



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Thursday, December 19, 2019
RDOS Boardroom – 101 Martin Street, Penticton

SCHEDULE OF MEETINGS

9:00 am	-	10:00 am	Corporate Services Committee
10:00 am	-	12:30 pm	Environment and Infrastructure Committee
12:30 pm	-	1:00 pm	Lunch
1:00 pm	-	3:30 pm	RDOS Board
3:30 pm	-	4:00 pm	OSRHD Board

"Karla Kozakevich"

Karla Kozakevich
RDOS Board Chair

Advance Notice of Meetings:

January 9, 2020

RDOS Board/OSRHD Board/Committee Meetings



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Corporate Services Committee

Thursday, December 19, 2019

9:00 am

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Corporate Services Committee Meeting of December 19, 2019 be adopted.

B. GHD – RDOS ASSET MANAGEMENT PLAN

Aman Singh, GHD Business Activity Leader and David Albrice, Asset Insights Systems Management Facilitator

1. Presentation

C. ADJOURNMENT

ADMINISTRATIVE REPORT

TO: Corporate Services Committee

FROM: B. Newell, Chief Administrative Officer

DATE: December 19, 2019

RE: Asset Management Backgrounder

Administrative Recommendation:

For Information

Purpose:

To educate the Board on the efforts in Asset Management to date

Background:

The Regional District of Okanagan Similkameen (RDOS) owns and maintains a large portfolio of infrastructure assets upon which it greatly relies for the delivery of services to the community. These include water, sewer, building, landfill and fleet assets. Reliable and safe infrastructure that is sufficient to meet the needs of the area is a key contributor to economic vitality.

Some of the assets serving the various community are now nearing the end of their useful lifespans and will eventually need to be replaced or rehabilitated. Understanding all of the components associated with infrastructure investment levels is an integral part of the decision-making process.

Over the past 12 years, the RDOS has continued to improve in the area of asset management. A few capital planning reports were completed and general information was prepared, however a wholistic approach was required to fulfill the expanding provincial requirements for receiving senior government infrastructure grants.

The province created the [Asset Management for Sustainable Service Delivery : A BC Framework](#). The Framework establishes a high-level, systematic approach that supports local governments in moving toward service, asset and financial sustainability through an asset management process. Specifically the Framework addresses:

- Why asset management is necessary
- What asset management is
- How it can be implemented

As stated on the website, the Framework recognizes there are many components within the asset management process and it provides a circular, continuous pathway to link all components of the process together. This circular pathway is provided below for information.



Figure: [BC Framework](#)

Asset Management is an integrated process, bringing together skills, expertise, and activities of **People**; with **Information** about a community's physical **Assets**; and **Finances**; so that informed decisions can be made, supporting **Sustainable Service Delivery**

Core Elements to Asset Management:

People: Local governments that successfully implement asset management have staff and elected officials who understand the need for asset management and support its implementation.

Information: Information is needed to support decisions that are cost effective, manage risks, and support long-term service delivery. The quality of information can evolve over time to further support informed decision-making.

Assets: The physical infrastructure owned by local governments to enable service delivery including, but not limited to water and wastewater systems, landfills, civic facilities, parks, fleet and natural resources.

Finances: The long-term costs of providing services and the infrastructure required is a critical element of asset management. Proactive asset management will yield fewer service disruptions, more predictable results and lower total lifecycle costs than a reactive approach to repair and replacement.

RDOS Asset Management Planning

In 2016, the RDOS continued on the asset management journey and completed the development of an Asset Management Investment Plan (AMIP). This plan provided information about the cost to replace the assets and the annual investment needed for all asset categories. This high-level work focused on two main steps: development of the asset inventory and an estimate of the assets valuation and renewal plan.

Due to the limited information available at the time, the best estimate of the future average annual lifecycle investment was between \$2.0 and \$3.0 million. The range was based on industry standard asset service lives, with an optimistic and a conservative outlook. Improved information based on an evaluation of the RDOS assets was needed to refine the annual lifecycle investment as it is critical to prepare a long-term funding strategy.

The RDOS was successful in receiving funding in the amount of \$225,000 from the Strategic Priorities Fund- Capacity Building stream to advance its asset management planning. To move the process forward, the RDOS needs better tools and underlying information to improve its understanding of infrastructure costs, service and risk. This information includes:

- Asset components and replacement costs;
- Asset likelihood of failure due to age or condition and the consequence of failure; and
- Risk factors and risk evaluation framework ranking.

In 2019, GHD was retained to complete this next step in the development of the RDOS asset management planning. Key components include, but were not limited to, updating the available data and cost projections, evaluating risks that considers likelihood and consequence of failure and updating the 2016 AMIP.

Respectfully submitted:

Liisa Bloomfield

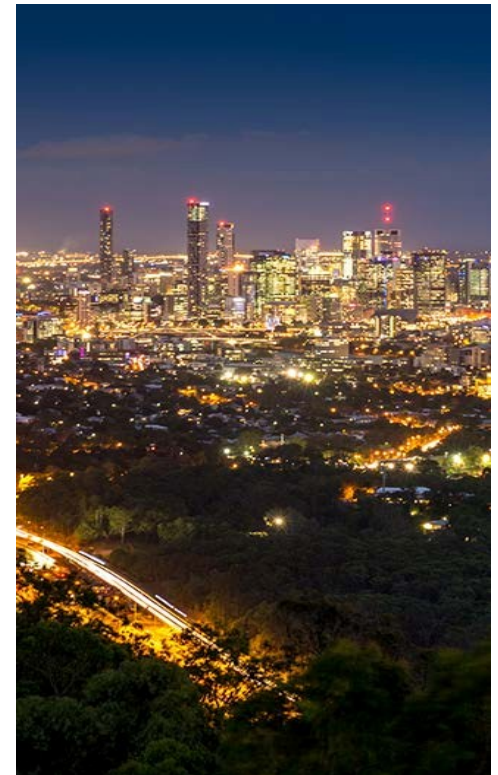
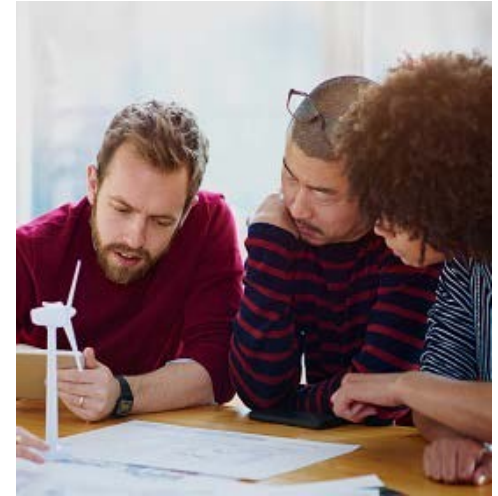
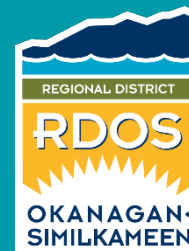
L. Bloomfield, Manager of Engineering

Asset Management Investment Plan

Project Summary Presentation
December 19, 2019

Aman Singh | GHD |

David Albrice | AIM Consulting |



Agenda

1. Introduction
2. Deliverables
 - I. Data Quality Assessment
 - II. Risk Framework
 - III. Asset Management Investment Plan
 - IV. Software Needs Assessment
3. Recommendations
4. Discussion

**Asset
Management
Investment
Plan**
Introduction/Scope

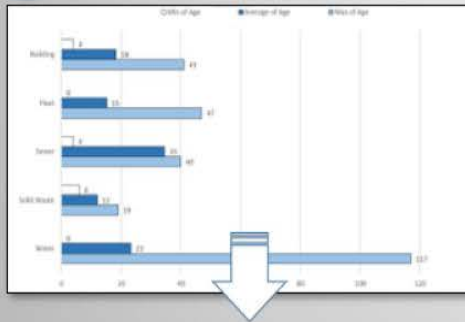


Asset Management Deliverables



Methodology

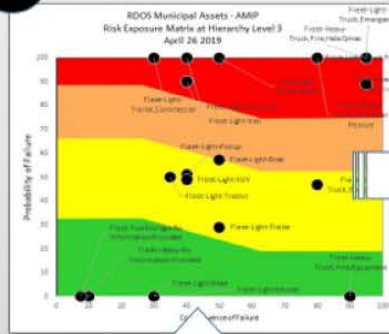
1 Asset age profiles



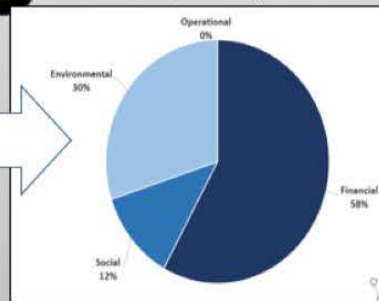
2 Age-based Condition



4 Risk plot



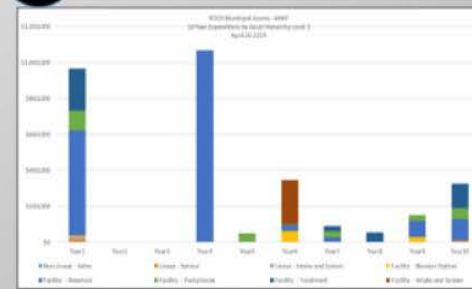
3 Criticality Analysis



5 Risk-based Condition



6 Risk-based Needs Forecast



**Asset
Management
Investment
Plan**
Asset Inventory



Asset Inventory by Asset Class

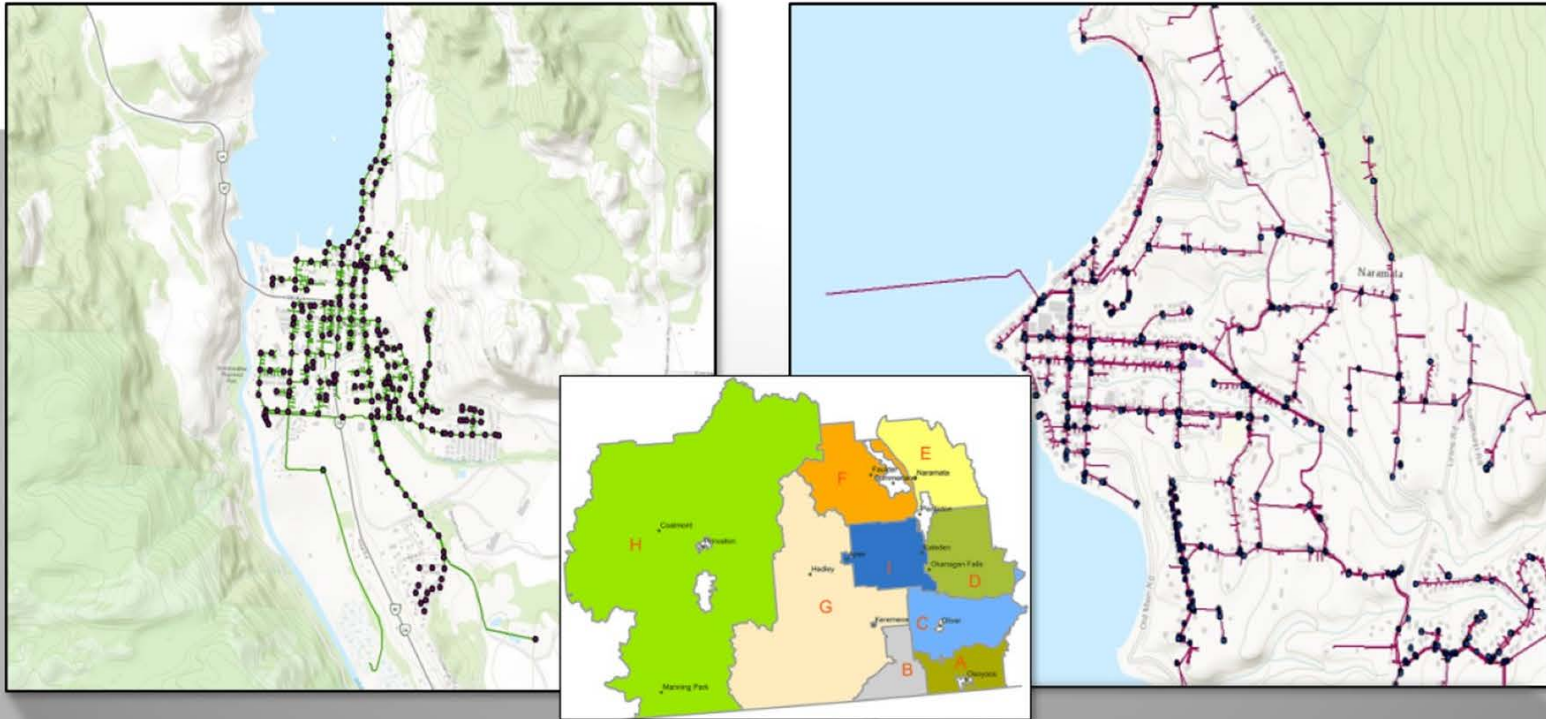
Asset Class	Inventory
Water	Comprised of over 80km of water pipes in addition to numerous fire hydrants, valves, reservoirs (7), pump stations (8) and a water treatment plant.
Sanitary	Comprised of over 15km of sewer pipes in addition to manholes, lift stations (4), and a treatment facility.
Solid Waste	Includes landfill assets. Collection and diversion assets are minimal.
Buildings	Includes approximately 40 public buildings and structures including the, fire hall, regional district office, transfer station etc.
Parks	Includes parks and parks equipment, such as playgrounds.
Fleet	Includes approximately 90 heavy and light vehicles.



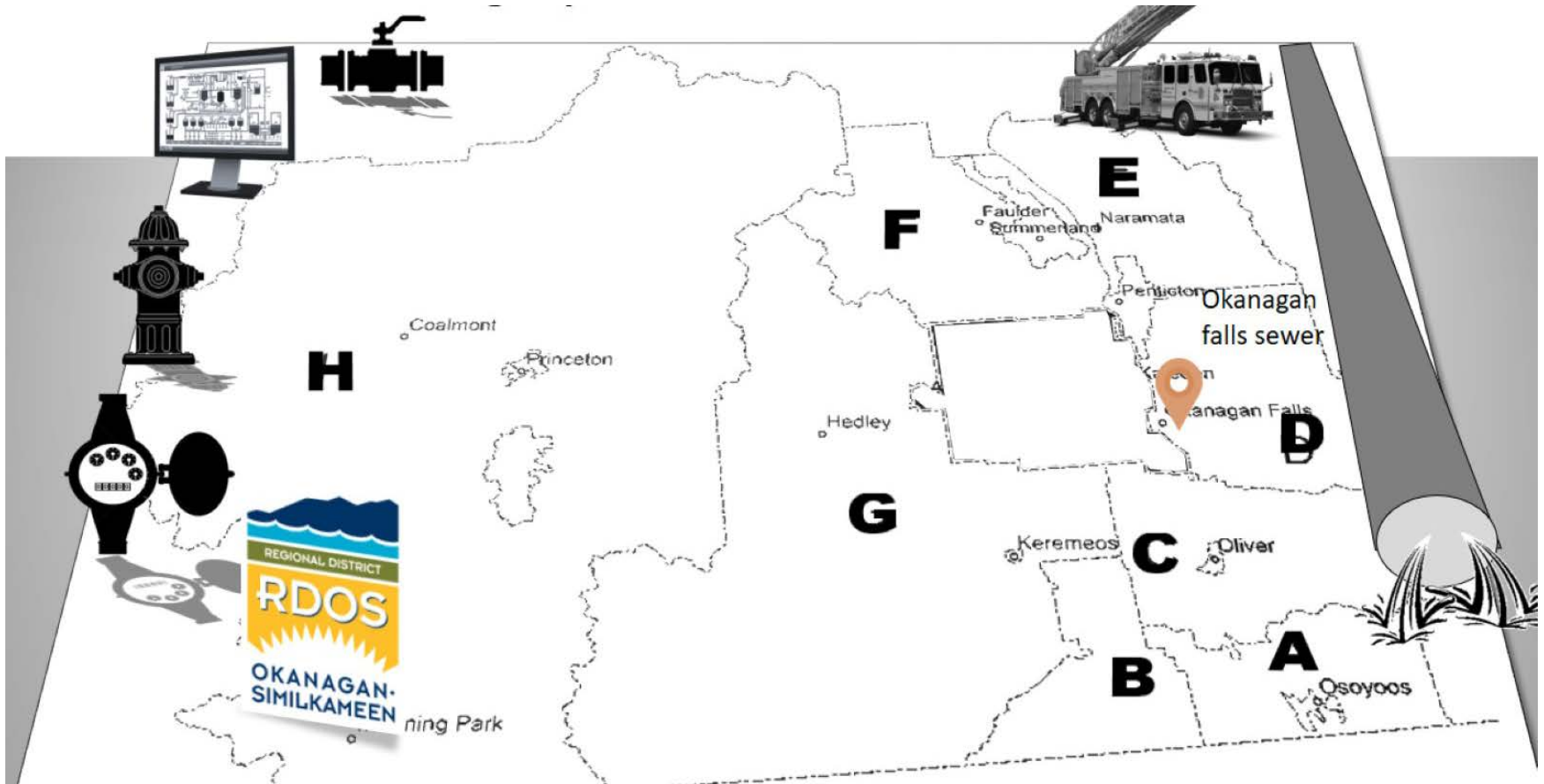
Asset Inventory by Type



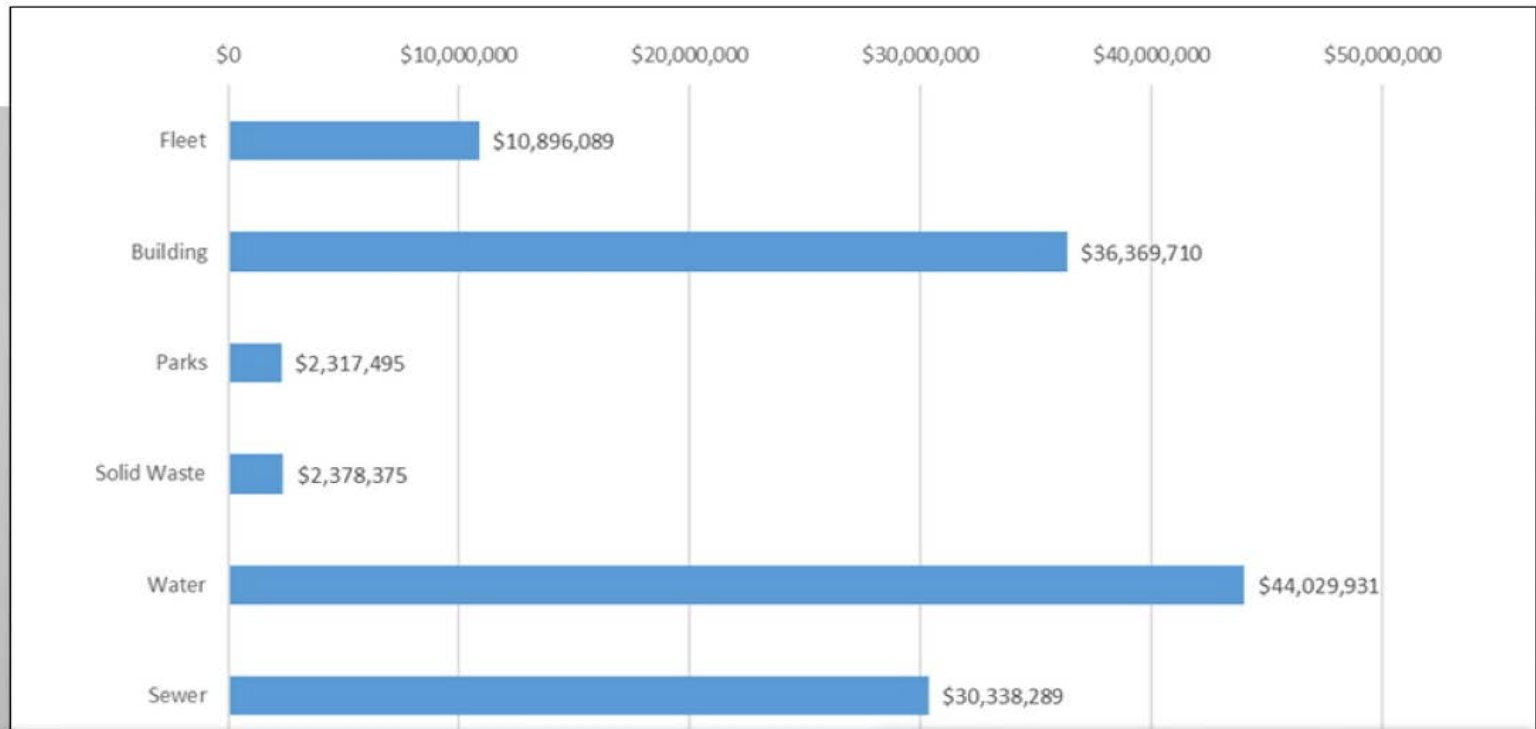
Asset Inventory in GIS



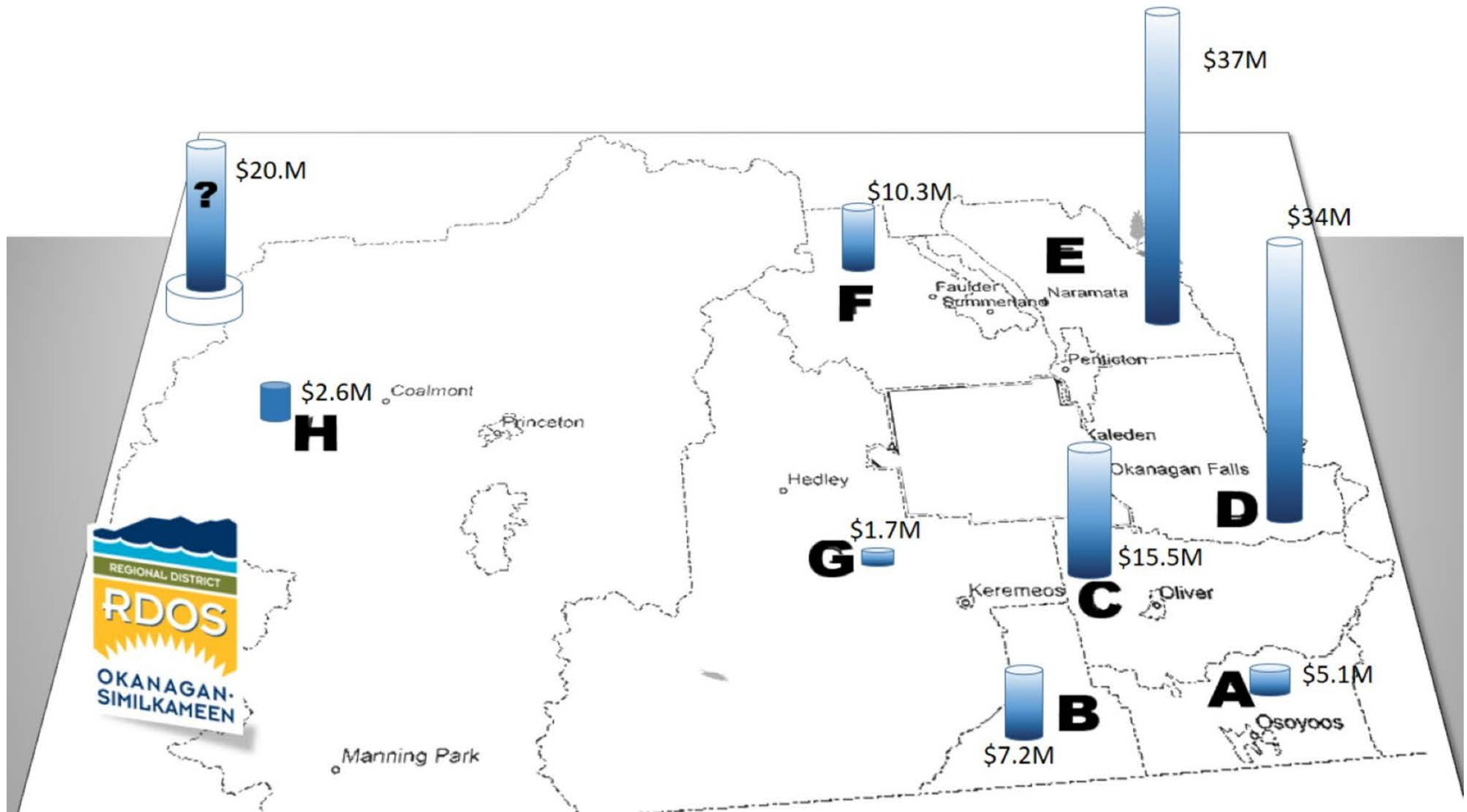
Asset Inventory by Electoral Area



Asset Valuation by Asset Class



Asset Valuation by Electoral Area



**Asset
Management
Investment
Plan**
Data Quality



Purpose of the Data Quality Assessment

- To confirm the overall confidence in the data that underpins the AMIP and the risk framework
- To determine the requirements to provide deeper insight into asset condition and performance
- To improve the defensibility of the financial forecasts in the AMIP
- To help RDOS make informed decisions
- To help RDOS move towards evidence-based and risk-based decision-making



Data Confidence Grades

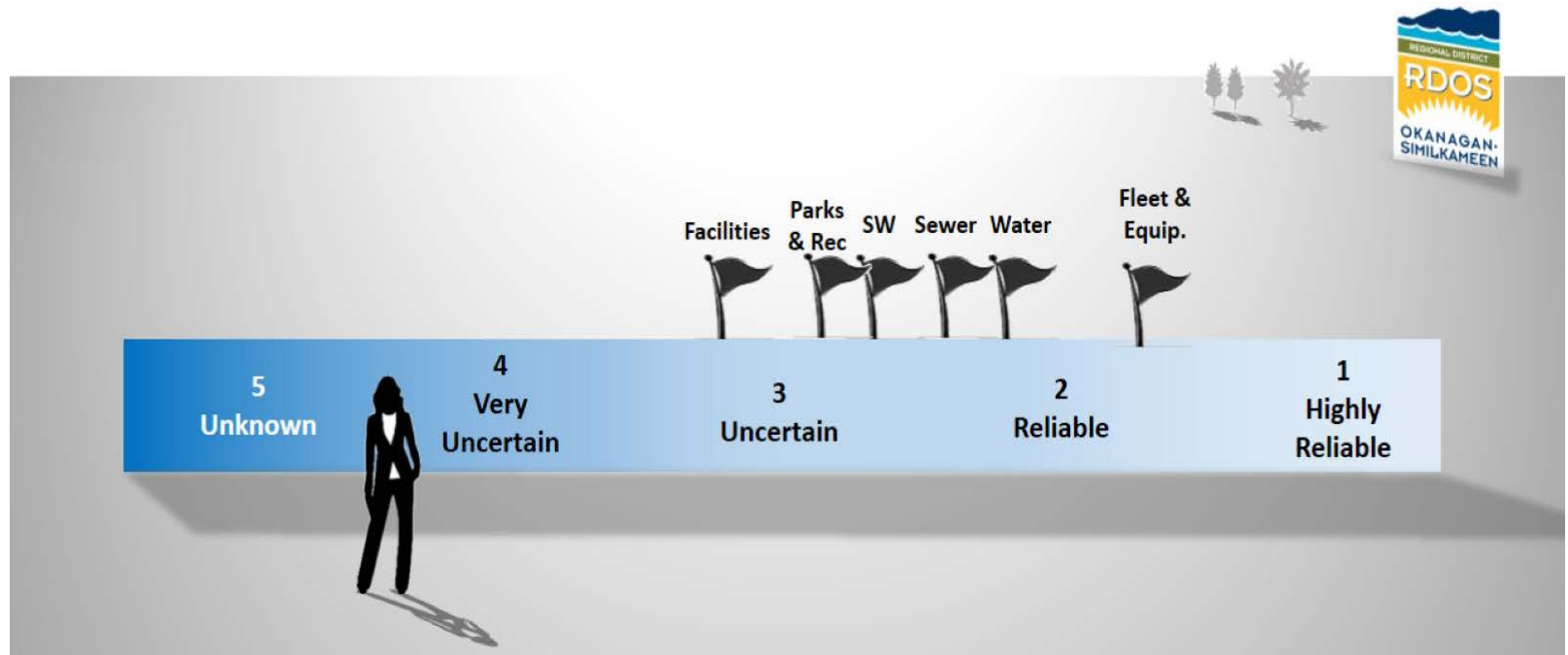
Grade	Reliability	Description	Accuracy
1	Highly reliable	Data based on sound records, procedures, investigations and analysis, documented properly and agreed as the best method of assessment.	Dataset is complete and estimated to be accurate $\pm 2\%$
2	Reliable	Data based on sound records, procedures, investigations and analysis, documented properly but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation.	Dataset is complete and estimated to be accurate $\pm 10\%$
3	Uncertain	Data based on sound records, procedures, investigations and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade 1 or 2 data are available.	Dataset is substantially complete but up to 50% is extrapolated data and accuracy estimated $\pm 25\%$
4	Very uncertain	Data is based on unconfirmed verbal reports and/or cursory inspections and analysis.	Dataset may not be fully complete and most data is estimated or extrapolated. Accuracy $\pm 40\%$
5	Unknown	None or very little data held.	n/a



Data Quality Assessment by Asset Class

Asset Classes		Data Categories					Overall score
		Asset Hierarchy	GIS Layers	Asset age	Asset condition	Asset valuation	
1	Facilities	●	●	●	●	●	●
2	Water	●	●	●	●	●	●
3	Waste Water	●	●	●	●	●	●
4	Solid Waste	●	●	●	●	●	●
5	Parks & Rec	●	●	●	●	●	●
6	Fleet & Equipment	●	●	●	●	●	●
Averages		●	●	●	●	●	●

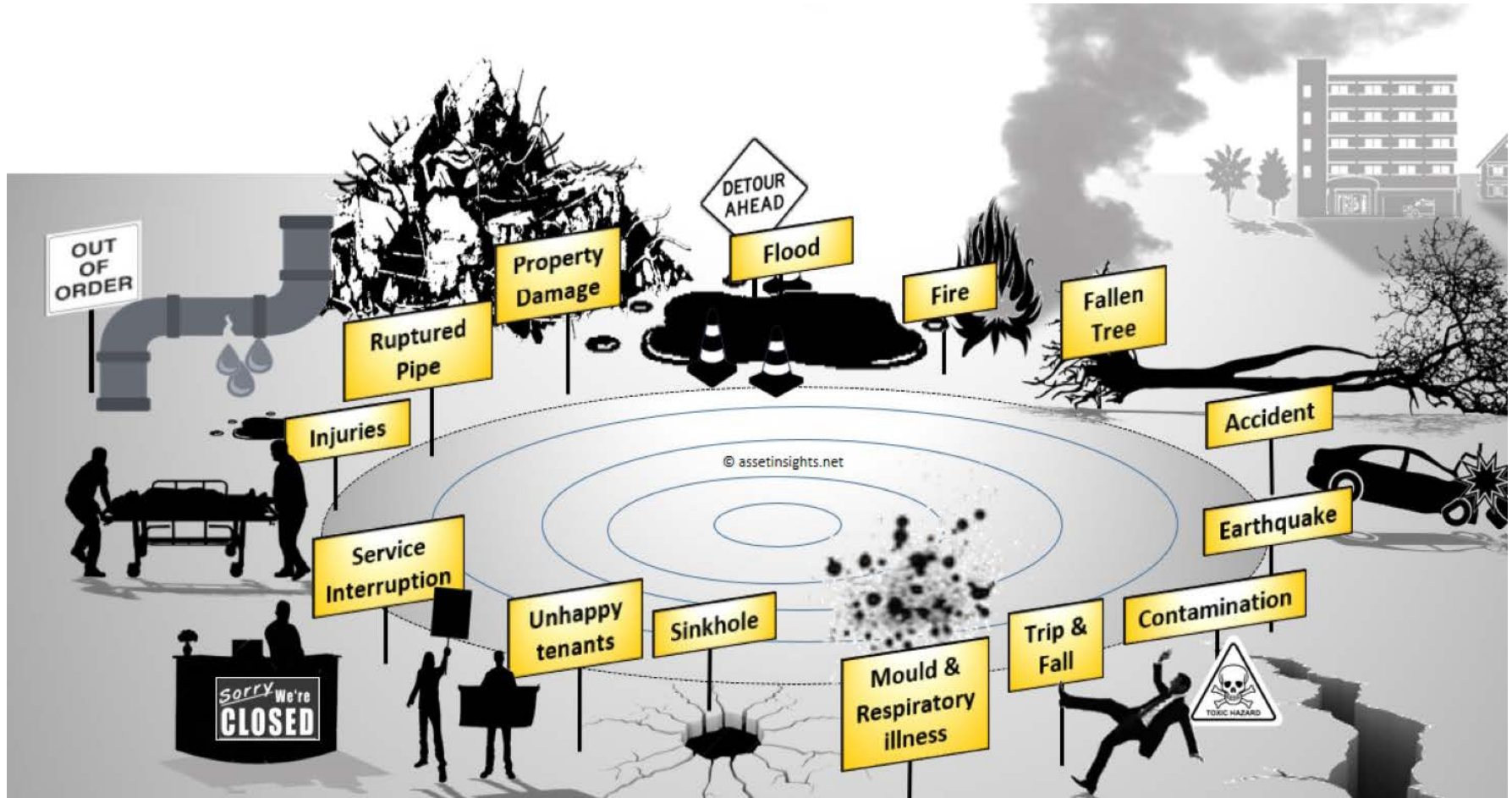
Data Confidence by Asset Class



**Asset
Management
Investment
Plan**
Asset Risk &
Criticality



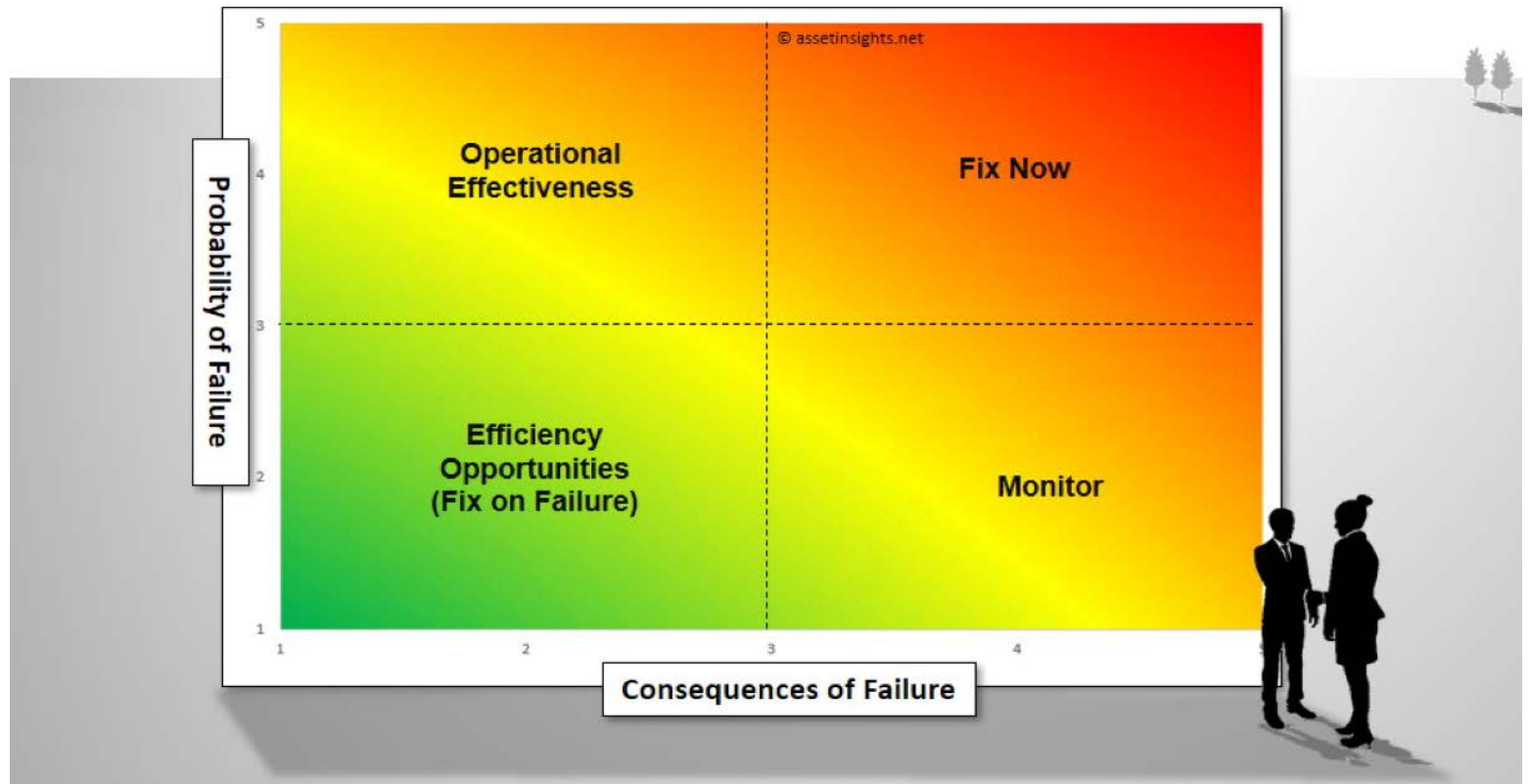
Asset Risk Events of many kinds



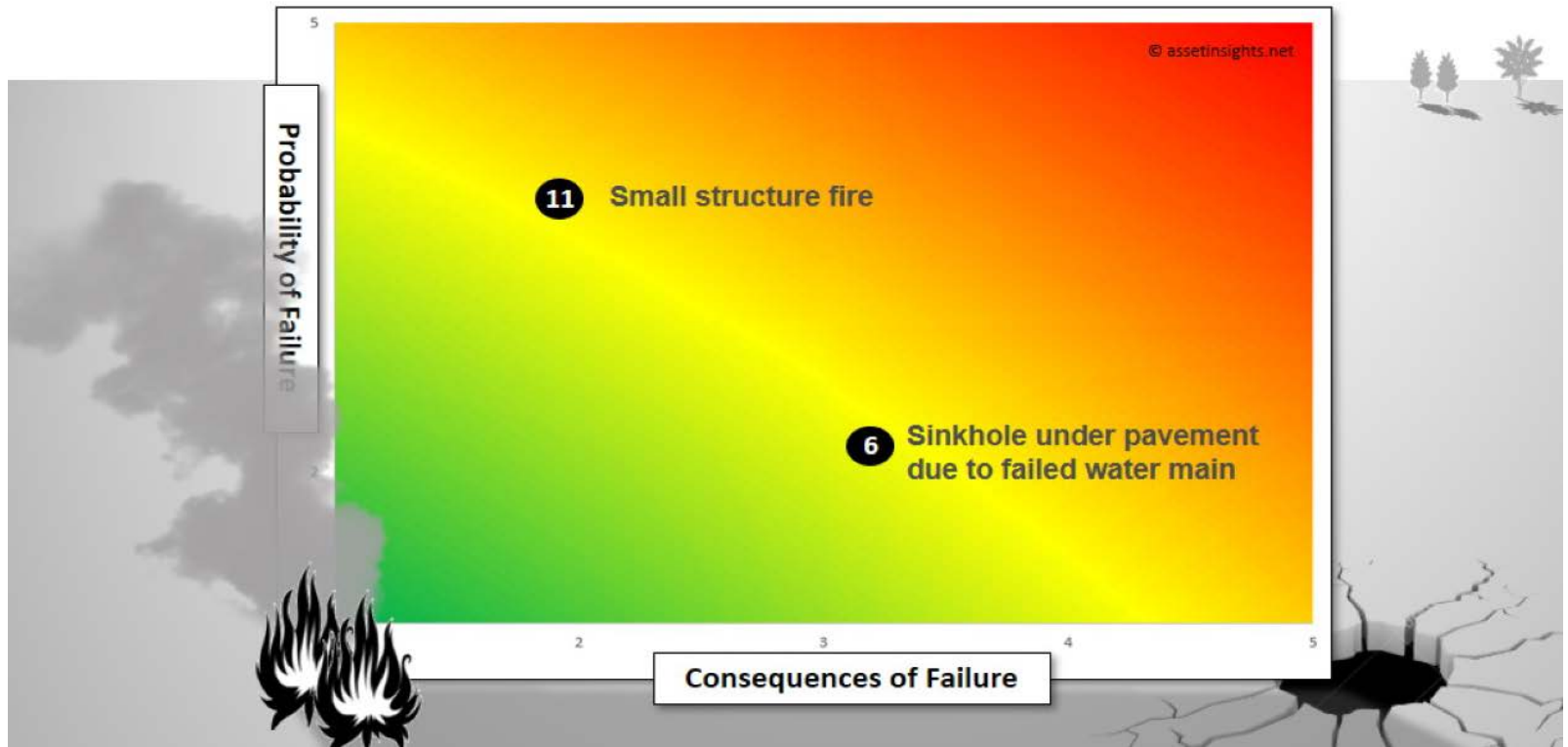
Asset Risk Register as of 2018

Asset	ID	Risk Event	Cause (due to...)	RDOS Register
Water	W.1	Boil water advisory	Inability to provide safe water	Yes
	W.2	Service disruption	Water main break	--
	W.3	Ruptured main	Third party damage	--
	W.4	Pump failure	Inadequate maintenance	--
Waste Water	WW.1	Waste water backflow	Waste water treatment capacity overflow	--
	WW.2	Flooding	Sanitary water main break	--
	WW.3	Seized valve	Inadequate maintenance	--
Solid Waste	SW.1	Landfill fire	Natural cause (e.g. dry weather conditions)	Yes
	SW.2	Landfill fire	Human cause (e.g. cigarette)	Yes
	SW.3	Leachate pump failure	Power outage	--
	SW.4	Public or staff injury	Public unloading	Yes
	SW.5	SCADA infrastructure failure	Inadequate maintenance	Yes
Facilities	B.1	Building collapse	Seismic event or severe weather event	Yes
	B.2	Building non-compliance	Issue building permit without proper approvals (e.g. geotech)	Yes
	B.3	Damaged facility	Vandalism	--
	B.4	Ammonia release	Chiller failure (e.g. inadequate maintenance)	--
	B.5	Slip, trip or fall	Slip on the pool deck (e.g. inadequate signage)	--
Parks & Recreation	P.1	Slip, trip or fall	Inadequate trail maintenance (e.g. exposed roots, potholes, etc.)	Yes
	P.2	Public injury from hazardous trees	Extreme weather event (e.g. windstorm)	--
	P.3	Inability to meet level of service performance requirements	Lack of or loss of park volunteers	Yes
	P.4	Threat to public health	Poor water quality at public beaches	Yes
	P.5	Damage to sports field	Vandalism	--
Fleet & Equipment	F.1	Service disruption	Vehicle component failure	--
	F.2	Air pollution	Energy inefficient vehicles	--
	F.3	Ground contamination	Equipment fluid spill	--
Totals	25	--	-	10

Risk Analysis



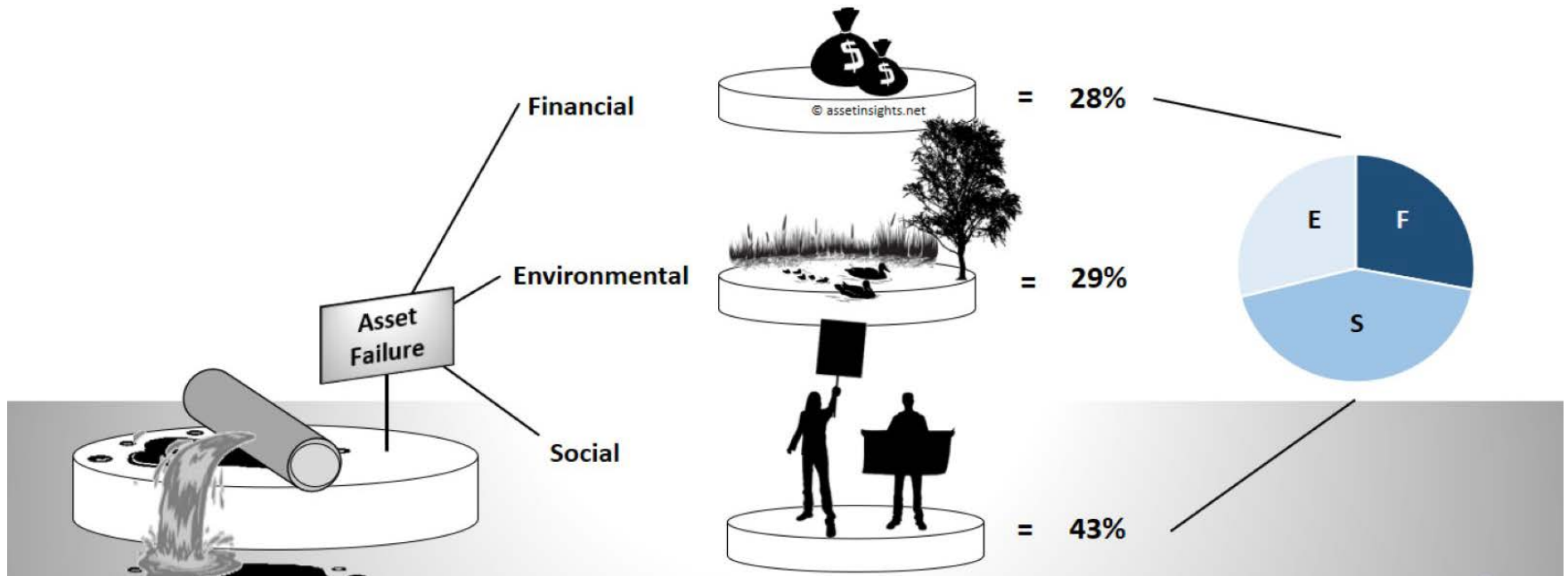
Risk Analysis (illustration)



