in open meeting assembled hereby, ENACTS AS FOLLOWS:

CITATION

1. This Bylaw may be cited as the "*North Okanagan Rural Economic Development Service Establishment Bylaw No. XXXX, 2018*".

ESTABLISHMENT AND DESCRIPTION OF SERVICE

2. The Regional District is authorized to establish a service for the purpose of promoting rural economic development within the Regional District of North Okanagan to support initiatives including workforce development, business retention and expansion and information gathering and communication as they relate to rural economic development.

SERVICE AREA BOUNDARIES

3. The boundaries of the service area are:
 - All of Electoral Area "B"
 - All of Electoral Area "C"
 - All of Electoral Area "D"
 - All of Electoral Area "E";
 - All of Electoral Area "F";
 - All of the City of Armstrong;
 - All of the District of Coldstream;
 - All of the City of Enderby;
 - All of the Village of Lumby; and
 - All of the Township of Spallumcheen.

PARTICIPANTS

4. The participants of the service are:

- Electoral Area "B";
- Electoral Area "C";
- Electoral Area "D";
- Electoral Area "E";
- Electoral Area "F";
- City of Armstrong;
- District of Coldstream;
- City of Enderby;
- Village of Lumby;
- Township of Spallumcheen.

COST RECOVERY

5. The annual cost of providing the service outlined in this Bylaw shall be recovered by one or more of the following:

- a. requisition of money under sections 385 [*Requisition of funds from municipalities*] and 387 [*Requisition of funds from electoral areas*] of the Act to be collected by a property value tax to be levied on land and improvements for regional hospital district purposes and collected under sections 385 and 388 of the Act;
- b. revenues received by way of agreement, enterprise, gift, grant or otherwise.

COST APPORTIONMENT

6. The annual cost of this service shall be apportioned amongst the participants on the basis of the value of land and improvements for regional hospital district purposes in those areas.

Read a First, Second and THIRD Time	this	day of	, 2018
Approved by the Inspector of Municipalities	this	day of	, 2018
Received consent on behalf of the participating areas	this	day of	, 2018
ADOPTED	this	day of	, 2018

Chair
Bob Fleming

Corporate Officer
David Sewell

RDNO Building Permits Issued Comparison for Year/Month - Summary

Area: **CITY OF ENDERBY**

Category: **BUILDING PERMITS**

Year: **2017** Month: **12**

Folder Type	2017 / 12		2016 / 12		2017 to 12		2016 to 12	
	Permits Issued	Res. Units Created	Permits Issued	Res. Units Created	Permits Issued	Res. Units Created	Permits Issued	Res. Units Created
ACCESSORY BUILDING	0	0	1	0	6	0	4	0
AGRICULTURAL BUILDING	0	0	0	0	0	0	0	0
COMMERCIAL BUILDING	0	0	0	0	1	0	2	0
DEMOLITION	0	0	0	0	0	0	1	0
INDUSTRIAL BUILDING	0	0	0	0	0	0	0	0
INSTITUTIONAL	0	0	1	0	1	0	1	0
MANUFACTURED HOME	0	0	0	0	2	2	3	0
MODULAR HOME	0	0	0	0	4	0	0	0
MULTI FAMILY DWELLING	0	0	0	0	3	36	0	0
PLUMBING	0	0	0	0	0	0	0	0
POOL	0	0	0	0	0	0	0	0
RETAINING WALL	0	0	0	0	0	0	0	0
SIGN	0	0	0	0	0	0	0	0
SINGLE FAMILY DWELLING	0	0	0	0	9	2	7	2
SOLID FUEL BURNING APPLIANC	0	0	0	0	0	0	0	0
Report Totals	0	0	2	0	26	40	19	5
				562,000			10,804,260	
								3,292,440



Agenda

REGIONAL DISTRICT OF NORTH OKANAGAN

MEMBER MUNICIPALITIES

CITY OF ARMSTRONG
DISTRICT OF COLDSTREAM
CITY OF ENDERBY

VILLAGE OF LUMBY
TOWNSHIP OF SPALLUMCHEEN
CITY OF VERNON

ELECTORAL AREAS

B - SWAN LAKE
C - B X DISTRICT
D - LUMBY (RURAL)

E - CHERRYVILLE
F - ENDERBY (RURAL)

OFFICE OF: ADMINISTRATION

OUR FILE No.. 0560.06.871

December 15, 2017

City of Vernon
Attention: Will Pearce
Chief Administrative Officer
wpearce@vernon.ca

