

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Thursday, February 21, 2019
RDOS Boardroom – 101 Martin Street, Penticton

SCHEDULE OF MEETINGS

9:00 am	-	1:00 pm	RDOS Board Workshop
1:00 pm	-	1:30 pm	Lunch
1:30 pm	-	2:30 pm	Corporate Services Committee
2:30 pm	-	3:00 pm	Planning and Development Committee
3:00 pm	-	4:30 pm	RDOS Board

"Karla Kozakevich"

Karla Kozakevich
RDOS Board Chair

Advance Notice of Meetings:

February 22, 2019	RDOS Board Workshop
March 7, 2019	RDOS Board/Committee Meetings
March 21, 2019	RDOS Board/OSRHD Board/Committee Meetings
April 4, 2019	RDOS Board/Committee Meetings
April 18, 2019	RDOS Board/OSRHD Board/Committee Meetings
May 9, 2019	RDOS Board/Committee Meetings



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Corporate Services Committee

Thursday, February 21, 2019

1:30 p.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Corporate Services Committee Meeting of February 21, 2019 be adopted.

B. BOARD PROCEDURE BYLAW – For Information Only

1. Bylaw No. 2789, 2019 – Draft - Marked Up Copy
2. Bylaw No. 2789, 2019 – Draft - Clean Copy

To introduce a draft revision of the Board Procedure bylaw.

C. ELECTED OFFICIALS COMPENSATION

1. Bylaw No. 2621, 2013

RECOMMENDATION 2

THAT the Regional District of Okanagan Similkameen adjust Elected Officials Compensation to offset the implementation of the January 1, 2019 Canada Income Tax Act amendments.

D. ANIMAL CONTROL – LEVEL OF SERVICE

1. Animal (Dog) Control Service Area Map

RECOMMENDATION 3

That the Board of Directors directs Administration to proceed with a complaint-based only Animal Control service for Electoral Areas 'A', 'B', 'C', and 'G', while continuing with active patrols (to be adjusted seasonally) for Electoral Areas 'D', 'E', 'F', and 'I'.

E. ADJOURNMENT

ADMINISTRATIVE REPORT

TO: Corporate Services Committee

FROM: B. Newell, Chief Administrative Officer

DATE: February 21, 2019

RE: Board Procedure Bylaw

For information

Purpose:

To introduce a draft revision of the Board Procedure bylaw.

Reference:

Local Government Act [Section 225](#)

Bylaw No. 2620(consolidated) – current board procedure bylaw

Business Plan Objective: *(Tie to current RDOS Business Plan)*

Objective 2.2.1 By continuously improving bylaws, policy and process within the organization

Objective 4.2.1 By assisting the Board to operate in an effective manner

Background:

As directed in the *Local Government Act*, a board must adopt a procedure bylaw that establishes the procedures to be followed by the board and committees in conducting business, provides for advance public notice of meetings, and identifies the public notice place.

The Regional District of Okanagan Similkameen uses a cascading system of rules. Anything setting out procedure in an Act takes precedent; and we rely on the Local Government Act and Community Charter for much of our procedural foundation. The current procedure bylaw was adopted in 2013 and amended three times in subsequent years, most recently to comply with changes to the *Local Government Act* regarding the date for inaugural meetings. The Bylaw follows the Act in priority and, while we duplicate some of our more commonly used rules, it is not the intent to copy the Act into a Bylaw. If we can't find what we're looking for in an Act or the Procedure Bylaw, we use Roberts Rules of Order. It is appropriate to review the bylaw from time to time to for clarity and to ensure it remains current and relevant.

Analysis:

The current board procedure bylaw has been reviewed for clarity and ease of use. Additionally, questions have arisen from time to time regarding procedural matters about which the current procedure bylaw is silent. Accordingly, procedure bylaws from other regional districts were referenced to research best practice.

Some of the proposed changes include:

- Adding the procedure for Planning application delegations
- Clarifying Board members' responsibility regarding closed meetings
- Clarifying the application of the Procedure bylaw to committees and commissions
- Adding Schedules that provide detail on specific topics such as Privilege, Points of Order, Conflict of Interest, Motions, and Reconsideration

Respectfully submitted:

"Christy Malden"

C. Malden, Legislative Services Manager

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2789, 2019

A bylaw to regulate the meetings of the ~~Regional~~ Board of the Regional District of Okanagan-Similkameen and the conduct thereof.

WHEREAS pursuant to the *Local Government Act*, the Regional District of Okanagan-Similkameen must, by bylaw, provide for the procedure that is to be followed for the conduct of its business and the business of its select and standing committees, including the manner by which resolutions may be passed and bylaws adopted;

AND WHEREAS pursuant to the *Local Government Act*, the Regional District of Okanagan-Similkameen must, by bylaw, provide for advance public notice respecting the time, place and date of board and committee meetings;

NOW THEREFORE the Board of the Regional District of Okanagan-Similkameen in open meeting assembled enacts as follows:

1.0 GENERAL

- 1.1 The provisions of this bylaw govern the proceedings of the ~~Regional~~ Board and all standing, select and other committees of the ~~Regional~~ Board, as applicable.
- 1.2 In cases not provided for under this bylaw, the ~~Regional~~ Board may determine the appropriate rules of procedure, or may follow the most current version of Robert's Rules of Order, so long as those rules are applicable in the circumstance and are not inconsistent with the provisions of this bylaw or with any Provincial Act.
- 1.3 Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time, and any bylaw referred to herein is a reference to an enactment of the Regional Board of the Regional District of Okanagan-Similkameen, as amended, revised, consolidated, or replaced from time to time.
- 1.4 The headings used in this bylaw are for convenience of reference only. They do not form part of this bylaw and are not to be used in the interpretation of this bylaw.
- 1.5 If any section, paragraph or phrase of this bylaw is for any reason held to be invalid by reason of a Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the bylaw.
- 1.6 The bylaw may not be amended or repealed and substituted unless notice of the proposed amendments is given to each Director ~~5~~five days before the meeting at which the amendment is to be introduced.

Commented [GC1]: For slides:

- Bylaw applies to committees (standing and select) and commissions
- Directors responsibilities re closed meetings
- Planning delegations
- Acknowledging First Nations territory
- Conflict of Interest legislation
- Points of order and common motions moved to schedule
- Expanded section on Committee and Commission minutes requirements
-

1.7 ~~The provisions of this bylaw governing meetings of the Board apply, with the necessary changes as indicated in a Terms of Reference or Committee bylaw, to standing and select committees, and commissions. When in question, this bylaw shall prevail.~~

2.0 CITATION

2.1 This bylaw may be cited for all purposes as the ~~Regional District of Okanagan-Similkameen Regional~~ Board Procedure Bylaw No. 2789, 2019.

3.0 DEFINITIONS

3.1 In this bylaw:

“Audio and video recording devices” means any equipment enabling the recording and/or transmission of sound and/or visual images;

“Board” means the Board of Directors of the Regional District of Okanagan-Similkameen;

“Chair” means, where the context requires, the Chair of the Board elected pursuant to the Local Government Act or the person appointed as the Chair, ~~Vice-Chair~~ or other person presiding at a meeting of the Board or Committee;

“Chief Administrative Officer” means the individual appointed by the Regional Board as the Chief Administrative Officer of the Regional District of Okanagan-Similkameen;

“Closed Meeting” means a meeting closed to the general public or employees, as deemed appropriate with items to be discussed as set out in the *Community Charter*;

“Corporate Officer” means the individual appointed by the Regional Board as the Officer assigned the responsibility of corporate administration of the Regional District of Okanagan-Similkameen or their designate;

~~“Commission” means group of people appointed by the Board for a particular advisory function~~

Commented [GC2]: Notwithstanding Olalla LCC...

“Delegation” means an individual or group of people addressing the Board regarding any matter that falls within the jurisdiction of the Board, but does not include those speaking to a bylaw for which a public hearing has been held or is scheduled;

“Director” means a member of the Board, whether as a municipal Director under section 198 of the Local Government Act, ~~or~~ an electoral area Director under section 199 of the Local Government Act, ~~or a treaty first nation director~~ director under section 253 of the Local Government Act;

“Executive” means the Chair and Vice Chair of the Board, and the Chief Administrative Officer;

“Member” means a Director of the Board or a person appointed to a committee or commission, as the context requires;

“Public Notice Posting Place” means the notice board at the Regional District administration office;

“Quorum” means ~~the minimum number of members present for a meeting to conduct substantive business, a majority of the members of the Regional Board or a majority of the members of a Regional District Committee, unless otherwise adopted in a committee Terms of Reference;~~

“Regional District” means the Regional District of Okanagan-Similkameen;

“Regional District administration office” means the Regional District of Okanagan-Similkameen office located at 101 Martin Street, Penticton, British Columbia;

“Select Committee” means a committee established by the Board to consider or inquire into any matter and report its findings and opinion to the Board. Persons who are not directors may be appointed by the Board; at least one member of the committee must be a director;

“Special meeting” means any meeting other than a statutory, regular, or adjourned meeting;

“Standing Committee” means a committee established by the Chair for matters the Chair considers would be better dealt with by committee. Persons who are not directors may be appointed by the chair; at least one member of the committee must be a director;

“Vice-Chair” means ~~the Vice-Chair of the Regional Board where the context requires, the Vice Chair of the Board elected pursuant to the *Local Government Act* or the person appointed as Vice Chair at a meeting of the Board or committee.~~

- 3.2 Unless otherwise defined in this bylaw, words used herein shall have the meanings defined in the [Interpretation Act](#), *Community Charter* or the *Local Government Act*, as applicable.

4.0 REGIONAL BOARD MEETINGS

Inaugural Meeting

- 4.1 An inaugural ~~Regional~~ Board meeting shall be held in accordance with the *Local Government Act*.

Election of Chair/Vice Chair

- 4.2 The Board shall elect a Chair from among its directors at the inaugural meeting pursuant to the *Local Government Act*. The Chair shall fulfill those obligations placed upon this position by legislation and by approved board policy.

- (1) The Corporate Officer shall call for nominations for the position of Chair of the Board

and ~~will~~ shall do so three (3) times. At the close of nominations, if more than one candidate has been nominated, those candidates or their representatives ~~will~~ shall be allowed a maximum of three (3) minutes to address the Board.

- (2) In the event that there are more than two candidates in any such election and no candidate receives a clear majority of votes (i.e. 50% plus one vote) on the first ballot, the candidate receiving the least number of votes shall be deleted and a second ballot shall be taken. Further ballots shall be taken as necessary, repeating the procedure of deleting the candidate that in each preceding ballot received the least number of votes, until a candidate with a clear majority emerges.
- (3) Only those ballots that indicate an officially nominated candidate ~~will~~ shall be counted towards the election and be used to determine a clear majority.
- (4) In the event of ~~two consecutive~~ tie ~~votes~~ vote on the last ballot, the election shall be determined by the flip of a coin.
- (5) Following declaration of the successful candidate by the Chief Administrative Officer, the Corporate Officer must destroy the ballots cast in that election

4.3 An election of Vice-Chair shall then be conducted pursuant to subsections above, ~~but the candidates will be permitted a maximum of two (2) minutes to address the Regional Board.~~

4.4 If the office of Chair or Vice Chair becomes vacant, the members shall elect another Chair or Vice Chair from amongst its membership as soon as reasonably possible after the vacancy occurs.

Schedule of Meetings

- 4.5 Regular ~~Regional~~ Board and Committee meetings shall be held on the dates each year established by a resolution of the ~~Regional~~ Board prior to December 31 of the preceding year. At the discretion of the Board Chair and Vice Chair, a meeting of the Board of Directors may be cancelled or postponed, providing two consecutive meetings are not cancelled.
- 4.6 Notification of a cancelled or postponed meeting must be provided to the Corporate Officer at least 48 hours before the scheduled meeting, and the Corporate Officer must advise all Board members via email and the public by posting a notice on the Public Notice Posting Place.

Location of the ~~Regional~~ Board Meetings

- 4.7 All ~~Regional~~ Board meetings shall take place within the Regional District administrative office.
- 4.8 Notwithstanding subsection 4.7, at the discretion of the Chair and Vice Chair, Regional Board meetings may take place at other locations. The change in location must be advertised in accordance with the *Local Government Act*.

Notice of Regular ~~Regional~~ Board and Committee Meetings

- 4.9 The annual schedule of regular ~~Regional~~ Board and Committee meetings, established pursuant to subsections 4.5 and 4.6 of this bylaw, shall be available to the public through posting on the Public Notice Posting Place, and notice of the availability of the Schedule shall be advertised by January 15 of each year in accordance with the public notice provisions set out in the *Local Government Act*.
- 4.10 At least 48 hours before a regular ~~Regional~~ Board or Committee meeting, the Corporate Officer must give notice of the meeting agenda, including confirmation of the time, place, and date, by:
- (a) Posting the agenda on the Public Notice Posting Place at the Regional District office;
 - (b) Leaving copies of the agenda at a public counter at the Regional District office for distribution to members of the public as requested; and
 - (c) Providing an electronic copy to each member of the Regional Board.

~~4.11 The Corporate Officer may post agendas on the Regional District's internet web site. In addition to subsection 4.10, the Corporate Officer may post agendas in another medium.~~

Notice of Special ~~Regional Board~~ Meetings

- 4.12 At least 48 hours before a Special ~~Regional Board~~ meeting, the Corporate Officer must give notice of the meeting, including the time, place, and date, and a general description of the purpose of the meeting, in the same manner as provided for meeting agendas in section 4.10 of this bylaw.
- 4.13 Each copy of a notice of a special ~~Regional Board~~ meeting must be signed by the Chair or the Chief Administrative Officer.
- 4.14 Notwithstanding sections 4.12 and 4.13, notice of a special ~~Regional Board~~ meeting may be waived by unanimous vote of all Regional Board members.

Electronic Meetings

- 4.15 Provided the conditions set out in Regional District Electronic Meetings [Regulation 271/2005](#) are met:
- (a) a Special ~~Board~~ meeting may, upon authorization of the Chair, be conducted by means of electronic or other communication facilities;

(b) a member of the ~~Regional~~ Board or Committee who is unable to attend at a ~~Regional~~ Board or Committee meeting, may, upon authorization of the Chair, participate in the meeting by means of electronic or communication facility.

4.16 The facilities must enable the meeting's participants to hear, or watch and hear, each other.

4.17 The facilities must enable the public to hear, or watch and hear, except for any part of the meeting that is closed to the public, the meeting at the specified place, and a designated Regional District officer must be in attendance at the specified place.

4.18 The member presiding at a ~~Special~~ Board or Committee meeting must convene the meeting from the location specified on the agenda or notice of meeting.

4.19 Nothing in this bylaw shall be construed to guarantee any Director or member electronic access to a meeting. Equipment failure or other occurrence that prevents or limits electronic participation shall not result in meeting adjournment unless the failure results in loss of quorum.

Use of Audio and Video Recording Devices

4.20 No person shall use or operate any audio or video recording device at a closed meeting ~~without the permission of the Chair.~~

4.21 ~~Nothing in this section precludes~~ Notwithstanding subsection 4.20 the person responsible for corporate administration or designate ~~to may~~ record Regional District of Okanagan-Similkameen Board or Committee Meetings for the purpose of taking meeting minutes.

5.0 PUBLIC ATTENDANCE AT REGIONAL ~~BOARD-DISTRICT MEETINGS~~

Meetings to be Open to the Public

5.1 Unless a meeting or part of a meeting is authorized to be closed to the public by the ~~Local Government Act and Community Charter~~ or other Provincial legislation, all meetings of the ~~Regional~~ Board, Committees and Commissions shall be open to the public.

Closed Meetings

5.2 Closed Meeting agenda documents must not be photocopied, shared or otherwise distributed by any recipient.

5.3 The content of Closed Meeting Board or Committee deliberations shall not be released or announced publicly unless specific authorization to do so has been given by Board resolution adopted at a duly constituted meeting by a majority of the directors present.

5.4 A Board member who cannot, or will not, abide by the requirements of this section concerning the release of confidential information is expected to:
a) Disclose that director's inability or intention to the Board before the discussion of the matter begins at the Board meeting; and

- b) Immediately leave the Board meeting or that part of it during which the matter is under consideration

Visitors and Delegations to the ~~Regional~~ Board

- 5.5 A delegation shall only address the ~~Regional~~ Board during a meeting if that person is providing a report or presentation that has been scheduled to the agenda for the meeting, or if the ~~Regional~~ Board has passed a resolution by ~~2/3~~two-thirds member vote to hear from that person at that time.
- 5.6 A delegation who wishes to have a report or presentation scheduled to a ~~Regional~~ Board meeting agenda shall request the same through the ~~Office of the Chief Administrative Officer~~ Corporate Officer. The request shall be processed in accordance with the Regional District of Okanagan-Similkameen Board and Committee Delegation Policy.
- 5.7 The Board is not obligated to deal with any matter presented by a delegation at the meeting to which it is presented.

Delegations where Applications are Before the Board for Consideration

- 5.8 Where an application is before the Board for consideration, a delegation consisting of either the applicant, the designated agent of the applicant, or both, may address the Board, for a period not to exceed five (5) minutes, under one of the following circumstances if in attendance and a public hearing is not a requirement of the application:
- a) where a motion has been moved to deny an application; the Chair of the Board shall permit a delegation.
 - b) where a motion has been moved to add conditions prior to approval of the application.
 - c) where the Board is reconsidering a decision by the CAO, or their delegate, as outlined in the Regional District's *Delegation of Local Government Authority Bylaw*.
 - d) where the Board deems it beneficial; with a 2/3 vote, a delegation may be permitted to answer questions with respect to the application.
- 5.9 Delegations under section 5.8 may address the Board in any one of the following forms:
- a) attendance at the board meeting by the applicant or their appointed representative.
 - b) written correspondence received by the corporate officer no later than 9 a.m. on the day an application is to be considered by the Board.
 - c) teleconference, where the delegation has requested this form of address no less than 2 days prior to consideration by the Board. The delegation shall be required to provide contact information and be prepared to receive the communication at the time designated on the board agenda.

d)- The Corporate Officer shall make two (2) attempts to make a connection with the delegation via the requested form of electronic attendance. After two attempts the Chair may deem the delegation to be not in attendance.

6.0 RULES OF PROCEDURE AT REGIONAL BOARD MEETINGS

Agenda Preparation and Order of Proceedings

- 6.1 Prior to each meeting of the Regional Board, the ~~Office of the Chief Administrative Officer-Corporate Officer~~ shall prepare an agenda for approval by the Executive, of all items to be considered by the Regional Board at the meeting.
- 6.2 ~~Once released, the agenda is considered to be in the possession of the Board and a~~ late item may be approved for addition to an agenda by ~~the Chief Administrative Officer prior to the meeting, or the Board~~ by a ~~two-thirds resolution vote~~ of the Regional Board at the meeting.
- 6.3 The agendas for all regular Regional Board meetings shall contain the following matters where there are items pertaining to them:

- Adoption of Agenda
- Consent Agenda
- Delegations
- Department Reports (listed by Department)
- Other Business
- Closed Session
- Adjournment

The Board ~~of Directors~~ may, by resolution, establish a specific period of time in which the order or content of the agenda may be adjusted for the purpose of investigating potential changes to increase the efficiency or effectiveness in the conducting of business. Upon expiry of the specified term, the Board must either revert back to the order determined in this bylaw, or amend the bylaw to reflect changes.

6.4 Notwithstanding Section 6.3, the order in which business on the Agenda shall be dealt with may vary by consensus of the Directors present.

6.5 No Regional Board meeting may start or continue past 5:00 p.m. unless the Regional Board passes a majority resolution to start or continue that meeting past that time.

6.6 During discussion, members of the Regional Board may make motions, pose inquiries and make suggestions upon being recognized by the Chair. Items of new business which are not included in the agendas and are of a complex nature or that may affect existing Regional District bylaws and policies shall be introduced as a "Notice of Motion" for placement on an agenda for a future meeting. Other items of new business which are not of a complex nature, and do not require a motion may be accepted as verbal reports from any member of the Regional Board and noted under Other Business.

Commented [BN3]: Need to define "Executive"

6.7 Any director may give a notice of motion to the Board by:

- (a) Providing the Corporate Officer with a written copy of such motion during a meeting of the Board and the Corporate Officer shall, upon the director being acknowledged by the chair and the notice of motion being read to the meeting, include it in the minutes of that meeting as a notice of motion and shall add the motion to the agenda of the next regular board meeting, or to the agenda of a special board meeting scheduled for that purpose; or
- (b) Providing the Corporate Officer with a written copy of such motion, no later than nine working days prior to the scheduled meeting, and the Corporate Officer shall add the motion to the agenda for said meeting.

6.8 Notwithstanding section 6.6, the requirement for a notice of motion for a matter of new business may be waived by a two-third vote of the Board when a matter is deemed time sensitive.

Quorum

6.9 Quorum is the majority of members of the Board.

6.10 As soon after the time specified for a ~~Regional Board~~ meeting as there is a quorum present, the Chair, if present, must take the chair and call the meeting to order. Where the Chair is absent, the ~~Regional Board~~ member designated in accordance with this bylaw to act in the Chair's place for that meeting must take the chair and call the meeting to order.

6.11 If a quorum of the ~~Regional Board~~ is present, but neither the Chair nor the ~~Regional Board~~ member designated in accordance with this bylaw to act in the Chair's place for that meeting is present within 15 minutes of the time specified for the ~~Regional Board~~ meeting, the Chief Administrative Officer, or their designate shall call the meeting to order and the members of the ~~Regional~~ Board present shall choose one among them to preside at the meeting.

6.12 If there is no quorum of the ~~Regional~~ Board present within 15 minutes of the time specified for the ~~Regional~~ Board meeting, the Chief Administrative Officer or their designate shall record the names of the members present and those absent and shall adjourn the meeting to the next regular scheduled meeting.

~~Voting at Meetings~~ Conflict of Interest

~~6.9~~ ~~If a Regional Board member considers that he or she is not entitled to participate in the discussion of a matter and to vote on a question in respect of a matter because of a conflict of interest, he they shall conduct himself themselves in accordance with the law, including with the provisions of the Community Charter and Local Government Act.~~

Commented [GC4]: Moved to schedule

Voting at Meetings

6.13 When debate on a matter is closed and the ~~Regional~~ Board is ready to vote, the Chair must put the matter to a vote by asking who is in favour of the question and then who is opposed.

- 6.14 Once the Chair has put the question to a vote, voting shall be by show of hands, by verbal confirmation, or by electronic vote, if facilities are so provided, and a member of the ~~Regional~~ Board shall not cross or leave the room, make a noise or other disturbance, or interrupt the voting procedure except to raise a point of order.
- 6.15 After the Chair has ~~finally~~ put the question to a vote, a member of the ~~Regional~~ Board shall not speak to the question or make a motion concerning it. The Chair's decision as to whether a question has been finally put is conclusive.
- 6.16 Should the votes on a question, other than an appeal of a decision of the Chair on a point of order, be equal for and against, the motion is defeated.
- 6.17 Whenever a vote of the Board is taken, the Chair must state the names of those members voting in the negative, and those names must be entered into the record. The Chair must declare the result of the voting by stating whether the motion is carried or is defeated.
- 6.18 Where a member who is present when a vote is taken abstains from voting, that Member shall be deemed to have voted in the affirmative.

~~Points of Order~~

- ~~6.16 The Chair shall preserve order and decide all points of order, subject to appeal, which may arise.~~
- ~~6.17 When the Chair is required to decide a point of order:~~
- ~~(a) the Chair must cite the applicable rule or authority if requested by another Regional Board member;~~
 - ~~(b) another member shall not question or comment on the rule or authority cited by the Chair; and~~
 - ~~(c) the Chair may reserve the decision until the next Regional Board meeting.~~
- ~~6.18 A member of the Regional Board may appeal the decision of the Chair regarding the preservation of order and decisions on points of order that may arise. The question as to whether the Chair is to be sustained shall be immediately put by the Chair and decided without debate. The Chair cannot vote and the motion passes in the affirmative if votes are equal. The Chair must be governed by the result.~~

Commented [GC5]: Moved to schedule and re-worded and expanded for ease of understanding

Conduct and Debate at Meetings

- 6.19 A member shall speak at a ~~Regional Board~~ meeting only after being recognized by the Chair, except to raise a point of order in accordance with Schedule 'A'.
- 6.20 A Member shall address other members ~~of the Regional Board~~ by their title and their surname, as applicable (for example, Chair _____ or Vice-Chair _____ or Director _____).

6.21 No member shall interrupt another member who is speaking, except to raise a point of order, and members shall at all times use respectful language and shall not use offensive gestures or signs.

6.22 A member ~~of the Regional Board~~ may make a motion to move the ~~previous~~ question being debated at a ~~Regional Board~~ meeting at any time during the debate. This motion requires a seconder and must be adopted by a two-thirds vote.

Commented [GC6]: Although compliant with RRoO, the inclusion of "previous" is confusing.

6.23 Members ~~of the Regional Board~~ may be limited to speaking twice only in connection with a single question, by the Chair, except to reply to debate on a substantive motion which the member has made.

6.24 Despite section 5.1 of this bylaw, the Chair at a ~~Regional Board~~ meeting may expel and exclude from any ~~Regional Board~~ meeting a person, including another ~~Regional Board~~ member, whom the Chair considers is engaging in inappropriate conduct.

Motions Generally

6.25 The ~~Regional Board or Committee~~ may debate and vote on a motion only if it is first made by one ~~Regional Board~~ member and then seconded by another.

6.26 The following motions are neither amendable nor debatable:

- (a) to table the main motion;
- (b) to postpone the main motion, either indefinitely or to a specified time;
- (c) to move the ~~previous~~ question; or
- (d) to adjourn.

Commented [GC7]: Ref. sec. 6.22

6.27 ~~If so requested by a Regional Board member, The the Regional Board or Committee~~ must vote separately on each distinct part of a question that is under consideration at a ~~Regional Board~~ meeting ~~if so requested by a Regional Board member~~.

~~6.28 A resolution must be in written form.~~

Commented [GC8]: Moved from old section 9

~~6.29 The Chair of the Board meeting may read, or have a staff member read, the proposed resolution and may then request a motion that the resolution be introduced or delayed until such time as it may be dealt with.~~

Commented [GC9]: Moved from old section 9

Amendments Generally

6.30 A Regional Board member may, without notice, move to amend a motion that is being considered at a Regional Board meeting.

6.31 A proposed amendment must be produced in writing by the mover if requested by the Chair.

6.32 A proposed amendment must be decided or withdrawn before the motion being considered on the main question is put to a vote.

6.33 An amendment may be amended once only.

6.34 A motion to amend that has been defeated by a vote of the Regional Board cannot be proposed again.

Reconsideration

Commented [GC10]: Moved to schedule and re-worded for ease of understanding

~~6.33 As provided in the Local Government Act and the Community Charter, the Chair may require board reconsideration of a matter as follows:~~

~~Without limiting the authority of a board to reconsider a matter, the Chair may require the Regional Board to reconsider and vote again on a matter that was the subject of a vote.~~

~~In exercising the power, the Chair may return the matter for reconsideration at the same board meeting as the vote took place, or at the meeting of the Regional Board following the original vote.~~

~~(c) A matter may not be reconsidered under this section if~~
~~(i) it has had the approval of the electors or the assent of the electors and was subsequently adopted by the Regional Board, or~~
~~(ii) there has already been a reconsideration under this section in relation to the matter.~~

~~(d) On a reconsideration under this section, the Regional Board~~
~~(i) must deal with the matter as soon as convenient, and~~
~~(ii) on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration; and~~
~~(iii) has not been acted on by an officer, employee or agent of the Regional District.~~

~~(e) If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.~~

~~6.34 After a vote has been taken on any motion, a Director (except the Chair), who voted with the majority for or against the resolution may, at the regular meeting of the board following the original vote, introduce a motion to reconsider that resolution in accordance with section 6.2.~~

~~6.35 When a motion to reconsider has been presented, no discussion of the main question shall be allowed unless the motion to reconsider has been adopted.~~

~~6.36 No resolution shall be reconsidered more than once on the same question, nor shall a vote to reconsider be reconsidered.~~

Privilege

Commented [GC11]: Moved to schedule

~~6.37 In this section, a matter of privilege includes reference to any of the following motions:~~

- ~~(a) to fix the time to adjourn;~~
- ~~(b) to adjourn;~~
- ~~(c) to recess;~~
- ~~(d) to raise a question of privilege of the Regional Board; and~~

~~(e) to raise a question of privilege of a member of the Regional Board.~~

~~6.38 A matter of privilege must be immediately considered when it arises at the Regional Board meeting.~~

~~6.39 For the purposes of section 6.38, a matter of privilege listed in section 6.37 has precedence over those matters listed after it.~~

7.0 **BOARD MINUTES**

7.1 Minutes of the proceedings of the **Regional** Board must be legibly recorded, certified as correct by the Chief Administrative Officer, and signed by the Chair or other member presiding ~~at the meeting or at the next meeting at which the minutes are adopted.~~

7.2 Subject to section 7.3 of this bylaw, the ~~adopted~~ minutes of the proceedings of the **Regional** Board must be ~~open for public inspection at the Regional District during the regular office hours available to the public. Excerpts from draft minutes may be provided upon request.~~

7.3 Section 7.2 of this bylaw does not apply to minutes of a **Regional** Board meeting, or part of a meeting, from which persons were excluded pursuant to section 5.1 of this bylaw.

8.0 **BYLAWS**

Copies of Proposed Bylaws to the **Regional** Board Members

8.1 A proposed bylaw may be introduced at a **Regional** Board meeting only if a copy of it has been made available to each **Regional** Board member and the Chief Administrative Officer ~~at least 48 hours~~ prior to the **Regional** Board meeting, or if all **Regional** Board members unanimously agree to waive this requirement.

Commented [GC12]: Best practice

~~8.2 Notwithstanding subsection 8.1, procedure bylaws shall be dealt with in accordance with the *Local Government Act* section 225.~~

Form of ~~Proposed~~ Bylaws

8.3 A bylaw must be printed, have a distinguishing name and a distinguishing number, and must be divided into relevant sections.

Reading Consideration of Proposed Bylaws

8.4 The **Regional** Board must consider a proposed bylaw at a **Regional** Board meeting either:

- (a) separately when directed by the Chair or requested by another **Regional** Board member; or
- (b) jointly with other proposed bylaws in the sequence determined by the Chair providing the voting entitlement and weighting is the same for all bylaws under consideration.

- 8.5 The Chair of the ~~Regional~~ Board meeting may read, or have the Chief Administrative Officer read, a synopsis of each proposed bylaw or group of bylaws and may then either request a motion or read a motion which has already been submitted that the proposed bylaw or group of bylaws be given appropriate readings.
- 8.6 A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Local Government Act*.

Bylaws must be Signed

- 8.7 After a bylaw is adopted and signed by the Corporate Officer and the Chair of the ~~Regional Board~~ meeting at which it was adopted, the Corporate Officer must have it placed in the Regional District’s records for safekeeping and endorse upon it:
 - (a) the Regional District’s corporate seal; and
 - (b) the dates of its readings, adoption and any required approvals that have been obtained.

Commented [GC13]: CC sec. 135(6)

9.0 RESOLUTIONS

Copies of Proposed Resolutions to Regional Board Members

~~9.1 A proposed resolution may be introduced at a Regional Board meeting only if a copy of it has been made available to each Regional Board member and the Chief Administrative Officer prior the Regional Board meeting, or if all the Regional Board members unanimously agree to waive this requirement.~~

Commented [GC14]: Refer to sections 6.6-6.8

Form of Proposed Resolutions

~~9.2 A resolution must be in written form.~~

Commented [GC15]: Moved to section 6.28 & 6.29

Consideration of Proposed Resolutions

~~9.3 The Chair of the Regional Board meeting may read, or have a staff member read, the proposed resolution and may then request a motion that the resolution be introduced or delayed until such time as it may be dealt with.~~

9.0 REGIONAL BOARD COMMITTEES

Establishment of Committees (LGA)

- 9.1 The Chair may establish standing committees and the ~~Regional Board,~~ may establish select committees ~~of the Regional Board,~~ in accordance with the provisions of the *Local Government Act*.
- 9.2 The ~~Regional~~ Board may establish other committees in accordance with the provisions of the *Local Government Act*.

Duties of Standing Committees

9.3 Standing Committees must consider, inquire into, report on, and make recommendations to the Regional Board about any of the following:

- (a) matters that are related to the general subject indicated by the name of the committee;
- (b) matters that are assigned by the ~~Regional~~ Board;
- (c) matters that are assigned by the Chair.

~~10.4 Standing Committees must report and make recommendations to the Regional Board as required by the Regional Board or the Chair.~~

Duties of Select Committees

9.4 Select Committees must consider, inquire into, report on, and make recommendations to the ~~Regional~~ Board about matters referred to the committee by the ~~Regional~~ Board, as soon as possible, unless a date and time is established by the ~~Regional~~ Board.

~~10.6 Select Committees must consider, inquire into, report on, and make recommendations to the Regional Board as soon as possible, unless a date and time is established by the Regional Board.~~

General Duties of Committees and Commissions are as follows:

9.5 All committees and commissions are considered to be advisory in nature.

9.6 No committee or commission has the power to pledge the credit of the ~~Regional~~ Board or commit the ~~Regional~~ Board to any particular action.

9.7 No member of ~~the a~~ committee or commission shall give specific direction to any staff member. The responsibility of giving specific direction to administration shall reside with the full ~~Regional~~ Board at a duly assembled meeting, unless otherwise delegated to the Chief Administrative Officer.

~~10.10 Elections for Chair and Vice Chair of each standing committee shall be conducted at the call of the Chief Administrative Officer and at such time as is determined by the Regional Board.~~

9.8 The minutes of each committee or commission, along with that committee's recommendation to the ~~Regional~~ Board, shall be submitted to the Board for adoption at the next meeting of the ~~Regional~~ Board.

9.9 Notwithstanding procedures contained within this bylaw, local community commissions may be established and operate pursuant to provisions in the *Local Government Act*.

Attendance of Non-~~Committee~~ Commission Members at ~~Committee~~ Commission Meetings

- 9.10 The ~~Regional~~ Board members who are not members of a ~~committee-commission~~ may attend the meetings of the ~~committee-commission~~.
- 9.11 Unless a meeting or part of a meeting of a ~~committee-commission~~ is authorized to be closed to the public by the *Community Charter*, all meetings of ~~committees-commissions~~ shall be open to the public.
- 9.12 ~~Delegations wishing to address a commission meeting regarding an issue that falls under the terms of reference for said commission shall contact the chair of the commission to make appropriate arrangements. The commission shall, in open meeting, determine by 2/3 vote whether to permit the delegation to address the commission.~~

Minutes of Committee and Commission Meetings

- 9.13 ~~Whenever a vote of committee or commission is taken, the chair must state the names of those members voting in the negative, and those names must be entered into the record. The chair must declare the result of the vote by stating whether the motion is carried or is defeated.~~
- 9.14 Minutes of the proceedings of a ~~select~~ committee or commission meeting must be legibly recorded, ~~certified as correct by the Corporate Officer or recording secretary, in the case of advisory committees and commissions, and~~ signed by the Chair of the meeting upon adoption ~~by the Board, and~~.
- 9.15 ~~Minutes of all committees and commissions must be forwarded to the Corporate Officer for inclusion on the Board agenda.~~
- 9.16 ~~The adopted minutes of the proceedings of Committees and Commissions must be open for public inspection available to the public upon adoption in open meeting,~~ in accordance with the requirements of the *Local Government Act*.

Quorum at Committee and Commission

- 9.17 Unless otherwise stated in the terms of reference or establishing bylaw of the committee or commission as adopted by the ~~Regional~~ Board, the quorum for a committee or commission is a majority of all of its members.

~~Conduct and Debate~~ Ex-Officio attendance

- 9.18 ~~The A~~ ~~Regional~~ Board members who ~~are-is~~ attending a meeting of a ~~Regional Board~~ committee or commission of which they are not a member may participate in a discussion only with the permission of the majority of all members of the committee or commission.
- 9.19 ~~The A~~ ~~Regional~~ Board members who ~~are-is~~ attending a meeting of a ~~Regional Board~~ committee or commission of which they are not a member must not vote on a question.

9.20 Sections ~~6 [Rules of Procedure at Regional Board Meetings].19 to 6.24~~ of this bylaw ~~apply~~ applies to a ~~Regional Board member's conduct and debate at a~~ committee or commission meeting, in the same manner as it does in relation to a ~~Regional~~ Board meeting, where applicable.

10.0 Schedules

This bylaw contains the following schedules:

Schedule A Point of Order & Privilege

Schedule B Reconsideration

Schedule C Conflict of Interest

REPEAL

11.1 Regional District of Okanagan-Similkameen Procedures Bylaw No. 2620, 2013, together with all amendments to it, is hereby repealed.

READ A FIRST, SECOND, AND THIRD TIME this ____ day of ____.

ADOPTED BY AT LEAST 2/3 OF THE VOTE this ____ day of ____.

RDOS Board Chair

Corporate Officer

Schedule A - Point of Order and Privilege

Point of Order

Any member who believes that the Chair has not enforced the rules may call attention to it by making a Point of Order, or raise a question of order. The point of order must be raised immediately even if it means interrupting a speaker or the Chair.

The Chair is to stop proceedings, and call for that member to rise and state their point of order. The Chair may then make a ruling on whether the point is well taken or not well taken, stating their reasons. Alternatively, the Chair may break for parliamentary ruling, make a brief inquiry for parliamentary inquiry while at the table or put the matter to the Board for vote. If the Board reaches a decision by vote, the original matter is no longer subject to appeal.

Three possible statements a Chair may make:

1. "That is not a point of order" - It is most likely a statement of opinion or similar and should be dealt with quickly.
2. I will accept your point of order and therefore ..." - In this instance the chair will continue the meeting according to the correct procedure, having had attention drawn to a breach or irregularity.
3. "I do not accept your point or order" - In this case the chair may continue with the meeting as if there had been no interruption.

Examples of valid points of order:

- Ø the speaker is not speaking to the motion.
- Ø the speaker is repeating the same points he has already made.
- Ø the motion contravenes our by-laws.
- Ø the specific facts the speaker is giving are incorrect. (Note: this is not a statement of opinion, but of fact and assumes the person raising the point of order can validate the point)
- Ø the speaker's time limit has expired.
- Ø the language the speaker is using is offensive.
- Ø the meeting no longer has a quorum.

Examples which are not valid points of order:

- Ø that's not true.
- Ø I disagree with that.
- Ø I want to explain why I said that.
- Ø the speaker shouldn't be allowed to say that.
- Ø how long do we have to listen to this?
- Ø I can't hear what the speaker is saying.

Standard Characteristics of a Point of Order:

- Ø Takes precedence over any pending question out of which it may arise
- Ø Does not require a seconder
- Ø Is not debatable, unless the Chair consents to allow the calling member to explain their point. If the Chair submits the point to a vote, debate may take place in the same way as an appeal.
- Ø Is not amendable
- Ø Can not be reconsidered
- Ø Is ruled on by the Chair, unless the Chair is in doubt and puts it to a vote, or their ruling is appealed.

An appeal:

- Ø Must be seconded
- Ø Is debatable unless related to indecorum or a transgression of the rules of speaking
- Ø Is not amendable
- Ø Is determined by majority or tie vote
- Ø May be reconsidered

In an ordinary meeting, it is not desirable to raise a point of order on minor irregularities of a purely technical character if it is obvious no ones rights are being infringed upon and no harm is done to regular business.

Privilege

A matter of privilege includes reference to any of the following motions:

- a. to fix the time to adjourn;
- b. to adjourn;
- c. to recess;
- d. to raise a question of privilege of the ~~Regional~~ Board; and
- e. to raise a question of privilege of a member of the ~~Regional~~ Board.

A matter of privilege must be immediately considered when it arises at the ~~Regional~~ Board meeting.

For the purposes of order, a matter of privilege listed above has precedence over those matters listed after it.

[A member may say "I would like to move a matter of privilege and request that we fix the time of 4:00 p.m. to adjourn the meeting."](#)

Schedule B - Reconsideration

1.1 A motion to reconsider may be made by a member who voted on the prevailing side provided the motion is made at the same meeting at which the vote sought to be reconsidered was taken.

~~1.1 As provided in section 217 of the Local Government Act and section 131 of the Community Charter, the Chair may require board reconsideration of a matter as follows:~~

~~1.2 Without limiting the authority of a board to reconsider a matter, the chair may require the board to reconsider and vote again on a matter that was the subject of a vote.~~

Commented [GC16]: CC 131(1)

~~1.23 In exercising the power under subsection 1.42 above, the chair may return the matter for reconsideration at the same board meeting as the vote took place, or at the meeting of the board following the original vote.~~

Commented [GC17]: CC 131(2)(a)(i)

Commented [GC18]: LGA 217(2)

1.4 On a reconsideration, the board

Commented [GC19]: CC 131(3)

- i. must deal with the matter as soon as convenient, and
- ii. on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.
- iii. has not been acted on by an officer, employee or agent of the Regional District.

Commented [GC20]: This section moved to 1.7iii

1.5 If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.

Commented [GC21]: CC 131(4)

1.6 No resolution shall be reconsidered more than once on the same question, nor shall a vote to reconsider be reconsidered. (RROO)

1.37 A matter may not be reconsidered under subsection 1.1 of Schedule _____ if

- i. it has had the approval of the electors or the assent of the electors and was subsequently adopted by the board, or
- ii. there has already been a reconsideration under this section in relation to the matter, or
- iii. It has been acted on by an officer, employee or agent of the Regional District.

Commented [GC22]: CC 131(2)(b)

Commented [GC23]: Subsection iii not in CC

Schedule C - Conflict of Interest

If a ~~Regional~~ Board member considers that he or she is not entitled to participate in the discussion of a matter and to vote on a question in respect of a matter because of a conflict of interest, they shall conduct themselves in accordance with the law, including with the provisions of the *Community Charter* and *Local Government Act*.

The *Community Charter* provides a procedure for Board Members to disclose conflicts of interest in public, leave the meeting and refrain from attempting to influence the voting on the question and is extracted, in part below, for the Board's convenience.

The *Community Charter* sets out disclosure of conflict and restrictions on participating as follows:

- 100** (1) This section applies to council (Board for RD's) members in relation to
- (a) council meetings,
 - (b) council committee meetings, and
 - (c) meetings of any other body referred to in section 93 [*application of open meeting rules to other bodies*].
- (2) If a council member attending a meeting considers that he or she is not entitled to participate in the discussion of a matter, or to vote on a question in respect of a matter, because the member has
- (a) a direct or indirect pecuniary interest in the matter, or
 - (b) another interest in the matter that constitutes a conflict of interest,
- the member must declare this and state in general terms the reason why the member considers this to be the case.
- (3) After making a declaration under subsection (2), the council member must not do anything referred to in section 101 (2) [*restrictions on participation*].
- (4) As an exception to subsection (3), if a council member has made a declaration under subsection (2) and, after receiving legal advice on the issue, determines that he or she was wrong respecting his or her entitlement to participate in respect of the matter, the member may
- (a) return to the meeting or attend another meeting of the same body,
 - (b) withdraw the declaration by stating in general terms the basis on which the member has determined that he or she is entitled to participate, and
 - (c) after this, participate and vote in relation to the matter.
- (5) For certainty, a council member who makes a statement under subsection (4) remains subject to section 101 [*restrictions on participation if in conflict*].
- (6) When a declaration under subsection (2) or a statement under subsection (4) is made,
- (a) the person recording the minutes of the meeting must record:
 - (i) the member's declaration or statement,
 - (ii) the reasons given for it, and

- (iii) the time of the member's departure from the meeting room and, if applicable, of the member's return, and
- (b) unless a statement is made under subsection (4), the person presiding at that meeting or any following meeting in respect of the matter must ensure that the member is not present at any part of the meeting during which the matter is under consideration.

101 (1) This section applies if a council member has a direct or indirect pecuniary interest in a matter, whether or not the member has made a declaration under section 100.

(2) The council member must not

- (a) remain or attend at any part of a meeting referred to in section 100 (1) during which the matter is under consideration,
- (b) participate in any discussion of the matter at such a meeting,
- (c) vote on a question in respect of the matter at such a meeting, or
- (d) attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter.

(3) A person who contravenes this section is disqualified from holding office as described in section 108.1 [*disqualification for contravening conflict rules*] unless the contravention was done inadvertently or because of an error in judgment made in good faith.

Conflict of Interest Exceptions Regulation B.C. Reg. 91/2016 states:

For the purposes of section 104 (1) (e) [*exceptions from conflict restrictions*] of the Act [*Community Charter*], a pecuniary interest in relation to a representative in the nature of a specified interest that arises as a result of

- (a) the representative being appointed by a governing body to the board of the entity, and
- (b) the representative
 - (i) attending any part of a meeting during which the specified interest is under consideration by the following:
 - (A) the governing body;
 - (B) a committee of the governing body;
 - (C) any other body referred to in section 93 [*application of rules to other bodies*] of the Act,
 - (ii) participating in any discussion of the specified interest at such a meeting, or
 - (iii) voting on a question in respect of the specified interest at such a meeting is prescribed.

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2789, 2019

A bylaw to regulate the meetings of the Board of the Regional District of Okanagan-Similkameen and the conduct thereof.

WHEREAS pursuant to the *Local Government Act*, the Regional District of Okanagan-Similkameen must, by bylaw, provide for the procedure that is to be followed for the conduct of its business and the business of its select and standing committees, including the manner by which resolutions may be passed and bylaws adopted;

AND WHEREAS pursuant to the *Local Government Act*, the Regional District of Okanagan-Similkameen must, by bylaw, provide for advance public notice respecting the time, place and date of board and committee meetings;

NOW THEREFORE the Board of the Regional District of Okanagan-Similkameen in open meeting assembled enacts as follows:

1.0 GENERAL

- 1.1 The provisions of this bylaw govern the proceedings of the Board and all standing, select and other committees of the Board, as applicable.
- 1.2 In cases not provided for under this bylaw, the Board may determine the appropriate rules of procedure, or may follow the most current version of Robert's Rules of Order, so long as those rules are applicable in the circumstance and are not inconsistent with the provisions of this bylaw or with any Provincial Act.
- 1.3 Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time, and any bylaw referred to herein is a reference to an enactment of the Regional Board of the Regional District of Okanagan-Similkameen, as amended, revised, consolidated, or replaced from time to time.
- 1.4 The headings used in this bylaw are for convenience of reference only. They do not form part of this bylaw and are not to be used in the interpretation of this bylaw.
- 1.5 If any section, paragraph or phrase of this bylaw is for any reason held to be invalid by reason of a Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the bylaw.
- 1.6 The bylaw may not be amended or repealed and substituted unless notice of the proposed amendments is given to each Director five days before the meeting at which the amendment is to be introduced.

1.7 The provisions of this bylaw governing meetings of the Board apply, with the necessary changes as indicated in a Terms of Reference or Committee bylaw, to standing and select committees, and commissions. When in question, this bylaw shall prevail.

2.0 CITATION

2.1 This bylaw may be cited for all purposes as the **Board Procedure Bylaw No. 2789, 2019.**

3.0 DEFINITIONS

3.1 In this bylaw:

“Audio and video recording devices” means any equipment enabling the recording and/or transmission of sound and/or visual images;

“Board” means the Board of Directors of the Regional District of Okanagan-Similkameen;

“Chair” means, where the context requires, the Chair of the Board elected pursuant to the Local Government Act or the person appointed as the Chair, or other person presiding at a meeting of the Board or Committee;

“Chief Administrative Officer” means the individual appointed by the Regional Board as the Chief Administrative Officer of the Regional District of Okanagan-Similkameen;

“Closed Meeting” means a meeting closed to the general public or employees, as deemed appropriate with items to be discussed as set out in the *Community Charter*;

“Corporate Officer” means the individual appointed by the Regional Board as the Officer assigned the responsibility of corporate administration of the Regional District of Okanagan-Similkameen or their designate;

“Commission” means group of people appointed by the Board for a particular advisory function

“Delegation” means an individual or group of people addressing the Board regarding any matter that falls within the jurisdiction of the Board, but does not include those speaking to a bylaw for which a public hearing has been held or is scheduled;

“Director” means a member of the Board, whether as a municipal Director under section 198 of the *Local Government Act*, an electoral area Director under section 199 of the *Local Government Act*,

“Executive” means the Chair and Vice Chair of the Board, and the Chief Administrative Officer;

“Member” means a Director of the Board or a person appointed to a committee or commission, as the context requires;

“Public Notice Posting Place” means the notice board at the Regional District administration office;

“Quorum” means the minimum number of members present for a meeting to conduct substantive business.

“Regional District” means the Regional District of Okanagan-Similkameen;

“Regional District administration office” means the Regional District of Okanagan-Similkameen office located at 101 Martin Street, Penticton, British Columbia;

“Select Committee” means a committee established by the Board to consider or inquire into any matter and report its findings and opinion to the Board. Persons who are not directors may be appointed by the Board; at least one member of the committee must be a director;

“Special meeting” means any meeting other than a statutory, regular, or adjourned meeting;

“Standing Committee” means a committee established by the Chair for matters the Chair considers would be better dealt with by committee. Persons who are not directors may be appointed by the chair; at least one member of the committee must be a director;

“Vice-Chair” means, where the context requires, the Vice Chair of the Board elected pursuant to the *Local Government Act* or the person appointed as Vice Chair at a meeting of the Board or committee.

- 3.2 Unless otherwise defined in this bylaw, words used herein shall have the meanings defined in the *Interpretation Act*, *Community Charter* or the *Local Government Act*, as applicable.

4.0 REGIONAL BOARD MEETINGS

Inaugural Meeting

- 4.1 An inaugural Board meeting shall be held in accordance with the *Local Government Act*.

Election of Chair/Vice Chair

- 4.2 The Board shall elect a Chair from among its directors at the inaugural meeting pursuant to the *Local Government Act*. The Chair shall fulfill those obligations placed upon this position by legislation and by approved board policy.

- (1) The Corporate Officer shall call for nominations for the position of Chair of the Board and shall do so three (3) times. At the close of nominations, if more than one candidate has been nominated, those candidates or their representatives shall be allowed a maximum of three (3) minutes to address the Board.
- (2) In the event that there are more than two candidates in any such election and no candidate receives a clear majority of votes (i.e. 50% plus one vote) on the first ballot, the candidate receiving the least number of votes shall be deleted and a second ballot shall be taken. Further ballots shall be taken as necessary, repeating

the procedure of deleting the candidate that in each preceding ballot received the least number of votes, until a candidate with a clear majority emerges.

- (3) Only those ballots that indicate an officially nominated candidate shall be counted towards the election and be used to determine a clear majority.
- (4) In the event of a tie vote on the last ballot, the election shall be determined by the flip of a coin.
- (5) Following declaration of the successful candidate by the Chief Administrative Officer, the Corporate Officer must destroy the ballots cast in that election

4.3 An election of Vice-Chair shall then be conducted pursuant to subsections above.

4.4 If the office of Chair or Vice Chair becomes vacant, the members shall elect another Chair or Vice Chair from amongst its membership as soon as reasonably possible after the vacancy occurs.

Schedule of Meetings

4.5 Regular Board and Committee meetings shall be held on the dates each year established by a resolution of the Board prior to December 31 of the preceding year. At the discretion of the Board Chair and Vice Chair, a meeting of the Board of Directors may be cancelled or postponed, providing two consecutive meetings are not cancelled.

4.6 Notification of a cancelled or postponed meeting must be provided to the Corporate Officer at least 48 hours before the scheduled meeting, and the Corporate Officer must advise all Board members via email and the public by posting a notice on the Public Notice Posting Place.

Location of the Board Meetings

4.7 All Board meetings shall take place within the Regional District administrative office.

4.8 Notwithstanding subsection 4.7, at the discretion of the Chair and Vice Chair, Regional Board meetings may take place at other locations. The change in location must be advertised in accordance with the *Local Government Act*.

Notice of Regular Board and Committee Meetings

4.9 The annual schedule of regular Board and Committee meetings, established pursuant to subsections 4.5 and 4.6 of this bylaw, shall be available to the public through posting on the Public Notice Posting Place, and notice of the availability of the Schedule shall be advertised by January 15 of each year in accordance with the public notice provisions set out in the *Local Government Act*.

- 4.10 At least 48 hours before a regular Board or Committee meeting, the Corporate Officer must give notice of the meeting agenda, including confirmation of the time, place, and date, by:
- (a) Posting the agenda on the Public Notice Posting Place at the Regional District office;
 - (b) Leaving copies of the agenda at a public counter at the Regional District office for distribution to members of the public as requested; and
 - (c) Providing an electronic copy to each member of the Regional Board.
- 4.11 In addition to subsection 4.10, the Corporate Officer may post agendas in another medium.

Notice of Special Meetings

- 4.12 At least 48 hours before a Special meeting, the Corporate Officer must give notice of the meeting, including the time, place, and date, and a general description of the purpose of the meeting, in the same manner as provided for meeting agendas in section 4.10 of this bylaw.
- 4.13 Each copy of a notice of a special meeting must be signed by the Chair or the Chief Administrative Officer.
- 4.14 Notwithstanding sections 4.12 and 4.13, notice of a special meeting may be waived by unanimous vote of all Regional Board members.

Electronic Meetings

- 4.15 Provided the conditions set out in Regional District Electronic Meetings [Regulation 271/2005](#) are met:
- (a) a Special meeting may, upon authorization of the Chair, be conducted by means of electronic or other communication facilities;
 - (b) a member of the Board or Committee who is unable to attend at a Board or Committee meeting, may, upon authorization of the Chair, participate in the meeting by means of electronic or communication facility.
- 4.16 The facilities must enable the meeting's participants to hear, or watch and hear, each other.
- 4.17 The facilities must enable the public to hear, or watch and hear, except for any part of the meeting that is closed to the public, the meeting at the specified place, and a designated Regional District officer must be in attendance at the specified place.
- 4.18 The member presiding at a Board or Committee meeting must convene the meeting from the location specified on the agenda or notice of meeting.
- 4.19 Nothing in this bylaw shall be construed to guarantee any Director or member electronic access to a meeting. Equipment failure or other occurrence that prevents or limits electronic participation shall not result in meeting adjournment unless the failure results in loss of quorum.

Use of Audio and Video Recording Devices

- 4.20 No person shall use or operate any audio or video recording device at a closed meeting.
- 4.21 Notwithstanding subsection 4.20 the person responsible for corporate administration or designate may record Regional District of Okanagan-Similkameen Board or Committee Meetings for the purpose of taking meeting minutes.

5.0 PUBLIC ATTENDANCE AT REGIONAL DISTRICT MEETINGS

Meetings to be Open to the Public

- 5.1 Unless a meeting or part of a meeting is authorized to be closed to the public by the *Community Charter* or other Provincial legislation, all meetings of the Board, Committees and Commissions shall be open to the public.