Asset Criticality Criteria (Examples of Water Mains)

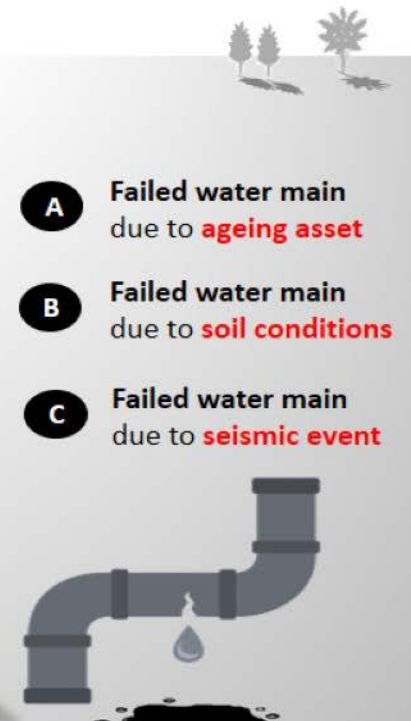
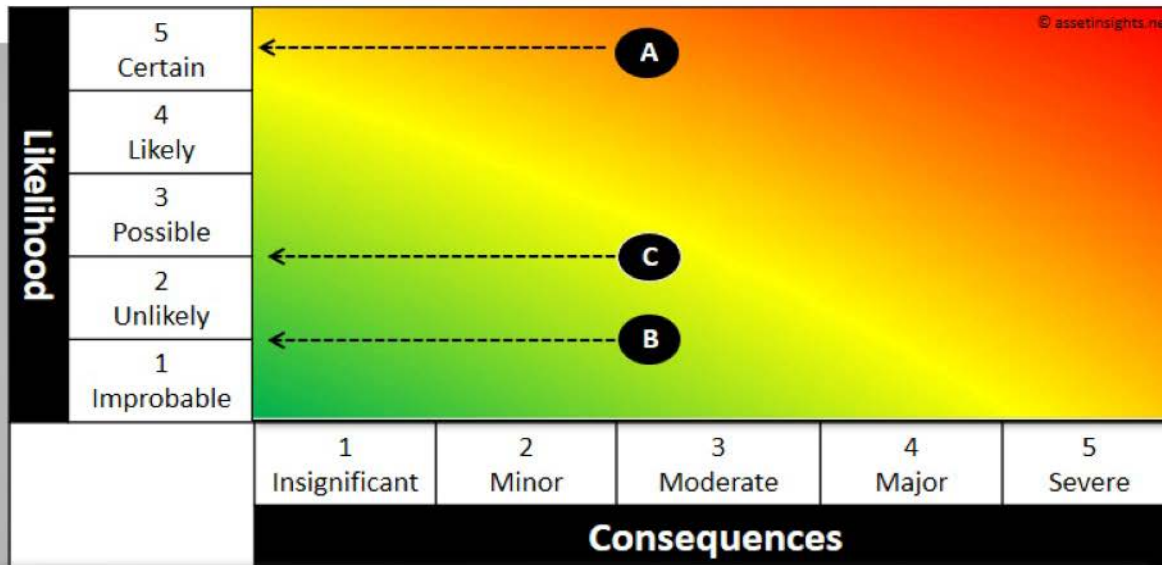


Criticality Weightings Across the Triple Bottom Line



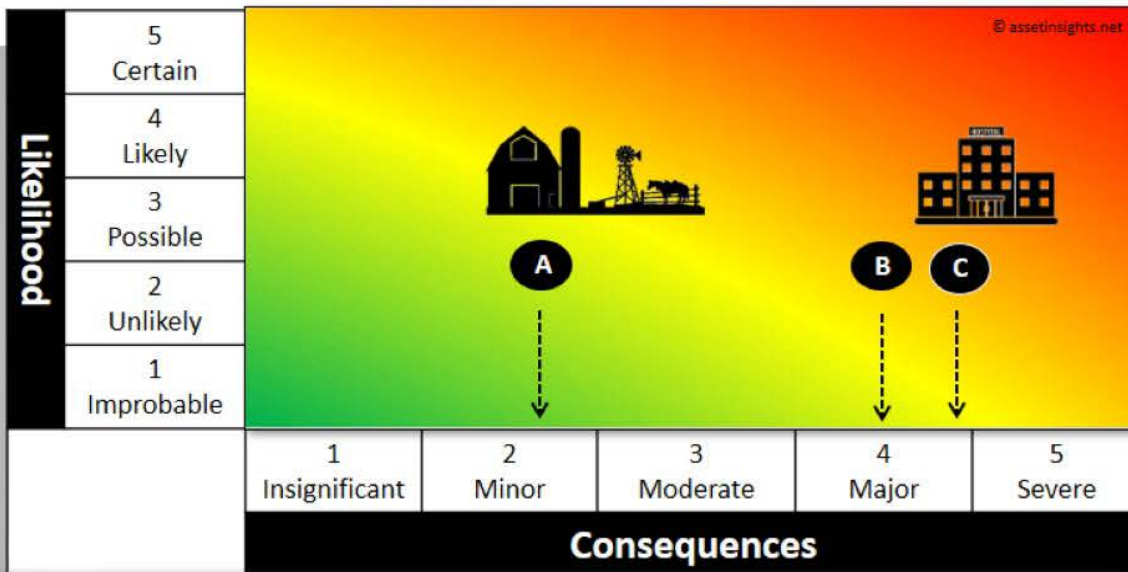
Water Criticality & the Risk Model

Same Consequences but Different Likelihoods



Water Criticality & the Risk Model

Same Likelihood but Different Consequences



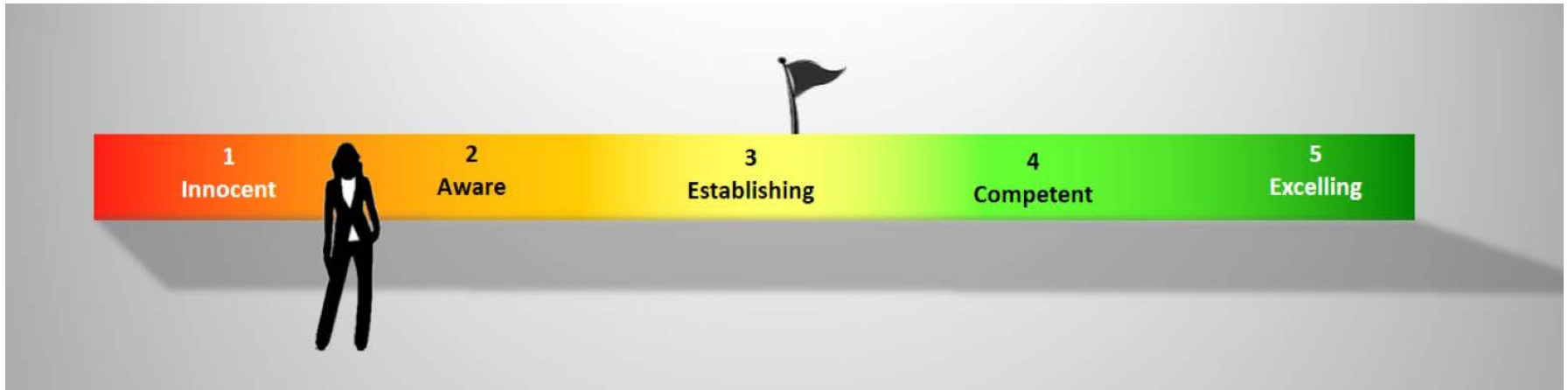
- A** Failed water main in **agricultural land**
- B** Failed water main in **high-density residential land**
- C** Failed water main serving a **hospital**



Asset Risk Treatment Options

Asset Hierarchy	Asset Value (2019\$, M)	Asset Condition Score	PoF Score	CoF Score	Risk Score	Capital Needs, 10 years (\$M)
RDOS Total	\$121.98					\$21.87
Water	\$44.03	2.90	40	35	2.69	\$7.94
Sanitary	\$30.34	3.80	48	31	2.77	\$7.22
Solid Waste	\$2.40	1.71	44	33	2.82	\$0.33
Buildings	\$36.17	2.20	48	39	3.06	\$1.11
Parks	\$2.32	1.78	28	27	2.27	\$0.00
Fleet	\$10.89	3.74	65	31	3.15	\$5.28

Current State of Asset Risk Analysis at RDOS



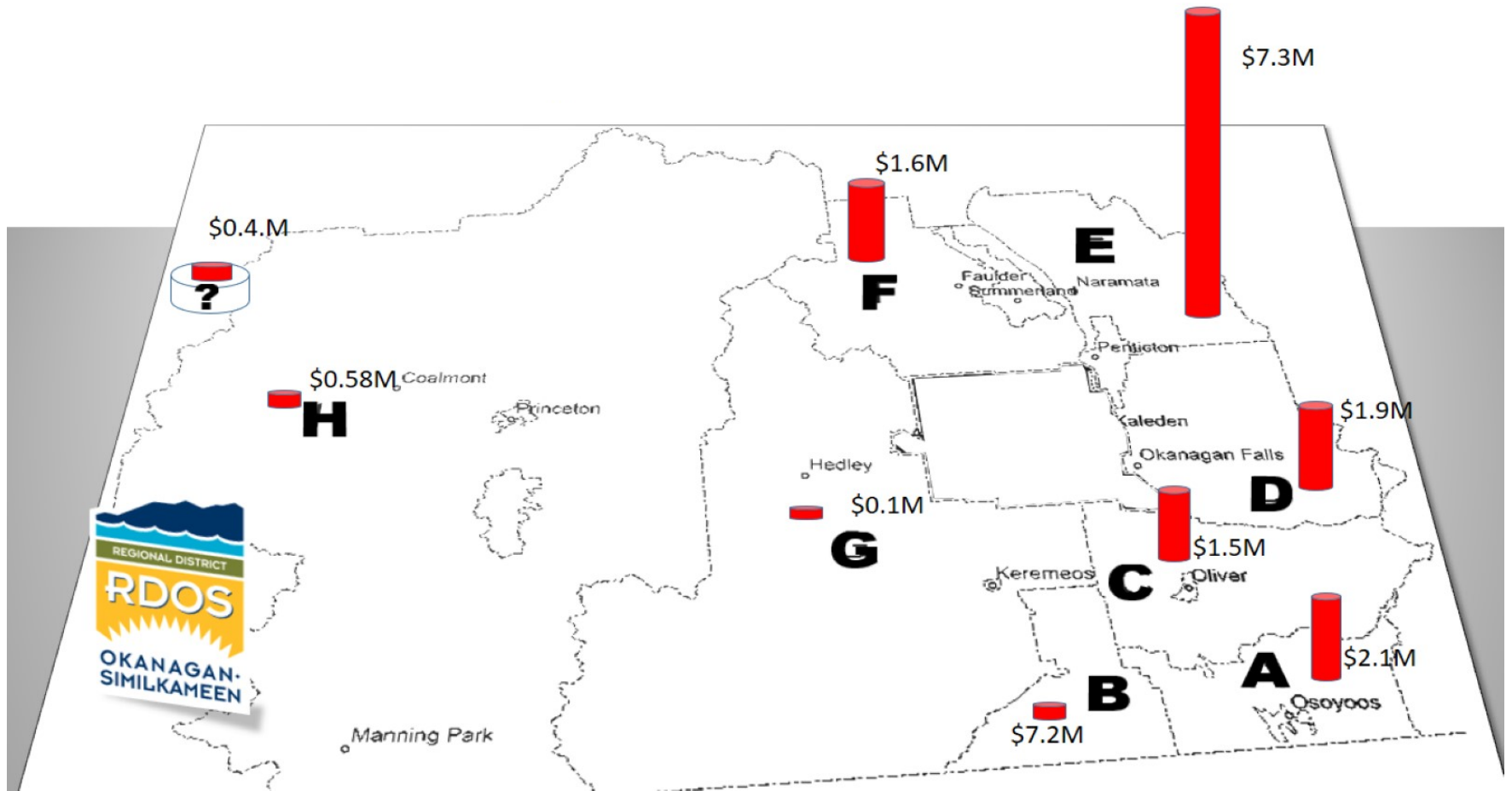
**Asset
Management
Investment
Plan**
Asset Condition



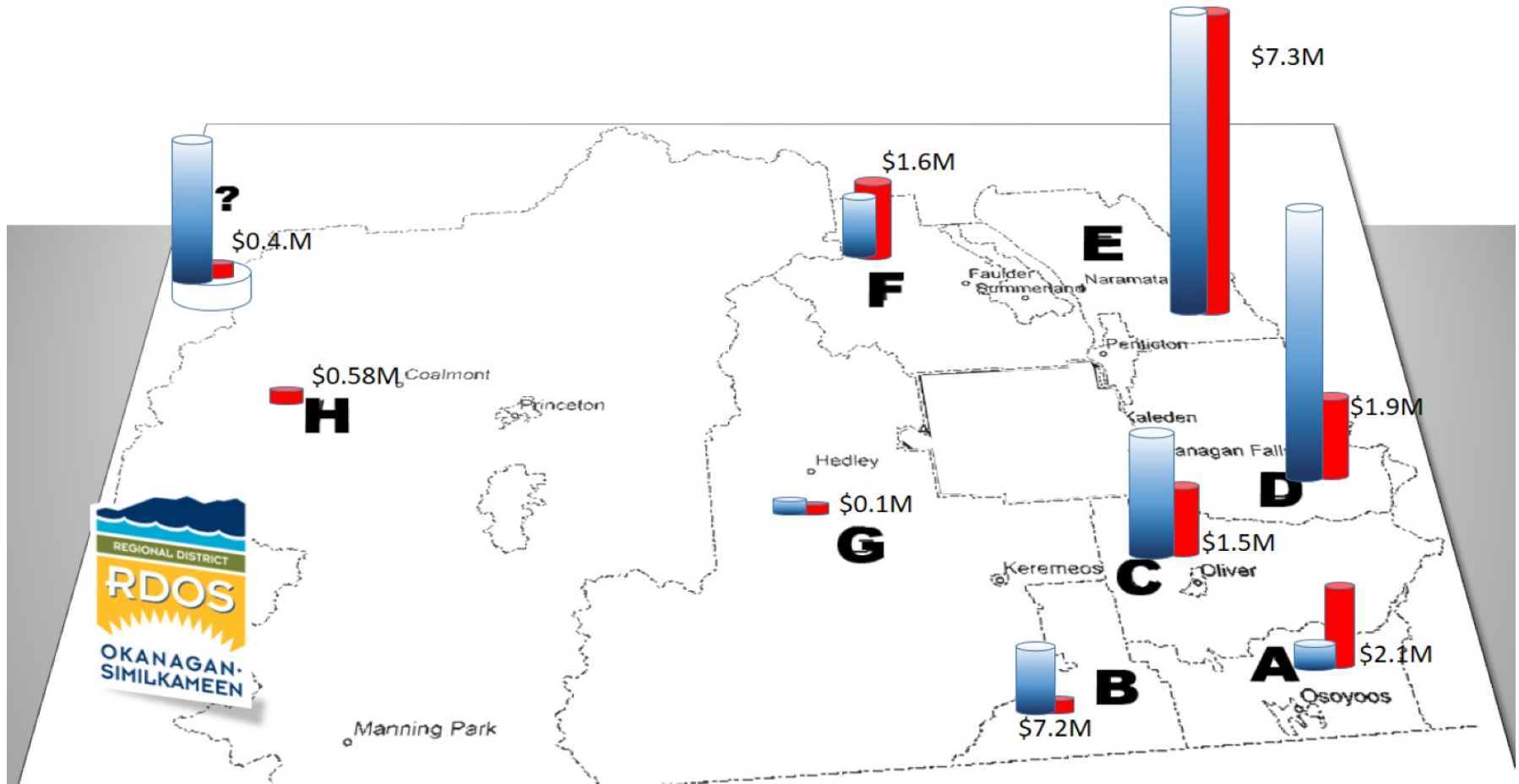
Asset Condition by Asset Class



Asset Condition by Electoral Area



Asset Condition by Electoral Area



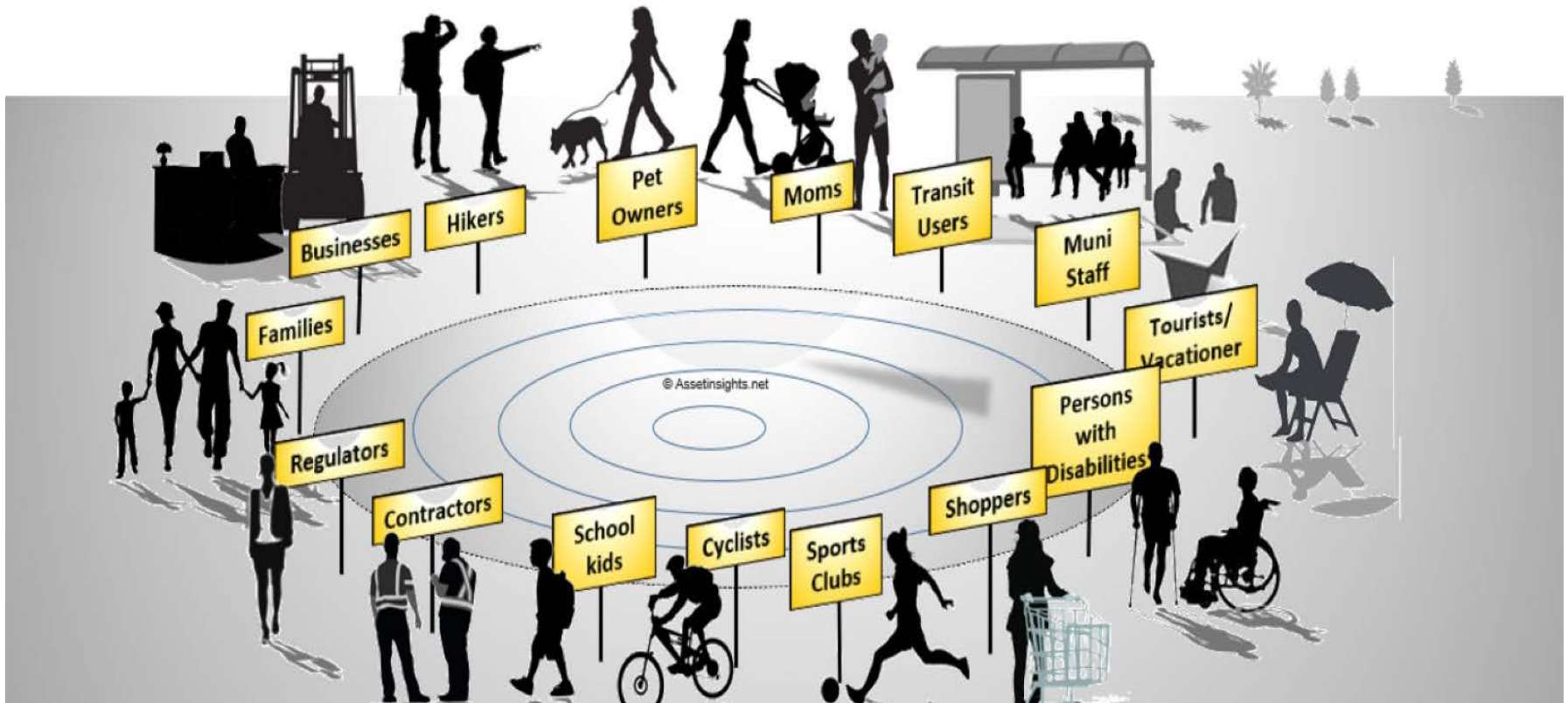
Asset Condition Benchmarked by Asset Class



**Asset
Management
Investment
Plan**
LOS Framework



Integrate LoS into the business

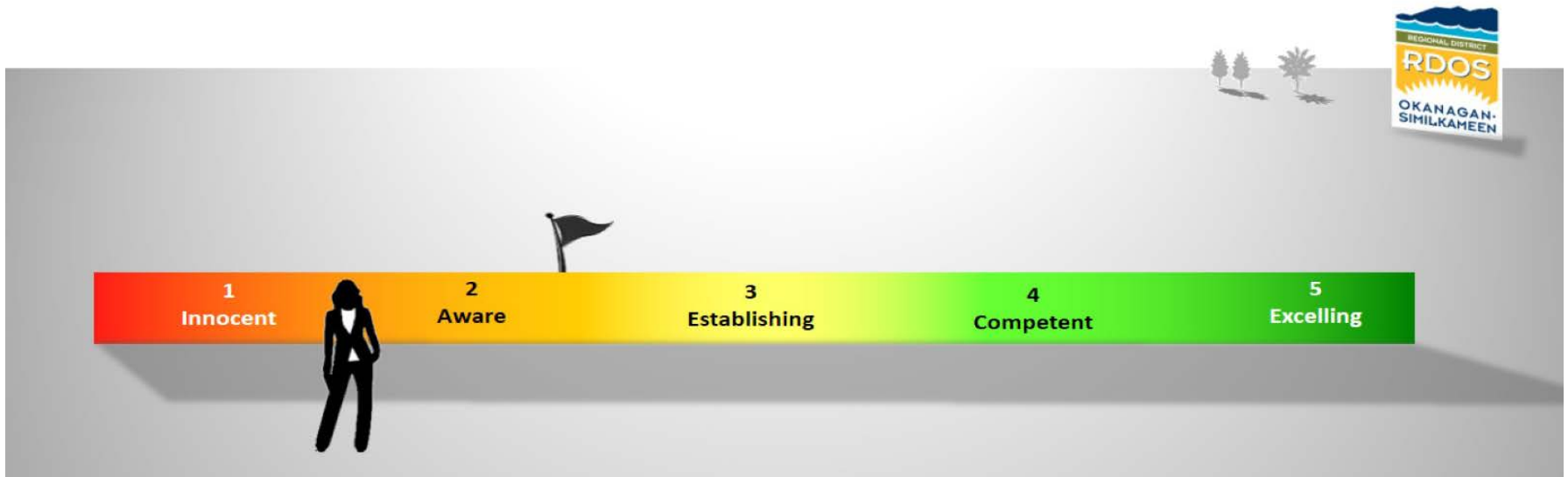


LOS Purpose

- To identify the optimized balance and appropriate trade-offs between cost of service, level of service and risk
- To consistently measure performance across the various classes of tangible capital assets
- To ensure awareness of stakeholder perceptions, requirements and attitudes will properly inform the development and continual improvement of RDOS's policy and asset management objectives.
- To develop and weight appropriate decision-making criteria.
- To help formalize communications with the Regional District's different stakeholder groups



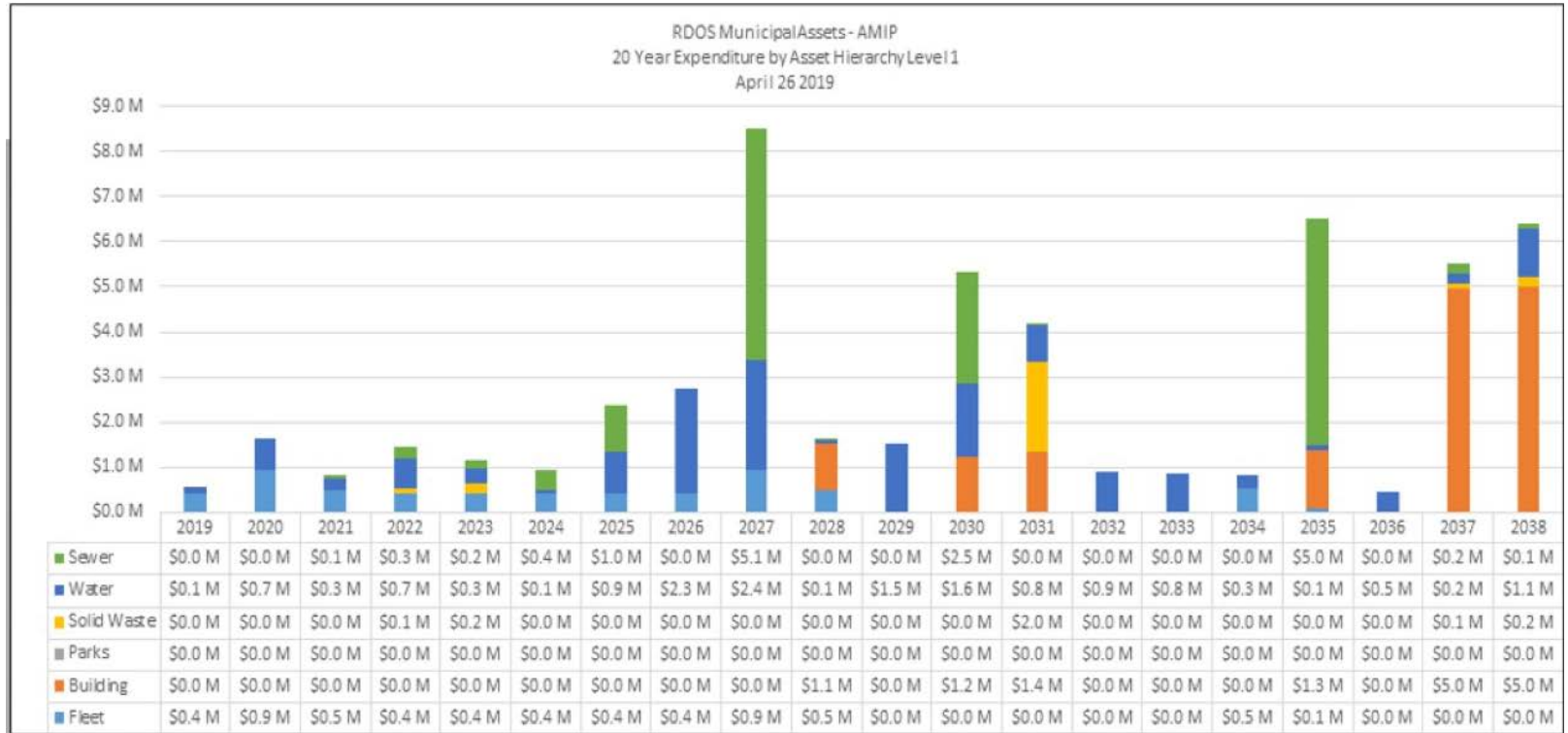
Current State of LOS Development at RDOS



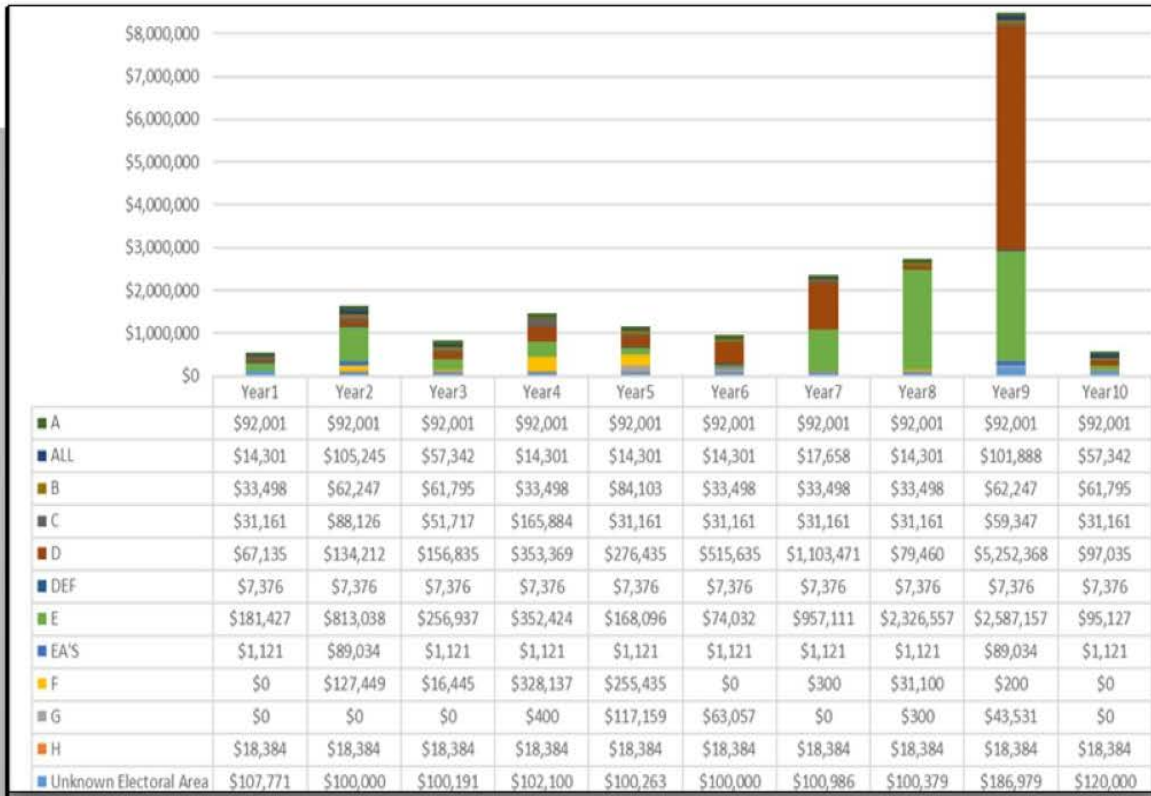
**Asset
Management
Investment
Plan**
Capital Needs
Forecast



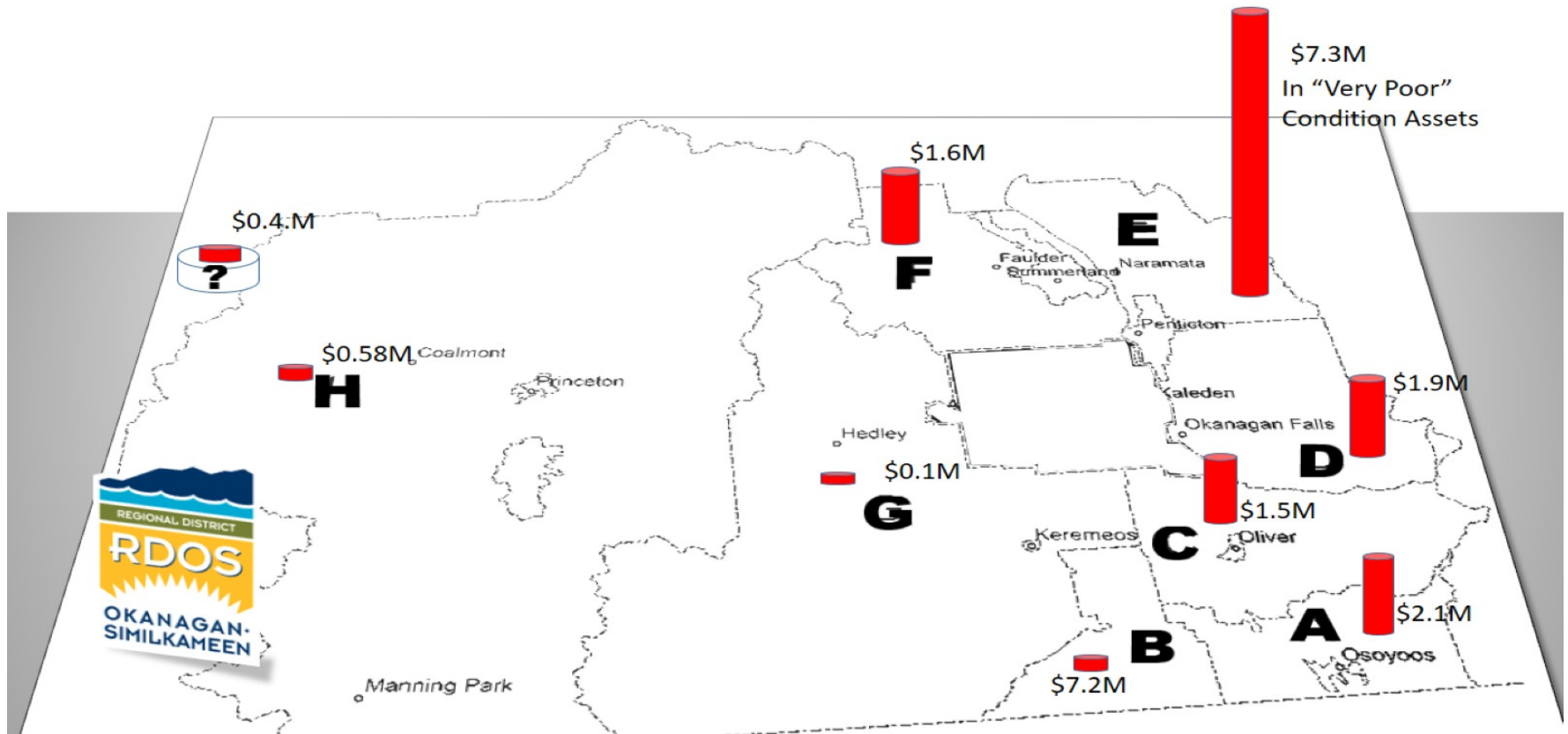
Capital Needs Forecast by Asset Class



Capital Needs Forecast by Asset Class



Capital Needs Forecast by Asset Class



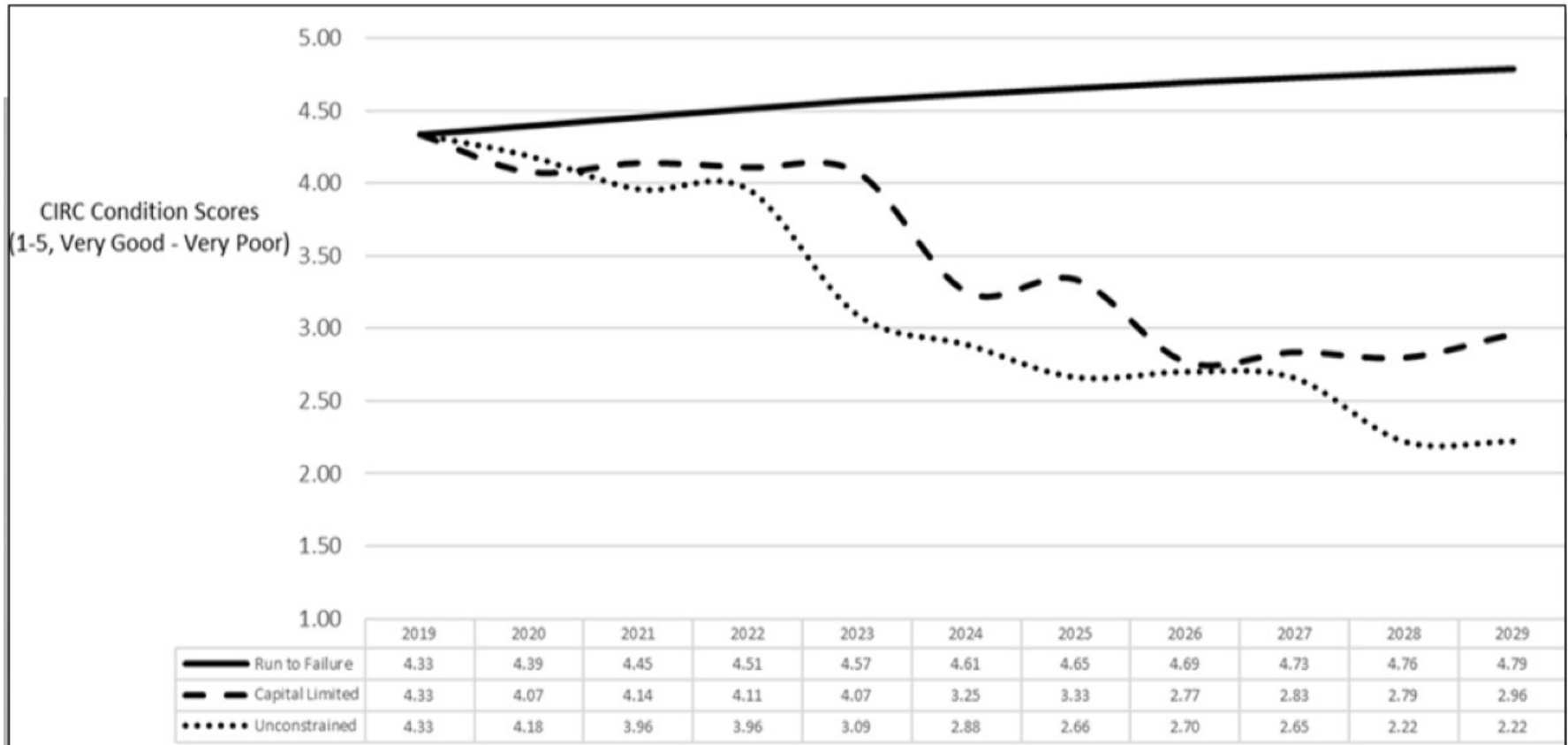
**Asset
Management
Investment
Plan
Reinvestment**



Reinvestment Rates by Asset Class, 2019-2023

Asset Class	Asset Value (2019\$, M)	Avg. Annual Renewal Needs	Avg. Annual Renewal Budget	Forecast Ave Annual Funding Shortfall
RDOS Total	\$121.98	\$1.13	\$3.84	(\$1.80)
Water	\$44.03	\$0.42	\$0.00	(\$2.09)
Sanitary	\$30.34	\$0.12	\$0.02	(\$0.57)
Solid Waste	\$2.40	\$0.06	\$0.15	(\$0.17)
Buildings	\$36.17	\$0.00	\$3.20	\$3.19
Parks	\$2.32	\$0.00	\$0.08	\$0.08
Fleet	\$10.89	\$0.53	\$0.39	(\$2.25)

Reinvestment Scenarios over 10-year Horizon



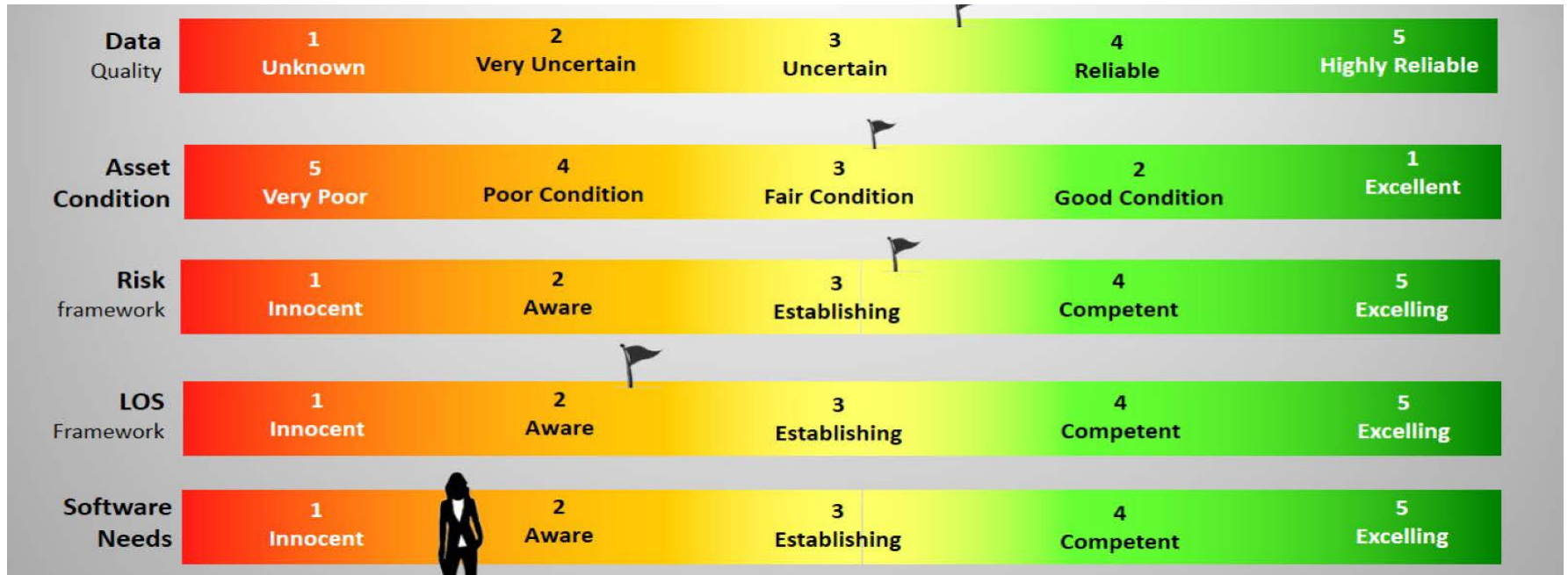
Reinvestment Rates Benchmarked to CIRC

Asset Class	Asset Portfolio	% Fair or Better Condition	% Renewal Reinvestment Rate	
		CIRC ACTUAL	CIRC ACTUAL	CIRC TARGET
Water System	Linear	85%*	0.9%	1.0 to 1.5%
	Non-Linear / Facility	94%	1.1%	1.7 to 2.5%
Sanitary System	Linear	89%*	0.7%	1.0 to 1.3%
	Non-Linear / Facility	89%	1.4%	1.7 to 2.5%
Municipal Buildings	Corporate**	83%	1.7%	1.7 to 2.5%
	Sport & Recreation***	82%	1.3%	1.7 to 2.5%

**Asset
Management
Investment
Plan
Summary**



KPIs



**Asset
Management
Investment
Plan**
Recommendations



Recommendations by Asset Class

Asset Class	ID	Description	Level of Effort	Level of Benefit
Water	W.1	Perform condition assessments on the water assets to better understand actual condition of assets in the field	High	High
	W.2	Migrate the water risk model into GIS	Med	Med
Sanitary	S.1	Perform condition assessments on the sanitary sewer assets to better understand actual condition of assets in the field.	High	High
	S.2	Migrate the sanitary risk model into GIS	Med	High
	S.3	Develop LOS measures and targets for the sanitary assets	Med	Med
Buildings	B.1	Perform condition assessment on the facilities assets, starting with the higher priority facilities such as fire halls	Med	High
	B.2	Refine the facilities asset hierarchy to include inventories of the different pieces of equipment at each building, such as pumps and fans (mechanical); transformers and lighting (electrical)	High	High
Parks	P.1	Refine the parks asset hierarchy to include equipment (such as playgrounds and sports fields) and programming at each park	Med	High
Solid Waste	SW.1	Update the asset valuation based on the new assets installed at Campbell Mountain	Med	Med
	SW.2	Refine the asset hierarchy for the Campbell Mountain inventory	Med	High
	SW.3	Develop LOS measures and targets for collection, diversion and landfill	Med	Med
Fleet	F.1	Confirm the in-service performance condition of the fire trucks	Low	High
	F.2	Update the risk model to establish the relative priority of the vehicles in the heavy fleet class	Med	Med

**Asset
Management
Investment
Plan**
Software Needs
Assessment



Questions?





REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Environment and Infrastructure Committee

Thursday, December 19, 2019

10:00 am

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Environment and Infrastructure Committee Meeting of December 19, 2019 be adopted.

B. PENTICTON INDIAN BAND REQUEST TO WAIVE TIPPING FEES – For Discussion

1. PIB Letter
 2. Delegation, Mr. Eneas, Penticton Indian Band and Jonathan Baynes, CEO K'uL Group
-

C. LOWER NIPIT IMPROVEMENT DISTRICT (LNID)

1. Letter

RECOMMENDATION 2

THAT the Regional District decline the request from the Lower Nipit Improvement District to assume their mandate for land improvement at Twin Lakes.

D. INVESTING IN CANADA INFRASTRUCTURE PROGRAM – Environmental Quality Program Grants, Projects for Consideration

E. SOUTH OKANAGAN CONSERVATION FUND TECHNICAL ADVISORY COMMITTEE

1. TAC Recommendations
2. Penticton Fly Fishing Request
3. Terms of Reference

RECOMMENDATION 3

THAT the Board of Directors approve the Technical Advisory Committee recommendations for the South Okanagan Conservation Fund 2020 projects; and further,

THAT the Board of Directors approve the request for Penticton Fly Fishers/Penticton Creek Restoration Project Extension.

F. OKANAGAN AND SIMILKAMEEN INVASIVE SPECIES SOCIETY (OASISS) - YEAR END REPORT - Lisa Scott, OASISS and Zoe Kirk, Public Works Projects Coordinator

G. ADJOURNMENT

ADMINISTRATIVE REPORT

TO: Environment and Infrastructure Committee

FROM: B. Newell, Chief Administrative Officer

DATE: December 19, 2019

RE: Penticton Indian Band Request for Tipping Fee Waiver - FIO

Purpose:

This report is to provide the history of the August 12, 2019 Penticton Indian Band request to waive tipping fees.

Background:

A private waste hauler had set up a sorting/receiving facility business at Lot 210, Green Mountain Road on Penticton Indian Reserve number 1. While such a facility is not consistent with the Regional District Solid Waste Management Plan, the RDOS and the Province have no jurisdiction over Band Lands. This hauler's business has received a substantial amount of demolition and construction waste at the aforementioned property and has since become insolvent. The company has now declared bankruptcy.

On August 12, 2019 the RDOS received a request from the Penticton Indian Band to waive the tipping fees required to dispose of these materials.

The RDOS hired a waste management expert to undertake a risk assessment, waste classification, and estimate the density of the wastes. The consultant also provided design changes to the Campbell Mountain landfill required to accommodate these large volumes. Approximately 5,000 tonnes of unassessed demolition and construction waste were determined to be deposited at the Lot 210, Green Mountain Road site, valued at \$3.5 million in tipping fees.

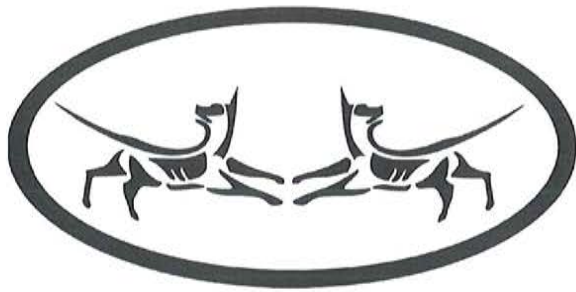
At the October 3rd, 2019 Environment and Infrastructure Committee meeting, the matter was reviewed and it was resolved that the request from the Penticton Indian Band be postponed until such time as the parties could meet.