City of Armstrong
Attention: Melinda Stickney,
Chief Administrative Officer
mstickney@cityofarmstrong.bc.ca

District of Coldstream
Attention: Trevor Seibel
Chief Administrative Officer
tseibel@coldstream.ca

City of Enderby
Attention: Tate Bengtson
Chief Administrative Officer
tbengtson@cityofenderby.com

Village of Lumby
Attention: Tom Kadla
Chief Administrative Officer
tomk@lumby.ca

Township of Spallumcheen
Attention: Doug Allin
Chief Administrative Officer
cao@spallumcheentwp.bc.ca

Regional District of North Okanagan
Attention: Leah Mellott
General Manager, Electoral Area Services
leah.mellott@rdno.ca

Re: Notice of Service Review – Regional Transit (871)

Further to the letter received from the City of Armstrong dated October 2, 2017 which provided a Notice of Service Review for Regional Transit pursuant to the provisions of Section 357 [Initiating a service review] of the *Local Government Act*, a Preliminary Meeting must be arranged within 120 days after receiving a notice according to Section 359 [Preliminary meeting] of the *Local Government Act*.

The Regional Board, at its regular meeting held on December 13, 2017, resolved the following:

That the letter from the City of Armstrong notifying of their intention to initiate a formal Service Review for North Okanagan Regional Transit Service Establishment Bylaw No. 1661, 2000 (service 871) in accordance with Section 357 of the Local Government be received; and further,

That in accordance with section 359 (Preliminary meeting) of the Local Government Act, a Preliminary Meeting of the Regional Transit (871) Service Review Committee be scheduled for 2:00 p.m. on Wednesday, January 24, 2018; and further,

That the participants in the service, namely the:

- *City of Armstrong*
- *District of Coldstream*
- *City of Enderby*
- *Village of Lumby*
- *Township of Spallumcheen*
- *City of Vernon*
- *Electoral Area "B"*
- *Electoral Area "D"*
- *Electoral Area "F"*

be requested to appoint a representative to the Regional Transit (871) Service Review Committee.

Accordingly, the preliminary meeting for the Regional Transit Review will be convened as follows:

Date:	January 24, 2018
Time:	2:00 p.m.
Place:	Coldstream Council Chambers District of Coldstream 9901 Kalamalka Road, Coldstream, BC

Please advise your appointed representatives to this service review. An information package will be circulated at the meeting. If you require any further information, please do not hesitate to contact this office.

Yours truly,


(Yn) David Sewell
Chief Administrative Officer

PJ/ch

cc: The Honourable Selina Robinson
Minister of Municipal Affairs and Housing
Room 310 Parliament Buildings
Victoria, BC V8V 1X4

Att: Report dated November 21, 2017



REGIONAL DISTRICT
of
NORTH OKANAGAN

REPORT

File No.: 0560.06/871

TO: Board of Directors
FROM: Corporate and Administrative Services
DATE: November 21, 2017
SUBJECT: **Notice of Formal Service Review – Regional Transit Service Establishment Bylaw No. 1661**

RECOMMENDATION:

That the letter from the City of Armstrong notifying of their intention to initiate a formal Service Review for *North Okanagan Regional Transit Service Establishment Bylaw No. 1661, 2000* (service 871) in accordance with Section 357 of the *Local Government Act* be received; and further,

That in accordance with section 359 (Preliminary meeting) of the *Local Government Act*, a Preliminary Meeting of the Regional Transit (871) Service Review Committee be scheduled for 2:00 p.m. on Wednesday, January 24, 2018; and further,

That the participants in the service, namely the:

- City of Armstrong
- District of Coldstream
- City of Enderby
- Village of Lumby
- Township of Spallumcheen
- City of Vernon
- Electoral Area "B"
- Electoral Area "D"
- Electoral Area "F"

be requested to appoint a representative to the Regional Transit (871) Service Review Committee.

ISSUE:

The City of Armstrong has served the Regional District Notice in accordance with Section 357 [*Initiating a service review*] of the *Local Government Act*.

DISCUSSION:

Initiating a formal service review under Section 357 of the *Local Government Act* requires that a preliminary meeting be scheduled within 120 days of receiving the formal notice of service review. Accordingly, staff recommend scheduling the first preliminary meeting for Wednesday, January 24, 2018 at 2:00 p.m. for the purpose of:

- (a) Reviewing the terms and conditions of the service
- (b) Establishing a negotiation process for addressing
 - (i) The issues raised in the notice, and
 - (ii) Any other issues raised by a party during the meeting, with a view to reaching an agreement on the negotiation process and the issues to be addressed in the negotiations.