Closed Meetings

- 5.2 Closed Meeting agenda documents must not be photocopied, shared or otherwise distributed by any recipient.
- 5.3 The content of Closed Meeting Board or Committee deliberations shall not be released or announced publicly unless specific authorization to do so has been given by Board resolution adopted at a duly constituted meeting by a majority of the directors present.
- 5.4 A Board member who cannot, or will not, abide by the requirements of this section concerning the release of confidential information is expected to:
 - a) Disclose that director's inability or intention to the Board before the discussion of the matter begins at the Board meeting; and
 - b) Immediately leave the Board meeting or that part of it during which the matter is under consideration

Visitors and Delegations to the Board

- 5.5 A delegation shall only address the Board during a meeting if that person is providing a report or presentation that has been scheduled to the agenda for the meeting, or if the Board has passed a resolution by two-thirds member vote to hear from that person at that time.
- 5.6 A delegation who wishes to have a report or presentation scheduled to a Board meeting agenda shall request the same through the Corporate Officer. The request shall be processed in accordance with the Regional District of Okanagan-Similkameen Board and Committee Delegation Policy.
- 5.7 The Board is not obligated to deal with any matter presented by a delegation at the meeting to which it is presented.

Delegations where Applications are Before the Board for Consideration

- 5.8 Where an application is before the Board for consideration, a delegation consisting of either the applicant, the designated agent of the applicant, or both, may address the Board, for a period not to exceed five (5) minutes, under one of the following circumstances if in attendance and a public hearing is not a requirement of the application:
- a) where a motion has been moved to deny an application; the Chair of the Board shall permit a delegation.
 - b) where a motion has been moved to add conditions prior to approval of the application.
 - c) where the Board is reconsidering a decision by the CAO, or their delegate, as outlined in the Regional District's *Delegation of Local Government Authority Bylaw*.
 - d) where the Board deems it beneficial; with a 2/3 vote, a delegation may be permitted to answer questions with respect to the application.
- 5.9 Delegations under section 5.8 may address the Board in any one of the following forms:
- a) attendance at the board meeting by the applicant or their appointed representative.
 - b) written correspondence received by the corporate officer no later than 9 a.m. on the day an application is to be considered by the Board.
 - c) teleconference, where the delegation has requested this form of address no less than 2 days prior to consideration by the Board. The delegation shall be required to provide contact information and be prepared to receive the communication at the time designated on the board agenda.
 - d) The Corporate Officer shall make two (2) attempts to make a connection with the delegation via the requested form of electronic attendance. After two attempts the Chair may deem the delegation to be not in attendance.

6.0 RULES OF PROCEDURE AT BOARD MEETINGS

Agenda Preparation and Order of Proceedings

- 6.1 Prior to each meeting of the Board, the Corporate Officer shall prepare an agenda for approval by the Executive, of all items to be considered by the Board at the meeting.
- 6.2 Once released, the agenda is considered to be in the possession of the Board and a late item may be approved for addition to an agenda by the Board by a two-thirds vote of the Board at the meeting.

6.3 The agendas for all regular Regional Board meetings shall contain the following matters where there are items pertaining to them:

- Adoption of Agenda
- Consent Agenda
- Delegations
- Department Reports (listed by Department)
- Other Business
- Closed Session
- Adjournment

The Board may, by resolution, establish a specific period of time in which the order or content of the agenda may be adjusted for the purpose of investigating potential changes to increase the efficiency or effectiveness in the conducting of business. Upon expiry of the specified term, the Board must either revert back to the order determined in this bylaw, or amend the bylaw to reflect changes.

6.4 Notwithstanding Section 6.3, the order in which business on the Agenda shall be dealt with may vary by consensus of the Directors present.

6.5 No Board meeting may start or continue past 5:00 p.m. unless the Board passes a majority resolution to start or continue that meeting past that time.

6.6 During discussion, members of the Board may make motions, pose inquiries and make suggestions upon being recognized by the Chair. Items of new business which are not included in the agendas and are of a complex nature or that may affect existing Regional District bylaws and policies shall be introduced as a "Notice of Motion" for placement on an agenda for a future meeting. Other items of new business which are not of a complex nature, and do not require a motion may be accepted as verbal reports from any member of the Board and noted under Other Business.

6.7 Any director may give a notice of motion to the Board by:

- (a) Providing the Corporate Officer with a written copy of such motion during a meeting of the Board and the Corporate Officer shall, upon the director being acknowledged by the chair and the notice of motion being read to the meeting, include it in the minutes of that meeting as a notice of motion and shall add the motion to the agenda of the next regular board meeting, or to the agenda of a special board meeting scheduled for that purpose; or
- (b) Providing the Corporate Officer with a written copy of such motion, no later than nine working days prior to the scheduled meeting, and the Corporate Officer shall add the motion to the agenda for said meeting.

6.8 Notwithstanding section 6.6, the requirement for a notice of motion for a matter of new business may be waived by a two-third vote of the Board when a matter is deemed time sensitive.

Quorum

- 6.9 Quorum is the majority of members of the Board.
- 6.10 As soon after the time specified for a meeting as there is a quorum present, the Chair, if present, must take the chair and call the meeting to order. Where the Chair is absent, the member designated in accordance with this bylaw to act in the Chair's place for that meeting must take the chair and call the meeting to order.
- 6.11 If a quorum is present, but neither the Chair nor the member designated in accordance with this bylaw to act in the Chair's place for that meeting is present within 15 minutes of the time specified for the meeting, the Chief Administrative Officer, or their designate shall call the meeting to order and the members of the Board present shall choose one among them to preside at the meeting.
- 6.12 If there is no quorum of the Board present within 15 minutes of the time specified for the Board meeting, the Chief Administrative Officer or their designate shall record the names of the members present and those absent and shall adjourn the meeting to the next regular scheduled meeting.

Voting at Meetings

- 6.13 When debate on a matter is closed and the Board is ready to vote, the Chair must put the matter to a vote by asking who is in favour of the question and then who is opposed.
- 6.14 Once the Chair has put the question to a vote, voting shall be by show of hands, by verbal confirmation, or by electronic vote, if facilities are so provided, and a member of the Board shall not cross or leave the room, make a noise or other disturbance, or interrupt the voting procedure except to raise a point of order.
- 6.15 After the Chair has put the question to a vote, a member of the Board shall not speak to the question or make a motion concerning it. The Chair's decision as to whether a question has been finally put is conclusive.
- 6.16 Should the votes on a question, other than an appeal of a decision of the Chair on a point of order, be equal for and against, the motion is defeated.
- 6.17 Whenever a vote of the Board is taken, the Chair must state the names of those members voting in the negative, and those names must be entered into the record. The Chair must declare the result of the voting by stating whether the motion is carried or is defeated.
- 6.18 Where a member who is present when a vote is taken abstains from voting, that Member shall be deemed to have voted in the affirmative.

Conduct and Debate at Meetings

- 6.19 A member shall speak at a meeting only after being recognized by the Chair, except to raise a point of order in accordance with Schedule 'A'
- 6.20 A Member shall address other members by their title and their surname, as applicable (for example, Chair _____ or Vice-Chair _____ or Director _____).
- 6.21 No member shall interrupt another member who is speaking, except to raise a point of order, and members shall at all times use respectful language and shall not use offensive gestures or signs.
- 6.22 A member may make a motion to move the question being debated at a meeting at any time during the debate. This motion requires a seconder and must be adopted by a two-thirds vote.
- 6.23 Members may be limited to speaking twice only in connection with a single question, by the Chair, except to reply to debate on a substantive motion which the member has made.
- 6.24 Despite section 5.1 of this bylaw, the Chair at a meeting may expel and exclude from any meeting a person, including another member, whom the Chair considers is engaging in inappropriate conduct.

Motions Generally

- 6.25 The Board or Committee may debate and vote on a motion only if it is first made by one member and then seconded by another.
- 6.26 The following motions are neither amendable nor debatable:
 - (a) to table the main motion;
 - (b) to postpone the main motion, either indefinitely or to a specified time;
 - (c) to move the question; or
 - (d) to adjourn.
- 6.27 If so requested by a member, the Board or Committee must vote separately on each distinct part of a question that is under consideration at a meeting.
- 6.28 A resolution must be in written form.
- 6.29 The Chair of the Board meeting may read, or have a staff member read, the proposed resolution and may then request a motion that the resolution be introduced or delayed until such time as it may be dealt with.

Amendments Generally

- 6.30 A Regional Board member may, without notice, move to amend a motion that is being considered at a Regional Board meeting.
- 6.31 A proposed amendment must be produced in writing by the mover if requested by the Chair.

- 6.32 A proposed amendment must be decided or withdrawn before the motion being considered on the main question is put to a vote.
- 6.33 An amendment may be amended once only.
- 6.34 A motion to amend that has been defeated by a vote of the Regional Board cannot be proposed again.

7.0 BOARD MINUTES

- 7.1 Minutes of the proceedings of the Board must be legibly recorded, certified as correct by the Chief Administrative Officer, and signed by the Chair or other member presiding.
- 7.2 Subject to section 7.3 of this bylaw, the adopted minutes of the proceedings of the Board must be available to the public. Excerpts from draft minutes may be provided upon request.
- 7.3 Section 7.2 of this bylaw does not apply to minutes of a Board meeting, or part of a meeting, from which persons were excluded pursuant to section 5.1 of this bylaw.

8.0 BYLAWS

Copies of Proposed Bylaws to the Board Members

- 8.1 A proposed bylaw may be introduced at a Board meeting only if a copy of it has been made available to each Board member and the Chief Administrative Officer at least 48 hours prior to the Board meeting, or if all Regional Board members unanimously agree to waive this requirement.
- 8.2 Notwithstanding subsection 8.1, procedure bylaws shall be dealt with in accordance with the *Local Government Act* section 225.

Form of Bylaws

- 8.3 A bylaw must be printed, have a distinguishing name and a distinguishing number, and must be divided into relevant sections.

Reading Consideration of Proposed Bylaws

- 8.4 The Board must consider a proposed bylaw at a Board meeting either:
- (a) separately when directed by the Chair or requested by another Board member; or
 - (b) jointly with other proposed bylaws in the sequence determined by the Chair providing the voting entitlement and weighting is the same for all bylaws under consideration.
- 8.5 The Chair of the Board meeting may read, or have the Chief Administrative Officer read, a synopsis of each proposed bylaw or group of bylaws and may then either request a motion or read a motion which has already been submitted that the proposed bylaw or group of bylaws be given appropriate readings.

- 8.6 A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Local Government Act*.

Bylaws must be Signed

- 8.7 After a bylaw is adopted and signed by the Corporate Officer and the Chair of the meeting at which it was adopted, the Corporate Officer must have it placed in the Regional District's records for safekeeping and endorse upon it:
- (a) the Regional District's corporate seal; and
 - (b) the dates of its readings, adoption and any required approvals that have been obtained.

9.0 COMMITTEES

Establishment of Committees (LGA)

- 9.1 The Chair may establish standing committees and the Board may establish select committees in accordance with the provisions of the *Local Government Act*.
- 9.2 The Board may establish other committees in accordance with the provisions of the *Local Government Act*.

Duties of Standing Committees

- 9.3 Standing Committees must consider, inquire into, report on, and make recommendations to the Regional Board about any of the following:
- (a) matters that are related to the general subject indicated by the name of the committee;
 - (b) matters that are assigned by the Board;
 - (c) matters that are assigned by the Chair.

Duties of Select Committees

- 9.4 Select Committees must consider, inquire into, report on, and make recommendations to the Board about matters referred to the committee by the Board, as soon as possible, unless a date and time is established by the Board.

General Duties of Committees and Commissions are as follows:

- 9.5 All committees and commissions are considered to be advisory in nature.
- 9.6 No committee or commission has the power to pledge the credit of the Board or commit the Board to any particular action.

- 9.7 No member of a committee or commission shall give specific direction to any staff member. The responsibility of giving specific direction to administration shall reside with the full Board at a duly assembled meeting, unless otherwise delegated to the Chief Administrative Officer.
- 9.8 The minutes of each committee or commission, along with that committee's recommendation to the Board, shall be submitted to the Board for adoption at the next meeting of the Board.
- 9.9 Notwithstanding procedures contained within this bylaw, local community commissions may be established and operate pursuant to provisions in the *Local Government Act*.

Attendance of Non-Commission Members at Commission Meetings

- 9.10 The Board members who are not members of a commission may attend the meetings of the commission.
- 9.11 Unless a meeting or part of a meeting of a commission is authorized to be closed to the public by the *Community Charter*, all meetings of commissions shall be open to the public.
- 9.12 Delegations wishing to address a commission meeting regarding an issue that falls under the terms of reference for said commission shall contact the chair of the commission to make appropriate arrangements. The commission shall, in open meeting, determine by 2/3 vote whether to permit the delegation to address the commission.

Minutes of Committee and Commission Meetings

- 9.13 Whenever a vote of committee or commission is taken, the chair must state the names of those members voting in the negative, and those names must be entered into the record. The chair must declare the result of the vote by stating whether the motion is carried or is defeated.
- 9.14 Minutes of the proceedings of a committee or commission meeting must be legibly recorded, certified as correct by the Corporate Officer or recording secretary, in the case of advisory committees and commissions, and signed by the Chair of the meeting upon adoption .
- 9.15 Minutes of all committees and commissions must be forwarded to the Corporate Officer for inclusion on the Board agenda.
- 9.16 The adopted minutes of the proceedings of Committees and Commissions must be available to the public upon adoption in open meeting, in accordance with the requirements of the *Local Government Act*.

Quorum at Committee and Commission

- 9.17 Unless otherwise stated in the terms of reference or establishing bylaw of the committee or commission as adopted by the Board, the quorum for a committee or commission is a majority of all of its members.

Ex-Officio attendance

- 9.18 A Board member who is attending a meeting of a committee or commission of which they are not a member may participate in a discussion only with the permission of the majority of all members of the committee or commission.
- 9.19 A Board member who is attending a meeting of a committee or commission of which they are not a member must not vote on a question.
- 9.20 Section 6 [Rules of Procedure at Board Meetings]. of this bylaw applies to a committee or commission meeting, in the same manner as it does in relation to a Board meeting, where applicable.

10.0 Schedules

This bylaw contains the following schedules:
Schedule A Point of Order & Privilege
Schedule B Reconsideration
Schedule C Conflict of Interest

REPEAL

11.1 Regional District of Okanagan-Similkameen Procedures Bylaw No. 2620, 2013, together with all amendments to it, is hereby repealed.

READ A FIRST, SECOND, AND THIRD TIME this ____ day of ____.

ADOPTED BY AT LEAST 2/3 OF THE VOTE this ____ day of ____.

RDOS Board Chair

Corporate Officer

Schedule A - Point of Order and Privilege

Point of Order

Any member who believes that the Chair has not enforced the rules may call attention to it by making a Point of Order, or raise a question of order. The point of order must be raised immediately even if it means interrupting a speaker or the Chair.

The Chair is to stop proceedings, and call for that member to rise and state their point of order. The Chair may then make a ruling on whether the point is well taken or not well taken, stating their reasons. Alternatively, the Chair may break for parliamentary ruling, make a brief inquiry for parliamentary inquiry while at the table or put the matter to the Board for vote. If the Board reaches a decision by vote, the original matter is no longer subject to appeal.

Three possible statements a Chair may make:

1. "That is not a point of order" - It is most likely a statement of opinion or similar and should be dealt with quickly.
2. I will accept your point of order and therefore ..." - In this instance the chair will continue the meeting according to the correct procedure, having had attention drawn to a breach or irregularity.
3. "I do not accept your point or order" - In this case the chair may continue with the meeting as if there had been no interruption.

Examples of valid points of order:

- Ø the speaker is not speaking to the motion.
- Ø the speaker is repeating the same points he has already made.
- Ø the motion contravenes our by-laws.
- Ø the specific facts the speaker is giving are incorrect. (Note: this is not a statement of opinion, but of fact and assumes the person raising the point of order can validate the point)
- Ø the speaker's time limit has expired.
- Ø the language the speaker is using is offensive.
- Ø the meeting no longer has a quorum.

Examples which are not valid points of order:

- Ø that's not true.
- Ø I disagree with that.
- Ø I want to explain why I said that.
- Ø the speaker shouldn't be allowed to say that.
- Ø how long do we have to listen to this?
- Ø I can't hear what the speaker is saying.

Standard Characteristics of a Point of Order:

- Ø Takes precedence over any pending question out of which it may arise
- Ø Does not require a seconder
- Ø Is not debatable, unless the Chair consents to allow the calling member to explain their point. If the Chair submits the point to a vote, debate may take place in the same way as an appeal.
- Ø Is not amendable
- Ø Can not be reconsidered
- Ø Is ruled on by the Chair, unless the Chair is in doubt and puts it to a vote, or their ruling is appealed.

An appeal:

- Ø Must be seconded
- Ø Is debatable unless related to indecorum or a transgression of the rules of speaking
- Ø Is not amendable
- Ø Is determined by majority or tie vote
- Ø May be reconsidered

In an ordinary meeting, it is not desirable to raise a point of order on minor irregularities of a purely technical character if it is obvious no ones rights are being infringed upon and no harm is done to regular business.

Privilege

A matter of privilege includes reference to any of the following motions:

- a. to fix the time to adjourn;
- b. to adjourn;
- c. to recess;
- d. to raise a question of privilege of the Board; and
- e. to raise a question of privilege of a member of the Board.

A matter of privilege must be immediately considered when it arises at the Board meeting.

For the purposes of order, a matter of privilege listed above has precedence over those matters listed after it.

A member may say "I would like to move a matter of privilege and request that we fix the time of 4:00 p.m. to adjourn the meeting."

Schedule B - Reconsideration

- 1.1 A motion to reconsider may be made by a member who voted on the prevailing side provided the motion is made at the same meeting at which the vote sought to be reconsidered was taken.
- 1.2 Without limiting the authority of a board to reconsider a matter, the chair may require the board to reconsider and vote again on a matter that was the subject of a vote.
- 1.3 In exercising the power under subsection 1.2 above, the chair may return the matter for reconsideration at the same board meeting as the vote took place, or at the meeting of the board following the original vote.
- 1.4 On a reconsideration, the board
 - i. must deal with the matter as soon as convenient, and
 - ii. on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.
- 1.5 If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.
- 1.6 No resolution shall be reconsidered more than once on the same question, nor shall a vote to reconsider be reconsidered. (RROO)
- 1.7 A matter may not be reconsidered if
 - i. it has had the approval of the electors or the assent of the electors and was subsequently adopted by the board, or
 - ii. there has already been a reconsideration under this section in relation to the matter, or
 - iii. It has been acted on by an officer, employee or agent of the Regional District.

Schedule C - Conflict of Interest

If a Board member considers that he or she is not entitled to participate in the discussion of a matter and to vote on a question in respect of a matter because of a conflict of interest, they shall conduct themselves in accordance with the law, including with the provisions of the *Community Charter* and *Local Government Act*.

The *Community Charter* provides a procedure for Board Members to disclose conflicts of interest in public, leave the meeting and refrain from attempting to influence the voting on the question and is extracted, in part below, for the Board's convenience.

The *Community Charter* sets out disclosure of conflict and restrictions on participating as follows:

- 100** (1) This section applies to council (Board for RD's) members in relation to
- (a) council meetings,
 - (b) council committee meetings, and
 - (c) meetings of any other body referred to in section 93 [*application of open meeting rules to other bodies*].
- (2) If a council member attending a meeting considers that he or she is not entitled to participate in the discussion of a matter, or to vote on a question in respect of a matter, because the member has
- (a) a direct or indirect pecuniary interest in the matter, or
 - (b) another interest in the matter that constitutes a conflict of interest,
- the member must declare this and state in general terms the reason why the member considers this to be the case.
- (3) After making a declaration under subsection (2), the council member must not do anything referred to in section 101 (2) [*restrictions on participation*].
- (4) As an exception to subsection (3), if a council member has made a declaration under subsection (2) and, after receiving legal advice on the issue, determines that he or she was wrong respecting his or her entitlement to participate in respect of the matter, the member may
- (a) return to the meeting or attend another meeting of the same body,
 - (b) withdraw the declaration by stating in general terms the basis on which the member has determined that he or she is entitled to participate, and
 - (c) after this, participate and vote in relation to the matter.
- (5) For certainty, a council member who makes a statement under subsection (4) remains subject to section 101 [*restrictions on participation if in conflict*].
- (6) When a declaration under subsection (2) or a statement under subsection (4) is made,
- (a) the person recording the minutes of the meeting must record:
 - (i) the member's declaration or statement,
 - (ii) the reasons given for it, and

- (iii) the time of the member's departure from the meeting room and, if applicable, of the member's return, and
- (b) unless a statement is made under subsection (4), the person presiding at that meeting or any following meeting in respect of the matter must ensure that the member is not present at any part of the meeting during which the matter is under consideration.

101 (1) This section applies if a council member has a direct or indirect pecuniary interest in a matter, whether or not the member has made a declaration under section 100.

(2) The council member must not

- (a) remain or attend at any part of a meeting referred to in section 100 (1) during which the matter is under consideration,
- (b) participate in any discussion of the matter at such a meeting,
- (c) vote on a question in respect of the matter at such a meeting, or
- (d) attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter.

(3) A person who contravenes this section is disqualified from holding office as described in section 108.1 [*disqualification for contravening conflict rules*] unless the contravention was done inadvertently or because of an error in judgment made in good faith.

Conflict of Interest Exceptions Regulation B.C. Reg. 91/2016 states:

For the purposes of section 104 (1) (e) [*exceptions from conflict restrictions*] of the Act[*Community Charter*], a pecuniary interest in relation to a representative in the nature of a specified interest that arises as a result of

- (a) the representative being appointed by a governing body to the board of the entity, and
- (b) the representative
 - (i) attending any part of a meeting during which the specified interest is under consideration by the following:
 - (A) the governing body;
 - (B) a committee of the governing body;
 - (C) any other body referred to in section 93 [*application of rules to other bodies*] of the Act,
 - (ii) participating in any discussion of the specified interest at such a meeting, or
 - (iii) voting on a question in respect of the specified interest at such a meeting is prescribed.

ADMINISTRATIVE REPORT

TO: Corporate Services Committee

FROM: B. Newell, Chief Administrative Officer

DATE: February 21, 2019

RE: Elected Officials Compensation

Administrative Recommendation:

THAT the Regional District of Okanagan Similkameen adjust Elected Officials Compensation to offset the implementation of the January 1, 2019 Canada Income Tax Act amendments.

Reference:

Federal income Tax Act
Elected Officials Compensation Bylaw

Background:

Honourariums paid to local government elected officials have been 1/3 tax exempt and compensation bylaws have taken that into consideration when setting rates. Changes to the Federal Income Tax Act, effective 1 January 2018, remove the exemption.

Alternatives:

1. Status Quo
2. Amend Bylaw

Analysis:

The federal government has just changed the way they treat elected officials' compensation across Canada causing many local governments across the country to undertake a review of elected officials' compensation bylaws.

Currently, one third of municipal officers' income is non-taxable. Starting Jan. 1, the entire compensation would be fully taxable. That means elected officials will earn less in 2019 than they did in 2018.

Bylaw No. 2621, 2013

Regional District of Okanagan-Similkameen

Board Remuneration, Expenses and Benefits

Bylaw

Consolidated for convenience purposes.
Includes all amendments to the text up to:
February 6, 2014

Summary of Amendments

Bylaw No.	Adopted	Amendment	Purpose
2621.01, 2014	February 6, 2014	Replaced Alternate Director Remuneration table of Schedule A	Provision to enable each Electoral Area Director the discretion to compensate their Alternate Director for attendance at other meetings while the Alternate is conducting business on behalf of the Director.

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2621, 2013

A bylaw to provide for remuneration and expenses to Elected Officials of the Regional District of Okanagan-Similkameen.

CITATION

1. This Bylaw may be cited for all purposes as the “**Board Remuneration, Expenses and Benefits Bylaw No. 2621, 2013**”

DEFINITIONS

2. In this Bylaw:

“**Committee**” means a standing, select or special Committee of the Regional Board and also means an appointment of a Director for representation to an outside committee whereby the Director does not receive remuneration or expenses from that committee.

“**Director**” means a Municipal Director or Electoral Area Director of the Board, and includes Alternate Directors when that Alternate Director has been delegated by the Director to act in the place of the Director for an event or a specified period of time.

“**Double Occupancy Rates**” means the rate charged when one or two individuals occupy a hotel or motel room. Additional persons would result in a higher rate charged.

REMUNERATION

3.
 - (a) There shall be provided in the annual budget an amount sufficient to pay remuneration to each of the Directors the amounts indicated on Schedule ‘A’ attached to and forming part of this bylaw.
 - (b) The annual remuneration listed in Schedule ‘A’ shall be increased each January 1 by the change in the Consumer Price Index for the Province of British Columbia. This amount shall be reviewed after each five years to ensure that the amount paid is reasonable in comparison to other Regional Districts in the Province of a similar size.
 - (c) One-third (1/3) of the annual remuneration listed in Schedule ‘A’ shall be considered as an allowance for expenses incidental to the discharge of the Director’s duties of

office and does not form a part of the expense allowances provided for in Section 4 of this bylaw.

EXPENSES

4. (a) There shall be provided in the annual budget an amount sufficient to pay expenses to each of the Directors the amounts indicated in Schedule 'B' attached to and forming part of this bylaw.
- (b) Such amounts are payable only to reimburse each Director for expenses incurred when the Director is representing the Regional District, or engaging in Regional District business, or attending a meeting, course, seminar or convention, or attending a meeting of a committee of which the Director is a member.

BENEFITS

5. (a) There shall be provided in the financial plan an amount sufficient to pay benefits, if applicable, on behalf of each of the Directors. The amounts are indicated on Schedule 'C' attached hereto and forming part of this bylaw.

REPORTING

6. The remuneration, expenses and benefits paid to each member of the Board, by name, shall be reported annually in accordance with the *Local Government Act*.

REPEAL

7. Bylaw No. 2542, 2012 is hereby repealed.
8. The decision of a court that a provision of this bylaw is invalid shall not affect the validity of the remainder of this bylaw.

READ A FIRST, SECOND AND THIRD TIME this 16th day of May, 2013.

ADOPTED BY AT LEAST 2/3 OF THE VOTE this 16th day of May, 2013.

RDOS Chair

Chief Administrative Officer

SCHEDULE 'A'

DIRECTOR REMUNERATION

CPI at Dec 2012

DESCRIPTION	REMUNERATION	EXPENSE ALLOWANCE	TOTAL
Municipal Director	\$325.75/month	\$162.63/month	\$488.38/month
Electoral Area Director	\$1,126.75/month	\$562.53/month	\$1,689.28/month
RDOS Chairperson	\$1,689.79/month	\$843.63/month	\$2,533.41 month ¹
RDOS Vice-Chair	\$309.72/month	\$153.73/month	\$461.65/month ²
Attendance at Board Meetings	\$146.07/meeting	\$72.93/meeting	\$219.00/meeting
Attendance at Committee Meetings – same day as Board meeting	\$48.69/meeting	\$24.31/meeting	\$73.00/meeting ³
Attendance at Committee Meetings – separate day from Board meeting	\$108.35/ mtg day	\$54.10/ mtg day	\$162.45/mtg day
Electronic Attendance at meetings	\$54.18/meeting day		\$54.18/meeting day

ALTERNATE DIRECTOR REMUNERATION⁴

CLASSIFICATION	REMUNERATION	EXPENSE ALLOWANCE	TOTAL
Attendance at Board Meetings (in place of Director)	\$146.07/meeting	\$72.93/meeting	\$219.00/meeting
Attendance at Committee Meetings – same day as Board meeting (in place of Director)	\$48.69/meeting	\$24.31/meeting	\$73.00/meeting ⁵
Attendance at Committee Meetings – separate day from Board meeting (in place of Director)	\$108.35/ mtg day	\$54.10/ mtg day	\$162.45/mtg day
Attendance at Other Meetings (in place of Director)	\$108.35/ mtg day (pro-rated to time spent)	\$54.10/ mtg day	\$162.45/mtg day
Electronic Attendance at meetings - teleconference	\$54.18/meeting day		\$54.18/meeting day
Electoral Area Alternate Director	\$48.69/month	\$24.31/month	\$73.00/month

¹ The RDOS Chairperson, in addition, also receives the respective annual remuneration for being a Rural or Municipal Director.

² The Vice-Chairperson, in addition, also receives the respective annual remuneration for being a Rural or Municipal Director.

³ The maximum remuneration for attendance at a full day of Board and Committee meetings is \$292.

⁴ Bylaw No. 2621.01, 2014 Board Remuneration, Expenses and Benefits Amendment Bylaw

⁵ The maximum remuneration for attendance at a full day of Board and Committee meetings is \$292.

SCHEDULE 'B'

DIRECTORS' EXPENSES

TRAVEL EXPENSES

1. (a) Travel throughout the Regional District by a Director to attend Board meetings, public hearings and other non-sanctioned meetings to fulfill the duties of an elected official will be reimbursed. Travel expenses will commence from the home or place of work (whichever is closer) of the director to the place of the meeting, and return.

A base is set at \$1.00 per liter of gas which equates to \$.048 per kilometer. All increases above \$1.00 will result in an increase of the kilometer rate by 20% of the increase

Regular Travel: \$0.48 per kilometer

- (b) For other travel – travel by automobile will be reimbursed at the rate of \$0.48 per kilometer.

Actual expenses incurred will be reimbursed for travel by bus, train, ferry or air (economy class). Receipts are required. The Regional District will reimburse the lower transportation cost of airfare or vehicle. An analysis must be made to identify the most economical mode of transportation that will be reimbursed.

MEALS

2. (a) When travel requires over 24 hours absence from place of residence, a daily allowance in accordance with 2(b) will be paid to a Director. Partner or spouse's meals cannot be claimed. Alcoholic Beverages cannot be claimed.
- (b) When travel requires less than 24 hours absence from place of residence, meal expenses will be paid as follows:

	<u>Zone A</u>	<u>Zone B</u>	<u>Zone C</u>	<u>Zone D</u>
Breakfast:	\$20	\$20	\$15	\$15
Lunch:	\$30	\$30	\$25	\$20
Dinner:	\$41	\$51	\$36	\$31
Daily Allowance:	<u>\$91</u>	<u>\$101</u>	<u>\$76</u>	<u>\$66</u>

Zone A – Vancouver Island

Zone B – Lower Mainland – includes Whistler and meals outside BC and Canada

Zone C – Okanagan & Thompson Valley's

Zone D – All other BC

(c) Partial Day Travel Allowance

On the day of departure, if the travel status begins:

- After 7:00 a.m., breakfast cannot be claimed;
- After 12:00 noon, breakfast and lunch cannot be claimed;
- After 6:00 p.m., no meals can be claimed.

On the day of return, if a Director's travel status terminates:

- Prior to 7:00 a.m., no meals can be claimed;
- Prior to 12:00 noon, breakfast can be claimed;
- Prior to 6:00 p.m., breakfast and lunch can be claimed;
- After 6:00 p.m., all meals can be claimed.

** As meal expenses will be claimed on the Director Mileage and Claim form and reimbursed in accordance with the terms of Section 2 of this Schedule; the submission of receipts is not required. Should a Director not use the full amount of the daily allowance/partial day allowance, nothing precludes that individual from claiming a lesser amount by submitting receipts.*

SEMINARS, COURSES, CONFERENCES AND MEETINGS

3. Registration fees will be paid for single participation only. Receipts are required. If any meals are included with registration fee, they are to be deducted accordingly from the daily allowance/partial day allowance.

ACCOMMODATION

4. Expenses will be reimbursed based on double occupancy rates. Receipts are required. If a Director chooses not to stay at a hotel, a \$52 per day accommodation allowance may be claimed.

TAXI EXPENSES, LONG DISTANCE TELEPHONE CALLS, PARKING, MISCELLANEOUS EXPENSES

5. Reimbursement will be made for actual expenses incurred while performing duties for the Regional District. Receipts are required.

MISCELLANEOUS EXPENSES

6. Commemorative expenses and the postage, stationary and printing costs associated with providing newsletters to constituents while performing the duties of a rural area director within the Regional District shall be reimbursed from each Electoral Area's Directors administration budget.

SCHEDULE C

DIRECTORS' BENEFITS

1. Pursuant to the *Local Government Act*, the Regional Board may enter into agreements for benefits for all or some of its Directors and their dependents, including medical and dental services and insurance policies.

Benefits provided to a Director and their dependants shall terminate at the end of the month in which they cease to be a member of the Board.

ACCIDENT INSURANCE

2. The Board may provide all or part of a premium required by an agreement under Section 1 of this Schedule for accident insurance coverage for Directors while on Regional District business.

MEDICAL AND DENTAL SERVICES

3. The Board may provide medical and/or dental services by agreement noted in Section 1 of this Schedule, but must not pay all or part of the premium for this coverage. The Directors shall pay these premiums.

EXTENDED HEALTH BENEFITS

4. The Board may provide extended health benefits by agreement noted in Section 1 of this Schedule, but must not pay all or part of the premium for this coverage. The Directors shall pay these premiums.

LIFE INSURANCE

5. The Board may provide life insurance coverage by agreement noted in Section 1 of this Schedule, but must not pay all or part of the premium for this coverage. The Directors shall pay these premiums.

ACCIDENTAL DEATH AND DISMEMBERMENT

6. The Board may provide accidental death and dismemberment coverage by agreement noted in Section 1 of this Schedule, but must not pay all or part of the premium for this coverage. The Directors shall pay these premiums.

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: B. Newell, Chief Administrative Officer
DATE: February 21, 2019
RE: Animal Control – Level of Service

Administrative Recommendation:

That the Board of Directors directs Administration to proceed with a complaint-based only Animal Control service for Electoral Areas 'A', 'B', 'C', and 'G', while continuing with active patrols (to be adjusted seasonally) for Electoral Areas 'D', 'E', 'F', and 'I'.

Purpose:

The purpose of this report is to seek direction to any changes in the implementation of the Animal Control Service.

Reference:

[Dog Control Bylaw No. 2671](#)
[January 3, 2019 Corporate Services Committee Report](#)

Background:

RDOS has been providing Animal Control Services for the rural areas of the Regional District since 1991. Historically, RDOS has provided this service through a contracted service. Administration released an Request for Proposals (RFP) for a qualified Animal Control service provider on November 8, 2017.

Following closure of the RFP on December 11, 2017, the contract was awarded to South Okanagan Security Services Ltd. (SOSS) at the Board's meeting of February 1, 2018. Following award, Administration entered a contract with SOSS for Animal Control enforcement services for a three year period ending on December 31, 2021.

To fulfill the terms of the contract, SOSS hired a full-time employee that was to be dedicated to the new Animal Control contacted service, purchased a vehicle that was outfitted specifically for the RDOS Animal Control service, and commenced active patrols in Feb. 2018.

At the Board's Corporate Services Committee meeting of Jan. 3, 2019, Administration presented a report on the history of the Animal Control service and a number of options available to the Board. Administration was tasked at the meeting with consulting with Electoral Area Directors individually and bringing forth a recommendation for changes (if any) to the Animal Control service.

Analysis:

Following discussions with Electoral Area Directors (not all), Administration would like to propose a geographic area-specific level of service change for the Animal Control service and as shown in Attachment No. 1. Currently, SOSS endeavours to provide active patrols in all Electoral Areas that pay into the Animal Control service (all areas except 'H'). However, there may be limited value in having these active enforcement patrols in the more rural areas of the Regional District. Electoral Areas 'A', 'B', 'C', and 'G' are all similar in that they contain mainly agricultural properties and large-lot, rural residential holdings. These four Electoral Areas are in close proximity to each other and lack the large lakes, beaches and parks that are often frequented by dogs and their owners.

Residents in these areas are also more accustomed to knowing the dogs in their community and dealing with dogs-at-large in their own manner.

Conversely, Electoral Areas 'D', 'E', 'F', and 'I' are the more densely developed and urban-orientated Electoral Areas of the Regional District. These Electoral Areas all border large lakes and have significant beach and park assets that are managed by RDOS and which become very popular in the summer months. In these Electoral Areas, there may be more value for continuation of active dog enforcement patrols, especially in specific public amenity areas, frequently occupied by tourists and temporary residents. Residents in these areas also expect similar services as those provided by incorporated municipalities, and expect that the local government will be on top of the enforcement of issue dogs and dog-owners in public settings.

Administration has consulted with SOSS as to what the proposed level of service change contemplated in Attachment No. 1 would mean for our current three year contract agreement. SOSS has indicated that they would still require a full-time individual and a designated vehicle on hand to provide the service, and still be offering 24 hour/ 7 day a week complaint response to all Electoral Areas that pay into the service. As a result, they expect no changes to the current contract as a result of this level of service change. However, they indicate that RDOS should experience a cost savings in mileage accrued by the contractor through no longer providing active patrols in the more rural Electoral Areas of the District.

Alternatives:

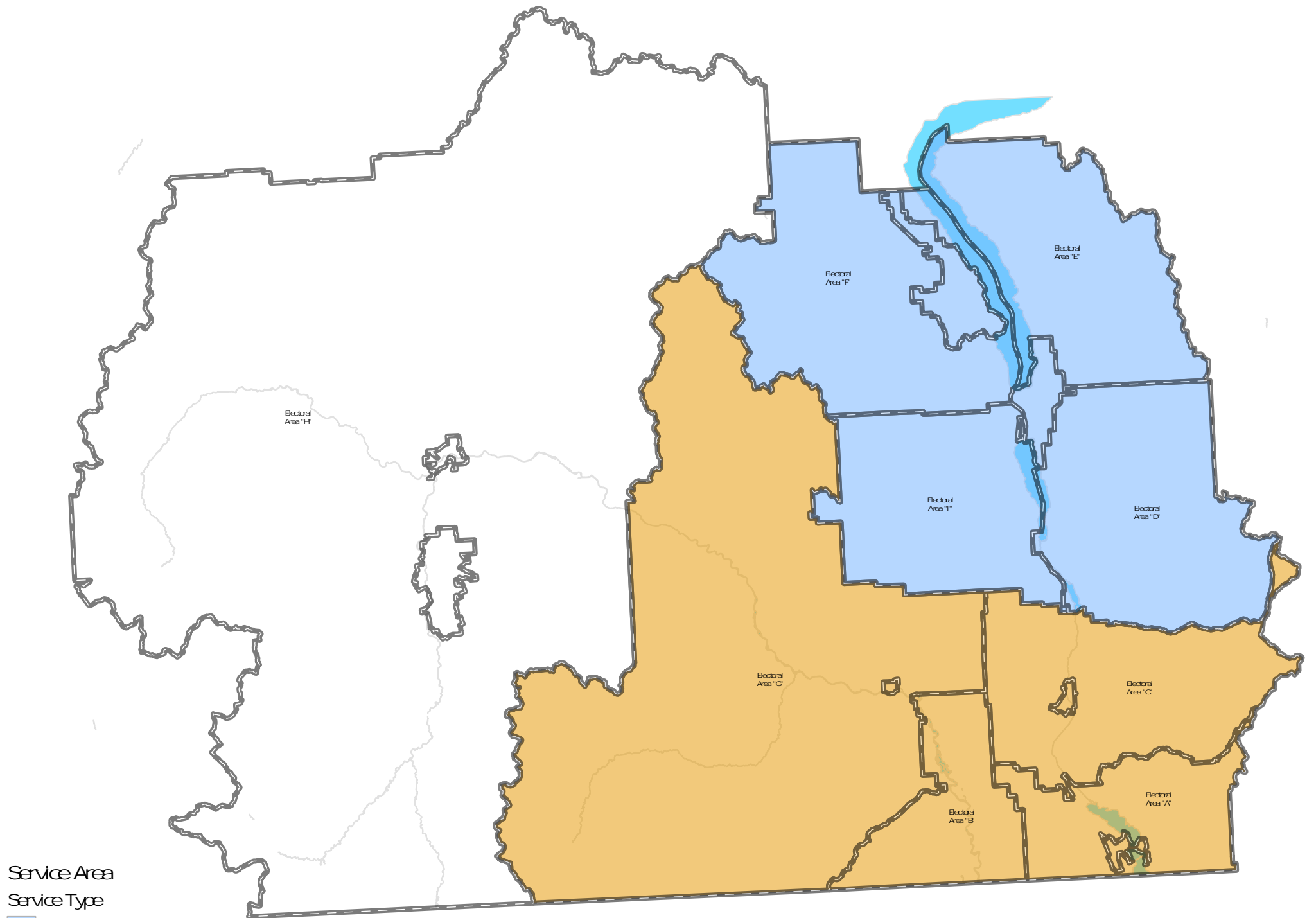
1. That the Board of Directors directs Administration to maintain the current level of service (seasonally adjusted active patrols in all Electoral Areas paying into the service) for Animal Control.
2. That the Board of Directors directs Administration to proceed with a complaint-only Animal Control Service across Electoral Areas paying into the service.
3. That the Board of Directors directs Administration to review the Animal Control service in 2019 to potentially reduce the Electoral Areas paying into the service and that are subject to Dog Control Bylaw No. 2671.

Respectfully submitted:



B. Dollevoet, General Manager, Development Services

Attachment No. 1: Animal Control Service Areas (Complaint-based vs. Active patrols)



Service Area
Service Type
Active Patrols
Complaint Based Enforcement

Animal (Dog) Control Service Area



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Planning and Development Committee

Thursday, February 21, 2019

2:30 p.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Planning and Development Committee Meeting of February 21, 2019 be adopted.

B. ELECTORAL AREA ZONING BYLAW AMENDMENTS – CANNABIS PRODUCTION FACILITIES

1. Bylaw No. 2849, 2019 - Draft

To present proposed amendments to the Electoral Area zoning bylaws regarding cannabis production (in response to a previous direction provided by the Board).

RECOMMENDATION 2

THAT the Board of Directors direct staff to initiate Amendment Bylaw No. 2849.

C. ADJOURNMENT

ADMINISTRATIVE REPORT



TO: Planning & Development Committee

FROM: B. Newell, Chief Administrative Officer

DATE: February 21, 2019

RE: Electoral Area Zoning Bylaw Amendments — Cannabis Production Facilities

Administrative Recommendation:

THAT the Board of Directors direct staff to initiate Amendment Bylaw No. 2849.

Purpose:

The purpose of this report is to present proposed amendments to the Electoral Area zoning bylaws regarding cannabis production (in response to a previous direction provided by the Board).

Background:

At its meeting of September 6, 2018, the Board resolved to “direct staff to prepare a zoning bylaw amendment for all applicable Electoral Areas to prohibit the non-farm use of Cannabis production within all zones where ‘agriculture’ is listed.”

This resolution was in response to the passage of Order-in-Council No. 380 by the provincial government on July 13, 2018, which amended the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* to clarify that the lawful production of cannabis was considered a “farm use” only if produced outdoors in a field or inside a structure that has a base consisting entirely of soil [emphasis added].

Order-in-Council No. 380 reversed a 2014 announcement by the Agricultural Land Commission (ALC) that any facilities related to the production of cannabis was considered a “farm use” and, therefore, permitted within the ALR and not a use that could be prohibited by local governments through land use bylaws.

As a result of the amendments to the *ALR Use, Subdivision and Procedure Regulation*, cannabis production that is not produced “in a field or inside a structure that has a base consisting entirely of soil” is now considered to be a “non-farm use”.

Any “non-farm” use may be regulated by local government and also requires the approval of the Agricultural Land Commission (ALC) before being undertaken on a parcel.

In late 2018, Health Canada introduced a new type of production license for “micro cultivation” of cannabis, which is understood to be a way to allow “small business” to participate in the cannabis market.

It is Administration’s further understanding that the security and operational requirements for approved “micro cultivation” operations are less stringent than those imposed on larger production facilities, but that the total plant surface area is limited to a maximum of 200 m² (which includes multiple surfaces such as surfaces vertically arranged), with a similar limit on nursery seed production to a total surface area not exceeding 50 m² (for all the parts of budding or flowering plants).

Analysis:

The recent introduction of “micro cultivation” licenses by Health Canada has resulted in the Regional District receiving numerous queries from property owners seeking to undertake small-scale commercial cannabis production and seed nursery operations in accessory buildings (i.e. garages, workshops, etc.) in residential (RS zones) and rural-residential (SH zones) neighbourhoods.

While Administration maintains its concern regarding the size and scale of industrial buildings that are being constructed to support the production of cannabis within the ALR and the alienation of agricultural land that is occurring to accommodate these buildings, the previous direction from the Board that such structures be directed to industrially zoned areas did not contemplate the size of facilities being proposed through the “micro cultivation” license process.

While Administration does not support the establishment of cannabis production facilities in the RS zones that apply to communities such as the Naramata and Okanagan Falls townsites due to the potential conflict these could create with surrounding residences, there is seen to be merit in allowing these to occur on larger parcel sizes.

Accordingly, Administration is proposing that the scope of Amendment Bylaw No. 2849 be expanded to clarify that cannabis production is not a permitted form of “home occupation”, but that it is an acceptable form of “home industry”.

Under the Electoral Area zoning bylaws, “home industry” is generally restricted to parcels with a minimum land area of 2.0 ha, with the use itself generally limited to a maximum floor area of 200 m² and a maximum of 2 to 5 non-resident employees.

To facilitate this, the definitions and general regulations governing “home occupations” and “home industries” will be made consistent across Electoral Areas, which will further the on-going work related to the preparation of a single zoning bylaw for the Okanagan Electoral Areas.

The Board is asked to be aware that this will result in the introduction of consistent regulations related to, amongst other things, parcel size (i.e. 2.0 ha minimum required for a “home industry”), floor area requirements (i.e. 200 m² for a “home industry”) and outdoor storage of equipment (i.e. not permitted as a “home occupation”).

Alternatives:

- .1 THAT the Board of Directors direct staff to not initiate Amendment Bylaw No. 2849; or
- .2 THAT the Board of Directors direct staff to initiate Amendment Bylaw No. 2849, subject to the following amendments:
 - i) *TBD.*

Respectfully submitted:**Endorsed by:**

C. Garrish, Planning Manager



B. Dollevoet, General Manager of Dev. Services

Attachments: No. 1 — Draft Amendment Bylaw No. 2849

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2849, 2019

A Bylaw to amend the Electoral Areas "A", "C", "D", "E", "F", "G", "H" and "I"
Regional District of Okanagan-Similkameen Zoning Bylaws

The REGIONAL BOARD of the Regional District of Okanagan-Similkameen in open meeting assembled, ENACTS as follows:

1. This Bylaw may be cited for all purposes as the "Regional District of Okanagan-Similkameen Amendment Bylaw No. 2849, 2019."

Electoral Area "A"

2. The "Regional District of Okanagan-Similkameen, Electoral Area "A" Zoning Bylaw No. 2451, 2008" is amended by:

- i) replacing the definition of "agriculture" under Section 4.0 (Definitions) in its entirety with the following:

"agriculture" means the use of land, buildings or structures for growing, harvesting, packing, storing and wholesaling of agricultural crops for the purposes of providing food, horticultural, medicinal or farm products, but excludes processing and retail sales of farm products and cannabis production. Agriculture includes producing and rearing animals and range grazing of horses, cattle, sheep, and other livestock and includes apiculture and aquaculture;

Commented [CG1]: Moved from the "includes" reference above to the "excludes" reference.

- ii) replacing the definition of "home industry" at Section 4.0 (Definition) in its entirety with the following:

"home industry" means an occupation or a commercial use that is accessory to the principal residential use of the parcel and may include manufacturing, processing, fabricating, assembling, storing, distributing, testing, servicing, or repairing of goods or materials including vehicle repair, maintenance and auto body shops, cannabis production and other similar uses;

Commented [CG2]: Revised definition required in order to be consistent with General Regs, and clarifying that cannabis production is a form of "home industry". Will also ensure that "home industry" regulations are consistent across Electoral Areas.

- iii) replacing the definition of “home occupation” at Section 4.0 (Definition) in its entirety with the following:

“home occupation” means an occupation or profession that is accessory to the principal residential use of a parcel and may include home offices; studios; home workshops, and other similar uses;

Commented [CG3]: Revised definition required in order to be consistent with General Regs, which would be revised to clarify that “cannabis production” is not a permitted form of “home occupation”. Will also ensure that “home occupation” regulations are consistent across Electoral Areas.

- iv) replacing the definition of “manufacturing” under Section 4.0 (Definitions) in its entirety with the following:

“manufacturing” means fabricating, processing, assembling and finishing of goods or materials not involving the use, processing or production of hazardous wastes.

Commented [CG4]: Reference to “cannabis production” has been deleted. Proposed to include “cannabis production” as a listed principal use in Industrial Zones.

- v) adding a new sub-section 4 under Section 7.4 (Prohibited Uses of Land, Buildings and Structure) to read as follows:

.4 cannabis production, except as expressly permitted elsewhere in this Bylaw, or as a designated farm use under Section 2(2.5) of the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*, on lands designated as Agricultural Land Reserve.

Commented [CG5]: Reflects ALC determination that cannabis production facilities that are comprised of a soil floor system are a permitted farm use in the ALR and cannot be prohibited by local government.

- vi) replacing Section 7.17 (Home Occupations) under Section 7.0 (General Regulations) in its entirety with the following:

7.17 Home Occupations

The following regulations apply to home occupation uses where permitted as a use in this Bylaw:

- .1 A home occupation shall not occupy more than 50% of the floor area of a principal dwelling unit or accessory building to a maximum of 50.0 m².
- .2 A home occupation shall be carried out within the principal dwelling unit, or in an accessory building where permitted in the particular zone, with no external storage of materials, containers or finished products.
- .3 No retail sales shall be permitted in a home occupation, except for:
 - a) goods produced or made on the premises;
 - b) telephone or internet sales or sales where the customer does not enter the premises;
 - c) mail order sales;
 - d) direct distributors where customers do not enter the premises; and
 - e) sale of products directly related to the home occupation.
- .4 No vehicle exceeding 1,000 kg in vehicle weight and associated with or used in the conduct of a home occupation shall be parked or otherwise located outside of an unenclosed building.

Commented [CG6]: Revised regulations, will ensure consistency across Electoral Areas.

- .5 Only persons residing in the principal dwelling unit may carry on the home occupation located on the parcel occupied by the principal dwelling unit.
- .6 A home occupation will not generate any pedestrian or vehicular traffic or parking in excess of that which is generally characteristic of the area within which it is located.
- .7 A home occupation shall not produce a public offence or nuisance of any kind;
- .8 A home occupation shall not involve:
 - a) material or products that produce inflammable or explosive vapours or gases under ordinary temperatures;
 - b) the outdoor storage of materials and equipment associated with a contractor, trade or mobile service;
 - c) the boarding, breeding and keeping of animals;
 - d) cannabis production;
 - e) the salvage or repair of motor vehicles, boats, or other machinery as a commercial venture; and
 - f) the assembly of more than four (4) persons for any artistic, educational, religious, therapeutic or similar activity.

Commented [CG7]: New regulation clarifying that the outdoor storage of these types of vehicles is not considered a permitted form of "home occupation".

Commented [CG8]: New provision clarifying that "cannabis production" is not a permitted form of "home occupation".

vii) replacing Section 7.18 (Home Industries) under Section 7.0 (General Regulations) in its entirety with the following:

7.18 Home Industries

Commented [CG9]: Revised regulations, will ensure consistency across Electoral Areas.

The following regulations apply to home industry uses where permitted as a use in this Bylaw:

- .1 No home industry shall be permitted on a parcel less than 2.0 hectares in size.
- .2 The maximum floor area utilized for a home industry, including the indoor or outdoor storage of materials, commodities or finished products associated with the home industry shall not exceed 200.0 m².
- .3 A home industry shall be conducted within an enclosed building or structure.
- .4 No retail sales of products other than the sale of goods produced, grown or assembled on the parcel shall be permitted.
- .5 Only persons residing in the principal dwelling unit may carry on the home industry located on the parcel, and up to two (2) non-resident employees may be on the parcel.

- .6 A home industry shall not be located on a parcel unless a principal dwelling unit already exists or is being constructed simultaneously, on the same parcel.
- .7 No nuisance from noise, vibration, smoke, dust, odours, heat, glare, disturbance shall be produced by the home industry and, at all times, the privacy and enjoyment of adjacent dwellings shall be preserved and the home industry shall not adversely affect the character of the area.
- .8 A home industry shall not generate any pedestrian or vehicular traffic or parking in excess of that which is generally characteristic of the area within which it is located.
- .9 A home industry shall not involve:
 - a) wrecking, salvage or storage of derelict vehicles and equipment;
 - b) salvage or storage of used building or domestic products and similar discarded materials;
 - c) manufacture of concrete products;
 - d) bulk fuel or chemical storage or refining depots;
 - e) animal or agriculture products processing; and
 - f) the production of animal feeds.

viii) adding a new sub-Section 15.1.1(a) under Section 15.1 (General Industrial (I1) Zone) to read as follows and re-numbering all subsequent sections:

- a) **cannabis production;**

Commented [CG10]: Proposed to list "cannabis production" as a stand-alone use in the zone, was previously comprised within the definition of "manufacturing".

Electoral Area "C"

3. The "Regional District of Okanagan-Similkameen, Electoral Area "C" Zoning Bylaw No. 2453, 2008" is amended by:

- i) replacing the definition of "agriculture" under Section 4.0 (Definitions) in its entirety with the following:

"agriculture" means the use of land, buildings or structures for growing, harvesting, packing, storing and wholesaling of agricultural crops for the purposes of providing food, horticultural, medicinal or farm products, but excludes processing and retail sales of farm products and **cannabis production**. Agriculture includes producing and rearing animals and range grazing of horses, cattle, sheep, and other livestock and includes apiculture and aquaculture;

Commented [CG11]: Moved from the "includes" reference above to the "excludes" reference.

- ii) replacing the definition of "home industry" under Section 4.0 (Definitions) in its entirety with the following

"home industry" means an occupation or a commercial use that is accessory to the principal residential use of the parcel and may include manufacturing, processing,

Commented [CG12]: Revised definition required in order to be consistent with General Regs, and clarifying that cannabis production is a form of "home industry". Will also ensure that "home industry" regulations are consistent across Electoral Areas.

fabricating, assembling, storing, distributing, testing, servicing, or repairing of goods or materials including vehicle repair, maintenance and auto body shops, cannabis production and other similar uses;

- iii) replacing the definition of “manufacturing” under Section 4.0 (Definitions) in its entirety with the following:

“**manufacturing**” means fabricating, processing, assembling and finishing of goods or materials not involving the use, processing or production of hazardous wastes.

Commented [CG13]: Reference to “cannabis production” has been deleted. Proposed to include “cannabis production” as a listed principal use in Industrial Zones.

- iv) adding a new sub-section 4 under Section 7.4 (Prohibited Uses of Land, Buildings and Structure) to read as follows:

.4 cannabis production, except as expressly permitted elsewhere in this Bylaw, or as a designated farm use under Section 2(2.5) of the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*, on lands designated as Agricultural Land Reserve.

Commented [CG14]: Reflects ALC determination that cannabis production facilities that are comprised of a soil floor system are a permitted farm use in the ALR and cannot be prohibited by local government.

- v) replacing Section 7.17 (Home Occupations) under Section 7.0 (General Regulations) in its entirety with the following:

7.17 Home Occupations

Commented [CG15]: Revised regulations, will ensure consistency across Electoral Areas.

The following regulations apply to home occupation uses where permitted as a use in this Bylaw:

- .1 A home occupation shall not occupy more than 50% of the floor area of a principal dwelling unit or accessory building to a maximum of 50.0 m².
- .2 A home occupation shall be carried out within the principal dwelling unit, or in an accessory building where permitted in the particular zone, with no external storage of materials, containers or finished products.
- .3 No retail sales shall be permitted in a home occupation, except for:
 - a) goods produced or made on the premises;
 - b) telephone or internet sales or sales where the customer does not enter the premises;
 - c) mail order sales;
 - d) direct distributors where customers do not enter the premises; and
 - e) sale of products directly related to the home occupation.
- .4 No vehicle exceeding 1,000 kg in vehicle weight and associated with or used in the conduct of a home occupation shall be parked or otherwise located outside of an unenclosed building.