THAT the matter of the Penticton Indian Band request for waiver of tipping fees be postponed until all parties have met and discussed all options

The Penticton Indian Band has since been invited to present and discuss their request with the Board.

Respectfully submitted:

Andrew Reeder, Manager of Operations



Penticton Indian Band

841 Westhills Drive
Penticton, British Columbia
Canada V2A 0E8

Telephone: 250-493-0048 Fax: 250-493-2882

August 12, 2019

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN ("RDOS") CHAIR

101 Main Street
Penticton, BC
V2A 5J9

Dear Karla Kozakevich:

RE: PENTICTON INDIAN RESERVE NO. 1. – WAIVING OF TIPPING FEES

Please be advised that the Penticton Indian Band is requesting that the RDOS Landfill waive the tipping fees for debris located on a portion of Lot 210, Plan 1771 R.S.B.C., located on Green Mountain Road.

As you may appreciate the Penticton Indian Reserve lands are not owned by the Penticton Indian Band, they are owned by "Her Majesty" set aside for our use and benefit. Unless the lands are leased and properly registered pursuant to Section 58(3) of the *Indian Act*, the Band has no control or say on those lands that are owned through a Certificate of Possession.

Indigenous Service Canada and the Band have been making every effort to prevent the accumulation of waste collected as a consequence of "Appleton Waste", however, there are few legislative options to prevent the dumping. The Band considers this an "illegal" dump site and has made arrangements to have it removed. However, the removal of the waste and tipping fees would be cost prohibitive for the Band.

We are requesting the waiving of the tipping fees to properly clean up the waste left behind by Appleton Waste. Your consideration would be much appreciated.

Sincerely yours

per: 

Chad Eneas
Chief

cc: Jonathan Baynes, K'ul Group

ADMINISTRATIVE REPORT

TO: Environment and Infrastructure Committee

FROM: B. Newell, Chief Administrative Officer

DATE: December 19, 2019

RE: Lower Nipit Improvement District (LNID) Conversion Request

Administrative Recommendation:

THAT the Regional District decline the request from the Lower Nipit Improvement District to assume their mandate for land improvement at Twin Lakes.

Purpose:

To respond to the AGM motions put forward from the Lower Nipit Improvement District from May 19, 2019.

Reference:

September 12, 2019 Lower Nipit Improvement District Letter and AGM motions

Background:

The Lower Nipit Improvement District (LNID) was incorporated by Letters Patent on September 21, 1965 to be responsible for operation and administration of “the acquisition, maintenance and operation of works for land improvement purpose in the Twin Lakes area, and all matters incidental thereto”. Under the Water Sustainability Act, this could include the diversion or impounding of water to protect land or facilitate the reclamation, drainage or other improvement of land. Their traditional role has included the protection of the aquifer and, more recently, reduction of lake levels to protect property in the Lower Twin Lakes bowl. The LNID flood protection system essentially manages the water levels of Twin Lakes but is not responsible for sustainable water in the area.

Twin Lakes is the perceived “headwaters” of the Park Rill Watershed, with implications through Willowbrook, Sportsmans Bowl and down to the Channel. LNID has played an important role in advocacy for the Twin Lakes area and are very knowledgeable in the history and hydrology of the watershed.

The current LNID infrastructure consists of a 6” pump that transfers water from Twin Lake to Park Rill Creek, as there is no longer a creek path that allows any natural lake drainage. The works are operated as directed by the Ministry of Forests, Lands, Natural Resource Operation and Rural Development (MFLNROD) depending on the capacity of the downstream Park Rill system to accept water.

A letter received from LNID dated September 12, 2019 expresses that LNID intends to initiate the process to dissolve. The following motion was approved by their membership at the AGM on May 19, 2019 to request the RDOS consider taking ownership of the service.

1. *Continue to work towards converting to RDOS with a larger Land Improvement Service Area for all drawing water from the aquifer.*

Analysis:

A regional district can only raise and spend money if a geographic area is defined and those citizens agree to pay for the offered service. New services require the assignment of qualified staff experienced in managing the particular service being carried out. The RDOS presently does not have staff experienced in flood control and protection measures. The recent flooding events have illustrated the complexity of the Park Rill drainage basin that includes the Twin Lakes area.

The motion passed at the LNID AGM is requesting the RDOS to not only accept responsibility over the LNID area, but expand the service over a much larger area. First, the Regional District could not commit to that due to the requirement for public assent; but the complexity of the Twin Lakes watershed area and the downstream Park Rill system should be of concern given recent reports and should not be entered into lightly.

The Board received the Twin Lakes Flood Response Feasibility Study co-authored by Ecora Engineering and Dobson Engineering in April 2019. The really preliminary conceptual cost estimate of works required to address current flooding concerns in the Twin Lakes/ Park Rill systems was over \$10,000,000.

Further, the Letters Patent that the RDOS would inherit are for “Land Improvement”. The LNID mission seems to have evolved over the past 55 years, the primary use of the area is no longer farming and it would be a better solution to let the LNID Charter expire; consciously decide what role, or if, the RDOS should be involved in with regard to flood management and determine a geographic area in the Twin Lakes/Park Rill Watershed that might be interested in paying for the service.

Alternative Recommendations:

1. Instruct Administration to proceed with the assent process to assume responsibility for the LNID mandate.

Respectfully submitted:

Liisa Bloomfield

L. Bloomfield, Manager of Engineering

Lower Nipit Improvement District
Site 26A, Comp 1,
RR# 1
Kaleden, BC V0H 1K0

September 12, 2019

Regional District of Okanagan Similkameen
101 Martin Street
Penticton, BC V2A 5J9

Attention: Bill Newell, CAO

Dear Sir:

Re: Lower Nipit Improvement District Request to RDOS to take over services

The Lower Nipit Improvement District (LNID) has advised the Ministry of Municipal Affairs & Housing that it intends to initiate the process to dissolve. At our recent Annual General Meeting the membership approved a motion for the LNID Board to formally advise the RDOS that it requests that the RDOS consider taking over the services provided by the LNID. I have attached a copy of the motion passed at our AGM confirming the memberships support for this request.

We ask that you take this matter to the RDOS Board for its consideration. We are available to meet with you and your staff to discuss the details on moving this matter forward.

Sincerely,



Glenda Stewart-Smith
Lower Nipit Improvement District Chair

Attachment

Cc Subrina Montieth

RECEIVED
Regional District

SEP 16 2019

101 Martin Street
Penticton BC V2A 5J9

Both these motions were passed at the AGM on May 19, 2019.

- 1. Continue to work towards converting to RDOS with a larger Land Improvement Service Area for all drawing water from this aquifer.**
- 2. Support a motion that the LNID Board focus on the installation of a gravitational, overflow gate controlled pipe from Lower Twin Lake to Lower Horn Creek, as was in place in 1951 – 1961 and encourage RDOS to include wetlands into the overflow pipe plan and in the OCP.**

ADMINISTRATIVE REPORT

TO: Environment and Infrastructure Committee

FROM: B. Newell, Chief Administrative Officer

DATE: December 19, 2019

RE: Investing In Canada Infrastructure Program Application – For Information Only

Purpose:

To introduce potential capital projects to the Board for the current intake of the Investing in Canada Infrastructure Program – Environmental Quality Program (ICIP-EQP) Grant application.

Reference:

[Investing in Canada Infrastructure Program – Environmental Quality Program \(ICIP-EQP\)](#)

Background:

Investing in Canada Infrastructure Program (ICIP)

The Province of British Columbia and Canada have partnered on the Investing in Canada Infrastructure Program (ICIP) to fund opportunities to build sustainable communities, to help create long term economic growth, and to support a low carbon, green economy. The Green Infrastructure - Environmental Quality Program Stream of the ICIP is focused on infrastructure that will support quality and management improvements for drinking water, wastewater and stormwater, as well as reductions to soil and air pollutants through solid waste diversion and remediation.

The Environmental Quality Program, will provide project support for reliable water and wastewater systems that meet legislated standards. For this second intake of this program, Canada and the Province are committing up to \$150 million. The funding formula for this grant program is 40% Federal, 33% Provincial and 27% for the grant recipient. The application deadline is February 26, 2020.

A list has been developed for review that identifies potential large infrastructure projects.

Analysis:

For the ICIP – Green Infrastructure – Environmental Quality Sub-stream several projects have been identified. When the applications are being considered by the grant evaluation team, projects are ranked higher if they are beyond the feasibility or preliminary stages as they want to fund projects that will be successful. If there are too many unknowns and risks, the project would not receive funding.

Proposed ICIP Projects for the 2020 intake:

- Missezula Lake Water System Upgrades – Estimated at \$3 M

Recent system assessment has been completed with upgrade requirements

Works would include:

- Detailed design and construction
- Treatment package for surface water source
- Intake modifications
- Electrical and instrumentation upgrades
- Skaha Estates Sewer expansion to Okanagan Falls – Estimated at \$14 M
 - Predesign was completed in 2018
 - Possible inclusion of an extension to Heritage Hills/Vintage Views was mentioned at a Sewer Committee meeting on December 9 – may improve affordability
 - MOTI – no plans for Eastside Road upgrades
 - Works would include:
 - Detailed design and construction
 - Community sewer installation
 - Forcemain construction
- Organics composting facility
 - Predesign will be completed by the end of January 2020
 - Works would include:
 - Detailed design and construction
 - Site servicing

Alternatives:

Other projects are brought forward for addition and consideration

Respectfully submitted:

Liisa Bloomfield

L. Bloomfield, Manager of Engineering

ADMINISTRATIVE REPORT

TO: Environment and Infrastructure Committee

FROM: B. Newell, Chief Administrative Officer

DATE: December 19, 2019

RE: South Okanagan Conservation Fund Technical Advisory Committee Recommendations for 2019 Applications

Administrative Recommendation:

THAT the Board of Directors approve the Technical Advisory Committee recommendations for the South Okanagan Conservation Fund projects as detailed in the December 19, 2019 report from the TAC; and further,

THAT the Board of Directors approve the request for Penticton Fly Fishers/Penticton Creek Restoration Project Extension.

Purpose:

To propose and obtain approval for the Technical Advisory Committee recommendations for projects to be funded.

References (attached):

1. SOCF 2019 Technical Advisory Committee Report (SOSCP)
2. Correspondance, Penticton Fly Fishers Request for Extension SOCF project 2018
3. SOCF Terms of Reference

Business Plan Objective:

Key Success Driver 2, Goal 2.3 – to meet public needs through the provision and enhancement of key services

Key Success Driver 3, Goal 3.3 – to develop an environmentally sustainable region

Background:

On December 15, 2016, the Board of Directors adopted Bylaw No. 2690 to establish an Environmental Conservation Service. The bylaw establishes an Environmental Conservation Service for the Electoral Areas "A", "C", "D", "E", "F" and "I" and the City of Penticton, District of Summerland, and Town of Oliver (the participating areas). The annual maximum amount that may be requisitioned for the cost of the service will not exceed the greater of \$450,000 or \$0.0292 per thousand dollars of net taxable value of land and improvements in the RDOS.

These requisitioned funds are in support of undertaking and administering activities, projects, and works that will include, but is not limited to, water, environment, wildlife, land and habitat conservation efforts to protect natural areas within the participating areas of the Regional District of Okanagan-Similkameen.

The Fund is guided by a [Terms of Reference](#) that addresses all aspects of fund detail including the purpose, administration, themes/goals, guiding principles, timelines, governance, fund design, and supporting

appendices relating to criteria for ineligible activities, terms for a Technical Advisory Committee and conflict of interest guidelines.

The RDOS has entered into an agreement with the SOSCP to administer the fund. SOSCP is responsible for drafting fund design and guidance documents, preparing and advertising call for proposals, responding to enquiries, overseeing the technical review of applications and projects, project evaluation and overall program evaluation. All decision making related to direct financial management, including allocation of funds and approval of projects are with the RDOS Board. The RDOS Manager of Legislative Services/Corporate Officer is the main contact for SOSCP, and provides oversight to the Fund program including internal Senior Management Team review of project applications.

The RDOS appointed a Technical Advisory Committee (TAC) through selection of applications received in response to an open call, and qualification criteria. The purpose of the TAC is to ensure that all proposals to the Fund receive a sound technical review, based on a fair assessment of merit and project effectiveness, and that there is a high level of accountability in the review process. The TAC is guided by the Terms of Reference and makes a list of recommended projects for funding to the RDOS Board.

Analysis:

Updates regarding 2018 projects:

- ✓ Eight projects were approved by the RDOS Board in 2018. Seven recipients have completed interim progress reports on time. One proponent has been unable to undertake the project and has returned funds to the RDOS Board (Fairview Townsite Heritage Society) and one requests an extension (below).
- ✓ Penticton Fly Fishers Club have requested an extension of their 2018 SOCF project for Penticton Creek Restoration Initiative – Upper Reach 3A and Reach 3B from a final report deadline of February 2020 to June 2020.

2019 SOCF applications:

The attached report is a detailed summary of the Technical Advisory Committee review and recommendations to the Board.

- ✓ 2019 projects: Twelve proposals were received seeking \$244,889 in funding. Of these proposals, the Technical Advisory Committee (TAC) recommends that funding in the amount of \$221,382 be granted to nine proponents. Of those nine, three are new project proposals, and six are continuing multi- year proposals. Three projects are not recommended for funding.

New Projects:

- ✓ Trout Creek River Restoration Initiative – Okanagan Nation Alliance \$59,231
- ✓ Managing At Risk Wildlife and Habitats at Work and at Play – Okanagan Similkameen Conservation Alliance - \$8,000
- ✓ Workshop for Technology Transfer of Yellow Flag Iris Control Techniques – Nature Trust of BC \$3,150

Continuing Projects:

- ✓ South Okanagan Bat Habitat Conservation Project – BC Bat Education and Ecological Protection Society - \$9,893

- ✓ Invasive Plant Management on NCC's South Okanagan Conservation Areas – Nature Conservancy of Canada \$15,000
- ✓ K'əmcənitkw Floodplain Re-engagement Construction – Okanagan Nation Alliance \$26,917
- ✓ Conserving South Okanagan Habitats through an Invasive-free Certification Program – Okanagan Similkameen Invasive Species Society - \$20,144
- ✓ Love Your Lakes - Personalized Shoreline Assessments & Restoration Demonstration Sites – Southern Interior Land Trust - \$39,047
- ✓ Habitat Stewardship and Enhancement in the South Okanagan – Okanagan Similkameen Stewardship Society - \$40,000

Not Recommended

- ✓ Jamie Soule Memorial Park Improvements – Anarchist Mountain Community Society \$5,000
- ✓ Healthy Watershed Checklist – Okanagan Fisheries Foundation \$4,875
- ✓ White Lake Research and Management Compendium – Okanagan Similkameen Conservation Alliance \$15,000

Alternatives:

1. That one or more applicants be requested to present further information to the Board of Directors on their proposed project and request for funding.
2. That the Board not support the TAC committee recommendation for one or more specific projects.

Communication Strategy:

The SOSCP has established a comprehensive webpage for the South Okanagan Conservation Fund www.soconservationfund.ca that provides detailed information for public, decision makers as well as applicants and other funders.

The RDOS website also provides basic information including a link to www.sosconservationfund.ca for additional information, eligibility criteria and application information.

Respectfully submitted:

“Christy Malden”

C. Malden, Manager of Legislative Services

SOUTH OKANAGAN CONSERVATION FUND



Trout Creek River Restoration Initiative. Photo:
Okanagan Nation Alliance

Funding Recommendations for 2019 Proposals

**Report Submitted to RDOS Board by:
Bryn White, Program Manager
South Okanagan Similkameen Conservation Program (SOSCP)
December 19, 2019**



Executive Summary

This report outlines the South Okanagan Conservation Fund Technical Advisory Committee recommendations to the RDOS Board related to project applications to the SOCF. The South Okanagan Similkameen Conservation Program (SOSCP) received 12 proposals seeking \$244,889. Of these proposals, the Technical Advisory Committee (TAC) recommends that funding in the amount of \$221,382 be granted to nine proponents. Of those three are new projects, and six are continuing multi-year proposals. Three projects are not recommended for funding.

2019 Project Application Process

August 15th, 2019, the request for proposals opened for the submission of funding proposals to the South Okanagan Conservation Fund. Advertisements were placed in local print media, online (RDOS and SOSCP websites), and circulated via SOSCP networks. Applications closed on September 30th and all applications were received by the closing date and time. The applications were reviewed internally by the RDOS Senior Management Team with the SOSCP Program Manager, then forwarded to the SOCF Technical Advisory Committee, who reviewed the applications independently first, then met December 6th to collectively score the proposals and make recommendations to the RDOS Board.

Technical Advisory Committee

The Technical Advisory Committee is guided by the [SOCF Terms of Reference](#) including TAC Composition, Proposal Ranking Guidelines, and Technical Evaluation Criteria. The purpose of the Technical Advisory Committee is to ensure that:

- (a) All proposals to the Fund receive a sound technical review based on a fair assessment of merit and project effectiveness;
- (b) There is a high level of accountability in the review process; and
- (c) Recommended lists of technically appropriate proposals are provided to the RDOS.

The TAC members represent over 150 years of combined experience, 12 post secondary degrees/diplomas and 4 are members of professional associations with expertise in each theme area – including Indigenous knowledge, forestry, hydrology, ecology, conservation biology, ecosystems (sensitive terrestrial and aquatic ecosystems, management, enhancement and restoration), restoration and enhancement of habitat, fish and wildlife conservation including species at risk.

Members who conducted this review include (bios at the end of this report):

- Mr. Steve Matthews, R.P.Bio and Retired Provincial Okanagan Fisheries Section Head (Chair)
- Mr. Orville Dyer, Senior Provincial Okanagan Species and Ecosystems at Risk Biologist
- Mr. Adam Ford, Ph.D. Assistant Professor and Canada Research Chair of Wildlife Restoration Ecology at UBC Okanagan.
- Ms. Ellen Simmons MSc. (Ph.D. candidate), UBC Okanagan; Instructor, Nicola Valley Institute of Technology.
- Mr. Darcy Henderson, Ph.D. Senior Species at Risk Biologist, Environment and Climate Change Canada.
- Ms. Eva Durance, Naturalist and Volunteer; Vaseux Lake Important Bird Area, BC Nature Conservation Committee, South Okanagan Similkameen Stewardship Society and Burrowing Owl Society of BC.

Project Suitability

As per the SOCF Terms of Reference (2017) projects must first meet a series of mandatory requirements.

The project must:

- Fall within the Fund participating areas (RDOS Electoral Areas, A, C, D, E, I and F, District of Summerland, City of Penticton, Town of Oliver);
- Projects must address IUCN threats to biodiversity targets and fall into at least one theme area;
- Be an eligible activity under the Terms of Reference; and,
- Provide a letter of support, project map and agree to present and report on an annual basis.

The proponent must:

- Be an incorporated non-profit society in good standing or must partner with an organization that has registered society status.

If the project fulfills these requirements, they are reviewed and scored out of a total of 40 points.

- Feasibility - Maximum 10 Points;
- Cost Effectiveness- Maximum 5 Points;
- Cost Sharing- Maximum 5 Points; and,
- Project Effectiveness - Maximum 20 Points.

Continuing projects are also assessed for recommendation based on criteria related to satisfaction with progress to date. Interim Reports for current projects (including those continuing) were received by the SOSCP administrator early-September. Results have been incorporated in the evaluation of applications by the TAC.

2019 Technical Advisory Committee Recommendations

Project	Proponent	Points /40	Amount Requested	Amount Recommended
New Projects Proposed				
Trout Creek River Restoration Initiative	Okanagan Nation Alliance	27.8	\$59,231	\$59,231* Conditions
Managing At Risk Wildlife and Habitats at Work and at Play	Okanagan Similkameen Conservation Alliance	23.3	\$13,997	\$8,000* Reduced and Conditions
Workshop for technology transfer of Yellow Flag Iris control techniques	The Nature Trust Of British Columbia	28.3	\$3,150	\$3,150* Conditions
Jamie Soule Memorial Park Improvements	Anarchist Mountain Community Society	9	\$5,000	Not Recommended for Funding
Healthy Watershed Checklist	Okanagan Fisheries Foundation	14	\$4,875	Not Recommended for Funding
White Lake-Vaseux Research and Management Compendium	Okanagan Similkameen Conservation Alliance	15	\$15,000	Not Recommended for Funding
Continued Projects (Multi – Year)		Continue to Fund?		
South Okanagan Bat Habitat Conservation Project	Bat Education and Ecological Protection Society	Y	\$9,893	\$9,893
Invasive Plant Management on Nature Conservancy of Canada's South Okanagan Conservation Areas	Nature Conservancy of Canada	Y	\$15,000	\$15,000
k'əmcənɪtkw Floodplain Re-engagement Construction	Okanagan Nation Alliance	Y	\$26,917	\$26,917
Conserving South Okanagan Habitats through an Invasive-free Certification Program	Okanagan and Similkameen Invasive Species Society	Y	\$20,144	\$20,144
Love Your Lakes - Personalized Shoreline Assessments & Restoration Demonstration Sites	Southern Interior Land Trust	Y	\$39,047	\$39,047* Conditions
Habitat Stewardship and Enhancement in the South Okanagan	Okanagan and Similkameen Stewardship Society	Y	\$40,000	\$40,000
Total				\$221,382

Project Application and TAC Review/Recommendation Details

1. Jamie Soule Memorial Park Improvements

New Application, Multi-Year (1 of 3)

Total Points:	Ineligible
Funding Requested:	\$5,000
Recommended:	\$ Not recommended for funding.
Submitted by:	Anarchist Mountain Community Society
Project Location:	RDOS Area A

Project Description: This proposal addresses protecting the natural land, pond and wildlife habitat while encouraging respectful recreational use of this area by our community residents/visitors which will add to our overall quality of life.

Project Objectives: Laying down a designated foot path/trail throughout the park area to decrease grassland compaction with some signage identifying protected species. Providing a dog waste bag dispenser, a cigarette butt container, a garbage/recycle bin, a restroom/outhouse and a 10'x10' pole gazebo will encourage respectable, enjoyable use of the park. The proposed work will provide site/area management to minimize disruption of sensitive grassland vegetation, pond and wildlife ecosystems protecting and promoting biodiversity.

Committee Comments:

- RDOS SMT - given that this is an RDOS park, these activities and proposed infrastructure elements could be achieved through regional parks funding. The project doesn't appear to fit with the SOCF eligible activities.
- Concern that this is a recreational or landscaping project rather than a conservation project, and as such is ineligible.
- Unclear what ecological values are to be protected (constructed pond intended as a water source for fire protection). Gravel path will have an environmental impact. Appears that there will not be an environmental benefit to the proposed activities.
- Lack of information, letters of support, and financial commitment from other sources.
- Infrastructure to increase human traffic will have impacts to ecological values. Proponent could benefit from more information to help identify and conserve ecological values and impacts of activities in the area. Recommend that they seek information to support future activities.

2. South Okanagan Bat Habitat Conservation Project

Continuing Application, Multi-Year (2 of 3)

Funding History:	Received \$17,137 (2018 Year 1)
Funding Requested:	\$9,893
Recommended:	\$9,893 Recommended for continued funding.
Submitted by:	Bat Education and Ecological Protection Society (Partners BC Community Bat Program)
Project Location:	All SOCF Participating Areas

Project Description: Bats provide pest control services that are important to our environment and economy, and many are at risk due to human caused threats. This project mitigates these threats by protecting and enhancing bat habitat in the region through education and stewardship on private land. The project will develop and deliver outreach materials, establish partnerships and landowner relationships; identify and protect maternity roosts and important foraging habitats through improved use of existing best practices and stewardship contact, and develop formal Bat Friendly Community partnerships to support ongoing bat conservation.

Project Objectives:

- Increase residents' knowledge, understanding, and stewardship of bats and their habitats, to ultimately reduce the effects of residential, commercial, and agricultural development.
- Mitigate threats to bats by protecting and enhancing bat habitat in the region through education and stewardship on private land.
- Develop and deliver outreach materials, establish partnerships and landowner relationships;
- Identify and protect maternity roosts and important foraging habitats through improved use of existing best practices and stewardship contact,
- Develop formal Bat Friendly Community partnerships to support ongoing bat conservation.
- Reduce human caused fungal transport,
- Distribute and support the use of existing best practices (e.g. bats in buildings, bat boxes, wildlife trees, Bat Friendly Communities) with target audiences
- Establish a process for ongoing social action to conserve or enhance bats and bat habitats with local organizations and partners.

Committee Comments:

- Good progress on project objectives.
- Well written application.
- Acknowledge that a personnel change required minor adjustments to project timelines.
- Generally good progress on all deliverables; some work still in progress.
- The proponent may consider in response to the desire to engage Indigenous communities, to approach the Band schools and cultural advisors within the schools, as well as Band government natural resource or environmental departments.
- This project would benefit from a thorough evaluation after Year 3.

3. Invasive Plant Management on NCC's South Okanagan Conservation Areas

Continuing Application, Multi-Year (2 of 3)

Funding History:	Received \$10,000 (2018 Year 1)
Funding Requested:	\$15,000
Recommended:	\$15,000 Recommended for continued funding.
Submitted by:	The Nature Conservancy of Canada
Project Location:	RDOS Area A

Project Description: Invasive species present a global threat to biodiversity. They change plant community composition, displace native plant species, alter hydrological regimes and degrade ecosystems which in turn negatively impact wildlife species that rely upon them. This project will undertake invasive plant management and control activities, including documentation, monitoring and reporting, on high priority sites on NCC's Sage and Sparrow Conservation Area and the Osoyoos Oxbows Conservation Area.

Project Objectives:

- This project will have a direct and effective impact on reducing the threat of invasive plants on the Nature Conservancy of Canada's Sage and Sparrow and Osoyoos Oxbows Conservation Areas, and surrounding conservation lands.
- Deliver invasive plant management strategies consistent with provincial government and Invasive Species Society standards.
- Return the conservation area lands to higher ecological function and integrity, to enhance biodiversity and species richness by significantly reducing or eradicating invasive plants, and ensuring the prevention of further invasive plant outbreaks on the landscape.
- Monitor, improve and repair fences to limit livestock trespass and invasive plant transmission.
- Plant native shrubs and/or seed native grasses in areas previously heavily infested with invasive species to assist with recovery and limit opportunities for continued invasive plant establishment.
- Sage and Sparrow Conservation Area - reduce invasive plant cover to <5% by 2023. Osoyoos Oxbows Conservation Area - return riparian area to 90% native vegetation species by 2028.
- Prevent invasive plant encroachment to other regionally, nationally and internationally important contiguous protected and conservation areas in the South Okanagan.
- Field monitor treatments and inventory for new infestations through mapping and documentation. Report invasive plant and treatment data to IAPP, evaluate success and determine future recommendations.

Committee Comments:

- Well written application, good team for delivery.
- One of the best invasive species proposals written – could be an example for others to follow. (cut-off disturbance, targeted, applying best practices, and evaluation).

Invasive Plant Management on NCC's South Okanagan Conservation Areas (con't)

Committee Comments:

- Interested in seeing more specific evaluation around the success of treatment after year 3. Would like to see more specifics on the quantifiable outcomes, (# ha cleared, #plants pulled, whether native plants also planted for cinquefoil control) and greater detail on potential harms from both mechanical and chemical applications.
- Useful to know for final report, more detail regarding effectiveness of efforts, for example benefit of effort/efficacy of outcome related to cost.
- Recommend NCC include in their next proposal, request for funding for evaluation at the end of the project and identify how they plan to monitor/evaluate in future. This will assist for all invasive species management proposals, what the reality and cost/ecological effectiveness of these activities and investments are.

4. Healthy Watershed Checklist

New Application, Single-Year Total Points: 14

Funding Requested: \$4,875
Recommended: \$ Not recommended for funding.

Submitted by: Okanagan Fisheries Foundation

Project Location: Area F, District of Summerland

Project Description: Initiate a Healthy Watershed Checklist project. Preliminary consultation identified the need for silo-busting as currently every agency is using different monitoring or assessment methodologies for watersheds.

Project Objectives: This project would develop a template for a healthy watershed checklist. The focus will be on smaller watershed areas within the Trout Creek and Eneas Creek watersheds. The problems being addressed in the project are include threats to indicator species, aquatic ecosystem connectivity, and management on jurisdictional boundaries rather than ecological boundaries. The project will identify linkages and gaps between multi-jurisdictional assessment methods, engaging with non-government organizations and stakeholders, advancing an iterative process for template development and will post the finished template on a website.

Committee Comments:

- RDOS SMT - unclear how this checklist will interact with local government OCP's and policies.
- Proposal does not clearly identify what this project will achieve.
- Methodology and results confusing and unfocused. Rationale and key research references are not sound.
- Concern that this is creating yet another new process or product that may not be necessary. Rather than a focus on the assessment products, would like to see action on the ground as the focus.

Committee Comments:

- Concern about where outreach is directed and what value if not adopted by authorizing agencies. Role of public not clear with project.
- Mention of working relationship with the ONA but then no following detail about the nature of the working relationship/partnership. More solid input from First Nation communities needed.
- No indication of support or endorsement from any agency. Proposal includes technical concerns. Concerned that there will be duplication.
- Recommend that if a future application come forward, that the proponent more carefully research existing information related to assessments, strategies, and prioritization tools to identify the need, benefits and supporting organizations more clearly.
- The project topic of watershed management for conservation and restoration objectives is important, however proponent needs to pay attention to what has already been done, identify broad agreement of gaps, and what needed in future/recommended for implementation.

5. k'əmçənɪtkw Floodplain Re-engagement Construction

Continuing Application, Multi-Year (2 of 3)

Funding History:	Received \$40,260 (2017 Year 1)
Funding Requested:	\$26,917
Recommended:	\$ 26,917 Recommended for continued funding.
Submitted by:	Okanagan Nation Alliance (with Partners Enowkin Centre)
Project Location:	Adjacent to the City of Penticton

Project Description: k'əmçənɪtkw Floodplain Re-engagement will reconnect floodplain and riparian area of the historic Okanagan River floodplain in Penticton for fish and wildlife. The project site occurs on PIB IR#1, on land legally conserved in-perpetuity under Indigenous stewardship, part of the En'owkin Center's Locatee Lands Project integrated with ECommunity's environmental and Indigenous cultural programming. The Okanagan River is highly degraded and only a small portion of the river's ecosystem remains available to fish and wildlife. Channelization lowered surface/ground water elevations of the Penticton channel, and without re-contouring, the adjacent floodplain will never be accessible to river flows and fish. Salmon individuals and populations, particularly Chinook and trout, benefit directly and greatly when rivers are connected to floodplains. Floodplains also locally regulate water quantity, quality, residency time, adjacent land and water temperatures, and local flood/drought capacity. The entire project lies directly adjacent to the City of Penticton, and beside the Okanagan Lake Regulation System Dike and highly popular hike/bike trail.

Project Objectives: Re-contour and create off-channel rearing backwater area for native fish, particularly Chinook, and Rainbow Trout/Steelhead to offer refuge in high water and food sources during spring, summer, and fall. Purchase the river/floodplain connection culvert and associated materials, construction tendering/award, and excavation/re-contouring of the off-channel rearing area for salmonids.

Committee Comments:

- RDOS SMT - would like to ensure that this project does not impede continued public access to the channel walkway.
- Strong delivery team, strong on effectiveness monitoring. High level of partnership funding.
- Strong science-based approach including effectiveness monitoring, and a very high level of partner funding.
- Lacking some detail in terms of deliverables, good progress to date in a general sense, but need to provide more detail for each deliverable.
- Project is very "fish centric", would like more attention to terrestrial plant communities and species – that would have a large benefit to the project. Good opportunity to engage people at ONA and others for the terrestrial components (or document more explicitly). Fish free areas as part of the pond complex is positive.
- Good project for public education and cultural values.
- Model of active collaboration and partnership, exemplary.

6. Trout Creek River Restoration Initiative

New Application, Multi-Year (1 of 3) Total Points: 27.8

Funding History: Received \$5,000 seed funding in 2018

Funding Requested: \$59,231

Recommended: **\$59,231 Recommended for funding with conditions.**

Submitted by: Okanagan Nation Alliance (Partners Penticton Indian Band Natural Resources Department)

Project Location: District of Summerland

Project Description: Trout Creek is the primary water source for the District of Summerland and is the second largest community watershed in the Okanagan (Aqua Consulting Inc., 2012). The lower reach of Trout Creek was first channelized and dyked in 1949 for flood control and further work was done in 1973, both following large flood years. Channelization has increased the gradient of Trout Creek thereby increasing flow velocities and changing the substrate, rendering the creek less than ideal for salmonid species. Channelization has also disconnected the creek from the floodplain and degraded riparian habitat. This project will rectify these issues by determining the optimal project design that will improve fish and wildlife habitat, while improving creek stability and water quality and maintaining flood capacity.

Project Objectives:

- Build on preliminary habitat assessments done in 2017-2018 through Colville Confederated Tribes with the Okanagan Sub-basin Habitat Improvement Program.
- Improve habitat for fish and wildlife, targeting kokanee salmon and rainbow trout (resident and adfluvial), by naturalizing the creek with a series of meanders and riffles resulting in more natural fish passage and aesthetically pleasing area for the community.
- Increase awareness for the importance of conservation in the area.
- Planning, steering committee, and local Traditional Ecological Knowledge meetings (Penticton Indian Band) and creating engineered designs ready for construction. Final designs will be created which balance flood capacity needs and creating diverse stream and riparian habitat. Success will be measured based on achieving a collaborative plan that can be designed by and engineer and ready for construction so that tasks such as outreach and permitting can be completed. Planning for construction to occur in years 2 and 3.

Committee Comments:

- This is an important issue that this project aims to address, but the TAC still has some technical concerns.
- Aligns with priorities in regard to Ok Lake kokanee and Rainbow trout recovery; has implemented Committee process which engages key regulatory and stakeholder representation, but lacking funding and delivery partners.

Trout Creek River Restoration Initiative (con't)

- The proponent had an adequate amount of time to hold the planning meetings as supported by the seed funding before the next round of applications; the fact that these meetings did not occur in order to shape this application is problematic. It is not clear that the single meeting outcomes addressed all the concerns raised by the TAC previous year.
- No info provided on Year 2 and 3 plan making it difficult to assess the broader project feasibility.
- Proposal needs to be more explicit with respect to whether the design would include setting the dike back, including from previous work investigating channel expansion/meandering, the implications of that design element, and what is being done to address the water quality issue caused by the perpetual slide.
- Cost sharing in future is unknown so reduced score for feasibility. Cost sharing is not strong, which leads to concerns about uncertain future outcomes.
- Concerns about the perpetual slide and impacts to water quality - the only reference/comment is that it needs to be considered, but that TAC finds this inadequate.
- This proposal is "fish centric" and the proponent has not involved adequate expertise related to terrestrial ecological communities, species at risk occurrence data, ecosystems values and potential impacts. There is a need to involve expertise, with this knowledge. Specific concerns related to impacts of out of channel meanders and impacts to important plant communities, and terrestrial species knowledge including for Lewis's Woodpecker, Western Screech Owl, and Nuttall's Cottontail.

Recommended for funding with conditions:

Include an appropriate expert to address the terrestrial ecosystems and SAR issues effectively. Identify potential impacts of the water quality related to the issue of the perpetual slide including for the investment for restoration and population objectives and consider results from previous work investigating channel expansion/meandering. This needs to be addressed and built into the project and any future applications.

7. Conserving South Okanagan Habitats through an Invasive-free Certification Program

Continuing Application, Multi – Year (3 of 3)

Funding History: Received total \$26,559 (2017 Year 1 \$6415, and 2018 Year 2 \$20,144)

Funding Requested: \$20,144

Recommended: \$20,144 Recommended for continued funding

Submitted by: Okanagan and Similkameen Invasive Species Society

Project Location: SOCF - RDOS Areas A, C, D, E, F, Summerland, Penticton and Oliver

Project Description: Invasive species are moving across Canada and BC at a rapid pace. In Canada, invasive species include at least 27% of all vascular plants. The horticulture industry is a key pathway for the introduction of invasive species. Many invasive plants are sold to customers, escape cultivation and are now invasive in BC. Examples include purple loosestrife, yellow flag iris, Japanese knotweed and Russian olive. The GOAL of this program is to increase the amount of habitat conserved and decrease the introduction, spread and establishment of invasive species, namely plants, in the South Okanagan.

Project Objectives:

- Increase the invasive species knowledge and provide clear preventative and management options to a minimum of 25 landscapers, horticulturalists, earth-moving businesses or related service providers, a minimum of two gardening organizations and an additional 30 municipal staff in the South Okanagan in 2020.
- Increase the invasive species knowledge and provide clear preventative and management options for up to 500 homeowners or developers in the South Okanagan during 2020.
- Build on the success of the PlantWise program developed by the Invasive Species Council of BC which includes a "Grow Me Instead" resource guide listing alternative plantings. Continue to circulate Okanagan "PlantWise" booklet created during the second year of the project to homeowners and workshop participants, and offer to members of gardening organizations, and the RDOS, Summerland, Penticton and Oliver for distribution.
- Expand the "Invasive-Free Certification Program" for landscapers, horticulturalists and earth-moving companies in 2020, to certify new individuals/companies, re-certify individuals/companies and broaden the training to gardening organizations and municipal staff. Promote and integrate targeted invasive plant prevention and management into the practices of horticulture and landscaping in the South Okanagan. Improve knowledge of invasive plant ID, control and disposal methods, and provide recommendations for alternative plantings. Public acknowledgement for companies that sign commitment form.

Committee Comments:

- Good project, some concern about the effectiveness on the ground with respect to outreach methods /materials and change in behaviours.

Conserving South Okanagan Habitats through an Invasive-free Certification Program (con't)

- Important to know the scope and scale of the actual problem in terms of actual sales; what the outcomes of the workshops and effectiveness of the materials have resulted in re: behaviour changes. Want to see more focus on evaluation of higher-level, longer term outcomes – (Bennett's Hierarchy of Evidence).
- Would like to see additional focus on the larger companies with gravel/storage sites that provide materials to major projects, and annual pop-up garden centres such as Canadian Tire, Rona, Superstore, and others.
- Recommend a thorough evaluation of this program in year three.

8. Habitat Stewardship and Enhancement in the South Okanagan

Continuing Application, Multi – Year (3 of 3)

Funding History: Received \$78,000 (2017 Year 1 \$38,000 & 2018 Year 2 \$40,000)

Funding Requested: \$40,000

Recommended: \$40,000 Recommended for continued funding

Submitted by: Okanagan and Similkameen Stewardship Society

Project Location: SOCF - RDOS Areas A, C, D, E, F, Summerland, Penticton and Oliver

Project Description: Within the south Okanagan valley, 1/3 of the land base is privately owned and managed and the population is rapidly growing. Our towns, cities, agriculture and recreation cause habitat loss, degradation and fragmentation, the spread of invasive species, climate change and pollution. Empowering private landowners and residents to undertake conservation on their own lands and in their communities is critical to maintaining healthy ecosystems and thriving native wildlife populations. Okanagan Similkameen Stewardship will continue to engage residents in electoral areas A, C, D, E, F, I Summerland, Penticton and Oliver in habitat stewardship, restoration and enhancement by providing information, training, and technical assistance, and increasing the amount of habitat set aside under written management agreements.

Project Objectives:

- Conserve, restore and enhance sensitive habitats that support local wildlife and species at risk.
- Empower and engage local residents in environmental understanding, resource stewardship and conservation projects in their neighbourhoods including at least 240 landowners;
- Improve the management of over 1000 acres and enhance and restore over 50 acres of wildlife habitats per year.
- Work with interested landowners towards developing written management agreements and implementation of Best Management Practices: 200 landowners contacted, 3 new stewardship agreements, increase in area stewarded each year.

Habitat Stewardship and Enhancement in the South Okanagan (con't)

- Deliver community initiatives in ecologically sensitive areas: Community stewardship facilitated in each of Areas A, C, D, E, F, I Summerland, Penticton and Oliver with at least 100 participants in total.
- Plan and implement habitat enhancement projects: minimum of 10 habitat improvement projects completed per year.

Committee Comments:

- Strong proposal, monitoring and evaluation needed to determine effectiveness.
- OSSS program Evaluation Report – very powerful and showed very good adaptive management. Would like to see more evaluation on the effectiveness of their native plant projects survival (rather than just reporting outputs, need to understand outcomes).
- Would like to see longer- term monitoring and reporting as well by priority habitats and plant communities, evaluation of cost effectiveness.
- Would like to see a thorough evaluation of this project in year three; would like proponent to include a request for funding to undertake that.

9. White Lake-Vaseux Research and Management Compendium

New Application, Multi-Year (1 of 2) Total Points: 15

Funding Requested: \$15,000
Recommended: \$ Not recommended for funding.

Submitted by: Okanagan Similkameen Conservation Alliance (in partnership with Don Gayton, M.Sc, P.Ag)

Project Location: SOCF – RDOS Area C and D

Project Description: The White Lake-Vaseux area (WL-V) contains some of the highest biodiversity, and density of species at risk, in Canada. WL-V has multiple and complex land ownerships, and an extensive history of Syilx peoples' use. WL-V is a maze of Federal, Provincial and NGO land ownership, plus Syilx claims. These agencies make minimal investment in field staff, and there is no active land management coordination between them. A great deal of history, research, and monitoring initiatives have been conducted in WL-V. These diverse information sources have never been identified and synthesized into a single referenced document. Bringing all this information together will be an excellent starting point for enhanced on-the-ground land management.

Project Objectives: Create a compendium, make it available to all interested parties, creating a basis for future coordinated research and land management initiatives, leading to better protection of biodiversity and species at risk. Contact all relevant individuals and organizations; collect all relevant information, synthesize into referenced Compendium, and summarize. Draft document will be submitted to external peer review. Success will be measured against the completion, and completeness, of the Compendium.

White Lake-Vaseux Research and Management Compendium (con't)

Committee Comments:

- Recognition that White Lake basin is ecologically important, complex and challenging place for land management.
- TAC does not suggest this proposal fits within the SOCF eligibility requirements in that it is a non-applied research/planning activity with an unspecified future outcome.
- Recognize the expertise of the applicant, confident this compendium could be done but appears that the issue and need has not been well researched, land managers not involved, and proposal appears to be unaware of the management plans that exist.
- Assumptions are made that organizations involved do not communicate, that plans do not exist and that a research compendium is needed, but no supporting information is provided to support this conclusion
- No letters of support from any of the landowners, managers or others with interests in the WL area.
- Not clear how information gathered would change land management outcomes.
- No cost sharing, just in-kind. Cost effectiveness unknown. Very expensive for something where value is not known.
- Not specific enough, no clear identification of how this would apply on the ground.

10. Managing At Risk Wildlife and Habitats at Work and at Play

New Application, Multi-Year (1 of 2) Total Points: 23.3

Funding History	Received \$7841.68 (2017 Year 1)
Funding Requested:	\$13,997
Recommended:	\$8,000 Recommended for reduced funding with conditions.
Submitted by:	Okanagan Similkameen Conservation Alliance
Project Location:	All SOCF areas

Project Description: In the Okanagan, habitat loss and degradation associated with urban development, agriculture and recreation have contributed to many species and ecosystems becoming at risk. OSCA seeks to protect at-risk ecosystems and species in the South Okanagan by providing education on environmental values and impacts, as well as best management practices for important target audiences.

Project Objectives: Proposed work includes delivery of eco-management workshops and a one-day fieldtrip to sensitive ecosystems in the Okanagan to raise awareness amongst those involved in land use decision making about the impacts of development, agriculture and recreation on the Okanagan's limited intact ecosystems and the increasing number of species-at-risk.

Committee Comments:

- Outreach and extension an important element to reducing threats to environmental values.
- Timelines are reasonable and organization has capacity and track record for delivery, but didn't demonstrate understanding or experience with some of the specific topics or identify specific individuals with expertise who might deliver training. No discussion of negative implications.
- Hard to know if education leads to behavioural change – follow-up with participants will be important to determine success (ie behavioural change), rather than just participation.
- Concern that this method may not have impact on the ground; not sure techniques and methods as identified are the most appropriate to address the threats. Reasonable approach – but needs follow through.
- Training and information alone is well known to have low effectiveness for changing behaviour, unless audiences are previously committed to change and additional reminders and support are provided.
- Project could be strengthened by application of social science; inclusion of higher level outcomes for the environment.
- Cost sharing – low. Cost effectiveness low.
- The workshops need to include strategies and methods supported by social science to increase effectiveness. This seems like extension with no level of higher level of expectations for outcomes.
- Recommend they are directed to focus on a longer term, comprehensive social marketing and engagement plan that helps to provide more effectiveness for the project.

Managing At Risk Wildlife and Habitats at Work and at Play (Con't)

- Concerns with the feasibility of getting some of the workshop target audiences in attendance, and must include regulatory authorities to present the information.
- Include specific calls to action – not generalised – there needs to be specific changes that are driven as part of these workshops.

Recommended for reduced funding with conditions:

Develop a longer-term, comprehensive outreach and engagement plan for future workshops that integrates social science methodology (social marketing/behaviour change theory) and includes effectiveness evaluation as part of the planning and implementation. Include other partners and new funders as part of that strategy. Deliver one workshop during this year as a prototype and use learnings as part of the building of the strategy.

11. Love Your Lakes - Personalized Shoreline Assessments & Restoration Demonstration Sites

Continuing Application, Multi-Year (2 of 3)

Funding History:	Received \$39,557 (2018 Year 1)
Funding Requested:	\$39,047
Recommended:	\$ 39,047 Recommended for continued funding with conditions
Submitted by:	Southern Interior Land Trust (with partners Watersheds Canada & Canadian Wildlife Federation)
Project Location:	SOCF – RDOS Area D, I, City of Penticton

Project Description: A healthy lake starts with healthy shorelines. Our goal is to maintain ecological functions provided by shorelines by increasing landowner understanding of how they influence water quality and wildlife; by identifying and prescribing opportunities for protecting and enhancing shoreline habitats and; by inspiring and achieving landowner action to restore and protect their shoreline while maintaining, and perhaps enhancing, their property values and views.