In accordance with 359(1) (Preliminary meeting) of the *Local Government Act*.

Submitted by:

Reviewed and endorsed:


Paddy Juniper
Deputy Corporate Officer


Mike Fox
General Manager, Community Services

Approved for inclusion:


David Sewell
Chief Administrative Officer

Attached:

- Notice of Service Review
- Bylaw 1661 (consolidated)



October 2, 2017

File No. 0210-09

Regional District Board
Regional District of North Okanagan
9848 Aberdeen Road
Coldstream BC V1B 2K9

Honourable Selina Robinson
Minister of Municipal Affairs and Housing
Room 310 Parliament Buildings
Victoria BC V8V 1X4

Mayor & Council
City of Enderby
PO Box 400
Enderby BC V0E 1V0

Electoral Area "B"
Director Bob Fleming
9848 Aberdeen Road
Coldstream BC V1B 2K9

Mayor & Council
The District of Coldstream
9901 Kalamalka Road
Coldstream BC V1B 1L6

Electoral Area "D"
Director Rick Fairbairn
9848 Aberdeen Road
Coldstream BC V1B 2K9

Mayor & Council
Township of Spallumcheen
4144 Spallumcheen Way
Spallumcheen BC V0E 1B6

Electoral Area "F"
Director Herman Halvorson
9848 Aberdeen Road
Coldstream BC V1B 2K9

Mayor & Council
Village of Lumby
PO Box 430
Lumby BC V0E 2G0

Mayor & Council
City of Vernon
3400 30 St
Vernon BC V1T 5E6

Dear Sirs/Mesdames:

Re: Notice of Service Review - Regional Transit Service Establishment Bylaw No. 1661 and Amendments

City of Armstrong Council have expressed concerns to the RDNO Board over the years regarding the Regional District of North Okanagan Bylaw No. 1661 and amendments "a bylaw to establish regional transit service within the Regional District of North Okanagan for the purpose of providing a public passenger transportation service, including transportation for persons with special needs". The Local Government Act Section 357 provides for a participant to initiate a service review. City of Armstrong Council, at their Regular meeting of August 14, 2017, passed the following resolution:

*MOVED by Councillor Drapala, seconded by Councillor Britton
THAT Council request a Formal Service Review of the Regional District of North Okanagan Transit Service established through Bylaw No. 1661 and amendments of the cost allocation model of Routes 60 & 61.*

CARRIED



Page 2

Re: Notice of Service Review - Regional Transit Service Establishment Bylaw No. 1661
and Amendments
October 2, 2017

The term and condition of the service that the City considers unsatisfactory is the Cost Allocation Model. This model is currently inequitable as the cost of the service is apportioned amongst the participants with a fixed rate that has not been adjusted since 2008.

The City does not want to withdraw from this service, however, a statutory service review is the only recourse as the requirement to review the Cost Allocation Formula annually as well as the requirement for an entire service review every three years, was removed with Bylaw Amendment 2544, 2012. The City expressed their concerns of this bylaw change through a Council Resolution on September 10, 2012 followed with a letter stating the same.

The City of Armstrong is looking forward to the discussions relating to the review.

Sincerely,



Chris Pieper
Mayor

**REGIONAL DISTRICT OF NORTH OKANAGAN
BYLAW NO. 1661, 2000**

CONSOLIDATED FOR CONVENIENCE

This document is an office consolidation of the above-noted Bylaw and includes the amendments listed below. This Bylaw has been consolidated for convenience and is intended for information and reference purposes only. This document is not the official version of the Bylaw. Be advised that plans, pictures, other graphics or text in the official version may be missing or altered in this consolidated version. Where accuracy is critical, please contact the Corporate Services Department at the Regional District of North Okanagan.

TEXT AMENDMENTS

Bylaw No.	Adopted	Amendment
2296, 2008	July 9, 2008	- Include City of Enderby, Village of Lumby and Electoral Area "F" within the service area/participating area and reappointing the net annual cost of the service
2345, 2008	February 4, 2009	- Reappoint the net annual costs of the service
2544, 2012	January 13, 2013	- Remove transit route to Kelowna

CONSOLIDATED FOR CONVENIENCE

REGIONAL DISTRICT OF NORTH OKANAGAN

BYLAW No. 1661

To establish a regional transit service within the Regional District of North Okanagan for the purpose of providing a public passenger transportation service, including transportation for persons with special needs

WHEREAS the *Local Government Act* (Division 4 of Part 24) authorizes a Regional District Board (the "Board") to establish and operate a transit service, including transit for persons with special needs;