- .5 Only persons residing in the principal dwelling unit may carry on the home occupation located on the parcel occupied by the principal dwelling unit.
- .6 A home occupation shall not generate any pedestrian or vehicular traffic or parking in excess of that which is generally characteristic of the area within which it is located.
- .7 A home occupation shall not produce a public offence or nuisance of any kind;
- .8 A home occupation shall not involve:
 - a) material or products that produce inflammable or explosive vapours or gases under ordinary temperatures;
 - b) the outdoor storage of materials and equipment associated with a contractor, trade or mobile service;
 - c) the boarding, breeding and keeping of animals;
 - d) cannabis production;
 - e) the salvage or repair of motor vehicles, boats, or other machinery as a commercial venture;
 - f) the assembly of more than four (4) persons for any artistic, educational, religious, therapeutic or similar activity; and
 - g) the salvage, repair or assembly of electronic devices, motor vehicles, boats, or other machinery as a commercial venture on lands situated within the "Radio Frequency Interference Area" as shown on Schedule '3' to this bylaw.

Commented [CG16]: New regulation clarifying that the outdoor storage of these types of vehicles is not considered a permitted form of "home occupation".

Commented [CG17]: New provision clarifying that "cannabis production" is not a permitted form of "home occupation".

vi) replacing Section 7.18 (Home Industries) under Section 7.0 (General Regulations) in its entirety with the following:

7.18 Home Industries

The following regulations apply to home industry uses where permitted as a use in this Bylaw:

- .1 No home industry shall be permitted on a parcel less than 2.0 hectares in size.
- .2 The maximum floor area utilized for a home industry, including the indoor or outdoor storage of materials, commodities or finished products associated with the home industry shall not exceed 200.0 m².
- .3 A home industry shall be conducted within an enclosed building or structure.
- .4 No retail sales of products other than the sale of goods produced, grown or assembled on the parcel shall be permitted.

Commented [CG18]: Revised regulations, will ensure consistency across Electoral Areas.

- .5 Only persons residing in the principal dwelling unit may carry on the home industry located on the parcel, and up to two (2) non-resident employees may be on the parcel.
- .6 A home industry shall not be located on a parcel unless a principal dwelling unit already exists or is being constructed simultaneously, on the same parcel.
- .7 No nuisance from noise, vibration, smoke, dust, odours, heat, glare, disturbance shall be produced by the home industry and, at all times, the privacy and enjoyment of adjacent dwellings shall be preserved and the home industry shall not adversely affect the character of the area.
- .8 A home industry shall not generate any pedestrian or vehicular traffic or parking in excess of that which is generally characteristic of the area within which it is located.
- .9 A home industry shall not involve:
 - a) wrecking, salvage or storage of derelict vehicles and equipment;
 - b) salvage or storage of used building or domestic products and similar discarded materials;
 - c) manufacture of concrete products;
 - d) bulk fuel or chemical storage or refining depots;
 - e) animal or agriculture products processing;
 - f) the production of animal feeds; and
 - g) the salvage, repair or assembly of electronic devices, motor vehicles, boats, or other machinery as a commercial venture on lands situated within the "Radio Frequency Interference Area" as shown on Schedule '3' to this bylaw.

vii) adding a new sub-Section 15.1.1(a) under Section 15.1 (General Industrial (I1) Zone) to read as follows and re-numbering all subsequent sections:

- a) cannabis production;

viii) adding a new sub-Section 15.2.1(a) under Section 15.2 (Heavy Industrial (I2) Zone) to read as follows and re-numbering all subsequent sections:

- a) cannabis production;

Commented [CG19]: Proposed to list "cannabis production" as a stand-alone use in the zone, was previously comprised within the definition of "manufacturing".

Commented [CG20]: Proposed to list "cannabis production" as a stand-alone use in the zone, was previously comprised within the definition of "manufacturing".

Electoral Area "D"

4. The "Regional District of Okanagan-Similkameen, Electoral Area "D" Zoning Bylaw No. 2455, 2008" is amended by:

- i) replacing the definition of "agriculture" under Section 4.0 (Definitions) in its entirety with the following:

“agriculture” means the use of land, buildings or structures for growing, harvesting, packing, storing and wholesaling of agricultural crops for the purposes of providing food, horticultural, medicinal or farm products, but excludes processing and retail sales of farm products and ~~cannabis production~~. ~~Agriculture includes producing and rearing animals and range grazing of horses, cattle, sheep, and other livestock and includes apiculture and aquaculture;~~

Commented [CG21]: Moved from the “includes” reference above to the “excludes” reference.

- ii) replacing the definition of “home industry” at Section 4.0 (Definition) in its entirety with the following:

“home industry” means an occupation or a commercial use that is accessory to the principal residential use of the parcel and may include manufacturing, processing, fabricating, assembling, storing, distributing, testing, servicing, or repairing of goods or materials including vehicle repair, maintenance and auto body shops, cannabis production and other similar uses;

Commented [CG22]: Revised definition required in order to be consistent with General Regs, and clarifying that cannabis production is a form of “home industry”. Will also ensure that “home industry” regulations are consistent across Electoral Areas.

- iii) replacing the definition of “home occupation” at Section 4.0 (Definition) in its entirety with the following:

“home occupation” means an occupation or profession that is accessory to the principal residential use of a parcel and may include home offices; studios; home workshops, and other similar uses;

Commented [CG23]: Revised definition required in order to be consistent with General Regs, which would be revised to clarify that “cannabis production” is not a permitted form of “home occupation”. Will also ensure that “home industry” regulations are consistent across Electoral Areas.

- iv) replacing the definition of “manufacturing” under Section 4.0 (Definitions) in its entirety with the following:

“manufacturing” means fabricating, processing, assembling and finishing of goods or materials not involving the use, processing or production of hazardous wastes.

Commented [CG24]: Reference to “cannabis production” has been deleted. Proposed to include “cannabis production” as a listed principal use in Industrial Zones.

- v) adding a new sub-section 4 under Section 7.4 (Prohibited Uses of Land, Buildings and Structure) to read as follows:

.4 cannabis production, except as expressly permitted elsewhere in this Bylaw, or as a designated farm use under Section 2(2.5) of the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*, on lands designated as Agricultural Land Reserve.

Commented [CG25]: Reflects ALC determination that cannabis production facilities that are comprised of a soil floor system are a permitted farm use in the ALR and cannot be prohibited by local government.

- vi) replacing Section 7.17 (Home Occupations) under Section 7.0 (General Regulations) in its entirety with the following:

7.17 Home Occupations

The following regulations apply to home occupation uses where permitted as a use in this Bylaw:

- .1 A home occupation shall not occupy more than 50% of the floor area of a principal dwelling unit or accessory building to a maximum of 50.0 m².

Commented [CG26]: Revised regulations, will ensure consistency across Electoral Areas.

- .2 A home occupation shall be carried out within the principal dwelling unit, or in an accessory building where permitted in the particular zone, with no external storage of materials, containers or finished products.
- .3 No retail sales shall be permitted in a home occupation, except for:
 - a) goods produced or made on the premises;
 - b) telephone or internet sales or sales where the customer does not enter the premises;
 - c) mail order sales;
 - d) direct distributors where customers do not enter the premises; and
 - e) sale of products directly related to the home occupation.
- .4 No vehicle exceeding 1,000 kg in vehicle weight and associated with or used in the conduct of a home occupation shall be parked or otherwise located outside of an unenclosed building.
- .5 Only persons residing in the principal dwelling unit may carry on the home occupation located on the parcel occupied by the principal dwelling unit.
- .6 A home occupation shall not generate any pedestrian or vehicular traffic or parking in excess of that which is generally characteristic of the area within which it is located.
- .7 A home occupation shall not produce a public offence or nuisance of any kind;
- .8 A home occupation shall not involve:
 - a) material or products that produce inflammable or explosive vapours or gases under ordinary temperatures;
 - b) the outdoor storage of materials and equipment associated with a contractor, trade or mobile service;
 - c) the boarding, breeding and keeping of animals;
 - d) cannabis production;
 - e) the salvage or repair of motor vehicles, boats, or other machinery as a commercial venture; and
 - f) the assembly of more than four (4) persons for any artistic, educational, religious, therapeutic or similar activity.

vii) replacing Section 7.18 (Home Industries) under Section 7.0 (General Regulations) in its entirety with the following:

7.18 Home Industries

Commented [CG27]: New regulation clarifying that the outdoor storage of these types of vehicles is not considered a permitted form of "home occupation".

Commented [CG28]: New provision clarifying that "cannabis production" is not a permitted form of "home occupation".

Commented [CG29]: Revised regulations, will ensure consistency across Electoral Areas.

The following regulations apply to home industry uses where permitted as a use in this Bylaw:

- .1 No home industry shall be permitted on a parcel less than 2.0 hectares in size.
- .2 The maximum floor area utilized for a home industry, including the indoor or outdoor storage of materials, commodities or finished products associated with the home industry shall not exceed 200.0 m².
- .3 A home industry shall be conducted within an enclosed building or structure.
- .4 No retail sales of products other than the sale of goods produced, grown or assembled on the parcel shall be permitted.
- .5 Only persons residing in the principal dwelling unit may carry on the home industry located on the parcel, and up to two (2) non-resident employees may be on the parcel.
- .6 A home industry shall not be located on a parcel unless a principal dwelling unit already exists or is being constructed simultaneously, on the same parcel.
- .7 No nuisance from noise, vibration, smoke, dust, odours, heat, glare, disturbance shall be produced by the home industry and, at all times, the privacy and enjoyment of adjacent dwellings shall be preserved and the home industry shall not adversely affect the character of the area.
- .8 A home industry shall not generate any pedestrian or vehicular traffic or parking in excess of that which is generally characteristic of the area within which it is located.
- .9 A home industry shall not involve:
 - a) wrecking, salvage or storage of derelict vehicles and equipment;
 - b) salvage or storage of used building or domestic products and similar discarded materials;
 - c) manufacture of concrete products;
 - d) bulk fuel or chemical storage or refining depots;
 - e) animal or agriculture products processing; and
 - f) the production of animal feeds.

viii) adding a new sub-Section 15.1.1(a) under Section 15.1 (General Industrial (I1) Zone) to read as follows and re-numbering all subsequent sections:

- a) cannabis production;

Commented [CG30]: Proposed to list "cannabis production" as a stand-alone use in the zone, was previously comprised within the definition of "manufacturing".

ix) adding a new sub-Section 15.2.1(a) under Section 15.2 (Heavy Industrial (I2) Zone) to read as follows and re-numbering all subsequent sections:

a) **cannabis production**:

Commented [CG31]: Proposed to list "cannabis production" as a stand-alone use in the zone, was previously comprised within the definition of "manufacturing".

Electoral Area "E"

5. The "Regional District of Okanagan-Similkameen, Electoral Area "E" Zoning Bylaw No. 2459, 2008" is amended by:

i) replacing the definition of "agriculture" under Section 4.0 (Definitions) in its entirety with the following:

"agriculture" means the use of land, buildings or structures for growing, harvesting, packing, storing and wholesaling of agricultural crops for the purposes of providing food, horticultural, medicinal or farm products, but excludes processing and retail sales of farm products and **cannabis production**. Agriculture includes producing and rearing animals and range grazing of horses, cattle, sheep, and other livestock and includes apiculture and aquaculture;

Commented [CG32]: Moved from the "includes" reference above to the "excludes" reference.

ii) replacing the definition of "home industry" at Section 4.0 (Definition) in its entirety with the following:

"home industry" means an occupation or a commercial use that is accessory to the principal residential use of the parcel and may include manufacturing, processing, fabricating, assembling, storing, distributing, testing, servicing, or repairing of goods or materials including vehicle repair, maintenance and auto body shops, **cannabis production** and other similar uses;

Commented [CG33]: Revised definition required in order to be consistent with General Regs, and clarifying that cannabis production is a form of "home industry". Will also ensure that "home industry" regulations are consistent across Electoral Areas.

iii) replacing the definition of "home occupation" at Section 4.0 (Definition) in its entirety with the following:

"home occupation" means an occupation or profession that is accessory to the principal residential use of a parcel and may include home offices; studios; home workshops, and other similar uses;

Commented [CG34]: Revised definition required in order to be consistent with General Regs, which would be revised to clarify that "cannabis production" is not a permitted form of "home occupation". Will also ensure that "home industry" regulations are consistent across Electoral Areas.

iv) replacing the definition of "manufacturing" under Section 4.0 (Definitions) in its entirety with the following:

"manufacturing" means fabricating, processing, assembling and finishing of goods or materials not involving the use, processing or production of hazardous wastes.

Commented [CG35]: Reference to "cannabis production" has been deleted. Proposed to include "cannabis production" as a listed principal use in Industrial Zones.

v) adding a new sub-section 4 under Section 7.4 (Prohibited Uses of Land, Buildings and Structure) to read as follows:

.4 **cannabis production**, except as expressly permitted elsewhere in this Bylaw, or as a designated farm use under Section 2(2.5) of the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*, on lands designated as Agricultural Land Reserve.

Commented [CG36]: Reflects ALC determination that cannabis production facilities that are comprised of a soil floor system are a permitted farm use in the ALR and cannot be prohibited by local government.

vi) replacing Section 7.17 (Home Occupations) under Section 7.0 (General Regulations) in its entirety with the following:

7.17 Home Occupations

The following regulations apply to home occupation uses where permitted as a use in this Bylaw:

- .1 A home occupation shall not occupy more than 50% of the floor area of a principal dwelling unit or accessory building to a maximum of 50.0 m².
- .2 A home occupation shall be carried out within the principal dwelling unit, or in an accessory building where permitted in the particular zone, with no external storage of materials, containers or finished products.
- .3 No retail sales shall be permitted in a home occupation, except for:
 - a) goods produced or made on the premises;
 - b) telephone or internet sales or sales where the customer does not enter the premises;
 - c) mail order sales;
 - d) direct distributors where customers do not enter the premises; and
 - e) sale of products directly related to the home occupation.
- .4 No vehicle exceeding 1,000 kg in vehicle weight and associated with or used in the conduct of a home occupation shall be parked or otherwise located outside of an unenclosed building.
- .5 Only persons residing in the principal dwelling unit may carry on the home occupation located on the parcel occupied by the principal dwelling unit.
- .6 A home occupation shall not generate any pedestrian or vehicular traffic or parking in excess of that which is generally characteristic of the area within which it is located.
- .7 A home occupation shall not produce a public offence or nuisance of any kind;
- .8 A home occupation shall not involve:
 - a) material or products that produce inflammable or explosive vapours or gases under ordinary temperatures;
 - b) the outdoor storage of materials and equipment associated with a contractor, trade or mobile service;
 - c) the boarding, breeding and keeping of animals;
 - d) cannabis production;

Commented [CG37]: Revised regulations, will ensure consistency across Electoral Areas.

Commented [CG38]: New regulation clarifying that the outdoor storage of these types of vehicles is not considered a permitted form of "home occupation".

Commented [CG39]: New provision clarifying that "cannabis production" is not a permitted form of "home occupation".

- e) the salvage or repair of motor vehicles, boats, or other machinery as a commercial venture; and
- f) the assembly of more than four (4) persons for any artistic, educational, religious, therapeutic or similar activity.

vii) replacing Section 7.18 (Home Industries) under Section 7.0 (General Regulations) in its entirety with the following:

7.18 Home Industries

The following regulations apply to home industry uses where permitted as a use in this Bylaw:

- .1 No home industry shall be permitted on a parcel less than 2.0 hectares in size.
- .2 The maximum floor area utilized for a home industry, including the indoor or outdoor storage of materials, commodities or finished products associated with the home industry shall not exceed 200.0 m².
- .3 A home industry shall be conducted within an enclosed building or structure.
- .4 No retail sales of products other than the sale of goods produced, grown or assembled on the parcel shall be permitted.
- .5 Only persons residing in the principal dwelling unit may carry on the home industry located on the parcel, and up to two (2) non-resident employees may be on the parcel.
- .6 A home industry shall not be located on a parcel unless a principal dwelling unit already exists or is being constructed simultaneously, on the same parcel.
- .7 No nuisance from noise, vibration, smoke, dust, odours, heat, glare, disturbance shall be produced by the home industry and, at all times, the privacy and enjoyment of adjacent dwellings shall be preserved and the home industry shall not adversely affect the character of the area.
- .8 A home industry shall not generate any pedestrian or vehicular traffic or parking in excess of that which is generally characteristic of the area within which it is located.
- .9 A home industry shall not involve:
 - a) wrecking, salvage or storage of derelict vehicles and equipment;
 - b) salvage or storage of used building or domestic products and similar discarded materials;
 - c) manufacture of concrete products;
 - d) bulk fuel or chemical storage or refining depots;

Commented [CG40]: Revised regulations, will ensure consistency across Electoral Areas.

- e) animal or agriculture products processing; and
- f) the production of animal feeds.

Electoral Area "F"

6. The "Regional District of Okanagan-Similkameen, Electoral Area "F" Zoning Bylaw No. 2461, 2008" is amended by:

- i) replacing the definition of "agriculture" under Section 4.0 (Definitions) in its entirety with the following:

"**agriculture**" means the use of land, buildings or structures for growing, harvesting, packing, storing and wholesaling of agricultural crops for the purposes of providing food, horticultural, medicinal or farm products, but excludes processing and retail sales of farm products and cannabis production. Agriculture includes producing and rearing animals and range grazing of horses, cattle, sheep, and other livestock and includes apiculture and aquaculture;

Commented [CG41]: Moved from the "includes" reference above to the "excludes" reference.

- ii) replacing the definition of "home industry" at Section 4.0 (Definition) in its entirety with the following:

"**home industry**" means an occupation or a commercial use that is accessory to the principal residential use of the parcel and may include manufacturing, processing, fabricating, assembling, storing, distributing, testing, servicing, or repairing of goods or materials including vehicle repair, maintenance and auto body shops, cannabis production and other similar uses;

Commented [CG42]: Revised definition required in order to be consistent with General Regs, and clarifying that cannabis production is a form of "home industry". Will also ensure that "home industry" regulations are consistent across Electoral Areas.

- iii) replacing the definition of "home occupation" at Section 4.0 (Definition) in its entirety with the following:

"**home occupation**" means an occupation or profession that is accessory to the principal residential use of a parcel and may include home offices; studios; home workshops, and other similar uses;

Commented [CG43]: Revised definition required in order to be consistent with General Regs, which would be revised to clarify that "cannabis production" is not a permitted form of "home occupation". Will also ensure that "home industry" regulations are consistent across Electoral Areas.

- iv) replacing the definition of "manufacturing" under Section 4.0 (Definitions) in its entirety with the following:

"**manufacturing**" means fabricating, processing, assembling and finishing of goods or materials not involving the use, processing or production of hazardous wastes.

Commented [CG44]: Reference to "cannabis production" has been deleted. Proposed to include "cannabis production" as a listed principal use in Industrial Zones.

- v) adding a new sub-section 4 under Section 7.4 (Prohibited Uses of Land, Buildings and Structure) to read as follows:

.4 cannabis production, except as expressly permitted elsewhere in this Bylaw, or as a designated farm use under Section 2(2.5) of the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*, on lands designated as Agricultural Land Reserve.

Commented [CG45]: Reflects ALC determination that cannabis production facilities that are comprised of a soil floor system are a permitted farm use in the ALR and cannot be prohibited by local government.

vi) replacing Section 7.17 (Home Occupations) under Section 7.0 (General Regulations) in its entirety with the following:

7.17 Home Occupations

The following regulations apply to home occupation uses where permitted as a use in this Bylaw:

- .1 A home occupation shall not occupy more than 50% of the floor area of a principal dwelling unit or accessory building to a maximum of 50.0 m².
- .2 A home occupation shall be carried out within the principal dwelling unit, or in an accessory building where permitted in the particular zone, with no external storage of materials, containers or finished products.
- .3 No retail sales shall be permitted in a home occupation, except for:
 - a) goods produced or made on the premises;
 - b) telephone or internet sales or sales where the customer does not enter the premises;
 - c) mail order sales;
 - d) direct distributors where customers do not enter the premises; and
 - e) sale of products directly related to the home occupation.
- .4 No vehicle exceeding 1,000 kg in vehicle weight and associated with or used in the conduct of a home occupation shall be parked or otherwise located outside of an unenclosed building.
- .5 Only persons residing in the principal dwelling unit may carry on the home occupation located on the parcel occupied by the principal dwelling unit.
- .6 A home occupation shall not generate any pedestrian or vehicular traffic or parking in excess of that which is generally characteristic of the area within which it is located.
- .7 A home occupation shall not produce a public offence or nuisance of any kind;
- .8 A home occupation shall not involve:
 - a) material or products that produce inflammable or explosive vapours or gases under ordinary temperatures;
 - b) the outdoor storage of materials and equipment associated with a contractor, trade or mobile service;
 - c) the boarding, breeding and keeping of animals;
 - d) cannabis production;

Commented [CG46]: Revised regulations, will ensure consistency across Electoral Areas.

Commented [CG47]: New regulation clarifying that the outdoor storage of these types of vehicles is not considered a permitted form of "home occupation".

Commented [CG48]: New provision clarifying that "cannabis production" is not a permitted form of "home occupation".

- e) the salvage or repair of motor vehicles, boats, or other machinery as a commercial venture; and
- f) the assembly of more than four (4) persons for any artistic, educational, religious, therapeutic or similar activity.

vii) replacing Section 7.18 (Home Industries) under Section 7.0 (General Regulations) in its entirety with the following:

7.18 Home Industries

The following regulations apply to home industry uses where permitted as a use in this Bylaw:

- .1 No home industry shall be permitted on a parcel less than 2.0 hectares in size.
- .2 The maximum floor area utilized for a home industry, including the indoor or outdoor storage of materials, commodities or finished products associated with the home industry shall not exceed 200.0 m².
- .3 A home industry shall be conducted within an enclosed building or structure.
- .4 No retail sales of products other than the sale of goods produced, grown or assembled on the parcel shall be permitted.
- .5 Only persons residing in the principal dwelling unit may carry on the home industry located on the parcel, and up to two (2) non-resident employees may be on the parcel.
- .6 A home industry shall not be located on a parcel unless a principal dwelling unit already exists or is being constructed simultaneously, on the same parcel.
- .7 No nuisance from noise, vibration, smoke, dust, odours, heat, glare, disturbance shall be produced by the home industry and, at all times, the privacy and enjoyment of adjacent dwellings shall be preserved and the home industry shall not adversely affect the character of the area.
- .8 A home industry shall not generate any pedestrian or vehicular traffic or parking in excess of that which is generally characteristic of the area within which it is located.
- .9 A home industry shall not involve:
 - a) wrecking, salvage or storage of derelict vehicles and equipment;
 - b) salvage or storage of used building or domestic products and similar discarded materials;
 - c) manufacture of concrete products;
 - d) bulk fuel or chemical storage or refining depots;

Commented [CG49]: Revised regulations, will ensure consistency across Electoral Areas.

- e) animal or agriculture products processing; and
- f) the production of animal feeds.

Electoral Area "G"

7. The "Regional District of Okanagan-Similkameen, Electoral Area "G" Zoning Bylaw No. 2781, 2017" is amended by:

- i) replacing the definition of "agriculture" under Section 4.0 (Definitions) in its entirety with the following:

"agriculture" means the use of land, buildings or structures for growing, harvesting, packing, storing and wholesaling of agricultural crops for the purposes of providing food, horticultural, medicinal or farm products, but excludes processing and retail sales of farm products and cannabis production. Agriculture includes producing and rearing animals and range grazing of horses, cattle, sheep, and other livestock and includes apiculture and aquaculture;

Commented [CG50]: Moved from the "includes" reference above to the "excludes" reference.

- ii) adding a new definition of "cannabis" under Section 4.0 (Definitions) to read as follows:

"cannabis" means any plant of the genus *cannabis*; including:

- a) any part of a cannabis plant, including the phytocannabinoids produced by, or found in, such a plant, regardless of whether that part has been processed or not;
- b) any substance or mixture of substances that contains or has on it any part of such a plant; and
- c) any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained.

- iii) adding a new definition of "cannabis production" under Section 4.0 (Definitions) to read as follows:

"cannabis production" means the commercial production, cultivation, synthesis, harvesting, altering, propagating, processing, packaging, storage, distribution or scientific research of cannabis or cannabis products as permitted by federal enactment, but excludes the growing of cannabis by an individual for their personal use and consumption;

- iv) adding a new definition of "cannabis products" under Section 4.0 (Definitions) to read as follows:

"cannabis products" means plant material from cannabis and any products that include cannabis or cannabis derivatives, intended for human use or consumption;

- v) adding a new definition of "home industry" under Section 4.0 (Definitions) to read as follows:

“home industry” means an occupation or a commercial use that is accessory to the principal residential use of the parcel and may include manufacturing, processing, fabricating, assembling, storing, distributing, testing, servicing, or repairing of goods or materials including vehicle repair, maintenance and auto body shops, cannabis production and other similar uses;

Commented [CG51]: Revised definition required in order to be consistent with General Regs, and clarifying that cannabis production is a form of “home industry”. Will also ensure that “home industry” regulations are consistent across Electoral Areas.

vi) adding a new sub-section 3 under Section 6.4 (Prohibited Uses of Land, Buildings and Structure) to read as follows:

.3 cannabis production, except as expressly permitted elsewhere in this Bylaw, or as a designated farm use under Section 2(2.5) of the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*, on lands designated as Agricultural Land Reserve.

Commented [CG52]: Reflects ALC determination that cannabis production facilities that are comprised of a soil floor system are a permitted farm use in the ALR and cannot be prohibited by local government.

vii) replacing Section 6.11 (Home Occupations) under Section 6.0 (General Regulations) in its entirety with the following:

6.11 Home Occupations

Commented [CG53]: Revised regulations, will ensure consistency across Electoral Areas.

The following regulations apply to home occupation uses where permitted as a use in this Bylaw:

- .1 A home occupation shall not occupy more than 50% of the floor area of a principal dwelling unit or accessory building to a maximum of 50.0 m².
- .2 A home occupation shall be carried out within the principal dwelling unit, or in an accessory building where permitted in the particular zone, with no external storage of materials, containers or finished products.
- .3 No retail sales shall be permitted in a home occupation, except for:
 - f) goods produced or made on the premises;
 - g) telephone or internet sales or sales where the customer does not enter the premises;
 - h) mail order sales;
 - i) direct distributors where customers do not enter the premises; and
 - j) sale of products directly related to the home occupation.
- .4 No vehicle exceeding 1,000 kg in vehicle weight and associated with or used in the conduct of a home occupation shall be parked or otherwise located outside of an unenclosed building.
- .5 Only persons residing in the principal dwelling unit may carry on the home occupation located on the parcel occupied by the principal dwelling unit.

- .6 A home occupation shall not generate any pedestrian or vehicular traffic or parking in excess of that which is generally characteristic of the area within which it is located.
- .7 A home occupation shall not produce a public offence or nuisance of any kind;
- .8 A home occupation shall not involve:
 - a) material or products that produce inflammable or explosive vapours or gases under ordinary temperatures;
 - b) the outdoor storage of materials and equipment associated with a contractor, trade or mobile service;
 - c) the boarding, breeding and keeping of animals;
 - d) cannabis production;
 - e) the salvage or repair of motor vehicles, boats, or other machinery as a commercial venture; and
 - f) the assembly of more than four (4) persons for any artistic, educational, religious, therapeutic or similar activity.

Commented [CG54]: New regulation clarifying that the outdoor storage of these types of vehicles is not considered a permitted form of "home occupation".

Commented [CG55]: New provision clarifying that "cannabis production" is not a permitted form of "home occupation".

viii) replacing Section 7.18 (Home Industries) under Section 7.0 (General Regulations) in its entirety with the following:

7.18 Home Industries

Commented [CG56]: Revised regulations, will ensure consistency across Electoral Areas.

The following regulations apply to home industry uses where permitted as a use in this Bylaw:

- .1 No home industry shall be permitted on a parcel less than 2.0 hectares in size.
- .2 The maximum floor area utilized for a home industry, including the indoor or outdoor storage of materials, commodities or finished products associated with the home industry shall not exceed 200.0 m².
- .3 A home industry shall be conducted within an enclosed building or structure.
- .4 No retail sales of products other than the sale of goods produced, grown or assembled on the parcel shall be permitted.
- .5 Only persons residing in the principal dwelling unit may carry on the home industry located on the parcel, and up to two (2) non-resident employees may be on the parcel.
- .6 A home industry shall not be located on a parcel unless a principal dwelling unit already exists or is being constructed simultaneously, on the same parcel.

- .7 No nuisance from noise, vibration, smoke, dust, odours, heat, glare, disturbance shall be produced by the home industry and, at all times, the privacy and enjoyment of adjacent dwellings shall be preserved and the home industry shall not adversely affect the character of the area.
- .8 A home industry shall not generate any pedestrian or vehicular traffic or parking in excess of that which is generally characteristic of the area within which it is located.
- .9 A home industry shall not involve:
 - a) wrecking, salvage or storage of derelict vehicles and equipment;
 - b) salvage or storage of used building or domestic products and similar discarded materials;
 - c) manufacture of concrete products;
 - d) bulk fuel or chemical storage or refining depots;
 - e) animal or agriculture products processing; and
 - f) the production of animal feeds.

Electoral Area "H"

- 8. The "Regional District of Okanagan-Similkameen, Electoral Area "H" Zoning Bylaw No. 2498, 2012" is amended by:
 - i) replacing the definition of "agriculture" under Section 4.0 (Definitions) in its entirety with the following:

"agriculture" means the use of land, buildings or structures for growing, harvesting, packing, storing and wholesaling of agricultural crops for the purposes of providing food, horticultural, medicinal or farm products, but excludes processing and retail sales of farm products and cannabis production. Agriculture includes producing and rearing animals and range grazing of horses, cattle, sheep, and other livestock and includes apiculture and aquaculture;
 - ii) adding a new definition of "cannabis" under Section 4.0 (Definitions) to read as follows:

"cannabis" means any plant of the genus *cannabis*; including:

 - a) any part of a cannabis plant, including the phytocannabinoids produced by, or found in, such a plant, regardless of whether that part has been processed or not;
 - b) any substance or mixture of substances that contains or has on it any part of such a plant; and
 - c) any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained.

Commented [CG57]: New reference

iii) adding a new definition of “cannabis production” under Section 4.0 (Definitions) to read as follows:

“cannabis production” means the commercial production, cultivation, synthesis, harvesting, altering, propagating, processing, packaging, storage, distribution or scientific research of cannabis or cannabis products as permitted by federal enactment, but excludes the growing of cannabis by an individual for their personal use and consumption;

iv) adding a new definition of “cannabis products” under Section 4.0 (Definitions) to read as follows:

“cannabis products” means plant material from cannabis and any products that include cannabis or cannabis derivatives, intended for human use or consumption;

v) adding a new definition of “home industry” under Section 4.0 (Definitions) to read as follows:

“home industry” means an occupation or a commercial use that is accessory to the principal residential use of the parcel and may include manufacturing, processing, fabricating, assembling, storing, distributing, testing, servicing, or repairing of goods or materials including vehicle repair, maintenance and auto body shops, cannabis production and other similar uses;

Commented [CG58]: Revised definition required in order to be consistent with General Regs, and clarifying that cannabis production is a form of “home industry”. Will also ensure that “home industry” regulations are consistent across Electoral Areas.

vi) adding the definition of “manufacturing” under Section 4.0 (Definitions) to read as follows:

“manufacturing” means fabricating, processing, assembling and finishing of goods or materials not involving the use, processing or production of hazardous wastes;

Commented [CG59]: New use, to be consistent with other Electoral Areas.

vii) adding a new sub-section 4 under Section 7.4 (Prohibited Uses of Land, Buildings and Structure) to read as follows:

.4 cannabis production, except as expressly permitted elsewhere in this Bylaw, or as a designated farm use under Section 2(2.5) of the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*, on lands designated as Agricultural Land Reserve.

Commented [CG60]: Reflects ALC determination that cannabis production facilities that are comprised of a soil floor system are a permitted farm use in the ALR and cannot be prohibited by local government.

viii) replacing Section 7.17 (Home Occupations) under Section 7.0 (General Regulations) in its entirety with the following:

7.17 Home Occupations

The following regulations apply to home occupation uses where permitted as a use in this Bylaw:

Commented [CG61]: Revised regulations, will ensure consistency across Electoral Areas.

.1 A home occupation shall not occupy more than 50% of the floor area of a principal dwelling unit or accessory building to a maximum of 50.0 m².

- .2 A home occupation shall be carried out within the principal dwelling unit, or in an accessory building where permitted in the particular zone, with no external storage of materials, containers or finished products.
- .3 No retail sales shall be permitted in a home occupation, except for:
 - a) goods produced or made on the premises;
 - b) telephone or internet sales or sales where the customer does not enter the premises;
 - c) mail order sales;
 - d) direct distributors where customers do not enter the premises; and
 - e) sale of products directly related to the home occupation.
- .4 No vehicle exceeding 1,000 kg in vehicle weight and associated with or used in the conduct of a home occupation shall be parked or otherwise located outside of an unenclosed building.
- .5 Only persons residing in the principal dwelling unit may carry on the home occupation located on the parcel occupied by the principal dwelling unit.
- .6 A home occupation shall not generate any pedestrian or vehicular traffic or parking in excess of that which is generally characteristic of the area within which it is located.
- .7 A home occupation shall not produce a public offence or nuisance of any kind;
- .8 A home occupation shall not involve:
 - a) material or products that produce inflammable or explosive vapours or gases under ordinary temperatures;
 - b) the outdoor storage of materials and equipment associated with a contractor, trade or mobile service;
 - c) the boarding, breeding and keeping of animals;
 - d) cannabis production;
 - e) the salvage or repair of motor vehicles, boats, or other machinery as a commercial venture; and
 - f) the assembly of more than four (4) persons for any artistic, educational, religious, therapeutic or similar activity.

ix) replacing Section 7.18 (Home Industries) under Section 7.0 (General Regulations) in its entirety with the following:

7.18 Home Industries

Commented [CG62]: New regulation clarifying that the outdoor storage of these types of vehicles is not considered a permitted form of "home occupation".

Commented [CG63]: New provision clarifying that "cannabis production" is not a permitted form of "home occupation".

Commented [CG64]: Revised regulations, will ensure consistency across Electoral Areas.

The following regulations apply to home industry uses where permitted as a use in this Bylaw:

- .1 No home industry shall be permitted on a parcel less than 2.0 hectares in size.
- .2 The maximum floor area utilized for a home industry, including the indoor or outdoor storage of materials, commodities or finished products associated with the home industry shall not exceed 200.0 m².
- .3 A home industry shall be conducted within an enclosed building or structure.
- .4 No retail sales of products other than the sale of goods produced, grown or assembled on the parcel shall be permitted.
- .5 Only persons residing in the principal dwelling unit may carry on the home industry located on the parcel, and up to two (2) non-resident employees may be on the parcel.
- .6 A home industry shall not be located on a parcel unless a principal dwelling unit already exists or is being constructed simultaneously, on the same parcel.
- .7 No nuisance from noise, vibration, smoke, dust, odours, heat, glare, disturbance shall be produced by the home industry and, at all times, the privacy and enjoyment of adjacent dwellings shall be preserved and the home industry shall not adversely affect the character of the area.
- .8 A home industry shall not generate any pedestrian or vehicular traffic or parking in excess of that which is generally characteristic of the area within which it is located.
- .9 A home industry shall not involve:
 - a) wrecking, salvage or storage of derelict vehicles and equipment;
 - b) salvage or storage of used building or domestic products and similar discarded materials;
 - c) manufacture of concrete products;
 - d) bulk fuel or chemical storage or refining depots;
 - e) animal or agriculture products processing; and
 - f) the production of animal feeds.

x) replacing a new sub-Section 14.1.1(a) under Section 14.1 (Industrial (Light) One (I1) Zone) in its entirety with the following:

- a) manufacturing;

Commented [CG65]: Revised use to reflect new definition.

xi) adding a new sub-Section 14.1.1(b) under Section 14.1 (Industrial (Light) One (I1) Zone) to read as follows and re-numbering all subsequent sections:

b) **cannabis production**;

Commented [CG66]: Proposed to list "cannabis production" as a stand-alone use in the zone, was previously comprised within the definition of "manufacturing".

xii) replacing a new sub-Section 14.2.1(a) under Section 14.2 (Industrial (Heavy) Two (I2) Zone) in its entirety with the following:

a) **manufacturing**;

Commented [CG67]: Revised use to reflect new definition.

xiii) adding a new sub-Section 14.2.1(b) under Section 14.2 (Industrial (Heavy) Two (I2) Zone) to read as follows and re-numbering all subsequent sections:

b) **cannabis production**;

Commented [CG68]: Proposed to list "cannabis production" as a stand-alone use in the zone, was previously comprised within the definition of "manufacturing".

Electoral Area "I"

9. The "Regional District of Okanagan-Similkameen, Electoral Area "I" Zoning Bylaw No. 2457, 2008" is amended by:

i) replacing the definition of "agriculture" under Section 4.0 (Definitions) in its entirety with the following:

"agriculture" means the use of land, buildings or structures for growing, harvesting, packing, storing and wholesaling of agricultural crops for the purposes of providing food, horticultural, medicinal or farm products, but excludes processing and retail sales of farm products and **cannabis production**. Agriculture includes producing and rearing animals and range grazing of horses, cattle, sheep, and other livestock and includes apiculture and aquaculture;

Commented [CG69]: Moved from the "includes" reference above to the "excludes" reference.

ii) adding a new definition of "home industry" under Section 4.0 (Definitions) to read as follows:

"home industry" means an occupation or a commercial use that is accessory to the principal residential use of the parcel and may include manufacturing, processing, fabricating, assembling, storing, distributing, testing, servicing, or repairing of goods or materials including vehicle repair, maintenance and auto body shops, cannabis production and other similar uses;

Commented [CG70]: Revised definition required in order to be consistent with General Regs, and clarifying that cannabis production is a form of "home industry". Will also ensure that "home industry" regulations are consistent across Electoral Areas.

iii) replacing the definition of "manufacturing" under Section 4.0 (Definitions) in its entirety with the following:

"manufacturing" means fabricating, processing, assembling and finishing of goods or materials not involving the use, processing or production of hazardous wastes.

Commented [CG71]: Reference to "cannabis production" has been deleted. Proposed to include "cannabis production" as a listed principal use in Industrial Zones.

iv) adding a new sub-section 4 under Section 7.4 (Prohibited Uses of Land, Buildings and Structure) to read as follows:

.4 **cannabis production, except as expressly permitted elsewhere in this Bylaw, or as a designated farm use under Section 2(2.5) of the *Agricultural Land Reserve***

Use, Subdivision and Procedure Regulation, on lands designated as Agricultural Land Reserve.

Commented [CG72]: Reflects ALC determination that cannabis production facilities that are comprised of a soil floor system are a permitted farm use in the ALR and cannot be prohibited by local government.

- v) replacing Section 7.17 (Home Occupations) under Section 7.0 (General Regulations) in its entirety with the following:

7.17 Home Occupations

Commented [CG73]: Revised regulations, will ensure consistency across Electoral Areas.

The following regulations apply to home occupation uses where permitted as a use in this Bylaw:

- .1 A home occupation shall not occupy more than 50% of the floor area of a principal dwelling unit or accessory building to a maximum of 50.0 m².
- .2 A home occupation shall be carried out within the principal dwelling unit, or in an accessory building where permitted in the particular zone, with no external storage of materials, containers or finished products.
- .3 No retail sales shall be permitted in a home occupation, except for:
 - a) goods produced or made on the premises;
 - b) telephone or internet sales or sales where the customer does not enter the premises;
 - c) mail order sales;
 - d) direct distributors where customers do not enter the premises; and
 - e) sale of products directly related to the home occupation.
- .4 No vehicle exceeding 1,000 kg in vehicle weight and associated with or used in the conduct of a home occupation shall be parked or otherwise located outside of an unenclosed building.
- .5 Only persons residing in the principal dwelling unit may carry on the home occupation located on the parcel occupied by the principal dwelling unit.
- .6 A home occupation shall not generate any pedestrian or vehicular traffic or parking in excess of that which is generally characteristic of the area within which it is located.
- .7 A home occupation shall not produce a public offence or nuisance of any kind;
- .8 A home occupation shall not involve:
 - a) material or products that produce inflammable or explosive vapours or gases under ordinary temperatures;
 - b) the outdoor storage of materials and equipment associated with a contractor, trade or mobile service;

Commented [CG74]: New regulation clarifying that the outdoor storage of these types of vehicles is not considered a permitted form of "home occupation".

- c) the boarding, breeding and keeping of animals;
- d) cannabis production;
- e) the salvage or repair of motor vehicles, boats, or other machinery as a commercial venture;
- f) the assembly of more than four (4) persons for any artistic, educational, religious, therapeutic or similar activity; and
- g) the salvage, repair or assembly of electronic devices, motor vehicles, boats, or other machinery as a commercial venture on lands situated within the "Radio Frequency Interference Area" as shown on Schedule '3' to this bylaw.

Commented [CG75]: New provision clarifying that "cannabis production" is not a permitted form of "home occupation".

- vi) replacing Section 7.18 (Home Industries) under Section 7.0 (General Regulations) in its entirety with the following:

7.18 Home Industries

Commented [CG76]: Revised regulations, will ensure consistency across Electoral Areas.

The following regulations apply to home industry uses where permitted as a use in this Bylaw:

- .1 No home industry shall be permitted on a parcel less than 2.0 hectares in size.
- .2 The maximum floor area utilized for a home industry, including the indoor or outdoor storage of materials, commodities or finished products associated with the home industry shall not exceed 200.0 m².
- .3 A home industry shall be conducted within an enclosed building or structure.
- .4 No retail sales of products other than the sale of goods produced, grown or assembled on the parcel shall be permitted.
- .5 Only persons residing in the principal dwelling unit may carry on the home industry located on the parcel, and up to two (2) non-resident employees may be on the parcel.
- .6 A home industry shall not be located on a parcel unless a principal dwelling unit already exists or is being constructed simultaneously, on the same parcel.
- .7 No nuisance from noise, vibration, smoke, dust, odours, heat, glare, disturbance shall be produced by the home industry and, at all times, the privacy and enjoyment of adjacent dwellings shall be preserved and the home industry shall not adversely affect the character of the area.
- .8 A home industry shall not generate any pedestrian or vehicular traffic or parking in excess of that which is generally characteristic of the area within which it is located.
- .9 A home industry shall not involve:

- a) wrecking, salvage or storage of derelict vehicles and equipment;
- b) salvage or storage of used building or domestic products and similar discarded materials;
- c) manufacture of concrete products;
- d) bulk fuel or chemical storage or refining depots;
- e) animal or agriculture products processing;
- f) the production of animal feeds; and
- g) the salvage, repair or assembly of electronic devices, motor vehicles, boats, or other machinery as a commercial venture on lands situated within the "Radio Frequency Interference Area" as shown on Schedule '3' to this bylaw.

READ A FIRST AND SECOND TIME this ____ day of _____, 2019.

PUBLIC HEARING held on this ____ day of _____, 2019.

READ A THIRD TIME this ____ day of _____, 2019.

I hereby certify the foregoing to be a true and correct copy of the "Regional District of Okanagan-Similkameen Amendment Bylaw No. 2849, 2019" as read a Third time by the Regional Board on this ____ day of _____, 2019.

Dated at Penticton, BC this __ day of _____, 2019.

Corporate Officer

Approved pursuant to Section 52(3) of the *Transportation Act* this ____ day of _____, 2019.

For the Minister of Transportation & Infrastructure

ADOPTED this __ day of _____, 2019.

Board Chair

Corporate Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BOARD of DIRECTORS MEETING

Thursday, February 21, 2019
3:00 p.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

THAT the Agenda for the RDOS Board Meeting of February 21, 2019 be adopted.

1. Consent Agenda – Corporate Issues

- a. **Naramata Parks & Recreation Commission Annual General Meeting – January 28, 2019**

THAT the Minutes of the January 28, 2019 Naramata Parks & Recreation Commission Annual General Meeting be received.

- b. **Naramata Parks & Recreation Commission – January 28, 2019**

THAT the Minutes of the January 28, 2019 Naramata Parks & Recreation Commission meeting be received.

- c. **Area “F” Parks and Recreation Commission Annual General Meeting – January 30, 2019**

THAT the Minutes of the January 30, 2019 Area “F” Parks and Recreation Commission Annual General Meeting be received.

- d. **Area “F” Parks and Recreation Commission – January 30, 2019**

THAT the Minutes of the January 30, 2019 Area “F” Parks and Recreation Commission meeting be received.

- e. **Similkameen Recreation Commission – February 5, 2019**

THAT the Minutes of the February 5, 2019 Similkameen Recreation Commission meeting be received.

- f. **Similkameen Recreation Commission Appointments**

THAT the Board of Directors appoint Selena Despres and Matt Lougheed as members to the Similkameen Recreation Commission for a two-year term commencing March 1, 2019.

- g. **Kaleden Volunteer Fire Department Roster Update – February 1, 2019**

THAT the February 1, 2019 Kaleden Volunteer Fire Department roster be adopted as amended.

h. Community Services Committee – February 7, 2019

THAT the Minutes of the February 7, 2019 Community Services Committee meeting be received.

That the matter of a proposed expansion of Nickel Plate Provincial Park be postponed to a meeting of the committee after a representative from the Ministry of Forests, Lands, and Natural Resource Operations attends as a delegation, to discuss timber operations.

i. Corporate Services Committee – February 7, 2019

THAT the Minutes of the February 7, 2019 Corporate Services Committee meeting be received.

THAT a resolution regarding Section 536(1) of the Local Government Act not be submitted for consideration at the 2019 Southern Interior Local Government Association (SILGA) Annual General Meeting.

THAT Resolutions regarding Gas Tax Funding for Volunteer Fire Departments, Proactive Development of Building Officials, Roles and Responsibilities for Flood Mitigation in British Columbia, and Rural Library Funding be submitted to SILGA for consideration.

THAT the Resolution regarding “Evacuation Re-entry Authorization” be condensed and returned to the Board for consideration on February 21, 2019.

j. RDOS Regular Board Meeting – February 7, 2019

THAT the minutes of the February 7, 2019 RDOS Regular Board meeting be adopted.

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)

THAT the Consent Agenda – Corporate Issues be adopted.

2. Consent Agenda – Development Services**a. Development Variance Permit Application – 4459 Sage Mesa Drive, Electoral Area “F”****i. Permit No. F2019.003-DVP**

To allow for the construction of a covered front porch.

THAT the Board of Directors approve Development Variance Permit No. F2019.003-DVP.

RECOMMENDATION 3 (Unweighted Rural Vote – Simple Majority)

THAT the Consent Agenda – Development Services be adopted.

B. DEVELOPMENT SERVICES – Rural Land Use Matters**1. Request to Re-Submit a Refused ALC Application – 5693 Sawmill Road, Electoral Area “C”**

To allow a vehicle rental business as a permitted use on part of the subject property.

RECOMMENDATION 4 (Unweighted Corporate Vote – Simple Majority)

THAT the Regional District Board not vary Section 3.12.1 of the Development Procedures Bylaw No. 2500, 2011, in relation to a proposed re-submission of an application to the Agricultural Land Commission (ALC) involving the properties at 5693 Sawmill Road (Lot 2, Plan KAP21818, DL 2450S, SDYD, Portion L 112).

2. Zoning Bylaw Amendment – 4849 & 4844 Bassett Avenue, Electoral Area “D”

- a. Bylaw No. 2455.34, 2019
- b. Public Hearing Report – February 5, 2019
- c. Public Hearing Submission
- d. Responses Received

To allow for development of duplexes on two residential parcels.

RECOMMENDATION 5 (Unweighted Corporate Vote – Simple Majority)

THAT the public hearing report be received.

RECOMMENDATION 6 (Unweighted Rural Vote – Simple Majority)

THAT Bylaw No. 2455.34, 2018, Electoral Area “D” Zoning Amendment Bylaw be read a third time, as amended.

C. COMMUNITY SERVICES – Protective Services**1. Community Emergency Preparedness Fund – Emergency Operations Center**

To secure Provincial funding for Emergency Operations Centre (EOC) equipment, material and training to support the ongoing upgrades to the RDOS EOC and Emergency Management program.

RECOMMENDATION 7 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors support a grant application to the UBCM Community Emergency Preparedness Fund for Emergency Operations Center.

2. Community Emergency Preparedness Fund – Flood Risk Assessment & Flood Mapping

To secure funding for flood risk assessment and flood mapping of areas along the Similkameen, Ashnola and Tulameen Rivers.

RECOMMENDATION 8 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors support a grant application to the UBCM Community Emergency Preparedness Fund for flood risk assessment and flood mapping of the Similkameen, Ashnola and Tulameen Rivers and tributaries.

D. FINANCE

1. Award of Asset Management Planning and Implementation Project

RECOMMENDATION 9 (Weighted Corporate Vote – Majority)

THAT the Board of Directors approve the expenditure of up to \$110,000 for the consulting services for the Asset Management Planning and Implementation Project to GHD Limited; and

THAT the Board of Directors execute a consulting services agreement with GHD Limited for the services detailed in the Request for Proposals and the submitted Proposal for the Asset Management Planning and Implementation Project.

E. LEGISLATIVE SERVICES

1. Petition to Enter Kaleden Fire Protection Service Area

- a. Bylaw No. 1238.01, 2019
- b. Kaleden Fire Prevention and Suppression Service Area Map

RECOMMENDATION 10 (Unweighted Corporate Vote – Simple Majority)

THAT Kaleden Fire Department Fire Protection Local Service Establishment Amendment Bylaw No. 1238.02, 2019 be read a first second and third time.

2. RDOS Fees and Charges Bylaw No. 2848, 2019

- a. Bylaw No. 2848, 2019

RECOMMENDATION 11 (Unweighted Corporate Vote – Simple Majority)

THAT Regional District of Okanagan-Similkameen Fees and Charges Bylaw No. 2848, 2019 be read a first and second time.

3. **Similkameen Recreation Facility Swimming Pool Loan Authorization Bylaw No. 2850, 2019**
 - a. Bylaw No. 2850, 2019

To commence a loan authorization bylaw as required for the application for submission to the ICIP, Green Infrastructure Program.

RECOMMENDATION 12 (Unweighted Corporate Vote – Simple Majority)
THAT Bylaw No. 2850, 2019 Similkameen Recreation Facility Swimming Pool Loan Authorization Bylaw be read a first, second and third time and forwarded to the Inspector of Municipalities for approval; and,

THAT upon approval by the Inspector of Municipalities, participating area approval for the adoption of the bylaw be obtained by referendum in accordance with the *Local Government Act*.

4. **Olalla Local Community Commission**

RECOMMENDATION 13 (Unweighted Corporate Vote – Simple Majority)
THAT the Board of Directors appoint the following individuals to the Olalla Local Community Commission for a four-year term ending with the next local government election in October 2022:

Stanley Bobowski	Beverly Stewart
James McConachie	Neil Gair

5. **SILGA**

- a. Community Excellence Awards
- b. “Evacuation Re-Entry” Authorization Process and Document
- c. Forestry Practices

To seek support from the Board to forward the proposed resolution to the Southern Interior Local Government Association (SILGA) for consideration.

RECOMMENDATION 14 (Unweighted Corporate Vote – Simple Majority)
THAT the Board of Directors support the following resolutions to be forwarded to the 2019 SILGA convention for consideration:

- “Evacuation Re-Entry” Authorization Process and Document
- Forestry Practices

6. Community Office Contract - Electoral Areas "D" and "I"**a. Terms of Reference**

To engage and consult with the citizens in Electoral Areas "D" and "I" to conduct a needs assessment for community office services in one or both of those Electoral Areas and to make recommendation as to the type of services desired in that office.

RECOMMENDATION 15 (Weighted Corporate Vote – Majority)

THAT the Board of Directors enter into a contract with Gregory Rose for an amount not to exceed \$82,500 to fulfil the terms of reference attached to the February 21, 2019 report to the Board.

7. Declaration of State of Local Emergency Approval

RECOMMENDATION 16 (Unweighted Corporate Vote – Simple Majority)

Electoral Area "C":

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 4 February 2019, at midnight for a further seven days to 11 February 2019, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 11 February 2019, at midnight for a further seven days to 18 February 2019, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 18 February 2019, at midnight for a further seven days to 25 February 2019, at midnight.

F. CAO REPORTS**1. Verbal Update**

G. OTHER BUSINESS

1. Chair's Report

2. Board Representation

- a. BC Grape Growers Association and Starling Control – *Bush, Monteith (Alternate)*
 - b. BC Rural Centre (formerly Southern Interior Beetle Action Coalition) – *Gettens, Obirek (Alternate)*
 - c. Intergovernmental First Nations Joint Council - *Kozakevich, Bauer, Pendergraft*
 - d. Municipal Finance Authority – *Kozakevich (Chair), Bauer (Vice Chair, Alternate)*
 - e. Municipal Insurance Association – *Kozakevich (Chair), Bauer (Vice Chair, Alternate)*
 - f. Okanagan Basin Water Board - *McKortoff, Boot, Knodel, Pendergraft (Alternate to McKortoff), Holmes (Alternate to Boot), Monteith (Alternate to Knodel)*
 - a) OBWB Report – February 2019
 - g. Okanagan Film Commission – *Gettens, Holmes (Alternate)*
 - h. Okanagan Nation Alliance Steering Committee – *Kozakevich*
 - i. Okanagan Regional Library – *Kozakevich, Roberts (Alternate)*
 - j. Okanagan-Kootenay Sterile Insect Release Board – *Bush, Knodel (Alternate)*
 - k. Okanagan-Similkameen Regional Hospital District – *Veintimilla, Boot (Alternate)*
 - l. South Okanagan Similkameen Fire Chief Association – *Pendergraft, Knodel, Monteith, Obirek, Roberts*
 - m. South Okanagan Similkameen Rural Healthcare Community Coalition (formerly Developing Sustainable Rural Practice Communities) – *McKortoff, Bauer (Alternate)*
 - n. Southern Interior Municipal Employers Association – *Knodel, Kozakevich (Alternate)*
 - o. UBCO Water Research - Chair Advisory Committee – *Holmes, Bauer (Alternate)*
-

3. Directors Motions

Director Roberts

RECOMMENDATION 17 (Unweighted Corporate Vote – Simple Majority)

THAT administration be directed to investigate the cost and process of re-implementing the Woodstove Exchange program within the Regional District of Okanagan-Similkameen.

4. Board Members Verbal Update

H. ADJOURNMENT



MINUTES
Annual General Meeting
Naramata Parks & Recreation Commission
 Monday, January 28, 2019, 6:30 p.m.
 Naramata Fire Hall

Members Present: Dennis Smith (Chair), Jeff Gagnon, Lyle Resh, Maureen Balcaen, Richard Roskell, Jacqueline Duncan, Nicole Verpaelst, Bob Coulter arrived to meeting at 6:45 p.m.

Absent: Doug Reeve (RDOS, Projects Coordinator II)

Area 'E' Director: Karla Kozakevich (RDOS Area 'E' Director)

Staff: Adrienne Fedrigo (Recreation Coordinator), Justin Shuttleworth (RDOS Parks & Facilities Coordinator), Heather Lemieux (Recording Secretary), Laura Mccarron (RDOS, Recreation Coordinator)

Recording Secretary: Heather Lemieux

Guests: None

1. APPROVAL OF AGENDA

Next Annual General Meeting date corrected to January 27, 2020.