Project Objectives:

- Maintain ecological functions provided by shorelines by increasing landowner understanding of how they influence water quality and wildlife.
- Identify and prescribe opportunities for protecting and enhancing shoreline habitats.
- Inspire and achieve landowner action to restore and protect their shoreline while maintaining, and enhancing, their property values and views.
- Maintain lakeshore restoration demonstration sites.
- Assess 400 lakeshore property shorelines on Skaha Lake and Twin Lakes. Assessments done from a boat using the Love Your Lakes standardized protocol.

Love Your Lakes - Personalized Shoreline Assessments & Restoration Demonstration Sites (con't)

- Provide each landowner will get a private, personalized report with details on the state of their shoreline and with specific, simple but effective actions for improving lake health for people and wildlife.
- Project partners will receive a summary report for the entire lakeshore with suggestions for community-level action by interested stewardship providers (e.g. Okanagan-Similkameen Stewardship Society or other QEPs).

Committee Comments:

- Recognize that threats to foreshore habitat are significant, importance of foreshore protection and habitat improvement are needed.
- Perceive that there is a lag time between the assessment/data entry/report upload, and when landowners are able to access reports. Concerned that this may reduce the efficacy of the program.
- Given the timing of interim reporting and this application, it is hard to determine the level of uptake by landowners. It is difficult to assess if this approach is spurring the kind of action and follow up it is intended to do with landowners. Very difficult to evaluate the on the ground effectiveness so far. Is this a cost-effective way of engaging landowners?
- Concerns related to the proposal for year two, gathering a significant amount of additional data, without knowing how effective the project approach is.
- Concerns about the feasibility of almost doubling the assessment work, as well as what seems to be an unclear plan for landowner follow up.
- Would like to see what the benefits and effectiveness are of this approach before a second year of assessment work. Would like proponent to take a step back, reduce focus on deliverables related to building up the database and see what the landowner response is as a result of year one.
- It is difficult to understand how the follow up will be conducted with landowners. Who/which organization conducts the follow up? What are the steps for providing real stewardship contact and on-going support/effective interventions for lakeshore habitat improvement?
- Concerned about the level of voluntary uptake given local experience with unsolicited stewardship contact rates.
- This is a large investment with unknown outcomes.
- Look forward to more information at the final report about the intention, design, structure and results of the demonstration projects.
- Would recommend directing a proportion of task 1 (foreshore assessment) resources to follow up with landowners who currently have assessments (including individuals with that have landowner contact training). This would address concerns raised about the level of support for follow through.
- Would like to see the results of first year inform adaptive management of next applications and project delivery.

Recommend for continued funding with conditions:

That SILT reduce the number of planned new assessments and direct a portion of funds intended for new assessments toward implementing a voluntary stewardship program to support follow up for landowners with current assessments, facilitate uptake of positive shoreline management changes, and assess landowner response to the program.

12. Workshop for technology transfer of Yellow Flag Iris control techniques

New Application, Single Year.	Total Points: 28.3
Funding Requested:	\$3,150
Recommended:	\$3,150 Recommended for funding with conditions.
Submitted by:	The Nature Trust of British Columbia (with partners Agrowest Consulting Scientists)
Project Location:	RDOS Area D

Project Description: Yellow flag iris is one of the Province's problematic aquatic invasive species; occurring in shallow water along the riparian edges of streams, marshes and lakes. Once established, yellow flag iris is known to alter the hydrology, ecosystem complexity and functioning of an area, thereby reducing habitat suitability for native animal species. Invaded wetlands experience a significant displacement of native sedges/rushes and a 10-fold reduction in aquatic macroinvertebrates with monocultures of yellow flag iris.

Project Objectives: Through the delivery of one workshop in the South Okanagan on Nature Trust of BC property along the eastern shore of Vaseux Lake, engage with land managers, not-for-profits and high level volunteer organizations to train key individuals on the proper and effective use of barriers to control yellow flag iris.

Committee Comments:

- Challenging invasive plants to control; OASISS letter of support positive.
- High cost for single workshop involving less than 12 participants; however, good level of cost sharing.
- Some concerns about using benthic barrier treatments and negative impacts to other species.
- Proponent needs to clarify provincial and federal legislative requirements and identify potential impacts to other values and species.

Recommend approval with conditions:

That the proponent and consultants communicate formally to participants in the workshop, the newly developed Crown land treatment and permitting guidelines for Yellow Flag Iris, as well as the requirement for a Notification through Front Counter BC for vegetation alteration and installation of benthic barriers.

Appendix A: South Okanagan Conservation Fund Technical Advisory Committee 2019



Steve Matthews R.P.Bio. (TAC Chair) Steve has over 34 years of experience in provincial freshwater fisheries management in all habitat types (large lakes, small lakes, rivers and streams), including extensive experience in sport fishery management, fish and fish habitat inventory, fish stock assessment, habitat restoration/enhancement, fish culture, and habitat impact evaluations. Steve spent 8 years as primary decision authority for all aspects of fish and wildlife management for the Province of BC in the Thompson Okanagan Region including 4 years managing multiple government programs (Fish and Wildlife, Ecosystems and Parks Sections). Steve has chaired and participated in a large number of regional and provincial fish and wildlife committees, and has led the development and delivery of many large scale projects and initiatives including the Okanagan River Restoration Initiative (Premiers Award), and the Okanagan Lake Kokanee Recovery Plan (HCTF Silver Award). Following retirement from the provincial government in March 2012, he has been providing consulting services specializing in program planning, project management, and large scale fish habitat restoration.



Adam Ford, Ph.D. Adam is an Assistant Professor and Canada Research Chair of Wildlife Restoration Ecology at UBC Okanagan. He is a Liber Ero Fellow in Conservation Science and holds a PhD in Zoology, MA in Biology and BSc Honours with Distinction in Geography. His conservation science and research has taken him from Vancouver Island to the Rocky Mountains and the African savanna. In 2015, Adam was the recipient of the American Association for the Advancement of Science & SciLifeLab Prize for Young Scientists winner “Ecology and Environment” category, the T.W.M. Cameron award for Outstanding PhD Thesis from the Canadian Society of Zoologists, and the Governor General’s Academic Gold Medal Award for Top PhD Dissertation in the 2014- 2015 Graduating Class, from the University of British Columbia.



Ellen Simmons MSc. (Ph.D. candidate). Ellen is a forester and educator with extensive environmental experience in the field of research, surveys, extension and outreach in forestry and the ecological conservation arena. Her experience includes forestry extension with natural resource professionals, habitat enhancement and restoration for species at risk, project management, post-secondary instruction (Natural Resources/Forestry, Math and Sciences), community engagement and stewardship. Ellen is deeply focused on ‘narrowing the gap’ between the current constructs of what is seen to be ‘effective ecosystem management’ from a Eurocentric science discipline, and how Indigenous people see this. Ellen has supported the exploration of methodologies that strive for comprehensive inquiry, the inclusion of multi-partite decision makers, and where decisions for sustainable solutions incorporate and find a balance for cultural, social, economic and environmental outcomes.



Darcy Henderson Ph.D. Conservation, management, restoration, and enhancement of fish and wildlife populations and habitats have been Darcy's vocation for more than 26 years. This includes practical experience working in commercial forestry, fisheries, wetlands and waterfowl, livestock and range management, and parks management. Over that time he has been employed by Provincial, Federal, and First Nations governments as well as corporations and not-for profit groups. Darcy's initial training and experience grew into teaching at post-secondary colleges and universities, including currently as an Adjunct Professor of Biology at UBC Okanagan. Darcy has been employed by the Canadian Wildlife Service (Environment and Climate Change Canada) since 2006, and as a grasslands restoration ecologist, protected areas biologist and now as a senior species at risk biologist. Darcy has experience with fund management, as signing authority for \$7 million annually under four federal funding programs to support a variety of stewardship, outreach, traditional ecological knowledge, and land securement initiatives delivered by non-profit and municipal government sectors.



Eva Durance. Since relocating to the Penticton area from Ontario in 1990, Eva has been involved in a wide variety of environmental, naturalist, agricultural, and community initiatives and projects, in some instances as a private contractor and in others as a volunteer. Having retired from paid work last year, Eva continues in a volunteer capacity as Caretaker for the Vaseux Lake Important Bird & Biodiversity Area and as an active member of BC Nature's Conservation Committee as well as assisting with projects of the South Okanagan Similkameen Stewardship Society and Burrowing Owl Society of BC. She looks forward to working with other committee members and administrators on the Conservation Fund Technical Advisory Committee.



Orville Dyer is a wildlife and ecosystems biologist with 35 years of experience, specifically in species and ecosystems at risk with the Province of BC in the South Okanagan region. Inventory, monitoring species re-introduction, wildlife/agriculture conflicts, environmental education, habitat restoration, enhancement, science based conservation planning, species at risk recovery planning and implementation have been at the centre of Orville's work. He has participated in many significant conservation initiatives in the South Okanagan and including the designation of the South Okanagan Wildlife Management Area, the Critical Areas Program, the Habitat Atlas, South Okanagan Conservation Strategy, and the Biodiversity Conservation Strategy *Keeping Nature in Our Future*. Orville has chaired, co-chaired or participated in recovery/management planning for over 40 federal SARA listed species, the SOSCP Science Team, the SOSCP Executive, and the Habitat Conservation Trust Foundation Technical Review Committee. Orville is a member of the College of Applied Biology in BC, and recently received a BC Nature Recognition Award in 2017.



PENTICTON FLYFISHERS
Box 354 113-437 Martin St.,
Penticton, B.C., V2A 5L1

Member of
B.C. Federation of Fly Fishers
B.C. Wildlife Federation
Federation of Fly Fishers
(International)

December 6, 2019

Bryn White
Project Manager,
South Okanagan Similkameen Conservation Program
Administrator, South Okanagan Conservation Fund
102 Industrial Place, Penticton BC. V2A7C9

Dear Bryn:

Re: Detailed design for Penticton Creek Reach 3A (Upper) and 3B

This letter is submitted on behalf of the Penticton FlyFishers Club with respect to the grant dated June 8th, 2019 received from the SOCF.

This grant provides \$159,000 for the survey, detailed design and heritage and cultural management plans for approximately 300m of Penticton Creek and requires that the work is completed by January 31, 2020.

It has now become clear that we will not be able to meet that deadline and the purpose of this letter is to seek an extension of the deadline by 4 months in accordance with the rationale set out in detail below.

We note the following:

The Penticton FlyFishers Club and the City of Penticton advanced applications for grant funding to the South Okanagan Conservation Fund on September 25, 2018 and the Habitat Conservation Trust Fund on November 1, 2018. Each application was for half of the \$318,000 estimated cost of completing the detailed design and associated survey, heritage and cultural management plans for the restoration/upgrade of Reach 3A Upper and 3B – a stretch of approximately 300m of Penticton Creek which would eliminate deteriorated concrete lining and structure #2 which presents a significant obstacle to the passage of fish to the main spawning areas just upstream in Reach 4.

At the time of those applications the tight deadline for completion of the work appeared to be readily achievable however the schedule has been significantly impacted by the decision from HCTF, communicated to the City on March 18, 2019, to not approve our application for what would have been the matching 50% of the required budget. The City, through the Freshwater Fisheries Society of BC, subsequently applied for the matching funding from the BC Salmon Restoration and Innovation Fund (April 15, 2019) but were also not successful. Finally, we approached the City of Penticton Council with a request for a budget amendment to secure the matching funds and this allowed staff to commence the process of selecting a consultant to undertake the design work in June 2019.

This selection process was required to follow the City of Penticton purchasing policy rather than awarding directly to the designer of previous downstream reaches. The proposal call was detailed and involved providing sufficient time for the proponents to review and respond and for submittals to be evaluated. The process resulted in the selection of Stantec Consulting – a departure from the use of the consultant who had undertaken all of the design work on Penticton Creek up to that point and involved establishing a new working relationship.

As work proceeded and as recently as just a few weeks ago we have realized that the section of creek under consideration poses much greater challenges than had been anticipated. These include the issues of addressing a longer section with more potential property impacts and more hydraulic complexities associated with two bridge crossings and the replacement of a major weir structure.

Concurrently, we continue to receive robust and extensive input from the highly invested and knowledgeable Penticton Creek Committee which has further exposed the challenges of the change to a consultant that does not have familiarity with this particular creek or the high expectations of the committee.

Extension Request:

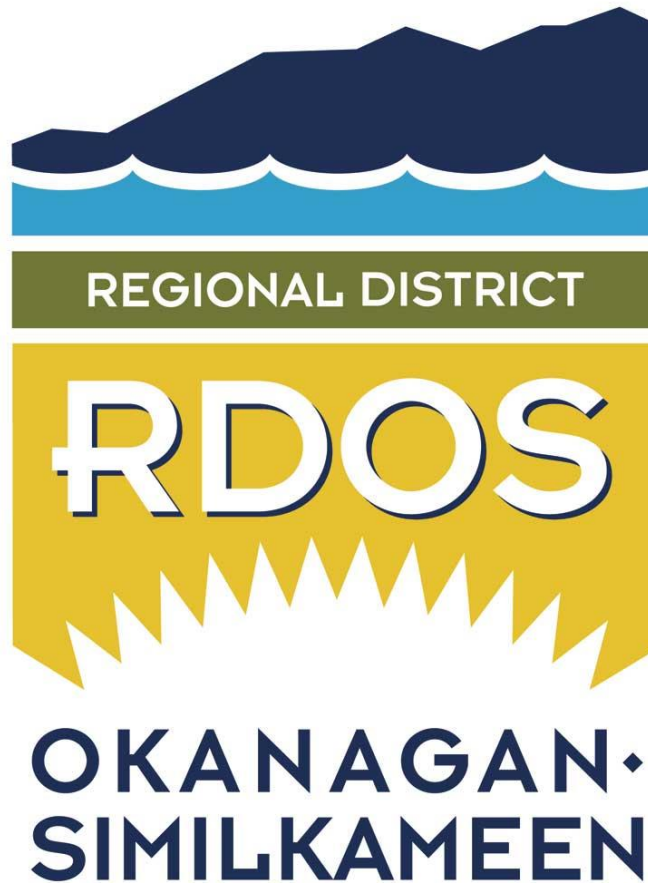
Upon review of the challenges yet to be addressed we would like to request that the SOCF approve an extension of the deadline for completion of the detailed design and submission of the final report for the current grant from January 31 and February 20, 2020 respectively to May 31 and June 20, 2020 respectively.

Regards,

A handwritten signature in black ink, appearing to read "Bill Wickett". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Bill Wickett,
For the Penticton FlyFishers Club

pc: Mitch Moroziuk, General Manager of Infrastructure
Ian Chapman, City Engineer



REGIONAL DISTRICT OF OKANAGAN SIMILKAMEEN

SOUTH OKANAGAN CONSERVATION FUND

Leaving a natural legacy for future generations...

TERMS OF REFERENCE

May 2017

Approved on June 1, 2017

SOUTH OKANAGAN CONSERVATION FUND

DRAFT TERMS OF REFERENCE

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1. BACKGROUND

In December 2016, the Regional District of Okanagan Similkameen (“RDOS”), with public assent, adopted Bylaw #2690 to establish an Environmental Conservation Service for the Electoral Areas “A”, “C”, “D”, “E”, “F”, the City of Penticton, District of Summerland, and the Town of Oliver (collectively referred to as “the participating areas”). Under this Bylaw, the annual maximum amount to be requisitioned for the cost of the service was not to exceed the greater of \$450,000 or \$0.0372 per thousand dollars of net taxable value of land and improvements in the Regional District of Okanagan-Similkameen. These funds are in support of undertaking and administering activities, projects, and works that include, but are not limited to, water, environment, wildlife, land and habitat conservation efforts to protect natural areas within the participating areas of the Regional District of Okanagan-Similkameen.

For the purposes of this Terms of Reference, the Environmental Conservation Service is also known as the “South Okanagan Conservation Fund” or “the Fund”.

2. FUND PURPOSE

The South Okanagan Similkameen is biologically, a unique area of Canada. The RDOS has the second highest number of species at risk of any other Regional District in BC as well as the highest proportion of sensitive ecosystems.

Natural lands in both rural and urban areas filter our water, supply open spaces for wildlife and people, and provide quality of life to communities. Unfortunately, these systems are under stress. The current generation must take action now to ensure a healthy physical environment for future generations.

The purpose of the Fund is to provide local financial support for projects that will contribute to the conservation of our valuable natural areas; one step towards restoring and preserving a healthy environment. The intent is to provide funding for conservation projects that are not the existing responsibility of the federal, provincial or local governments.

3. FUND ADMINISTRATION

3.1 RDOS Responsibility

The RDOS is responsible for maintaining the integrity of the Fund and retains the responsibility for approval of all matters related thereto, including projects, payments, and financial audits of the Fund.

3.2 Consultant Responsibility

The RDOS may enter into agreement with a third party to be responsible for aspects of administrative management of the fund for a fee for service.

3.3 Technical Advisory Committee

The RDOS may also appoint a Technical Advisory Committee to provide expertise in the review and selection of projects or recipients of funds, as outlined in Appendix 2.

Some of the top-mentioned public environmental concerns from RDOS citizen and public opinion surveys include; water quality and quantity, air quality, wildfires, preserving lands and parks, the loss of natural areas due to land conversion and development, population growth and development, sprawl, and the loss or extinction of wildlife.

4. CONSERVATION THEMES AND GOALS

4.1 Themes

The themes for the Fund shall address top public environmental issues including: conservation of water quality and quantity stewardship, (aquatic ecosystems, surface and groundwater), protection, enhancement and restoration of sensitive terrestrial and aquatic ecosystems, wildlife species (including those at risk), and habitat for native fish and wildlife.

These themes are based on market research done in RDOS community surveys (2010, 2012, and 2014) and SOSCP opinion polling (2004 and 2008) to identify what residents value in the RDOS region. Themes are also consistent with the Biodiversity Conservation Strategy *Keeping Nature in Our Future*.

4.2 Targets

Projects that can demonstrate a reduction of a known threat to a biodiversity target will be given priority (see Appendix 1 for a list of ineligible projects). Projects on all land tenure types will be considered. The biodiversity targets are:

- Sensitive Ecosystems as defined by Provincial SEI classifications and predominantly occurring in the valley bottom <1200m in elevation*.
 - Riparian, foreshore and water bodies including gullies, creeks, rivers, ponds, lakes, marshes and swamps;
 - Wetlands both permanent and ephemeral including wet meadows, marshes, swamps and shallow open water areas including ponds
 - Grasslands and shrub-steppe
 - Sparsely Vegetated rock outcrops, talus, cliffs and slopes;
 - Broadleaf & coniferous woodlands and old forests;
 - Other important ecosystems such as mature forest and Seasonally Flooded Fields; and,
 - *Exception is high elevation alpine areas. These are to be included.
- Watersheds at important source water protection areas.
- Connectivity for natural areas and wildlife corridors.
- Native fish and wildlife habitat including for species at risk.
- Urban and rural wild-land interface areas.

4.3 Classification Scheme

The aim is to “think globally; act locally.” The framework for Technical Review (see Appendix 2) will be based on the International Union for the Conservation of Nature (IUCN) classification of direct threats. The value of this classification scheme is to provide nomenclature for practitioners world-wide to describe the common problems they are facing and solutions they are using in a mutually intelligible way. The

issues outlined below are those that currently have the highest relevance to the area around RDOS. This is only a partial list and other IUCN threats will be considered in evaluating proposals:

(a) Residential and Commercial Development

Development activity continues to lead to conversion and fragmentation of important habitats and greater demands on water.

(b) Climate Change

Climate change will have a dramatic influence on Okanagan ecosystems over the next 20 years. Higher summer and winter temperatures, declining mountain snowpack, reduced snowfall, long dry summers, and sudden heavy rains are just some of the changes. These changes will have a dramatic impact on fire regimes, geo-hazards and flooding, river flow, water availability, plant distribution, and wildlife populations.

(c) Terrestrial and Aquatic Invasive Species

When natural areas are disturbed there is often an opportunity for invasive species to flourish. Invasive species, both terrestrial and aquatic, can disrupt natural ecological processes as there are often no natural agents present to keep these species in check. Invasive species can affect fish and wildlife habitat, range values, food security, and timberland.

(d) Natural System Modifications (Fire maintained ecosystems, Dams and Water Management and Use)

When natural systems are modified such as through fire suppression, or non-ecological fireproofing or hydrological flow regimes altered, the ecological degradation and loss of biological diversity can be widespread.

(e) Transportation and Service Corridors

Wildlife mortality and habitat fragmentation are direct consequences of road corridors. These corridors are concentrated in valley bottoms and traffic volumes are increasing over time thereby increasing the risk.

(f) Human Intrusions and Disturbance (Recreational Activity)

Recreational activity, particularly increasing off-road activity, can lead to a range of impacts including soil compaction, erosion, spread of invasive plants, and disturbance to wildlife.

(g) Agriculture and Aquaculture

Threats from farming and ranching as a result of agricultural expansion and intensification, can lead to loss of important ecosystem and wildlife habitat, soil compaction, spread of invasive plants, human health issues with surface and groundwater.

(h) Biological Resource Use

Harvesting trees and other woody vegetation for timber, fibre, or fuel can have an impact on ecosystems, wildlife habitat, surface and groundwater, including soil compaction, erosion, spread of invasive plants and disturbance to wildlife.

5. GUIDING PRINCIPLES

To best support the most effective projects, the guiding principles of the *Conservation Framework for British Columbia* will be followed:

- **Acting sooner** – before species and ecosystems are at risk.
- **Acting smarter** – priority setting is science-based; the results move us from reactive conservation to prevention using appropriate management actions.
- **Acting together** – coordinated and inclusive action.
- **Investing more wisely** – align conservation investments, priorities, and actions among conservation partners and stakeholders.

Guiding Principles of the Biodiversity Conservation Strategy- *Keeping Nature in Our Future*

- Protect core habitat areas.
- Connect habitat areas.
- Protect a matrix of lands outside core areas and corridors.
- Maintain diversity of ecosystems, species and genetics.
- Think regionally and share responsibility.
- Practice the precautionary principle.

The following guiding principles will also be used with respect to the Fund:

- Projects that fall into the **existing responsibilities of federal, provincial or local governments will not be eligible** for funding.
- The review process will be as **simple** as possible, particularly with the recognition that a relatively small Fund is being administered.
- Projects will be ranked on **technical soundness, technical effectiveness, and value for money**.
- Projects will initially be ranked based on technical merit, regardless of where they occur within the participating area. Subsequently, regional equity may be considered in decision-making
- Only **highly ranked projects** will be funded. If there are not enough high quality projects in any given year, funds will be carried forward to future years.
- **Changes to program design** will be considered as more is learned about the needs of the areas, provided always that the goals of the Fund are still met.

6. TIMELINES

6.1 General Projects

- Call for proposals – September
- RDOS administrative review– October
- Technical review – October
- RDOS final approval – November

- Successful applicants advised and informed – January
- Contribution Agreements between the RDOS and applicants are finalized – February
- Interim Report Due – September
- Final Report Due – February

6.2 Land Securement Projects

Land acquisition or covenant proposals may be submitted at any time during the year provided there is sufficient time for the Technical Advisory Committee and RDOS to review the proposals. All securement proposals will be treated as confidential unless other specific arrangements have been approved by all parties.

7. GOVERNANCE

The governance model is based on three guiding principles:

1. This is a tax-based fund; therefore, in the decision-making process, taxpayers will be represented through their elected officials.
2. The Fund was created to provide a conservation service. Technical merit is of utmost importance to determine which projects are supported.
3. There is a relatively small amount of annual funding available and it is important to design a simple, cost effective decision-making structure.

The governance model may be modified as necessary to accommodate the goals of the Fund. A two-tiered process may be employed, with a Technical Advisory Committee (see Appendix 2) making recommendations to the RDOS.

The RDOS may appoint a Technical Advisory Committee based on nominations or applications received in response to an open call to fill a vacancy. Five to seven committee members may be selected with a maximum term of three years. Some members may be asked to serve for only one or two year terms to ensure membership continuity in each year. The RDOS will base any appointment of members to a Technical Advisory Committee on qualification criteria found in Appendix 2. The Technical Advisory Committee shall follow the Conflict of Interest Guidelines defined in the Local Government Act.

8. FUND DESIGN

- (1) A call for project proposals will be issued annually (September).
- (2) Funds will be dispersed based on responses to calls for proposals. Any funds not dispersed shall be carried forward to the next fiscal year.
- (3) Projects must be in the Fund participating areas.
- (4) Multi-year projects are acceptable to a maximum of three years. Multi-year projects will require annual funding approval and will be subject to oversight by the Technical Advisory Committee to ensure they are on track.
- (5) Projects must address IUCN threats to biodiversity targets and fall into at least one theme area (see Section 4).
- (6) Proponents must be an incorporated non-profit society in good standing or must partner with an organization that has registered society status.

- (7) Project evaluation by the Technical Advisory Committee includes consideration of conservation value for money.
- (8) Proposals should reflect continuity with the Biodiversity Conservation Strategy *Keeping Nature in Our Future*.
- (9) If invited, proponents must be prepared to make a 10-minute presentation to the Technical Advisory Committee or the RDOS on the outcomes of their projects on an annual basis, in addition to submitting written interim and final reports.
- (10) Proponents will receive 70% of the grant upon signing a contribution agreement and 30% upon completion of the approved final report.
- (11) All financial changes to a workplan must be approved by the RDOS, upon recommendation from the Technical Advisory Committee.

RDOS CONSERVATION FUND

TERMS OF REFERENCE

APPENDIX 1 INELIGIBLE ACTIVITIES

The following types of projects will not be considered for funding:

- (a) Existing federal, provincial or local government responsibilities;
- (b) Capacity building or operating only expenses for organizations;
- (c) Projects with recreational benefits only;
- (d) Community infrastructure services;
- (e) Lobbying or advocacy initiatives;
- (f) Wildlife feeding programs;
- (g) Non-applied research (research not related to a conservation action goal);
- (h) Training costs for contractors;
- (i) Enforcement activities;
- (j) Fish rearing, farming, stocking or hatchery projects;
- (k) *Rehabilitation, captive breeding or control of wildlife species;
- (l) *Mapping only projects;
- (m) *Inventory only projects;
- (n) *Planning only projects;
- (o) *Education only projects;
- (p) Fishing and hunting tour or curriculum guides;
- (q) Information projects on regulations or stocking;
- (r) Conferences;
- (s) Production or sponsorship of commercial programs;
- (t) *Interpretive services;
- (u) *Creation or management of electronic databases, websites or file systems.

*These activities will be considered if they are part of an eligible project that will lead to 'on-the-ground' implementation or if they provide knowledge which is vital to achieving the overall objectives of the Fund.

SOUTH OKANAGAN CONSERVATION FUND

TERMS OF REFERENCE

APPENDIX 2

TECHNICAL ADVISORY COMMITTEE

1. PURPOSE

The purpose of the Technical Advisory Committee (“the Committee”) is to ensure that:

- (a) All proposals to the Fund receive a sound technical review based on a fair assessment of merit and project effectiveness;
- (b) There is a high level of accountability in the review process; and
- (c) Recommended lists of technically appropriate proposals are provided to the RDOS.

2. COMPOSITION

The Committee will be comprised of five to seven members with expertise in each theme area of hydrology, ecology, conservation biology, ecosystems (sensitive terrestrial and aquatic ecosystems, management, enhancement and restoration), restoration and enhancement of habitat, fish and wildlife conservation including species at risk. To ensure consistency and continuity, some members may be asked to serve on the Committee in consecutive years. Quorum for the Technical Advisory Committee shall be 3.

3. PROPOSAL RANKING GUIDELINES

- (a) Each proposal will be independently reviewed by each Committee member and be rated on what is submitted by the proponent.
- (b) The Committee will only review proposals on their technical merit and effectiveness.
- (c) Experts in fields related to the activities within proposals may be consulted as necessary.
- (d) Each proposal will be discussed collectively and Committee members will have an opportunity to change their scores based on input from other members.
- (e) Scores from each Committee member will be used to determine the final evaluation score for the proposal. The proposals will be ranked from highest to lowest score.
- (f) New funding proposals will be rated on whether they meet the Fund criteria and if the project should be considered for funding. For continuing projects, ratings will be based on whether the project should be continued.
- (g) The Committee chair will sign the ranked list and the Committee’s comments will then be forwarded to the RDOS in a summary report.
- (h) The consultant retained by the RDOS to oversee the administrative management will participate in the technical review process, but will not rank proposals or influence the TAC; will provide additional file information as requested by the Committee members before and at review meetings; and will be available to answer questions from the RDOS on behalf of the Committee.

4. TECHNICAL EVALUATION CRITERIA

4.1 New Projects

(a) Feasibility (i.e., is the project doable – Yes or No)

- Is the overall proposal well written?
- Are the objectives clearly defined?
- Are the techniques and methods proposed the most appropriate ones to address the threat?
- Does the proponent clearly understand the challenges they may face in completing the project?
- Has the proponent demonstrated that the project will be able to overcome these challenges?
- Are the proposed timelines reasonable?
- Do the proponents have the capacity to deliver the project?
- If applicable, are plans in place to get required permits or authorizations?
- Have any possible negative implications or effects on other targets been identified and minimized?

Based on the answers to the above questions, rank the feasibility of the project from 0-10 with 10 being the highest ranking.

(b) Cost Effectiveness (Yes or No)

- Is there value for the funding being requested?
- Are the benefits as described in the proposal in line with the cost of the project?
- Are the project budget and in-kind rates realistic?

Based on the answers to the above questions, rank the cost effectiveness of the project from 0-5 with 5 being the highest ranking.

(c) Outside Participation / Cost Sharing (Yes or No)

- Do the proposed activities involve other agencies and organizations?
- Does the project leverage funds from other sources?

Based on the answers to the above questions, rank the leverage potential of the project from 0-5 with 5 being the highest ranking.

(d) Project Effectiveness (i.e., is the project worth doing?)

- Is there a clearly demonstrated ability for the results of this project to reduce an identified threat (IUCN) to a biodiversity target?
- Is the project outside of the realm of regular government responsibilities?
- Is the project rationale science-based and do the results move us from reactive conservation to prevention using appropriate management actions?
- Does the project build on conservation measures from relevant strategies including *Keeping Nature in our Future*?
- Does the project align conservation investments, priorities, and actions among conservation partners and stakeholders?

- Is there an evaluation of project benefit or other measurables or indicators identified in the proposal?
- Is there a clearly described extension component of the project (e.g., communicating results to the community, resource managers, workshops, reports, presentations, etc.)?

Based on the answers to the above questions, rank the effectiveness of the project from 0-20 with 20 being the highest ranking.

(e) Other Comments

- Are there any other technical concerns?
- Are there any technical conditions to funding?
- Are there any other general comments from reviewers?

4.2 Continuing Projects

Each Committee member answers Yes or No to the following criteria and on whether the project should continue to be funded. Continuing projects have undergone an extensive review to receive original approval; therefore, no evaluation score is needed.

(a) Progress to Date

- Has there been satisfactory progress to date in terms of the project's scheduled activities?
- Does the proposal build on past accomplishments?
- If difficulties arose in the previous or current year, will they affect proposal activities?
- Should the proposal be modified to address any problems arising from the previous year?
- Are any budget changes justified?

(b) Overall Evaluation

- Should the project continue to be funded?
- Are there any conditions to continued funding?

SOUTH OKANAGAN CONSERVATION FUND

TERMS OF REFERENCE

APPENDIX 3

TECHNICAL ADVISORY COMMITTEE CONFLICT OF INTEREST GUIDELINES

1. GENERAL GUIDELINES

- (a) Technical Advisory Committee (“Committee”) members will act at all times with honesty and in good faith, for the public interest.
- (b) The conduct and language of Committee members will be free from any discrimination or harassment prohibited by the *Human Rights Code of Canada*.
- (c) The conduct of Committee members will reflect social standards of courtesy, respect, and dignity.

2. CONFIDENTIAL INFORMATION

- (a) Committee members will not reveal or divulge confidential information (defined as that which cannot be obtained from other sources) received in the course of Committee duties.
- (b) Confidential information must not be used for any purposes outside that of undertaking the work of the Committee.

3. DUTY TO INFORM

- (a) Committee members will disclose any perceived or real conflict of interest which may have a negative or harmful effect on their ability to perform the duties required of the appointment or the reputation of the Committee. The member will advise all other members and staff, in writing (email accepted), well in advance of the Committee meeting: (a) that there is a potential conflict; (b) the nature and scope of the conflict; and (c) the specific project to which the conflict may apply.
- (b) Upon disclosure of any conflict, the Committee member shall leave the meeting during the discussion of such proposals.

4. STATEMENT OF INTENT

- (a) Participation in Committee work should not result in any personal or private financial or other substantive gain.
- (b) Members of the Committee will avoid any conflict of interest that may impair or impugn the independence, integrity or impartiality of the RDOS.
- (c) There shall be no apprehension of bias based on what a reasonably knowledgeable and informed observer might perceive of the actions of the Committee or the actions of an individual member of the Committee.

5. PRACTICAL CONSIDERATION IN DETERMINING CONFLICT

- (a) Activities undertaken as a citizen must be kept separate and distinct from any responsibilities held as a member of the Committee.
- (b) Activities undertaken as a Committee member must be kept separate and distinct from other activities as a citizen.
- (c) Other memberships, directorships, voluntary or paid positions, or affiliations remain distinct from work undertaken in the course of Committee work.
- (d) Committee members will not assist anyone in their dealings with the Committee if this may result in advantageous treatment or the perception of advantageous treatment by a reasonably knowledgeable and informed observer.
- (e) Actions taken in the course of Committee duties can neither cause nor suggest to a reasonably knowledgeable and informed observer that members' ability to exercise those duties has or could be affected by private gain or interest.
- (f) All personal financial interests, assets, and holdings must be kept distinct from and independent of any decision, information or other matter that may be heard by or acted upon by the Committee.
- (g) Personal employment shall not be dependent on any decision, information or other matter that may be heard by or acted upon by the Committee. If such a situation arises, Committee members must disclose to the Committee any involvement in a proposal or issue before the proposal or issue is discussed by the Committee. Members will leave the meeting during discussion of the project.

DECLARATION

I hereby acknowledge that I have read and considered the conflict of interest guidelines for Technical Advisory Committee members of the South Okanagan Conservation Fund and agree to conduct myself in accordance with these guidelines.

Name of Committee Member (print) _____

Signature of Committee Member _____

Date Signed _____



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BOARD of DIRECTORS MEETING

Thursday, December 19, 2019

1:00 pm

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

THAT the Agenda for the RDOS Board Meeting of December 19, 2019 be adopted.

1. Consent Agenda – Corporate Issues

a. Naramata Parks & Recreation Commission – October 28, 2019

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

b. Electoral Area “I” Advisory Planning Commission – November 20, 2019

THAT the Minutes of the November 20, 2019 Electoral Area “I” Advisory Planning Commission be received.

c. Electoral Area “F” Advisory Planning Commission – November 25, 2019

THAT the Minutes of the November 25, 2019 Electoral Area “F” Advisory Planning Commission be received.

d. Community Services Committee – December 5, 2019

THAT the Minutes of the December 5, 2019 Community Services Committee meeting be received.

e. Corporate Services Committee – December 5, 2019

THAT the Minutes of the December 5, 2019 Corporate Services Committee meeting be received.

f. Environment and Infrastructure Committee – December 5, 2019

THAT the Minutes of the December 5, 2019 Environment and Infrastructure Committee meeting be received.

g. Planning and Development Committee – December 5, 2019

THAT the Minutes of the December 5, 2019 Planning and Development Committee meeting be received.

h. Protective Services Committee – December 5, 2019

THAT the Minutes of the December 5, 2019 Protective Services Committee meeting be received.

i. Parks and Recreation Commission Appointments

THAT the Board of Directors appoint the members as noted in the report dated December 19, 2019 from CAO Newell.

j. RDOS Regular Board Meeting – November 21, 2019

THAT the minutes of the November 21, 2019 RDOS Regular Board meeting be adopted as amended to correct the recommendation for Development Services Item D.1.

k. RDOS Regular Board Meeting – December 5, 2019

THAT the Minutes of the December 5, 2019 RDOS Regular Board meeting be received.

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 — 445 Eastview Road, Electoral Area “I”

i. Permit

ii. Representation

THAT the Board of Directors approve Development Variance Permit No. I2019.033-DVP.

RECOMMENDATION 3 (Unweighted Rural Vote – Simple Majority)

THAT the Consent Agenda – Development Services be adopted.

B. DEVELOPMENT SERVICES – Building Inspection

1. Building Bylaw No. 2333 and 2805 Infraction – 1005 Bullmoose Trail, Electoral Area “A”

RECOMMENDATION 4 (Unweighted Corporate Vote – Simple Majority)

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, District Lot 2709 Plan KAP92010, SDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333 and No. 2805; and

THAT injunctive action be commenced.

2. Building Bylaw No. 2333 and 2805 Infraction – 1205 Maple Street, Electoral Area “D”

RECOMMENDATION 5 (Unweighted Corporate Vote – Simple Majority)
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 O, District Lot 374, Plan 1501, SDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333 and No. 2805; and

THAT injunctive action be commenced.

3. Building Bylaw No. 2333 and 2805 Infraction – 215 Link Lake Rd, Electoral Area “H”

RECOMMENDATION 6 (Unweighted Corporate Vote – Simple Majority)
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 O, District Lot 374, Plan 1501, SDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333 and No. 2805; and

THAT injunctive action be commenced.

4. Building Bylaw No. 2333 and 2805 Infraction – 281 Clearview Rd, Electoral Area “I”

RECOMMENDATION 7 (Unweighted Corporate Vote – Simple Majority)
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 O, District Lot 374, Plan 1501, SDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333 and No. 2805; and

THAT injunctive action be commenced.

C. DEVELOPMENT SERVICES – Rural Land Use Matters**1. Agricultural Land Commission Referral (ALR Exclusion) – 15811 – 89 Street, Electoral Area “A”**

a. Representation

RECOMMENDATION 8 (Unweighted Rural Vote – Simple Majority)

THAT the RDOS Board not “authorize” the application to exclude a 0.899 ha parcel located at 15811 89th Street (Lot A, Plan KAP68381, DLs 2450s and 3450s, SDYD) to proceed to the Agricultural Land Commission.

2. Floodplain Exemption Application — 1813 Willowbrook Road, Electoral Area “C”

a. Assessment

RECOMMENDATION 9 (Unweighted Rural Vote – Simple Majority)

THAT the Board of Directors approve a floodplain exemption for Lot 1, Plan KAP10647, Section 25 36, SDYD, in order to permit the development of an educational facility consisting of a school building and staff accommodation building below and within the flood construction level of Victoria Creek, subject to the following condition:

i) a statutory covenant is registered on title in order to:

a) “save harmless” the Regional District against any damages as a result of a flood occurrence; and

b) secure the recommendations contained within the flood hazard assessment report, dated October 9, 2019, prepared by Wendy Yao (P.Eng.) of Aplin & Martin Consultants Ltd.

3. Park Land Dedication Policy

a. Policy

RECOMMENDATION 10 (Unweighted Corporate Vote – Simple Majority)

THAT the Park Land Dedication Policy, dated December 19, 2019, be adopted; and,

THAT the Park Land Dedication Policy adopted July 8, 2010 be rescinded.

4. Zoning Bylaw Amendment – 48 Savanna Road, Electoral Area “F”

a. Bylaw No. 2461.13

b. Representation

RECOMMENDATION 11 (Unweighted Rural Vote – Simple Majority)

THAT Bylaw No. 2461.13, 2019, Electoral Area “F” Zoning Amendment Bylaw be read a first and second time and proceed to public hearing.

RECOMMENDATION 12 (Unweighted Corporate Vote – Simple Majority)
THAT the holding of the public hearing be delegated to Director Gettens, or their delegate; and,

THAT staff schedule the date, time, and place of the public hearing in consultation with Director Gettens; and

THAT staff give notice of the public hearing in accordance with the requirements of the *Local Government Act*.

5. **Official Community Plan & Zoning Bylaw Amendment – Residential Zone Update (Phase 1) Electoral Areas “A”, “C”, “D”, “E”, “F” & “I”**
- a. Bylaw No. 2804
 - b. Representation

RECOMMENDATION 13 (Unweighted Rural Vote – Simple Majority)
THAT Bylaw No. 2804, 2019, Regional District of Okanagan-Similkameen Residential Zone Update (Phase 1) Zoning Amendment Bylaw be read a first and second time and proceed to public hearing; and,

THAT the Board of Directors considers the process, as outlined in this report from the Chief Administrative Officer dated December 19, 2019, to be appropriate consultation for the purpose of Section 475 of the *Local Government Act*; and,

THAT, in accordance with Section 477 of the *Local Government Act*, the Board of Directors has considered Amendment Bylaw No. 2804, 2019, in conjunction with its Financial and applicable Waste Management Plans; and,

THAT the holding of a public hearing be scheduled for the Regional District Board meeting of January 23, 2020; and,

THAT staff give notice of the public hearing in accordance with the requirements of the *Local Government Act*.

6. **Official Community Plan (OCP) & Zoning Bylaw Amendment – 1612 Highway 97, Electoral Area “D”**
- a. Bylaw No. 2603.19
 - b. Bylaw No. 2455.41

RECOMMENDATION 14 (Unweighted Rural Vote – Simple Majority)
THAT Bylaw No. 2603.19, Electoral Area “D” Official Community Plan Amendment Bylaw and Bylaw No. 2455.41, 2019, Electoral Area “D” Zoning Amendment Bylaw be adopted.

- 7. Early Termination of Land Use Contract No. LU-1-F – 461 North Beach Road, Electoral Area “F”**
- a. Bylaw No. 2790.01
 - b. Bylaw No. 2461.12
 - c. Public Hearing Report – December 10, 2019
 - d. Representation

RECOMMENDATION 15 (Unweighted Rural Vote – Simple Majority)

THAT Bylaw No. 2790.01, 2019, Electoral Area “F” Official Community Plan Amendment Bylaw and Bylaw No. 2461.12, 2019, Electoral Area “F” Zoning Amendment Bylaw be read a third time.

- 8. CAO Delegation Bylaw and Development Procedures Bylaw Update
Delegation of Development Permits – Approvals, Amendments, Cancellation**
- a. Bylaw No. 2793.01
 - b. Bylaw No. 2500.12

RECOMMENDATION 16 (Unweighted Corporate Vote – 2/3 Majority)

THAT Amendment Bylaw No. 2793.01, 2019, Regional District of Okanagan-Similkameen CAO Delegation Bylaw and Amendment Bylaw No. 2500.12, 2019, Regional District of Okanagan-Similkameen Development Procedures Bylaw, be read a first, second and third time and be adopted.

D. PUBLIC WORKS

- 1. Request for support to apply to Habitat Conservation Trust Fund of BC**

RECOMMENDATION 17 (Unweighted Corporate Vote – Simple Majority)

THAT the Regional District submit a multi-year application to the Habitat Conservation Trust Fund (HCTF) to support the revitalization of the Max Lake Covenant area in Electoral Area “F”.

E. COMMUNITY SERVICES

- 1. Kaleden Community Hall - 5 Year Lease**

RECOMMENDATION 18 (Weighted Corporate Vote – Majority)

THAT the Regional District renew the agreement with the Kaleden Community Association to lease the Community Hall for a 5-year term.

2. Award of Osoyoos Lakefront Park Public Washroom Project

- a. Site Plan
- b. Washroom Design

RECOMMENDATION 19 (Weighted Corporate Vote – Majority)

THAT the contract to construct the “Osoyoos Lakefront Park Public Washroom” be awarded to Sterling Okanagan Builders up to the amount of \$96,133.29 exclusive of GST;

F. FINANCE**1. Contribution toward Parkland Acquisition**

- a. Bylaw No. 2883

RECOMMENDATION 20 (Weighted Corporate Vote – 2/3 Majority)

THAT Bylaw No.2883, 2019, Electoral Area “H” Community Facilities Capital Reserve Fund Expenditure Bylaw authorizing the expenditure of \$200,000 towards the purchase of conservation lands by the Nature Trust of BC be read a first, second and third time and be adopted.

G. LEGISLATIVE SERVICES**1. Compensation Increase for Elected Officials**

- a. UBCM Council and Board Remuneration Guide

This item was endorsed at the December 5, 2019 Corporate Services Committee meeting and requires approval by Corporate vote.

RECOMMENDATION 21 (Weighted Corporate Vote – Majority)

THAT the Board of Directors approve the 11.9% compensation increase recommendation from the independent Elected Officials Compensation Review Committee as a result of the elimination of the one third non-taxable allowance.