AND WHEREAS the Board authorized the commencement of a regional transit system in 1994 (funded by Grants-in-Aid), and established a regional transit service in 1997, and annually thereafter;

AND WHEREAS the Board wishes to continue the establishment of a service of regional transit, including transit for persons with special needs;

AND WHEREAS the Board has obtained the required assent of the electors within Electoral Areas "B" and "D" of the Regional District for the establishment of this service, under the provisions of the *Local Government Act* (the "Act") [s.801.3 - *Approval of electors by counter petition*];

AND WHEREAS the Board has obtained the consent of the Councils of the City of Armstrong, District of Coldstream, Township of Spallumcheen, and City of Vernon under the provisions of the Act [s.801.4 - *Consent on behalf of municipal electors*];

NOW THEREFORE, the Regional Board of the Regional District of North Okanagan, in open meeting assembled, ENACTS AS FOLLOWS:

TITLE

1. This bylaw may be cited as the "*North Okanagan Regional Transit Service Establishment Bylaw No. 1661, 2000*".

ESTABLISHMENT

2. The Board of the Regional District of North Okanagan hereby establishes the "*North Okanagan Regional Transit Service*" to provide the service of regional transit, including transit for persons with special needs, with the service area as described in Section 4 of this bylaw.

SCOPE OF SERVICE

3. The service established by this bylaw is to provide a public passenger transportation system, in partnership with British Columbia Transit, operating within the service area as described in Section 4.

SERVICE AREA / PARTICIPATING AREA

- ~~4. The service area for the service established by Section 2 shall encompass, and the participating areas for the local service shall include, the City of Armstrong, District of Coldstream, Township of Spallumcheen, City of Vernon and Electoral Areas "B" and "D" of the Regional District of North Okanagan.~~
- 4. The service area for the service established by Section 2 shall encompass, and the participating areas for the local service shall include the City of Armstrong, District of Coldstream, City of Enderby, Village of Lumby, Township of Spallumcheen, City of Vernon, and Electoral Areas "B", "D" and "F" of the Regional District of North Okanagan.(BL 22 96/08)**

COST RECOVERY

5. The annual cost of providing the service shall be recovered by either or both of the following:
- (1) the requisition of money under Sections 805 and 806 of the *Local Government Act* to be collected as a property value tax to be levied on land and improvements and collected in accordance with Sections 805.1 and 806.1 of the Act;
- (2) the imposition of fees and other charges.

- ~~6. The Regional District's share of the net annual cost of the service, less private partner contributions, shall be apportioned amongst the participants on the basis of the percentage of level of service as follows:~~

City of Armstrong	51%	2001 = \$24,042.
Township of Spallumcheen	5%	2001 = \$ 2,293.
Electoral Area "B"	5%	2001 = \$ 2,293.
City of Vernon	17%	2001 = \$ 8,014.
District of Coldstream	17%	2001 = \$ 8,014.
Electoral Area "D"	5%	2001 = \$ 2,293.

- ~~6. The Regional District's share of the net annual cost of the service, less private partner contributions, shall be apportioned amongst the participants on the basis of the percentage of level of service as follows:~~

City of Armstrong	28.1%	
District of Coldstream	10.0%	
City of Enderby	11.0%	
Village of Lumby	6.6%	
Township of Spallumcheen	7.8%	* Based on ridership only
City of Vernon	25.5%	
Electoral Area "B"	4.5%	* Subject to annual inflation rate only
Electoral Area "D"	4.2%	
Electoral Area "F"	2.3%	* Plus extended service to Salmon Arm (BL 2296/08)

- ~~6. The Regional District's share of the net annual cost of the service from Enderby to Vernon and Lumby to Vernon, return, less private partner contributions, shall be apportioned amongst the participants on the basis of the percentage of level of~~

service as follows:

City of Armstrong	28.1%	
District of Coldstream	10.0%	
City of Enderby	11.0%	
Village of Lumby	6.6%	
Township of Spallumcheen	7.8%	* Based on ridership only
City of Vernon	25.5%	
Electoral Area "B"	4.5%	* Subject to annual inflation rate only
Electoral Area "D"	4.2%	
Electoral Area "F"	2.3%	

~~The Regional District's share of the net annual cost of the service from Vernon to Kelowna, as well as the service from Enderby to Salmon Arm, return, shall be apportioned among the participating areas using a blended formula of 1/3 population, 1/3 number of connecting trips to Kelowna and 1/3 ridership.
(BL 2345/08)~~