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Agenda for the Naramata Parks & Recreation Annual General Meeting of January 28, 2019 be adopted as amended and all presentations and reports be received.

CARRIED (UNANIMOUSLY)

2. APPROVAL OF LAST MEETING MINUTES

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the minutes for the Naramata Parks & Recreation Annual General Meeting of January 22, 2018 be adopted as presented.

CARRIED (UNANIMOUSLY)



MINUTES
Annual General Meeting
Naramata Parks & Recreation Commission
Monday, January 28, 2019, 6:30 p.m.
Naramata Fire Hall

3. GUESTS

None

4. DIRECTOR CALLS FOR NOMINATIONS FOR CHAIRPERSON

4.1. Nominations called for by Director. Dennis Smith nominated, nomination accepted.
Dennis Smith stands for position of Chair.

4.2. Election of the Chairperson

THAT Dennis Smith be appointed as Chair of the Naramata Parks & Recreation Commission as per Bylaw 2732,2016 by acclamation.

CARRIED (UNANIMOUSLY)

5. DIRECTOR CALLS FOR NOMINATIONS FOR DISCRETIONARY POSITIONS

5.1. Nominations called for the Vice Chair position by Director. Jeff Gagnon nominated, nomination accepted. Jeff Gagnon stands for position of Vice Chair.

5.2. Election of Vice Chair

THAT Jeff Gagnon be appointed as Vice Chair of the Naramata Parks & Recreation Commission by acclamation.

CARRIED (UNANIMOUSLY)

6. ADJOURNMENT 6:47 p.m.

NEXT ANNUAL GENERAL MEETING: January 27th, 2020 - 6:30 pm, Naramata Fire Hall

Recreation Commission Chair

Recording Secretary



MINUTES

Naramata Parks & Recreation Commission

Monday, January 28, 2019, 6:40 p.m.
Naramata Fire Hall

Members Present: Dennis Smith (Chair), Jeff Gagnon, Lyle Resh, Maureen Balcaen, Richard Roskell, Jacqueline Duncan, Nicole Verpaelst, Bob Coulter

Absent: Doug Reeve (RDOS, Projects Coordinator II), John Kurvink (RDOS, Manager of Finance/CFO), Christy Malden (RDOS, Manager of Legislative Services)

Area 'E' Director Karla Kozakevich (RDOS Area 'E' Director)

Staff & Contractors: Adrienne Fedrigo (NPR Recreation Coordinator), Justin Shuttleworth (RDOS, Parks & Facilities Coordinator), Heather Lemieux (Recording Secretary) recused from the meeting at 8:47 p.m., Laura Mccarron (RDOS, Recreation Coordinator)

Guests: None

Delegations: None

1. APPROVAL OF AGENDA

Added 6.3. Project Priorities, 8.2 Spirit Park Trees.

RECOMMENDATION
IT WAS MOVED AND SECONDED

That the Agenda for the Naramata Parks & Recreation Meeting of January 28, 2019 be adopted as amended and all presentations and reports be received.

CARRIED (UNANIMOUSLY)

2. APPROVAL OF LAST MEETING MINUTES

RECOMMENDATION
IT WAS MOVED AND SECONDED

That the minutes for the Naramata Parks & Recreation Meeting of November 26, 2018 be adopted as presented.

CARRIED (UNANIMOUSLY)



MINUTES

Naramata Parks & Recreation Commission

Monday, January 28, 2019, 6:40 p.m.
Naramata Fire Hall

3. CORRESPONDENCE/DELEGATIONS

None

4. ORIENTATION

4.1. Orientation moved to the next NPR meeting due to absences.

5. RDOS DIRECTOR REPORT – Karla Kozakevich reported on the following:

5.1. Manitou Grant Application – The Investing in Canada Infrastructure - Recreation Program grant application for the Naramata Recreation Access & Enhancement Project has been submitted. Grant results will be announced in late summer, early autumn 2019.

5.2. Wharf Park Washrooms – Negotiations continue with adjacent property owners regarding septic design and location. Discussed options. Preliminary layout will be prepared.

5.3. Assessments – The RDOS is assessing community buildings in Naramata. Discussed long-term, management, future planning and Naramata Centre properties.

6. RDOS STAFF REPORT – Justin Shuttleworth (RDOS Parks & Facilities Coordinator) reported.

6.1. Volunteer Involvement – Volunteers encourage to participate in park projects and events. There are many opportunities to volunteer and the RDOS encourages active participation.

6.2. Commission Handbook – Discussed code of ethics, model of excellence, policy, bylaws, contact information, summary of commissions and timeline of activities. Additions and feedback can be submitted to the RDOS. Strategic planning should be started earlier each year.

6.3. Project Priorities – Discussed projects, priorities and funding options. Volunteer opportunities will be available at Creek Park after planning to trail standards is complete.

ACTION – Justin Shuttleworth to check on if the land at Wharf Park near the pump house was originally Crown Land.



MINUTES

Naramata Parks & Recreation Commission

Monday, January 28, 2019, 6:40 p.m.
Naramata Fire Hall

7. RECREATION COORDINATOR REPORT – Adrienne Fedrigo (NPR Recreation Coordinator) and Laura Mccarron (RDOS, Recreation Coordinator) reported.

7.1. Programs – Planning is being completed on new and existing programs. Discussed recreation fee bylaw updates.

7.2. Promotion – Discussed initiatives for increased web based and social media marketing. Online registration is fully operational. A fillable PDF allowing digital signatures is being implemented. Discussed mobile applications vs web based platforms and reduction of paper.

7.3. Age-Friendly – Age-friendly status award has been approved. Discussed future grant opportunities.

7.4. Physical Activity Trailer (PAT) – A regional travelling recreation trailer will be showcased in Naramata to encourage recreation and sporting activities.

8. COMMISSION MEMBER REPORTS

8.1. Woodwackers Report – Lyle Resh presented a verbal report. Work has ceased for winter and will resume in the Spring of 2019.

8.2. Spirit Park Trees– Nicole Verpaelst presented about tree options and design ideas for Spirit Park.

ACTION – Nicole Verpaelst to send the prepared plan to Doug Reeve including a tree and plant species list.

8.3. Perimeter Trees at Manitou Park – Discussed the tree succession plan. Stump removal to be completed, boulders will be put in place to replace the stumps. Invasive trees that require removal along the road right-of-way are the Ministry of Transportation's responsibility, however MOTi doesn't normally fund removal unless they are deemed dangerous trees or at-risk of falling down.

ACTION – Heather Lemieux to submit invasive tree information included in past tree grants to Karla Kozakevich and Justin Shuttleworth. Karla Kozakevich or Justin Shuttleworth to contact the MOTi.



MINUTES

Naramata Parks & Recreation Commission

Monday, January 28, 2019, 6:40 p.m.
Naramata Fire Hall

9. BUSINESS ARISING

RECOMMENDATION

IT WAS MOVED AND SECONDED

That Gas Tax funds be utilized for preliminary planning of the accessible washroom facility and the accessible pathway at Manitou Park.

CARRIED (UNANIMOUSLY)

9.1. Outdoor Learning Space Project – Waiting on a quote from the Naramata Elementary School. ONGOING

9.2. Recording Secretary - Wage Increase Discussion – Heather Lemieux, Recording Secretary recused from the meeting at 8:47 p.m.

RECOMMENDATION

IT WAS MOVED AND SECONDED

It was Moved and Seconded that Heather Lemieux, NPR Recording Secretary's hourly wage be increased to \$25.00 per hour starting January 28, 2019

CARRIED (UNANIMOUSLY)

10. ADJOURNMENT 8:54 p.m.

NEXT MEETING:

February 25th, 2019 at 6:30 p.m. at the Naramata Fire Hall

Recreation Commission Chair

Recording Secretary



AGENDA
Annual General Meeting
Area "F" Parks and Recreation Commission
Wednesday January 30, 2019, 7:00 pm
RDOS Office

Members: Heather Allen, Ben Arcuri, Warren Everton, Todd Manuel
Absent: Jane Windeler, Tristan Mennell, Larry Farley
Area Director: Riley Gettens
Staff: Mark Woods, Shona Schleppe, Laura McCarron
Guests: Sue Gibbons

1. Director calls for nominations for chairperson
In light of member absences chairperson nomination was postponed until next meeting.

1. Chairs calls for discretionary positions
In light of member absences discretionary position nominations were postponed until next meeting.

2. Adjournment
Adjourned at 7:10



MINUTES

Area "F" Parks and Recreation Commission

Wednesday January 30, 2018, 7:10 pm
RDOS Office

Members Present: Warren Everton, Ben Arcuri, Todd Manuel
Absent: Jane Windeler, Tristan Mennell, Larry Farley
Area Director Riley Gettens
Staff: Mark Woods, Shona Schleppe, Laura McCarron
Recording Secretary: Warren Everton
Guests: Sue Gibbons

1. INTRODUCTIONS

An around the table introductions occurred with commission members and staff

1. APPROVAL OF LAST MEETING MINUTES

IT WAS MOVED AND SECONDED

That the Agenda for the Area "F" Parks and Recreation Meeting of January 30, 2018 be adopted and all presentations and reports be accepted. – CARRIED

2. APPROVAL OF LAST MEETING MINUTES

IT WAS MOVED AND SECONDED

That the minutes for the Area "F" Parks and Recreation Meeting of November 27, 2018 be adopted. – CARRIED

3. CORRESPONDENCE/DELEGATIONS

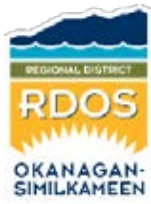
No correspondence

4. RDOS STAFF REPORTS

4.1. Recreation

Staff took the commission through the West Bench Recreation Report handout covering events, programs, projects, facility insurance, standardized forms and waivers, Physical Activity Trailer (PAT) and communication including the spring guide.

Discussion on restarting the negotiation on the Shared Use Agreement for West Bench Elementary School. Todd Manuel made note of his conflict of interest as a member of the senior team at SD 67. He informed the commission that he would have to recuse himself from discussion/decisions on the Shared Use Agreement.



MINUTES

Area "F" Parks and Recreation Commission

Wednesday January 30, 2018, 7:10 pm

RDOS Office

Staff reported on parks, specifically on the resurfacing of the tennis courts at Mariposa and option for pickle ball. Timeline for preparation of the resurfacing is roughly six weeks. No grants available for the project.

Staff presented the preliminary layout for the Selby Park playground. Discussion on the elements and options for activities. Staff noted that once budget is in place project scope and cost would be completed.

Actions:

1. Staff to bring forward the proposed Shared Use Agreement to the School District No. 67 Board in order to reignite the negotiation.
2. Staff to acquire pricing on expansion of tennis court surface to accommodate pickle ball separately from tennis and basketball.

5. COMMISSION MEMBER REPORTS

No reports

6. RDOS DIRECTOR REPORT

Director reported on board meetings and budget discussions. The Commission discussed options related to areas outside the West Bench that contribute to the Electoral Area F parks service.

7. BUSINESS ARISING

No business arising.

8. ADJOURNMENT

NEXT MEETING:

February, 2019 via email poll

Recreation Commission Chair

Recording Secretary



MINUTES

Similkameen Recreation Commission

February 5th, 2019 @ 7:00pm

Keremeos Recreation Centre

Members Present: Tom Robins, Jennifer Roe, Duncan Baynes, Dave Cursons, Tim Austin
Absent: Richard Oostra, Robert Proctor
Area Representatives George Bush (Area B), Tim Roberts (Area G), Jeremy Evans (Keremeos)
Staff: Shane Marsh (Similkameen Recreation), Justin Shuttleworth (Parks), John Kurvink (Finance)
Recording Secretary: Shane Marsh
Guests: Area B (Kobau Park) Commission, Selena Despres

1. Approval of Agenda

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Agenda for the Similkameen Recreation Meeting of February 5th, 2019 be adopted and all presentations and reports be accepted.

– CARRIED

2. Approval of Last Meeting Minutes

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Minutes for the Similkameen Recreation Meeting of January 8th, be adopted and all presentations and reports be accepted.

– CARRIED

3. Correspondence/Delegations/Public Questions

RECOMMENDATION

No Correspondence/Delegations/Public Questions presented.

4. RDOS Staff Report

4.1. Commission Orientation

4.1.1 Budget and Strategic Planning discussion with J. Kurvink

4.1.2 Legislative Services discussion with J. Shuttleworth

4.2. Facility Updates discussion with S. Marsh



MINUTES

Similkameen Recreation Commission

February 5th, 2019 @ 7:00pm

Keremeos Recreation Centre

- 4.2.1 Update on new rec centre signs
 - 4.2.2 Discussion for spring facility assessment plans
 - 4.2.3 Reviewed 2018 recreation programs and upcoming 2019 recreation programs
 - 4.2.4 Discussed Kraft Hockeyville 2019 submission
 - 4.3. Pool Grant Update with J. Shuttleworth
-

- 5. Commission Member Reports
No commission reports presented
-

- 6. RDOS Director Reports
 - 6.1. Village of Keremeos
No report presented
 - 6.2. Electoral Area B
No representative present
 - 6.3. Electoral Area G
No report presented
-

- 7. Business Arising
-No new business presented
-

- 8. Adjournment

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the February 5th, 2019 Similkameen Recreation Commission meet be adjourned.

– **CARRIED**

Opposed:

NEXT MEETING: March 5th, 2019 @ 7:00pm
Similkameen Recreation Centre



MINUTES

Similkameen Recreation Commission

February 5th, 2019 @ 7:00pm

Keremeos Recreation Centre

Recreation Commission Chair

Recording Secretary

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: February 21, 2019

RE: Similkameen Recreation Commission Appointments

Administrative Recommendation:

THAT the Board of Directors appoint Selena Despres and Matt Lougheed as members to the Similkameen Recreation Commission for a two-year term commencing March 1, 2019.

Purpose:

As outlined in RDOS Parks and Recreation Commission Bylaw No. 2732, 2016, advertisements were placed in local news publications seeking new membership for all Commissions. The Electoral Area Directors have reviewed the applications, and are recommending the following members for Board appointment to the various commissions.

Reference:

Bylaw 2732, 2016 Regional District of Okanagan-Similkameen Parks and Recreation Commission Establishment Bylaw.

Background:

Commission membership is for a 2-year term and the members are staggered by one year in order to provide continuity. Advertising for commission members whose terms were expiring as of December 31, 2018 took place in October 2018. Bylaw 2732 allows for 5 to 11 members for each commission.

Alternatives:

That the Board not appoint the new members to the commission.

Respectfully submitted:

"Mark Woods"

M. Woods, Manager of Community Services



KALEDEN VOLUNTEER FIRE DEPARTMENT

Box 306
Kaleden, B.C. V0H 1K0
Phone: (250) 497-8231
Fax: (250) 497-8082

Kaleden Volunteer Fire Department Roster - Effective Feb 1st, 2019

FIREFIGHTERS	POSITION	START YEAR
Berchowitz, Hugh	FF - Treasurer	1989
Dahl, Doug	Captain	2010
Dahl, Linda	Captain	2010
Elphick, Ryan	Captain	2013
Fox, Stephen	Leutenant	2010
Gaudry, Denis	Chief	1992
Kastor, Joel	FF - Secretary	1996
McClarty, Connor	FF	2016
Madeira, Tony	Deputy Chief	2004
Oliver, Bill	FF	1996
Roos, Leslie	Captain	2007
Sinicin, Sergej	FF	2014
Weidner, Stephan	FF	2016
Bata, Pinky	FF	2017
Dagneau, Jod-dee	FF	2017
Dube, Jean	FF	2017
Henschell, Sterling	FF	2017
Jenkins, David	FF	2017
Bicego, Romeo	PFF	2019
Canby, John	PFF	2019
McClarty, Leanne	PFF	2019
Zink, Uwe	PFF	2019
Winter, Hugh	Support Team	
Winter, Patti	Support Team	
Jones, Rick	Support Team	
Bzdel, Len	Support Team	
Arstad, Steve	Support Team	
White, Tony	Support Team	

FF - Fire Fighter

PFF - Probation Fire Fighter



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Community Services Committee

Thursday, February 7, 2019
12:30 p.m.

Minutes

MEMBERS PRESENT:

Chair M. Bauer, Village of Keremeos
Vice Chair R. Gettens, Electoral Area "F"
Director J. Bloomfield, City of Penticton
Director T. Boot, District of Summerland
Director G. Bush, Electoral Area "B"
Director B. Coyne, Electoral Area "H"
Director S. Coyne, Town of Princeton
Director D. Holmes, District of Summerland
Director J. Sentes, Alt. City of Penticton
Director T. Schafer, Alt. Electoral Area "C"

Director K. Kozakevich, Electoral Area "E"
Director S. McKortoff, Town of Osoyoos
Director S. Monteith, Electoral Area "I"
Director M. Pendergraft, Electoral Area "A"
Director R. Obirek, Electoral Area "D"
Director F. Regehr, City of Penticton
Director T. Roberts, Electoral Area "G"
Director J. Vassilaki, City of Penticton
Director P. Veintimilla, Town of Oliver

MEMBERS ABSENT:

Director J. Kimberley, City of Penticton

Director R. Knodel, Electoral Area "C"

STAFF PRESENT:

B. Newell, Chief Administrative Officer
C. Malden, Manager of Legislative Services

M. Woods, General Manager OF Community Services

A. APPROVAL OF AGENDA

RECOMMENDATION 1

It was MOVED and SECONDED

THAT the Agenda for the Community Services Committee Meeting of February 7, 2019 be adopted. - CARRIED

B. DELEGATION – PARKS CANADA

1. Sarah Boyle – Project Manager, South Okanagan-Similkameen, Protected Areas Establishment Branch

Ms. Boyle addressed the Board to provide an update of the national parks reserve establishment and public consultation process.

C. DELEGATION – NICKEL PLATE NORDIC SKI CLUB

1. Rick Leslie – President
 - a. Proposal

Mr. Leslie addressed the Board to discuss the expansion of Nickel Plate Provincial Park.

RECOMMENDATION 2**It was MOVED and SECONDED**

THAT the RDOS Board of Directors support the Nickel Plate Nordic Centre's proposal to expand the existing Nickel Plate Provincial Park in principle; and further,

THAT the Board send a letter to the Honourable Doug Donaldson, Minister of Forest, Land and Natural Resources, and the Honourable George Heyman, Minister of Environment, stating the Board supports, in principle, the efforts of the Nickel Plate Nordic Centre to protect the Apex Mountain recreation area from any logging, present, or future.

It was MOVED and SECONDED

That the matter of a proposed expansion of Nickel Plate Provincial Park be postponed to a meeting of the committee after a representative from the Ministry of Forests, Lands, and Natural Resource Operations attends as a delegation, to discuss timber operations. -

CARRIED

Opposed: 7 Directors

D. DELEGATION – COMMUNITIES FOR KIDS / SUCCESS BY 6

1. Patricia Tribe – Implementation Manager
 - a. Presentation

Ms. Tribe addressed the Board to discuss impact on communities resulting from recent provincial funding cuts to early years initiatives.

E. ADJOURNMENT

By consensus, the Community Services Committee meeting adjourned at 1:48 p.m.

APPROVED:

CERTIFIED CORRECT:

M. Bauer
Community Services Committee Chair

B. Newell
Chief Administrative Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Corporate Services Committee

Thursday, February 7, 2019

9:03 a.m.

Minutes

MEMBERS PRESENT:

Chair K. Kozakevich, Electoral Area "E"
Vice Chair M. Bauer, Village of Keremeos
Director J. Bloomfield, City of Penticton
Director T. Boot, District of Summerland
Director G. Bush, Electoral Area "B"
Director B. Coyne, Electoral Area "H"
Director S. Coyne, Town of Princeton
Director R. Gettens, Electoral Area "F"
Director D. Holmes, District of Summerland
Director J. Sentes, Alt. City of Penticton

Director S. McKortoff, Town of Osoyoos
Director S. Monteith, Electoral Area "I"
Director T. Schafer, Alt. Electoral Area "C"
Director M. Pendergraft, Electoral Area "A"
Director R. Obirek, Electoral Area "D"
Director F. Regehr, City of Penticton
Director T. Roberts, Electoral Area "G"
Director J. Vassilaki, City of Penticton
Director P. Veintimilla, Town of Oliver

MEMBERS ABSENT:

Director J. Kimberley, City of Penticton

Director R. Knodel, Electoral Area "C"

STAFF PRESENT:

B. Newell, Chief Administrative Officer
C. Malden, Manager of Legislative Services

T. Bouwmeester, Manager of Information Services

A. APPROVAL OF AGENDA

RECOMMENDATION 1

It was MOVED and SECONDED

THAT the Agenda for the Corporate Services Meeting of February 7, 2019 be adopted.
CARRIED

B. SILGA RESOLUTIONS

1. Board of Variance
2. Gas Tax Funding for Volunteer Fire Departments
3. Proactive Development of Building Officials
4. Roles & Responsibilities for Flood Mitigation in British Columbia
5. Rural Library Funding
6. ["Evacuation Re-entry Authorization" Process and Document](#)

The Committee discussed proposed resolutions to be forwarded to Southern Interior Local Government Association (SILGA) for consideration at the SILGA Annual General Meeting.

Administrative Recommendation:

It was MOVED and SECONDED

THAT a resolution regarding Section 536(1) of the *Local Government Act* not be submitted for consideration at the 2019 Southern Interior Local Government Association (SILGA) Annual General Meeting. - **CARRIED**

It was MOVED and SECONDED

THAT Resolutions regarding Gas Tax Funding for Volunteer Fire Departments, Proactive Development of Building Officials, Roles and Responsibilities for Flood Mitigation in British Columbia, and Rural Library Funding be submitted to SILGA for consideration. - **CARRIED**

It was MOVED and SECONDED

THAT the Resolution regarding "Evacuation Re-entry Authorization" be condensed and returned to the Board for consideration on February 21, 2019. – **CARRIED**

Director Monteith requested that a resolution regarding forest harvesting activities be brought forward at the February 21, 2019 meeting for consideration.

C. TIME TRACKER – For Information Only

1. Time Tracker Staff Guidelines

The Committee was informed about the use of the Time Tracker application in the RDOS, its history, purpose and how it is being used.

D. FEES AND CHARGES BYLAW No. 2848, 2019 – For Information Only

1. Bylaw No. 2848, 2019 (Marked Up Copy)
2. Bylaw No. 2848, 2019 (Clean Copy)

The Committee discussed proposed amendments to the Fees and Charges bylaw.

E. 2019 CORPORATE ACTION PLAN

The Committee discussed the draft 2019 Corporate Action Plan.

F. ADJOURNMENT

By consensus, the Corporate Services Committee meeting adjourned at 12:05 p.m.

APPROVED:

CERTIFIED CORRECT:

K. Kozakevich
Committee Chair

B. Newell
Chief Administrative Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN BOARD of DIRECTORS MEETING

Minutes of the Regular Board Meeting of the Regional District of Okanagan-Similkameen (RDOS) Board of Directors held at 2:00 p.m. Thursday, February 7, 2019 in the Boardroom, 101 Martin Street, Penticton, British Columbia.

MEMBERS PRESENT:

Chair K. Kozakevich, Electoral Area "E"
Vice Chair M. Bauer, Village of Keremeos
Director J. Bloomfield, City of Penticton
Director T. Boot, District of Summerland
Director G. Bush, Electoral Area "B"
Director B. Coyne, Electoral Area "H"
Director S. Coyne, Town of Princeton
Director R. Gettens, Electoral Area "F"
Director D. Holmes, District of Summerland
Director J. Sentes, Alt. City of Penticton

Director T. Schafer, Alt. Electoral Area "C"
Director S. McKortoff, Town of Osoyoos
Director S. Monteith, Electoral Area "I"
Director M. Pendergraft, Electoral Area "A"
Director R. Obirek, Electoral Area "D"
Director F. Regehr, City of Penticton
Director T. Roberts, Electoral Area "G"
Director J. Vassilaki, City of Penticton
Director P. Veintimilla, Town of Oliver

MEMBERS ABSENT:

Director J. Kimberley, City of Penticton

Director R. Knodel, Electoral Area "C"

STAFF PRESENT:

B. Newell, Chief Administrative Officer
C. Malden, Manager of Legislative Services
B. Dollevoet, General Manager of Development Services

J. Kurvink, Manager of Finance
L. Miller, Manager of Building and Enforcement

A. APPROVAL OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

IT WAS MOVED AND SECONDED

THAT the [Agenda](#) for the RDOS Board Meeting of February 7, 2019 be adopted as amended to add Item G5 - CivicReady. - **CARRIED**

1. Consent Agenda – Corporate Issues

- a. Okanagan Falls Volunteer Fire Department Roster Update – January 30, 2019
That the January 30, 2019 Okanagan Falls Volunteer Fire Department roster be adopted as amended.
- b. Electoral Area "C" Advisory Planning Commission – January 15, 2019
THAT the Minutes of the January 15, 2019 Electoral Area "C" Advisory Planning Commission meeting be received.
- c. Electoral Area "H" Advisory Planning Commission – January 15, 2019
THAT the Minutes of the January 15, 2019 Electoral Area "H" Advisory Planning Commission meeting be received.
- d. Electoral Area "I" Advisory Planning Commission – January 16, 2019
THAT the Minutes of the January 16, 2019 Electoral Area "I" Advisory Planning Commission meeting be received.

- e. Okanagan Falls Parks & Recreation Commission – November 8, 2018
THAT the Minutes of the November 8, 2018 Okanagan Falls Parks & Recreation Commission meeting be received.
- f. Okanagan Falls Parks & Recreation Commission – December 13, 2018
THAT the Minutes of the December 13, 2018 Okanagan Falls Parks & Recreation Commission meeting be received.
- g. Okanagan Falls Parks & Recreation Commission Annual General Meeting – January 10, 2019
THAT the Minutes of the January 10, 2019 Okanagan Falls Parks & Recreation Commission Annual General Meeting be received.
- h. Okanagan Falls Parks & Recreation Commission – January 10, 2019
THAT the Minutes of the January 10, 2019 Okanagan Falls Parks & Recreation Commission meeting be received.
- i. Kaleden Recreation Commission Annual General Meeting – January 9, 2019
THAT the Minutes of the January 9, 2019 Kaleden Recreation Commission Annual General Meeting be received.
- j. Kaleden Recreation Commission – January 9, 2019
THAT the Minutes of the January 9, 2019 Kaleden Recreation Commission meeting be received.
- k. Community Services Committee – January 17, 2019
THAT the Minutes of the January 17, 2019 Community Services Committee meeting be received.
- l. Corporate Services Committee – January 17, 2019
THAT the Minutes of the January 17, 2019 Corporate Services Committee meeting be received.
- m. Environment and Infrastructure Committee – January 17, 2019
THAT the Minutes of the January 17, 2019 Environment and Infrastructure Committee meeting be received.
- n. Planning and Development Committee – January 17, 2019
THAT the Minutes of the January 17, 2019 Planning and Development Committee meeting be received.
- o. Protective Services Committee – January 17, 2019
THAT the Minutes of the January 17, 2019 Protective Services Committee meeting be received.

- p. RDOS Regular Board Meeting – January 17, 2019
THAT the minutes of the January 17, 2019 RDOS Regular Board meeting be adopted.

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)

IT WAS MOVED AND SECONDED

THAT the Consent Agenda – Corporate Issues be adopted. - **CARRIED**

2. Consent Agenda – Development Services
- a. Agricultural Land Commission Referral (Non-Farm Use) – 4315 Black Sage Road, Electoral Area “C”
- i. Responses Received

To allow an “eating and drinking” establishment” and banquet facility at the Phantom Creek Estates winery.

THAT the Regional District Board “authorize” the application to operate a restaurant and banquet facility as a “non-farm use” on the property at 4315 Black Sage Road in Electoral Area “C” to proceed to the Agricultural Land Commission.

- b. Development Variance Permit Application – 7315 Tucelnuit Drive, Electoral Area “C”
- i. Permit No. C2018.185-DVP

To formalize an over-height concrete-block retaining wall related to the construction of a patio and parking spaces.

THAT the Board of Directors approve Development Variance Permit No. C2018.185-DVP.

RECOMMENDATION 3 (Unweighted Rural Vote – Simple Majority)

IT WAS MOVED AND SECONDED

THAT the Consent Agenda – Development Services be adopted. - **CARRIED**

B. DEVELOPMENT SERVICES – Building Inspection

1. Building Bylaw Infraction – Permit No. 19720: 1679 White Lake Road, Electoral Area “I”

The Chair enquired whether the property owner was present to speak to the application; however, no one was present.

RECOMMENDATION 4 (Unweighted Corporate Vote – Simple Majority)**It was MOVED and SECONDED**

THAT a Section 302 Notice on Title, pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* (made applicable to Regional Districts by Section 302 of the LGA), be filed against the title of lands described as Lot 1, Plan KAP71905, DL 259S, SDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333.

CARRIED

-
2. Building Bylaw Infraction – Permit No. 18688: Unit 1 – 1250 South Apex Road, Electoral Area “I”

The Chair enquired whether the property owner was present to speak to the application; however, no one was present.

RECOMMENDATION 5 (Unweighted Corporate Vote – Simple Majority)**It was MOVED and SECONDED**

THAT a Section 302 Notice on Title, pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* (made applicable to Regional Districts by Section 302 of the LGA), be filed against the title of lands described as Strata Lot 1, District Lot 4064S, Strata Plan KAS3747, SDYD together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on Form V, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and

THAT injunctive action be commenced.

CARRIED

3. Building Bylaw Infraction - Permit No. 18624-duplex: Unit 2 – 1250 Apex Mountain Road, Electoral Area “I”

The Chair enquired whether the property owner was present to speak to the application; however, no one was present.

RECOMMENDATION 6 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT a Section 302 Notice on Title, pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* (made applicable to Regional Districts by Section 302 of the LGA), be filed against the title of lands described as Strata Lot 2, District Lot 4064S, Strata Plan KAS3747, SDYD together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on Form V, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and

THAT injunctive action be commenced.

CARRIED

C. DEVELOPMENT SERVICES – Rural Land Use Matters

1. Letters of Concurrence (Telus) – Electoral Area “E”
 - a. Responses Received (Telus/RDOS) – July 5, 2018 Board Meeting
 - b. Responses Received (Telus BCB576-577) – July 5, 2018 Board Meeting
 - c. Responses Received (Telus BCB577) – July 5, 2018 Board Meeting
 - d. Responses Received
 - e. [Additional responses received](#)

This matter was discussed at the July 5, 2018 Board Meeting. The resolution from that meeting was:

It was MOVED and SECONDED (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors defer providing a letter of non-concurrence in order to allow Telus to seek an alternative location or design. – CARRIED

Chad Marlatt, Telus representative, addressed the Board regarding the application.

RECOMMENDATION 7 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board of Directors provide a “Letter of Non-Concurrence” to Industry Canada in relation to proposed telecommunication tower facility BCB576 located near Naramata Road and Arawana Road, Naramata; and

THAT the Board of Directors provide a “Letter of Non-Concurrence” to Industry Canada in relation to proposed telecommunication tower facility BCB577 located near North Naramata Road and Smethurst Road, Naramata

CARRIED

2. 2017 Regional Snapshot – For Information Only
 - a. 2017 Regional Snapshot – Vol. 9, 2017

Due to time constraints at the January 17, 2019 Board meeting, this item was postponed to the February 7, 2019 Board meeting.

The Board of Directors were provided information on the 2017 data results of key indicators used to monitor the Regional Growth Strategy.

3. Development Variance Permit (DVP) Application – 2661 Nicola Avenue, Electoral Area “H”
 - a. Permit No. H2018.140-DVP
 - b. Responses Received
 - c. [Additional responses received](#)

To allow for the development of a single detached dwelling.

RECOMMENDATION 8 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board of Directors approve Development Variance Permit No. H2018.140-DVP. - **CARRIED**

4. Development Variance Permit (DVP Application – 107 Cedar Avenue, Kaleden, Electoral Area “I”
 - a. Permit No. I2018.189-DVP
 - b. Responses Received
 - c. [Additional responses received](#)

CAO disclosed this is a staff member

To allow for the development of a secondary suite in an accessory building.

RECOMMENDATION 9 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board of Directors approve Development Variance Permit No. I2018.189-DVP. - **CARRIED**

5. Official Community Plan (OCP) & Zoning Bylaw Amendments – Electoral Area “D-2” Okanagan Falls Town Centre Plan Implementation
 - a. Bylaw No. 2455.39, 2018

The proposed amendments to the Electoral Area “D” Official Community Plan (OCP) Bylaw and Zoning Bylaw are related to the on-going implementation of the Okanagan Falls Town Centre Plan (2017).

RECOMMENDATION 10 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2455.39, 2018, Electoral Area “D” Zoning Amendment Bylaw be adopted. - **CARRIED**

6. Zoning Bylaw Amendment – 2257 82 Avenue, Electoral Area “A”
 - a. Bylaw No.2451.26, 2018

To allow for a two lot subdivision within the ALR.

Director Pendergraft recused himself because the applicant is a family member, and he vacated the boardroom for this item.

RECOMMENDATION 11 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2451.26, 2018, Electoral Area “A” Zoning Amendment Bylaw be adopted. - **CARRIED**

7. Electoral Area Official Community Plan (OCP) Bylaws – Review Schedule

RECOMMENDATION 12 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT, following the completion of the Electoral Area “A” Official Community Plan (OCP) Bylaw Review, the remaining Electoral Area OCP Bylaws be reviewed in the following order:

1. Electoral Area “C”;
2. Electoral Area “E”;
3. Electoral Area “H”;
4. Electoral Area “D”;
5. Electoral Area “I”; and
6. Electoral Area “F”.

CARRIED

D. PUBLIC WORKS

1. Investing in Canada Infrastructure Program (ICIP) Grant Opportunities
 - a. ICIP Program Guide

To provide the required supporting Board resolution for the application for submission to the Investing in Canada Infrastructure Program (ICIP), Rural and Northern Communities – Environmental Quality Program. Grant funds would be utilized towards the design and installation of a chlorine contact system to provide appropriate disinfection time to the well water.

RECOMMENDATION 13 (Unweighted Corporate Vote – Simple Majority)
It was MOVED and SECONDED

THAT the Board of Directors approve the grant application for the Willowbrook Water System Chlorine Contact System project for \$150,000 under the Investing In Canada Infrastructure Program – Rural and Northern Communities – Environmental Quality Sub-stream. - **CARRIED**

RECOMMENDATION 14 (Weighted Corporate Vote – Simple Majority)
It was MOVED and SECONDED

THAT if the grant application for the Willowbrook Water System Chlorine Contact System is successful, the Board of Directors approve the estimated \$4,000 ineligible costs (required staff wages) for the project from the Willowbrook Water System Budget. - **CARRIED**

-
2. Solid Waste Management Plan Amendment Adoption – Apex Mountain Waste Transfer Station
 - a. BC Minister of Environment Letter – October 16, 2018

To finalize the adoption of an amendment to the RDOS Solid Waste Management plan that will allow the construction of the Apex Mountain Waste Transfer Station and the operation of the same.

RECOMMENDATION 15 (Unweighted Corporate Vote – Simple Majority)
It was MOVED and SECONDED

THAT the amendment to the Regional Solid Waste Management Plan to bring in the Apex Mountain Waste Transfer Station Service as approved by the BC Minister of Environment's letter of October 16, 2018 be adopted.
CARRIED

E. COMMUNITY SERVICES – Rural Projects**1. Age-Friendly Recognition – Okanagan Falls****RECOMMENDATION 16 (Unweighted Corporate Vote – Simple Majority)****It was MOVED and SECONDED**

THAT the Regional District submit an application for age-friendly recognition for the community of Okanagan Falls to continue the commitment towards becoming an age-friendly community. - **CARRIED**

F. FINANCE

1. Bylaw No. 2846, 2019 Revenue Anticipation Borrowing Bylaw
 - a. Bylaw No. 2846, 2019

RECOMMENDATION 17 (Weighted Corporate Vote – 2/3 Majority)**It was MOVED and SECONDED**

THAT Bylaw No. 2846, 2019, being the Regional District of Okanagan-Similkameen Revenue Anticipation Borrowing Bylaw, be read a first, second and third time and be adopted. - **CARRIED**

2. Bylaw No. 2845, 2019 Anarchist Mountain Fire Protection Service Equipment Reserve Expenditure Bylaw
 - a. Bylaw No. 2845, 2019

RECOMMENDATION 18 (Weighted Corporate Vote – 2/3 Majority)**It was MOVED and SECONDED**

THAT Bylaw 2845, 2019, being a bylaw of the Regional District Okanagan Similkameen to authorize an expenditure from the Anarchist Mountain Fire Protection Service Equipment Reserve of \$23,940 for the purchase of 20 tanks for self-contained breathing apparatus be read a first, second and third time and be adopted. - **CARRIED**

3. RDOS 2019-2023 Five Year Financial Plan Bylaw No. 2839, 2019
 - a. Bylaw No. 2839, 2019
 - b. 2019-2023 Five Year Financial Plan
 - c. 2019 Requisition Detail
 - d. Attachment 1 – Summary of 2019 to 2023 Budget Revisions
[PowerPoint](#)

It was MOVED and SECONDED

THAT the Regional District of Okanagan-Similkameen 2019-2023 budget be revised using all 2019 completed assessment rolls. – **CARRIED**

It was MOVED and SECONDED

THAT the Regional District of Okanagan-Similkameen 2019-2023 budget be revised to correct any 2018 calculations. – **CARRIED**

It was MOVED and SECONDED

That Area H Rural Projects budget be increased \$20,000. - **CARRIED**

It was MOVED and SECONDED

That Area C Rural Projects budget be increased \$30,000 for a GARP study. - **CARRIED**

It was MOVED and SECONDED

That Area I Rural Projects be increased \$10,000 for a 6 month security patrol pilot. - **CARRIED**

It was MOVED and SECONDED

That Illegal Dumping Budget be increased by \$18,230
That General Government be decreased by \$162,221
That Electoral Area Planning be decreased by \$22,589
That Electoral Area Administration be decreased by \$230,255
That Animal Control be decreased by \$47,770
That Building Inspection be decreased by \$21,494
That Mosquito Control be decreased by \$47,740

DEFEATED

Opposed: all Directors

It was MOVED and SECONDED

That Naramata Fire Budget be decreased by \$11,265. - **CARRIED**

It was MOVED and SECONDED

That the Naramata Recreation Commission Budget be increased by \$3,000. - **CARRIED**

It was MOVED and SECONDED

That the Willowbrook Water Service Budget be increased by \$150,000. - **CARRIED**

It was MOVED and SECONDED

That the Oliver Parks and Recreation Budget be increased by \$12,602. - **CARRIED**

It was MOVED and SECONDED

That the General Government Budget NOT be increased by \$8,000 to reflect a contribution to Ultraman. - **CARRIED**

It was MOVED and SECONDED

That the Kaleden Fire Department budget be reduced by \$89,476. - **CARRIED**

It was MOVED and SECONDED

That the Okanagan Fire Department budget be increased by \$11,265. - **CARRIED**

It was MOVED and SECONDED

THAT Area F Parks Commission budget be reduced by \$29,120 for 2019 plus additional for next 4 years. - **CARRIED**

It was MOVED and SECONDED

That General Government be increased by \$45,000 to correct a keyboard input error as \$5,000 instead of \$50,000. - **CARRIED**

It was MOVED and SECONDED

That various public works cost centers, including salaries and wages, be reduced by a total of \$52,791 based on proposed changes submitted by Public Works department. - **CARRIED**

Opposed: Directors Pendergraft, Bush

It was MOVED and SECONDED

THAT Area F Rural Projects be increased by \$4,500. – **CARRIED**

RECOMMENDATION 19 (Weighted Corporate Vote – Majority)

It was MOVED and SECONDED

That Bylaw No. 2839, 2019 Regional District of Okanagan-Similkameen 2019-2023 Five Year Financial Plan be read a second time. - **CARRIED**

G. LEGISLATIVE SERVICES

1. Bylaw No. 2843, 2019 Apex Mountain Waste Transfer Station Loan Authorization Bylaw
 - a. Bylaw No. 2843, 2019

RECOMMENDATION 20 (Weighted Corporate Vote – Majority)**It was MOVED and SECONDED**

THAT Bylaw No. 2843, 2019, Apex Mountain Waste Transfer Station Loan Authorization Bylaw be read a first, second and third time and be forwarded to the Inspector of Municipalities for approval. - **CARRIED**

It was MOVED and SECONDED

THAT Bylaw No. 2839, 2019 Regional District of Okanagan Similkameen 2019-2023 Five Year Financial Plan be read a second time. - **CARRIED**

2. Bylaw No. 2844, 2019 Oliver & District Arena Loan Authorization Bylaw
 - a. Bylaw No. 2844, 2019

RECOMMENDATION 21 (Weighted Corporate Vote – Majority)**It was MOVED and SECONDED**

THAT Bylaw No. 2844, 2019 Oliver and District Arena Loan Authorization Bylaw be read a first, second and third time and forwarded to the Inspector of Municipalities for approval; and,

THAT upon approval by the Inspector of Municipalities, participating area approval for the adoption of the bylaw be obtained through a referendum process in accordance with the *Local Government Act*.

CARRIED

3. Letter of Support for Telus NDIT Grant Application

RECOMMENDATION 22 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

WHEREAS the Regional District of Okanagan-Similkameen believes that a partnership between TELUS and the Province of British Columbia to improve technology would provide a valuable service to existing residents and stimulate economic interest; and

WHEREAS the Regional District of Okanagan-Similkameen has no Broadband Policy that would conflict with an application from TELUS to bring fibre optic services to the Village of Keremeos;

THEREFORE BE IT RESOLVED THAT the Regional District of Okanagan-Similkameen supports TELUS' application to the Northern Development Initiative Trust for funding to bring a TELUS PureFibre, fibre to the premise, solution to the Village of Keremeos.

CARRIED

4. Declaration of State of Local Emergency Approval

RECOMMENDATION 23 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 10 December 2018, at midnight for a further seven days to 17 December 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 17 December 2018, at midnight for a further seven days to 24 December 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 24 December 2018, at midnight for a further seven days to 31 December 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 31 December 2018, at midnight for a further seven days to 7 January 2019, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 7 January 2019, at midnight for a further seven days to 14 January 2019, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 14 January 2019, at midnight for a further seven days to 21 January 2019, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 21 January 2019, at midnight for a further seven days to 28 January 2019, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 28 January 2019, at midnight for a further seven days to 4 February 2019, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 4 February 2019, at midnight for a further seven days to 11 February 2019, at midnight.

CARRIED

ADDENDUM

5. CivicReady

The Board of Directors was provided an update on the CivicReady program and its capabilities.

H. CAO REPORTS

1. Verbal Update

I. OTHER BUSINESS

1. Chair's Report

2. Directors Motions

Director Roberts provided notice that he will be bringing forward a motion to reactivate the Woodstove Rebate Program.

3. Board Members Verbal Update

Director Boot vacated the Boardroom at 4:17 p.m.

J. CLOSED SESSION

RECOMMENDATION 24 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT in accordance with Section 90(1)(c) of the *Community Charter*, the Board close the meeting to the public on the basis of labour relations or other employee relations.

The meeting was closed to the public at 4:18 p.m.

The meeting was opened to the public at 4:37 p.m.

K. ADJOURNMENT

By consensus, the meeting adjourned at 4:37 p.m.

APPROVED:

CERTIFIED CORRECT:

K. Kozakevich
RDOS Board Chair

B. Newell
Corporate Officer

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: February 21, 2019
RE: Development Variance Permit Application — Electoral Area “F”

Administrative Recommendation:

THAT the Board of Directors approve Development Variance Permit No. F2019.003-DVP

Purpose: To allow for the construction of a covered front porch.

Owners: Greg and Elizabeth Herman Agent: n/a Folio: F06611.390

Civic: 4459 Sage Mesa Drive Legal: Lot 9, DL 2497, ODYD, Plan 20001

OCP: Low Density Residential (LR) Zone: Residential Single Family One (RS1)

Variance: To reduce the minimum front parcel line setback from 7.5 m to 5.0 m, to outermost projection

Proposed Development:

This application seeks to decrease the minimum front parcel line setback for a principal building in the Residential Single Family One (RS1) zone in the Electoral Area “F” Zoning Bylaw No. 2461, 2008, from 7.5 metres to 5.0 metres, as measured to the outermost projection.

This application proposes to construct an addition of approximately 11 m² in size to the front of an existing single detached dwelling on the property to serve as a covered porch and entryway.

In support of the proposal the applicant has stated that [the addition] “will not obscure any neighbouring sight lines, is not near neighbouring utility services or roadways, and there is not impact on nearby properties.” Further, the applicant states that “the goal of this project is to provide walker and wheelchair safe access to our house...the geotechnical engineer has ensured it will not alter water drainage or soil on the property or affect neighbouring properties.”

Site Context:

The subject property is approximately 836 m² in area located at the end of, and east side of Sage Mesa Drive, approximately 174 m west of Highway 97 and approximately 2.3 km north of the City of Penticton’s boundary.

The surrounding pattern of development is predominantly low density residential with similarly sized and zoned lots. There are undeveloped lands with fairly steep silt bluffs between the property and Highway 97.

Background:

Regional District records indicate building permits have been issued for a single family dwelling was issued in 1975, an attached garage in 2003, and replacing a wood burning fireplace in 2017.

Under the Electoral Area "F" Official Community Plan (OCP) Bylaw No. 2790, 2018, the property is designated Small Holdings (SH), and has a geological hazard rating of "sinkhole hazard".

Under the Electoral Area "F" Zoning Bylaw No. 2461, 2008, the property is zoned Residential Single Family One (RS1), which permits single detached dwellings as a permitted principal use.

Public Process:

Adjacent property owners will have received notification of this application with written comments regarding the proposal being accepted until the commencement of the regular Board meeting. Any comments will be on the agenda as a separate item.

Analysis:

When assessing variance requests a number of factors are generally taken into account. These include the intent of the zoning; the presence of any potential limiting physical features on the subject property; established streetscape characteristics; and whether the proposed development would have a detrimental impact upon the amenity of the area and/or adjoining uses.

In this instance, Administration notes that this stretch of Sage Mesa Drive has been fully developed and parcels contain single detached dwelling and an assortment of accessory buildings and structures. The intent of the zoning is to permit single detached dwellings, so the proposal meets the intent of the Bylaw.

Where staff have supported reduced front parcel setbacks in the past, this is generally in relation to a significant difference in elevation between the road and the proposed building footprint, or where a neighbourhood was developed before the introduction of zoning and adherence to the prescribed setback would be inconsistent with an established building line.

In this case; however, the proposed addition to cover the front entryway is seen to be minor in nature and not seen to have any detrimental impact on the amenity of the area or negatively impact the neighbourhood streetscape.

In summary, Administration recommends that the development variance permit be approved.

Alternative:

That the Board deny Development Variance Permit No. F2019.003-DVP.

Respectfully submitted

Endorsed by:

Endorsed by:







E. Riechert, Planner

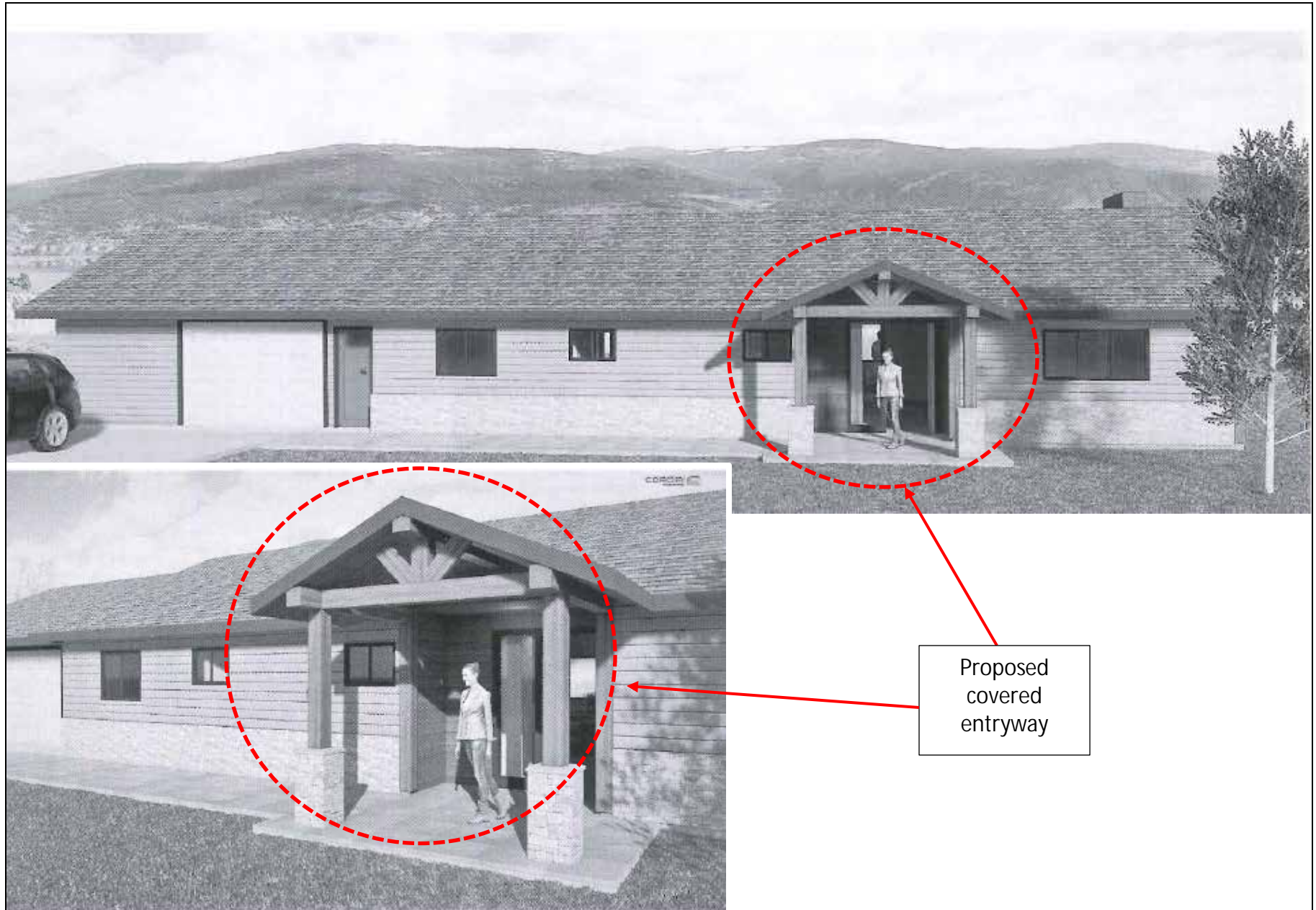
C. Garrish, Planning Manager

B. Dollevoet, General Manager of Dev. Services

Attachments: No. 1 – Concept Plans

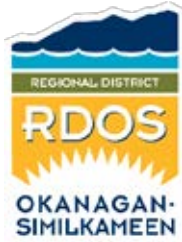
No. 2 – Google Earth Streetview

Attachment No. 1 – Concept Drawings



Attachment No.2 – Google Earth Streetview





Development Variance Permit

FILE NO.: F2019.003-DVP

Owner: Greg and Elizabeth Herman Agent: n/a
4459 Sage Mesa Drive
Penticton, BC V2A 9A2

GENERAL CONDITIONS

1. This Development Variance Permit is issued subject to compliance with all of the bylaws of the Regional District of Okanagan-Similkameen applicable thereto, except as specifically varied or supplemented by this Permit.
2. The land described shall be developed strictly in accordance with the terms and conditions and provisions of this Permit, and any plans and specifications attached to this Permit that shall form a part thereof.
3. Where there is a conflict between the text of the permit and permit drawings or figures, the drawings or figures shall govern the matter.
4. This Development Variance Permit is not a Building Permit.

APPLICABILITY

5. This Development Variance Permit is substantially in accordance with Schedules 'A', 'B', 'C', and 'D' and applies to and only to those lands within the Regional District described below, and any and all buildings, structures and other development thereon:

Legal Description: Lot 9, District Lot 2497, ODYD, Plan 20001

Civic Address: 4459 Sage Mesa Drive, Penticton BC

Parcel Identifier (PID): 007-922-299 Folio: F-06611.390

CONDITIONS OF DEVELOPMENT

6. The land specified in Section 5 may be developed in accordance with the following variances to the Electoral Area "F" Zoning Bylaw No. 2461, 2008, in the Regional District of Okanagan-Similkameen:
 - a) The minimum setback for a principal building from the front parcel line in the Residential Single Family One (RS1) zone, as prescribed in Section 11.1.6 (a), is varied:
 - i) from: 7.5 metres.
to: 5.0 metres, to the outermost projection as shown on Schedule 'B'.

7. **COVENANT REQUIREMENTS**

- a) Not Applicable

8. **SECURITY REQUIREMENTS**

- a) Not applicable

9. **EXPIRY OF PERMIT**

The development shall be carried out according to the following schedule:

- a) In accordance with Section 504 of the *Local Government Act* and subject to the terms of the permit, if the holder of this permit does not substantially start any construction with respect to which the permit was issued within two (2) years after the date it was issued, the permit lapses.
- b) Lapsed permits cannot be renewed; however, an application for a new development permit can be submitted.

Authorising resolution passed by the Regional Board on _____, 2019.