H. CAO REPORTS**1. Verbal Update**

I. OTHER BUSINESS**1. Chair's Report**

2. Board Representation

- a. BC Grape Growers Association and Starling Control – *Bush, Monteith (Alternate)*
 - b. Intergovernmental Indigenous Joint Council - *Kozakevich, Bauer, Pendergraft*
 - c. Municipal Finance Authority – *Kozakevich (Chair), Bauer (Vice Chair, Alternate)*
 - d. Municipal Insurance Association – *Kozakevich (Chair), Bauer (Vice Chair, Alternate)*
 - e. Okanagan Basin Water Board - *McKortoff, Boot, Knodel, Pendergraft (Alternate to McKortoff), Holmes (Alternate to Boot), Monteith (Alternate to Knodel)*
 - i. November 2019
 - ii. December 2019
 - f. Okanagan Film Commission – *Gettens, Holmes (Alternate)*
 - g. Okanagan Regional Library – *Kozakevich, Roberts (Alternate)*
 - h. Okanagan-Kootenay Sterile Insect Release Board – *Bush, Knodel (Alternate)*
 - i. South Okanagan Similkameen Fire Chief Association – *Pendergraft, Knodel, Monteith, Obirek, Roberts*
 - j. South Okanagan Similkameen Rural Healthcare Community Coalition (formerly Developing Sustainable Rural Practice Communities) – *McKortoff, Bauer (Alternate)*
 - k. Southern Interior Municipal Employers Association – *Knodel, Kozakevich (Alternate)*
 - l. UBCO Water Research - Chair Advisory Committee – *Holmes, Bauer (Alternate)*
-

3. Directors Motions

4. Board Members Verbal Update

J. CLOSED SESSION – LABOUR RELATIONS

RECOMMENDATION 22 (Unweighted Corporate Vote – Simple Majority)
THAT in accordance with Section (90)(1)(c)(g)(i) and (l) of the Community Charter, the Board close the meeting to the public on the basis of labour relations or other employee relations; litigation or potential litigation affecting the regional district; the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

K. ADJOURNMENT



MINUTES

Naramata Parks & Recreation Commission
Monday October 28, 2019 at 6:30 p.m.
Naramata Fire Hall

- Members Present: Dennis Smith (Chair), Maureen Balcaen, Nicole Verpaelst, Bob Coulter, Jeff Gagnon, Jacqueline Duncan
- Absent: Lyle Resh, Richard Roskell
- Area 'E' Director: Karla Kozakevich (RDOS Area 'E' Director)
- Staff & Contractors: Augusto Romero (RDOS Recreation Manager), Adrienne Fedrigo (NPR Recreation Coordinator), Justin Shuttleworth (RDOS Parks and Facilities Manager), Heather Lemieux (Recording Secretary) via transcription
- Guests: None
- Delegations: Heather Romero, (Vice President, Naramata Parent Advisory Committee)

1. Approval of Agenda – Added delegation to 3.1 Naramata Parent Advisory Committee.

RECOMMENDATION

IT WAS MOVED AND SECONDED

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

CARRIED

2. Approval of Last Meeting Minutes – September 23, 2019

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the minutes for the Naramata Parks & Recreation Meeting of September 23, 2019 be adopted as presented.

CARRIED

3. Correspondence/Delegations

- 3.1. Naramata Parent Advisory Committee – Heather Romero, (Vice-President, PAC) extended thanks for past support received by the NPR. The PAC requests a grant for \$7,000 to support recreation programs for 2020.



MINUTES

Naramata Parks & Recreation Commission Monday October 28, 2019 at 6:30 p.m. Naramata Fire Hall

4. RDOS Director Report – Karla Kozakevich (RDOS Area 'E' Director), reported:
 - 4.1. Manitou Park – The ICIP grant is still being considered as the province will formally release an update on the grant status. ONGOING
 - 4.2. Wharf Park – A public consultation is underway by MOTi for the 1st Street closure.
 - 4.3. Naramata Centre – A community building meeting is being planned to discuss facilities and building assessments.

ACTION – Karla Kozakevich to send Naramata Centre meeting details to Jeff Gagnon and Adrienne Fedrigo.
-

5. RDOS Staff Reports – Justin Shuttleworth (RDOS Parks and Facilities Manager) reported:
 - 5.1. 2020 Budget – The 2020 budget has been submitted for RDOS Board review.
 - 5.2. 2020 Projects – Discussed Manitou Park, Wharf Park and Spirit Park project planning and timelines. Creek Park planning is underway.
 - 5.3. 2019 Tree Planting – New trees have been planted. Discussed number of invasive Siberian elm trees in parks, along roads and removal plans.
-

6. Recreation Coordinator Report – Adrienne Fedrigo (NPR Recreation Coordinator) reported:
 - 6.1. Programs and Events – Updated on fall recreation programs.
 - 6.2. Age-friendly – Grant opportunity is being looked into with the Old Age Pensioners Society.
 - 6.3. Winter Light-up – Event planning is underway. Discussed lights and electrical connection and access locations.
-

7. Commission Member Reports
 - 7.1. Woodwackers Report – Lyle Resh absent.
 - 7.2. Park Contractor Liaison Report – Maureen Balcaen, reported that Jordan Taylor (Parks Maintenance Contractor) has been busy winterizing irrigation and
-



MINUTES

Naramata Parks & Recreation Commission
Monday October 28, 2019 at 6:30 p.m.
Naramata Fire Hall

washrooms in the parks.

8. Business Arising

8.1. Three Blind Mice Trail - Statement of Interest discussion – Richard Roskell has contacted the RDOS about process of expressing interest in retaining and possibly expanding the trail’s access points.

ONGOING

8.2. Manitou Stump Removal – Discussed options to replace stumps, possibly installing fencing or boulders.

ACTION – Dennis Smith to look into costs of stump grinding and removal.

RECOMMENDATION

IT WAS MOVED AND SECONDED

THAT up to \$7,000 be spent on stump removal and a rock barrier along Old Main Road in Manitou Park.

CARRIED

8.3. Naramata Parent Advisory Committee – Grant request discussion. More information is requested by the NPR about what activities school district funding covers and finding out the status of the last grant cheque. Deferred decision to the next NPR meeting.

9. Adjournment – 8:18 p.m.

NEXT MEETING: Next NPR Meeting
November 25, 2019 at 6:30 p.m.
Naramata Fire Hall

Recreation Commission, Dennis Smith

Recording Secretary, Heather Lemieux, via transcription



Minutes

Electoral Area 'I' Advisory Planning Commission

Meeting of *Wednesday, November, 20th, 2019*

Kaleden Community Hall, 320 Lakehill Road, Kaleden, BC

- Present:** Subrina Monteith, Director, Electoral Area "I"
- Members:** Adele Dewar, Chair, Darlene Bailey, Vice-Chair, Bob Handfield, Doreen Olson, Bruce Shepherd, Mike Gane, Sandie Wilson, John Davis
- Absent:** Christopher Struthers
- Staff:** Christopher Garrish, Planning Manager
- Recording Secretary:**
- Delegates:** Denis Gaudy, Leslie Roos, Pinky Bates, Tony Maderia,

1. CALL TO ORDER

The meeting was called to order at 5:30 p.m.

2. ADOPTION OF AGENDA

MOTION

It was Moved and Seconded that the Agenda be adopted.

Altered order of presentation to KVFD first.

CARRIED

3. APPROVAL OF PREVIOUS MEETING MINUTES

MOTION

It was Moved and Seconded that the Minutes of October 16, 2019 be adopted.

CARRIED

4. DEVELOPMENT APPLICATIONS

4.1 I05016.100 (I2019.018-ZONE) – Zoning Bylaw Amendment Application

Delegates: RDOS

MOTION

It was Moved and Seconded that the APC recommends to the RDOS Board that the proposed rezoning of the property at 257 Dogwood Avenue be approved.

CARRIED

4.2 **Declared conflict of Interest** - John Davis left the room at 5:47 pm due to conflict of interest

I02807.866 (I2019.032-DVP) – Development Variance Permit Application

Delegates: Johnston, James & Janice / Seddon, Jason & Sherie-lynn

Discussion

Staff presented the report and applicant added hardship of design from triplex to duplex.

MOTION

It was Moved and Seconded that the APC recommends to the RDOS Board that the subject development application be approved.

CARRIED

5. REFERRALS

None

6. ADJOURNMENT

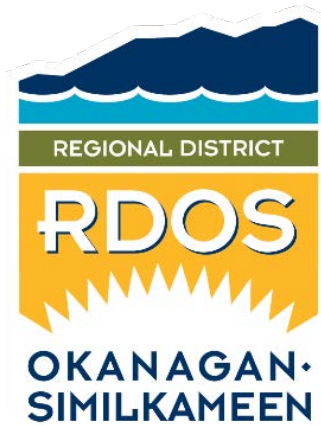
MOTION

It was Moved and Seconded that the meeting be adjourned at 5:57 pm.

CARRIED

Advisory Planning Commission Chair

Advisory Planning Commission Recording Secretary / minute taker



Minutes

Electoral Area 'F' Advisory Planning Commission

Meeting of Monday, November 25, 2019 at 7:00 p.m.

Boardroom, Regional District Okanagan-Similkameen 101 Martin Street, Penticton, BC

Present:

Members: Brad Hillis (Chair), Mike Stokker, Margaret Holm, Gerry Lalonde, Don Barron

Absent: Galina Pentecost, Rick Hatch (Vice Chair)

Staff: JoAnn Peachey (RDOS Planner 1)

Guests: Riley Gettens, (RDOS Area 'F' Director), 1 member of the public

Recording Secretary: Heather Lemieux, via transcription

Delegates: Keith Carlson

1. ADOPTION OF AGENDA

The meeting was called to order at 7:17 p.m. Quorum Present.

MOTION

It was Moved and Seconded THAT the Agenda be adopted as presented.

CARRIED

2. APPROVAL OF MINUTES

MOTION

It was Moved and Seconded by the APC THAT the Minutes of October 28, 2019, be approved.

CARRIED

3. DELEGATIONS

- 3.1 Bearfoot Acres for Zoning Bylaw Amendment Application F07214.000 (F2019.016-ZONE)

4. DEVELOPMENT APPLICATIONS

- 4.1 F07214.000 (F2019.016-ZONE) - Zoning Bylaw Amendment Application
Administrative Report submitted by JoAnn Peachey, Planner 1

MOTION

It was Moved and Seconded in favour of Option 1. THAT the APC recommends to the RDOS Board of Directors that the subject development application be approved.

CARRIED

5. OTHER

None

6. ADJOURNMENT

MOTION

It was Moved and Seconded that the meeting be adjourned at 7:27 p.m.

CARRIED

- 6.1 Date of next meeting - January 27, 2020

Brad Hillis, Chair of the Area 'F' Advisory Planning Commission



Advisory Planning Commission Recording Secretary / minute taker, via transcription



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Community Services Committee

Thursday, December 5, 2019

1:40 pm

MINUTES

MEMBERS PRESENT:

Vice Chair R. Gettens, Electoral Area "F"	Director K. Kozakevich, Electoral Area "E"
Director A. Holley, Alt. Village of Keremeos	Director S. McKortoff, Town of Osoyoos
Director J. Bloomfield, City of Penticton	Director S. Monteith, Electoral Area "I"
Director R. Barkwill, Alt. District of Summerland	Director M. Pendergraft, Electoral Area "A"
Director G. Bush, Electoral Area "B"	Director R. Obirek, Electoral Area "D"
Director B. Coyne, Electoral Area "H"	Director F. Regehr, City of Penticton
Director S. Coyne, Town of Princeton	Director T. Roberts, Electoral Area "G"
Director D. Holmes, District of Summerland	Director J. Vassilaki, City of Penticton
Director J. Kimberley, City of Penticton	Director P. Veintimilla, Town of Oliver
Director R. Knodel, Electoral Area "C"	

MEMBERS ABSENT:

Chair M. Bauer, Village of Keremeos

STAFF PRESENT:

B. Newell, Chief Administrative Officer	M. Woods, General Manager of Community Services
C. Malden, Manager of Legislative Services	

A. APPROVAL OF AGENDA

RECOMMENDATION 1

It was MOVED and SECONDED

THAT the Agenda for the Community Services Committee Meeting of December 5, 2019 be adopted. - **CARRIED**

**B. SOUTH OKANAGAN CREATIVE AND PERFORMING ARTS CENTRE –
LEIGHTON MCCARTHY, SOPAC CHAIR**

Leighton McCarthy presented a report and reimbursed unused grant funds.

1. Presentation
-

C. ADJOURNMENT

By consensus, the Community Services Committee meeting adjourned at 1:56 pm.

APPROVED:

CERTIFIED CORRECT:

M. Bauer
Community Services Committee Chair

B. Newell
Chief Administrative Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Corporate Services Committee

Thursday, December 5, 2019
12:00 pm

MINUTES

MEMBERS PRESENT:

Chair K. Kozakevich, Electoral Area "E"
Vice Chair D. Holmes, District of Summerland
Director A. Holley, Alt. 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 J. Kimberley, City of Penticton

Director R. Knodel, 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 M. Bauer, Village of Keremeos

STAFF PRESENT:

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

J. Kurvink, Manager of Finance

A. APPROVAL OF AGENDA

RECOMMENDATION 1

It was MOVED and SECONDED

THAT the Agenda for the Corporate Services Committee Meeting of December 5, 2019 be adopted. - **CARRIED**

B. ELECTED OFFICIALS COMPENSATION COMMITTEE

1. UBCM Council & Board Remuneration Guide

The Committee recommended an increase of 11.9%, effective January 1, 2020, to offset the increased taxation as result of the elimination of the one third non-taxable allowance.

RECOMMENDATION 2**It was MOVED and SECONDED**

THAT the Board of Directors accept the recommendation of the independent Elected Officials Compensation Review Committee. - **CARRIED**

Opposed: Directors Holmes, Monteith, Roberts

C. ADJOURNMENT

By consensus, the Corporate Services Committee meeting adjourned at 12:42 pm.

APPROVED:

CERTIFIED CORRECT:

K. Kozakevich
RDOS Board Chair

B. Newell
Corporate Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Environment and Infrastructure Committee

Thursday, December 5, 2019

1:57 pm

MINUTES

MEMBERS PRESENT:

Chair G. Bush, Electoral Area "B"	Director K. Kozakevich, Electoral Area "E"
Vice Chair R. Gettens, Electoral Area "F"	Director S. McKortoff, Town of Osoyoos
Director A. Holley, Alt. Village of Keremeos	Director S. Monteith, Electoral Area "I"
Director J. Bloomfield, City of Penticton	Director R. Obirek, Electoral Area "D"
Director T. Boot, District of Summerland	Director M. Pendergraft, Electoral Area "A"
Director B. Coyne, Electoral Area "H"	Director F. Regehr, City of Penticton
Director S. Coyne, Town of Princeton	Director T. Roberts, Electoral Area "G"
Director D. Holmes, District of Summerland	Director J. Vassilaki, City of Penticton
Director J. Kimberley, City of Penticton	Director P. Veintimilla, Town of Oliver
Director R. Knodel, Electoral Area "C"	

MEMBERS ABSENT:

Director M. Bauer, Village of Keremeos

STAFF PRESENT:

B. Newell, Chief Administrative Officer	N. Webb, General Manager of Public Works
C. Malden, Manager of Legislative Services	

A. APPROVAL OF AGENDA

RECOMMENDATION 1

It was MOVED and SECONDED

THAT the Agenda for the Environment and Infrastructure Committee Meeting of December 5, 2019 be adopted. - **CARRIED**

B. SAGE MESA OPERATION AND MAINTENANCE AGREEMENT

1. Agreement

RECOMMENDATION 2

It was MOVED and SECONDED

THAT the Regional District approve the revised "Sage Mesa Water Operation and Maintenance Agreement" with the Province and the Sage Mesa Water & Public Service Co. Ltd. - **CARRIED**

C. ADJOURNMENT

By consensus, the Environment and Infrastructure Committee meeting adjourned at 2:02 pm.

APPROVED:

CERTIFIED CORRECT:

G. Bush
Committee Chair

B. Newell
Chief Administrative Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Planning and Development Committee

Thursday, December 5, 2019
12:43 pm

MINUTES

MEMBERS PRESENT:

Chair M. Pendergraft, Electoral Area "A"
Vice Chair R. Knodel, Electoral Area "C"
Director A. Holley, Alt. Village of Keremeos
Director R. Barkwill, Alt. Electoral Area "E"
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. Kimberley, City of Penticton
Director S. McKortoff, Town of Osoyoos
Director S. Monteith, Electoral Area "I"
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 M. Bauer, Village of Keremeos

STAFF PRESENT:

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

B. Dollevoet, General Manager of Development Services
C. Garrish, Manager of Planning

A. APPROVAL OF AGENDA

RECOMMENDATION 1

It was MOVED and SECONDED

THAT the Agenda for the Planning and Development Committee Meeting of December 5, 2019 be adopted. - CARRIED

B. PARK LAND DEDICATION POLICY

1. Policy Draft
2. APC Comments
3. Current Park Land Dedication Policy

RECOMMENDATION 2**It was MOVED and SECONDED**

THAT the draft Park Land Dedication Policy be forwarded to the Board for adoption. - **CARRIED**

C. CAO DELEGATION BYLAW AND DEVELOPMENT PROCEDURES BYLAW UPDATE

1. Bylaw No. 2793.01
2. Bylaw No. 2500.12

RECOMMENDATION 3**It was MOVED and SECONDED**

THAT Bylaw No. 2793.01, 2019, Regional District of Okanagan-Similkameen CAO Delegation Amendment Bylaw and Bylaw No. 2500.12, 2019, Regional District of Okanagan-Similkameen Development Procedures Amendment Bylaw, be brought forward for consideration of first reading. - **CARRIED**

D. PROVINCIAL RIPARIAN AREAS PROTECTION REGULATION (RAPR) - WATERCOURSE DEVELOPMENT PERMIT (WDP) AREA UPDATE

1. Bylaw No. 2876
2. Bylaw No. 2500.14

RECOMMENDATION 4**It was MOVED and SECONDED**

THAT Bylaw No. 2876, Watercourse Development Permit Area Update and Bylaw No. 2500.14, 2019, Regional District of Okanagan-Similkameen Development Procedures Amendment Bylaw, be brought forward for consideration of first reading. - **CARRIED**

E. DEVELOPMENT PROCEDURES BYLAW AMENDMENT - OCP BYLAW AMENDMENT APPLICATIONS & QUESTIONS OF RGS CONSISTENCY

1. Bylaw No. 2500.13

RECOMMENDATION 5**It was MOVED and SECONDED**

THAT Amendment Bylaw No. 2500.13, 2019, Regional District of Okanagan-Similkameen Development Procedures Bylaw, be brought forward for consideration of 1st reading. - **CARRIED**

F. ADJOURNMENT

By consensus, the Planning and Development Committee meeting adjourned at 1:39 pm.

APPROVED:

CERTIFIED CORRECT:

M. Pendergraft
Committee Chair

B. Newell
Chief Administrative Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Protective Services Committee

Thursday, December 5, 2019
2:14 pm

MINUTES

MEMBERS PRESENT:

Chair D. Holmes, District of Summerland
Vice Chair T. Roberts, Electoral Area "G"
Director A. Holley, Alt. 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 J. Kimberley, City of Penticton

Director R. Knodel, 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 J. Vassilaki, City of Penticton
Director P. Veintimilla, Town of Oliver

MEMBERS ABSENT:

Director M. Bauer, Village of Keremeos

STAFF PRESENT:

B. Newell, Chief Administrative Officer

C. Malden, Manager of Legislative Services

A. APPROVAL OF AGENDA

RECOMMENDATION 1

It was MOVED and SECONDED

THAT the Agenda for the Protective Services Committee Meeting of December 5, 2019 be adopted. - CARRIED

B. EMERGENCY PROGRAM ACT**RECOMMENDATION 2****It was MOVED and SECONDED**

THAT the Regional District provide a formal letter of recommendations to Emergency Management BC in regards to the Modernizing BC's Emergency Management Act Discussion Paper prior to the January 31, 2020 deadline. - **CARRIED**

C. ADJOURNMENT

By consensus, the Protective Services Committee meeting adjourned at 2:48 pm.

APPROVED:

CERTIFIED CORRECT:

D. Holmes
Committee Chair

B. Newell
Chief Administrative Officer

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: December 19, 2019
RE: Parks and Recreation Commission Appointments

Administrative Recommendation:

THAT the Board of Directors appoint the following members to the subsequent Commissions.

Area "B" Kobau Park	Area "D" Okanagan Falls	Area "E" Naramata	Area "F" West Bench	Area "I" Kal-Rec	Similkameen Recreation
Tammy Vesper	Alf Hartviksen	Maureen Balcaen	Ben Johnson	Randy Cranston	Tom Robins
Sonja van den Hoek	Joanne Kleb	Tom Hoenisch	Jane Windeler	Jaynie Molloy	Jennifer Roe
Teshia Marven		Ashley Selwood	Tristan Mennell		

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 all new applications and expiring members wishing to let their name stand, and are recommending the above noted members for Board appointments 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, 2019 took place in November 2019. Bylaw 2732 allows for 5 to 11 members for each commission.

Communication Strategy:

Provide a letter to each retiring commission thanking them for their contribution to their respective commission.

- Carole Barker – Area “D” Parks and Recreation Commission
- Jim Lamond – Area “D” Parks and Recreation Commission
- Lyle Resh – Area “E” Parks and Recreation Commission
- Nicole Verpaelst – Area “E” Parks and Recreation Commission
- Wendy Busch - Area “I” Kal-Rec Parks and Recreation Commission

Respectfully submitted:

Justin Shuttleworth

J. Shuttleworth, Parks & Facilities Manager

APPROVED DECEMBER 5, 2019

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 12:33 pm on Thursday, November 21, 2019 in the Boardroom, 101 Martin Street, Penticton, British Columbia.

MEMBERS PRESENT:

Chair K. Kozakevich, Electoral Area "E"
Vice Chair D. Holmes, District of Summerland
Director 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 J. Kimberley, City of Penticton

Director R. Knodel, Electoral Area "C"
Director S. McKortoff, Town of Osoyoos
Director S. Monteith, Electoral Area "I"
Director R. Obirek, Electoral Area "D"
Director M. Pendergraft, Electoral Area "A"
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:

STAFF PRESENT:

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

M. Woods, Gen. Manager of Community Services
B. Dollevoet, Gen. Manager of Development Services
N. Webb, Gen. Manager of Public Works

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 November 21, 2019 be adopted. –
CARRIED

1. Consent Agenda – Corporate Issues

a. Electoral Area "F" Advisory Planning Commission – September 30, 2019

THAT the Minutes of the September 30, 2019 Electoral Area "F" Advisory Planning Commission meeting be received.

b. Electoral Area "F" Parks and Recreation Commission – October 1, 2019

THAT the Minutes of the October 1, 2019 Electoral Area "F" Parks and Recreation Commission meeting be received.

c. Electoral Area "D" Advisory Planning Commission – October 8, 2019

THAT the Minutes of the October 8, 2019 Electoral Area "D" Advisory Planning Commission meeting be received.

- d. **Kaleden Recreation Commission – October 10, 2019**
THAT the Minutes of the October 10, 2019 Kaleden Recreation Commission meeting be received.
- e. **Electoral Area “C” Advisory Planning Commission – October 15, 2019**
THAT the Minutes of the October 15, 2019 Electoral Area “C” Advisory Planning Commission meeting be received.
- f. **Electoral Area “E” Advisory Planning Commission – October 15, 2019**
THAT the Minutes of the October 8, 2019 Electoral Area “E” Advisory Planning Commission meeting be received.
- g. **Electoral Area “I” Advisory Planning Commission – October 16, 2019**
THAT the Minutes of the October 16, 2019 Electoral Area “I” Advisory Planning Commission meeting be received.
- h. **Electoral Area “F” Advisory Planning Commission – October 28, 2019**
THAT the Minutes of the October 28, 2019 Electoral Area “F” Advisory Planning Commission meeting be received.
- i. **Community Services Committee – October 17, 2019**
THAT the Minutes of the October 17, 2019 Community Services Committee meeting be received.

THAT the matter of restoration of the Kaleden Hotel be referred to staff to investigate costs.
- j. **Corporate Services Committee – October 17, 2019 and October 31, 2019**
THAT the Minutes of the October 17, 2019 and October 31, 2019 Corporate Services Committee meeting be received.
- k. **Environment and Infrastructure Committee – October 17, 2019**
THAT the Minutes of the October 17, 2019 Environment and Infrastructure Committee meeting be received.
- l. **Planning and Development Committee – October 17, 2019**
THAT the Minutes of the October 17, 2019 Planning and Development Committee meeting be received.
- m. **Protective Services Committee – October 17, 2019**
THAT the Minutes of the October 17, 2019 Protective Services Committee meeting be received.
- n. **RDOS Regular Board Meeting – October 17, 2019**
THAT the minutes of the October 17, 2019 RDOS Regular Board meeting be adopted.

- o. **RDOS Inaugural Board Meeting – November 7, 2019**
THAT the minutes of the November 7, 2019 RDOS Inaugural Board meeting be adopted.
- p. **Select Committees and External Agency Appointments**
THAT the appointments to select committees and external agencies remain status quo for 2020.
- q. **Destination Osoyoos Appointment**
THAT the Board of Directors appoint Joanne Muirhead to the Destination Osoyoos Board as the representative for Electoral Area "A", for the term expiring November 2021.

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. **Development Variance Permit Application — 8360 Gallagher Lake Frontage Road, Electoral Area "C"**
 - i. Permit
 - ii. Representations*THAT the Board of Directors approve Development Variance Permit No. C2019.030-DVP.*
 - b. **Temporary Use Permit Application — 3985 1st Street, Electoral Area "E"**
 - i. Permit
 - ii. Representations*THAT the Board of Directors approve Temporary Use Permit No. E2019.009-TUP.*
 - c. **Development Variance Permit Application — 420 Robinson Ave, Electoral Area "E"**
 - i. Permit
 - ii. Representations*THAT the Board of Directors approve Development Variance Permit No. E2019.026-DVP.*
 - d. **Development Variance Permit Application — 2685 Noyes Road, Electoral Area "E"**
 - i. Permit
 - ii. Representations*THAT the Board of Directors approve Development Variance Permit No. E2019.027-DVP.*

- e. **Temporary Use Permit Renewal Application – 1146 &1066 Highway 3, Electoral Area “I”**
- i. Permit
 - ii. Representations
- THAT the Board of Directors approve Temporary Use Permit No. I2019.008-TUP.*
- f. **Development Variance Permit Application — 4090 4th Street, Naramata, Electoral Area “E”**
- i. Permit
 - ii. Representations
- THAT the Board of Directors approve Development Variance Permit No. E2019.008-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 No.2333 and 2805 Infraction - 415 Robinson Avenue, Electoral Area “E”**

The Chair enquired whether the property owner was present to address the Board; however, the property owner was not present to address the Board.

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 2, District Lot 210, Plan KAP24780, SDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333 and No. 2805; and,

THAT injunctive action be commenced. - **CARRIED**

2. **Building Bylaw No. 2333 and 2805 Infraction – 147 Airstrip Road, Electoral Area “H”**

The Chair enquired whether the property owner was present to address the Board; however, the property owner was not present to address the Board.

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 Lot 1, District Lot 902, Plan KAP20249, YDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333 and No. 2805. - **CARRIED**

3. **Building Bylaw No. 2333 and 2805 Infraction – 449 Sagewood Lane, Electoral Area “I” (Deck)**

The Chair enquired whether the property owner was present to address the Board; however, the property owner was not present to address the Board.

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 Lot 8 Plan KAP11043, District Lot 280 SDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333 and/or Bylaw 2805; and,

THAT injunctive action be commenced. - **CARRIED**

4. **Building Bylaw No. 2333 and 2805 Infraction – 449 Sagewood Lane, Electoral Area “I” (Greenhouse)**

The Chair enquired whether the property owner was present to address the Board; however, the property owner was not present to address the Board.

RECOMMENDATION 7 (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 8 Plan KAP11043, District Lot 280 SDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333 and/or Bylaw 2805. - **CARRIED**

5. **Building Bylaw No. 2333 and 2805 Infraction – 268 Resolute Road, Electoral Area “I”**

The Chair enquired whether the property owner was present to address the Board; however, the property owner was not present to address the Board.

RECOMMENDATION 8 (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 12, District Lot 411, Plan KAP92537, SDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333 and No. 2805; and,

THAT injunctive action be commenced. - **CARRIED**

C. DEVELOPMENT SERVICES – Untidy/Unsightly Bylaw Enforcement**1. Untidy and Unsightly Property Contravention - 525 Dagur Way, Electoral Area “H”**

The Chair enquired whether the property owner was present to address the Board; however, the property owner was not present to address the Board.

RECOMMENDATION 9 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the RDOS commence the process to bring Lot 12, District Lot 3528, SDYD, Plan KAP56749 (525 Dagur Way) into compliance with the Regional District of Okanagan-Similkameen’s Untidy and Unsightly Premises Regulatory Control Bylaw No. 2637, 2013. - **CARRIED**

D. DEVELOPMENT SERVICES – Rural Land Use Matters**1. Proposed OCP Amendment/Rezoning – 1750 Highway 3 East, Electoral Area “A” Consistency with South Okanagan Regional Growth Strategy Bylaw No. 2770, 2017**

- a. Bylaw No. 2450.14
- b. Bylaw No. 2451.27
- c. Representations

RECOMMENDATION 10 (Unweighted Participant Vote – Simple Majority)

Participants: Oliver, Osoyoos, Penticton and Summerland, and Electoral Areas “A”, “C”, “D”, “E”, “F” and “I”

It was MOVED and SECONDED

THAT the proposed rezoning of Lot 15, Plan 21789, District Lot 2709, SDYD, Except Plan KAP90322 in order to facilitate a 6-lot subdivision (5 residential lots and 1 conservation lot) is deemed consistent with the South Okanagan Regional Growth Strategy Bylaw No. 2770, 2017. - **CARRIED**

Opposed: Directors Bloomfield, McKortoff, Boot, Veintimilla, Kimberley

2. **Official Community Plan (OCP) & Zoning Bylaw Amendment – 730 Golden Currant Road, Electoral Area “C”**
 - a. Bylaw No. 2452.22
 - b. Bylaw No. 2453.37
 - c. Representations

RECOMMENDATION 11 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2452.22, 2019, Electoral Area “C” Official Community Plan Amendment Bylaw and Bylaw No. 2453.37, 2019, Electoral Area “C” Zoning Amendment Bylaw be denied. – **CARRIED**

Opposed: Directors B. Coyne, Bush

Reconsideration

The Chair requested a reconsideration due to the fact that the applicant was not provided an opportunity to speak to the matter.

It was MOVED and SECONDED

THAT that the resolution regarding Official Community Plan (OCP) & Zoning Bylaw Amendment – 730 Golden Currant Road be reconsidered. - **CARRIED**

Applicant addressed the Board.

It was MOVED and SECONDED

THAT Bylaw No. 2452.22, 2019, Electoral Area “C” Official Community Plan Amendment Bylaw and Bylaw No. 2453.37, 2019, Electoral Area “C” Zoning Amendment Bylaw be denied.

CARRIED

Opposed: Directors Obirek, B. Coyne, Bush, Monteith

3. **Liquor and Cannabis Regulation Branch Referral – 5212 9th Avenue, Okanagan Falls, Electoral Area “D”**
a. Representations

Director Obirek asked that the applicant be allowed to address the Board.

It was MOVED and SECONDED (Unweighted Corporate Vote – 2/3 Majority)
THAT the applicant be permitted to address the Board. - **CARRIED**

RECOMMENDATION 12 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT the RDOS forward the following recommendation to the Liquor & Cannabis Regulation Branch (LCRB);

THAT in accordance with Section 33(1) of the Cannabis Control and Licencing Act, the RDOS Board of Directors recommends support of an application from Green Light Cannabis Inc. for a proposed non-medical retail cannabis location at 5212 9th Avenue, Okanagan Falls (Lot A, Plan 16980, District Lot 374, SDYD), for a Non-medical Cannabis Retail Licence with operating hours from 9:00 am to 11:00 pm seven days a week.

AND FURTHER THAT the RDOS Board of Directors comments are as follows:

- i) The property is located in the Okanagan Falls Town Centre (OFTC) and the use is permitted in the OFTC zone.
- ii) No significant negative impact on the community is anticipated if the application is approved.
- iii) The Board provided opportunity for residents to provide their views on the licence application. Public notice indicating that the Board would accept written comments on the application until October 8, 2019 was published in the Penticton Western News on September 13, 2019 and September 19, 2019, published on Castanet from September 17 to September 19, 2019, posted on the municipal web site from September 5, 2019, were mailed to owners and tenants within 100 metres of the subject parcel on September 10, 2019. Further, a notification sign was posted on the store front at 5212 9th Avenue from August 27, 2019 until the Board considered the application on November 21, 2019.
- iv) The views of the residents were considered by the Board and attached to the agenda of November 21, 2019 Regular Board meeting or delivered as late items if correspondence was received after the agenda was published.

CARRIED

4. **Zoning Bylaw Amendment – 3440 & 3690 Arawana Road and an unaddressed property, Electoral Area “E”**
 - a. Bylaw No. 2459.35
 - b. Representations

RECOMMENDATION 13 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2459.35, 2019, Electoral Area “E” Zoning Amendment Bylaw be read a first and second time and proceed to public hearing. - **CARRIED**

RECOMMENDATION 14 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the holding of a public hearing be delegated to Director Kozakevich, or delegate; and,

THAT staff give notice of the public hearing in accordance with the requirements of the *Local Government Act*.

CARRIED

5. **Official Community Plan Bylaw and Zoning Bylaw Amendments Electoral Areas “A”, “C”, “D”, “E”, “F”, “G”, “H” & “I” Home Industries, Home Occupations & Cannabis Production Facilities**
 - a. [Bylaw No. 2849](#)
 - b. Responses Received

RECOMMENDATION 15 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2849, 2019, Electoral Area Official Community Plan and Zoning Amendment Bylaw be read a third time. - **CARRIED**

6. **Hillside Development Permit Area Update – Electoral Area “D”**
 - a. Bylaw No. 2603.02
 - b. Bylaw No. 2603.02 Schedule A
 - c. Bylaw No. 2500.03
 - d. Representations

RECOMMENDATION 16 (Unweighted Rural Vote – 2/3 Majority)

It was MOVED and SECONDED

THAT Amendment Bylaw 2603.02, 2019, Electoral Area “D” Official Community Plan Amendment Bylaw be read a third time and adopted; and,

THAT Amendment Bylaw No. 2500.03, 2019, Regional District of Okanagan-Similkameen Development Procedures Amendment Bylaw be read a third time and adopted.

CARRIED

-
7. **Zoning Bylaw Amendment – Workman Place, Naramata, Electoral Area “E”**
 - a. Bylaw No. 2459.36
 - b. Representations

RECOMMENDATION 17 (Unweighted Rural Vote – 2/3 Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2459.36, 2019, Electoral Area “E” Zoning Amendment Bylaw be read a third time, as amended, and adopted. - **CARRIED**

8. **Early Termination of Land Use Contract No. LU-9-D – Electoral Area “I”**
 - a. Bylaw No. 2683.03
 - b. Bylaw No. 2457.28
 - c. Bylaw No. 2457.29
 - d. Representations

RECOMMENDATION 18 (Unweighted Rural Vote – 2/3 Majority)

It was MOVED and SECONDED

THAT the following bylaws be read a third time and adopted:

- Bylaw No. 2683.03, 2019, Electoral Area “I” Official Community Plan Amendment Bylaw;
- Bylaw No. 2457.28, 2019, Electoral Area “I” Land Use Contract LU-9-D Termination and Zoning Amendment Bylaw; and
- Bylaw No. 2457.29, 2019, Electoral Area “I” Land Use Contract LU-9-D Discharge and Zoning Amendment Bylaw.

CARRIED

9. **Development Procedures Bylaw Updated – Subdivision Referrals**
 - a. Bylaw No. 2500.11

RECOMMENDATION 19 (Unweighted Rural Vote – 2/3 Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2500.11, 2019, Regional District of Okanagan-Similkameen Development Procedures Amendment Bylaw be read a first, second and third time and adopted. - **CARRIED**

10. Housing Needs Report Grant Application - RDOS Electoral Areas, City of Penticton, District of Summerland and the Village of Keremeos.

RECOMMENDATION 20 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Regional District submit a provincial grant application and provide overall grant management for undertaking a Housing Needs Report for Electoral Areas 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', and 'I', the City of Penticton, the District of Summerland, and the Village of Keremeos. - **CARRIED**

E. PUBLIC WORKS

1. Pre-purchase of Sludge Dewatering Centrifuge Equipment for Okanagan Falls Wastewater Treatment Plant Solids Processing

RECOMMENDATION 21 (Weighted Corporate Vote – Majority)

It was MOVED and SECONDED

THAT the Regional District award the pre-purchase of the centrifuge equipment, related appurtenances and services for the Okanagan Falls Wastewater Treatment Plant Solids Processing project to Archer Separation Inc. (Haus Centrifuge Technologies) in the amount of up to \$150,580 + applicable taxes. - **CARRIED**

F. COMMUNITY SERVICES

1. 2020 UBCM Community Resiliency Investment Grant Program

RECOMMENDATION 22 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board of Directors support the grant application for the 2020 UBCM Community Resiliency Investment Program and, should the grant application be successful, be willing to provide overall grant management. - **CARRIED**

2. Coalmont Park Naming

a. Coalmont Community Association letter – December 12, 2018

b. [Presentation](#)

RECOMMENDATION 23 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board of Directors endorse the name "Coalmont Station Park" for a public park within Coalmont located on Lots 1 & 2, Plan KAP28772, District Lot 99, 360 & 378, YDYG (PID: 004-470-508 & 004-470-541). - **CARRIED**

3. Pioneer Park Upgrades – Award of Phase 2 (Boat Launch Replacement)

RECOMMENDATION 24 (Weighted Corporate Vote – Majority)**It was MOVED and SECONDED**

THAT the Board of Directors award the Pioneer Park boat launch replacement project to TwinCon Enterprises Ltd. for the amount of \$74,694.19 exclusive of GST. -

CARRIED

4. Agricultural Land Commission (ALC) Application – Keogan Sports Park

- a. ALC letter - November 23, 2004
- b. ALC letter - September 25, 2019
- c. Location Parcel Map
- d. Keogan Park Concept Plan

RECOMMENDATION 25 (Unweighted Corporate Vote – Simple Majority)**It was MOVED and SECONDED**

THAT the Board endorse a non-farm use application to the Agricultural Land Commission for the Centennial and Weyerhaeuser Baseball Fields located in Keogan Sports Park (Lot 1, DL 10, Similkameen Division of Yale District, Plan 34575, Except Plan KAP45138). - **CARRIED**

5. Award of Okanagan Falls Boat Launch Replacement Project

RECOMMENDATION 26 (Weighted Corporate Vote – Majority)**It was MOVED and SECONDED**

THAT the Board of Directors award the Okanagan Falls boat launch replacement project to TwinCon Enterprises Ltd. for an amount up to \$76,120.35 exclusive of GST. - **CARRIED**

G. FINANCE

1. Keremeos & District Volunteer Fire Department Fire Truck Purchase

RECOMMENDATION 27 (Weighted Corporate Vote – Majority)**It was MOVED and SECONDED**

THAT the Board of Directors award the Keremeos Fire Truck purchase to HUB Fire Engines in the amount of \$545,957.59 including applicable taxes for a new 2020 Fire Apparatus. - **CARRIED**

2. Willowbrook Fire Department Fire Truck Purchase

RECOMMENDATION 28 (Weighted Corporate Vote – Majority)

It was MOVED and SECONDED

THAT the Board of Directors award the Willowbrook Fire Truck purchase to Rocky Mountain Phoenix in the amount of \$64,027.00 plus applicable taxes for a used 2000 FL112 Pumper Fire Truck. – **CARRIED**

H. LEGISLATIVE SERVICES

1. Electoral Area “F” Transit

a. Bylaw No. 1440.01

RECOMMENDATION 29 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT Bylaw No. 1440.01, 2019 Electoral Area “F” Transit System Local Service Establishment Amendment Bylaw be adopted. - **CARRIED**

2. Consent for Fire Services delivery on Penticton Indian Band lands

RECOMMENDATION 30 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Regional District of Okanagan-Similkameen provide consent to the City of Penticton to supply fire services to the Penticton Indian Band on parts of Electoral Areas “F” and “I” of the Regional District of Okanagan-Similkameen. - **CARRIED**

3. Apex Mountain Waste Transfer Station Cameras

RECOMMENDATION 31 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board authorize a variance to the RDOS Video Surveillance Policy to enable staff and contractors designated by the CAO to periodically access live feed cameras at the Apex Mountain Waste Transfer Station using a password protected application. - **CARRIED**

-
4. **Naramata Water System Development Cost Charge Amendment Bylaw**
 - a. Bylaw No. 1804.08

RECOMMENDATION 32 (Unweighted Corporate Vote – Simple Majority)
It was MOVED and SECONDED

THAT Bylaw No. 1804.08, 2019 Naramata Water System Development Cost Charge Amendment Bylaw be adopted. - **CARRIED**

5. **Electoral Area "I" Economic Development Service Establishment Bylaw No. 2869, 2019**
 - a. Bylaw No. 2869

RECOMMENDATION 33 (Unweighted Corporate Vote – Simple Majority)
It was MOVED and SECONDED

THAT Electoral Area "I" Economic Development Service Establishment Bylaw No. 2869, 2019 be adopted. - **CARRIED**

6. **Olalla Local Community Commission**
 - a. Bylaw No. 2878
 - b. Bylaw No. 1609
 - c. Olalla Local Community Commission AGM Minutes – October 7, 2019
 - d. Olalla Community Water System Advisory Committee Terms of Reference (2012)

RECOMMENDATION 34 (Unweighted Corporate Vote – Simple Majority)
It was MOVED and SECONDED

THAT Bylaw No. 2878, 2019 Olalla Local Community Commission Repeal Bylaw be read a first, second and third time; and,

THAT the Board of Directors request the Minister waive the requirement for assent of the electors to repeal the establishing bylaw, Bylaw No. 1609.
CARRIED

I. CAO REPORTS

1. Verbal Update
-

J. OTHER BUSINESS

1. Chair's Report
-

2. Board Representation

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

3. Directors Motions

Notice of Motion - Director Monteith

That the definition of "vehicle" under RDOS zoning bylaws be expanded to include utility trailers, horse trailers and other similar light trailers, but not to include commercial highway tractor trailers be defined in zoning for C1.

4. Board Members Verbal Update

K. CLOSED SESSION

RECOMMENDATION 35 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT in accordance with Section 90(1)(c),(e) and (i) of the *Community Charter*, the Board close the meeting to the public on the basis of labour relations or other employee relations; the acquisition, disposition or expropriation of land or improvements, if the Board considers that disclosure could reasonably be expected to harm the interests of the Regional District; and the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose. – **CARRIED**

The meeting was closed to the public at 2:20 pm.

The meeting was opened to the public at 4:00 pm. Director Bauer was no longer in attendance.

L. ADJOURNMENT

By consensus, the meeting adjourned at 4:00 pm.

APPROVED:

CERTIFIED CORRECT:

K. Kozakevich
RDOS Board Chair

B. Newell
Corporate 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 3:00 pm on Thursday, December 5, 2019 in the Boardroom, 101 Martin Street, Penticton, British Columbia.

MEMBERS PRESENT:

Chair K. Kozakevich, Electoral Area "E"
Vice Chair D. Holmes, District of Summerland
Director A. Holley, Alt. 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 J. Kimberley, City of Penticton

Director R. Knodel, Electoral Area "C"
Director S. McKortoff, Town of Osoyoos
Director S. Monteith, Electoral Area "I"
Director R. Obirek, Electoral Area "D"
Director M. Pendergraft, Electoral Area "A"
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 M. Bauer, Village of Keremeos

STAFF PRESENT:

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

M. Woods, Gen. Manager of Community Services
B. Dollevoet, Gen. Manager of Development Services
N. Webb, Gen. Manager of Public Works

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 December 5, 2019 be amended by adding item E.6. Indigenous Cultural Safety and Cultural Humility Training Grant Request. - **CARRIED**

1. **Consent Agenda – Corporate Issues**
 - a. **Advisory Planning Commission Electoral Area “D” – November 12, 2019**
THAT the Minutes of the November 12, 2019 Advisory Planning Commission Electoral Area “D” meeting be received.
 - b. **Advisory Planning Commission Electoral Area “E” – November 12, 2019**
THAT the Minutes of the November 12, 2019 Advisory Planning Commission Electoral Area “E” meeting be received.
 - c. **Advisory Planning Commission Electoral Area “H” – November 19, 2019**
THAT the Minutes of the November 19, 2019 Advisory Planning Commission Electoral Area “H” meeting be received.
 - d. **Corporate Services Committee – November 21, 2019**
THAT the Minutes of the November 21, 2019 Corporate Services Committee meeting be received.
 - e. **Environment and Infrastructure Committee – November 21, 2019**
THAT the Minutes of the November 21, 2019 Environment and Infrastructure Committee meeting be received.
 - f. **RDOS Regular Board Meeting – November 21, 2019**
THAT the minutes of the November 21, 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. **Temporary Use Permit Application — 3628 Highway 3, Electoral Area “A”**
 - i. Permit
 - ii. Representation*THAT the Board of Directors approve Temporary Use Permit No. A2019.010-TUP.*
 - b. **Temporary Use Permit Renewal Application — 2155 Carmi Road, Electoral Area “D”**
 - i. Permit
 - ii. Representation*THAT the Board of Directors approve Temporary Use Permit No. D2019.006-TUP.*

- c. **Development Variance Permit Application — 4257 Mill Road, Electoral Area “E”**
 - i. Permit
THAT the Board of Directors approve Development Variance Permit No. E2019.028-DVP.

- d. **Development Variance Permit Application — 132 Kereluk Road North, Electoral Area “F”**
 - i. Permit
THAT the Board of Directors approve Development Variance Permit No. F2019.025-DVP.

- e. **Development Variance Permit Application — 155 Snow Mountain Place, Electoral Area “I”**
 - i. Permit
THAT the Board of Directors approve Development Variance Permit No. I2019.032-DVP.

- f. **Electoral Area “F” Advisory Planning Commission (APC) Appointment**
THAT the Board of Directors appoint Richard A. Johnson as a member of the Electoral Area “F” Advisory Planning Commission until October 31, 2022.

RECOMMENDATION 3 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Consent Agenda – Development Services be adopted.