6. ~~The Regional District's share of the net annual cost of the service shall be apportioned amongst the participants on the basis of the percentage of level of service as follows:~~

City of Armstrong	28.1%
District of Coldstream	10.0%
City of Enderby	11.0%
Village of Lumby	6.6%
Township of Spallumcheen	7.8%
City of Vernon	25.5%
Electoral Area "B"	4.5%
Electoral Area "D"	4.2%
Electoral Area "F"	2.3%

~~(BL 2544/12)~~

MAXIMUM REQUISITION

7. The maximum amount which may be requisitioned annually for this service shall not exceed the product of a levy of \$0.50 for each \$1,000 of net taxable value of land and improvements in the service area.
8. Notwithstanding the apportionment outlined in Section 6, if the Council of a participating municipality or a participating Electoral Area Director requests in writing that additional transit service be customized for their respective participating area, the total net costs attributable to such an additional customized service may be recovered directly from the participating area subject to the unanimous consent of all participants.

Agenda

THE CORPORATION OF THE CITY OF ENDERBY

MEMO

To: Tate Bengtson, Chief Administrative Officer
From: Kurt Inglis, Planner and Deputy Corporate Officer
Date: January 3, 2018
Subject: Digital Billboard Sponsorship Renewal for 2018

RECOMMENDATION

THAT Council renews the annual digital billboard sponsorships for the year 2018;

AND THAT Council increases the annual digital billboard sponsorship for the Enderby & District Museum Society from \$2,100 to \$4,900;

AND THAT Council increases the annual digital billboard sponsorship for the Enderby & District Lions Club from \$5,000 to \$8,400.

BACKGROUND

In response to a high priority strategy identified through the Integrated Community Sustainability Planning process, the City of Enderby purchased and installed a community digital billboard to market community events and programming while also enhancing communication between the City of Enderby, its residents, and tourists.

As per the Digital Billboard Policy, local community groups and sports associations which are registered not-for-profit organizations or charities can apply to Council for an in-kind annual sponsorship which will go towards advertising on the digital billboard. Since the initial installation of the billboard, 37 groups/organizations have received a sponsorship from Council. It is recommended that Council renew the following groups/organizations' annual sponsorships for the year 2018:

Enderby & District Community Resource Centre	\$11,200
Enderby & District Services Commission	\$10,000
Alzheimer Society of BC	\$8,400
Enderby & District Lions Club	\$8,400
Royal Canadian Legion Branch #98	\$8,400
Wheels to Meals	\$8,000
Enderby & District Curling Club	\$7,000
MV Beattie PAC	\$7,000
Enderby & District Arts Council	\$6,000
Enderby Preschool Society	\$5,600
Enderby & Area Early Years Committee	\$5,200
St. Andrews United Church	\$5,100

Enderby Fire Rescue Society	\$5,000
Enderby Fish and Game Association	\$4,900
IODE Lambly's Landing Chapter	\$4,900
Okanagan Regional Library (Enderby Branch)	\$4,900
Enderby & District Museum Society	\$4,900
Enderby Artists' Initiative	\$4,200
Open Air Market	\$3,750
Shuswap Trail Alliance	\$3,500
Enderby Winter Market	\$3,000
Enderby Evangelical Chapel	\$2,800
Enderby Army Cadets	\$2,800
Enderby & District Youth Soccer Association	\$2,800
Anglican Church Women	\$2,100
NexusBC	\$2,100
Enderby & Area Junior Air Rifle Program	\$2,100
Myeloma Canada	\$2,100
Santa's Workshop	\$2,100
Hunter's Range Snowmobile Association	\$1,400
Enderby & District Seniors Complex	\$1,400
Enderby & District Garden Club	\$1,400
Shuswap Seed Savers	\$1,400
Enderby in Motion	\$700
Polar Bear Dip	\$700
Okanagan Historical Society (Enderby Branch)	\$700
Canadian Cancer Society	\$700
TOTAL	\$156,650

The renewal of the annual digital billboard sponsorships will result in the City of Enderby providing local groups/associations with \$156,650 worth of advertising for the marketing of community events and programming throughout 2018, free of charge, which is a 21.0% increase from 2017 (\$129,450).

The Enderby & District Museum Society and Enderby & District Lions Club received digital billboard sponsorships valued at \$2,100 and \$5,000 respectively; given that the annual messaging needs have expanded for these organizations, Staff are recommending that the annual sponsorship amounts be increased to \$4,900 for the Museum Society and \$8,400 for the Lions Club.

Respectfully Submitted,



Kurt Inglis
Planner and Deputy Corporate Officer