B. Newell, Chief Administrative Officer

Regional District of Okanagan-Similkameen

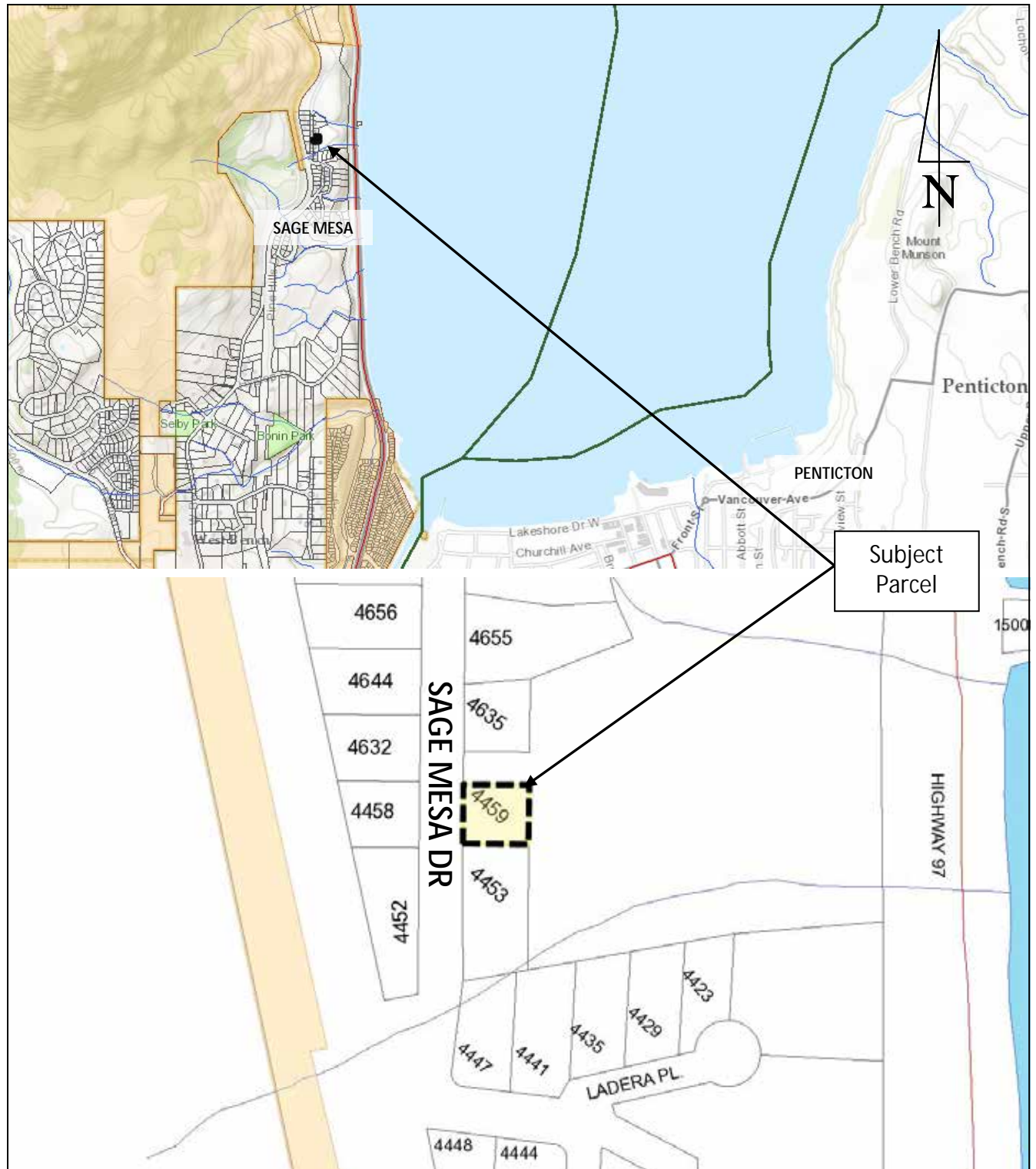
101 Martin St, Penticton, BC, V2A-5J9
Tel: 250-492-0237 Email: info@rdos.bc.ca



Development Variance Permit

File No. F2018.003-DVP

Schedule 'A'



Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC, V2A-5J9

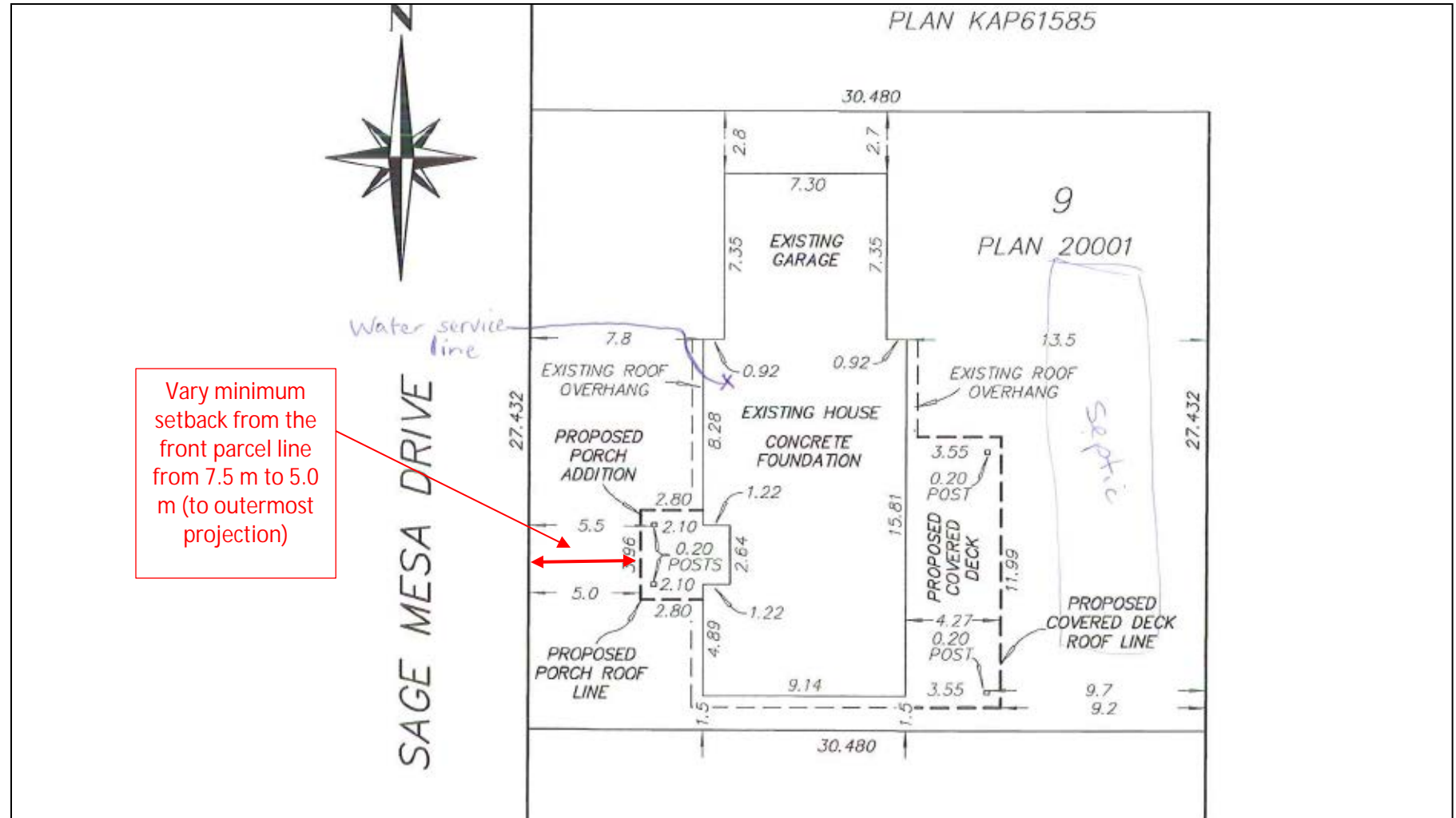
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Development Variance Permit

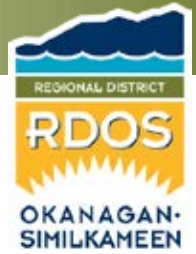
File No. H2018.140-DVP

Schedule 'B'



Vary minimum setback from the front parcel line from 7.5 m to 5.0 m (to outermost projection)

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: February 21, 2019
RE: Request to Re-submit a Refused ALC Application — Electoral Area “C”

Administrative Recommendation:

THAT the Regional District Board not vary Section 3.12.1 of the Development Procedures Bylaw No. 2500, 2011, in relation to a proposed re-submission of an application to the Agricultural Land Commission (ALC) involving the properties at 5693 Sawmill Road (Lot 2, Plan KAP21818, DL 2450S, SDYD, Portion L 112).

Purpose: To allow a vehicle rental business as a permitted use on part of the subject property

Owner: Raghvir Dhaliwal Agent: Raghvir Dhaliwal Folio: C-05385.150

Civic: 5693 Sawmill Road Legal: Lot 2, Plan KAP21818, DL 2450S, SDYD, Portion L 112

OCP: Agriculture (AG) Zone: Agriculture One (AG1)

Proposed Development:

The property owner of 5693 Sawmill Road in Electoral Area “C” is requesting that the Regional District Board consider varying the prohibition against an application that has been refused from being re-submitted for a period of 12 months immediately following the date of refusal (see Attachment No. 4).

Background:

Under Section 3.12.1 of the Regional District’s Development Procedures Bylaw (No. 2500), when an application is refused by the Board, the proposal “shall not be considered within a twelve (12) month period immediately following the date of refusal.”

Section 3.12.2 of the bylaw, however, allows an applicant to “submit, in writing, a detailed statement as to why the time limit for the re-application should be varied.”

On February 5, 2019, the Regional District received a letter from the property owner of 5693 Sawmill Road requesting that the Board consider allowing the re-submission of an application that was refused at its meeting of December 6, 2018 (and which would not otherwise be able to be re-submitted until December 6, 2019).

This application had sought to legalise a vehicle and trailer rental business (i.e. “Oliver Rental Centre”) that was relocated from within the Town of Oliver to the subject property in April of 2018 without the prior approval of the Agricultural Land Commission (ALC) or the Regional District. The Regional District became aware of this use through submission of a written complaint to Bylaw Enforcement.

The applicant was subsequently advised that their application was to be considered by the Board at its meeting of December 6, 2018, but failed to attend this meeting. The Board subsequently resolved to “not authorize” this application to proceed to the ALC at this meeting.

Analysis:

In considering this request, Administration notes that there is no criteria contained within the Regional District’s Development Procedures Bylaw that provides direction on how to consider a request to vary the 12-month period that prohibits the re-submission of a refused application.

However, in recommending that the Board not vary the 12-month period, Administration notes that the Board has not adopted any new land use objectives or policies since its meeting of December 6, 2018, that would affect Administration’s recommendation that this application not be “authorised” to proceed to the ALC.

Should the Board support the requested variance, the applicant will be required to submit a new application to the ALC (including applicable fees), which will be forwarded to the Regional District and processed in accordance with Schedule 8 of the Development Procedures Bylaw.

The Board is asked to be aware that the Regional District is continuing with enforcement action against the property owner in relation to the vehicle and trailer rental business (i.e. “Oliver Rental Centre”) to bring the property into conformance with Regional District bylaws.

Alternative:

THAT the Regional District Board vary Section 3.12.1 of the Development Procedures Bylaw No. 2500, 2011, in relation to a proposed re-submission of an application to the Agricultural Land Commission (ALC) involving the properties at 5693 Sawmill Road (Lot 2, Plan KAP21818, DL 2450S, SDYD, Portion L 112).

Respectfully submitted

Endorsed by:



C. Garrish, Planning Manager

B. Dollevoet, General Manager of Dev. Services

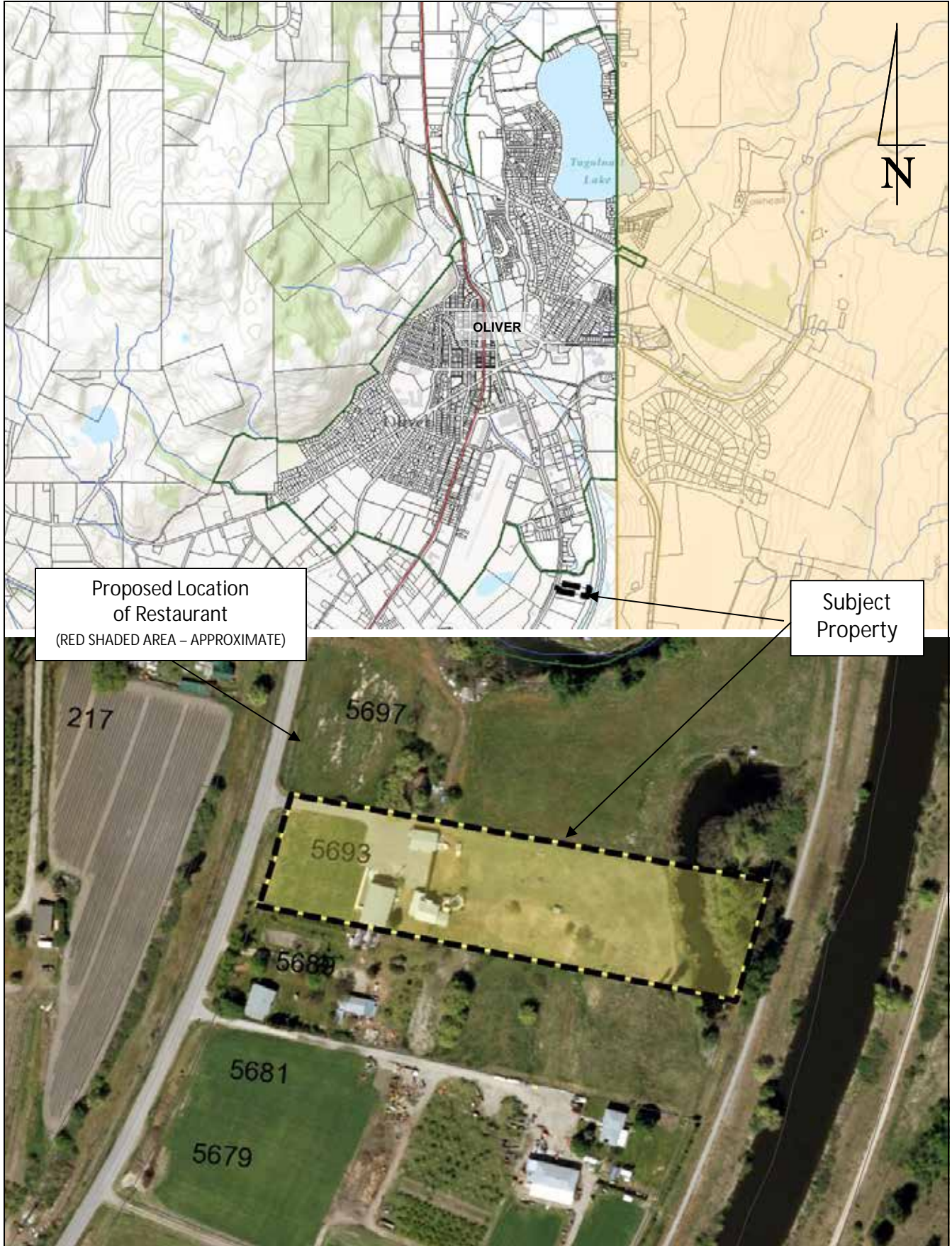
Attachments: No. 1 – Context Maps

No. 2 – Applicant’s Site Plan

No. 3 – Site Photo (6693 Sawmill Road)

No. 4 – Applicant’s Request for Re-consideration

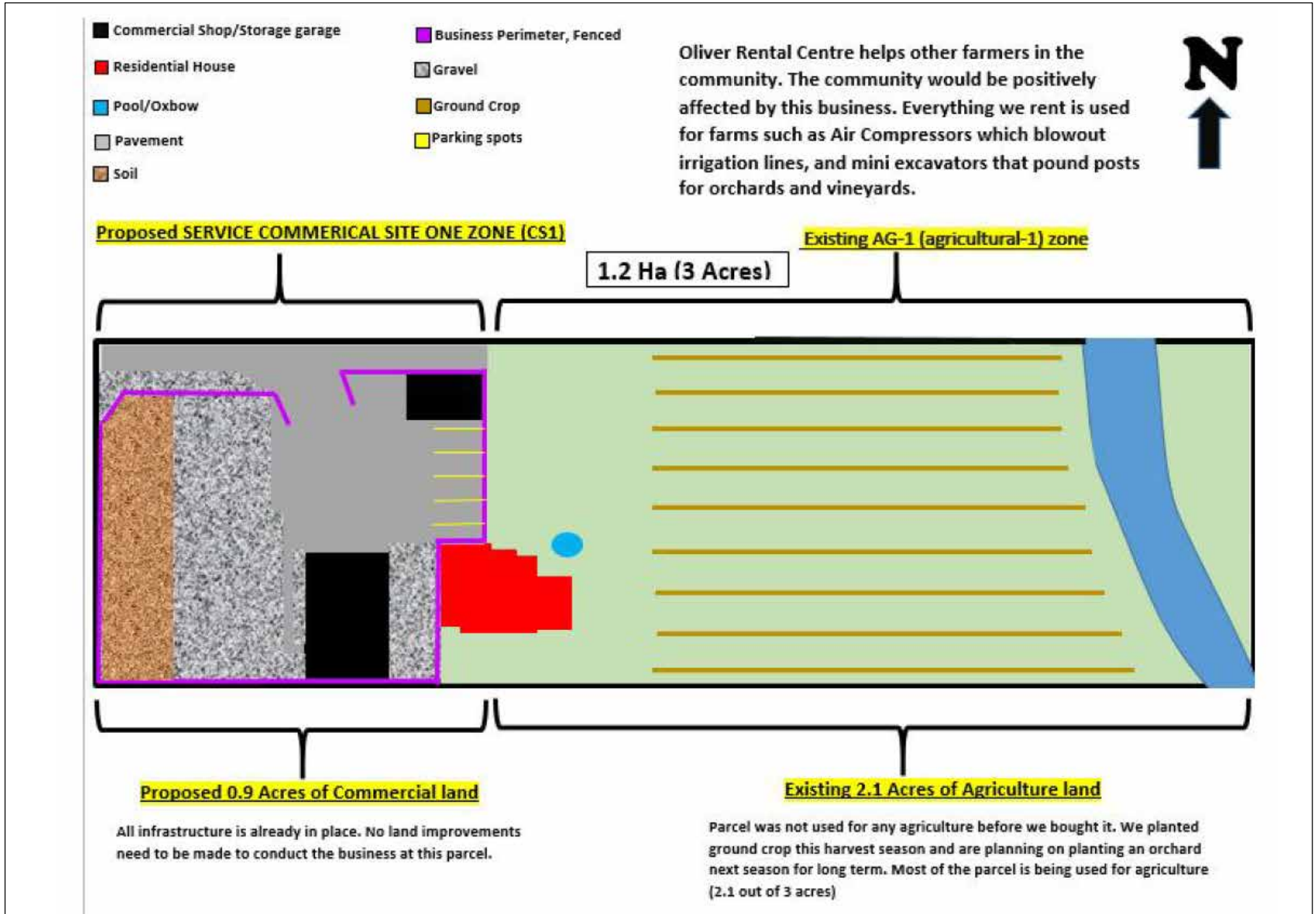
Attachment No. 1 – Context Maps



Proposed Location
of Restaurant
(RED SHADED AREA - APPROXIMATE)

Subject
Property

Attachment No. 2 – Applicant’s Site Plan



Attachment No. 3 – Site Photo (6693 Sawmill Road)



Attachment No. 4 – Applicant's Request for Reconsideration

February 5th 2019

Regional District of Okanagan Similkameen

101 Martin Street

Penticton BC

V2A 5J9

Attention: Christopher Garrish, Planning Supervisor, Board members

5693 Sawmill Road (Oliver Rental Centre) - ALC application re-consideration

My name is Raghvir Dhaliwal, and I am the property owner of 5693 sawmill road (the "Property"). I'm hoping you can re-consider my ALC application by waiving the 12-month wait period so my application can be re-submitted, and reviewed again.

The above property has been proven to be grandfathered. It was shut down at the end of 2017 and within a 6-month period our business (Oliver Rental Centre) was established there. Also, the previous owner never had any dealings with the Regional District of Okanagan Similkameen with respects to zoning enforcement or bylaw enforcement.

The previous owner also stated that he was operating lawfully by his understanding. Woody's Glass operated for about 25 years. All the business licenses for "Woody's Glass" were issued and paid to the Town of Oliver. Also, property taxes were based and paid on a portion of business use.

The recent BC assessment also shows that the above property is deemed as a business venture. We are paying property taxes for a business not agriculture land, and so did the previous owner.

As a result of comments received at the PIM as well as the APC's request for additional information, the applicant submitted a site plan and cross sections showing how duplexes could be constructed on the subject parcels.

A second Public Information Meeting (PIM) was held on May 8, 2018, and was attended by approximately seven (7) members of the public. At this meeting, the applicant advised that they would be withdrawing the application.

At its meeting of May 8, 2018, the APC was scheduled to re-consider this application but, in light of the applicant's announcement at the PIM to withdraw the application, the APC resolved to not pass a recommendation regarding this proposal.

On July 19, 2018, the applicant requested that the application be amended to apply to only two parcels (the original proposal had involved six parcels) and be re-activated.

At its meeting of September 11, 2018, the APC resolved to recommend to the RDOS Board that the subject amendment bylaw be approved.

At its meeting of October 4, 2018, the Board resolved to approve first and second reading of the amendment bylaw and directed that a public hearing be delegated to the Electoral Area Director.

A public hearing was held on February 5, 2019, at the Okanagan Falls Community Centre, and was attended by 6 members of the public.

All comments received through the public process are compiled and included as a separate item on the Board Agenda.

Approval from the Ministry of Transportation and Infrastructure (MoTI) is required prior to adoption as the subject property is situated within 800 metres of a controlled area (i.e. Highway 97).

Analysis:

In considering this proposal, Administration notes that the Electoral Area "D" OCP Bylaw encourages a wide-range of residential dwelling (market and non-market) types and densities in the Okanagan Falls primary growth containment boundary in order to accommodate and attract people of different social-economic groups, age groups and lifestyles. The Low Density Residential designation includes lands for a number of uses compatible with the low density character of a neighbourhood and includes duplexes.

The OCP also recommends that when reviewing the introduction of duplexes within a low density designated area, consideration should be given to the immediate neighbourhood character, and should consider locating duplexes in an area near existing duplexes and close to multiple family, commercial or institutional uses.

In this instance, the two subject properties are nearby, and adjacent to, multiple family home development, commercial zoned parcels, and within a neighbourhood that is generally well developed.

It is further noted that the RS1 Zone that applies to the properties on Bassett Avenue currently allows for secondary suites in principal dwelling units, to a maximum floor area of 90.0 m². In this context, the request to allow duplexes on the subject properties will not increase the potential number of units in this area, but rather seeks to remove the floor area restriction on one of those units.

While Administration recognises the presence of steep grades along the western side of the subject parcels and possible implications of this for any future duplex development (i.e. use of retaining walls to increase available amenity open space areas), the zoning regulations governing the placement retaining walls are seen to limit the extent of such structures and their adverse impact on adjacent properties.

With regard to the proposed amendment to the bylaw from 2nd reading, this is in relation to a proposed deletion of a site specific provision allowing for minimum strata parcel sizes of 377 m² when the zoning bylaw otherwise requires that this be 400 m². This site specific provision was not requested by the applicant in their application and its inclusion in the amendment bylaw considered at 1st reading was an oversight by Administration.

In summary, the subject parcels are within the Okanagan Falls Primary Growth area, which the OCP encourages development in order to increase infill and provide housing alternatives. Given the lots can be fully serviced with community water and sewer, Administration supports the proposed rezoning.

Alternative:

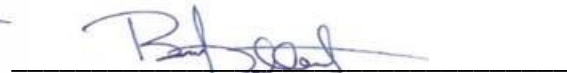
THAT first and second reading of Bylaw No. 2455.34, 2018, Electoral Area "D" Zoning Amendment Bylaw, be rescinded and the bylaw abandoned.

Respectfully submitted:



C. Garrish, Planning Manager

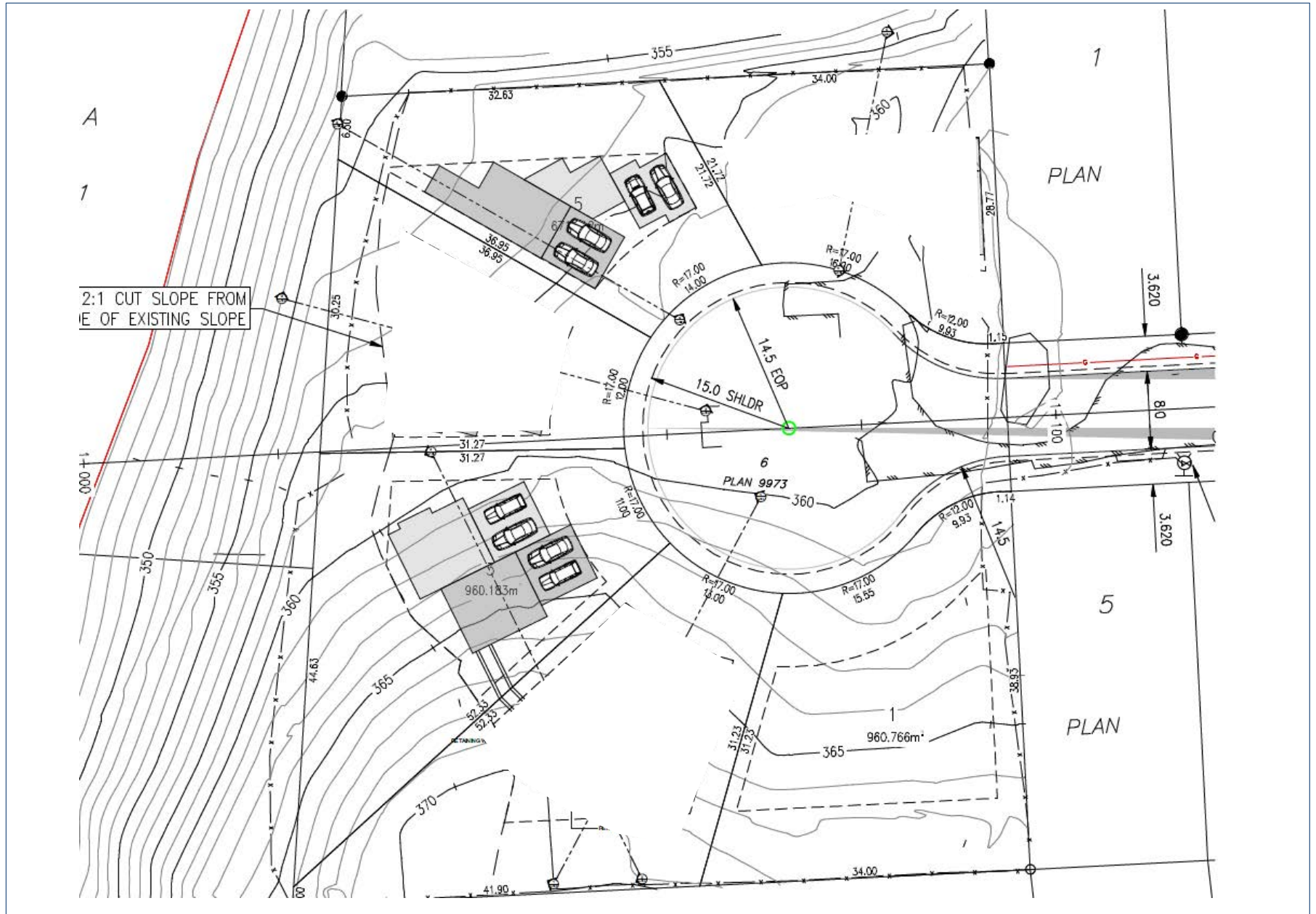
Endorsed by:



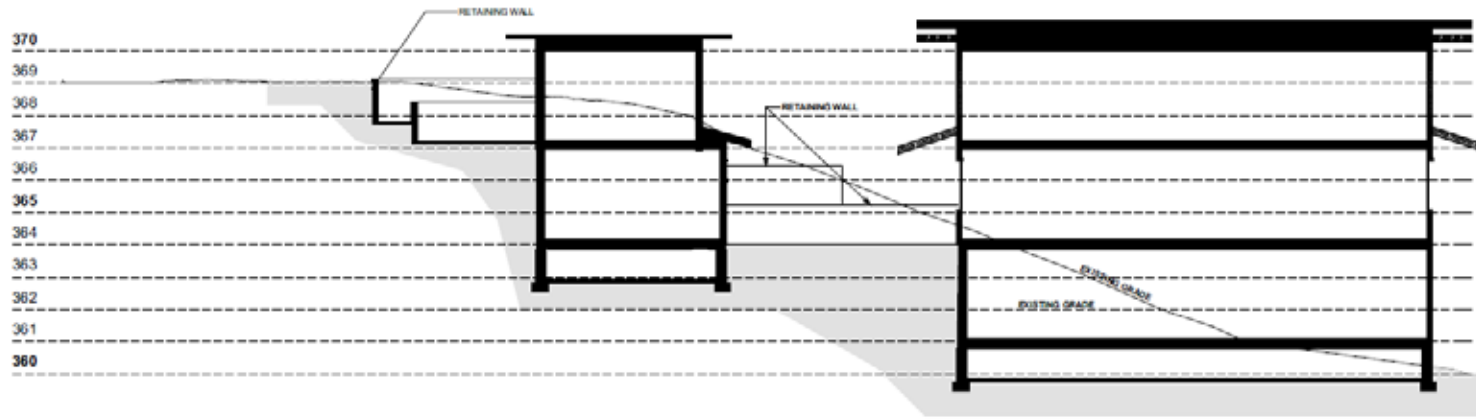
B. Dollevoet, General Manager of Dev. Services

- Attachments:
- No. 1 – Site Plan
 - No. 2 – Applicant's Elevations
 - No. 3 – Aerial Photo (2014)
 - No. 4 – Site Photos (2016)

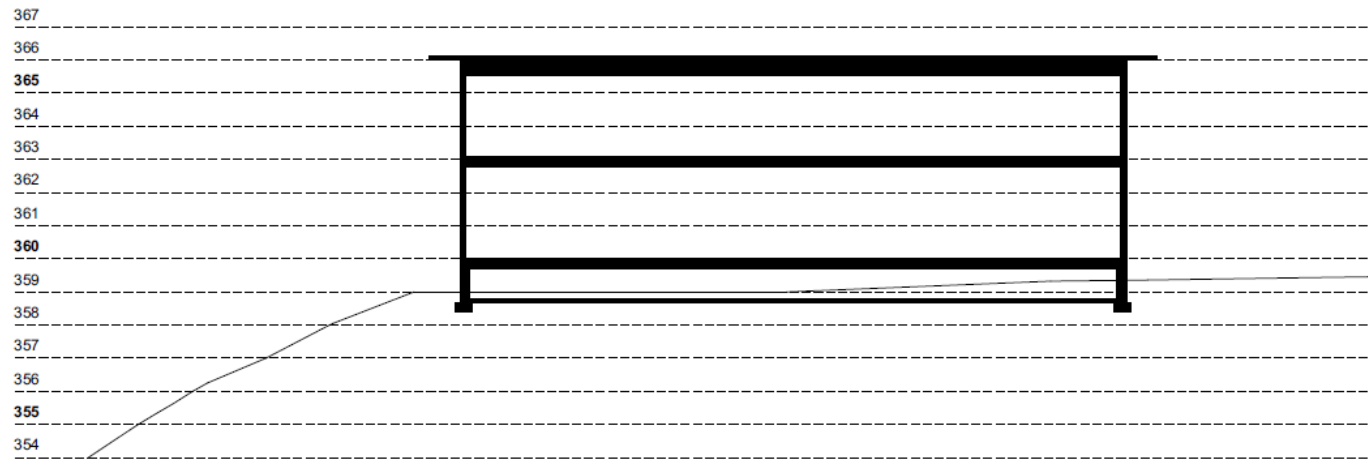
Attachment No. 1 – Site Plan



Attachment No. 2 – Applicant’s Elevations and 3D Modeling



LOT-3 SECTION



LOT-5 SECTION

Attachment No. 3 - Aerial Photo (2014)



Attachment No. 4 - Site Photos (2016)



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2455.34, 2019

A Bylaw to amend the Electoral Area "D" Zoning Bylaw No. 2455, 2008

The REGIONAL BOARD of the Regional District of Okanagan-Similkameen in open meeting assembled, ENACTS as follows:

1. This Bylaw may be cited for all purposes as the "Electoral Area "D" Zoning Amendment Bylaw No. 2455.34, 2019."
2. The Zoning Map, being Schedule '2' of the Electoral Area "D" Zoning Bylaw No. 2455, 2008, is amended by changing the land use designation on the land described as Lots 3 & 5, Plan EPP69000, District Lot 374, SDYD, and shown shaded yellow on Schedule 'A', which forms part of this Bylaw, from Residential Single Family One (RS1) to Residential Two Family (Duplex) (RS3).

READ A FIRST AND SECOND TIME this 4th day of October, 2019.

PUBLIC HEARING held on this 5th day of February, 2019.

READ A THIRD TIME, AS AMENDED, this ___ day of _____, 2019.

I hereby certify the foregoing to be a true and correct copy of the "Electoral Area "D" Zoning Amendment Bylaw No. 2455.34, 2019" as read a Third time by the Regional Board on this ___day of ___, 2019.

Dated at Penticton, BC this ___ day of ___, 2019.

Chief Administrative Officer

Approved pursuant to Section 52(3)(a) of the *Transportation Act* this ___ day of _____, 2019.

For the Minister of Transportation & Infrastructure

AND ADOPTED this ___day of ___, 2019.

Board Chair

Corporate Officer

Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC, V2A-5J9

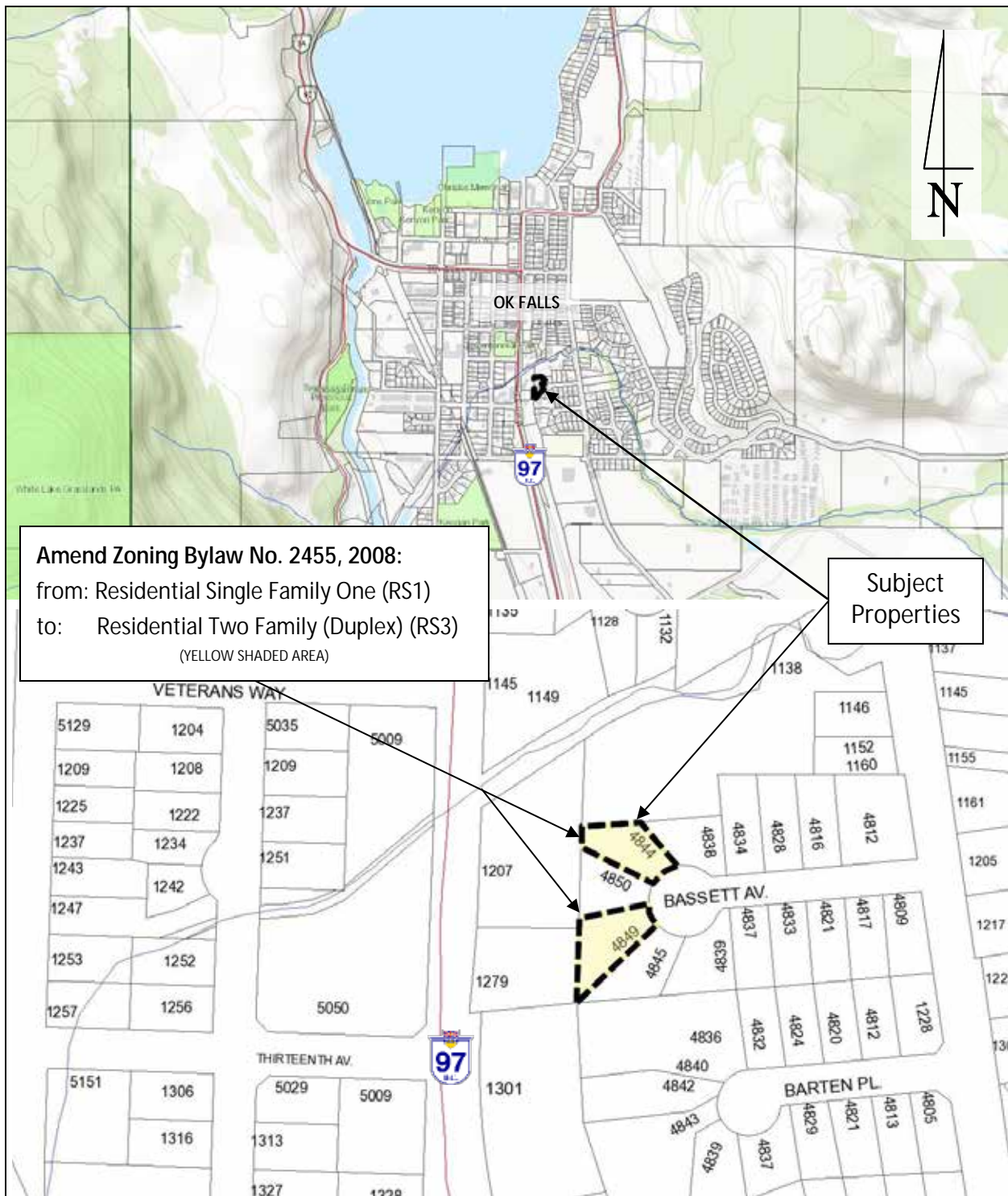
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2455.34, 2019

Project No: D2018.041-ZONE

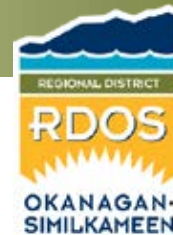
Schedule 'A'



Amendment Bylaw No. 2455.34, 2019

(D2018.041 -ZONE)

Page 3 of 3



TO: Regional Board of Directors

FROM: Director Ron Obirek, Electoral Area "D"

DATE: February 5, 2019

RE: Public Hearing Report - Amendment Bylaw No. 2455.34, 2018

Purpose of Bylaw:

The purpose of Amendment Bylaw No. 2455.34, 2018, is to allow for the construction of duplexes on two parcels by changing the zoning from Residential Single Family (RS1) to Residential Two Family (Duplex) (RS3).

Public Hearing Overview:

The Public Hearing for Bylaw No. 2455.34, 2018, was convened on Tuesday February 5, 2019, at 7:30 p.m., at the Okanagan Falls Community Centre, 1141 Cedar Street, Okanagan Falls.

Members of the Regional District staff present were:

- Christopher Garrish, Planning Manager

There were six (6) member of the public present.

Chair Obirek called the Public Hearing to order at 7:30 p.m. at the Okanagan Falls Community Centre, 1141 Cedar Street, Okanagan Falls, BC, pursuant to Section 464, 465 & 468 of the *Local Government Act* in order to consider Bylaw No. 2455.34, 2018.

In accordance with Section 466, the time and place of the public hearing was advertised in the January 23 and 30th editions of the Penticton Western.

Copies of reports and correspondence received related to Bylaw No. 2455.34, 2018, were available for viewing at the Regional District office during the required posting period.

Summary of Representations:

There were no written briefs submitted at the public hearing.

Chair Obirek called a first time for briefs and comments from the floor and noted that a binder is available which includes all written comments received to date and anyone wishing to review the comments could do so.

C. Garrish, Planner, outlined the proposed bylaw, including a proposed amendment to remove a site specific regulation that the Regional District Board would be asked to consider at 3rd reading.

Chair Obirek asked if anyone wished to speak to the proposed bylaw.

Doreen Rennie, Bassett Avenue

- Is opposed to the rezoning for the following reasons:
 - ∅ insufficient vehicle parking on Bassett Avenue;
 - ∅ absence of pedestrian sidewalks on Maple Street and high volumes of traffic on this street (including industrial traffic); and
 - ∅ insufficient land for additional dwelling units on Bassett Avenue.

Don Tasker, 3820 Bassett Avenue

- Is opposed to the rezoning for the following reasons:
 - ∅ introducing duplexes onto Bassett Avenue will create a precedent allowing for future duplexes;
 - ∅ insufficient pressure in existing water lines to accommodate additional dwelling units on Bassett Avenue. Water lines should be upgraded first;
 - ∅ high volumes of traffic on Maple Street is a problem (i.e. for pedestrians and also for traffic movement into and out of Bassett Avenue);
 - ∅ concerned about additional on-street vehicle parking resulting from the introduction of duplexes to Bassett Avenue; and
 - ∅ a ditch in front of the property should be filled in.

Elaine Tasker, 3820 Bassett Avenue

- Is opposed to the rezoning for the following reasons:
 - ∅ increased vehicle traffic from duplexes may exacerbate existing site distance concerns at intersection of Bassett Avenue and Maple Street;
 - ∅ no sidewalks in this area will require pedestrians (i.e. children) to walk on road, which is a concern due to high traffic volumes on Maple Street.

Jack Kayden, 3837 Bassett Avenue

- Is opposed to the rezoning for the following reasons:
 - ∅ concerned that other parcels that have recently been subdivided at the end of Bassett Avenue being developed to duplexes.

Jim Cartwright, 3824 Bassett Avenue

- Is opposed to the rezoning for the following reasons:

-
- ∅ existing water line is insufficient, needs to be brought up to an acceptable standard (i.e. 6" inch line as opposed to current 4"). Might be in favour if water line was upgraded. Existing residents having trouble with their water pressure.
 - ∅ traffic on Maple Street and parking on Bassett Avenue are concerns.

Faith Cartwright, 4840 Bassett Avenue

- Is opposed to the rezoning for the following reasons:
 - ∅ existing water lines are insufficient, may not be enough flow to adequately fight a fire;
 - ∅ traffic on Maple Street is heavy and concern for children who have to walk along this road (signs should be posted);
 - ∅ single family dwellings would be a better development on the parcels.

Chair Obirek asked a second time if there was anyone who wished to speak further to the proposed bylaw.

Chair Obirek asked a third time if there was anyone who wished to speak further to the proposed bylaw and hearing none, declared the public hearing closed at 7.56 p.m.

Recorded by:



Christopher Garrish
Planning Manager

Confirmed:

Ron Obirek

Ron Obirek
Chair



PRESENTATION

RDOS

PUBLIC HEARING

AMENDMENT BY LAW # 2455.34m 2018

4844 & 4849 BASSETT AVENUE

OKANAGAN FALLS

FEB 5, 2019 AT 7:00 P.M.

1141 CEDAR STREET, OKANGAN FALLS, BC

DOUG MILLER

INDEX of Attachments

A Okanagan Falls Irrigation District (OFID)

- 1. Letter of Requirements re Miller Subdivision to Ministry of Transport January 13, 2015 from Judy Morris, Manager OFID. 1 page. A1.**
- 2. Letter January 19, 2017 from Judy Morris, Manager OFID to Ministry of Transport advising that all requirements of the Miller Subdivision application have been met. 1 Page. A2**
- 3. Letter from Charlie Higgins P.Eng, WPS/FOCUS to Judy Morris on December 15, 2014, responding to OFID request to review Miller Subdivision impact on OFID water system with attached map and flow results. The letter is specific to OFID water regulations and provides an overview and includes suggestions on going forward. 4 Pages. A3**
- 4. Two response summaries dated March 27, 2018 and January 22, 2019 submitted by Judy Morris, Manager, OFID . The earlier one was submitted to a Public Hearing meeting scheduled for last March, but did not go forward as the Miller family altered the rezoning request which is currently scheduled for February 5, 2019. 3 Pages. A4**

B Regional District of Okanagan Similkameen (RDOS)

- 1. Letter of Requirements re Miller Subdivision to Ministry of Transport, February 18, 2015 from Stephen Juch, ASCT, Subdivision Supervisor, RDOS. 10 Pages. B1**
- 2. Letter of April 10, 2017 from Stephen Juch to Ministry of Transport advising that “the applicant has met the land use and servicing requirements as set out in our letter dated February 18, 2015. 1 Page. B2.**

C Relevant emails regarding water and fire flows. Zone Description, required Fire Flows, and distance requirements from Hydrants.

- 1. Letter dated April 21, 2015 from Stephen Juch, RDOS to Brand Elenko, McElhanned Consulting indicating that the required Fire Flow for Single and Two Family (Duplex) residential properties are 60 litres per second as per Section 3.2.1 Bylaw Schedule A. 1 Page. C1**
- 2. Letter dated July 18, 2015 from Brad Elenko, McElhanney Consultants to Doug Miller quoting RDOS requirements re distance from Maple Street and Bassett avenue Hydrant to Miller Subdivision at the end of Bassett Avenue. Confirms that all homes proposed in the Miller Subdivision will be less than 300m from the Maple/Bassett Ave Hydrant. Further discusses OFID distance requirements that are different from those of RDOS. 1 Page. C2**

D Zoning

- 1. Zoning By Law for Residential Two Family (Duplex) Zone (RS3). The application is for rezoning from RS1 to RS3.**

E Analysis and support for rezoning application.

F Summary

E Analysis and Support for Rezoning Application

Dated: January 31, 2019

To: All Members of the Public Hearing to be held 7:00 p.m. Tuesday, February 5, 2019 at 1141 Cedar Street, Okanagan Falls, B.C.

From: Doug Miller, owner of Lots 3 & 5, Plan EPP6900, District Lot 374, SDYD

Purpose: To support my application for rezoning of the above lots from Residential Single Family One (RS1) to Residential Two Family (Duplex) (RS3)

I apologize that I am not able to be present personally for the Hearing; however due to some scheduling mix ups back in October 2018 after 2nd and 3rd reading by Council was approved, the Public Hearing that was to be scheduled never happened. My wife and I left for our winter home in November and I lost my ability to be present for a Hearing after we left Canada. I was hoping that my agent from McElhenny Consultants would be able to represent me next week, but he turned me down at the last moment, and I now must rely on this written presentation to support my application. At the core is a dissenting Response Summary from The Okanagan Falls Irrigation (OFID) contending that Fire Flows for Duplexes may not be adequate to provide fire protection to homes that will be built on one or both of my lots. I believe that Judy Morris, Manager of the Okanagan Falls Irrigation District may be thinking that the requirements for Water Flows between a Single Family Dwelling and a Duplex are different. They are not. Please refer to the A 4 Page 2 and 3 for her comments relative to Duplexes and Water. In response I refer you to B 1 Page 6 where RDOS sets out required Flows under Bylaw No, 2000, 2002 Schedule "A" Section 3.2.1. It reads, Single and Two Family Residences require the same Fire Flow of 60 litres per second. The actual flow was established at 75 litres per second by Charlie Higgins, P. Eng of WSP/FOCUS Engineering at the Hydrant at the intersection of Maple Street and Bassett Avenue. (See A 3 pages 2 &3). That Hydrant is serviced by a 200mm (8") line on Maple Street and connects to a 100mm (4") on Bassett. The water flow at this Hydrant is well above the required 60 litres per second required by the district. That Hydrant is approximately 130 metres distance from the subject lots in this application. The distance requirements set by RDOS re Section 3.2.5 dictate that a residence cannot be further than 300m from a Hydrant and nor can spacing exceed 250m. Therefore we would be in full compliance. (see B 1 page 9). Notwithstanding the above and in accordance with Article 3.2.2 (See B 1 Page7) "The maximum desirable length of any permanent non-interconnected water main shall be 150m. Both lots fall within that distance. Note also that water lines on Bassett Avenue are 100mm (4") and current code requires 150mm (6") for new developments. We installed the required 150mm (6") pipe within our subdivision and connected it to the 100mm line on Bassett Avenue. At Charlie Higgin's recommendation, we installed a new Hydrant within our Subdivision. (See Letter A 3). This was done as a requirement of the Okanagan Falls Irrigation District, and to have it there and ready as such time as they decide to upgrade the existing 100mm (4") line on Bassett to 150mm (6"). I have included two emails that reference Fire Flows and Hydrant distances including adequacy of water flows. (See C, 2 Pages)

I could get into this discussion at lot more, but the most compelling support for accepting my application is that both RDOS and the OFID were required to send a list of

conditions to the Ministry of Transport that they needed met before they could approve our subdivision. Judy Morris on behalf of the Okanagan Falls Irrigation District did that on January 13, 2015. (See A1). RDOS sent their letter to the Ministry of Transport on February 18, 2015. (See B1, 10 pages). They were both then required to send a letter to the Ministry of Transport when the Subdivision was complete indicating that all of the conditions that they requested had been met, or otherwise explain if there were any conditions/requirements that had not been completed. On April 10, 2017 RDOS sent a letter indicating that *"The applicant has met the land use and servicing requirements as set out in our letter dated February 18, 2015,"* (B 2, Page 10.). On January 19, 2017 the Okanagan Falls Irrigation District sent a letter to the Ministry of Transport saying that *"Please be advised that all requirements of the Okanagan Falls Irrigation District with respect to the subdivision have been met"* (see A2 1 page). ALL conditions were met so how can the Irrigation District now turn around at a subsequent Public Hearing and suggest that there may be conditions that were not addressed. Further, In answer to a hypothetical question; that by moving from RS1 to RS3 there may be different water flow requirements, I reiterate what I said earlier; that question is addressed by Bylaws Schedule "A" Article 3.2.1 – Per capita Flows, Fire Flows Demand: Required Flows for Single and Two Family Residential are all the same at 60 litres/sec. That includes standalone Single Family dwellings, Single Family with a Legal Suite, and Duplex both Strata and Non Strata. (See B 1 Page 6).

In conclusion, if this application is refused, you are effectively refuting the findings and approval of the Subdivision process, including the Letters of Approval by both the Regional District and the Okanagan Falls Irrigation District and finally the decision of Council which gave final approval to the creation of our families Subdivision.

F – SUMMARY

The Subdivision process for our Bassett Avenue property was a very difficult ordeal with many complex issues that had to be dealt with. It started in 2014 and was not completed until the summer of 2017. Standards and bylaws between RDOS and OFID appeared to conflict and there were many discussions between my Engineers at McElhanney, outside Engineers, managers and technicians at RDOS, and the manager at OFID. In the end there was a consensus which is evidenced by the recommendations by both The Regional District and the Okanagan Falls Irrigation District that the Subdivision be approved. All conditions were formally met and Council rubber stamped the results. Approval for rezoning of my two properties should be a formality, and I am asking the participants at next week's Public Hearing give support so that my application can proceed to 3rd reading with Council.

Respectfully yours,



Doug Miller, Applicant

A-1.

pp 1

Bitte, Rob TRAN:EX

From: Judy Morris <ofid@telus.net>
Sent: Tuesday, January 13, 2015 2:46 PM
To: Bitte, Rob TRAN:EX
Subject: Your File: 2014-05757 - 4841 Bassett Avenue, Okanagan Falls, BC

Rob, further to our telephone conversation earlier today regarding the proposed six lot subdivision at 4841 Bassett Avenue, Okanagan Falls, BC.

The following are conditions of the Okanagan Falls Irrigation District providing drinking water to the proposed subdivision.

- a) The waterlines within the subdivision to be 150mm PVC with a fire hydrant installed within the subdivision (location to be determined by the Regional District Okanagan Similkameen)
- b) Street Light(s) to be installed within the subdivision at 300 foot intervals
- c) Existing well on the property to be deactivated or closed according to the "B.C.'s Ground Water Protection Regulation
- d) Capital Expenditure Charges to be paid prior to construction of the subdivision
- e) Existing 100mm water line on Bassett Avenue should be upgraded to a 150 mm however the Okanagan Falls Irrigation District does not have the authority to request this; this line may have to be upgraded if adequate fire flow requirements are not met(a requirement of the Regional District Okanagan Similkameen)

Thank you

Judy Morris
Office Administrator
OKANAGAN FALLS IRRIGATION DISTRICT
PO Box 110 – 1109 Willow Street
Okanagan Falls, BC
VOH 1R0
Phone: 250.497.8541
Fax: 250.497.5817
Email: ofid@telus.net

OKANAGAN FALLS IRRIGATION DISTRICT

A-2.

Pp 1

P.O. BOX 110
OKANAGAN FALLS, B.C.
V0H 1R0

January 19, 2017

Ministry of Transportation and Infrastructure
102 Industrial Place
Penticton, BC
V2A 7C8

Attention: Mr. Robert Bitte, District Development Technician

Dear Sir:

**RE: Proposed Subdivision of Lot 6, District Lot 374, SDYD, Plan 9973
4841 Bassett Avenue, Okanagan Falls, BC
Your File: 2014-05757**

Please be advised that all requirements of the Okanagan Falls Irrigation District with respect to this subdivision have been met.

If you require any further information from our office please do not hesitate to contact us.

Sincerely,

OKANAGAN FALLS IRRIGATION DISTRICT



Judy Morris

Office Administrator

Cc: Brad Elenko, McElhanney Consulting Services Ltd.

December 15, 2014

File No.: 030300057

Okanagan Falls Irrigation District,
1109 Willow Street, P.O. Box 110,
OK Falls, B.C.
VOH 1R0

Attention: Mrs. Judy Morris

Dear Mrs. Morris:

Re: PROPOSED DEVELOPMENT – BASSETT AVENUE

In response to your request, we have reviewed the impacts on your water system from the proposed development of a six-lot subdivision on Bassett Avenue. The subdivision will extend the existing roadway by approximately 35 m. A new cul-de-sac will be constructed for access to the six lots.

The development is located in the lower zone of your water system. Bassett Avenue is serviced by a 100 mm (4") AC water line connected to a 200 mm (8") watermain on Maple Street. The increase in maximum day demand (MDD) from this development is expected to be in the order of 0.6 l/s. The increase in demand will have minimal impact on your water supply system.

The lots can be serviced by extending the existing 100 mm watermain. The watermain must be designed by a professional engineer experienced in this type of work. Construction permits will be required from Interior Health and the Ministry of Transportation and Infrastructure.

Fire flows required for this development are expected to be in the order of 75 l/s. We modeled the distribution system with a flow of 75 l/s (1200 USgpm) during MDD flows. The 75 l/s fire flow was withdrawn from the water system at the corner of Bassett and Maple. We understand there is a hydrant at this location. The results of the hydraulic simulation were acceptable according to typical standards and the OKFID development standards (pressures exceeded 20 psi residual at the hydrant). A print out of the model results is attached.

As noted, the hydrant is located at the intersection of Maple Street and Bassett. The OKFID development standards define hydrant spacing to be 150 m (i.e. maximum distance from a property to a hydrant is 75 m). The extension of this roadway will have homes approximately 130 m from the existing hydrant. This does exceed the Standards distance from a hydrant to a residence.

As the distance exceeds your Standards, we would suggest a hydrant be added to the main extension required for this development. The existing main in Bassett Road is only 100 mm which has limited capacity for fire flows (maximum flow at 4 m/s velocity is 35 l/s). The main extension should be 150 mm PVC which would have the new hydrant installed on it. At some point in the future, the main on Bassett would be replaced at which time the existing main would be upgraded to 150 mm or larger.

We would recommend the installation of the fire hydrant on Bassett be confirmed with the local Fire Department. They may wish to have specific signs or marking on the hydrant identifying the limited flows available. Fire protection for Bassett would be provided from the existing and new hydrant. Alternately, the District could require the developer to upgrade the existing main on Bassett to 150 mm. This may be somewhat onerous for the developer given the location of the existing hydrant on Maple.