CARRIED

B. DEVELOPMENT SERVICES – Rural Land Use Matters

1. **Official Community Plan (OCP) & Zoning Bylaw Amendment – 1612 Highway 97, Electoral Area “D”**
 - a. Bylaw No. 2603.19
 - b. Bylaw No. 2455.41
 - c. Public Hearing Report – November 18, 2019
 - d. Responses Received

Director Obirek advised that the Public Hearing report reflects an accurate account of what took place at the public hearing held on November 18, 2019.

RECOMMENDATION 4 (Unweighted Corporate Vote – Simple Majority)**It was MOVED and SECONDED**

THAT the public hearing report be received. - **CARRIED**

RECOMMENDATION 5 (Unweighted Rural Vote – Simple Majority)**It was MOVED and SECONDED**

THAT Bylaw No. 2603.19, 2019, Electoral Area “D” Official Community Plan Amendment Bylaw be read a third time, as amended; and,

THAT Bylaw No. 2455.41, 2019, Electoral Area “D” Zoning Amendment Bylaw be read a third time.

CARRIED

2. **Floodplain Exemption Application — 3420 8th Street, Naramata, Electoral Area “E”**
 - a. Flood Hazard Assessment Report

RECOMMENDATION 6 (Unweighted Rural Vote – Simple Majority)**It was MOVED and SECONDED**

THAT the Board of Directors approve a floodplain exemption for Lot 1, Plan KAP26434, District Lot 210, SDYD, in order to permit the development of an addition to a single detached dwelling below the flood construction level of Naramata Creek, subject to the following condition:

- i) a statutory covenant is registered on title in order to:
 - a) “save harmless” the Regional District against any damages as a result of a flood occurrence; and
 - b) secure the recommendations contained within the flood protection report, dated September 30, 2019, prepared by Caleb Pomeroy (P.Eng.) of Watershed Engineering Limited.

CARRIED

3. **Official Community Plan & Zoning Bylaw Amendments – 257 Dogwood Avenue, Electoral Area “I”**
 - a. Bylaw No. 2683.04
 - b. Bylaw 2457.30
 - c. Responses Received

RECOMMENDATION 7 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2683.04, 2019, Electoral Area “I” Official Community Plan Amendment Bylaw and Bylaw No. 2457.30, 2019, Electoral Area “I” Zoning Amendment Bylaw be read a first and second time and proceed to public hearing; and,

THAT the Board of Directors considers the process, as outlined in this report from the Chief Administrative Officer dated December 5, 2019, to be appropriate consultation for the purpose of Section 475 of the *Local Government Act*; and,

THAT, in accordance with Section 477 of the *Local Government Act*, the Board of Directors has considered Amendment Bylaw No. 2683.04, 2019, in conjunction with its Financial and applicable Waste Management Plans; and,

THAT the holding of a public hearing be scheduled for the Regional District Board meeting of January 9, 2019; and,

THAT staff give notice of the public hearing in accordance with the requirements of the *Local Government Act*.

CARRIED

4. **Zoning Bylaw Amendment – Administrative and Institutional (AI) Zone Update Electoral Areas “A”, “C”, “D”, “E”, “F” & “I”**
- a. Bylaw No. 2873
 - b. Responses Received

RECOMMENDATION 8 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2873, 2019, Regional District of Okanagan-Similkameen Administrative and Institutional Zone Update Zoning Amendment Bylaw be read a first and second time and proceed to public hearing; and,

THAT the holding of a public hearing be scheduled for the Regional District Board meeting of January 9, 2020; and,

THAT staff give notice of the public hearing in accordance with the requirements of the *Local Government Act*.

CARRIED

5. **Official Community Plan Bylaw and Zoning Bylaw Amendments Electoral Areas “A”, “C”, “D”, “E”, “F”, “G”, “H” & “I” Home Industries, Home Occupations & Cannabis Production Facilities**
- a. Bylaw No. 2849

RECOMMENDATION 9 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2849, 2019, Electoral Area Official Community Plan and Zoning Amendment Bylaw be adopted. - **CARRIED**

C. PUBLIC WORKS

1. **Oliver Landfill and Keremeos Transfer Station Scalehouse and Scale Upgrades Tender Award**
 - a. Recommendation

RECOMMENDATION 10 (Weighted Corporate Vote – Majority)**It was MOVED and SECONDED**

THAT the Board of Directors receive the November 21, 2019 Award Recommendation Letter for the “Oliver Landfill and Keremeos Transfer Station Scalehouse and Scale Upgrades” tender from AECOM Canada Ltd.; and,

THAT the Regional District award the “Oliver Landfill and Keremeos Transfer Station Scalehouse and Scale Upgrades” project to Greyback Construction Ltd. in the amount of \$311,991.03 plus applicable taxes.

CARRIED

D. FINANCE

1. **Area “G” Community Works (Gas Tax) Reserve Expenditure Bylaw 2856.01**
 - a. Bylaw No. 2856.01

RECOMMENDATION 11 (Weighted Corporate Vote – 2/3 Majority)**It was MOVED and SECONDED**

THAT Bylaw No. 2856.01, 2019, being the Electoral Area “G” Community Works Program Reserve Fund Expenditure Amendment Bylaw to authorize expenditures for pumphouse equipment upgrades, distribution system improvements and detailed design of water system upgrades for the Olalla Water System from the previously approved \$225,000 from the Reserve for the back-up generator be read a first, second, and third time, and be adopted. - **CARRIED**

2. **Keremeos and District Fire Protection Capital Works, Machinery and Equipment Reserve Fund Expenditure**
 - a. Bylaw No. 2882

RECOMMENDATION 12 (Weighted Corporate Vote – 2/3 Majority)**It was MOVED and SECONDED**

THAT Bylaw 2882, being the Keremeos Fire Protection Service Equipment Reserve Expenditure Bylaw to expend \$12,000.00 from the Reserve for the purchase of an intrusion and access control system be read a first, second and third time and be adopted. - **CARRIED**

3. **Area "H" Community Works (Gas Tax) Reserve Expenditure Bylaw 2881**
 - a. Bylaw No. 2881

RECOMMENDATION 13 (Weighted Corporate Vote – 2/3 Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2881, 2019, Electoral Area "H" Community Works Program Reserve Fund Expenditure Bylaw for the expenditure of up to \$50,000 for the capital upgrades for the controls and chlorine treatment system of the Missezula Lake Water System be read a first, second and third time and be adopted. - **CARRIED**

E. LEGISLATIVE SERVICES

1. **Missezula Lake Water Service Conversion & Continuation Bylaw / Missezula Lake Water Service – Electoral Area "H"**
 - a. Bylaw No. 2879
 - b. Bylaw No. 2880
 - c. Order in Council No. 600

RECOMMENDATION 14 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT Regional District of Okanagan-Similkameen Missezula Lake Water Service Conversion and Continuation Bylaw No. 2879, 2019 be read a first, second and third time; and further,

THAT Regional District of Okanagan-Similkameen Missezula Lake Capital Reserve Bylaw No. 2880 be read a first, second and third time. - **CARRIED**

2. **Faulder Community Water System Service Establishment Amendment Bylaw – Electoral Area "F"**
 - a. Bylaw No. 1177.04

RECOMMENDATION 15 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT Faulder Community Water System Service Establishment Amendment Bylaw No. 1177.04, 2019 be adopted. - **CARRIED**

3. Regional Economic Development

- a. Bylaw No. 2734.01

RECOMMENDATION 16 (Unweighted Corporate Vote – Simple Majority)**It was MOVED and SECONDED**

THAT Regional District of Okanagan-Similkameen Regional Economic Development Service Establishment Amendment Bylaw 2734.01 be given first, second and third readings and be forwarded to the Inspector of Municipalities for approval. -

DEFEATED

Opposed: Directors Regehr, B. Coyne, S. Coyne, Holmes, McKortoff, Boot, Kozakevich, Knodel, Kimberley, Vassilaki, Bush, Pendergraft, Roberts, Holley

4. Twinning Initiative (Pouzols, France) Information Report

5. 2020 RDOS Schedule of Meetings**RECOMMENDATION 17 (Unweighted Corporate Vote – Simple Majority)****It was MOVED and SECONDED**

THAT the 2020 Regional District of Okanagan-Similkameen Board and Committee Schedule of Meetings remain as approved at the November 7, 2019 Board meeting. –

CARRIED

Opposed: Director Gettens

6. Indigenous Cultural Safety and Cultural Humility Training Grant Request**ADDENDUM****RECOMMENDATION 18 (Unweighted Corporate Vote – Simple Majority)****It was MOVED and SECONDED**

THAT the Board of Directors support the application to the Indigenous Cultural Safety & Cultural Humility Training grant to be submitted to the UBCM Community Emergency Preparedness Fund. – **CARRIED**

F. CAO REPORTS

1. Verbal Update
-

G. OTHER BUSINESS

1. Chair's Report
-

2. Directors Motions

- a. Motion – Director Montieth

RECOMMENDATION 19 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT administration investigate the effects of changing the definition of "vehicle" bylaws to include utility trailers, horse trailers and other similar light trailers, but not to include commercial highway tractor trailers be defined in zoning for C1. -

CARRIED

3. Board Members Verbal Update

H. ADJOURNMENT

By consensus, the meeting adjourned at 4:25 pm.

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: December 19, 2019
RE: Development Variance Permit Application — Electoral Area “I”

Administrative Recommendation:

THAT the Board of Directors approve Development Variance Permit No. I2019.033-DVP

Purpose: To reduce the rear and interior side parcel line setback for a principal building to allow for repair/replacement a foundation wall and deck structure.

Owners: Robert and Sandra Wilson Agent: Grant MacDonald Folio: I-02461.000

Civic: 445 Eastview Road Legal: Lot 4, Block 2, Plan 9937, District Lot 280, SDYD

OCP: Small Holdings (SH) Zone: Residential Single Family Two (RS2)

Variance Request: to reduce the minimum rear parcel line setback from 7.5 metres to 3.5 metres; and to reduce the minimum interior side parcel line setback from 1.5 metres to 0.0 metres.

Proposed Development:

This application is seeking a variance to the rear and interior side parcel line setback that applies to the subject property in order to accommodate repair and replacement of a deck structure and foundation wall for a single detached dwelling.

Specifically, it is being proposed to reduce the minimum rear parcel line setback from 7.5 metres to 3.5 metres and the minimum interior side parcel line setback from 1.5 metres to 0.0 metres in the RS2 zone.

In support of this request, the applicant has stated that “we are removing defective encroachment and just ensuring safe shoreing of existing foundations to the existing house. This will further protect the shoreline and remove a dangerous structure.”

Site Context:

The subject property is approximately 1,270 m² in area and is situated on the east side of Eastview Road and abutting the southern shore of Twin Lake. The property is currently developed to contain a single detached dwelling.

The surrounding pattern of development is characterised by small holdings residential along the lakeshore encased by larger parcels containing rural residential, agricultural and resource area lands.

Background:

The subject property was created by a plan of subdivision registered with the Land Titles Office in Kamloops on August 26, 1959, while available Regional District records indicate that Building Permits have previously been issued for demolition of deck and foundation wall (2019).

Under Electoral Area "1" Official Community Plan No. 2683, 2016, the subject property is designated as Small Holdings (SH) and is the subject of a Watercourse Development Permit (WDP) Area designation.

A WDP has been issued for the demolition of the deck and foundation wall. A WDP application and supporting Riparian Area Assessment Report prepared by a qualified environmental professional (QEP) has been received in concurrence with this DVP application.

Under the Electoral Area "1" Zoning Bylaw No. 2457, 2008, the property is zoned as Residential Single Family Two Zone (RS2), which lists "single detached dwelling" as a principal permitted use.

The property is also situated within the floodplain associated with Twin Lake.

The property has been assessed as Residential (Class 01) by BC Assessment.

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 separate item.

Analysis:

In considering this proposal, Administration notes that this application is to allow for the replacement of an existing, failing deck foundation wall and reconstruction of an existing deck within a smaller footprint.

The proposal allows for a new erosion protection wall and supports for the existing house and deck, which were undermined by flooding in 2018.

Rear parcel line setback

The subject parcel is located on Twin Lake and the rear parcel line abuts the shoreline. As such, there is no neighbouring property at the rear of the property, which mitigates impacts to privacy and building separation.

Further, the encroachment is being reduced by the removal of portions of the lower deck and the proposed deck and foundation wall are engineered for safety purposes, in response to flood damage/risk.

To mitigate impacts to Twin Lake, an riparian area assessment report supports the proposed works and offsets the potential lost of riparian functionality with planting of eight native trees.

Interior side parcel line setback

The existing deck structure currently encroaches over the property line onto the neighbouring property. This proposal would rectify the encroachment by placing the deck structure entirely within the subject property.

Further, the encroachment area within the interior side parcel line setback would be reduced with the reduction of the building footprint of the deck.

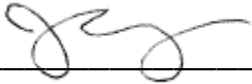
Administration considers this proposal to be reasonable, given that it significantly reduces the footprint of the deck, allows for construction of flood protection to the existing dwelling, and is supported by a professional engineer and qualified environmental professional in response to recent flood damage.

For these reasons, Administration supports the requested variances and is recommending approval.

Alternatives:

1. That the Board deny Development Variance Permit No. I2019.033-DVP.
2. That the Board defer consideration of the application and it be referred to the Electoral Area "I" Advisory Planning Commission.

Respectfully submitted



JoAnn Peachey, Planner I

Endorsed by:



C. Garrish, Planning Manager

Endorsed by:



B. Dollevoet, G.M. of Dev. Services

Attachments: No. 1 – Applicant’s Site Photo

Attachment No. 1 – Applicant's Site Photo





Development Variance Permit

FILE NO.: I2019.033-DVP

Owner: Robert and Sandra Wilson
445 Eastview Road
Kaleden, BC, V0H 1K0

Agent: Grant MacDonald
3009 West Bench Drive
Penticton, BC, V2A 8Z8

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 4, Block 2, Plan 9937, District Lot 280, SDYD

Civic Address: 445 Eastview Road

Parcel Identifier (PID): 009-631-348 Folio: I-02461.000

CONDITIONS OF DEVELOPMENT

6. The land specified in Section 5 may be developed in accordance with the following variances to the Electoral Area "I" Zoning Bylaw No. 2457, 2008, in the Regional District of Okanagan-Similkameen:
 - a) the minimum rear parcel line setback for a principal building in the Residential Single Family Two (RS2) Zone, as prescribed in Section 11.2.6(a)(ii), is varied:
 - i) from: 7.5 metres
 - to: 3.5 metres to the outermost projection as shown on Schedule 'B'.

- b) the minimum interior side parcel line setback for a principal building in the Residential Single Family Two (RS2) Zone, as prescribed in Section 11.2.6(a)(iii), is varied:
 - i) from: 1.5 metres
 - to: 0.0 metres to the outermost projection as shown on Schedule 'B'.

COVENANT REQUIREMENTS

- 7. Not Applicable

SECURITY REQUIREMENTS

- 8. Not applicable

EXPIRY OF PERMIT

- 9. 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

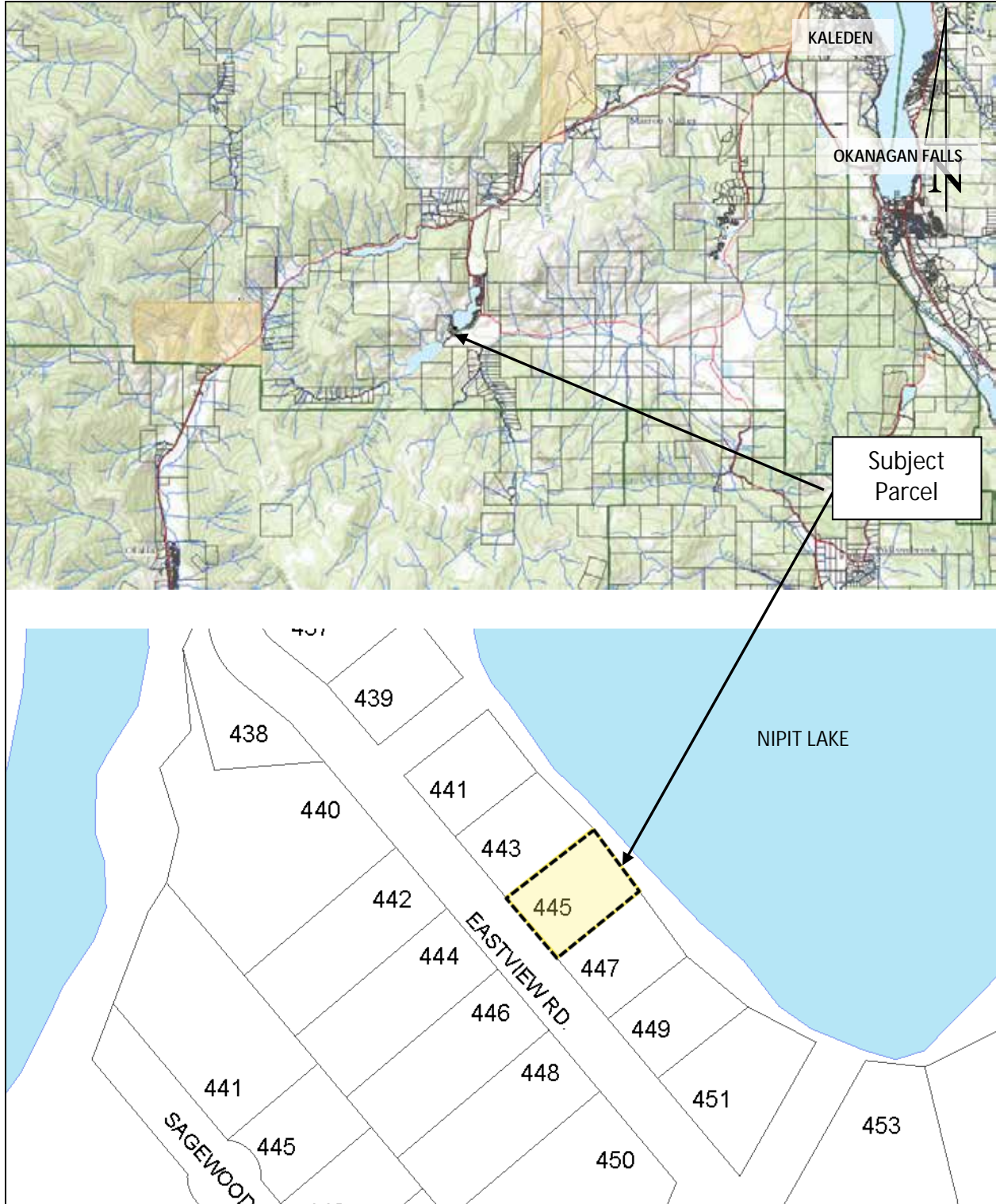
101 Martin St, Penticton, BC, V2A-5J9
Tel: 250-492-0237 Email: planning@rdos.bc.ca



Development Variance Permit

File No. I2019.033-DVP

Schedule 'A'



Regional District of Okanagan-Similkameen

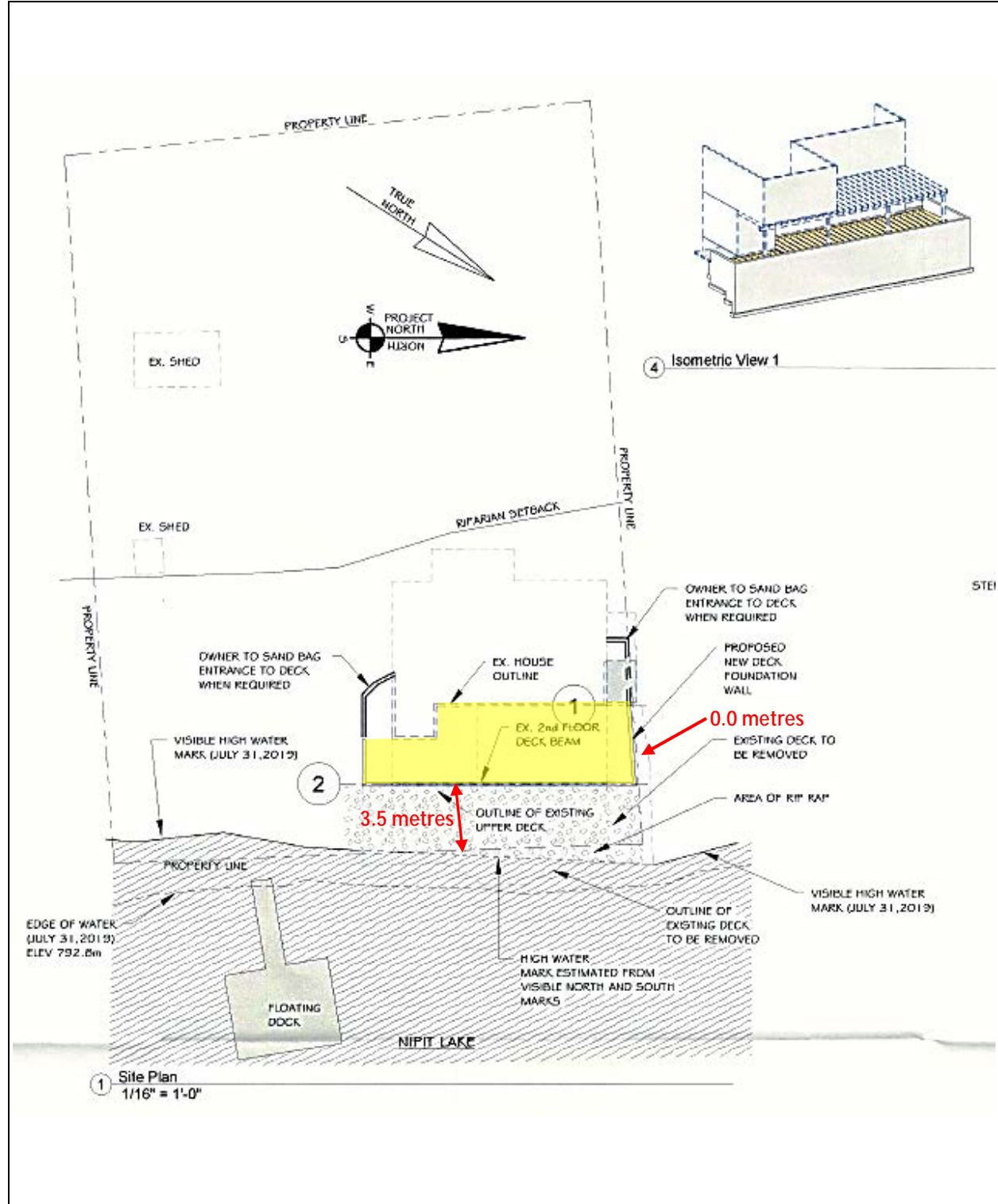
101 Martin St, Penticton, BC, V2A-5J9
Tel: 250-492-0237 Email: planning@rdos.bc.ca



Development Variance Permit

File No. I2019.033-DVP

Schedule 'B'



Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC, V2A-5J9

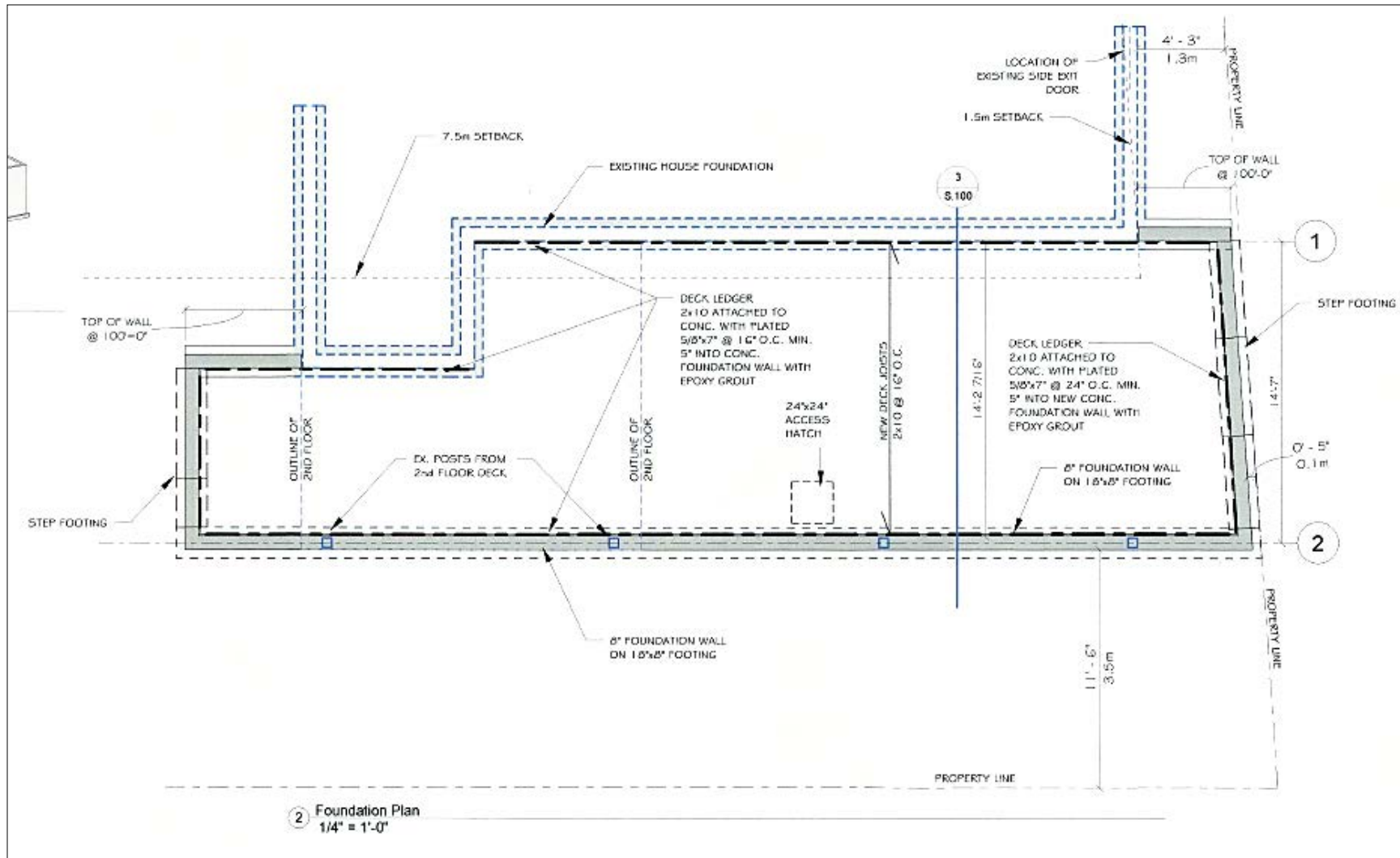
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Development Variance Permit

File No. I2019.033-DVP

Schedule 'C'



Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC, V2A-5J9

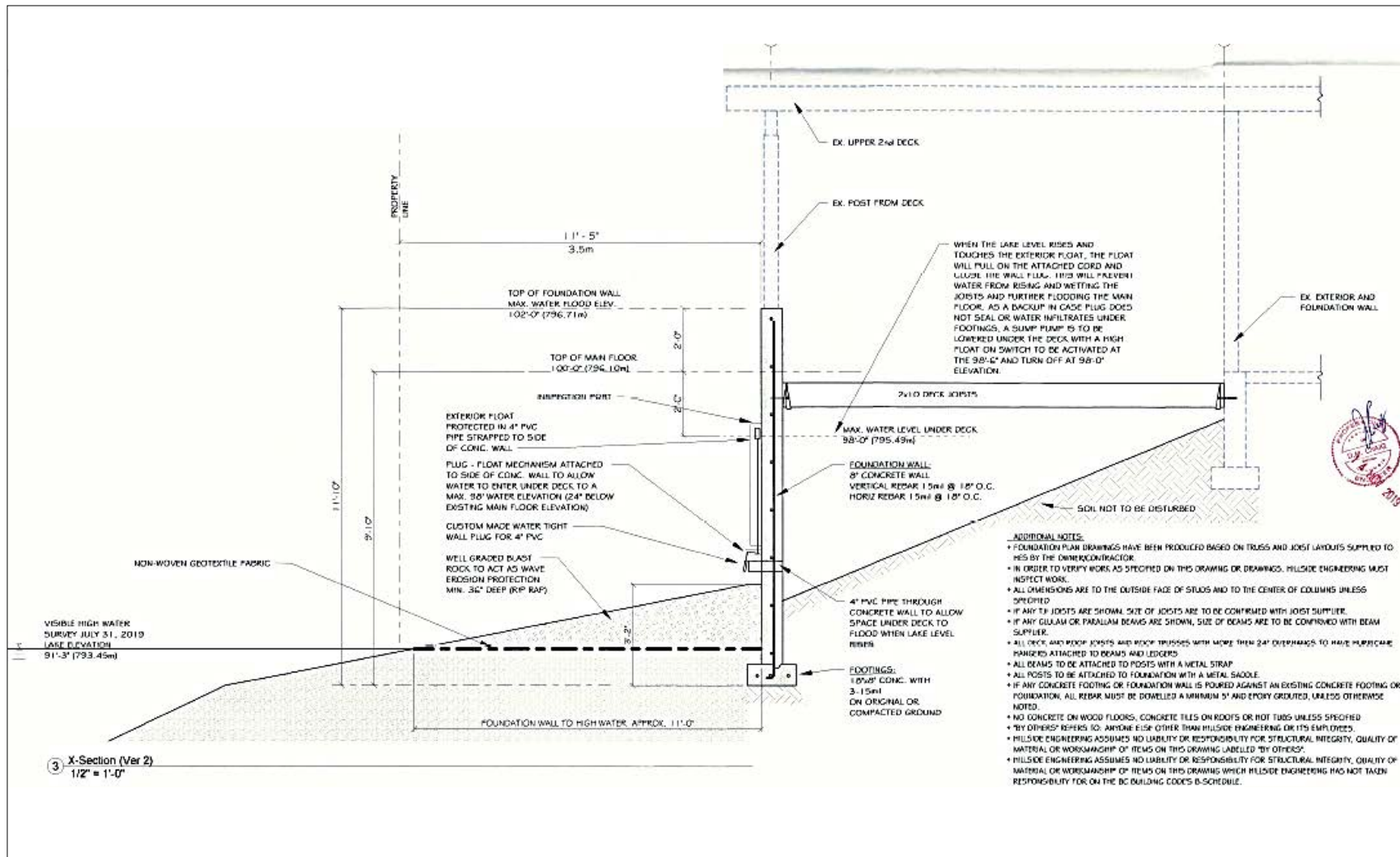
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Development Variance Permit

File No. I2019.033-DVP

Schedule 'D'



JoAnn Peachey

From: Gary Hooge [REDACTED]
Sent: December 8, 2019 4:34 PM
To: JoAnn Peachey
Subject: DVP Application No. 12019.033-DVP 445-Eastview RD Lt4,BI2,PI9937

Follow Up Flag: Follow up
Flag Status: Flagged

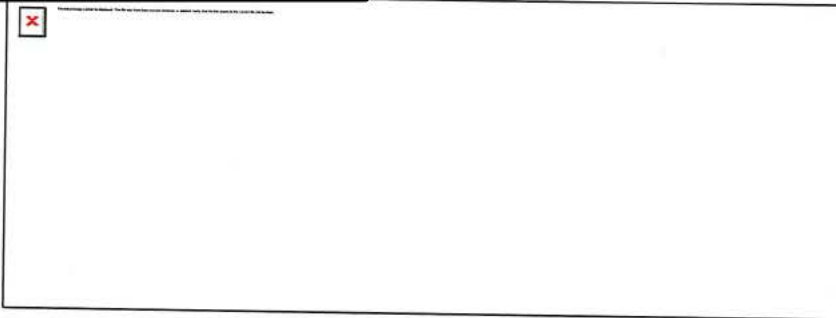
To whom it may concern,

We are the owners of 443-Eastview Rd, and the only lot which would be affected by this Variance application.

We FULLY support this application, and see no reason to hold up construction.

Feel free to contact me anytime [REDACTED]

Gary Hooge
Personal Real Estate Corporation
RE/MAX Treeland Realty
[REDACTED]



ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 19, 2019

RE: Building Bylaw Infraction
Folio: A-06748.986 Lot: 1 Plan: KAP92010 DL: 2709 SDYD
PID: 0288-582-098
Civic Address: 1005 BULLMOOSE TRAIL

Administrative Recommendation:

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, District Lot 2709 Plan KAP92010, SDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333 and No. 2805; and

THAT injunctive action be commenced.

Reference:

Regional District of Okanagan-Similkameen Building Bylaw No.2333 and No. 2805.

Background:

The Contravention of Building Regulations Report dated May 24, 2019 from the Building Official indicates that on September 11, 2018 construction of a carport/RV shelter was noted. The owner was present and spoke with the Building Official.

A letter dated September 12, 2018 was sent to the owner advising to Stop Work and the requirements to obtain a permit and submit a permit application by October 12, 2018. This letter also noted that the project is in an Environmentally Sensitive Development Permit (ESDP) area and an ESDP must also be obtained before a building permit could be issued.

Further letters were sent on November 9, 2018 and May 24, 2019. The owner had discussions with the Manager of Building and Enforcement Services with respect to a potential amendment to the ESDP regulations.

To date, no ESDP or building permit have been applied for or issued.

Background con't:

In order to close the permit file, an ESDP and building permit must be obtained, or the structure be demolished and removed.

This Building Bylaw infraction is considered to be Category 3.

A map showing the location of this property and photos of the infraction are attached.

Analysis:

In July 2009 the Board adopted a Policy (Resolution B354/09) to provide for a consistent and cost effective approach to the enforcement of Building Bylaw violations. This policy provides the Board with three categories of infractions and the recommended action for each.

Category 1 (Minor Deficiencies) – Place notice of deficiencies on folio file.

Category 2 (Major Deficiencies) – Place Section 302 Notice on title.

Category 3 (Health & Safety Deficiencies/Building without Permit) – Place Section 302 Notice on title and seek compliance through injunctive action.

Seeking a court injunction has a legal cost and the Board may wish to choose this option for enforcement of significant health or safety issues. As there are potential construction and health and safety deficiencies on this property, a Section 302 Notice on Title and injunctive action are recommended by staff. The Notice on Title advises the current and future owners of the deficiency and injunctive action will require that the deficiencies be remedied and the property be brought into compliance with RDOS bylaws.

Alternatives:

1. Do not proceed with enforcement action
2. Place a notice of deficiencies on the folio file (Category 1)
3. Place a Section 302 Notice on title (Category 2)

Respectfully submitted:

"L. Miller"

Laura Miller, Manager of Building and Enforcement Services

Endorsed by:

"B. Dollevoet"

B. Dollevoet, Development Services General Manager



1005 Bullmoose Trail
September 11, 2018





1005 Bullmoose Trail
November 6, 2019

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 19, 2019

RE: Building Bylaw Infraction
Folio: D-00835.000 Lot: O Plan: KAP1501 DL: 374
PID: 011-518-227
Civic Address: 1205 Maple Street

Administrative Recommendation:

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 O, District Lot 374, Plan 1501, SDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333 and No. 2805; and

THAT injunctive action be commenced.

Reference:

Regional District of Okanagan-Similkameen Building Bylaw No.2333 and No. 2805.

Background:

The Contravention of Building Regulations Report dated May 6, 2019 from the Building Official indicates that an accessory dwelling was constructed without a building permit.

On August 8, 2018, construction of an accessory dwelling was noted. The building is set within the 7.5 metre setback from the front parcel line. A Stop Work Notice was posted and construction was ordered to be stopped. A letter was sent to the registered owners advising of the Stop Work and requesting an application for a building permit. Another letter was sent on October 10, 2018 and a Final Notice Letter with a Bylaw Offence Notice (\$200) was sent on November 30, 2018.

The owner came into the RDOS office on August 27, 2018 and was told that as the current zoning Bylaw No. 2455 does not allow for a second dwelling on this property. They have three options: rezone the property to allow a second dwelling and get a variance (for setbacks); decommission the dwelling and get a variance (for setbacks); or move the dwelling and attach it to the main dwelling under the secondary suite provisions.

Background con't:

To date, no building permit, variance or re-zoning has been applied for. It is unknown whether there are health & safety related deficiencies.

In order to close the permit file the owners must obtain either a building or demolition permit.

This Building Bylaw infraction is considered to be Category 3.

A map showing the location of this property and photos of the infraction are attached.

Analysis:

In July 2009 the Board adopted a Policy (Resolution B354/09) to provide for a consistent and cost effective approach to the enforcement of Building Bylaw violations. This policy provides the Board with three categories of infractions and the recommended action for each.

Category 1 (Minor Deficiencies) – Place notice of deficiencies on folio file.

Category 2 (Major Deficiencies) – Place Section 302 Notice on title.

Category 3 (Health & Safety Deficiencies/Building without Permit) – Place Section 302 Notice on title and seek compliance through injunctive action.

Seeking a court injunction has a legal cost and the Board may wish to choose this option for enforcement of significant health or safety issues. As there are potential construction and health and safety deficiencies on this property, a Section 302 Notice on Title and injunctive action are recommended by staff. The Notice on Title advises the current and future owners of the deficiency and injunctive action will require that the deficiencies be remedied and the property be brought into compliance with RDOS bylaws.

Alternatives:

1. Do not proceed with enforcement action
2. Place a notice of deficiencies on the folio file (Category 1)
3. Place a Section 302 Notice on title (Category 2)

Respectfully submitted:

"L. Miller"

Laura Miller, Manager of Building and Enforcement Services

Endorsed by:

"B. Dollevoet"

B. Dollevoet, Development Services Manager



1205 Maple St
2nd dwelling kitchen
August 10, 2018



1205 Maple St
October 31, 2019



ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 19, 2019

RE: Building Bylaw Infraction
Folio: H8-01361.125 Lot: 25 Plan: KAP21263 DL: 4166
PID: 007-548-745
Civic Address: 215 LINK LAKE RD

Administrative Recommendation:

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 25, District Lot 4166, Plan KAP21263, KDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333 and No. 2805; and

THAT injunctive action be commenced.

Reference:

Regional District of Okanagan-Similkameen Building Bylaw No.2333 and No. 2805.

Background:

The Contravention of Building Regulations Report dated March 19, 2019 from the Building Official indicates that a roof was constructed over a recreational vehicle (RV) without a building permit. The structure is in the front yard setback (7.5 metres as required by the RS1 zoning under Zoning Bylaw 2498).

The construction of the roof over the RV was noted on June 23, 2017 and a Stop Work Notice was posted.

Three letters have been sent to the owner in an effort to resolve this matter. To date, no contact has been made by the owner.

A site visit on November 4, 2019 shows the structure remains in place.

Background con't:

It is unknown whether there are health & safety related deficiencies.

In order to close the permit file a Development Variance Permit must be obtained (if the structure is to remain in its current location) and a building permit issued and a Final Inspection passed.

This Building Bylaw infraction is considered to be Category 3.

A map showing the location of this property and photos of the infraction are attached.

Analysis:

In July 2009 the Board adopted a Policy (Resolution B354/09) to provide for a consistent and cost effective approach to the enforcement of Building Bylaw violations. This policy provides the Board with three categories of infractions and the recommended action for each.

Category 1 (Minor Deficiencies) – Place notice of deficiencies on folio file.

Category 2 (Major Deficiencies) – Place Section 302 Notice on title.

Category 3 (Health & Safety Deficiencies/Building without Permit) – Place Section 302 Notice on title and seek compliance through injunctive action.

Seeking a court injunction has a legal cost and the Board may wish to choose this option for enforcement of significant health or safety issues. As there are potential construction and health and safety deficiencies on this property, a Section 302 Notice on Title and injunctive action are recommended by staff. The Notice on Title advises the current and future owners of the deficiency and injunctive action will require that the deficiencies be remedied and the property be brought into compliance with RDOS bylaws.

Alternatives:

1. Do not proceed with enforcement action
2. Place a notice of deficiencies on the folio file (Category 1)
3. Place a Section 302 Notice on title (Category 2)

Respectfully submitted:

"L. Miller"

Laura Miller, Manager of Building and Enforcement Services

Endorsed by:

"B. Dollevoet"

B. Dollevoet, Development Services Manager



215 Link Lake Road
November 4, 2019



ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 19, 2019

RE: Building Bylaw Infraction
Folio: I3-02800.040 Lot: 4 Plan: KAS1487 DL: 395S SDYD
PID: 018-896-804
Civic Address: 281 CLEARVIEW RD

Administrative Recommendation:

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 4, District Lot 395S, Strata Plan KAS1487 together with interest in the common property in proportion to the unit entitlement of the strata lot as shown on Form 1, SDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333 and No. 2805; and

THAT injunctive action be commenced.

Reference:

Regional District of Okanagan-Similkameen Building Bylaw No.2333 and No. 2805.

Background:

The Contravention of Building Regulations Report dated September 19, 2019 from the Building Official indicates that on October 19, 2017 it was noted that a steel shipping container had been placed on the property and a carport addition was being constructed. There is no principal use on this property as required by RMU zoning under RDOS Zoning Bylaw 2457. The structures appear to be placed within the front (5 metre) and side (1.5 metre) setbacks. A Stop Work Order was placed.

On October 20, 2017 a letter was sent to the registered property owner advising of the Stop Work Order and giving the requirements to obtain a building permit for the structure.

A final letter sent to the Registered owner on July 19, 2018. Discussion was held with the owner at RDOS office and emails were exchanged on August 14, 2018 in an effort to resolve this matter.

Background con't:

To date, no permit has been applied for and the structures remain on the property.

In order to close the permit file the structures must be removed from the property, or a principal use must be constructed and a variance for setbacks and a building permit obtained for these structures.

This Building Bylaw infraction is considered to be Category 3.

A map showing the location of this property and photos of the infraction are attached.

Analysis:

In July 2009 the Board adopted a Policy (Resolution B354/09) to provide for a consistent and cost effective approach to the enforcement of Building Bylaw violations. This policy provides the Board with three categories of infractions and the recommended action for each.

Category 1 (Minor Deficiencies) – Place notice of deficiencies on folio file.

Category 2 (Major Deficiencies) – Place Section 302 Notice on title.

Category 3 (Health & Safety Deficiencies/Building without Permit) – Place Section 302 Notice on title and seek compliance through injunctive action.

Seeking a court injunction has a legal cost and the Board may wish to choose this option for enforcement of significant health or safety issues. As there are potential construction and health and safety deficiencies on this property, a Section 302 Notice on Title and injunctive action are recommended by staff. The Notice on Title advises the current and future owners of the deficiency and injunctive action will require that the deficiencies be remedied and the property be brought into compliance with RDOS bylaws.

Alternatives:

1. Do not proceed with enforcement action
2. Place a notice of deficiencies on the folio file (Category 1)
3. Place a Section 302 Notice on title (Category 2)

Respectfully submitted:

"L. Miller"

Laura Miller, Manager of Building and Enforcement Services

Endorsed by:

"B. Dollevoet"

B. Dollevoet, Development Services General Manager



281 Clearview Rd.
July 16, 2017



ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: December 19, 2019
RE: Agricultural Land Commission Referral (ALR Exclusion) – Electoral Area “A”

Administrative Recommendation:

THAT the RDOS Board not “authorize” the application to exclude a 0.899 ha parcel located at 15811 89th Street (Lot A, Plan KAP68381, DLs 2450s and 3450s, SDYD) to proceed to the Agricultural Land Commission.

Purpose: To exclude a 0.899 ha parcel from the Agricultural Land Reserve (ALR)

Owner: Perch Osoyoos Lake Ltd. Applicant: Richard Hellofs Folio: A-05967.120

Civic: 15811 89th Street Legal: Lot A, Plan KAP68381, DL 2450s and 3450s, SDYD

OCP: Agriculture (AG) Zoning: Agriculture One (AG1) Zone

Proposed Development:

An application to the Agricultural Land Commission (ALC) under Section 30 (1) of the *Agricultural Land Commission Act* (the Act) in order to have land excluded from the Agricultural Land Reserve (ALR).

Specifically, the applicant is seeking the Commission’s approval to exclude a 8,990 m² parcel of land at 15811 89th Street from the reserve.

The applicant has indicated that “the purpose of the proposal is to request that the lot be removed from the ALC and changed from AG1 to RS1 zoning for family/friends usage in the future”.

In support of exclusion, the applicant has stated “not only does this removal make sense based on ALR criteria but it also accomplishes numerous RDOS Social, Economic, Environmental goals to make life better for all in the area” and has noted the following:

- The lot has never been used for farming and has no farming potential
- There are significant topographical restraints throughout the lot
- The important protected riparian area drastically affects the only flat area of the lot
- These constraints mean the only area that could possibly be farmed would be roughly 0.07 ha
- There is a large buffer of road, land and slope between the AG1 orchard to the West and this lot

Statutory Requirements:

Under Section 34 of the *Agricultural Land Commission Act*, the Regional District of Okanagan-Similkameen (RDOS) must “review the application, and ... forward to the commission the application

together with [its] comments and recommendations", unless Section 25(3) applies wherein the Board has the ability to refuse to "authorise" an application.

Site Context:

The subject property is approximately 0.899 ha in area, situated to the east of 89th Street, and is located approximately 3.5 km north of the Town of Osoyoos. The subject parcel contains a mobile home, and five accessory buildings, including one accessory dwelling (cabin).

The surrounding pattern of development is generally characterised by agriculture, with residential along the lakeshore to the north and south.

Background:

Parcel Information

The current boundaries of the subject property were created by a Plan of Subdivision deposited with the Land Titles Office in Kamloops on February 2, 2001, while available Regional District records indicate building permits for siting a mobile home (2017).

The subject parcel is entirely within the Agricultural Land Reserve (ALR), is entirely surrounded by ALR lands, is partially located within a floodplain associated with Osoyoos Lake and has classified as Residential (01) by BC Assessment.