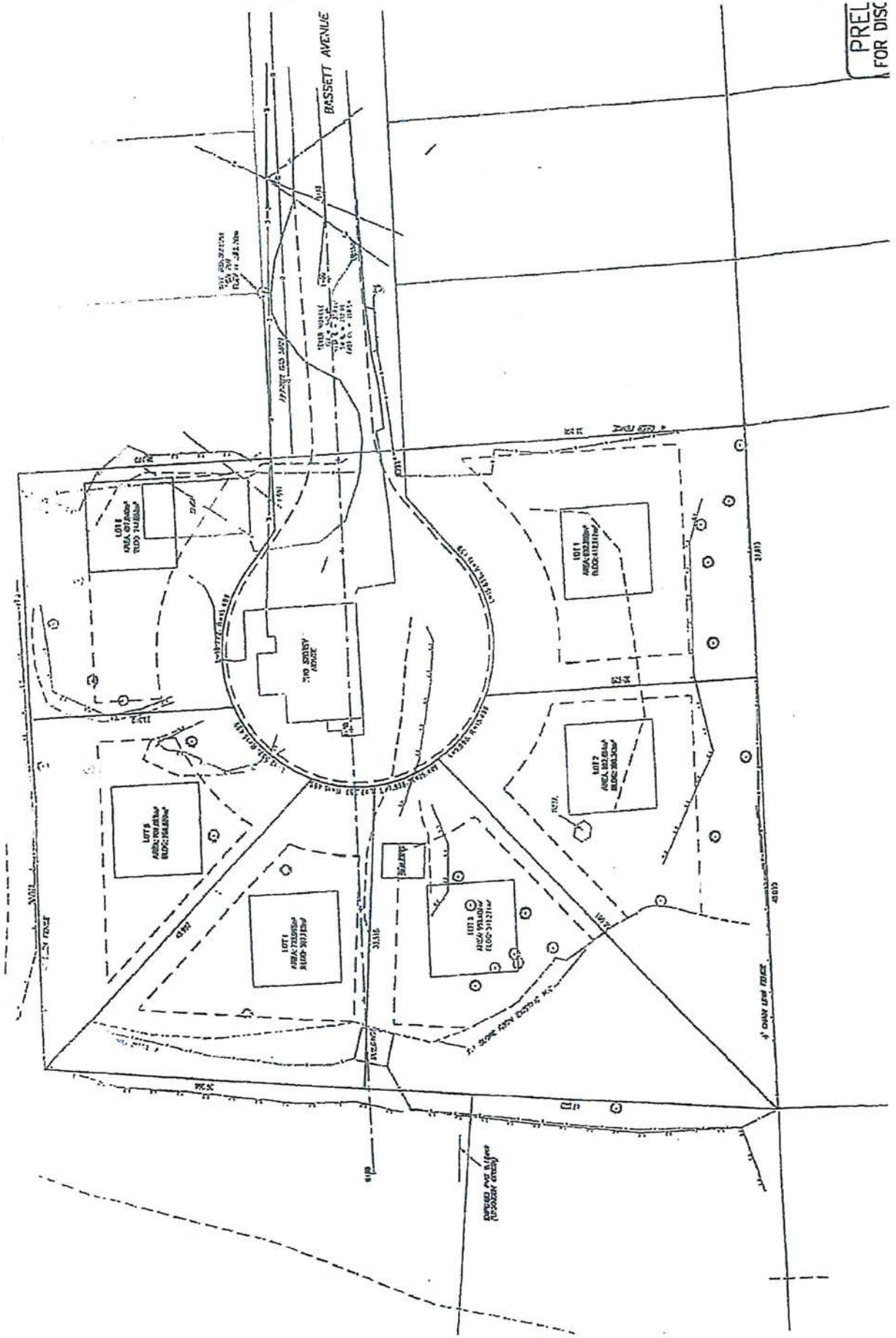
If you have any questions on the enclosed or require any further information, please contact the undersigned at your convenience.

Yours truly,



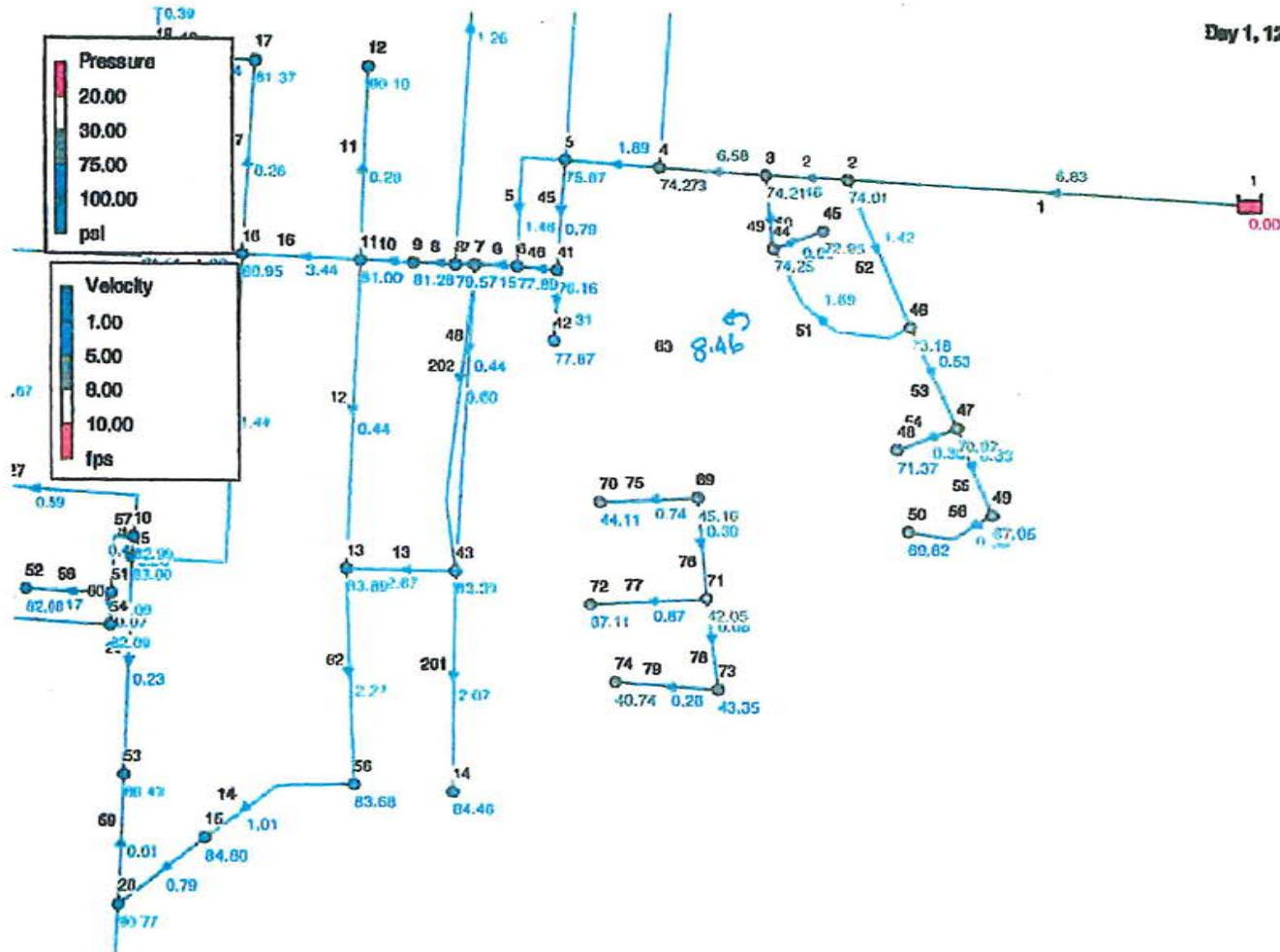
Charlie Higgins, P. Eng.
Project Manager

PREL
FOR DISC



OKFID - Lower Zone Dec 2014, Flow from Reservoir

Day 1, 12:00



Fire at Node 69, 1200 usgpm at MDD 1200 usgpm

PP 4

A-4

PP 1

RESPONSE SUMMARY

AMENDMENT BYLAW NO. 2455.34, 2018

- | | |
|--|---|
| <input type="checkbox"/> Approval Recommended for Reasons Outlined Below | <input type="checkbox"/> Interests Unaffected by Bylaw |
| <input checked="" type="checkbox"/> Approval Recommended Subject to Conditions Below | <input type="checkbox"/> Approval Not Recommended Due to Reasons Outlined Below |

The Okanagan Falls Irrigation District requests that the developer provide a letter from their engineer stating 60 l/s is adequate to meet proposed development.

Signature: *J. Morris* Signed By: Judy Morris

Agency: Okanagan Falls Irrigation District Title Manager

March 27, 2018

RESPONSE SUMMARY**AMENDMENT BYLAW NO. 2455.34, 2018**

- | | |
|---|--|
| <input type="checkbox"/> Approval Recommended for Reasons Outlined Below | <input type="checkbox"/> Interests Unaffected by Bylaw |
| <input type="checkbox"/> Approval Recommended Subject to Conditions Below | <input checked="" type="checkbox"/> Approval Not Recommended Due to Reasons Outlined Below |

January 22, 2019

Please note that the Okanagan Falls Irrigation District cannot support the application until an engineering study, paid for by the applicant, is done to confirm that fire flows for duplexes can be achieved at this address. Please advise if you request the District's engineer to study this.

PP 3

Signature: Judy Morris Signed by: Judy Morris

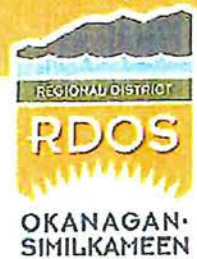
Agency: Okanagan Falls Irrigation District Title: Manager

Date: January 22, 2019

B 1

1 of 10

101 Martin Street, Penticton, British Columbia V2A 5J9
Tel: 250.492.0237 Fax: 250.492.0063
Toll Free: 877.610.3737
Email: info@rdos.bc.ca



February 18, 2015

RDOS File No.: SUB D14-00989.000
Receipt No.: 106907
MoT File No.: 2014-05757

District Development Technician
Ministry of Transportation and Infrastructure
102 Industrial Place
Penticton, B.C. V2A 7C8

Dear Sir or Madam:

Letter of Requirement (LoR) for Proposed Subdivision of
Legal – Lot 6, District Lot 374, SDYD, Plan 9973
Applicant – Douglas Miller Agent: McElhanney Consulting – Brad Elenko
Located on Bassett Ave., Okanagan Falls, BC

The Regional District of Okanagan-Similkameen (RDOS) offers the following comments and requirements for this subdivision referral:

A. LAND USE

1. Type of Subdivision

- This is a fee simple subdivision referral of 5 additional lots.
- Parent Lot size: 0.591 hectares
- Proposed Minimum Parcel size: 0.0697 hectares

2. RDOS Official Community Plan (OCP) Bylaw Policies, which are applicable to the subject property

Bylaw: East Skaha, Vaseux Official Community Plan Bylaw No. 2603, 2013
OCP land use designation: Low Density Residential (LR)

.../2

The comments contained in this response are provided solely to the Regional Approving Officer for information. The Approving Officer must satisfy himself/herself as to the compliance of this application with RDOS Bylaws

The OCP affords the RDOS policy as a guide and information to the public. It forms the basis for RDOS land use decisions and serves as a foundation for the appropriate Zoning Bylaw. Please visit www.rdos.bc.ca or our office for more information on your area OCP.

This proposed subdivision meets the requirements of the OCP bylaw.

3. RDOS Zoning Bylaw regulations, which are applicable to the subject property

Bylaw: RDOS, Electoral Area 'D' Zoning Bylaw No. 2455, 2008
Zoning land use designation: Residential Single Family One Zone RS1

ZONING BYLAW REGULATIONS

- Minimum Parcel Area: 0.0667 hectares, subject to servicing requirements
- Minimum Parcel Width: not less than 25% of the parcel depth
- Maximum Density: one dwelling per parcel
- Maximum Parcel Coverage: 35%

The applicant should review the attached zoning specification to ensure that the subdivision referral meets all zoning requirements.

This proposed subdivision meets the requirements of the zoning bylaw.

4. Park Land Dedication

Park land dedication is required under the Local Government Act s941. Please see attached "Regional District of Okanagan-Similkameen Park Dedication Process" form.

5. Agricultural Land Reserve (ALR) Status

The subject property is not within the ALR.

6. Development Permits

There is not watercourse development permit (WDP) area within the subject and no environmentally sensitive habitat within the subject property.

The subject property is within a Hillside Development Permit (HDP) area. The applicant should contact the Timothy Donegan, RDOS Planning Technician (250.492.4212) for more information on the HDP process. .../3

B. WORKS AND SERVICES

The works and servicing requirements for this proposed subdivision are determined by RDOS Subdivision Servicing Bylaw No. 2000, 2002.

1. Roads

The applicant must confirm that each lot meets the driveway access requirements set out in attached Schedule A, Section 2.1.1.

2. Water Service and Fire Protection

The applicant proposes to connect to the Okanagan Falls Irrigation District Community Water System. Proof of water connection and available water system capacity must be sent to the RDOS as set out in the attached Schedule A, Section 3.0.

Also, the proposed subdivision is within the Okanagan Falls Fire Department fire protection area and must meet all hydrant and fire flow requirements in accordance with attached Section 6.4, and Schedule A, Section 3.0.

3. Sewage Disposal

The applicant proposes a connection to the Okanagan Falls Sanitary Sewer system and the subject property is within the sewer service area. Any additional sewer works must comply with the Bylaw as specified in the attached Section 6.5, and Schedule A, Section 4.0. A design review fee may apply for any review of sewer design drawings; as per Bylaw 2619.

Development Cost Charge (DCC) are applicable for the additional parcels created by this proposed subdivision. A DCC of \$9,500.00 per parcel is required prior to the subdivision referral approval; under RDOS Bylaw No. 2486. The sewer service installation and connection costs for the additional parcel are not included in the DCC. Please contact Public Works Department, J. Burton at 250-490-4135 or by email jburton@rdos.bc.ca for more information on sewer connections.

There is an unknown PVC pipe shown on the supplied site plan that appears to be originating from the subject property. This pipe should be investigated by the applicant. The Ministry and the RDOS should be informed as to the use of the pipe and if it is protected by private easement.

Attached to the subdivision referral was a private easement #X186277, the plan for this document was not given in the referral package and is required for review by the RDOS. .../4

4. Electrical/Street Lighting Requirements

The applicant must provide written confirmation from the local electrical provider that arrangements have been made to supply electrical power to the proposed lots as specified in the attached Section 6.8.


5. Minimum Servicing Requirements

The minimum required levels of works are outlined in the attached Schedule B of Subdivision Servicing Bylaw No. 2000.

The above requirements may not reflect all Planning and/or Engineering comments associated with other development applications that may be processed with the Regional District regarding this subdivision. The applicant is encouraged to contact the undersigned to further discuss any resolutions needed to the conditions and requirements set out in this letter.

Please contact me at (250) 490-4133 or toll free at 1-877-610-3737, local 4133, should you require further information related to subdivision servicing requirements. Thank you.

Sincerely,



Stephen Juch, AScT,
Subdivision Supervisor

SJ/dk
Enclosure

cc: Applicant
J. Burton, Public Works Department - Operations

<https://portal.rdos.bc.ca/departments/folio/AreaD/D00989.000/Subdivision/MOT 2014-05757/Draft I.oR Miller.docx>

EXCERPTS FROM SUBDIVISION SERVICING BYLAW NO. 2000, 2002

SCHEDULE "A"

2.0 ROADS AND WALKWAYS

2.1 GENERAL

The design and construction of roads and walkways shall conform to current standards of the Ministry of Transportation. Information regarding these standards can be obtained from the Local District office of the Ministry of Transportation.

Notwithstanding the standards of the Ministry of Transportation, the following shall also apply:

1. Driveways accessing a parcel of land shall be constructed at or near a right angle (70o - 110o) to the road and at a maximum grade of 2% for the first 5 metres. Driveway grades shall not exceed 8% within the right-of-way and 10% from property line to the building site or as approved by the Ministry of Transportation.
2. No more than 2 (two) contiguous panhandles on abutting parcels shall be permitted.
3. No fee simple subdivision shall be permitted with access by common lot.

3.0 WATER SUPPLY

3.1 INTRODUCTION

Water distribution design and construction shall conform to the requirements of the relevant Local Authority and this schedule.

The system shall be designed to provide day-to-day requirements and also shall provide adequate flows for fire protection. The required flow shall be the sum of the maximum daily flow plus the required fire flow.

When a private water source is required for land development, the private water source must meet the requirements of Section 3.2.10 of this bylaw.

3.2 DESIGN PARAMETERS

3.2.1 Per Capita Flows, Fire Flow Demands

Minimum design flows for domestic demand shall be:

Maximum daily domestic flow	8,000 l/single family unit/day
Peak hour domestic flow	13,600 l/single family unit/day

Additional design flows may be required for industrial, institutional or commercial developments and the Local Authority will review design flows for other developments and larger lot sizes.

Fire flow shall be in accordance with the criteria outlined in "Water Supply for Public Fire Protection - A Guide to Recommended Practice", published by Fire Underwriter's Survey.

Notwithstanding the above, the following minimum fire flows shall be met for the noted development types:

Provisions in Section 3.2.1 deleted and substituted "Single and Two Family Residential" by authority of Bylaw No. 2000.02, 2008 adopted June 19, 2008

Zone	Required Fire Flow
Single and Two Family Residential	60 litres/sec
Multiple Family Residential	150 litres/sec
Commercial	260 litres/sec
Industrial	230 litres/sec
Institutional	85 litres/sec

Provisions in Section 3.2.1 deleted "rural area fire flow" by authority of Bylaw No. 2000.02, 2008 adopted June 19, 2008

Design populations used in calculating water demand shall be computed in accordance with the Regional District's population predictions or with the planned development in the area to be served, whichever is larger.

3.2.2 Pressure and Hydraulic Network Considerations

Water Pressure: Unless otherwise accepted by the Local Authority, the following standards shall be used:

Minimum pressure at peak hour demand	265 kPa (40 psi)
Maximum allowable pressure	620 kPa (90 psi) 865 kPa (125 psi) with individual PRV's.
Minimum fire protection residual (at hydrant, maximum day demand)	140 kPa (20 psi)

As a basic guideline, the following criteria may be used:

Design for maximum of (a) fire flows plus maximum day demand or (b) peak hour demand, whichever is greater.

Hazen Williams formula to be used.

Demand requirements shall be based on the Regional District's present water consumption records and the projected trends. Demand may vary for different locations within the Regional District.

Where there is an existing hydraulic network in place, the Local Authority may provide information for design calculations.

Depending on the complexity and extent of the proposed distribution system, the Local Authority may require a hydraulic analysis design showing minimum flows and pressures.

The maximum desirable length of any permanent non-interconnected watermain shall be 150 m. All mains exceeding 150 m, unless it is a temporary situation, shall be looped unless otherwise accepted. Dead-end mains shall not be promoted.

Water mains are to be extended to the last property line at the end of a road which can be further extended and to a least 1 m beyond the curb line or edge of pavement at the extreme end of a designed cul-de-sac.

In residential areas, water mains servicing fire hydrants shall be 150 mm diameter or larger. Water mains 100 mm in diameter may be permitted for domestic service on dead end roads where no further extension is planned, no fire hydrant is required and the dead end main is less than 75 m long. Where a dead-end main is longer than 200 m or services more than one hydrant, watermain shall be 200 mm diameter or larger. In commercial/industrial/ institutional areas, the minimum watermain size shall be 200 mm diameter. However, should the hydraulic analysis indicate a need for larger size water mains, the larger size watermain shall be used.

Water mains shall generally be located in local road right of way's as shown on the Standard Drawings and must be accepted by the Ministry of Transportation. Permits to be issued by the Ministry of Transportation to Utility Company on completion. When water mains must cross private property, a registered utility right-of-way, minimum 6.0 m wide, shall be provided.

Design of pumping stations and control valving such as pressure reducing valves require the acceptance of the Local Authority. Good engineering practice and consideration of operation and maintenance requirements should be considered in the design of these facilities.

3.2.3 Cover, Grades, Clearance

The minimum cover over any watermain shall be 1.6 metres unless otherwise required.

The minimum grade for a main shall be 0.1%. The maximum grade shall be 30.0% unless provisions are made to anchor the pipe to the bottom of the trench with concrete poured in place or with restrained joints. Watermain grades shall generally be consistent with the roadway grade.

The minimum horizontal clearance between a watermain and any sewer shall be 3.0 m unless the watermain is concrete encased or installed in a carrier pipe.

The minimum vertical clearance at a crossing between a watermain and any sanitary sewer shall be 450 mm unless the watermain is adequately encased in concrete. The minimum vertical clearance to piping other than sanitary sewer shall be 300 mm unless the watermain is adequately encased in concrete.

3.2.4 Valving

In general, valves shall be located as follows:

- a) In intersections, in a cluster at the pipe intersection or at the projection of property lines, to avoid conflicts with curbs and sidewalks:
 - i) 3 valves at "X" intersection
 - ii) 2 valves at "T" intersectionso that specific sections of mains may be isolated.
- b) Not more than 240 m apart for single family residential. All other zones shall require special designs.
- c) Not more than 1 hydrant isolated.
- d) In gravel surfaced roads, outside the travelled portion of the roadway with valve boxes set 25 mm lower than the roadway surface.

Valves shall be the same diameter as the main up to 300 mm diameter.

3.2.5 Hydrants

Fire hydrants shall generally be located at street intersections. Where hydrants are required at mid-block locations, they shall be installed opposite property pins at an offset to facilitate road maintenance and as shown on the Standard Drawings. In general, all above ground utilities must be located outside the ditch x-section or outside

curb. In no case shall fire hydrant spacing exceed a distance of 250 m nor should any residence be more than 300 m from a hydrant.

In high density residential, commercial, and industrial areas, hydrants shall be located at a maximum spacing of 150 m or as accepted. Additional hydrants may be required in high risk areas.

It shall be the Developer's responsibility to ensure the design and proposed locations of the fire hydrants will not conflict with existing or proposed street lights, power poles, etc. All hydrant locations and hydrant type, design and specification are to be confirmed with local Fire Departments.

All hydrants shall be installed with the pumper port facing the street and in no case shall the port be less than 450 mm above ground level.

Gate valves shall be installed with a flanged connection at the main to isolate all hydrants.

3.2.6 Air Valves, Blow-Offs

Air release valves shall be installed at the summit of all mains of 150 mm diameter and larger except where the difference in grade between the summit and valley is less than 300 mm. Chamber insulation and drainage shall conform to Standard Drawings.

A 50 mm diameter standpipe shall be installed on all dead-end mains. Blow-offs shall be installed in a box below grade and shall not be located in the travelled portion of the roadway.

3.2.7 Thrust Blocking

Concrete thrust blocking shall be provided at bends, tees, wyes, reducers, plugs, caps, and blow-offs. The area of thrust block bearing on pipe and ground shall be as shown on the standard drawings or as accepted. For mains 300 mm diameter and larger or in areas of poor soils, special designs may be required.

3.2.8 Service Connections

In addition to the Local Authority requirements, service connections shall be subject to the requirements of the BC and National Plumbing Codes. Service connections larger than 50 mm in diameter may be installed using a gate valve flanged to the tee at the main and, temporary cap and thrust block at property line. Service connections 19 mm to 50 mm diameter shall include a corporation stop at the main, a service saddle as accepted, and a curb stop and valve box at the property line.

B 2

10 d/c



April 10, 2017

RDOS File: SUB D14-00989.000
MoT File: 2014-05757

District Development Technician
Ministry of Transportation
102 Industrial Place
Penticton, B.C. V2A 7C8

Dear Sir or Madam:

**Letter of Approval (LoA) for Proposed Subdivision of
Legal – Lot 6, District Lot 374, SDYD, Plan 9973
Applicant – Douglas Miller - Agent: McElhanney Consulting – Brad Elenko
Located at 4841 Bassett Ave., Okanagan Falls, BC**

The applicant has met the land use and servicing requirements as set out in our letter dated February 18, 2015 and in reference to the site plan submitted with the subdivision application.

The applicant has met the all requirements for the parkland dedication.

This subdivision referral approval is not approval for a building permit. The applicant must apply to the RDOS Building Inspection Department if there are plans to demolish, construct, or develop this property.

Yours truly,



Stephen Juch, A.S.C.T.
Subdivision Supervisor

SJ/dk

cc: Applicant

<https://portal.rdos.bc.ca/departments/folio/AreaD/D00989.000/Subdivision/MOT 2014-05757/20170410 LTR LoA Miller.docx>



RE: Miller Subdivision - OK Falls

From : Stephen Juch <sjuch@rdos.bc.ca>

Tue, Apr 21, 2015 05:31 PM

Subject : RE: Miller Subdivision - OK Falls

5 attachments

To : Brad Elenko <belenko@mcelhanney.com>

Cc : Craig Dusel <cdusel@mcelhanney.com>, DOUG MILLER (docmiller@shaw.ca) <docmiller@shaw.ca>

Brad,

Schedule "A",
3.2 DESIGN PARAMETERS
3.2.1 Per Capita Flows, Fire Flow Demands

Notwithstanding the above, the following minimum fire flows shall be met for the noted development types:

Provisions in Section 3.2.1 deleted and substituted "Single and Two Family Residential" by authority of Bylaw No. 2000.02, 2008 adopted June 19, 2008

Zone	Required Fire Flow
Single and Two Family Residential	60 litres/sec

Stephen Juch • Subdivision Supervisor
p. 250.490.4133 • tf. 1.877.610.3737 • f. 250.492.0063
www.rdos.bc.ca • sjuch@rdos.bc.ca

Questions

From : Brad Elenko <belenko@mcelhanney.com>

Thu, Jun 18, 2015 12:54 PM

Subject : Questions

1 attachment

To : DOUG MILLER <docmiller@shaw.ca>**Cc :** Craig Dusel <cdusel@mcelhanney.com>, Ron Humeny <rhumeny@mcelhanney.com>, Jonathan Austin <jaustin@mcelhanney.com>

Doug,

You've asked a number of questions, and I've summarized what I believe to be the questions below. We have addressed most of these questions previously, and our position is unchanged.

1. More information about hydrants.
2. Sewer Development Cost Charges.
3. Fortis costs.
4. Overview of process from here.
5. Updated cost estimate.
6. Confirmation of well / cistern / holding tank on site.
7. Cul de sac radius.

Response to Question #1: Hydrants

As the RDOS is not the owner or operator of the water system in OK Falls, every subdivision within OK Falls needs to meet the requirements of both the RDOS Subdivision and Development Servicing Bylaw and the Okanagan Falls Irrigation District (OFID) requirements. The fire hydrant requirements in the RDOS bylaw indicate that in no case shall a fire spacing exceed a distance of 250 m nor should any residence be more than 300 m from a hydrant. To satisfy the OK Falls Irrigation District requirements, fire hydrants shall be spaced at 150 m intervals. For your subdivision there is a fire hydrant located at the corner of Maple Street and Bassett Avenue. The fire hydrant meets the flow requirements of both the RDOS and OFID. The existing hydrant meets the RDOS requirements for the completion of your subdivision as residential dwellings will be less than 300 m to the hydrant. The distance however from the existing fire hydrant to your development does however exceed the OFID spacing for fire hydrants, and as such an additional hydrant is required to meet the OFID hydrant spacing requirements. This additional hydrant is not optional but rather is an OFID requirement, and the hydrant will have to be located on Bassett Avenue no further than 150 m from the existing hydrant at the corner of Maple and Bassett.

As you are aware, I did not believe the RDOS' earlier requirement to upgrade the existing 4" water line to a 6" was within their authority, and after considerable debate with the RDOS on this matter, the RDOS backed down from their requirement. Our work on this matter resulted in a construction cost savings to you in the in the order of \$15,000 to \$20,000.

11.3 RESIDENTIAL TWO FAMILY (DUPLEX) ZONE (RS3)

11.3.1 Permitted Uses:^{clviii}

Principal uses:

- a) single detached dwellings;
- b) duplex dwellings;

Secondary uses:

- c) secondary suite, subject to Section 7.12;^{clix}
- d) home occupations, subject to Section 7.17;
- e) bed and breakfast operation, subject to Section 7.19;^{clx}
- f) accessory buildings and structures, subject to Section 7.13.

11.3.2 Site Specific Residential Two Family (Duplex) (RS3s) Provisions:

- a) see Section 17.10

11.3.3 Minimum Parcel Size:^{clxi}

- a) 667 m², for non-strata parcels, subject to servicing requirements;
- b) 400 m², for strata parcels, subject to servicing requirements.

11.3.4 Minimum Parcel Width:^{clxii}

- a) 22.0 metres, for non-strata parcels (applies to a parcel containing one (1) single detached dwelling or two (2) duplex dwellings);
- b) 11.0 metres, for strata parcels (applies to a parcel containing one (1) dwelling or a duplex dwelling).

11.3.5 Maximum Number of Dwellings Permitted Per Parcel:^{clxiii}

- a) two (2) principal dwelling units, provided that both dwellings are located in one (1) residential building; and
- b) one (1) secondary suite per parcel.

^{clviii} Amendment Bylaw No. 2483, 2010 – adopted April 7, 2011

^{clix} Amendment Bylaw No. 2455.16, 2015 – adopted March 19, 2015

^{clx} Amendment Bylaw No. 2483, 2012 – adopted March 21, 2013

^{clxi} Amendment Bylaw No. 2483, 2010 – adopted April 7, 2011

^{clxii} Amendment Bylaw No. 2483, 2010 – adopted April 7, 2011

^{clxiii} Amendment Bylaw No. 2483, 2010 – adopted April 7, 2011 & Amendment Bylaw No. 2455.16, 2015 – adopted March 19, 2015

11.3.6 Minimum Setbacks:^{cbxiv}

- a) Principal buildings:
 - i) Front parcel line: 7.5 metres
 - ii) Rear parcel line: 7.5 metres
 - iii) Exterior side parcel line: 4.5 metres
 - iv) Interior side parcel line: 1.5 metres^{clxv}
- b) Accessory buildings and structures:
 - i) Front parcel line: 7.5 metres
 - ii) Rear parcel line: 1.0 metres
 - iii) Exterior side parcel line: 4.5 metres
 - iv) Interior side parcel line: 1.5 metres^{clxvi}

11.3.7 Maximum Height:^{clxvii}

- a) No building and structure shall exceed a height of 10.0 metres;^{clxviii}
- b) No accessory building or structure shall exceed a height of 5.5 metres.

11.3.8 Minimum Building Width:^{clxix}

- a) Principal Dwelling Unit: 5.0 metres, as originally designed and constructed.

11.3.9 Maximum Parcel Coverage:^{clxx}

- a) 45%

^{clxv} Amendment Bylaw No. 2483, 2010 – adopted April 7, 2011
^{clxvi} Amendment Bylaw No. 2455.16, 2015 – adopted March 19, 2015
^{clxvii} Amendment Bylaw No. 2455.16, 2015 – adopted March 19, 2015
^{clxviii} Amendment Bylaw No. 2483, 2010 – adopted April 7, 2011
^{clxix} Amendment Bylaw No. 2455.16, 2015 – adopted March 19, 2015
^{clxx} Amendment Bylaw No. 2483, 2010 – adopted April 7, 2011 & Amendment Bylaw No. 2743, 2016 – adopted September 15, 2016.
^{clxxi} Amendment Bylaw No. 2483, 2010 – adopted April 7, 2011



Brenda Gould
725 Ellis Avenue
Hedley, BC V0X 1K0
T: 250-292-8680

E: similkameenconsulting@gmail.com

Date: January 9, 2014

Brad Elenko, MCIP, RPP
McElhanney Consulting Services Ltd.
100, 8305 68th Avenue
Osoyoos, BC V0H 1V0

Dear Brad

LETTER REPORT

Re: Proposed Subdivision of Lot 6, District Lot 374, SDYD, Plan 9973, 4841 Bassett Avenue, OK Falls, BC

Introduction

The property owner was required to undertake an archaeological review of the above noted property as part of a proposed subdivision as per the recommendations of the Ministry of Transportation and Infrastructure as the property is located in area of significant potential to contain archaeological resources. This review is being conducted following the guidelines as set out in Information Bulletin Number 13 – Development Application Review Process and Guidelines for Consulting Archaeologists (Archaeology Branch 2008).

A desktop review of the Remote Access to Archaeological Data website confirmed that although there were no previously recorded archaeological sites on the property it was of high archaeological potential and that several previously recorded archaeological sites were within 1 km. A preliminary field reconnaissance (PFR) was undertaken by the author on December 2, 2014 to determine if further archaeological inventory and/or impact assessments would be required.

It is the professional opinion of the author that no further archaeological work is required with respect to the subdivision of 4841 Bassett Avenue, Okanagan Falls, BC. This letter report presents the rationale for the basis of the recommendations contained in this review and PFR.

The Study Area and Impact Area

The Study area is located at 4841 Bassett Avenue, in the southeast portion of the community of Okanagan Falls, BC. It is legally described as Lot 6, District Lot 374, SDYD, Plan 9973 and illustrate in Figure 1 on the following page. The study area totals 5,088 m² in size with an older residential home, outbuildings, and associated buried infrastructure including an abandoned septic tank and septic field, water, sewer and power.

The study area is located on an elevated landform above and south (approximately 70 m) of the deeply incised Shuttleworth Creek which flows southwest across the community of Okanagan Falls to the Okanagan River.

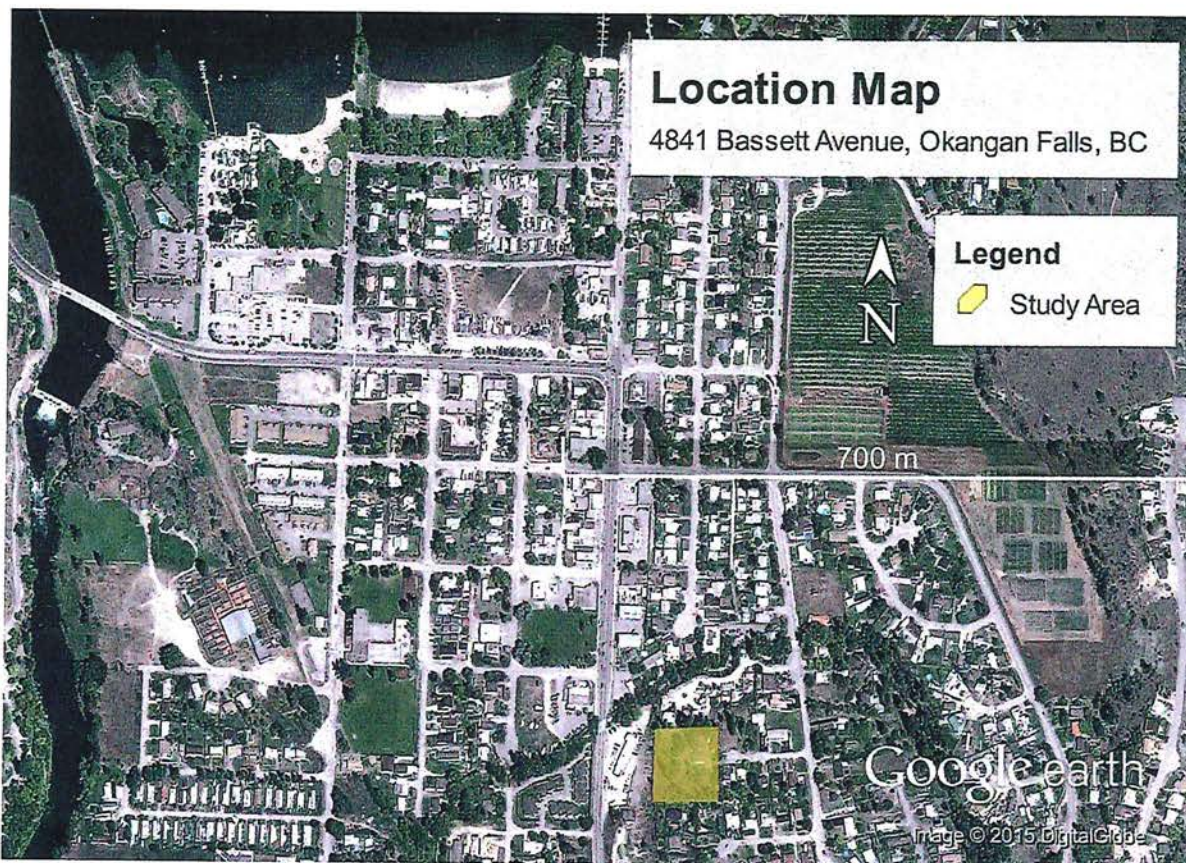


Figure 1. Location of 4841 Bassett Avenue

The property owner wishes to sub-divide the property and develop a six lot conventional single family subdivision as illustrated in Figure 2. The project area is .5 ha (5,088 m²) in size and other than a preliminary subdivision layout no specific development plans are in place at this time; likewise there is no construction schedule or timeline for the proposed development.

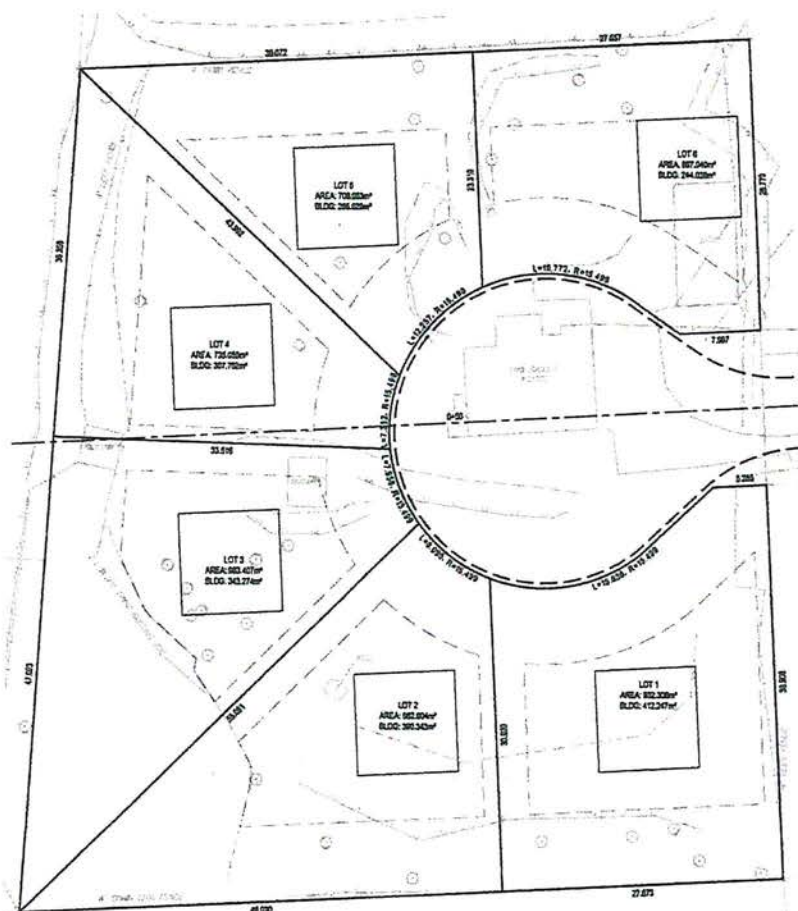


Figure 2. Proposed Subdivision Layout
(Illustration courtesy of McElhaney Consulting Services Ltd.)

Archaeological sites in the vicinity of the study area

There are five previously recorded archaeological sites within 1 km of the study area. Following is a brief description and summary of the previously recorded archaeological sites.

Archaeological site DiQv-07 is located approximately 785 m northwest of the study area and consists of a lithic scatter, fishing station and a burial cairn. Archaeological site DiQv-07 was first recorded by Warren Caldwell of the University of Washington in 1952 (Caldwell 1954). The site was assessed again in 1974 by the Archaeology Sites Advisory Board (Copp 1974) and is recorded only as occupying both sides of the Okanagan River; limited details could be found from the two reports associated with archaeological site DiQv-07.

Ethnographically archaeological site DiQv-07 overlaps with a known major fishery of the Okanagan people that is still in use today and as well, the area is known ethnographically and archaeologically to contain a large winter village site with known house pit depressions, lithic scatters and burials.

Archaeological site DiQv-17 is located approximately 945 m northwest of the study area. It is described as a cache pit, platform and lithic scatter on a spit into Skaha Lake (now bisected by the railway) overlooking the Okanagan River outlet. The site was first recorded by R.N. Atkinson of Penticton in the

1940's, reassessed in 1974 by the Archaeology Sites Advisory Board and revisited in 1995. Archaeological site DiQv-17 has not been the subject of any permitted archaeological work.

Archaeological site DiQv-28 is located 850 m north of the study area on the southeast shore of Skaha Lake. This archaeological site is described as a housepit depression and associated lithic scatter and was recorded by the Archaeological Sites Advisory Board in 1974 and is interpreted as what is left of a major winter village site (Copp 1974). The site has not been revisited since the 1970's.

Archaeological site DiQv-38 is located approximately 715 m northwest of the study area and consists of a lithic scatter, house pit depressions and burials. Archaeological site DiQv-38 was first recorded in 1975 and it was recommended that further archaeological investigations be undertaken as developments had already destroyed a number of house pit depressions at that time. Archaeological site DiQv-38 was monitored during the construction of a commercial building in 1990 where two distinctive culture bearing strata were identified (Choquette 1990). The site was revisited in 1994 however no archaeological work was undertaken at this time (Points West Heritage Consulting Ltd. 1995).

In 1997 Kutenai West Heritage Consulting Ltd. undertook excavations and monitoring at archaeological site DiQv-38 and found that the entire subject parcel (in this case Blocks 2 and 16, DL 374) contained a low density lithic scatter. A burial was excavated on this property as well. Confirming earlier monitoring by Choquette, the site contained an earlier (deeper) component on buried beach deposits (Kutenai West 1998).

Archaeological Site DiQv-45 is located approximately 460 m west of the study area and consists of an extensive lithic scatter covering some 300 meters along the east side of the abandoned railway right-of-way. Archaeological site DiQv-45 was first recorded in 1993 by Points West Heritage Consulting during and Archaeological Impact Assessment for the South Okanagan Natural Gas (SONG) pipeline (Points West 1995).

The southern portion of archaeological site DiQv-45 is described as being disturbed, discontinuous and primarily buried under flood deposits likely from the adjacent Shuttleworth Creek. The buried component of archaeological site DiQv-45 is estimated to be no greater than 60cm below the surface (Points West 1995).

Figure 3 on the following page illustrates the location of the study area, associated archaeological sites and archaeological potential of the study area.

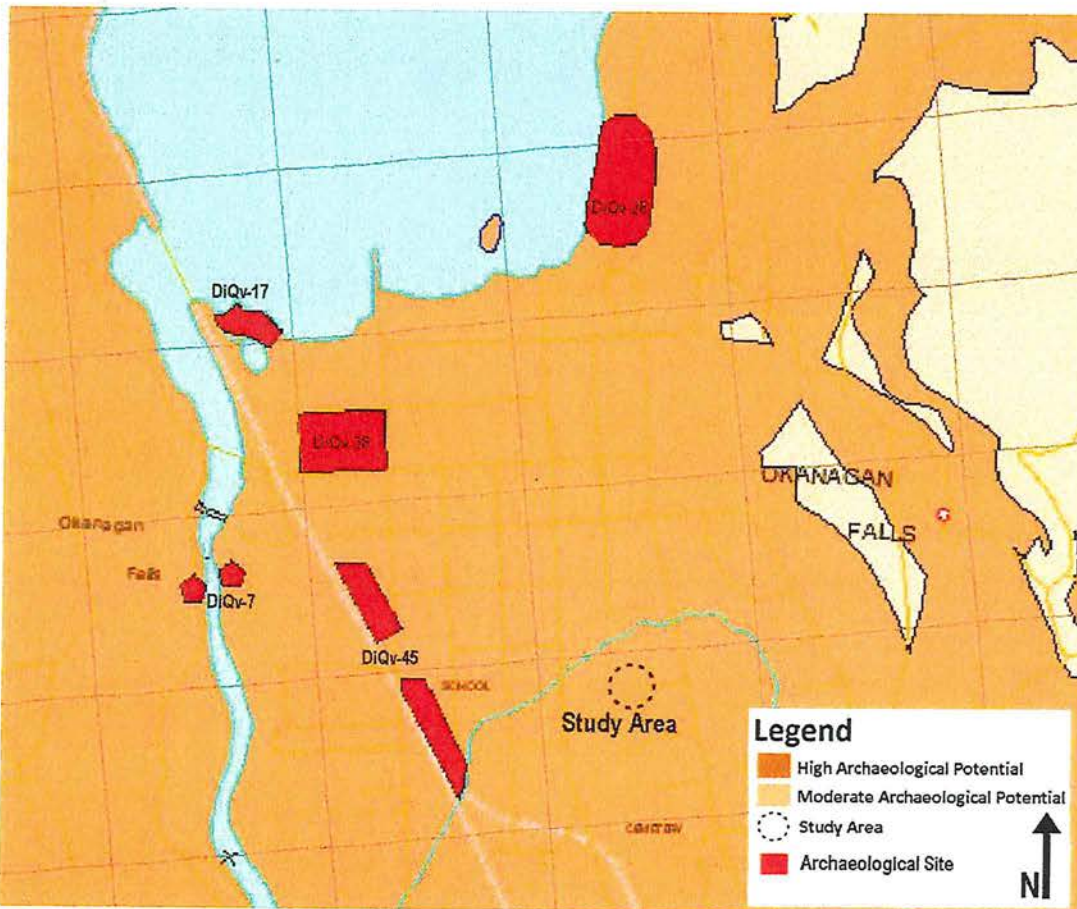


Figure 3. Archaeological Potential and Site Distribution in Relation to Study Area

Sites that are protected by legislation

All archaeological sites (whether recorded or not) are protected under the *Heritage Conservation Act* and the provisions of this legislation apply whether the archaeological sites are located on Crown or privately held lands. Archaeological sites are automatically protection under Section 13 of the legislation and may not be altered or changed in any manner without a permit issued by the Province of BC.

Accuracy and currency of the relevant site records

The site record for archaeological site DiQv-7, DiQv-17 and DiQv-28 are not current and likely not very accurate as well given the fact that these archaeological sites have not been revisited or re-recorded in four decades and are likely incomplete. The site records for archaeological sites DiQv-38 and DiQv-45 are current and accurate having been subjected to permitted archaeological work in the past two decades. As such, the information provided in the archaeological site database and associated permit reports for DiQv-38 and DiQv-45 can be considered current, accurate and relevant. It is beyond the scope of this report to revisit and update these archaeological site records.

Preliminary Field Reconnaissance

The author spent approximately .5 hours on the property on the afternoon of December 2, 2014 in largely snow free, clear and sunny conditions. Numerous exposures were examined along the north and north central portion of the study area where significant use has resulted in almost nil vegetation. Numerous garden patches were also examined.

The south half of the study area was sloped and heavily disturbed with the exception of the far northwest corner at the edge of the break in slope. Field reconnaissance confirmed that the study area was of lower archaeological potential and the potential for unrecorded archaeological sites being located was unlikely due largely to the unsuitability of the terrain but also partially due to disturbance factors observed within the study area.

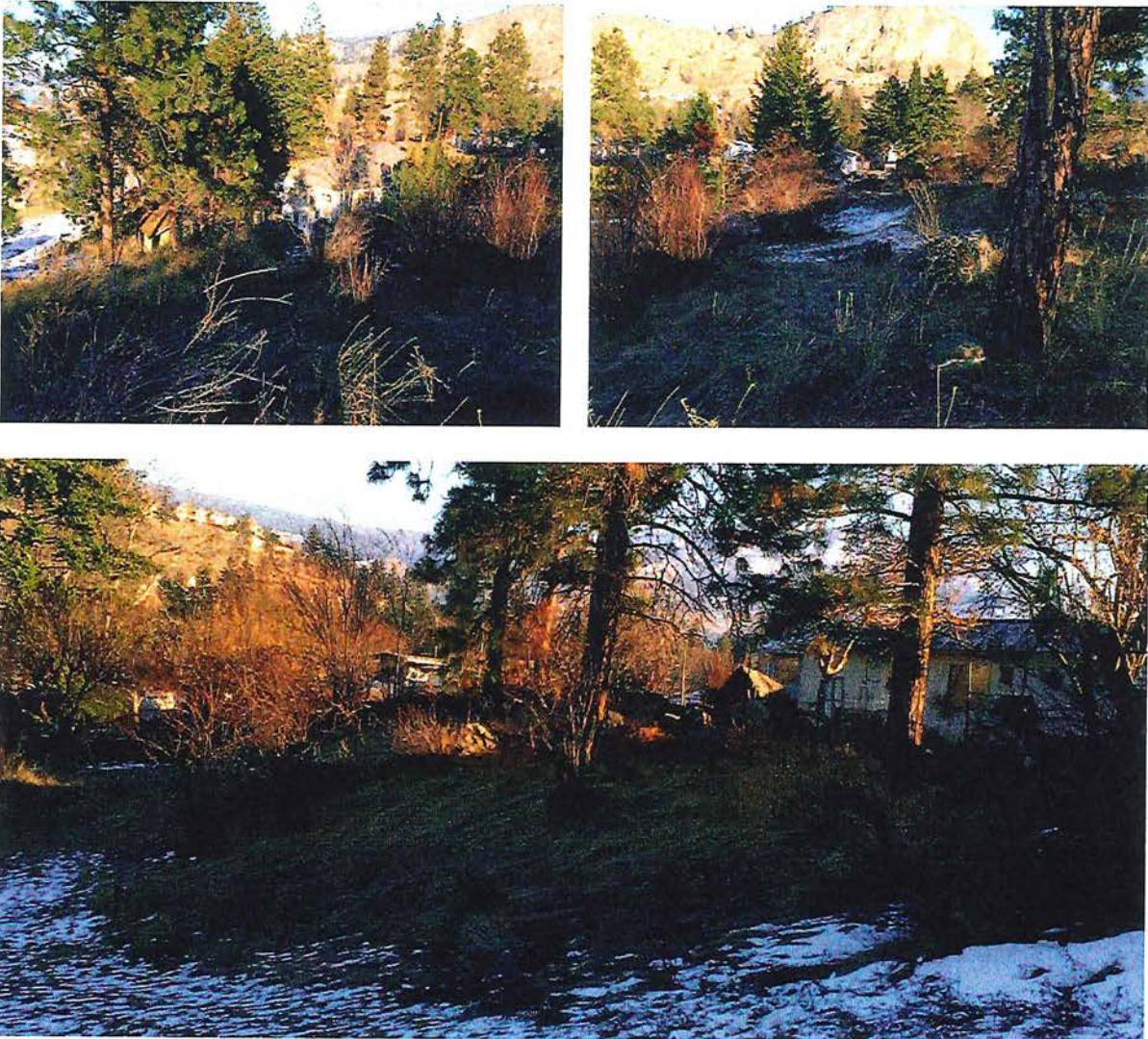


Figure 4. Photos illustrating terrain and disturbance to the study area.

Top Left: View looking northeast from southwest property boundary; Top Right: View looking east from southwest corner of property; Bottom: view looking east from west property line.

Archaeological potential of the study area

At the time of writing this letter report and based on the background research and results of the PFR it is the professional opinion of the author that there is no previously recorded archaeological sites in conflict with the study area nor were any unrecorded archaeological sites observed during the course of the PFR. Although the predictive modelling suggests that the study area is of high archaeological potential it is the opinion of the author that the study area is of low archaeological potential based on uneven terrain as well as previous disturbances to the property including the following:

- Construction of the existing home foundation;
- Original installation of well, waterline, septic and drain field (untestable);
- Subsequent installation of public water and sewer; and
- Levelling and contouring of property for home and landscaping.

Recommendations

It is recommended that no further archaeological work is required with respect to the subdivision of 4841 Bassett Avenue, Okanagan Falls, BC.

While it is not expected that archaeological deposits will be encountered, if during the development of this parcel any archaeological materials are identified it is important to remember that they are automatically protected under Provincial Law, and that you are required to stop work and contact a qualified archaeologist immediately to help you develop a management strategy for moving forward with your project in compliance with the *Heritage Conservation Act*. Additionally, if any suspicious archaeological materials are observed, please do not hesitate to contact me or another qualified archaeologist to help determine the nature of the concern.

Please feel free to contact me if you have any questions or concerns.

Sincerely



Brenda L. Gould, BA, RPCA
Consulting Archaeologist

Cc: Ministry of Transportation and Infrastructure
Archaeology Branch, Archaeological Site Inventory Section
Osoyoos Indian Band, Lands Department

Disclaimer: It is important to note this assessment is intended to identify the potential for physical archaeological evidence of past human activity protected under the Heritage Conservation Act. It does not address traditional land use or other heritage concerns of the First Nations people with asserted traditional territory in the study area. This letter report was prepared without prejudice to aboriginal title and rights.

References

Archaeology Branch

- 2008 Information Bulletin Number 13 – Development Application Review Process and Guidelines for Consulting Archaeologists, published by the Archaeology Branch, Ministry of Natural Resource Operations, Victoria, BC.
- 2014 Archaeological Site Inventory Forms for Archaeological Sites DiQv-7, DiQv-17, DiQv-28, DiQv-38 and DiQv-45

Arcas Consulting Archaeologists Ltd.

- 1997 Okanagan Timber Supply Area Archaeology Overview Assessment, Ministry of Forests, Salmon Arm/Vernon/Penticton Forest Districts, on file with the Archaeology Branch, Ministry of Natural Resource Operations, Victoria, BC.

Caldwell

- 1954 An Archaeological Survey of the Okanagan and Similkameen Valleys of British Columbia, in Anthropology in British Columbia 1953-1954, edited by Wilson Duff.

Choquette, Wayne

- 1990 Results of a Heritage Resource Assessment and Monitoring, Blocks 2 and 16, Plan 4397, DL 374, SDYD, Okanagan Falls, BC, permit report 1990-134 on file with the Archaeology Branch, Ministry of Natural Resource Operations, Victoria, BC.

Copp, Stan

- 1974 An Archaeological Site Survey of the Okanagan-Similkameen Regions in the Interior of British Columbia, 1974, Report to the Archaeological Sites Advisory Board, Victoria, permit report 1974-6 on file with the Archaeology Branch, Ministry of Natural Resource Operations, Victoria, BC.
- 1976 An Excavation and Site Survey in the South Okanagan Valley of British Columbia, a preliminary report of investigations to the Archaeology Sites Advisory Board of British Columbia, Victoria, permit report 1975-3 on file with the Archaeology Branch, Ministry of Natural Resource Operations, Victoria, BC.

Kutenai West Heritage Consulting Ltd.

- 1998 Results of an Archaeological Site Inspection, Assessment and Excavation Study at DiQv-38, Okanagan Falls, South Central British Columbia, permit report 1997-311 on file with the Archaeology Branch, Ministry of Natural Resource Operations, Victoria, BC.

Points West Heritage Consulting Ltd.

- 1995 Final Report, Archaeological Monitoring for the South Okanagan Natural Gas (SONG) Pipeline, permit 1994-53a on file with the Archaeology Branch, Ministry of Natural Resource Operations, Victoria, BC.

RESPONSE SUMMARY

AMENDMENT BYLAW NO. 2455.34, 2018

- | | |
|---|--|
| <input type="checkbox"/> Approval Recommended for Reasons Outlined Below | <input type="checkbox"/> Interests Unaffected by Bylaw |
| <input type="checkbox"/> Approval Recommended Subject to Conditions Below | <input checked="" type="checkbox"/> Approval Not Recommended Due to Reasons Outlined Below |

January 22, 2019

Please note that the Okanagan Falls Irrigation District cannot support the application until an engineering study, paid for by the applicant, is done to confirm that fire flows for duplexes can be achieved at this address. Please advise if you request the District's engineer to study this.

Signature: _____

J. Morris

Signed by: Judy Morris

Agency: Okanagan Falls Irrigation District Title: Manager

Date: January 22, 2019

From: [Lacey, Cathy M FLNR:EX](#)
To: [Planning](#)
Cc: [Christopher Garrish](#)
Subject: Your file D2018.041-ZONE
Date: January 29, 2019 1:37:17 PM

Hi,

The Ecosystems Section of the Ministry of Forest, Lands, Natural Resource Operations has reviewed the above noted referral and has "No Concerns".

Thank you

Cathy Lacey
Admin Support
MFLNRO Penticton

cc applicant Feb 3/19

From: Danielson, Steven
To: Planning
Subject: Bassett Ave, 4838, 4839, 4844, 4845, 4849, 4850 Okanagan Falls (2018.041-ZONE)
Date: January 29, 2019 5:00:43 PM

With respect to the above noted file,

There are FortisBC Inc (Electric) ("FBC(E)") primary distribution facilities along Bassett Avenue. **Bringing electrical service to the subject properties will likely require extension work the cost of which may be substantial. To date, arrangements have not been completed to meet either the cost, civil work or the land rights requirement to service the proposed development.** The applicant is responsible for costs associated any changes to the subject lots' existing service, if any, as well as the provision of appropriate land rights where required.

For more information, please refer to FBC(E)'s overhead and underground design requirements:

FortisBC Overhead Design Requirements

<http://fortisbc.com/ServiceMeterGuide>

FortisBC Underground Design Specification

<http://www.fortisbc.com/InstallGuide>

In order to initiate the design process, the customer must call 1-866-4FORTIS (1-866-436-7847). Please have the following information available in order for FBC(E) to set up the file when you call.

- Electrician's Name and Phone number
- [FortisBC Total Connected Load Form](#)
- Other technical information relative to electrical servicing

Otherwise, FBC(E) has no concerns with this circulation.

It should be noted that additional land rights issues may arise from the design process but can be dealt with at that time, prior to construction.

If you have any questions or comments, please contact me at your convenience.

Best Regards,

Steven Danielson,
Contract Land Agent for:

Nicholas Mirsky, B.Comm., AACI, SR/WA
Supervisor | Property Services | FortisBC Inc.

2850 Benvoulin Rd
Kelowna, BC V1W 2E3
Office: 250.469.8033
Mobile: 250.718.9398

cc Applicant FEB 3/19

RESPONSE SUMMARY

AMENDMENT BYLAW NO. 2455.34, 2018

Approval Recommended for Reasons
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to
Conditions Below

Approval Not Recommended Due
to Reasons Outlined Below

Thank you for the opportunity to provide a health perspective to the zoning proposal. Interior Health supports land development in areas where access to amenities, work, recreation and daily activities encourage healthy lifestyles therefore improving the health and wellbeing of the population.

On April 3, 2018 Interior Health, Healthy Community Development provided comments on the original proposal. This zoning included aspects and features consistent with healthy communities planning principal.

We support sustainable growth and development in areas where community services already exist and are well governed and fiscally responsible.

We are supportive of this proposal proceeding.

Signature: _____

Signed By: Clare Audet

Agency: Interior Health

Title: Environmental Health Officer - HCD

Date: January 25, 2019

From: [Cooper, Diana FLNR:EX](#)
To: [Planning](#)
Subject: RE: Bylaw Referral D2018.041-ZONE (Miller)
Date: January 21, 2019 10:18:49 AM
Attachments: [image001.png](#)

Hello Christopher and the RDOS Planners,

Thank you for your referral regarding 4844 Bassett Avenue, PID 030176816, LOT 5 DISTRICT LOT 374 SIMILKAMEEN DIVISION YALE DISTRICT PLAN EPP69000 and 4849 Bassett Avenue, PID 030176794, LOT 3 DISTRICT LOT 374 SIMILKAMEEN DIVISION YALE DISTRICT PLAN EPP69000. According to Provincial records there are no known archaeological sites recorded on either property. However, archaeological potential modeling indicates there is the possibility for unknown/unrecorded archaeological sites to exist on either one or both of the properties.

Archaeological sites (both recorded and unrecorded, disturbed and intact) are protected under the *Heritage Conservation Act* and must not be altered or damaged without a permit from the Archaeology Branch.

In the absence of a confirmed archaeological site, the Archaeology Branch cannot require the proponent to conduct an archaeological study or obtain a permit prior to development. In this instance it is a risk management decision for the proponent.

Prior to any land alterations (*e.g.*, addition to home, property redevelopment, extensive landscaping, service installation), an eligible consulting archaeologist should be contacted to review the proposed activities and, where warranted, conduct a walk over and/or detailed study of the properties to determine whether the work may impact protected archaeological materials.

An eligible consulting archaeologist is one who is able to hold a Provincial heritage permit that allows them to conduct archaeological studies. Ask an archaeologist if he or she can hold a permit, and contact the Archaeology Branch (250-953-3334) to verify an archaeologist's eligibility. Consulting archaeologists can be contacted through the BC Association of Professional Archaeologists (www.bcapa.ca) or through local directories.

If the archaeologist determines that development activities will not impact any archaeological deposits, then a permit is not required. Occupying an existing dwelling or building without any land alterations does not require archaeological study or permitting.

If any land-altering development is planned and proponents choose not to contact an archaeologist prior to development, owners and operators should be notified that if an archaeological site is encountered during development, activities **must** be halted and the Archaeology Branch contacted at 250-953-3334 for direction. If an archaeological site is encountered during development and the appropriate permits are not in place, proponents will be in contravention of the *Heritage Conservation Act* and likely experience development delays while the appropriate permits are obtained.

Please review the screenshot of the properties below (outlined in yellow). The entire area within which the properties are located has high potential to contain unknown/unrecorded archaeological deposits, as indicated by the brown/orange colouration of the screenshot.

Please let me know if you have any questions regarding this information.

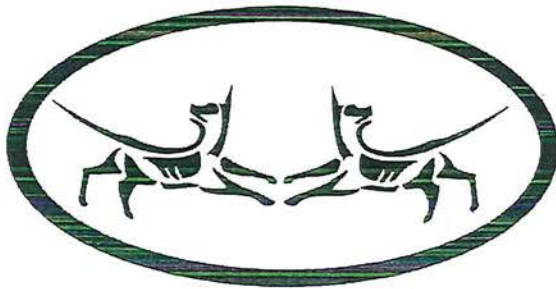
Kind regards,

Diana



Diana Cooper | Archaeologist/Archaeological Site Inventory Information and Data Administrator

Archaeology Branch | Ministry of Forests, Lands, Natural Resource Operations and Rural Development



Penticton Indian Band

Natural Resources Department
841 Westhills Drive | R.R. #2, Site 80, Comp.19
Penticton, B.C. CAN
V2A 0E8
Referrals@pib.ca | www.pib.ca
Telephone: 250-492-0411 Fax: 250-493-2882

January 17, 2019

**WITHOUT PREJUDICE AND NOT TO
BE CONSTRUED AS CONSULTATION**

Regional District of Okanagan Similkameen
101 Martin Street
Penticton, BC V2A 5J9

RTS ID: 3611

Referral ID: D2018.041-ZONE

Referral Date: January 16, 2019

Reference ID: Bylaw 2455.34, 2018

Summary: To amend the zoning of the subject properties in order to facilitate the development of duplex dwelling units.

ATTENTION: Christopher Garrish

We are in receipt of the above referral. The proposed activity is located within Okanagan Nation Territory and the PIB Area of Responsibility. All lands and resources within the vicinity of this referral are subject to our unextinguished Aboriginal Title and Rights.

The Supreme Court of Canada in the *Tsilhqot'in* case has confirmed that the province and Canada have been applying an incorrect and impoverished view of Aboriginal Title, and that Aboriginal Title includes the exclusive right of Indigenous People to manage the land and resources as well as the right to benefit economically from the land and resources. The Court therefore concluded that when the Crown allocates resources on Aboriginal title lands without the Indigenous peoples' consent, it commits a serious infringement of constitutionally protected rights that will be difficult to justify.

Penticton Indian Band has specific referral processing requirements for both government and proponents which are integral to the exercise of our Rights to manage our lands and resources and to ensuring that the Crown can meet its duty to consult and accommodate our Rights, including our Aboriginal Title and management Rights. There is a cost associated with PIB referral processing and engagement. In accordance with PIB policy, proponents are required to pay a processing fee for each referral.

This fee must be paid within 30 days. Proper consultation and consideration of potential impacts cannot occur without the appropriate resources therefore it is only with payment that proper consultation can begin and the proposed activity/development can be fully reviewed.

Upon receipt of the processing fee, we will commence our review. You may then expect to receive a letter from us notifying you of the results of our review of potential impacts of the project within 30 to 90 days.

¹The area over which PIB asserts Aboriginal Rights and Title under Section 35 of the Constitution Act, 1982

APPLICANT FEB 3 2019





If the proposed activity requires a more in-depth review, Penticton Indian Band will notify the proponent and all parties will negotiate a memorandum of agreement regarding a process for review of the proposed activity.

Please note that our participation in the referral and consultation process does not define or amend PIB's Aboriginal Rights and Title, or limit any priorities afforded to Aboriginal Rights and Title, nor does it limit the positions that we may take in future negotiations or court actions.

If you require further information or clarification, please do not hesitate to contact me.

Invoice Number: 1245

	SubTotal	Tax	Total
Admin (12%)	\$ 52.50	\$ 0.00	\$ 52.50
R.T.S. Data Entry (Technical Services)	\$ 80.00	\$ 0.00	\$ 80.00
Total	\$ 132.50	\$ 0.00	\$ 132.50

INVOICE AMOUNT FOR PRELIMINARY OFFICE REVIEW \$132.50

Please make cheque payable to Penticton Indian Band. re: P.C.132 RTS #3611

limlmt,

Natasha Slack
Referrals Administrator
P: 250-492-0411
Referrals@pib.ca

RTS ID: 3611 CC: ONA (nrmanager@syilx.org)



DEVELOPMENT APPROVALS
PRELIMINARY BYLAW
COMMUNICATION

Your File #: D2018.041-
ZONE Miller
Bylaw 2455.34
eDAS File #: 2019-00300
Date: January 21, 2019

Regional District Okanagan Similkameen
101 Martin Street
Penticton, BC V2A 5J9

Attention: Lauri Feindell, Planning Secretary

**Re: Proposed Zoning Amendment Bylaw 2455.34 for:
Lot 3, District Lot 374, SDYD, Plan EPP69000
4849 Bassett Avenue, Okanagan Falls and
4844 Bassett Avenue, Okanagan Falls
Lot 5, District Lot 374, SDYD, Plan EPP69000**

Preliminary Approval is granted for the rezoning for one year pursuant to section 52(3)(a) of the *Transportation Act*.

If you have any questions please feel free to call Rob Bitte at (250) 490-2280.

Yours truly,

Rob Bitte
District Development Technician

Local District Address
Penticton Area Office 102 Industrial Place Penticton, BC V2A 7C8 Canada Phone: (250) 712-3660 Fax: (250) 490-2231



ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: February 21, 2019
RE: Community Emergency Preparedness Fund – Emergency Operations Center

Administrative Recommendation:

THAT the Board of Directors support the application to the Community Emergency Preparedness Fund (CEPF) - Emergency Operations Center (EOC) Application.

Commented [DP1]: THAT the Board of Directors support ta grant application to the UBCM Community Emergency Preparedness Fund for Emergency Operations Centre (EOC)

Purpose:

To secure Provincial funding for Emergency Operations Centre (EOC) equipment, material and training to support the ongoing upgrades to the RDOS EOC and Emergency Management program.

Business Plan Objective:

Key Success Driver 3.0: Build a Sustainable Community.

Objective 3.1.4 By reviewing and updating the emergency management program.

Background:

The EOC is responsible for carrying out the principles of emergency preparedness and emergency management at a strategic level during an emergency.

The CEPF – EOC Program is intended to support the purchase of equipment and supplies required to maintain or improve the EOC and to enhance EOC capacity through training and exercises. Ongoing operational costs are not eligible.

The 2018 Emergency Response season and lessons identified drew attention to the need to build our resilience and capabilities within the RDOS Emergency Management Program. Staff have prepared the application to the Community Emergency Preparedness Fund – EOC Program, requesting the amount of \$24,600 to secure provincial funding for EOC information technology equipment, and training for the newly upgraded RDOS EOC in Penticton. The fund will also provide essential training for our staff and joint training opportunities with our partners, to increase resilience and our preparedness throughout the Region.

Alternatives:

The Board of Directors could choose not to support the application towards the Community Emergency Preparedness Fund.



Communication Strategy: If the application is approved by the Board and is successful in obtaining funding, the news will be released via press release on the RDOS website and social media outlets.

Respectfully submitted:

"Sean Vaisler"

S, Vaisler, Manager of Emergency Services

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: February 21, 2019

RE: Community Emergency Preparedness Fund – Flood Risk Assessment & Flood Mapping

Administrative Recommendation:

THAT the Board of Directors support a grant application to the UBCM Community Emergency Preparedness Fund for flood risk assessment and flood mapping of the Similkameen, Ashnola and Tulameen Rivers and tributaries.

Purpose:

To secure funding for flood risk assessment and flood mapping of areas along the Similkameen, Ashnola and Tulameen Rivers.

The project will be a collaborative and cooperative regional approach to developing a broader flood risk assessment by working with Princeton and Keremeos who are submitting similar grant applications, and also work with the Upper and Lower Similkameen Indian Bands to establish risks assessments and flood mapping for flood prone areas of the Similkameen.

The project will provide planners with clear information on social and economic impacts from a flood event, identify vulnerabilities and inform emergency planners on where best to allocate resources to manage flood risks and adapt to our changing climate. A key outcome will be to better understand how climate change will affect communities in these areas, how to build resiliency and guide planning activities to be better prepared for hazards associated with increased frequency and volumes of flooding events.

Reference:

RDOS Regional Application to CEPF – Flood Risk Assessment and Flood Mapping

Business Plan Objective:

Key Success Driver 3.0: Build a Sustainable Community

Background:

The Union of British Columbia Municipalities (UBCM) – Community Emergency Preparedness Fund (CEPF) provides several types of grants to eligible communities to support capacity building for emergency preparedness. One of the funding streams is for Flood Risk Assessments, Flood Mapping and Flood Mitigation Planning grants of up to \$150,000 to support engagement of subject matter experts to evaluate values at risk of flooding, map flood prone areas and develop plans for how to mitigate future impacts from flooding. This grant application will focus on the first two steps of

conducting risk assessment and undertaking flood mapping. Funding for flood mitigation planning could be pursued through future grant opportunities, if warranted.

The areas of interest for the project are within the traditional territories of the Lower and Upper Similkameen Indian Bands. Letters of support have been requested from both bands, whom have provided initial verbal support for project consultation and involvement.

The Similkameen, Ashnola and Tulameen River corridors have had long standing repetitive flooding challenges that impact people, homes, crops and infrastructure in the area. Conducting risk assessments and flood mapping will enable government bodies responsible for the various areas to understand scale and scope of risk from flooding, with improved mapping to effect improved response during flood events.

Alternatives:

The Board of Directors could choose not to support the application for funding under the UBCM Community Emergency Preparedness Fund for Flood Risk Assessment and Flood Mapping.

Communication Strategy: If successful, project details will be released via press release on the RDOS website and social media outlets.

Respectfully submitted:

Mark Woods

M. Woods, Manager of Community Services

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: February 21, 2019

RE: Award of Asset Management Planning and Implementation Project

Administrative Recommendation:

THAT the Board of Directors approve the expenditure of up to \$110,000 for the consulting services for the Asset Management Planning and Implementation Project to GHD Limited;

AND THAT the Board of Directors execute a consulting services agreement with GHD Limited for the services detailed in the Request for Proposals and the submitted Proposal for the Asset Management Planning and Implementation Project.

Purpose:

Retain a consultant to develop a comprehensive asset management plan for the Regional District's major assets and provide assistance in the acquisition and implementation of asset management software. The asset management plan will provide the Regional District a risk assessment and consequence failure model for its infrastructure and assets along with a prioritized list of asset replacements and cost estimates for their implementation.

Reference:

In accordance with the purchasing and Sales Policy, the Board of Directors shall approve all purchases over \$50,000

Business Plan Objective:

2018 Corporate Business Plan: Key Success Driver #3 – Build a Sustainable Region

Goal 3.2: To develop an economically sustainable region with Objective 3.2.1 to Develop an Asset Management Plan.

Background:

The Regional District undertook the development of an Asset Management Investment Plan (AMIP) in 2016. This plan provided information about the cost to replace the assets (\$137M) and the estimated annual investment needed for all asset categories to reduce the infrastructure deficit to zero (see Table 1 below). This high-level work focused on two main steps: development of a high-level asset inventory and an estimate of the asset's valuation and renewal plan. Due to the limited information available, the best estimate of the future average annual lifecycle investment is between \$2.0 and \$3.1 million. The range is based on industry standard asset service lives, with an optimistic and a conservative outlook.

Improving this information based on a risk assessment including an evaluation of the Regional District assets is needed to refine the annual lifecycle investment. Refinement is critical to inform a long-term funding strategy. For the Regional District, the potential of reducing the necessary funds needed by \$1.0 million each year has significant budget impacts.

The Regional District was recently successful in receiving funding in the amount of \$225,000 from the Strategic Priorities Fund- Capacity Building stream to advance its asset management planning forward. To move the process forward, the Regional District needs better tools and underlying information to improve its understanding of infrastructure costs, service and risk.

Analysis:

In order to retain a consultant to complete the project, a Request for Proposals was released that generated receipt of six (6) consulting firms submitting proposals. These proposals underwent review and scrutiny from the project Steering Committee, consisting of six staff members.

Based on this review the proponent with the highest score was GHD Limited.

Alternatives:

The Board of Directors can reject staff's recommendation.

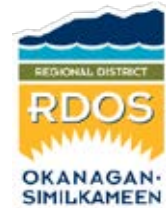
Respectfully submitted:

"John Kurvink, Manager of Finance/CFO"

J. Kurvink, Finance Manager

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: February 21, 2019
RE: Petition to Enter Kaleden Fire Protection Service Area



Administrative Recommendation:

THAT Kaleden Fire Department Fire Protection Local Service Establishment Amendment Bylaw No. 1238.02, 2019 be read a first second and third time.

Reference:

Kaleden Fire Department Fire Protection Local Service Establishment Bylaw No. 1238, 1991.
January 3, 2019 Administrative Report re: Petition for Inclusion into Kaleden Fire Service Area.

Analysis:

The National Research Council of Canada – Dominion Radio Astrophysical Observatory (DRAO) are requesting entry into the Kaleden Fire Department Fire Protection Local Service Area for the lands legally described as:

Section 34, Township 53, Land District Similkameen Div of Yale, Portion SE1/4, Section 34, Township 53, Similkameen Div of Yale Land District, Portion S 1/2 OF NE 1/4, Section 35, Township 53, Similkameen Div of Yale Land District, Portion SW 1/4, Section 35, Township 53, Similkameen Div of Yale Land District, Portion S 1/2 OF NW 1/4

The Lands are currently outside of any fire protection service area. Once the Lands are within a fire protection service area, any changes to the existing radio communications will be considered, and costs to upgrade or change existing repeaters would be funded from the Regional District's 911 Emergency Service.

Alternatives:

THAT Kaleden Fire Department Fire Protection Local Service Establishment Amendment Bylaw No. 1238.02, 2019 not be read a first, second and third time.

Respectfully submitted:

"Christy Malden"

C. Malden, Manager of Legislative Services

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 1238.02, 2019

A bylaw to amend the boundaries of the Kaleden Fire Department Fire Protection Local Service.

WHEREAS the owners of the property described in this bylaw have petitioned the Board of the Regional District to extend the boundaries of the Kaleden Fire Department Fire Protection Local Service Area to include that property;

AND WHEREAS consent on behalf of the participating areas has been given by the Director of Electoral Area "I" in accordance with the *Local Government Act*;

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

1.0 CITATION

1.1 This bylaw may be cited as the **Kaleden Fire Department Fire Protection Local Service Establishment Amendment Bylaw No. 1238.02, 2019.**

2.0 SERVICE AREA EXTENSION

2.1 The Kaleden Fire Department Fire Protection Local Service Establishment Bylaw No. 1238 is amended by adjusting Schedule "A" to that bylaw to include within the boundaries of the service area that portion of the Lands legally described as

Section 34, Township 53, Land District Similkameen Div of Yale, Portion SE1/4, Section 34, Township 53, Similkameen Div of Yale Land District, Portion S 1/2 OF NE 1/4, Section 35, Township 53, Similkameen Div of Yale Land District, Portion SW 1/4, Section 35, Township 53, Similkameen Div of Yale Land District, Portion S 1/2 OF NW ¼.

as outlined in heavy black on the plan attached as Schedule "A" to this Bylaw.

READ A FIRST, SECOND AND THIRD TIME this day of , 2019.

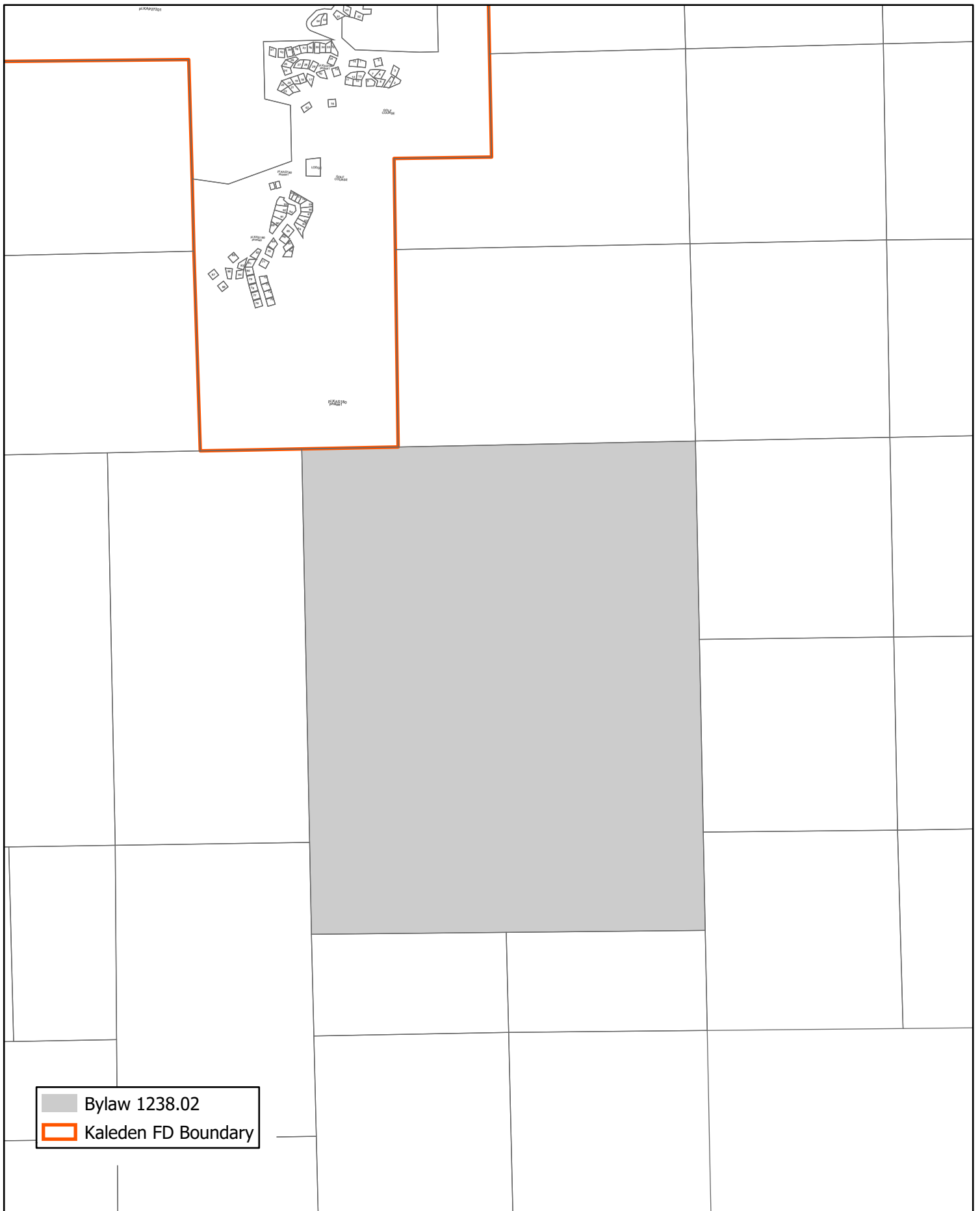
ELECTORAL AREA DIRECTOR CONSENT OBTAINED on day of , 2019.

ADOPTED this day of , 2019.

Chair

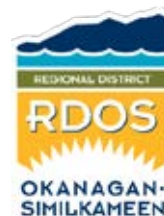
Corporate Officer

FILED with the Inspector of Municipalities this _____ day of _____, 2019



ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: February 21, 2019
RE: RDOS Fees and Charges Bylaw No. 2848, 2019



Administrative Recommendation:

THAT Regional District of Okanagan-Similkameen Fees and Charges Bylaw No. 2848, 2019 be read a first and second time.

Reference:

Local Government Act
February 7, 2019 Corporate Services Committee report

Background:

Through the *Local Government Act*, the Regional District has the authority to impose fees and charges for services that are provided. Prior to 2010, the Regional District fees and charges were located within a number of different bylaws; however, in that same year an all-encompassing Fees and Charges Bylaw was brought in for ease of reference and review on an annual basis.

Although the bylaw can be amended throughout the year, administration brings the bylaw forward for review and amendment in conjunction with the budget process.

Analysis:

At the February 7, 2019 meeting, the Corporate Services Committee received a copy of the bylaw in a marked-up version, along with a report detailing the proposed changes. Discussion on the bylaw resulted in no significant additional changes; therefore the bylaw is before the Board for first and second readings.

Communication Strategy:

The Regional District of Okanagan-Similkameen Fees and Charges bylaw is posted annually on the RDOS Website and will be the topic of a future Regional Reflections article to help citizens understand the various fees and charges they may be subject to.

Respectfully submitted:

"Christy Malden"

C. Malden, Manager of Legislative Services

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2848, 2019

A bylaw to set fees and charges for Regional District services and information.

WHEREAS the *Local Government Act* provides that the Board may by bylaw establish fees and charges for various Regional District services and information;

AND WHEREAS in accordance with Section 397 [imposition of fees and charges] and Section 462 [fees related to applications and inspections] of the *Local Government Act*; the Regional Board wishes to establish fees and charges which reflect cost recovery for services and information provided;

NOW THEREFORE, the Board of the Regional District of Okanagan-Similkameen in open meeting assembled enacts as follows:

1 - Citation

1.1 This Bylaw shall be cited as the **Regional District of Okanagan-Similkameen Fees and Charges Bylaw No. 2848, 2019**.

2 – Fees and Charges

2.1 Wherever this Bylaw sets out fees and charges with respect to other Regional District bylaws and such other bylaws contain similar fees and charges, the Fees and Charges Bylaw shall prevail.

2.2 Wherever this Bylaw sets out fees and charges for work done or services provided to land or improvements, the Regional District may recover the costs of undertaking the work in the same manner and with the same remedies as property taxes.

2.3 The schedule of fees to be imposed for the provision of goods, services and information as specified in Appendix 'A' Schedules 1 to 7 attached hereto, and forming part of this bylaw, is hereby established.

3 – Effective Date

3.1 This bylaw shall come into effect on April 15, 2019.

4 - Repeal

4.1 Bylaw No. 2787, 2018 is repealed as of April 15, 2019.

READ A FIRST AND SECOND TIME this ___ day of ___, 2019.

READ A THIRD TIME AND ADOPTED this ___ day of ___, 2019.

RDOS Board Chair

Corporate Officer

Schedule 1 – Corporate Services Fees

1.0 - Photocopies

8.5" x 11"	\$0.25/page
8.5" x 14"	\$0.35/page
11" x 17"	\$0.50/page
24" x 36"	\$2.50/page

2.0 - Finance Fees and Charges

2.1 Utility Search Fee – \$20.00

2.2 Utility rates will be billed as set out in this bylaw and if remain unpaid after the due date, a percentage addition of ten percent of the amount thereof shall be added on the following working day.

In default of any such owner making any such payment or payments as in such agreement made and provided, the Collector for the Regional District shall add such amount in default to the taxes of such lot or parcel of land on the Collector's Real Property Tax Roll and thereafter such amount shall be deemed to be taxes against the said property and shall be dealt with in the same manner as taxes against the said property would be dealt with under the provisions of the *Local Government Act* and *Community Charter*.

2.3 Processing fee for payments returned by the financial institution – \$30.00

3.0 - Mapping

3.1 Legal, civic and zoning 1:5,000 scale maps are available to the public in the following formats:

- Hardcopy maps at a price of \$15 per map.
- Digital format (Adobe PDF) set of maps for price of \$30 per CD.

3.2 Cost for miscellaneous hard copy maps in GIS warehouse directory is \$35 per map.

3.3 Cost for creation of custom maps is \$80/hr. A minimum charge of \$140 is required with a minimum notice of 15 working days by the applicant.

4.0 - Digital Data

4.1 RDOS will provide GIS data available at no charge on the RDOS FTP site as per Item 1.0 of Enterprise Unit Data and Services Policy.

5.0 - GIS Services for Municipalities, Provincial and Federal Government

5.1 Access to existing RDOS internet mapping application will be \$3,096 /year.

5.2 Specific GIS services as per items 2.2 and 2.3 of Enterprise Unit Data and Services Policy will be available at a cost of \$48.47 /hr for the GIS Assistant, \$59.59/hr for GIS Analyst/Programmer \$88.17 /hr for IS Manager, \$55.71/hr for the Systems Administrator and \$46.70/hr for the IT Technician/Programmer.

- 5.3 GIS Services will be available to the public at a cost of \$ 100/hr with a minimum payment of 2 hours provided the Information Services Manager determines the RDOS has the resources to complete the project.

6.0 - Human Resources Services for Municipalities

- 6.1 Human Resources services will be available to municipalities as per items 3.1 and 3.2 of Enterprise Unit Data and Services Policy. Services will be available at a cost of \$71.19/hr for the HR Manager and \$48.38/hr for HR Coordinator.

7.0 - IT Services for Municipalities

- 7.1 IT services will be available to municipalities as per items 4.1 and 4.2 of the Enterprise Unit Data and Services Policy will be available at a cost of \$55.71 /hr for the Systems Administrator and \$ 46.70/hr for IT Technician/Programmer, \$48.47/hr for the GIS Assistant and \$88.17/hr for the IS Manager.

1.0 - Plan Processing Fee

- 1.1 The fee for plan processing shall be \$150.00 for projects with an estimated construction value less than \$100,000. The fee for plan processing for projects valued over \$100,000.00 shall be \$500.00.

2.0 - Building Permit – to be determined as follows:

- 2.1 \$12.00 for each \$1,000.00 of construction value up to \$500,000.00;
\$10.00 for each \$1,000.00 of construction value between \$500,000.01 and \$1,000,000.00; and
\$6.00 for each \$1,000.00 of construction value after \$1,000,000.01
- 2.2 The minimum permit fee for a permit, or a series of permits on the same parcel of land, issued at the same time is \$150.00 (with the exception of a permit for a solid fuel-fired appliance).
- 2.2 using Table A-1 for detached single family dwellings, duplex dwellings where one dwelling is not located above the other dwelling and buildings that are accessory to these buildings; or,
- 2.3 using the declared contract value for all construction other than that work included in paragraph 1. above, except that if the declared value is contested by the building official the value will be established using the Marshal & Swift Residential Cost Hand Book or the RS Means Square Foot Costs Handbook.

Table A-1

Proposed <i>construction</i>	Value per square meter	Value per square foot
One storey*	\$1453	\$135
Finished basement	\$538	\$50
Each Additional Storey	\$807	\$75
Enclosed structure or Garage**	\$430	\$40
Sundeck (no roof)	\$323	\$30
Roof only	\$215	\$20
Unenclosed structure or carport	\$269	\$25
Pool	\$377	\$35

*The fee covers slab on grade, crawlspaces and unfinished basements

**The minimum permit fee for a structure over 55 m² shall be \$300

3.0 - Permit fees for temporary buildings and siting permits **\$150.00**

4.0 - Permit fees for farm buildings (relevant to Building Bylaw #2805) **\$250.00**

5.0 - Plan Review Fee

- 5.1 Submissions of revised drawings once a zoning or building code review has been completed will result in a minimum charge of \$100. In addition, an hourly rate of \$50 will be charged if the revised drawings require more than 1 hour of review.

6.0 - Locating/Relocating a Building

- 6.1 The fee for a permit authorizing the locating or relocating of a building or *structure* including the value of any additions or modifications, shall be calculated at 0.7 of the fees set out in Table A-1.
- 6.2 A modular home or manufactured home installed in accordance with Z-240.10.1, including the value of any additions or modifications shall be calculated at 0.5 of the fees set out in Table A-1.

7.0 - Demolishing a Building or Structure

- 7.1 The fee for a permit authorizing the demolition of a building or structure shall be \$150.00.

8.0 - Plumbing Permits

- 8.1 The permit fee for each plumbing fixture shall be \$10.00 per fixture, when the plumbing permit is issued in conjunction with a building permit, and \$10.00 per fixture plus an administration fee of \$100 when a plumbing permit is issued separately.
- 8.2 The plumbing permit fee may be reduced up to 25% (minimum fee \$150) with submission and approval of plumbing system layout drawings by a TQ certified tradesperson (plumber) for single family new construction and renovation projects.

9.0 - Solid Fuel Burning Devices

- 9.1 The permit fee for the installation of solid fuel burning appliances, fireplaces and chimneys shall be \$100.00 per appliance.

10.0 - Re-inspection Fees

- 10.1 The fee for a re-inspection shall be \$100.00.

11.0 – Health and Safety Inspection

- 11.1 The fee for any inspection to confirm health & safety requirements as set out in the BC Building Code shall be \$100.00.

12.0 - Transfer Fee

- 12.1 The fee for the transfer of a permit as set out in the RDOS Building Bylaw shall be \$100.00.

13.0 - File Searches* and Comfort Letters (*for routinely releasable records only)

- 13.1 Information recovery from archived files \$30.00
- 13.2 Information recovery from building permit files and property folio files:
 - i) first ½ hour of time spent \$0.00
 - ii) each additional ¼ hour spent after first ½ hour of time \$10.00
- 13.3 Digital copies of archived files materials (if available) \$15.00
(includes approved RDOS USB memory stick)
- 13.4 The fee for comfort letters shall be \$100.00 per property to determine building bylaw compliance.

14.0 - Removal of Notice on Title

- 14.1 Remove Notice on Title (no lawyer involvement) \$1000.00
- 14.2 Deficiency Inspection Permit and subsequent removal of Notice on Title (lawyer involved) \$1500.00
- 14.3 Each deficiency re-inspection \$ 100.00

15.0 - Permit Extension Fee

- 15.1 The fee for permit extension shall be \$100.00

16.0 - Legal Documents

- 16.1 Title search \$25.00
- 16.2 Covenants, Right of Ways, Easements, Plans and similar documents: actual cost of document (minimum \$25.00)

17.0 - Covenants

- 17.1 Preparation of a Covenant \$500.00
- 17.2 Covenant Discharge \$250.00

Schedule 3 – Planning and Development Fees

1.0 Official Community Plan (OCP) amendment

1.1	Application fee	\$1,000.00
1.2	Joint Zoning Bylaw Amendment fee	\$1,500.00
	plus: i) per dwelling unit and/or parcel in excess of four (4)	\$25.00

2.0 Zoning Bylaw or Land Use Contract (LUC) amendment

2.1	Application fee	\$1,000.00
	plus: i) per dwelling unit and/or parcel in excess of four (4)	\$25.00

3.0 Temporary Use Permit

3.1	Application fee	\$700.00
3.2	Renewal fee	\$350.00

4.0 Development Permit

4.1	Application fee:	
	i) Delegated Development Permit	\$300.00
	ii) Non-Delegated Development Permit	\$600.00
	iii) Expedited Development Permit	\$150.00
4.2	Amendment to a Permit fee:	
	i) Delegated Development Permit	\$300.00
	ii) Non-Delegated Development Permit	\$300.00
	iii) Expedited Development Permit	\$150.00

5.0 Development Variance Permit

5.1	Application fee	\$400.00
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6.0 Subdivisions (Bylaw 2000)

6.1	Referral Review Fee (fee simple or strata parcels)	
	i) base fee	\$ 400.00
	plus ii) each additional parcel to be created	\$ 500.00/parcel
6.2	Referral Review Fee (boundary adjustment)	
	i) base fee	\$ 600.00
	plus ii) each additional parcel to be adjustment in excess of two (2)	\$100.00/parcel
6.3	Referral Review Fee (plan revisions)	
	i) base fee	\$ 150.00
	plus ii) any additional parcel to be created that has not previously been reviewed	\$ 500.00/parcel
6.4	Application Extension	\$150.00

6.5 Infrastructure Review and Inspection Fees

- i) 3.5%, to a minimum of \$500.00, of the total cost of “on-site” and “off-site” works that the Regional District will assume operations and ownership over once the subdivision or development is completed.

NOTE: for the purposes of calculating 3.5% of works, consulting engineering design fees are not included in the fee calculation. It is incumbent on the developer to provide actual construction costs for the Regional District approval.

All fees shall be paid to the Regional District prior to final support of the subdivision referral being provided to the Ministry of Transportation and Infrastructure (MoTI) or final occupancy of a building permit for the development.

7.0 Board of Variance Appeal

7.1 Application fee \$500.00

8.0 Floodplain Exemption

8.1 Application fee \$400.00

9.0 Strata Title Conversion

9.1 Application fee \$150.00

plus: i) for each additional unit \$150.00

10.0 Campsite Permit (Bylaw 713)

10.1 Application fee \$150.00

plus: i) for each camping space \$15.00

10.2 Renewal fee \$150.00

11.0 Mobile Home Park Permit (Bylaw 2597)

11.1 Application fee \$150.00

plus: i) for each mobile home space \$30.00

11.2 Renewal fee \$150.00

12.0 Applications to the Agriculture Land Commission

12.1 Application fee \$1500.00

13.0 Liquor and Cannabis Regulation Branch (LCRB) Referrals

13.1 Application Fee – Liquor License \$100.00

13.2 Application Fee – Cannabis License \$1,000.00

14.0 File Searches (for routinely releasable records only)

14.1 Information recovery from archived files \$30.00

14.2 Information recovery from a property folio:

- i) first ½ hour of time spent \$0.00
- ii) each additional ¼ hour spent after first ½ hour of time \$10.00

15.0 Legal Documents

15.1 Documents from Land Titles Office and BC Registries and Online Services:

- i) State of Title \$25.00
- ii) Covenants, Right of Ways, Easements,
Plans and similar documents: actual cost of document (minimum \$25.00)

16.0 Covenants

- 16.1 Discharge of a Statutory Covenant \$250.00
- 16.2 Preparation or Amendment of a Statutory Covenant \$500.00

17.0 Comfort Letters

- 17.1 “Comfort Letter” for compliance with bylaws or zoning \$100.00

18.0 Letter of Concurrence for Communication Towers \$400.00

NOTE: The number of dwelling units and/or parcels referred to at Sections 1.2 and 2.1 shall be determined by either using the maximum density of dwelling units permitted per hectare of land in the proposed zone or designation, or by dividing the area of the land proposed to be re-designated or zoned by the minimum parcel size requirement of the proposed zone or designation, whichever yields the greatest number.

Schedule 4 – Bylaw Enforcement Fees

1.0 Animal Control Fees

- 1.1. Impoundment Fees – Dogs (other than Dangerous Dogs)
- first impoundment in any calendar year \$ 50.00
 - second impoundment in any calendar year \$100.00
 - third impoundment in any calendar year \$250.00
 - each subsequent impoundment in any calendar year \$500.00
- 1.2 Impoundment Fees – Dangerous Dogs
- each impoundment \$1,000.00
- 1.3 Maintenance Fees
- each twenty-four (24) hour period, or part thereof \$ 20.00
 - Dangerous Dog \$30.00
- 1.4 Veterinary Costs Incurred costs as invoiced by Veterinarian

2.0 Dog Licensing Fees:

- 2.1 Intact Males and Non Spayed Females \$ 50.00
Spayed Females and Neutered Males \$ 20.00
Certified Guide or Assistance Dog no charge
- 2.2 notwithstanding 2.1, the licence fee for a dog that has reached 24 weeks in the same licencing year shall be prorated to a minimum amount of \$5.00
- 2.3 Where an owner presents proof that a dog was spayed or neutered in the same calendar year as the dog licence, the difference in licence fee shall be reimbursed for that calendar year, provided that the reimbursement is requested within the same calendar year as the licence.

3.0 Replacement of Lost, Destroyed or Mutilated Tags:

- 3.1 replacement of any lost, destroyed or mutilated tag \$ 5.00

4.0 Burning Permit Fees

- 4.1 Open Air Burning Permit (valid for one year) **Bylaw 2364**
\$30.00

5.0 Recovery of Collection Fees For Fines

- 5.1 To recover costs during collection process **Bylaw 2507**
as incurred

Schedule 5 – Public Works and Engineering Services Fees

2.0 Water Meter Vault, Appurtenances and Installation Fees

2.1 For all newly created lots a fee will be paid at time of subdivision for each lot that lies within a Water Service Area owned and operated by the Regional District as follows:

2.1.1	¾ to 1 ½ inch Service	\$1,500/lot
2.1.2	2 inch Service	\$2,000/lot
2.1.3	4 inch Service	\$3,000/lot

The fee includes the cost for the water meter and meter installation.

2.2 The fees in 2.1 may also apply to zoning amendment applications.

Schedule 5 – Public Works and Engineering Services Fees

Section 2 - Development Cost Charges & Capital Expenditure Fees

1.0 Okanagan Falls Sewer Development Cost Charges	Bylaw 2486
1.1 Single detached dwelling per lot/per dwelling unit	\$9,500.00
1.2 Duplex per dwelling unit	\$9,500.00
1.3 Townhouse per dwelling unit	\$6,800.00
1.4 Apartment per dwelling unit	\$6,800.00
1.5 Commercial per m ² gross floor area	\$ 30.00
1.6 Industrial per m ² gross floor area	\$ 30.00
1.7 Institutional per m ² gross floor area	\$ 27.00
2.0 Naramata Water System Development Cost Charges and Capital Expenditure Charges	Bylaw 1804 NID Bylaw 443
2.1 Development Cost Charges Zone A	
2.1.1 Single Family Residential at Subdivision	\$5,700/parcel
2.1.2 Multi Family Residential at Building Permit	\$5,700/dwelling
2.2 Capital Expenditure Charges – Zone A, B & C	
2.2.1 Single Family Residential	\$5,700/service
2.2.2 Multi-Family Residential	\$5,700/lot
2.2.3 Cottage	\$5,700/service
3.0 Olalla Water System Capital Expenditure Charges	OID Bylaw 32
3.1 Mobile Home Capital Expenditure Charge	\$1,000/unit
3.2 Capital Expenditure Charge	\$ 800/parcel
4.0 Faulder Community Water System Development Cost Charges	Bylaw 1894
4.1 Single Family Residential	\$4,200/parcel
5.0 West Bench Water System Capital Expenditure Charge	WBID Bylaw 101
5.1 Capital Expenditure Charge	\$3,000/parcel
6.0 Gallagher Lake Water Connection Cost	Bylaw 2644
6.1 Each water service	\$1,500.00
7.0 Willowbrook Water New Connection Cost	Water Tariff No. 5
7.1 Each domestic service	\$1,000.00
8.0 Sun Valley Water	SVID Bylaw 14
8.1 Capital Expenditure Charge Subdivision	\$1,000.00/Lot

9.0 Gallagher Lake Connection Costs

Bylaw 2645

9.1 Sewer – Single Family Equivalent Units (SFU)

Each SFU equivalent unit in this section will have a Connection Cost of \$6,000.00.

Use	Person per Unit	SFU Equivalency	\$6000.00 Per
Residential	2.50 ¹	1.000	Dwelling
Motel Unit			2 Units
Camp/RV Site			2 Sites
Commercial	0.013 ²	0.0052	193 m ²
Industrial	0.006 ²	0.0024	417 m ²
Institutional	0.01 ²	0.004	250 m ²

Note: 1: RDOS' *Gallagher Lake & Vaseux Lake Areas Liquid Waste Management Plan*

2: The Ministry of Community, Sport of Cultural Development, *Provincial Best Practices for Development Cost Charges*

Schedule 5 – Public Works and Engineering Services Fees

Section 3 – Water System Fees – not to exceed maximum of:

1.0 Naramata Community Water System	Bylaw 2377
1.1 Basic User Fee	\$ 1,057/house
1.2 Grade A Domestic	\$ 294/acre
1.3 Grade A Irrigation	\$ 281/acre
If land is deemed to be non-irrigable, residents may apply for exemption based on an agrologist's report.	
1.4 Grade B	\$ 182/parcel
1.5 Development Charge – applicable when no Basic User Fee attached to property	\$ 149/parcel

In addition to the above user fees, the following will also apply:

1.7 each garage, service station, coffee shop, cafe, business office, beauty salon, dog kennel, neighbourhood pub, hobby shop, an annual charge of	\$ 219
1.8 each farm winery and/or store and winery with restaurant, an annual charge of	\$ 435
1.9 each Packing house an annual charge of	\$ 1,178
1.10 each school an annual charge of	\$ 4,888
1.11 each Naramata Centre an annual charge of	\$ 11,115
1.12 each guesthouse, summer cabin or picker's cabin an annual charge of	\$ 182/unit
1.13 each residence where the owner has for year round use (or rental) living units, suites, guest cottages or cabins, an annual per unit charge of	\$ 908/unit
1.14 each motel or auto court an annual charge of	\$ 160/unit
1.15 each resort an annual charge of	\$ 160/unit
1.16 each bed and breakfast an annual charge of	\$ 321
1.17 each tent and trailer court an annual charge of	\$ 843
1.18 each multiple family dwelling, duplex, apartment block or condominium, an annual charge of	\$ 908/unit
for each family unit, except that one such unit in each building shall be exempt.	
1.19 each bunkhouse an annual charge of	\$ 372
1.20 each single irrigation service connection a charge in accordance with the following:	
1.20.1 Three quarter inch (3/4")	\$ 90
1.20.2 One Inch (1")	\$ 92
1.20.3 One and One Quarter Inch (1 1/4")	\$ 92
1.20.4 One and One Half Inch (1 1/2")	\$ 90
1.20.5 Two Inches (2")	\$ 92

2.0 Olalla Water System**Bylaw 2381**

2.1 User Fees

2.1.1	Single Family Dwelling	\$ 563.89/each
2.1.2	Businesses	\$ 563.89/each
2.1.3	Trailer Space	\$ 563.89/unit
2.1.4	Apartments (charged in addition to the SFD)	\$ 296.01/unit

3.0 Faulder Water System**Bylaw 1179**

3.1 User Rates

By taxation

4.0 West Bench Water System**Bylaw 2555**

CATEGORY	BASE RATE	METERED CONSUMPTION USAGE
4.1 Water – Single Family	195.77/quarter	plus 0.37/cubic meter
4.2 Water - Vacant Lot	182.47/quarter	unmetered
4.3 Water - Multi Family	195.77/quarter	plus 0.37/cubic meter
4.4 Water - Park	195.77/quarter	plus 0.37/cubic meter
4.5 Water - School	195.77/quarter	plus 0.37/cubic meter
4.6 Water - Farm	195.77/quarter	plus 0.19/cubic meter
4.7 Water - Business	195.77/quarter	plus 0.19/cubic meter
4.8 Water - Utility	187.22/quarter	unmetered

4.9 Water – WBID Loan Payment (Debt ends 2023) \$23.25 quarter/parcel

4.10 Water – Reserve Fund \$28.75 quarter/parcel

5.0 Gallagher Lake Water System

5.1 Flat Rates

	Type of Use	Unit of Charge	Annual Rates
5.1.1	Residential		
5.1.1.1	Single Family, Duplex, or mobile home not in a mobile home park	dwelling unit	\$ 896
5.1.1.2	3-plex, 4-plex, townhouse, mobile home in a mobile home park	dwelling unit	\$ 702
5.1.1.3	Apartment, secondary suite, cabin	dwelling unit	\$ 340
5.1.1.4	Assisted Living Care Unit	under 50 square meters gross area	\$ 448
5.1.2	Commercial		
5.1.2.1	Office, Hall, Bakery, Hair Salon, Funeral Home, other small commercial Businesses	per unit	\$ 396
5.1.2.2	Motel or Hotel	per room	\$ 299
5.1.2.3	Campground	per site	\$ 105
5.1.2.4	Restaurant, Beverage Room, or Distillery:	less than 25 seats	\$860
		25 to 49 seats	\$ 1,278
		each additional 25 seats or increment	\$ 426
5.1.2.5	Garage, Service Station, Theatre, Bowling Alley, Supermarket	per unit	\$ 855
5.1.2.6	Laundromat	per machine	\$ 259
5.1.2.7	Car Wash	per wand	\$ 259
5.1.2.8	Church	per unit	\$ 528
5.1.2.9	Hospital, Extended Care or Long-Term Care Facility	per bed	\$ 555
5.1.2.10	School	per classroom	\$ 555
5.1.2.11	Community Hall, Arena, Curling Rink, Swimming Pool	per unit	\$ 2,821

Where two or more types of uses are made of a single property or building, multiples or combinations of the user rate shall be determined by the RDOS, acting reasonably. In the case of a residence accompanying a commercial use, the applicable rate shall be the higher of the two rates but not both.

The rate for churches and halls is only intended where the premises are used for holding regular meetings. Where other uses are made of the building the appropriate user rates shall also apply.

5.2 Metered Rates

All consumption shall be charged at the rate of \$0.57 per cubic metre.

6.0 Willowbrook Water System

6.1 Per property connection \$1,552

7.0 Sun Valley Water System

7.1 Annual Domestic Rate (Grade A) per Parcel includes a 6 gallon per minute water allotment. \$ 1,661

7.2 In addition to the above Annual Base Rate Per Parcel with the exception of Grade I the following Irrigation rates apply:

Grade A1 Shall comprise of every parcel of land with a 3 gallon per minute dole valve. \$ 154

Grade B Shall comprise of every parcel of land with a 12 gallon per minute dole valve. \$ 615

Grade C Shall comprise of every parcel of land with an 18 gallon per minute dole valve. \$ 922

Grade D Shall comprise of every parcel of land with a 24 gallon per minute dole valve. \$ 1,230

Grade E Shall comprise of every parcel with a 30 gallon per minute dole valve. \$ 1,536

Grade F Shall comprise of every parcel of land with a 36 gallon per minute dole valve. \$ 1,843

Grade G Shall comprise of every parcel of land with a 39 gallon per minute dole valve. \$ 1,997

Grade H 1 Shall comprise of every parcel of land with a 175 gallon per minute dole valve. \$ 8,974

Grade H 2 Shall comprise of every parcel of land with a 120 gallon per minute dole valve. \$ 6,154

Grade I Shall comprise of every parcel of land to which water cannot be supplied. \$ 204

7.3 Out of Season Irrigation 1.25/day x gpm delivered per dole valve \$ 110

8.0 General Water Services

8.1 Hydrant Permit \$ 50 / day
8.2 Hydrant Permit – Backflow Prevention Device \$ 50 / day
8.3 Deposit for Hydrant Use \$ 500 / rental
8.4 Connection Charge \$ 350 / each
8.5 Inspection and Administration Fee \$ 100 / each
8.6 Water Turn-On and/or Fee \$ 50
8.7 Valve Turn Request \$ 50

Schedule 5 – Public Works and Engineering Services Fees

Section 4 – Sewer System Fees not to exceed a maximum of:

1.0 Okanagan Falls Sewer User Rates

Bylaw 1707

The following rates do not apply if the owner is in possession of a Sewer Use Contract of Section 14 of the Okanagan Falls Special Service Area Sewerage Regulation Bylaw.

Category	Annual Billing Rate
Single Family Dwelling/Townhouse/Duplex	\$ 862
Apartment per unit	\$ 732
Mobile home park/per unit	\$ 775
Motel/Hotel per unit	\$ 345
Restaurant/Lounge/Pub	\$ 2,585
School per classroom	\$ 775
Church, Library, Community Hall & Drop-in Centres	\$ 948
Small Business, office building (20 employees or less)	\$ 948
Larger Business, office building (greater than 20 employees)	\$ 1,981
Supermarket	\$ 2,498
Service Station	\$ 1,551
Industrial/Commercial (20 employees or less)	\$ 1,034
Industrial/Commercial (20 to 50 employees)	\$ 1,981
Industrial/Commercial (greater than 50 employees)	\$ 2,585
Coin operated car wash	\$ 5,169
Laundromat (per washing machines)	\$ 689
Campground/Washroom per site	\$ 345
Shower/washroom	\$ 345

2.0 Gallagher Lake Sewer System

2.1. Flat Rates

	Type of Use	Unit of Charge	Annual Rates
2.1.1	Residential		
2.1.1.1	Single Family, Duplex, or mobile home not in a mobile home park	dwelling unit	\$ 433
2.1.1.2	3-plex, 4-plex, townhouse, mobile home in a mobile home park	dwelling unit	\$ 339
2.1.1.3	Apartment, secondary suite, cabin	dwelling unit	\$ 166
2.1.1.4	Assisted Living Care Unit	under 50 square meters gross area	\$ 215
2.1.2	Commercial		
2.1.2.1	Office, Hall, Bakery, Hair Salon, Funeral Home, other small commercial Businesses	per unit	\$ 433
2.1.2.2	Motel or Hotel	per room	\$ 318
2.1.2.3	Campground	per site	\$ 55
2.1.2.4	Restaurant , Beverage Room or Distillery:	less than 25 seats	\$ 791
		25 to 49 seats	\$ 1,182
		for each additional 25 seats or increment	\$ 394
2.1.2.5	Garage, Service Station, Theatre, Bowling Alley, Supermarket	per unit	\$ 788
2.1.2.6	Laundromat	per machine	\$ 234
2.1.2.7	Car Wash	per wand	\$ 234
2.1.2.8	Church	per unit	\$ 459
2.1.2.9	Hospital, Extended Care or Long-Term Care Facility	per bed	\$ 459
2.1.2.10	School	per classroom	\$ 459
2.1.2.11	Community Hall, Arena, Curling Rink, Swimming Pool	per unit	\$ 2,169

Where two or more types of uses are made of a single property or building, multiples or combinations of the user rate shall be determined by the RDOS, acting reasonably. In the case of a residence accompanying a commercial use, the applicable rate shall be the higher of the two rates but not both.

The user rate for churches and halls is only intended where the premises are used for holding

regular meetings. Where other types of uses are made of the building the appropriate user rates shall also apply.

2.2 Metered Rates

Where sewer flows for a particular property or use are determined, by the RDOS or designate, to be in excess of the recoverable flat rate, the property in question will be invoiced based on one of the following:

- 2.2.1 Sewer users with an effluent or sewage flow meter shall be charged at the rate of \$0.78 per cubic metre of measured effluent.
- 2.2.2 For metered water users without effluent flow meters, the charge for use of the sewage system shall be calculated as 80% of the recorded volume of metered water used times a rate of \$0.78 per cubic metre.

3.0 General Sewer Services

- | | | |
|-----|---------------------------------|-------------|
| 3.1 | Connection Charge | \$ 350 |
| 3.2 | Inspection & Administration Fee | \$ 100/each |

Schedule 5 – Public Works and Engineering Services Fees

Section 5 – Cemetery Fees

1.0 Naramata Cemetery

Bylaw 2816

Regional District of Okanagan-Similkameen, 101 Martin Street, Penticton, BC V2A 5J9
Naramata Cemetery located at 3315 Bartlett Road, Naramata, BC.