RDOS Regional Growth Strategy (RGS)

Under the Regional Growth Strategy (RGS) Bylaw No. 2770, 2017, development is to be focussed on designated Primary Growth Areas and Rural Growth Areas (Goal 1) and the agricultural land base is to be protected by supporting "urban growth boundaries that are consistent with the Agricultural Land Reserve boundaries" (1D-7) and by discouraging "further subdivision of farm parcels" (1D-3). The subject parcel is not within a Primary or Rural Growth Area.

Electoral Area "A" OCP Bylaw

Under the Electoral Area "A" Official Community Plan (OCP) Bylaw No. 2450, 2008, the subject property is currently designated Agriculture (AG) and is also within the "Agricultural Protection Area" in Electoral Area "A".

The property is also located within a Watercourse Development Permit (WDP) Area, and has been designated as Important Ecosystem and very high conservation ranking in the South Okanagan Similkameen Conservation Program (SOSCP) Biodiversity Conservation Strategy.

The OCP Bylaw further states that the Board "will generally not support applications seeking to rezoning lands designated as Agriculture, within the Agricultural Protection Area, or exclude land from the Agricultural Land Reserve for the purposes of future urban, recreation or amenity uses (Section 6.3.19).

The OCP Bylaw also contains the following policies applicable to potential OCP and Zoning Bylaw amendments to allow for the residential development of the subject property:

- Support and encourage agriculture in the community through preservation of the agricultural land base and restrictions on uses that are not compatible with agricultural activities (Section 3.2.1).

-
- Encourages development of existing vacant lots and those lands with development approval prior to redesignating new areas to permit residential use (Section 4.4.1).
 - Generally, does not support increasing densities or intensifying land uses with areas...shown as Important Ecosystem (Section 4.4.4).
 - Generally, directs new urban residential growth to those urban communities within the Plan area that currently have the community infrastructure, services and employment opportunities to sustain higher densities (Section 4.4.7).
 - Considers the extension of the Town of Osoyoos' Northwest Sector Sewer Service along Osoyoos Lake to be primarily for the protection of water quality and not in support of facilitating future non-agricultural development on the agriculturally designated properties (Section 6.3.18).

Electoral Area "A" Zoning Bylaw

Under the Electoral Area "A" Zoning Bylaw No. 2451, 2008, the property is currently zoned Agriculture One Zone (AG1), which requires a minimum lot size of 4.0 ha.

The applicant has indicated that the purpose of removing this property from the ALR is to put forward a rezoning application to change the designation from AG1 to Residential Single Family One (RS1) zone.

The minimum parcel size in the RS1 Zone is 505 m², subject to servicing. Should additional sewer connections be available, the 0.899 ha parcel would have potential for an additional 16 residential lots (based on minimum lot area only).

Public Process:

Under Section 36 of the *Agricultural Land Commission Act*, a person who makes an application to exclude lands from the ALR is required to give notice of the application in accordance with Agricultural Land Reserve General Regulation 171/2002, including newspaper publications, a notification sign on the property, and notification to adjacent owners of agricultural land.

All comments submitted to the Regional District in relation to these notification requirements are included as a separate agenda item.

Analysis:

In considering this proposal, Administration notes that Agricultural Protection Area Policies under Section 6.3.19 of the Electoral Area "A" OCP Bylaw were enacted by the Board to indicate non-support of applications seeking to exclude land from the ALR for the purposes of future urban, recreation or amenity uses.

Excluding this agriculturally-designated property from the ALR will provide opportunity for development speculation that is not in alignment to the goals and objectives of Electoral Area "A" policies on growth management, protection of agriculture, and maintaining rural character.

Further, it does not support urban growth boundaries that are consistent with the Agricultural Land Reserve boundaries, which contravenes RGS policy.

Instead of restricting uses that are not compatible with agricultural activities (Section 3.2.1), this proposal seeks to introduce residential (non-farm) uses in an active farming area.

Administration has concerns that neighbouring farming operations will be impacted over time through the introduction of competing interests and increasing the potential for land use conflicts by increasing residential use in the area.

Although it is unlikely that the subject property will be used for farming purposes, given the topography, size and soil conditions, it should be noted that this application has not been supported by a capability study prepared by a qualified individual that would support the exclusion of this property on the basis of it being unsuitable for agricultural use.

Given the site constraints and environmental values of the property, the existing use of the property, which includes one principal dwelling and one accessory dwelling, is considered appropriate use of the land and is consistent with current land use permissions in the AG1 Zone.

This proposal further represents the erosion of the agricultural land base in favour of residential development in the Electoral Area "A" Agricultural Protection Area and represents a shift to favour non-agricultural uses which may increase expectations for future development.

Conversely, this parcel has not been recently used for farming and contains site constraints that limits the potential for agricultural uses. The existing road, and steep slope along 89th Street, provide a buffer between the parcel and farming operations on the west side of the road.

A residential designation would also provide protection to the foreshore of Osoyoos Lake through application of riparian area regulations, for which agricultural operations are exempt.

Summary:

Exclusion from the ALR is in contravention of the intent of the Area "A" Agricultural Protection Area and raises concerns about consistency with the RGS given the applicant's stated intention of seeking to amend the zoning to RS1 in future in order to facilitate residential development.

For these reasons, Administration is recommending that this application not be authorised to proceed to the Agricultural Land Commission.

Alternatives:

1. THAT the RDOS Board "authorize" the application to allow exclusion of land from the Agricultural Land Reserve at 15811 89th Street to proceed to the Agricultural Land Commission; OR
2. THAT the RDOS Board defers making a decision and directs that the proposal be considered by the Electoral Area "A" Advisory Planning Commission (APC).

Respectfully submitted



J. Peachey, Planner I

Endorsed by:



C. Garrish, Planning Manager

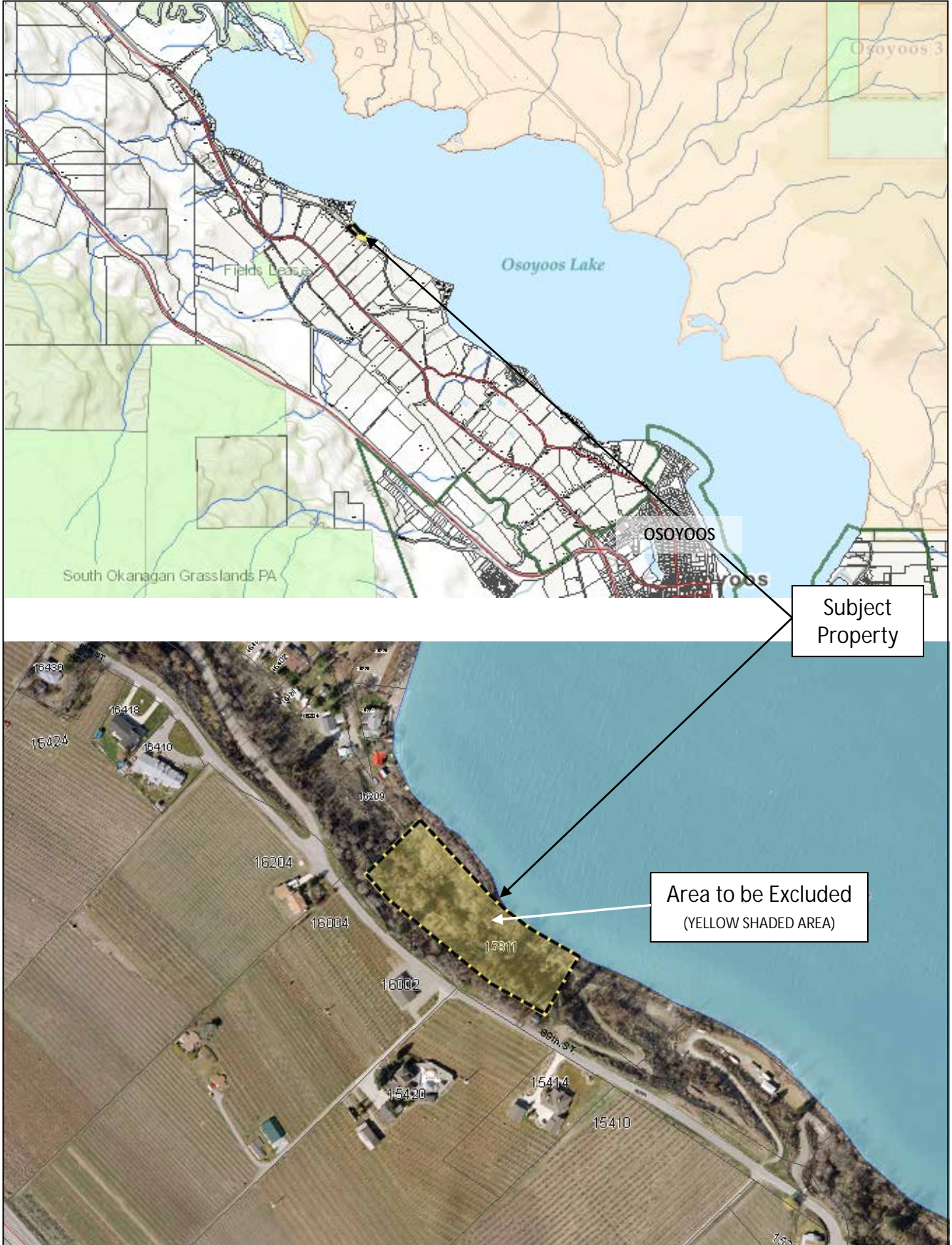
Endorsed by:



B. Dollevoet, G.M. of Dev. Services

Attachments: No. 1 – Context Map
No. 2 – Applicant's Site Plan
No. 3 – Aerial Photo (Google Earth)

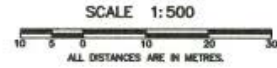
Attachment No. 1 — Context Maps



Attachment No. 2 – Applicant's Site Plan

TOPOGRAPHIC SITE PLAN OF PART OF
LOT A, DL 2450s AND 3460s, SDYD, PLAN KAP68381.

PID: 024-942-596
CHARGES: COVENANT KG35759, SRW LB496111
UNDERSURFACE RIGHTS KG75686



NOT SUITABLE FOR
MORTGAGE PURPOSES

LOT DIMENSIONS ARE DERIVED
FROM LAND TITLE OFFICE RECORDS
PLAN EPP17052

BEARINGS ARE UTM GRID, ZONE 11 NORTH

THIS SKETCH PLAN WAS PREPARED FOR
DESIGN PURPOSES
ONLY AND IS FOR THE EXCLUSIVE
USE OF THE CLIENT SHOWN.

DIMENSIONS SHOWN ARE NOT TO BE USED TO
DEFINE BOUNDARIES OR PROPERTY CORNERS.

CIVIC ADDRESS:
15811 – 89th STREET, OSOYOOS

CLIENT: DICK HELLOFS

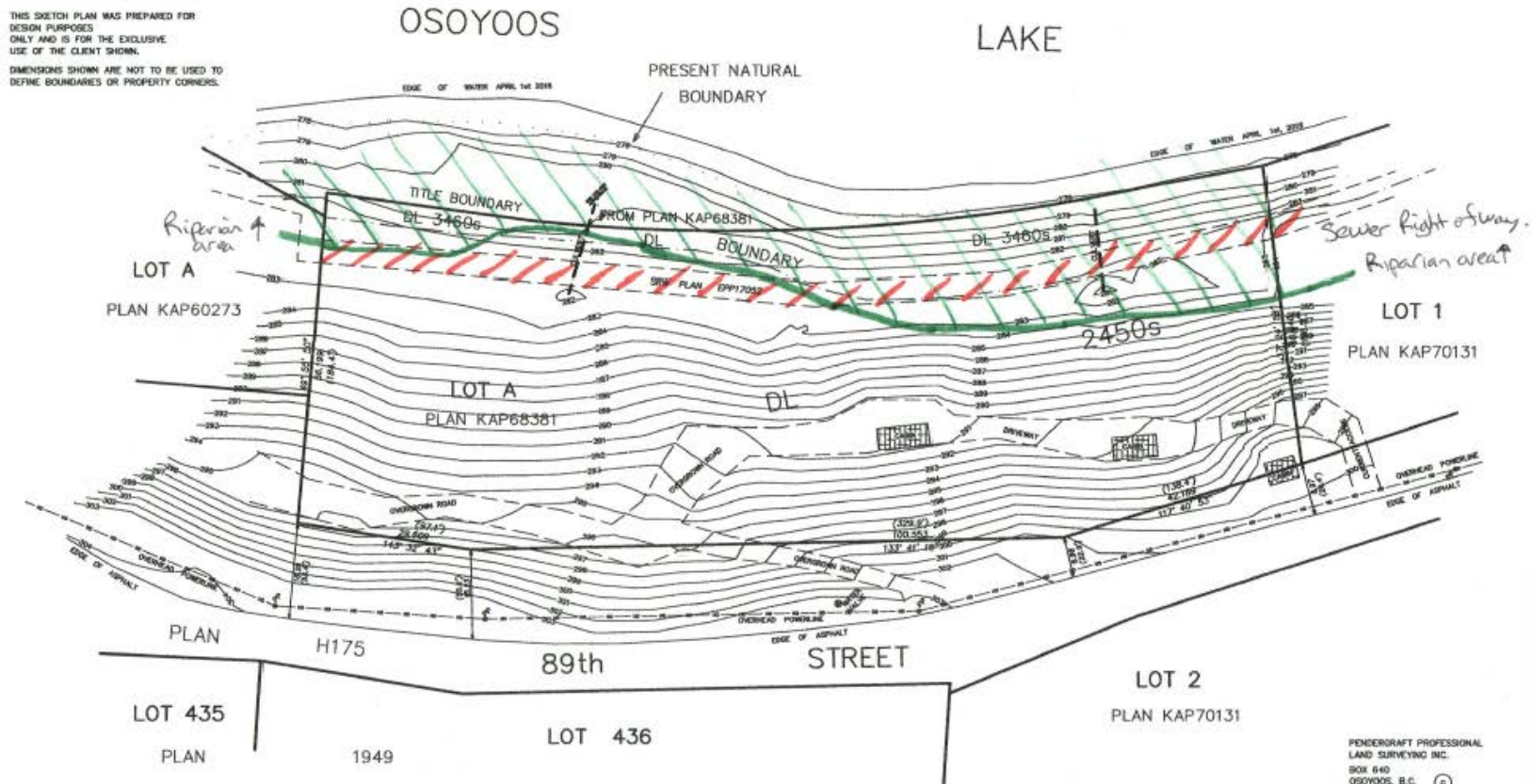
DATE: APRIL 5, 2016
REVISED DATE: APRIL 12, 2016 IMPERIAL DIMENSIONS ADDED
REVISED DATE: APRIL 15, 2016 NORTH ARROW ORIENTATION CORRECTED



NOTE:

ELEVATIONS ARE GEODETIC.
LOT BOUNDARIES SHOWN ARE DERIVED FROM PLANS KAP68381 AND EPP17052
AND ARE SUBJECT TO CHANGE UPON A COMPLETE NEW LEGAL SURVEY.

NOTE: INFORMATION SHOWN ON THIS PLAN IS AS OBSERVED ON THE GROUND
AT DATE OF SURVEY. OTHER SERVICING MAY EXIST AND CONTRACTORS
SHOULD VERIFY ALL SERVICE LOCATIONS, BOTH SURFACE AND
SUBSURFACE, PRIOR TO CONSTRUCTION.
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email: pender@pnp.net
OUR FILE NO. 1162539 TOPO.DWG

Attachment No. 3 – Aerial Photo (Google Earth)



Subject Property
(APPROX. - YELLOW DASHED LINE)

Dec. 4, 2019

R.D.O.S.
101 Martin St.
Penticton, B.C
V2A 5J9

Attn: JoAnne Peachey

Dear Ms. Peachey

Re: Application For Land Exclusion In The
Agriculture Land Reserve
Perch Osoyoos Lake Ltd.
15811 89th St., Osoyoos, B. C.

We, Teunis and Pam Van Kalkeren, are owners of the orchard to the west of the property mentioned above. As long time resident orchardists who are familiar with this property we have been asked to provide a letter of support regarding the removal of 15811 89th St. from the ALR and to have it re-classified.

It is the wish of the owners of 15811 89th St. to have this property removed from the ALR, therefore, we support their right for the request.

If this application for exclusion is accepted or rejected by the ALR we will respect the decision. Please feel free to contact us at [REDACTED] should you have any questions.

Yours truly

[REDACTED]
Teunis Van Kalkeren

[REDACTED]
Pam Van Kalkeren

✱

RECEIVED
Regional District

NOV 21 2019

101 Martin Street
Penticton BC V2A 5J9

RDOS,
101 Main Street,
Penticton, B.C.
V2A 5J9

In reference to: Lot A, Lots 2450 S and 3460 S

SDYD, Plan KAP 68381, PID 024-942-596

Located at 15811 89th street, Osoyoos


and regarding an application to change zoning AG1 to zoning RS1.

To whom it may concern:

I have no objection to the change in zoning that is requested as, in my opinion, this property is not suitable for a viable agriculture usage. However, since this zoning is requested to be changed to RS1, its taxation rate should also be changed to reflect RS1 zoning. If its proximity to a different AG1 property allows it to retain an AG1 taxation rate, as you specifically applied it to 8902 168th street and many properties in the 18000 block of 87th street, then neighboring properties on the 16000 block of 87th street should also be taxed the same. What is good for one, should be good for all.

Respectfully submitted,

Don Steinbart


Osoyoos



ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: December 19, 2019
RE: Floodplain Exemption Application — Electoral Area “C”

Administrative Recommendation:

THAT the Board of Directors approve a floodplain exemption for Lot 1, Plan KAP10647, Section 25 36, SDYD, in order to permit the development of an educational facility consisting of a school building and staff accommodation building below and within the flood construction level of Victoria Creek, subject to the following condition:

- i) a statutory covenant is registered on title in order to:
 - a) “save harmless” the Regional District against any damages as a result of a flood occurrence;
and
 - b) secure the recommendations contained within the flood hazard assessment report, dated October 9, 2019, prepared by Wendy Yao (P.Eng.) of Aplin & Martin Consultants Ltd.
-

Purpose: To allow for the construction of a school building and single detached dwelling below and within the flood construction level of Victoria Creek.

Owners: University of British Columbia Agent: Tom Beeby (UBC) Folio: C-07938.100

Civic: 1813 Willowbrook Road Legal: Lot 1, Plan KAP10647, Section 25 36, SDYD

OCP: Resource Area (RA) Zoning: Resource Area Zone (RA)

Proposed Development:

This application seeks to vary the floodplain construction level regulations contained within the Electoral Area “C” Zoning Bylaw No. 2453, 2008, in order to allow for the construction of a school building and single detached dwelling below and within the flood construction level of Victoria Creek.

In support of the proposal, the applicant has provided a flood hazard assessment report, prepared by Wendy Yao (P.Eng) of Aplin & Martin Consultants Ltd. The engineer report states that “based on the hydrological and hydraulic analysis, the estimated 200-year flood flow would be contained within the banks of the creek.”

Site Context:

The subject parcel is approximately 35.6 hectares in area and is situated on the west side of Willowbrook Road approximately 9 km north of the Town of Oliver and is bounded by the South Okanagan Grasslands Protected Area along its north property line. The property is currently developed with a number of structures related to the UBC Geology Field School (see Attachment No. 3).

The surrounding pattern of development consists of privately held rural parcels with those to the east fronting Willowbrook Road under agricultural production and the remainder to the south and west largely undeveloped.

Background:

The subject property was created by a plan of subdivision deposited with the Land Titles Office in Kamloops on June 8, 1960, while available Regional District records indicate building permits has previously been issued for a sleeping unit (1987), the demolition of geology camp buildings (2012) and the demolition of a bunkhouse and trailer (2014).

Under Electoral Area "C" Official Community Plan (OCP) Bylaw No. 2452, 2008, the subject property is designated as Resource Area (RA) and is situated within a Watercourse Development Permit (WDP) and Environmentally Sensitive Development Permit (ESDP) Areas.

With regard to the WDP area, institutional developments are exempt from the WDP process, therefore no WDP is required for the proposed development.

With regard to the ESDP Area, the applicant successfully applied and obtained an Environmentally Sensitive Development Permit (C2019.004-ESDP) to remove five existing wooden tent pads as well as the development of a new buildings and structures.

Under the Electoral Area "C" Zoning Bylaw No. 2453, 2008, the subject property is zoned Resource Area (RA) Zone, which lists "education facility" as a principal permitted use and defines this as meaning "the use of land, buildings or structures for education, instruction and training and may include administration offices and dormitories to house students ..."

Under Section 8.1 (Floodplain Regulations) of the Zoning Bylaw, lands below 1.5 metres above the natural boundary of any watercourse are designated floodplain, and under Section 8.3.2, no person must construct, reconstruct or extend a floor system or pad that supports a habitable area below the flood level specified in Section 8.1.

Statutory Requirements

Section 524(7) of the *Local Government Act* allows the Regional District to consider exempting a specific parcel from its floodplain regulations if the Board considers it advisable and either:

- (a) *considers that the exemption is consistent with the Provincial guidelines, or*
- (b) *has received a report that the land may be used safely for the use intended, which report is certified by a person who is*
 - (i) *a professional engineer or geoscientist and experienced in geotechnical engineering, or*
 - (ii) *a person in a class prescribed by the environment minister under subsection (9).*

Analysis:

In considering this floodplain exemption request against the requirements of Section 524(7) of the *Local Government Act*, Administration notes that the property owners have submitted a flood hazard assessment report prepared by a professional engineer experienced in geotechnical engineering (Wendy Yao, P. Eng., of Aplin & martin Consultants Ltd.) dated October 9, 2019, which concludes the following:

Based on the hydrological and hydraulic analysis, the estimated 200-year flood flow would be contained within the banks of the creek. The minimum floor elevations of the proposed buildings would have a minimum freeboard of 1.1m for the field houses and 2.0m for the staff cabin under the 200-year flood condition. These design elevations meet the provincial guidelines, that requires FCLs or MBEs not to be lower than the 200-year flood levels plus a 0.3m freeboard.

The existing design shows that the 15m setback to natural boundary requirement would be met at all the other buildings and structures, except at the proposed main Field School building and porch area. The building would have 14.1m clearance and the porch area would have 12.3m clearance from the approximate natural boundary. Based on our analysis, a 10m clearance to the 200-year flood extent boundary can be provided with the design, indicating that the proposed buildings would be away from areas of potential erosion and would not restrict the flow capacity of the 200-year floodway.

Conversely, it is noted that the OCP speaks to preventing or minimizing “property damage as a result from natural hazards” and to discouraging “development of land susceptible to flooding”. In this instance, and given the size of the property, other options appear to be available to the applicant such as constructing outside of the floodplain or elevating the structures in order to meet the regulations.

In summary, and based upon the recommendations contained within the flood protection report, Administration is recommending that the floodplain exemption request be approved, and that the applicant enter into a statutory covenant in order to “save harmless” the Regional District in the event of future flood events.

Alternative:

THAT the Regional Board deny the Floodplain Exemption request.

Respectfully submitted

Endorsed by:

Endorsed by:

Jeff Thompson





J. Thompson, Planning Tech

C. Garrish, Planning Manager

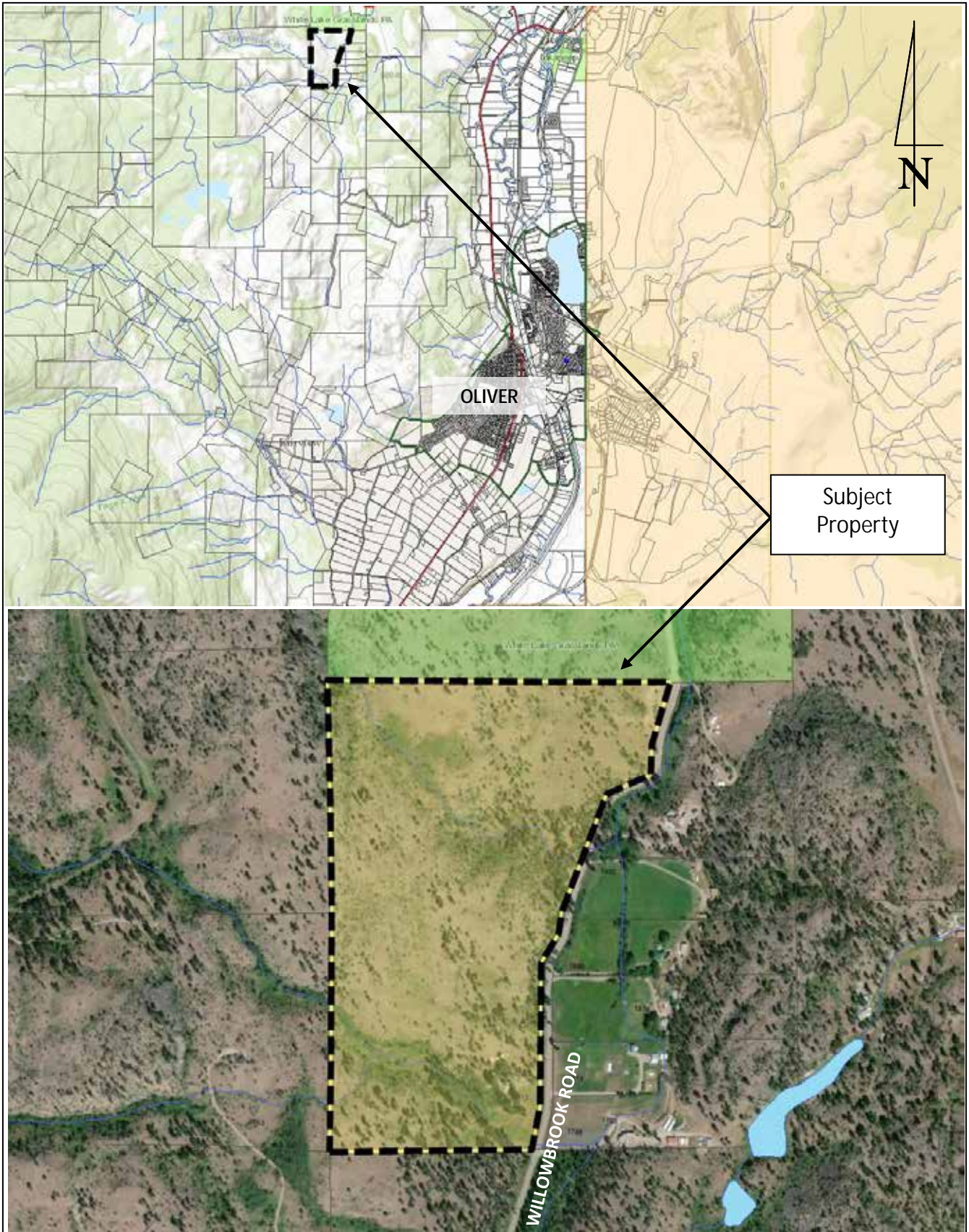
B. Dollevoet, G.M. of Dev. Services

Attachments: No. 1 – Context Maps

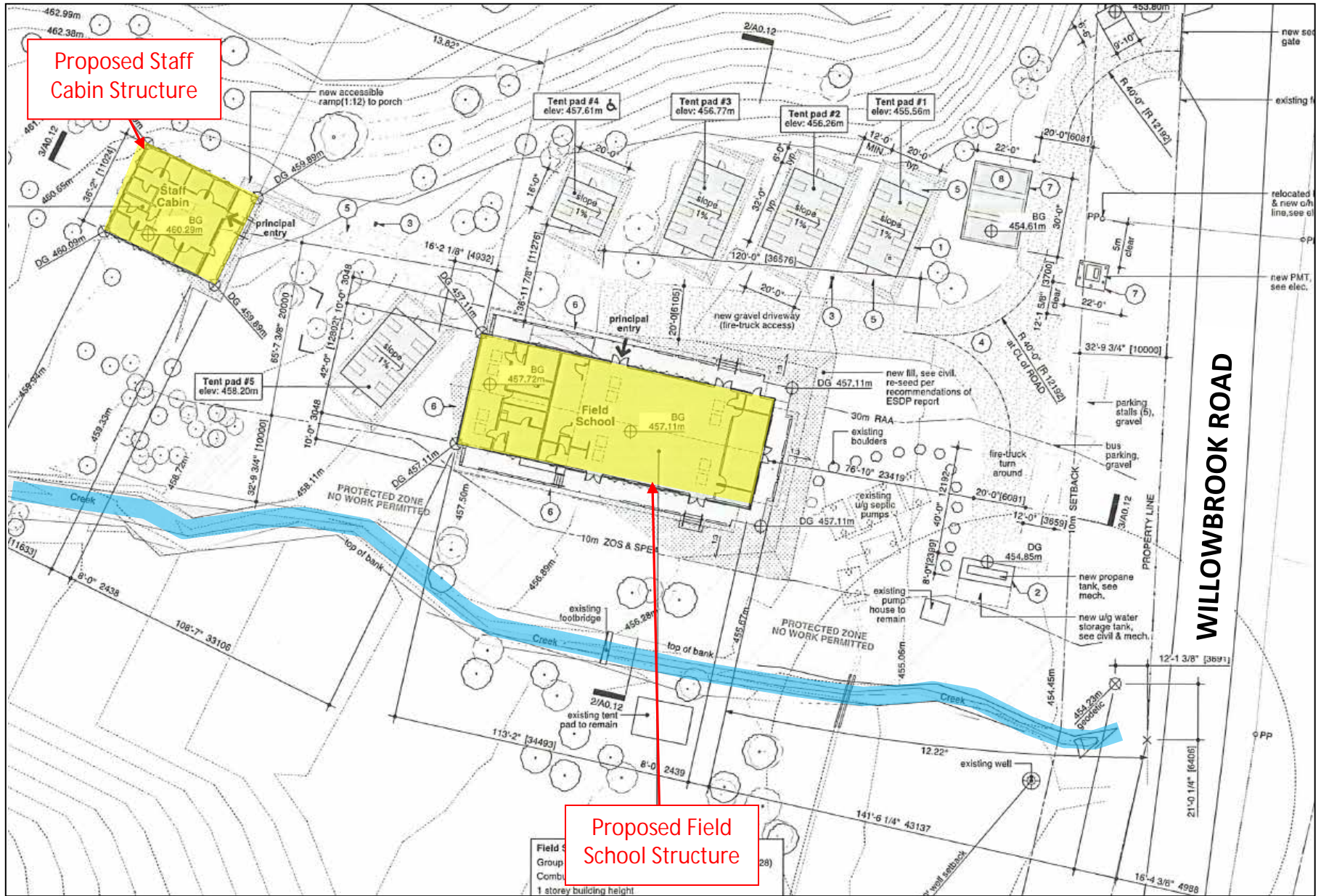
No. 2 – Applicant’s Site Plan

No. 3 – UBC Geological Field School – Flood Protection Confirmation Statement (November 29, 2019); and Technical Memorandum: UBC Geological Field School – 100/200 Year Flood Level Review (October 9, 2019)

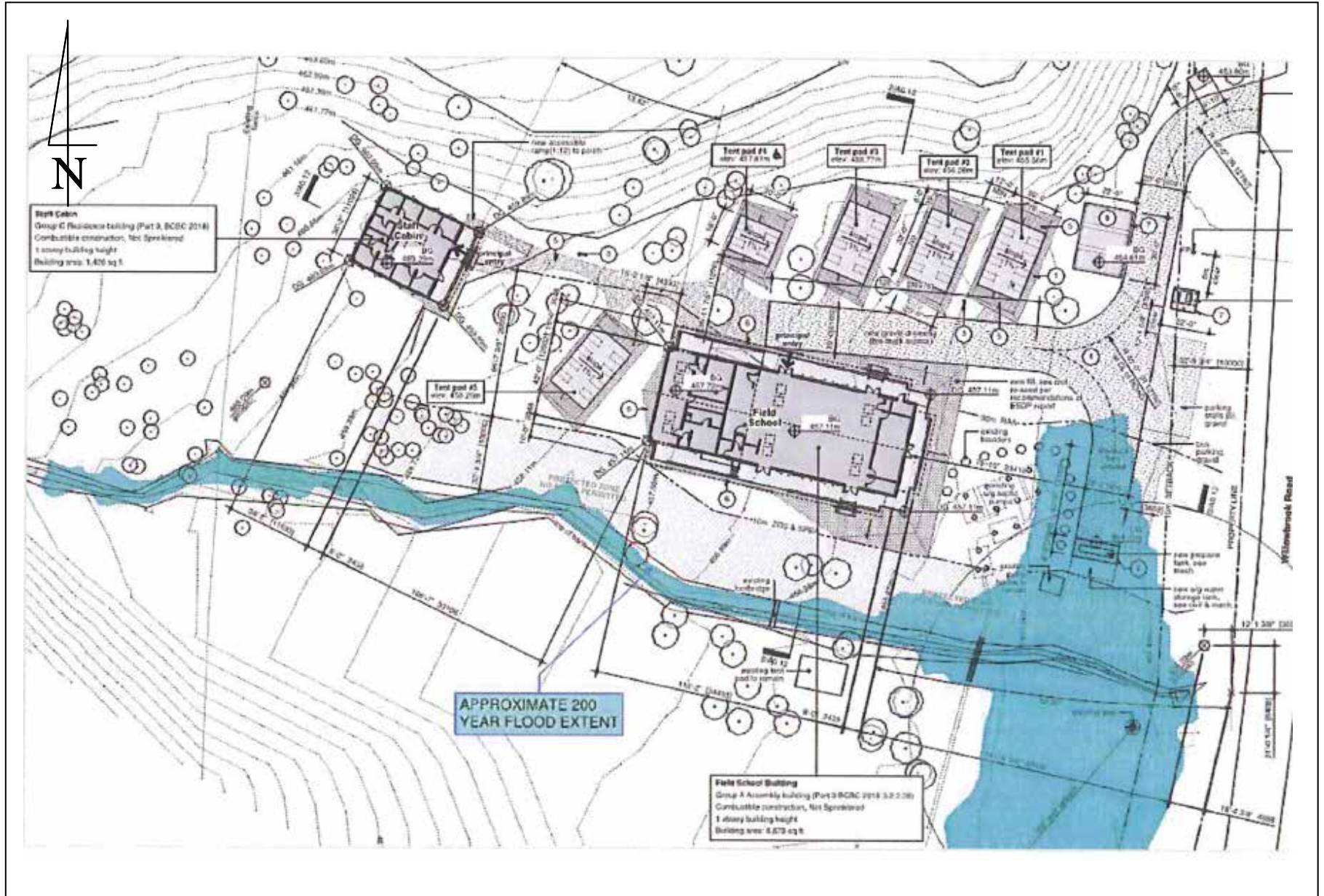
Attachment No. 1 – Context Maps



Attachment No. 2 – Applicant's Site Plan



Attachment No. 3 – Engineer’s Estimated 200-Year Flood Extent



November 29, 2019

Our File: 18-5201

Regional District of Okanagan-Similkameen
101 Martin Street
Penticton, BC V2A 5J9

Attention: Jeff Thompson, MA, Planning Technician

Dear Jeff:

Re: UBC Geological Field School - Flood Protection Confirmation Statement

This letter is to confirm that the technical memorandum, entitled *UBC Geological Field School - 100/200-Year Flood Level Review*, prepared by Aplin & Martin Consultants Ltd on October 2019 is a flood protection report that was prepared in accordance with Section 524, *Requirements in Relation to Flood Plain Areas*, of the Local Government Act. This report/technical memorandum provided a review to both the provincial regulation and the District of Okanagan-Similkameen's bylaw requirements on Minimum Building Elevation (MBE) and floodplain setback, presented the analysis results for the design flood elevation and floodplain boundary near the proposed UBC Geological Field School. Our findings concluded that the design of the proposed structures for the UBC Geological Field School meets the provincial guidelines for MBE and the proposed building would be away from areas of potential erosion and would not restrict the flow capacity of the 200-year flood.

We hope this letter along with the attached technical memorandum meet the District's requirement for the floodplain review. Please feel free to contact the undersigned if you have further questions and concerns.

Yours truly,

APLIN & MARTIN CONSULTANTS LTD.



Wendy X. Yao, P.Eng., M.A.Sc.
Senior Water Resources Engineer
Tel: 604-597-9058
Email: w Yao@aplinmartin.com

WY/
Enclosure
18-5201-wxy/t01_2019-11-29.docx



ENGINEERING ■ ARCHITECTURE ■ PLANNING ■ SURVEYING
SURREY - MAIN OFFICE 604-597-9058 general@aplinmartin.com
CENTRAL CITY - SURREY 604-639-3456 www.aplinmartin.com
VANCOUVER 604-678-9434
KELOWNA 250-448-0157
CALGARY 403-250-8199

TECHNICAL MEMORANDUM

To: Tom Beeby, Director of Market Development, UBC Properties Trust File No: 18-5201
From: Wendy X. Yao, M.A.Sc., P.Eng. Date: October 9, 2019

Re: UBC Geological Field School - 100/200-Year Flood Level Review

As per request by UBC Properties Trust, Aplin & Martin Consultants Ltd. (Aplin Martin) has completed the hydrological/hydraulic analysis to determine the 200-year flood level and flood extent at the UBC Geological Field School site in Oliver BC. The estimated 200-year flood level and flood extent are to be used to check the design for the proposed buildings onsite. This technical memorandum summarizes our findings and recommendations.

BACKGROUND

UBC Properties Trust is in the process of developing the UBC Geological Field School site in Oliver BC. The site is located adjacent to the Victoria Creek north bank immediately upstream of the Willowbrook Road crossing. The Regional District of Okanagan-Similkameen (Regional District) requires that the proposed buildings and structures shall have a minimum floodplain setback of 15m from the natural boundary (visible high water mark) and a minimum Flood Construction Level (FCL) or Minimum Building Elevations (MBE) of 1.5m above the natural boundary of the adjacent Victoria Creek (*Area "C" Oliver Rural, Zoning Bylaw No. 2453, 2008 - Regional District of Okanagan-Similkameen, December 6, 2018*).

According to the provincial guidelines, *Flood Hazard Area Land Use Management Guidelines* (Ministry of Water, Land and Air Protection, May 2004, last amended in January 2018), areas used for habitation, business, or storage of goods damageable by floodwaters should be constructed with a 15m setback requirement and a FCL no lower than the designated flood levels of the adjacent waterbodies plus a freeboard allowance. Only at where the designated flood elevation level is not available, the required FCL is typically referenced as an elevation above the natural boundary as per the Regional District of Okanagan-Similkameen's requirement.

The purpose of this assignment is to estimate the 200-year flood elevation and flood extent in Victoria Creek and therefore to identify if the variance required to lower the MBE is feasible, to satisfy the provincial requirement.

METHODOLOGY

To determine the 200-year flood level in Victoria Creek adjacent to the project site, Aplin Martin first estimated the 200-year flood flow based on regional hydrological analysis and then develop a hydraulic model of Victoria Creek from Willowbrook Road to approximately 200m upstream, to model the 200-year flood level in this reach of the creek. A conservative approach has been taken to estimate the flood flows and model flood levels as discussed in the sections below.

200-YEAR PEAK FLOOD FLOW ESTIMATION

Victoria Creek is situated in the mountain range of the Okanagan Valley on its west slope. It is a main tributary of Park Rill Creek, which further enters to the Okanagan River just north of Oliver. Victoria Creek has a watershed area of 31.2km². Several controlled lakes, including Ripley Lake, Madden Lake and Burnell Lake are located within its upper watershed.

The UBC Geological School site is adjacent to an upstream reach of the Victoria Creek catchment which has a tributary area of 14.3km². Refer to **Figure 1** for an overall creek catchment plan. To estimate design flood flows of Victoria Creek at the project site, a regional hydrological analysis was performed based on available flow data from Water Survey of Canada (WSC) hydrometric stations in the region.

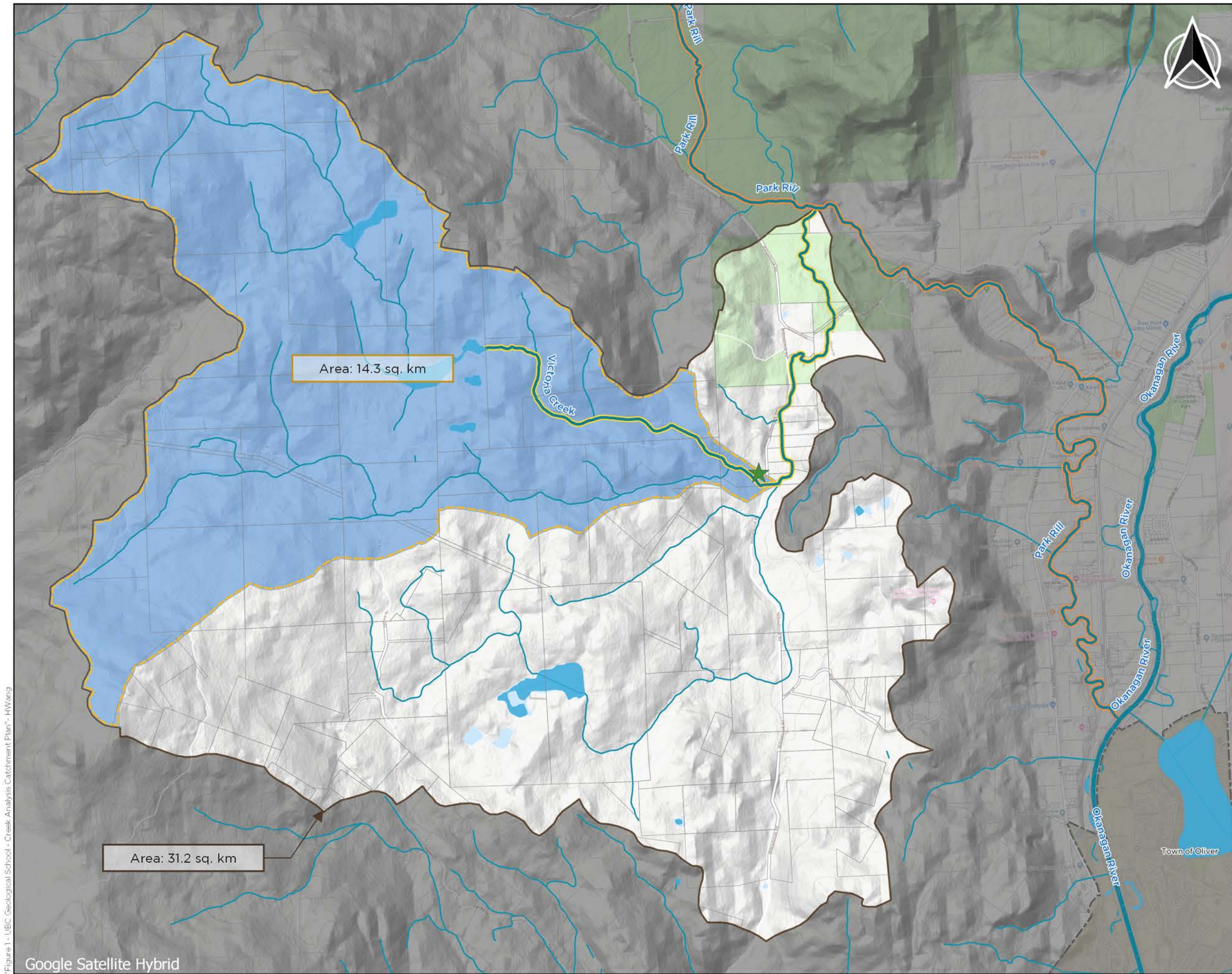
Nearby WSC stations were reviewed to find gauged natural watercourses with similar watershed characteristics and sufficient data to develop a meaningful statistical analysis. A total of six stations were selected for the analysis; station information is summarized in **Table 1**.

Table 1: Summary of Selected WSC Hydrometric Stations



Station Name	Station ID	Watershed Area (km ²)	Period of Record	Years of Record
08NM035	Bellevue Creek Near Okanagan Mission	73.3	1920-1986	29
08NM133	Bull Creek Near Crump	46.9	1965-1986	22
08NM134	Camp Creek At Mouth Near Thirsk	34.6	1965-2015	51
08NM137	Daves Creek Near Rutland	31.1	1965-1986	22
08NM164	Testalinden Creek in Canyon	13	1969-1986	18
08NM171	Vaseux Creek Above Solco Creek	117	1970-2015	46

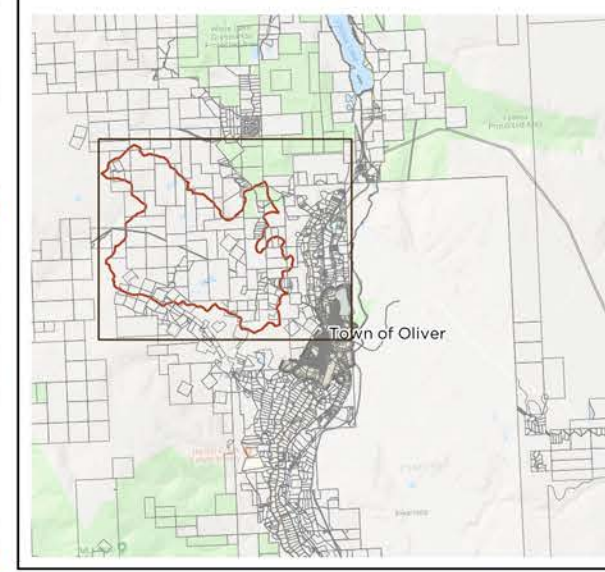
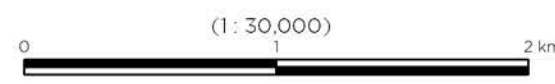
A flood frequency analysis was conducted to determine the 200-year flow for the respective selected catchments. Analysis was conducting using maximum daily flow data.

A regression analysis was conducted on the derived 200-year flows from the flood frequency analysis to determine the maximum daily flow at Victoria Creek near the UBC Geological School Site. Figure 2 presents the analysis results. A power trendline was fit to the data to determine the expected peak flows to Victoria Creek at this location (14.3 km² catchment).