1.1 PLOT RESERVATION LICENSE FEES:	
Burial Plot: resident (\$124 allocated to reserve)	\$495
Burial Plot non-resident (\$240 allocated to reserve)	\$660
Cremation Plot: resident (\$42 allocated to reserve)	\$165
Cremation Plot non-resident (\$80 allocated to reserve)	\$220
1.2 INTERMENT OPENING AND CLOSING FEES:	
Burial Plot: 240 cm depth or greater	\$660
Cremation Plot:	\$110
1.3 EXHUMATION OR DISINTERMENT OPENING AND CLOSING FEES:	
Burial Plot:	\$650
Cremation Plot:	\$150
1.4 OPENING OR CLOSING FOR INTERMENT/ EXHUMATION/DISINTERMENT OTHER THAN DURING NORMAL BUSINESS HOURS:	
Fee in addition to that applicable under item 1.2 or 1.3 above for burial plot:	\$220
Fee in addition to that applicable under item 2 or 3 above for cremation plot:	\$220
1.5 ISSUANCE OF LICENSE/PERMIT OTHER THAN DURING NORMAL BUSINESS HOURS, OR LESS THAN 24 HOURS PRIOR TO SCHEDULED INTERMENT:	
Fee in addition to that applicable under item 1, 2 or 4 above:	\$100
1.6 INSTALLATION OF MEMORIAL MARKER:	\$ 94
(\$10 allocated to reserve)	
1.7 GRAVE LINER:	\$275
1.8 CREMATION URN VAULT:	
Small	\$ 55
Regular	\$ 65
Large	\$ 80
1.9 PICTURE OF INTERRED FOR INTERNET	
one time charge (optional)	\$ 50

2.0	TEXT	
	for internment to a maximum of 200 words, (optional)	\$ 50
2.1	SCATTERING GARDEN	
	Fee for Scattering Garden Plaque	\$200
	Fee for Scattering Gardens Care Fund	\$ 50

Schedule 5 – Public Works and Engineering Services Fees

Section 6 Curbside Solid Waste Collection and Drop-Off Service Fees

Fees for improved residential premises and non-residential premises as set out in the RDOS Solid Waste Collection and Drop-Off Service Regulation Bylaw to receive waste collection service by defined service area:

6.1	Electoral Area “A”.	\$125 per premise per year
6.2	Electoral Area “B”.	\$125 per premise per year
6.3	Electoral Area “C”.	\$140 per premise per year
6.4	Participating areas of Electoral Area “D” excluding Upper Carmi, Heritage Hills, Lakeshore Highlands and Kaleden.	\$125 per premise per year
6.5	Participating areas of Electoral Area “D” within Upper Carmi, Heritage Hills, Lakeshore Highlands and Kaleden.	\$145 per premise per year
6.6	Participating areas of Electoral Areas “E”.	\$145 per premise per year
6.7	Participating areas of Electoral Area “F”.	\$145 per premise per year
6.8	Electoral Area “G”.	\$160 per premise per year
6.9	Village of Keremeos.	\$115 per premise per year
6.10	Tag-a-Bag as defined by the RDOS Solid Waste Collection and Drop-Off Service Regulation Bylaw	\$1.50 each
6.11	Properties that have active commercial bin collection of refuse located on the property in question that request residential collection of recycled materials only	\$45.00 per premise per year.

Schedule 5 – Public Works and Engineering Services Fees

Section 7- Sanitary Landfills

Campbell Mountain, Okanagan Falls, Oliver Landfills and Keremeos Waste Transfer Station

1.0 The general TIPPING FEE is per metric tonne per load, or when stated per unit, when each SOLID WASTE is SOURCE SEPARATED, not CONTAMINATED and DISPOSED in the DESIGNATED LOCATION. Capitalization of a word indicates that it is defined in the Waste Management Service Regulatory Bylaw No. 2796.

TIPPING FEE charges that are in addition to the general TIPPING FEE listed in Section 1.1 to 1.4 are identified in 2.0.

1.1 REFUSE	Campbell Mountain Landfill	Okanagan Falls Landfill	Oliver Landfill	Keremeos Waste Transfer Station	Charge Information
					Charge per metric tonne per load and see 1.0
REFUSE	\$110.00	\$110.00 Must not contain items listed in Section 2.13.	\$110.00	\$110.00 Must not contain items listed in Section 2.12	\$5.00 minimum charge. Okanagan Falls Landfill cannot accept FOOD WASTE.

1.2 DEMOLITION, RENOVATION, CONSTRUCTION MIXED LOAD SOLID WASTE	Campbell Mountain Landfill	Okanagan Falls Landfill	Oliver Landfill	Keremeos Waste Transfer Station	Charge Information
					Charge per metric tonne per load and see 1.0
ASSESSED DEMOLITION AND RENOVATION MIXED LOAD	\$500.00	\$110.00	\$500.00	Not Accepted	RDOS approval form required. \$25.00 minimum charge.
NON-SERVICE AREA ASSESSED DEMOLITION AND RENOVATION MIXED LOAD and CONSTRUCTION MIXED LOAD	Not Accepted	\$135.00	Not Accepted	Not Accepted	RDOS approval form required. Materials generated outside the SERVICE AREA of a SITE.
NON-ASSESSED DEMOLITION AND RENOVATION MIXED LOAD	\$700.00	\$500.00	\$700.00	Not Accepted	\$50.00 minimum charge.
CONSTRUCTION MIXED LOAD	\$700.00	\$125.00	\$700.00	Not Accepted	RDOS approval form required. \$25.00 minimum charge.

1.3 RECYCLABLES (see Charge Information with each SOLID WASTE)	Campbell Mountain Landfill	Okanagan Falls Landfill	Oliver Landfill	Keremeos Waste Transfer Station	Charge Information Charge per metric tonne per load, or as stated per unit, and see 1.0
Alarms (smoke, CO detectors)	\$0.00	\$0.00	\$0.00	\$0.00	Residential quantities accepted.
Antifreeze (liquid & containers)	\$0.00	Not Accepted	\$0.00	Not Accepted	Residential quantities accepted.
ASPHALT	\$20.00	\$20.00	\$20.00	\$20.00	\$5.00 minimum charge.
ASPHALT SHINGLES	\$60.00	\$60.00	\$60.00	\$60.00	\$5.00 minimum charge.
BATTERIES LEAD-ACID, BATTERIES - HOUSEHOLD	\$0.00	\$0.00	\$0.00	\$0.00	Lead acid, Household.
CERAMIC FIXTURES and Ceramic Tile	\$20.00	\$20.00	\$20.00	\$20.00	\$5.00 minimum charge.
CONCRETE	\$20.00	\$20.00	\$20.00	\$20.00	\$5.00 minimum charge.
CONCRETE BULKY (including ROCKS over 40 cm)	\$60.00	\$60.00	\$60.00	Not Accepted	Means CONCRETE measuring greater than 1 m. in any dimension and/or where large amounts of metal are protruding greater than 15 cm. \$50.00 minimum charge.
CORRUGATED CARDBOARD	\$0.00	\$0.00	\$0.00	\$0.00	Not CONTAMINATED.
ELECTRONIC and ELECTRICAL PRODUCTS (E-WASTE)	\$0.00	\$0.00	\$0.00	\$0.00	Residential quantities.
FRUIT WASTE	\$0.00 up to 500 kg \$60.00 portion above 500 kg	Not Accepted	\$0.00 up to 500 kg \$60.00 portion above 500 kg	Not Accepted	\$5.00 minimum charge for loads greater than 500 kg
FRUIT/GRAIN BY- PRODUCT	\$0.00 up to 500 kg \$60 portion above 500 kg	Not Accepted	\$0.00 up to 500 kg \$60 portion above 500 kg	Not Accepted	\$5.00 minimum charge for loads greater than 500 kg
GLASS CONTAINERS	\$0.00	\$0.00	\$0.00	\$0.00	Clean, empty. Commercial volumes accepted in DESIGNATED LOCATION
GYPNUM BOARD-NEW	\$110.00	\$110.00	\$110.00	\$110.00	\$5.00 minimum charge.
GYPNUM BOARD NON- RECYCLABLE	\$110.00	\$110.00	\$110.00	\$110.00	\$5.00 minimum charge
Lighting (fixtures and bulbs)	\$0.00	\$0.00	\$0.00	\$0.00	Residential quantities accepted.
1.3 RECYCLABLES continued (see Charge	Campbell Mountain Landfill	Okanagan Falls Landfill	Oliver Landfill	Keremeos Waste	Charge Information

Information with each SOLID WASTE)				Transfer Station	Charge per metric tonne per load, or as stated per unit, and see 1.0
MASONRY	\$20.00	\$20.00	\$20.00	\$20.00	\$5.00 minimum charge
Mattress or Box Spring	\$10.00 per unit	\$10.00 per unit	\$10.00 per unit	\$10.00 per unit	Any size.
Mercury containing materials (fluorescent tubes, thermostat switches)	\$0.00	\$0.00	\$0.00	\$0.00	Residential quantities (ten fluorescent tubes per load per day) accepted HHW Facility.
METAL	\$0.00 up to 500 kg; \$60.00 M/T portion above 500 kg	\$0.00 up to 500 kg; \$60.00 M/T portion above 500 kg	\$0.00 up to 500 kg; \$60.00 M/T portion above 500 kg	\$0.00 up to 500 kg; \$60.00 M/T portion above 500 kg	\$5.00 minimum charge for loads greater than 500 kg. Under 2.4 meters (8 ft.) in length and/or width.
Oil (used motor oil, filters and containers)	\$0.00	Not Accepted	\$0.00	Not Accepted	Residential quantities accepted. HHW Facility. (limit of 20 litres per load per day).
OPERATIONALLY BENEFICIAL	\$0.00	\$0.00	\$0.00	\$0.00	As determined by the MANAGER.
Paint - residential	\$0.00	Not Accepted	\$0.00	Not Accepted	Residential quantities accepted (limit of 20 litres per load per day).
PRESSURIZED TANKS - Large	\$1.00 per unit	\$1.00 per unit	\$1.00 per unit	\$1.00 per unit	4.5 kg (10 lb.) capacity or greater.
PRESSURIZED TANKS - Small	\$0.00	\$0.00	\$0.00	\$0.00	Less than 4.5 kg (10 lb.) capacity.
PRODUCT STEWARDSHIP MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	Acceptable PRODUCT STEWARDSHIP MATERIALS and acceptable quantities from within the SERVICE AREA.
REFRIGERATION UNIT (Fridges, Freezers, AC units etc.)	\$10.00 per unit	\$10.00 per unit	\$10.00 per unit	\$10.00 per unit	For removal of OZONE DEPLETING SUBSTANCES. If ODS is removed provide acceptable certification.
RESIDENTIAL HOUSEHOLD HAZARDOUS WASTE	\$0.00	Not Accepted	See Oil, Paint Antifreeze, Lighting	Not Accepted	Residential quantities accepted. Oliver LF accepts only what is listed.
RESIDENTIAL PACKAGING	\$0.00	\$0.00	\$0.00	\$0.00	Not CONTAMINATED.
RESIDENTIAL POLYSTYRENE PACKAGING	\$0.00	Not Accepted	\$0.00	\$0.00 see Charge Information	Not CONTAMINATED.
RESIDENTIAL PLASTIC FILM	\$0.00	Not Accepted	\$0.00	\$0.00	Not CONTAMINATED.

1.3 RECYCLABLES continued (see Charge Information with each SOLID WASTE)	Campbell Mountain Landfill	Okanagan Falls Landfill	Oliver Landfill	Keremeos Waste Transfer Station	Charge Information
RESIDENTIAL PRINTED PAPER	\$0.00	\$0.00	\$0.00	\$0.00	Charge per metric tonne per load, or as stated per unit, and see 1.0 Not CONTAMINATED.
RESIDENTIAL RECYCLING-UNSORTED	Not accepted	Not accepted	Not accepted	Not accepted	
ROCKS	\$20.00	\$20.00	\$20.00	\$20.00	Not greater than 40 cm in any direction. \$5.00 minimum charge.
TAR AND GRAVEL ROOFING	\$60.00	\$60.00	\$60.00	\$60.00	\$5.00 minimum charge.
TIRE	\$0.00	\$0.00	\$0.00	\$0.00	Maximum 10 per load/day.
TIRE – with rims	\$3.00 per unit	\$3.00 per unit	\$3.00 per unit	\$3.00 per unit	Maximum 10 per load/day.
TIRE-OVERSIZE	\$500.00	\$500.00	\$500.00	\$500.00	Per Metric Tonne
WOOD PRODUCT CONTAMINATED	\$60.00	\$60.00	\$60.00	\$60.00	\$5.00 minimum charge..
WOOD WASTE	\$60.00	\$60.00	\$60.00	\$60.00	\$5.00 minimum charge.
WOOD WASTE-TREE STUMP	\$50.00	\$50.00	\$50.00	\$50.00	\$10.00 minimum charge.
YARD AND GARDEN WASTE	\$0.00 up to 500 kg; \$60.00 portion above 500 kg	\$0.00 up to 500 kg; \$60.00 portion above 500 kg	\$0.00 up to 500 kg; \$60.00 portion above 500 kg	\$0.00 up to 500 kg; \$60.00 above 500 kg	\$5.00 minimum charge for loads greater than 500 kg. Under 2.4 meters (8 ft.) in length
YARD WASTE SMALL DIMENSION	\$0.00 see Charge Information	\$0.00 see Charge Information	\$0.00 see Charge Information	\$0.00 see Charge Information	No Charge when loads contain only chipped yard waste, grass, and/or leaves.
Compost Sales	For Campbell Mountain Landfill compost sales, contact City of Penticton. Compost site is operated by the City of Penticton.				

1.4 Authorized CONTROLLED WASTE	Campbell Mountain Landfill	Okanagan Falls Landfill	Oliver Landfill	Keremeos Waste Transfer Station	Charge Information
AGRICULTURAL ORGANIC MATERIAL	\$0.00 see Charge Information	\$0.00 see Charge Information	\$0.00 see Charge Information	\$0.00 see Charge Information	Charge per metric tonne per load or as indicated and see 1.0 RDOS approval required. Penalties will apply if not suitably prepared See Section 2.2

AGRICULTURAL PLASTIC	\$0.00 see Charge Information	\$0.00 see Charge Information	\$0.00 see Charge Information	\$0.00 see Charge Information	RDOS approval required. Penalties will apply if not suitably prepared. See Section 2.14
ASBESTOS CONTAINING MATERIALS (ACM)	\$110.00 see Charge Information	Not Accepted	\$110.00 see Charge Information	Not Accepted	RDOS approval required. PROHIBITED WASTE when not suitably contained and DISPOSED of. \$5.00 minimum charge
BULKY WASTE	\$200.00	\$200.00	\$200.00	Not Accepted	\$50.00 minimum charge.
BURNED MATERIALS that have been allowed to cool for no less than a two-week period.	\$200.00	Not Accepted	\$200.00	Not Accepted	RDOS approval required. \$5.00 minimum charge.
CARCASSES	\$50.00	Not Accepted	\$50.00	Not Accepted	\$10.00 minimum charge.
CLINICAL/ LABORATORY STERILIZED WASTE	\$200.00	Not Accepted	\$200.00	Not Accepted	\$50.00 minimum charge
Condemned foods	\$200.00	Not Accepted	\$200.00	Not Accepted	RDOS approval required. \$50.00 minimum charge.
Foundry Dust	\$150.00	Not Accepted	\$150.00	Not Accepted	\$50.00 minimum charge
ILLEGALLY DUMPED WASTE	\$0.00 see Charge Information	\$0.00 see Charge Information	\$0.00 see Charge Information	\$0.00 see Charge Information	RDOS approval required. Regular charges will apply if not RDOS approved prior to DISPOSAL.
INFESTED VEGETATION	\$0.00 see Charge Information	\$0.00 see Charge Information	\$0.00 see Charge Information	\$0.00 see Charge Information	Penalties will apply if not DISPOSED of in DESIGNATED LOCATION.
INVASIVE PLANTS	\$0.00 see Charge Information	\$0.00 see Charge Information	\$0.00 see Charge Information	\$0.00 see Charge Information	Penalties will apply if not DISPOSED of in DESIGNATED LOCATION.
LEAD-BASED PAINT coated materials	\$60.00 see Charge Information	\$60.00 see Charge Information	\$60.00 see Charge Information	\$60.00 see Charge Information	PROHIBITED WASTE when not suitably DISPOSED of. \$5.00 minimum charge.
PROHIBITED WASTE – authorized	\$200.00	\$200.00	\$200.00	Not Accepted	\$50.00 minimum charge. RDOS approval required.
Sludge and Screenings from municipal sewage treatment plants	\$110.00 see Charge Information	Not Accepted	\$110.00 see Charge Information	Not Accepted	\$50.00 minimum charge. RDOS approval required. If not RDOS approved prior to DISPOSAL a charge of \$200 M/T will apply with a \$50.00 minimum.
1.4 Authorized CONTROLLED WASTE continued	Campbell Mountain Landfill	Okanagan Falls Landfill	Oliver Landfill	Keremeos Waste Transfer Station	Charge Information Charge per metric tonne per load or as indicated and see 1.0
SOIL CLEAN	\$0.00 see Charge Information	\$0.00 see Charge Information	\$0.00 see Charge Information	\$0.00 see Charge Information	RDOS approval required.

SOIL CONTAMINATED	\$25.00	\$25.00	\$25.00	Not Accepted	Soil Relocation Application required.
Soil Relocation Application	\$250.00 per application	\$250.00 per application	\$250.00 per application	Not Applicable	RDOS approval required.
SOIL SMALL VOLUME CONTAMINATED	\$25.00	\$25.00	\$25.00	Not Accepted	RDOS approval required.
WOOD-PRESERVED	\$60.00 see Charge Information	\$60.00 see Charge Information	\$60.00 see Charge Information	\$60.00 see Charge Information	PROHIBITED WASTE when not suitably DISPOSED of. \$5.00 minimum charge.
WOOD WASTE INDUSTRIAL	\$300.00	\$300.00	\$300.00	Not Accepted	\$50.00 minimum charge.
WOOD WASTE-SMALL DIMENSION	\$200.00	\$200.00	\$200.00	Not Accepted	

2.0 The following charges are in addition to the general charges outlined above in 1.0 to 1.4, shall also apply:

- 2.1 Any REFUSE that is deposited at the ACTIVE FACE or REFUSE BINS, with the exception of DEMOLITION AND RENOVATION MIXED LOAD and CONSTRUCTION MIXED LOAD that contains CONTROLLED WASTE or RECYCLABLE WASTE, shall be charged two times the rate for REFUSE, or two times the highest rate for any material contained in the load, whichever is greater.
- 2.2 Any SOLID WASTE load that is deposited in a DESIGNATED LOCATION and that is CONTAMINATED or does not meet RECYCLABLE specifications shall be charged three times the rate for REFUSE, or three times the highest rate for any material contained in the load, whichever is greater.
- 2.3 DISPOSING of unauthorized PROHIBITED WASTE in a manner contrary to the RDOS approved protocol shall be charged \$500 per tonne with a \$300 minimum charge, or as determined by the MANAGER.
- 2.4 Any MIXED LOAD deposited at the SITE shall be charged at the rate for the component of the load with the highest applicable rate.
- 2.5 The fee for each load of SOLID WASTE that arrives at the SITE that is not properly covered or secured shall be charged double the normal fee set out in this Schedule with a \$10 minimum charge.
- 2.6 The charge payable under this Schedule shall be paid following the weighing of the empty VEHICLE after the load is DISPOSED and shall be based on the WEIGHT- NET, difference in weight between the WEIGHT - GROSS and the WEIGHT - TARE of the empty VEHICLE.
- 2.7 In the event the weigh scale is not operational, the SITE OFFICIAL shall estimate the weight of each VEHICLE and a fee shall be charged as outlined in this Schedule.

- 2.8 All Agricultural Properties having materials ground or chipped in the SERVICE AREA under the In-Situ Agricultural Chipping Program shall pay a fee as determined by the REGIONAL DISTRICT.
- 2.9 Each offence committed against the current Waste Management Service Regulatory Bylaw shall be deemed a separate and distinct offence and shall be charged double the normal fee with a \$10 minimum charge as set out in this Schedule.
- 2.10 SOLID WASTE generated by LOCAL GOVERNMENT IMPROVEMENTS are exempt from tipping fees when prepared and DISPOSED of in a manner approved by the MANAGER.
- 2.11 Any SOLID WASTE generated outside the designated Landfill SERVICE AREA that is DISPOSED of at a SITE shall be charged two times the rate for REFUSE, or two times the highest rate for any SOLID WASTE contained in the load, whichever is greater, with a \$20 minimum charge, or as indicated in Section 1.2.
- 2.12 DISPOSAL of SOLID WASTE including but not limited to, ASBESTOS CONTAINING MATERIAL, BURNED MATERIAL, CONSTRUCTION MIXED LOAD, DEMOLITION AND RENOVATION MIXED LOAD, FRUIT WASTE, FRUIT /GRAIN BY-PRODUCTS is not authorized for DISPOSAL at the Keremeos SITE.
- 2.13 DISPOSAL of SOLID WASTE including but not limited to, ASBESTOS CONTAINING MATERIAL, BURNED MATERIAL, FOOD WASTE, FRUIT WASTE, FRUIT /GRAIN BY-PRODUCTS is not authorized for DISPOSAL at the Okanagan Falls SITE.
- 2.14 The fee for each load of AGRICULTURAL PLASTIC that arrives at the SITE that is not suitably prepared as per RDOS policy shall be charged REFUSE with a \$5.00 minimum charge.
- 2.15 Any SOLID WASTE material over 2.4 metres (8 feet) is charged as BULKY WASTE.
-

Schedule 6 – Parks and Recreation Fees

1.0 Naramata Parks and Recreation

1.1 Wharf Park		
1.1.1	Park Rental (No Power) daily	\$100
1.2 Manitou Park		
1.2.1	Park Rental (No Power) daily	\$100
1.2.2	Power daily	\$25
1.3 Deposit for Park Rental		\$500
1.4 Recreation Programs		
1.4.1	Instructed Programs (per series – price not to exceed)	\$175
1.4.1.1	Drop-in (per session – price not to exceed)	\$15
1.4.2	Summer Day Camp - daily	\$25
1.4.5	Summer Camp Weekly	\$100

2.0 Okanagan Falls Parks and Recreation

2.1 Kenyon House		
2.1.1	Kenyon House - Monday to Friday daily	\$ 75
2.1.2	Kenyon House - Saturday or Sunday daily	\$110
2.1.3	Kenyon House - Full Weekend	\$200
2.2 Community Center		
2.2.1	Full Facility Kitchen Activity Room and Gym - Saturday or Sunday	\$325
2.2.2	Full Facility Kitchen Activity Room and Gym - Full Weekend	\$450
2.2.3	Gym or Activity Room - Monday to Friday 3pm to 9pm daily	\$60
2.2.4	Gym or Activity Room - Weekend Saturday or Sunday daily	\$150
2.2.5	Gym or Activity Room - Full Weekend (Friday 3pm to Sunday 9pm)	\$250
2.2.6	Kitchen with Rental of Activity Hall or Gym	\$75
2.2.7	Children's Birthday Party - 3hr max	\$60-75
2.2.8	Kitchen Only - Daily	\$100
2.2.9	Kitchen Only - Full Weekend	\$150
2.3 Zen Center		
2.3.1	Day Rate	\$60
2.3.2	Full Weekend	\$100
2.4 Children Programs		
2.4.1	Drop in rate - floor hockey, game night and Multisport	\$3
2.4.2	Recreation Programs – per visit	\$3-\$10
2.4.3	Special Onetime Events	\$10-\$20
2.4.4	Summer Day Camp - daily	\$25
2.4.5	Summer Camp Weekly	\$100
2.5 Adult Programs		
2.5.1	Instructed Programs - Drop in	\$10
2.5.2	Instructed Programs - 5 Pass Package	\$40
2.5.3	Instructed Programs - 10 Pass Package	\$65
2.5.4	Instructed Programs - 20 Pass Package	\$120
2.5.5	Drop –In Sports	\$3
2.6 Lions		
2.6.1	Wedding Vows - Ceremonies	\$75
2.7 Keogan		
2.7.1	Youth / Teen	\$10
2.7.2	Cricket / Baseball Adult Excusive	\$75

3.0 Kaleden Parks and Recreation

3.1 Parks		
3.1.1	Kaleden Hotel Day Rate (Includes power)	\$400
3.2 Community Hall(rental includes Hall, Bar and Sound System)		
3.2.1	Day Rate	
	3.2.1.1. Weddings (Saturday am to Sunday am)	\$2,000
	3.2.1.2 Hotel Park and Hall	\$2,300
	3.2.1.3 Meetings and Events	\$415
3.2.2	Weekend Rate (6 pm Fri to noon Sun – incl kitchen)	
	3.2.2.1 Hall	
	3.2.2.2 Hall and park	\$2,400
	Hourly Rate	\$2,700
3.2.3	3.2.3.1. Hall (3 hour minimum)	\$50
	3.2.3.2. Add Kitchen (\$200)	\$150
	3.2.3.3. Children’s Birthday Parties (hall only)	\$350
	3.2.3.4 Kitchen Hourly Rate (4 hr minimum)	\$100
	Kaleden Residents receive a 25% discount on all Rentals	\$25
3.2.4	Damage Deposit – required	30%
3.2.5	Sports Rental Rates (2 Hours)	
	3.2.5.1 Drop in Per Person	\$4
	3.2.5.2 Individual Fee paid in advance	\$2.50
	3.2.5.3 Club Fee	\$25
	Kaleden Youth Organized Groups	No Chg
3.2.6	Discount for Non-Profit Organizations	20%
3.2.7	Discount for Local Charitable Fundraising	No Chg
3.2.8	Local Groups Providing Community Events	No Chg
3.2.9		
3.3 On/Off Premises for Equipment not included in Site Rental		
3.3.1	Equipment Rental (as listed in Rental Agreement)	\$2 - \$200
)	
3.3.2	Administration Fee on all Off Premise Rentals	\$40
	3.3.2.1 Weekday	\$60
	3.3.2.2 Weekend	
3.4 Deposit for All Types of Rentals		30%

****Special Requests can be submitted to the Kaleden Recreation Commission Board***

3.5 Recreation Programs		
3.5.1	Adult Drop in rate	\$4
	10 prepaid	\$25
3.5.2	Active Kids Programs – per visit	\$3-\$10
3.5.3	Special Onetime Events	\$10-\$20
3.5.4	Instructed Programs - Drop in	\$10
3.5.5	Fitness / Yoga businesses providing instruction	\$10-\$15
	- 30% of gross revenue paid to Kal-Rec	

4.0 Keremeos

4.1 Facility Rentals

4.1.1	Bowling lanes (for 3 hours and does not include shoe rental)	\$80
4.1.1.2	School Rates	\$60
4.1.2	Squash/Racquetball (is included with monthly fitness pass)	
4.1.3	Racquet Court rental for private classes (yoga, Zumba etc.)	\$20/hr
4.1.4	Climbing Wall – (time is determined by certified instructor)	\$40

4.2 Keremeos Community Pool

4.2.1	Single Admission Rates	
4.2.1.1	Pre-school - under 5	Free
4.2.1.2	Youth – 5 – 18 years	\$4
4.2.1.4	Adult	\$5
4.2.1.6	Family Rate	\$11
4.2.1.5	10 Flex Pass	\$36
4.2.1.6	Season Pass (only during public swimming and toonie swim)	
	Family	\$200
	Adult	\$100
	Youth/Senior	\$80
4.2.2	Red Cross	
4.2.2.1	Preschool – Level 6	\$55
4.2.2.2	Level 6 – 10	\$75
4.2.3	Early Bird Club *changed from 3 days per week to 2 days	\$115
4.2.4	Adult Fitness	\$115
4.2.5	Aquasize	\$115
4.2.6	Aquasize Combined	\$170
4.2.7	Pool Rental – per hour	\$80

4.3 Keremeos Fitness Room

4.3.1	Single Admission Rates	
4.3.1.1	Youth	\$3
4.3.1.2	Adult	\$5
4.3.1.3	Senior (+60)	\$3
4.3.2	1 Month Pass	
4.3.2.1	Youth and Senior (+60)	\$30
4.3.2.2	Adult	\$40
4.3.3	3 Month Pass	
4.3.3.1	Family	\$255
4.3.4	6 Month Pass	
4.3.4.1	Youth and Senior (+60)	\$150
4.3.4.2	Adult	\$210
4.3.4.3	Family	\$417
4.3.5	1 Year Pass	
4.3.5.1	Youth and Senior (+60)	\$240
4.3.5.2	Adult	\$360
4.3.5.3	Family	\$635
4.3.6	Lost Card Replacement	\$15

Emergency Organizations (paramedics, fire, police) \$100.00 per year

4.4 Keremeos Ice Rink

4.4.1	Single Admission Rates	
4.4.1.1	Pre-school – under 5	Free
4.4.1.2	Youth – 5 – 18 years	\$4
4.4.1.3	Adult	\$5
4.4.1.4	Family	\$10

4.4.1.5	10 Flex Pass	\$32
4.4.2	Learn to Skate	
4.4.2.1	3 – 6 Years	\$65
4.4.2.2	7 and up	\$65
4.4.3	Mite's Hockey – Boys and Girls 5 – 8 Years old	\$5.25
4.4.4	Sticks and Pucks - Youth	\$4
4.4.5	Sticks and Pucks – Adult	\$5
4.4.6	Ice Rental – Per hour	
4.4.6.1	School Age Keremeos	\$80
4.4.6.2	Adult	\$100
4.4.7	Skate Renta	\$2.50
4.5	Keremeos Bowling	
4.5.1	League Bowling	
4.5.1.1	Adult	\$11.50
4.5.1.2	Senior	\$11
4.5.1.3	Fun Bowl	\$9.50
4.5.2	Drop- In	
4.5.2.1	Adult	\$ 5
4.5.2.2	Youth – 5 – 18 years	\$ 4
4.5.2.3	Family	\$10
4.5.3	Shoe Rental	\$ 2
4.6	Climbing	
4.7.1	Youth – 5 – 18 years	\$ 4

Note: All Program fees are set at a level sufficient at minimum to cover all instructors, expendable and consumable materials and extraordinary costs.

5.0 Park Donations

Standard Amenities (types)	Donation Amount (cost estimate*)
Tree Planting	\$250.00 and up
Bicycle Rack	\$1700.00 and up
Park Bench	\$2000.00 and up
Park Table	\$2500.00 and up
Garbage Bins (bear proof)	\$1000.00 and up
Pet Stand Dispenser	\$500.00 and up

*Items costs will be based on furniture standards for the select Park, including the item price, delivery charges, taxes, installation, pad and if applicable, plaque PLUS a 10% maintenance fee.

Schedule 7 – Transit Fees

1.0 Local Routes

1.1	Single Fare Tickets	\$2.25
1.2	Sheet of Ten Tickets	\$20.25
1.3	Day Pass	\$4.50
1.4	Adult Monthly Pass	\$45.00
1.5	Student/Senior Monthly Pass	\$35.00

2.0 Regional Routes (Multi-Zone)

2.1	Single Fare Tickets	\$4.00
2.2	Sheet of Ten Tickets	\$36.00
2.3	Day Pass	\$8.00
2.4	Adult Monthly Pass	\$60.00
2.5	Student/Senior Monthly Pass	\$40.00

Students enrolled on a full-time basis and persons of the age 65 and over are eligible for the discounted rate, as outlined in the schedule. Discounted rates apply to monthly passes, only.

Schedule 8 – Freedom of Information and Protection of Privacy Request Fees

Schedule of Maximum Fees

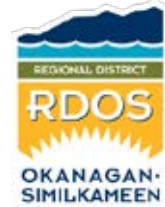
1. For all applicants:	
(a) for locating and retrieving a record	\$7.50 per ¼ hour or portion thereof after the first 3 hours.
(b) for producing a record manually	\$7.50 per ¼ hour.
(c) for preparing a record for disclosure and handling a record	\$7.50 per ¼ hour.
(d) for shipping copies	actual costs of shipping method chosen by applicant.
(e) for copying records:	
(i) photocopies and computer printouts	\$0.25 per page (8.5 x 11, 8.5 x 14) \$0.30 per page (11 x 17)
(ii) photographs (colour or black & white)	\$5.00 to produce a negative \$12.00 each for 16" x 20" \$9.00 each for 11" x 14" \$4.00 each for 8" x 10" \$3.00 each for 5" x 7"
(iii) compact disc CD or DVD	\$10.00 each
(iv) USB stick	\$15.00 each

Schedule 9 – Street Lighting Bylaw 2025, 2001

1.0 Naramata Street Lighting \$15.00/yr

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: February 21, 2019
RE: Similkameen Recreation Facility Swimming Pool Loan Authorization
Bylaw No. 2850, 2019



Administrative Recommendation:

THAT Bylaw No. 2850, 2019 Similkameen Recreation Facility Swimming Pool Loan Authorization Bylaw be read a first, second and third time and forwarded to the Inspector of Municipalities for approval; and,

THAT upon approval by the Inspector of Municipalities, participating area approval for the adoption of the bylaw be obtained by referendum in accordance with the *Local Government Act*.

Purpose:

To commence a loan authorization bylaw as required for the application for submission to the ICIP, Green Infrastructure Program.

Reference:

Similkameen Recreation Facility Local Service Establishment Bylaw No. 1470, 1994.

Business Plan Objective:

KSD #2.3 – To meet the public needs through the provision and enhancement of key services

Background:

At the January 17, 2019 Board Meeting, the Board of Directors approved the submission of a grant application for the Similkameen outdoor swimming pool through the *ICIP-Community, Culture and Recreation Program*; and resolved to commit to its share (\$800,000) of the project.

Analysis:

The total project is estimated to cost approximately \$3 million. The cost sharing arrangement for this grant program is up to 40% from the Government of Canada and 33.33% from the Province of British Columbia. The remaining 26.66% is the responsibility of the service area residents which results in a commitment of \$800,000 on behalf of the residents. With available reserve funds in the amount of \$410,000, the minimum borrowing required for the grant is \$390,000. The requested borrowing limit is \$625,000 which would allow to maintain a balance of reserve funds for the Similkameen Recreation assets. Costs associated with the closure of the existing pool are included in the project scope and estimates.

The closing date of the grant program was January 23, 2019. This application has been completed and submitted. The provincial grant analyst group has requested the RDOS submit a Loan Authorization Bylaw at 3rd reading to accompany the application to demonstrate the RDOS commitment to borrow the necessary \$625,000 should the grant be awarded.

In order to finance the Regional District's share of this project the Regional District must issue long term borrowing which must be approved by the electorate in the bylaw service area, which is Electoral Areas "B", "G" and the Village of Keremeos in their entirety. The amount that is being borrowed will not exceed \$625,000 dollars.

Should the grant application be rejected by the Province, the Board may rescind the readings and abandon the bylaw.

For a 20 year term the financial impact per average household will be an additional \$13/annum. Interest at 3.0% over a 20 year term is \$382,500 and the payment required each year is \$42,385 (comprised of \$23,260 in principal & \$19,125 in interest).

Respectfully submitted:

"Christy Malden"

C. Malden, Manager of Legislative Services

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2850, 2019

A bylaw to authorize the long term borrowing for the capital costs associated with the construction of a new outdoor pool at the Similkameen Recreation Facility.

WHEREAS the Board of the Regional District of Okanagan Similkameen has authority through Similkameen Recreation Facility Local Service Establishment Bylaw No. 1470, 1994;

AND WHEREAS pursuant to the *Local Government Act* and the *Community Charter*, the Regional District of Okanagan-Similkameen may, by loan authorization bylaw, borrow money for capital purposes;

AND WHEREAS the authority to borrow under this bylaw expires five (5) years from the date on which this bylaw is adopted;

AND WHEREAS assent of the electorate was received in accordance with the *Local Government Act*;

NOW THEREFORE, the Board of the Regional District of Okanagan-Similkameen in open meeting assembled enacts as follows:

1.0 LOAN AUTHORIZATION

1.1 To borrow upon the credit of the Regional District a sum not exceeding six hundred twenty five thousand (\$625,000) dollars for the construction of a new outdoor swimming pool.

2.0 TERM OF DEBENTURE.

2.1 The maximum term for which debentures may be issued to secure debt created by this bylaw is twenty (20) years.

3.0 CITATION

3.1 This bylaw may be cited as the Similkameen Recreation Facility Swimming Pool Loan Authorization Bylaw No. 2850, 2019.

READ A FIRST, SECOND, AND THIRD TIME this xx day of xx

APPROVED by the Inspector of Municipalities this xx day of xx

ASSENT BY THE ELECTORATE received this xxx day of xxx

ADOPTED this xx day of xx

RDOS Board Chair

Corporate Officer

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: February 21, 2019

RE: Olalla Local Community Commission

Administrative Recommendation:

THAT the Board of Directors appoint the following individuals to the Olalla Local Community Commission for a four year term ending with the next local government election in October 2022:

Stanley Bobowski
James McConachie

Beverly Stewart
Neil Gair

Reference:

Bylaw No. 1609, 1995

Background:

In 1995, a bylaw was established to provide for the formation of the Olalla Local Community Commission (LCC). The powers and duties of the Olalla Local Community Commission include the delegation of administrative powers, by the Regional District with respect to the supply, treatment, conveyance, storage and distribution of water. In accordance with the bylaw, the Commission is to consist of four elected commissioners, all of whom must reside in the local community, and the Electoral Area "G" director. Commissioners serve without remuneration but are entitled to reimbursement for expenses in connection to their duties.

The LCC has experienced some challenges recruiting members. Since 1999, the Regional District Board of Directors has had to appoint members to Commission. In 2012, as a result of insufficient interest expressed from those eligible to sit on the Commission, an Olalla Water Advisory Committee was formed as a temporary measure until a more permanent structure could be determined. In 2015, four individuals expressed an interest in serving on the formal commission, with their terms ending in conjunction with the 2018 general local elections.

Only two individuals put their names forward for nomination for the 2018 – 2022 term; therefore, a declaration of insufficient candidates and an extension to the nomination period was issued in December 2018. Since that time, two more individuals have committed to serving on the commission, along with the two who had put their names forward for nomination initially.

Analysis:

As the required number of qualified individuals have now committed to serving on the commission, the Board of Directors may now proceed with appointing those individuals.

In March 2019, Commission members will hold their inaugural meeting and be provided with an orientation on the water system, commission governance and meeting procedures. The Commission bylaw will undergo a review to improve clarity and interpretation of the commissions role.

Respectfully submitted:

"Christy Malden"

C. Malden, Manager of Legislative Services

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: February 21, 2019

RE: SILGA Resolutions

Administrative Recommendation:

THAT the Board of Directors support the following resolutions to be forwarded to the 2019 SILGA convention for consideration:

- "Evacuation Re-Entry" Authorization Process and Document
- Forestry Practices

Purpose:

The purpose of this report is to seek support from the Board to forward the proposed resolution to the Southern Interior Local Government Association (SILGA) for consideration.

Analysis:

At the February 7, 2019 Corporate Services Committee meeting, the following resolutions were endorsed and will be forwarded to Southern Interior Local Government Association (SILGA) for consideration at the 2019 SILGA Annual General Meeting:

- Gas Tax Funding for Volunteer Fire Departments
- Proactive Development of Building Officials
- Roles & Responsibility for Flood Mitigation in BC
- Rural Library Funding

Alternatives:

THAT the resolutions not be submitted to SILGA for consideration.

Respectfully submitted:

"Christy Malden"

C. Malden, Deputy Corporate Officer

SILGA

Community

Excellence Awards

Are you proud of your community or regional area's accomplishments? Would you like it to be recognized at our convention and more broadly through social media and the news?

To promote the environmental, social, and economic wellbeing of our member communities and to share ideas and best practices throughout the SILGA area, we have created awards to showcase a community in each of these categories.

To nominate your local government, simply provide a brief letter describing a fantastic project, event, or activity that you are proud of. A winner will be chosen in each category and presented an award during our AGM. We are intentionally making this process as easy and seamless as possible. If your community or area has excelled in any of the following categories, let us know:

- **Environmental Sustainability**
- **Social Responsibility**
- **Economic Development**

The Rules:

Nominations must come in the form of a letter to the SILGA Executive Director (no requirements as to length, and letters should be emailed).

1. Nomination Letters must be received by February 1st, 2019.
2. Letters must clearly state which award the nomination is for.
3. Nominations should be one page in length and should succinctly describe the project and itemize the beneficial outcomes. SILGA wants to share best practices in our region with the hope that every local government can learn from the winning submissions. In that regard, please provide contact information for the key individual(s) who worked on the projects/events.
4. These awards are for local governments, not individuals. Recipients must be SILGA members in good standing.
5. Nomination letters can come from anyone representing a local government, and there is no limit on the amount of nominations per community. An official resolution is not required.
6. Submissions from previous years may be reused.

What you get if your local government wins:

1. Your local government will be publicly recognized at the upcoming AGM.
2. A representative from your local government will have an opportunity to speak (5 minutes) to all assembled delegates about the project or event.
3. Your local government will receive a beautiful plaque to permanently display at your government office.
4. Award recipients will have their achievements highlighted more broadly through our social media channels, newsletter and via press release to the entire SILGA media network.

These awards are an opportunity for us to share best practices, to get others from local governments thinking outside the box, and to promote knowledge sharing amongst our members. It is our firm belief that our SILGA local governments continue to implement remarkable, unique projects that make their communities a better place to live time and time again. We want to make sure we share our successes as much as possible, so others might benefit.

RESOLUTION TO THE
Southern Interior Local Government Association
(SILGA)

‘EVACUATION RE-ENTRY AUTHORIZATION’ PROCESS AND DOCUMENT

Sponsored by
Regional District of Okanagan-Similkameen

WHEREAS the Government of British Columbia enacted the Emergency Program Management Regulation (the REGULATION) under the authority of the Emergency Program Act (the “ACT”) in 1996, including amendments up to B.C. Reg. 200/98; and,

WHEREAS there is no standardized process or document provided by the Provincial Emergency Program for planning and authorizing re-entry into evacuated areas during emergencies to facilitate coordination and cooperation between local authorities, the government, government ministries, government corporations and government agencies;

NOW THEREFORE BE IT RESOLVED that the Province be requested to develop a process and standardized document for all local authorities and response agencies to utilize for authorizing re-entry into evacuated areas; and,

NOW THEREFORE BE IT RESOLVED that the Province be requested to incorporate the process and standardized document for authorizing re-entry into evacuated areas, into future training and education materials supported by Emergency Management BC.

Context Statement:

During emergencies and disasters there are circumstances where re-entry into evacuated areas is deemed necessary for supporting response work or to enable care of and/or expedite removal of values at risk. Examples of this include, but are not limited to:

- a. Recreational vehicles and other property in campgrounds where a “tactical evacuation” has occurred and evacuees have had to immediately leave without being able to collect their property or vehicles; or
- b. Agricultural properties where livestock or other values may require periodic tending and care while “sheltered in place”; or

- c. Authorized persons need access into or across a broad evacuation area to support response, i.e. contractors, suppliers, other essential workers, etc.

The Emergency Program Act guides the preparation and response to emergencies within the province. Emergency Management BC (EMBC) currently provides extensive information for re-entry following evacuations however this information does not address re-entry while an evacuation order remains in place.

Some local authorities have created re-entry “permits” to address these types of situations. However, emergencies often cross jurisdictional boundaries and many response agencies are multi-jurisdictional so these re-entry practices, if present, are often created in the moment and are not consistently practiced or recognized across BC.

During emergencies there are a variety of agencies that support security around evacuated areas including police, ministries staff, security agencies, first responders, and at times the military. The lack of a consistent process/tool for planning, training, and use by all agencies for re-entry into an evacuated area often leads to front line responders struggling to manage re-entry requests.

The development and delivery of a consistent process and document by EMBC should enhance coordination between all agencies responsible for managing re-entry into evacuated areas, ensure safety of responders and dissemination of critical information to the public.

RESOLUTION TO THE
Southern Interior Local Government Association
(SILGA)

FORESTRY PRACTICES

Sponsored by
Regional District of Okanagan-Similkameen

WHEREAS BC's timber supply has dwindled significantly; and

WHEREAS BC's dwindling timber supply has resulted in damaging and unsustainable levels of forest harvesting within watersheds that provide the water supply for many BC communities; and

WHEREAS the landslides, floods, and damaged drinking water sources caused by forest harvesting in community watersheds has resulted in the offloading of remedial actions and financial costs onto local governments; and

WHEREAS many watersheds are already damaged to such an extent that local taxpayers must bear the financial burden of upgrading water treatment facilities; and

WHEREAS the vast majority of these damaging and costly forest harvesting activities comply with the Private Managed Forest Land Act and the Forest and Range Practices Act;

NOW THEREFORE BE IT RESOLVED that the Private Managed Forest Land Act, the Forest and Range Practices Act, and their associated regulations are no longer capable of protecting and enhancing the public good; and

NOW THEREFORE BE IT RESOLVED the Forest and Range Practices Act, the Private Managed Forest Land Act, and their associated regulations be updated to ensure local and municipal governments have the authority to manage resource extraction activities occurring within their watersheds; and

NOW THEREFORE BE IT RESOLVED that community watersheds be removed from the provincial Timber Supply Area; and

NOW THEREFORE BE IT RESOLVED that all logging within watershed be paused until such amendments to the Acts are completed and appropriate comprehensive watershed management plans are developed and enforced.

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: February 21, 2019

RE: Community Office Contract – Electoral Area “D” and “I”

Administrative Recommendation:

THAT the Board of Directors enter into a contract with Gregory Rose for an amount not to exceed \$82,500 to fulfil the terms of reference attached to the February 21, 2019 report to the Board.

Purpose:

To engage and consult with the citizens in Electoral Areas “D” and “I” to conduct a needs assessment for community office services in one or both of those Electoral Areas and to make recommendation as to the type of services desired in that office.

Reference:

Electoral Area “D” Economic Development Service Establishment Bylaw No. 2447, 2009.

Business Plan Objective:

KSD 2 To foster dynamic, credible and effective community relationships and to meet public need through the provision and enhancement of key services.

KSD 3 To develop a socially and economically sustainable region.

Background:

In 2015, the RDOS undertook a governance study in Electoral Area “D”, which resulted in the division of that electoral area into two separate areas, “D” and “I”.

Analysis:

As a result of that division, all bylaws which referenced Electoral Area “D” previous to the division must now be updated to reflect the change. While some of the bylaws may be updated with a simple change, others warrant a full service review.

It was noted during budget that the Electoral Area “D” Economic Development service was no longer compliant, in that many of the services provided out of that office may or may not be considered Economic Development related and that the office had morphed into a ‘front counter’ type community office, which was a result of the citizens needs and use of that office.

Because the Electoral Area “D” Economic Development service now encompasses two different electoral areas, and the communities contained in each may have different needs and requirements with respect to community services, it was determined that this service and its bylaw required a full review.

A review of this type can take months or years to conduct, and public consultation is essential throughout the process. In order to conduct the review in a timely manner, and look towards a new service bylaw for 2020, administration has recommended procuring the services of a professional in accordance with the attached Terms of Reference.

Generally, Administration would conduct a Request for Proposal (RFP) process to procure such services. The RFP process; however, typically takes 2-3 months to complete, which in this instance, represents a little less than half of the entire project time, if the timeline of completion of a new service and bylaw is to be achieved prior to the end of 2019. As well, it is not unrealistic to experience a delay between when a successful candidate is secured to the time they start the contract, further decreasing actual project time.

To that end, Administration recommends that the Board of Directors approve entering into contract with Gregory Rose, a candidate who is well qualified and can commence work on this project within a month.

Gregory Rose holds a Doctorate of Planning, and is a consultant experienced in needs assessment and public consultation, having spent many years conducting stakeholder engagement, grant writing, research and administration of legislation.

In fulfilling the terms of the contract, Mr. Rose would be based out of the Area “D” office, with a mix of both in-office and fieldwork consultation, commencing March 2019 and concluding December 2019.

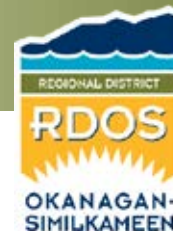
Alternatives:

THAT the Board of Directors not approve the contract, as proposed

Respectfully submitted:

“Christy Malden”

C. Malden, Manager of Legislative Services



Electoral Areas "D" and "I" Satellite Office Contractor Terms of Reference

General

The Regional District of Okanagan-Similkameen seeks to determine whether the residents of Electoral Areas "D" and "I" desire to have a satellite community office, what services should be offered in such an office, and whether the residents are willing to pay for such services.

Scope

Giving consideration to Provincial legislation, the contractor will make recommendations regarding what services the residents of Areas "D" and "I" would like the Regional District to offer in a community office. The intention is that any such services offered would be available commencing 2020.

Tasks

- Consult with the public about possible services that residents would like to have offered in the community office
- Engage with the public regarding costs associated with proposed services
- Make recommendations to the Manager of Legislative Services regarding a proposed service
- Determine the service area for any proposed service (Electoral Area "D", Electoral Area "I", or a portion of either)
- Draft a service establishment bylaw, with requisition amounts, for consideration by the Board of Directors, if it is recommended that a service be created.
- Work out of Area D community office

Public Consultation

The contractor will consult with residents and community groups of Electoral Areas "D" and "I" using print media, social media and whatever other means the contractor deems to be effective tools to engage with the residents. The consultation will include determining how much residents are willing to pay for any desired service.

Reporting Structure

The contractor reports to the Manager of Legislative Services.

Timeframe

The contractor shall commence March 1, 2019 or as soon as feasible after this date. Proposed service establishment bylaw(s) should be available for review by Manager of Legislative Services by end of September 2019.



ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: February 21, 2019
RE: Declaration of State of Local Emergency Approval

Enabling Legislation:

The Emergency Program Act provides:

12(1) A local authority or the head of the local authority, may, at any time that the local authority of the head of the local authority, as the case may be, is satisfied that an emergency exists or is imminent in the jurisdictional area for which the local authority has responsibility, declare a state of local emergency relating to all or any part of the jurisdictional area.

12(3) The head of a local authority must, before making a declaration under subsection (1), use best efforts to obtain the consent of the other members of the local authority to the declaration and must, as soon as practicable after making a declaration under subsection (1), convene a meeting of the local authority to assist in directing the response to the emergency.

Administrative Recommendation:

Electoral Area "C":

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 4 February 2019, at midnight for a further seven days to 11 February 2019, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 11 February 2019, at midnight for a further seven days to 18 February 2019, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 18 February 2019, at midnight for a further seven days to 25 February 2019, at midnight.

Reference:

Emergency Program Act, Section 12

Background:

2018 Spring Freshet Flooding

The State of Local Emergency for Electoral Area "B" was **cancelled** on May 28th 2018.
The State of Local Emergency for Electoral Area "E" was **cancelled** on May 28th 2018.
The State of Local Emergency for Electoral Area "H" was **cancelled** on May 28th 2018.
The State of Local Emergency for Electoral Area "F" was **cancelled** on July 13th 2018.
The State of Local Emergency for Electoral Area "G" was **cancelled** on July 18th 2018.
The State of Local Emergency for Electoral Area "A" was **cancelled** on July 23rd 2018.
The State of Local Emergency for Electoral Area "D" was **cancelled** on November 20th, 2018

Inclement weather conditions on March 22nd 2018, coupled with significant snowpack, higher than average seasonal ground water levels and rain on snow events led to extensive Freshet flooding in the RDOS. The RDOS Emergency Operations Centre (EOC) was activated on March 22nd 2018 to support emergency responders and residents dealing with issues related to the flooding. The EOC remained active on a daily basis, offering support to our partners throughout the region, until Friday June 15, 2018, when operations began scaling back and shortly after, wildfires became active. The EOC was active for support to wildfires through the summer and scaled back in mid-September. Now the EOC continues to provide support for response work and recovery efforts in the region. State of Local Emergency remains in Electoral Area "C" until emergency response works are completed that necessitate the use of SOLE authority for access onto private lands to effect the work and due to the continued imminent risk of flooding in Park Rill Creek.

Respectfully submitted:

Bill Newell

Emergency Operations Centre Director



Okanagan Basin
WATER BOARD

BOARD REPORT: February 7, 2019

1450 KLO Road, Kelowna, BC V1W 3Z4
P 250.469.6271 F 250.762.7011
www.obwb.ca

OBWB Directors

Sue McKortoff - Chair,
Regional District of Okanagan-
Similkameen

Cindy Fortin - Vice-Chair,
Regional District of Central
Okanagan

Victor Cumming, Regional
District of North Okanagan

Rick Fairbairn, Regional
District of North Okanagan

Bob Fleming, Regional District
of North Okanagan

James Baker, Regional
District of Central Okanagan

Colin Basran, Regional District
of Central Okanagan

Toni Boot, Regional District of
Okanagan-Similkameen

Rick Knodel, Regional District
of Okanagan-Similkameen

Lisa Wilson, Okanagan Nation
Alliance

Bob Hrasko, Water Supply
Association of B.C.

Denise Neilsen, Okanagan
Water Stewardship Council

The next regular meeting of the
OBWB will be 10 a.m. Tuesday,
March 5, 2019, at Regional
District of Okanagan
Similkameen in Penticton.

Okanagan Basin Water Board Meeting Highlights

Suzuki headlines film screening at OBWB-OkWaterWise event: Directors were told about a special screening of the film 'Beyond Climate' by Okanagan Basin Water Board -Okanagan WaterWise, kicking off Canada Water Week festivities. The film will be shown at UBC Okanagan March 7 and is co-presented with UBCO's Okanagan Institute for Biodiversity, Resilience, and Ecosystem Services (BRAES). The film will be followed by a Q&A with filmmaker Ian Mauro, narrator David Suzuki and the OBWB's Anna Warwick Sears, who provides an Okanagan lens in the film. The documentary looks at how climate change is affecting the Okanagan and the rest of B.C., and how we can turn things around. Find the trailer at <https://youtu.be/HQ3huLxj4Qo>. Registration details available soon at www.OkWaterWise.ca.

OBWB sewage grant program goes under review: The Board voted to undertake a thorough review of its Sewerage Facilities Assistance Grant Program. The program provides funding to local governments to help upgrade wastewater treatment systems. The grants began in 1977 and have been a major contributor to improved water quality in Okanagan lakes. Since the program began, some \$65 mill. has been awarded. The review would include recommendations to improve the 42-year-old program, and ultimately, help ensure a healthy water supply for our valley.

Make Water Work & Don't Move a Mussel final numbers in: Staff provided final reports for the [Make Water Work](#) (MWW - valley-wide, outdoor residential water conservation) campaign, and the [Don't Move A Mussel](#) (DMM) campaign. Thanks to more than \$30,000 of in-kind support from media and community partners, the OBWB's OkWaterWise program delivered a campaign worth almost \$83,000. Web traffic to the MWW website increased 63% over the previous year. As part of MWW, Okanagan residents are invited to pledge to conserve and enter to win WaterWise yard prizes. This year saw a 43% increase in pledges. And, with almost \$36,000 of in-kind support for DMM, it delivered a campaign worth more than \$95,000. As part of DMM, local governments were provided additional boat launch signs and, between OkWaterWise and its partners, there were about 5,300 interactions with people. Web traffic to the DMM website also increased 25% in 2018 with almost all being first-time visitors.

Board reviews provincial inspection numbers: Directors discussed the B.C. government's Invasive Mussel Defence Program 2018 Interim Report. In all 38,000 watercraft were inspected, 293 decontamination orders were issued, 238 30-day quarantine periods were issued (the mussels can live up to 30 days out of water), and 25 watercraft were found to be carrying invasive mussels. Of these 25, three were Okanagan-bound. The board also received a letter from the province, stating it would consider the OBWB's request for legislative changes to require all incoming watercraft to be inspected before launching in B.C. waters. The OBWB will continue to work with the province and its many partners to protect provincial waterways.

Water Board grant deadline fast approaching: Applications to the OBWB's Water Conservation & Quality Improvement Grant Program are due Feb. 28, 2019, 4 p.m. Details at www.OBWB.ca/wcqi.

For more information, please visit: www.OBWB.ca