Legend

-  UBC Geological School Site
-  Okanagan River
-  Park Rill
-  Victoria Creek
-  UBC Geological School Site Drainage Catchment
-  Victoria Creek Drainage Catchment



UBC Geological School - Creek Analysis Catchment Plan

Project #: 18-5201
 Author: HW
 Checked: WY
 Status: -DRAFT-
 Revision: A
 Date: 2019/09/26

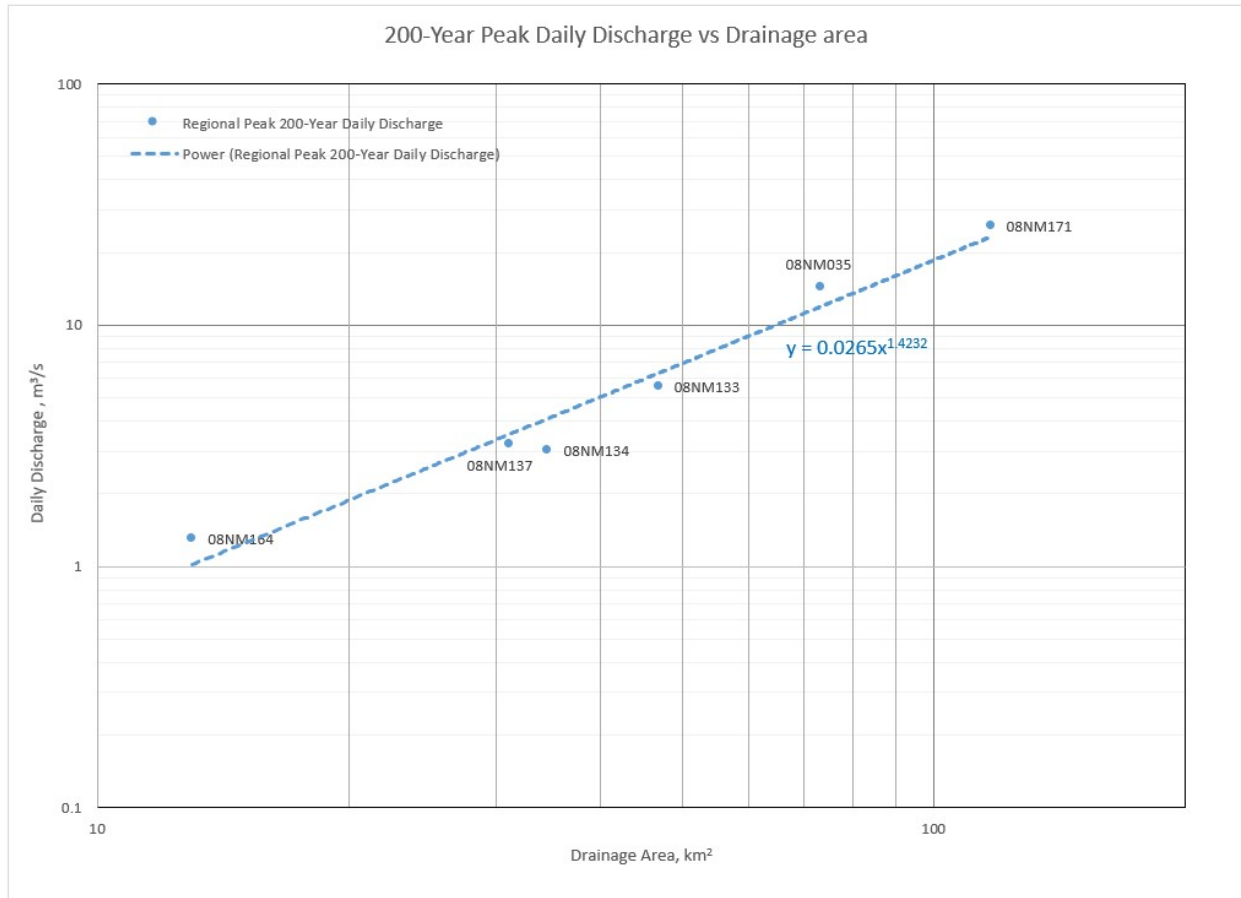


Figure 1

Figure 1 - UBC Geological School - Creek Analysis Catchment Plan - HWang

Google Satellite Hybrid

Figure 2: 200-Year Regional Analysis Results



The peak 200-year design flow for this reach of Victoria Creek based on the completed regional analysis is estimated to be 1.16m³/s.

This flow is further compared with the Victoria Creek flow estimated in the *Park Rill Flood Response Feasibility Study*, prepared by Ecora in April 2019. The 200-year peak flow estimated in Ecora’s report for Victoria Creek of 27.4km² catchment area is 2.1 m³/s. However, based on the regional curve created for our study, the estimated flow for a 27.4km² catchment area would be 2.95 m³/s. Our analysis is based on more regional stations and provides with a more conservative value that we feel confident for use in this study.

HEC-RAS MODEL

In order to determine the 200-year expected flood level, a steady state hydraulic model was developed using the HEC-RAS program. Cross sectional data at regular intervals were created from a topographic survey. The model has encompassed Victoria Creek and the surrounding area creek area from the culvert crossing west of Willowbrook Road to approximately 200 m upstream of the culvert. Conservative roughness parameters were assigned to the model based on a review of site photographs. Additional field pickup of downstream culvert data was added to the model in order to consider potential backwater effects in the lower reaches of the creek that could be resulted from the inlet-controlled culvert crossings.

200-YEAR FLOOD LEVELS

Table 2 summarises the results from the hydraulic model. The estimated 200-year flood levels appear to be contained within the banks of the creek. The UBC Geological Field School is proposing a new Field School building, a new staff cabin and five new tent pads. The estimated 200-year flood levels in comparison with the required FCLs as per the provincial guidelines and the proposed building elevations are summarized in Table 3.

Table 2: Estimated Creek Flood Levels

Chainage	Invert EL. (m)	Left Bank EL. (m)	Right Bank EL. (m)	200-Year Flood	
				Peak WL. (m)	Freeboard to Bank (m)
0	453.7	454.8	454.9	454.7	0.1
31.4	455.1	455.4	455.5	455.3	0.1
51.6	455.6	456.3	456.3	456.0	0.3
71.7	456.3	456.9	456.9	456.6	0.3
89.8	456.9	458.0	457.8	457.4	0.4
113.8	458.1	458.7	458.7	458.3	0.4
135.9	458.9	459.9	459.9	459.2	0.6
162.3	460.6	461.1	461.2	460.9	0.3

Table 3: Comparison of Design Elevations with the 200-Year Flood Level and FCLs

Proposed Building	Minimum Design Floor Elevation (m)	200-Year Flood Level (m)	Freeboard Provided (m)	Freeboard Required (m)	FCL Required (m)
Field School (East)	457.1	456.0	1.1	0.3	456.3
Field School (West)	457.7	456.6	1.1	0.3	456.9
Field School Porch	457.1	456.0	1.1	0.3	456.3
Staff Cabin	460.3	458.3	2.0	0.3	458.6

The building design elevations have been plotted against the 200-year HGL profile along Victoria Creek, as well as the required FCL profile according to the provincial guidelines, in Figure 3.

The 200-year flood extent has also been estimated and shown in Figure 4, in comparison with the locations of the proposed buildings. The proposed buildings for UBC Field School would have greater than 10m clearance to the 200-year flood extent.

Figure 3: Victoria Creek 200-Year HGL and Required FCL

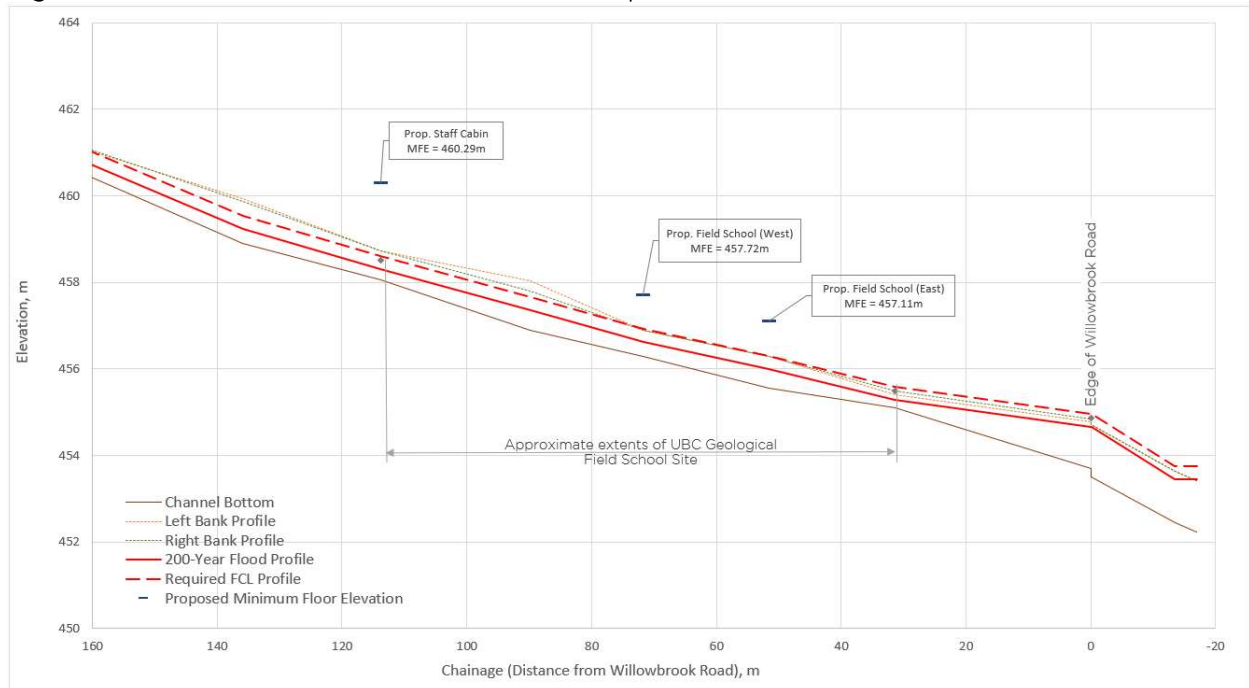
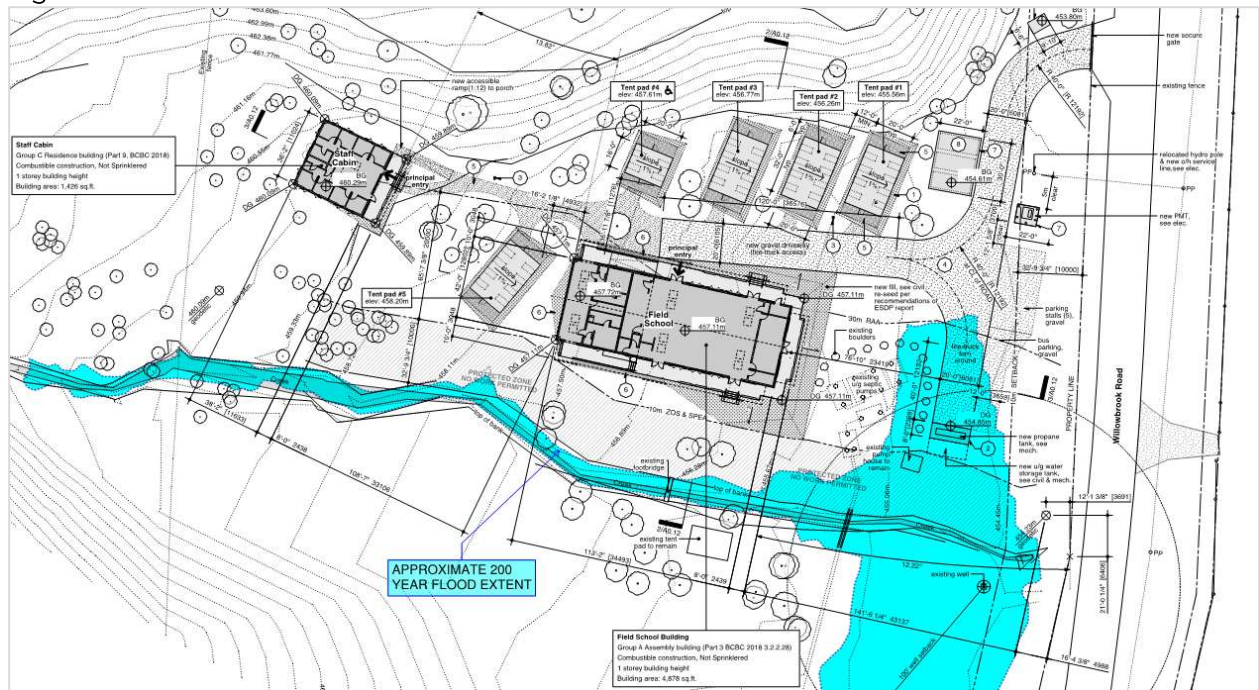


Figure 4: Estimated 200-Year Flood Extent near UBC Field School Site



CONCLUSIONS

Based on the hydrological and hydraulic analysis, the estimated 200-year flood flow would be contained within the banks of the creek. The minimum floor elevations of the proposed buildings would have a minimum freeboard of 1.1 m for the field houses and 2.0m for the staff cabin under the 200-year flood condition. These design elevations meet the provincial guidelines, that requires FCLs or MBEs not to be lower than the 200-year flood levels plus a 0.3m freeboard.

The existing design shows that the 15m setback to natural boundary requirement would be met at all the other buildings and structures, except at the proposed main Field School building and the porch area. The building would have 14.1m clearance and the porch area would have 12.3m clearance from the approximate natural boundary. Based on our analysis, a 10m clearance to the 200-year flood extent boundary can be provided with the design, indicating that the proposed buildings would be away from areas of potential erosion and would not restrict the flow capacity of the 200-year floodway.

CLOSING

We trust that the information presented in this memorandum is adequate for your current need. Please contact the undersigned should you have any questions or require additional information.

Yours truly,

APLIN & MARTIN CONSULTANTS LTD.



Wendy X. Yao, M.A.Sc., P.Eng.
Senior Water Resource Engineer

18-5201-WYme01-MBE_2019-09-27.docx

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: December 19, 2019
RE: Park Land Dedication Policy

Administrative Recommendation:

THAT the Park Land Dedication Policy, dated December 19, 2019, be adopted.

Purpose:

To present a revised and updated Park Land Dedication policy for the Board's consideration.

References:

- [Local Government Act Section 510: Requirement for provision of park land or payment for park purposes.](#)
- [Parkland Acquisition Best Practices Guide](#), Spring 2006, Development Finance Review Committee, Ministry of Community Services, Province of B.C.

Background:

Section 510 of the *Local Government Act* requires an owner of land that is being subdivided to either:

- provide, without compensation, park land of an amount and location acceptable to the local government; or
- pay the local government an amount equal to the market value of the land that may be required for park land purposes.

At its meeting of July 8, 2010, the Regional District adopted a "Park Land Dedication Policy", which establishes the administrative procedures to be followed by Regional District when dealing with park land dedication proposals.

At the Board's Planning and Development Committee meeting of July 18, 2019, the Board provided the following resolution:

"THAT the Parkland Dedication policy be referred to the Advisory Planning Commissions for comment."

At the Board's Planning and Development Committee meeting of December 5, 2019, the Board of Directors motioned to bring forward the draft Park Land Dedication Policy to the Board for adoption.

Analysis:

The proposed Park Land Dedication policy (Attachment No. 1) addresses previously omitted discretionary items of the Board in its consideration of Park Land Dedication. Examples of this include, the consideration of Official Community Plan policy, preference for land adjacent to a body of water

(i.e. lake), the ability to get a second opinion of the appraisal of land, and the requirement to retain cash-in-lieu in the applicable park service area where the subdivision occurs.

Administration proposes that following adoption of this updated policy, that a new Administrative Procedure for park land dedication be developed to maintain a consistent approach to how park land (or cash-in-lieu) proposals are processed.

Alternatives:

1. Do not adopt a Park Land Dedication Policy dated December 29, 2019, and retain the current Park Land Dedication policy (adopted July 8, 2010).

Communication Strategy:

If a new Park Land Dedication policy is adopted by the Board, the updated policy will be uploaded to the Regional District's website and included in the policy master index with Legislative Services.

Respectfully submitted:



B. Dollevoet, General Manager, Development Services

Attachments: No. 1 - Park Land Dedication Policy (December 19, 2019)

REGIONAL DISTRICT OF OKANAGAN SIMILKAMEEN

BOARD POLICY

POLICY: PARK LAND DEDICATION POLICY

PURPOSE: To establish conditions for the dedication of lands for park land set out in Section 510, of the *Local Government Act* for the subdivision process which will advance the orderly development of land in accordance with sound planning principles and in tandem with the provision and availability of local government services.

WHEREAS section 510 of the *Local Government Act (2015)* provides the legislated framework for local government to acquire park land from an owner of land being subdivided without compensation.

NOW THEREFORE, the Board of Directors for the Regional District of Okanagan Similkameen hereby establishes the following policy and procedures in respect to Park Land Dedication in the Regional District:

POLICY STATEMENT

1. It shall be the Policy of the Regional District of Okanagan Similkameen to exercise their right to require the full five percent (5%) of land proposed for subdivision for Park Land Dedication, or payment in lieu thereof, within the constraints of the enabling legislation.

DEFINITIONS

2. "Park Land Dedication" means that land, or payment in lieu of land, taken by the Regional District during subdivision of land in accordance with section 510 of the *Local Government Act (2015)*.
3. "Full Narrative Appraisal" means a report completed by an accredited appraiser and is an in depth report which typically consists of a letter of transmittal; summary of important conclusions, regional and neighborhood analysis; description of the site and any improvements; highest and best use analysis; zoning analysis; tax analysis; statement of ownership; property rights appraised; scope of the appraisal; cost approach; income approach; direct sales comparison approach utilizing comparable sales on the comparison grid; reconciliation; description of the appraisal process, definition of market value; certification; contingent & limiting conditions; photos of the subject property; photos of all comparable sales used; comparable sales location map; sketch of subject property showing layout; flood map if in print and qualifications of the appraiser and reviewer.

REFERENCES

4. [*Parkland Acquisition Best Practices Guide*](#), Spring 2006, Development Finance Review Committee, Ministry of Community Services

BACKGROUND

5. In the Regional District, subdivision approval is a responsibility of the Province of British Columbia, administered by the Ministry of Transportation and Infrastructure (MoTI). The Regional District of Okanagan Similkameen uses the subdivision approval process as an instrument for regulating the detailed land use requirements established by bylaw, and determining levels of infrastructure services standards for parcels proposed to be subdivided.
6. The Regional District serves as a referral agency to MoTI for subdivision applications within the RDOS. An important part of the subdivision process is the determination of the location and amount of land to be conveyed for park land purposes. Land dedication is typically reflective of the need for parks, recreation opportunities, service infrastructure, and protection of environmental features. The *Parkland Acquisition Best Practices Guide* speaks to principles of fairness and equity in the development of best practices. These principles speak to the need for consistency in how parkland acquisition is applied, for openness and transparency, and for predictability in actions. These principles are fundamental to the development of good relationships involving local governments, land owners and developers. The kind of development that benefits communities and helps them to achieve their economic, social and environmental goals.

EXEMPTIONS

7. This policy's Parkland Dedication requirements shall not apply to subdivision applications identified in section 510 (3) of the *Local Government Act* :
 - a) a subdivision by which fewer than 3 additional lots would be created unless the parcel proposed for subdivision was created within the previous five years;
 - b) a subdivision by which the smallest lot being created is larger than 2 hectares;
 - c) a consolidation of existing parcels.

PROCEDURE FOR PARK LAND DEDICATION

8. Each applicant proposing a subdivision of land for any use is required to dedicate five percent (5%) of the total land under subdivision, or cash in lieu of land, for park land purposes, without compensation. Any environmentally sensitive land that is considered non-useable (i.e. non-developable) or non-accessible to the public will be excluded from the calculation of the 5% land. The Regional District prefers that any

non-useable environmentally sensitive land be donated to the Regional District, in addition to the 5% parkland dedication requirement, for the purposes of conservation.

9. The location and suitability of land within the proposed subdivision to be dedicated to park land is subject to RDOS approval (LGA S. 510 (1)(a)). In this regard, the land dedicated should be free from structures (unless agreed upon by RDOS), maintained in a safe and well-kept and/or in its natural state prior to dedication.
10. The *Local Government Act* section 510.1 provides that the owner of land being subdivided has the option to provide land or cash in lieu of land. However, despite S.510.1:
 - (a) if there is no park service in the Electoral Area where the subdivision is located then land dedication is the only option (LGA S. 510 (2)(a)).
 - (b) if the RDOS has policies and designations respecting the location and type of future parks contained in the Official Community Plan, the RDOS may determine whether the owner must provide land or an equivalent cash in lieu amount (LGA S. 510 (2)(b)).

LANDS THE REGIONAL DISTRICT MAY REQUIRE TO BE INCLUDED

11. The Regional District may require that the following lands be included in the five percent land dedication:
 - (a) Any part of land being subdivided as deemed appropriate by the Board of Directors.
 - (b) The Regional District will consider all relevant policies within an Official Community Plan specific to Parks and Parkland Dedication, and any other relating park bylaws or Park Master plans, prior to the acceptance of an identified land parcel.
 - (c) Where land adjacent to surface water or any other body of water is to be subdivided for purposes other than public recreational uses, the following dedication of park land may be required:
 - i. A parcel of land, of such width as may be determined by the Regional District, lying between the bank of the land containing water and the land to be retained by the owner, for the preservation of the bank and the protection of the land retained by the owner against flooding and to provide public access to the water, unless the land being proposed for subdivision is intended for public recreational uses.
 - ii. In recognition that these lands requested by the Regional District for park purposes may be of higher appraised value than the average value of all land associated with a proposed subdivision, the amount of land taken in this regard shall be based on the principle of it being equal in value to that required for cash-in-lieu purposes.

ADDITIONAL LANDS THAT MAY BE TAKEN

12. The Provincial Approving Officer (PAO) has legislated authority to attain additional land for various reasons: roads, access to bodies of water and land not suitable for public use or access. Park land dedication is excluded for the PAO's authority but both authorities may work cooperatively for a mutual public park benefit.

CASH IN LIEU OF LAND DEDICATION

13. Section 510 of the *Local Government Act* provides the option to the owner of property proposed for subdivision to provide cash-in-lieu of land dedication. All monies received in lieu of land dedication will be deposited into park reserve and expended only for the acquisition of lands for Park purposes (LGA S. 510.14) within the Electoral Area or the established park service area of which the subdivision is proposed.
14. When cash is determined to be provided in lieu of land, it is to be provided in either of following manners (LGA S. 510.6):
 - (a) if the Board and the owner agree on a value for the land, the value on which they have agreed, or
 - (b) the average fair market value of all the land in the proposed subdivision identified for the purpose of calculating the parkland dedication requirement.
15. The average fair market value of a parcel of land shall be determined on the basis of a "Full Narrative Appraisal" completed by an accredited appraiser provided by the developer.
16. The Regional District retains the right to hire its own accredited appraiser in the event that the average fair market value determined by the developers' appraiser is perceived to be insufficient. In the event of a discrepancy in the developer's appraisal and the Regional District's appraisal, the following process of mediation shall occur:
 - (a) If the developer's appraisal falls within 10% of the Regional District's appraisal, the two parties agree to split the difference;
 - (b) If the values vary by more than 10%, the two parties agree to obtain a third appraisal, cost-shared by both parties, and the third appraisal will be binding on both parties.
17. In cases where the identified dedication of land for park purposes do not total 5% of the subdivision land area, the remaining percentage difference shall be required in a cash-in-lieu payment to the Regional District. The cash-in-lieu payment shall be determined in a manner similar to section 14 of this policy for the percentage difference remaining.
18. Cash-in-lieu payments shall be deposited in a reserve account for the specific Electoral Area in which the subdivision occurred and shall be used only for purchase or development of park land. Further, if a subdivision occurs within a specific park service area, the cash-in-lieu monies collected from that subdivision should only be used for

purchase or development of park land within that specific park service area.

DISPOSAL OF PARK LAND

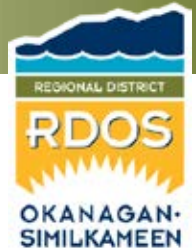
19. Local governments have the authority to acquire and dispose of real property. However, due to the significance of parks to community values, there are two limitations on local governments' ability to dispose of park land:

- (a) Disposal of park land dedicated on subdivision: Elector approval is required for disposal of these parklands. All proceeds from sale must be placed in a park land acquisition reserve fund.
- (b) Removing park land dedicated by bylaw: Elector approval is required to remove the dedication. Once a dedication is removed, the local government can dispose of the property under regular land disposal rules.

REPLACEMENT OF PREVIOUS POLICY

20. This Policy Statement shall replace the previous "Park Land Dedication Policy" adopted by Board of Directors on July 8, 2010 by Resolution No. B319/10.

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: December 19, 2019
RE: Zoning Bylaw Amendment – Electoral Area “F”

Administrative Recommendation:

THAT Bylaw No. 2461.13, 2019, Electoral Area “F” Zoning Amendment Bylaw be read a first and second time and proceed to public hearing;

AND THAT the holding of the public hearing be delegated to Director Gettens, or their delegate;

AND THAT staff schedule the date, time, and place of the public hearing in consultation with Director Gettens;

AND THAT staff give notice of the public hearing in accordance with the requirements of the *Local Government Act*.

Purpose: To allow for farm worker housing

Owners: Bearfoot Acres Inc., No. BC1043820 Agent: Keith Carlson Folio: F-07214.000

Legal: The South ½ of DL 3762, ODYD Civic: 48 Savanna Road

OCP: Agriculture (AG) Proposed OCP: Agriculture (AG)

Zone: Agriculture Three Zone (AG3) Proposed Zoning: Site Specific Agriculture Three Zone (AG3s)

Proposed Development:

This application is seeking to amend the zoning of the subject property in order to allow for farm worker housing for up to 41 bedrooms.

In order to accomplish this, the applicant is proposed to amend the zoning of the property under the Electoral Area “F” Zoning Bylaw No. 2461, 2008, from Agriculture Three Zone (AG3) to Site Specific Agriculture Three Zone (AG3s), with the site specific regulation to allow farm worker housing as an accessory use, and limiting the farm working housing to a maximum of 910 m² of gross floor area and 41 bedrooms.

In support of the rezoning, the applicant has stated that “we propose to have worker accommodation built on agriculturally unsuitable piece of land consisting of quality, dorm style trailers. There will be two structures built on blocks, to make them movable per the limitations set out in the ALC’s decision. The accommodation will house part of the required crew for the harvest season and continue to house workers as required during other labour intensive times of the year”.

Site Context:

The subject property is approximately 65.84 ha in area and is situated at the end of Savanna Road and near Garnet Lake. It is understood that the parcel is comprised of an active agricultural operation including a recently established cherry orchard (27.5 ha planted), a single detached dwelling and various accessory structures.

The surrounding pattern of development is generally characterised as undeveloped and includes forested lands to the north and west, agriculture to the south, and single detached dwellings on large rural residential lots to the east.

Background:Parcel Information

It is unknown when the current boundaries of the subject property were created, while available Regional District records indicate that building permits were issued for an addition to the single detached dwelling (1997), renovation to day care (1986), and new farm building (2016).

BC Assessment has classified the property as part "Residential" (01) and part "Farm" (09).

Non-adhering residential use in ALR

The property is within the Agricultural Land Reserve (ALR).

At its meeting of April 18, 2019, the RDOS Board resolved to "authorize" the application for a "non-adhering residential use-additional residence for farm use" at 48 Savanna Road to proceed to the ALC and that the ALC be advised that the RDOS Board supports the use of a statutory covenant to require the following:

- The use of the sleeping units is restricted to farm labour only;
- The structure be removed from the property once an on-going need for farm labour no longer exists; and
- The structure be constructed or manufactured in a manner that makes it easily moveable from one location to another.

On August 6, 2019, the Agricultural Land Commission (ALC) approved the proposal for non-adhering residential use, subject to conditions (ALC File #58836). Conditions include that the structure be easily moveable (i.e. no permanent structures), registration of a covenant on title pertaining to the items listed above, and siting to be within a 0.3 ha portion of the property identified in the application.

Electoral Area "F" OCP Bylaw

Under the Electoral Area "F" Official Community Plan (OCP) Bylaw No. 2790, 2018, the subject property is currently designated Agriculture (AG), and is the subject of a Watercourse Development Permit (WDP) and is identified as containing an important ecosystem.

The Electoral Area "F" Official Community Plan (OCP) Bylaw No. 2790, 2018, contains the following applicable objectives and policies:

- Maintain existing and encourage new, compatible agricultural activities in the Agricultural Land Reserve, while limiting subdivision of designated agricultural properties (Section 5.2.5)

-
- Protect the agricultural land base of the Plan Area including associated farming, orchards, vineyards, ranching, and associated value added activities (Section 9.2.1)
 - Supports the use of lands designated as Agriculture (AG) identified on Schedule 'B' (Official Community Plan Map) for an agricultural operation or activity generally including the production of...fruit..., as well as activities associated with the production and processing of these items (Section 9.3.1)
 - Supports second dwellings within the ALR where they are used to support agricultural activities and purposes (e.g. workers' housing) (Section 9.3.7).

Electoral Area "F" Zoning Bylaw

Under the Electoral Area "F" Zoning Bylaw No. 2461, 2008, the property is currently zoned Agriculture Three Zone (AG3) which allows for agriculture as a principal use and limits the maximum number of dwellings on a parcel greater than 16.0 ha to 4 dwellings, up to 360 m² gross floor area.

The Electoral Area "F" Zoning Bylaw does not include provisions for farm labour housing beyond additional dwellings, which are self-contained units limited to one set of kitchen facilities, and does not include provisions for temporary housing for seasonal workers, such as "worker's cabins", "bunkhouses" or "boarding houses".

Referrals:

In accordance with Section 2.3 of Schedule '2' of the Development Procedures Bylaw, this proposal has been referred to the external agencies. Comments received from this referral are included as a separate item on the Board's Agenda.

Approval from the Ministry of Transportation and Infrastructure (MoTI) is not required prior to adoption as the proposed amendments involve lands beyond 800 metres of a controlled access highway (i.e. Highway 97 & 3).

Public Process:

On November 25, 2019, a Public Information Meeting (PIM) was held at the RDOS Office at 101 Martin Street in Penticton and was attended by approximately 16 members of the public.

At its meeting of November 25, 2019, the Electoral Area "F" Advisory Planning Commission (APC) resolved to recommend to the RDOS Board that the subject development application be approved.

All comments received to date in relation to this application are included as a separate item on the Board Agenda.

Analysis:

In considering this proposal, Administration notes that the application aligns with the Electoral Area "F" OCP Bylaw by supporting the use of property designated Agriculture (AG) for agricultural operations and by supporting existing agricultural activities in the ALR (OCP Policy 5.2.5 and 9.3.1). It is acknowledged that the economic viability of agricultural operations is an important factor in ensuring agricultural lands continue to be used for agricultural purposes and thereby protect the agricultural land base (OCP Policy 9.2.1).

In this instance, worker's housing is proposed to support agricultural activities within the ALR (OCP Policy 9.3.7) as the property contains 27.5 ha of cherry orchard which depends on having labour available to pick the crop.

In response to concerns regarding the potential use of the units by person unrelated to the agricultural operation of the property, particularly in the off-season, the ALC has required a covenant on title restricting the use of accommodations to farm labour only and removal once an on-going need for farm labour no longer exists, which aligns with the RDOS Board's previous recommendation to the ALC.

In response to concerns regarding the intensity of the proposed use, the proposed bylaw limits the scale and permanency of the proposed use by limiting farm labour housing buildings or structures to temporary foundations, a floor area of 910 m² and 41-bedrooms to ensure consistency with building requirements set out in the ALC decision and plans submitted in support of the rezoning application.

In response to concerns regarding water usage and limited water supply, Interior Health Authority (IHA) advised that this proposal requires a water supply system as defined in the *Drinking Water Protection Act*. Proof of potable water supply will be required as a building permit condition, prior to issuance of occupancy.

With regards to concerns about septic safety, an on-site sewage disposal system designed by a Registered Onsite Wastewater Practitioner to accommodate the proposed worker accommodation has been filed with IHA.

Conversely, Administration notes the remoteness of the proposed use and acknowledges that the location is not ideal for additional accommodation as there are no amenities nearby (e.g. transit, shopping, parks, medical facilities, etc.) and no community services (e.g. water and sewer).

Further, the impact of an additional 64 seasonal residents on traffic volumes and roads, and the rural area, is unknown and unprecedented. Adjacent properties to the east are residential, not agricultural, in nature and may be impacted through loss of privacy, noise, or other factors associated with the intensity of the proposed use.

In summary, on balance, Administration supports the proposal to facilitate farm labour housing on the subject property to support the viability of agricultural operations within the ALR and on agriculturally-designated lands.

Alternatives:

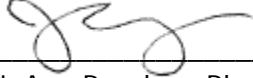
1. THAT Bylaw No. 2461.13, 2019, Electoral Area "F" Zoning Amendment Bylaw be read a first and second time and proceed to public hearing;

AND THAT the holding of a public hearing be scheduled for the Regional District Board meeting of January 23, 2019;

AND THAT staff give notice of the public hearing in accordance with the requirements of the *Local Government Act*.

2. THAT Bylaw No. 2461.13, 2019, Electoral Area "F" Zoning Amendment Bylaw be deferred; or
3. THAT Bylaw No. 2461.13 2019, Electoral Area "F" Zoning Amendment Bylaw be, be denied.

Respectfully submitted:



JoAnn Peachey, Planner I

Endorsed By:



C. Garrish, Planning Manager

Endorsed By:



B. Dollevoet, G.M. of Dev. Services

Attachments: No. 1 – Applicant’s Site Plan

No. 2 – Applicant’s Building Rendering

No. 3 – Applicant’s Floor Plan

No. 4 – Applicant’s Building Elevations

No. 5 – Site Photo (November 2019)

Attachment No. 1 – Applicant’s Site Plan

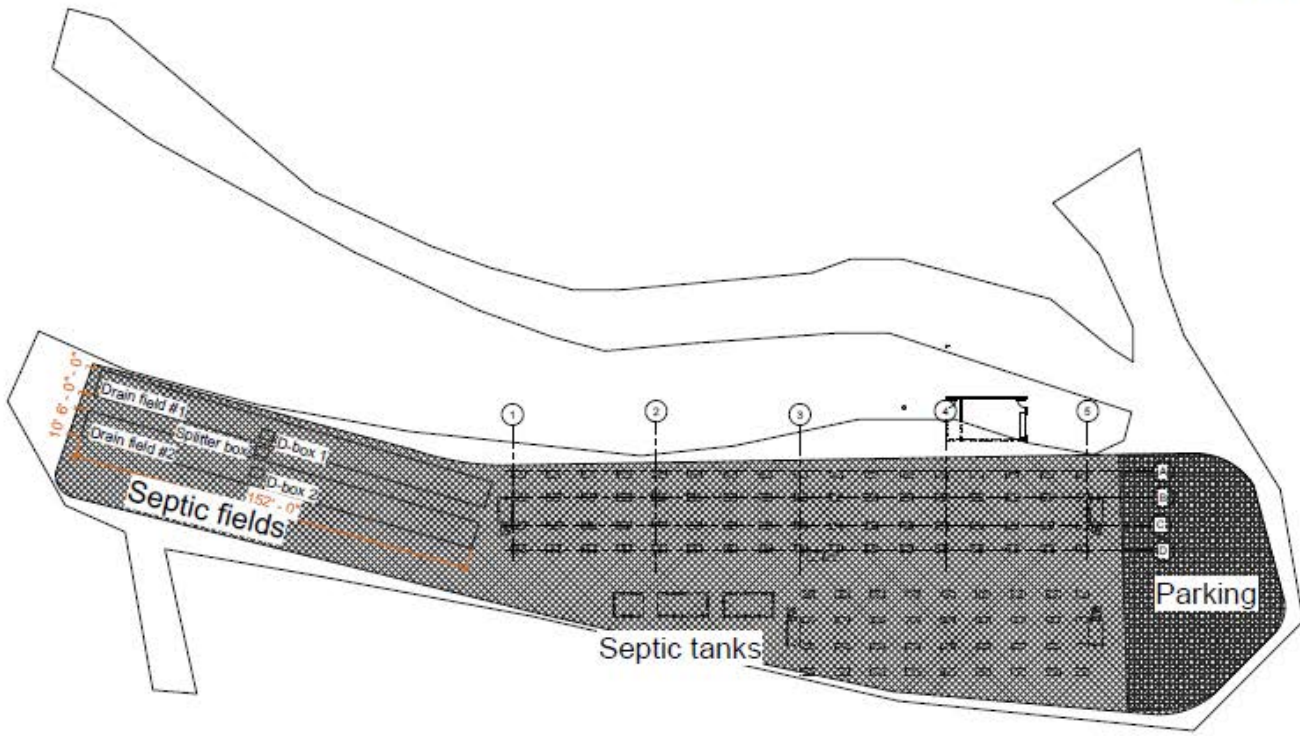
View of ground level with foundation blocks

High lighted area is 0.3ha



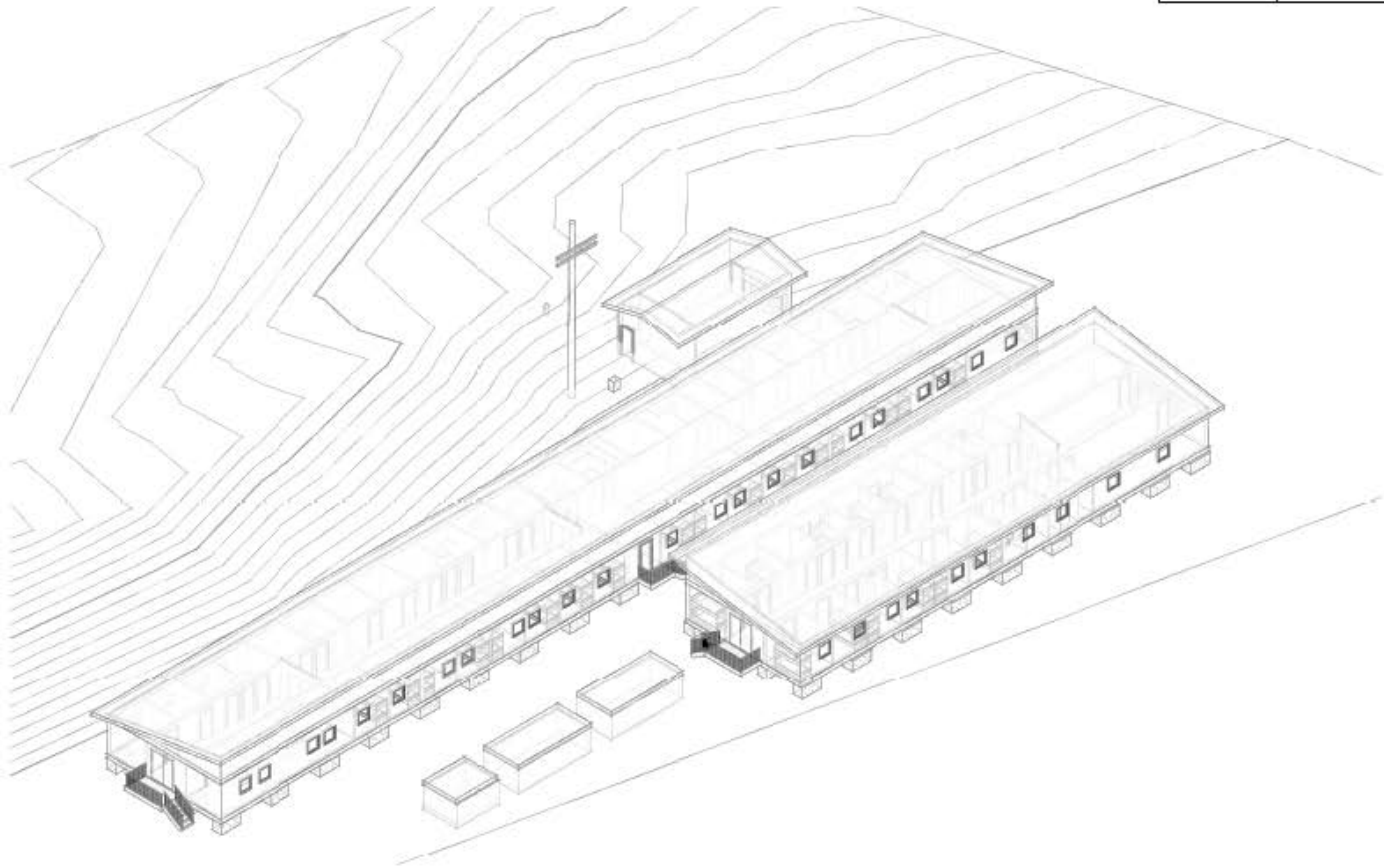
Project name	SRC worker accommodation
Address	48 Savanna Rd, Summerland
PID	006-910-360; District Lot 3762, S 1/2
Sheet number	10
Sheet description	Floor plan - Ground level

1/16" = 1'-0"

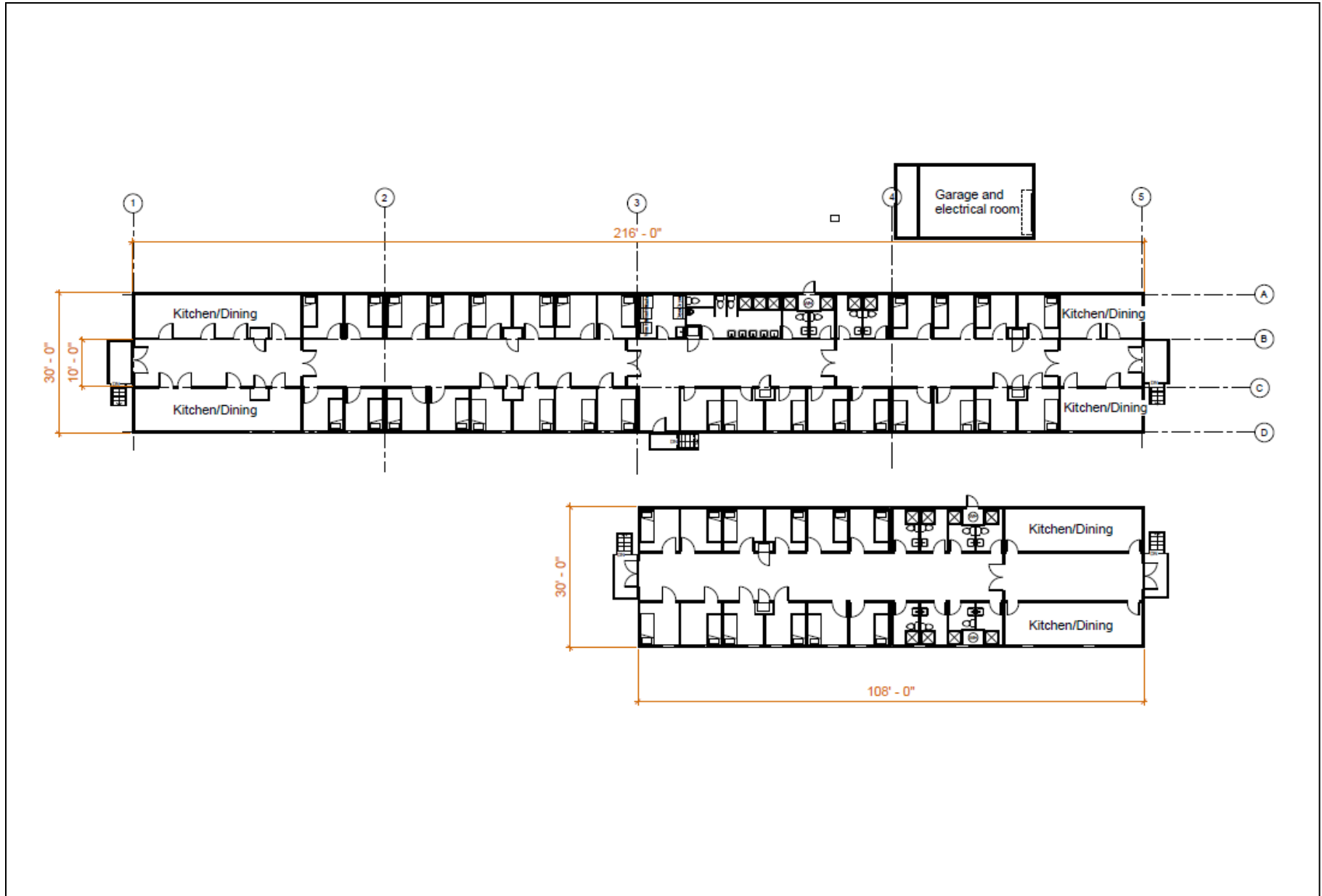


Attachment No. 2 – Applicant’s Building Rendering

Project name	SRC worker accommodation
Address	48 Savanna Rd, Summerland
PID	006-910-360; District Lot 3762, S 1/2
Sheet number	01
Sheet description	3D Impression



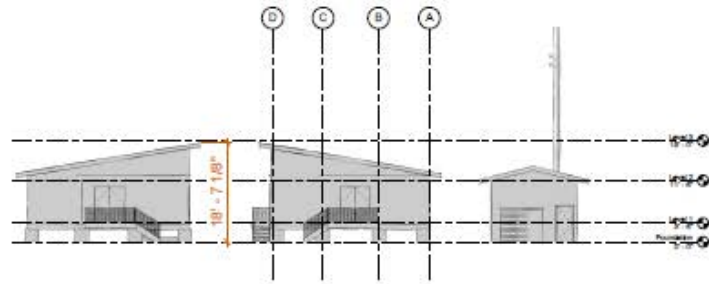
Attachment No. 3 – Applicant's Floor Plan



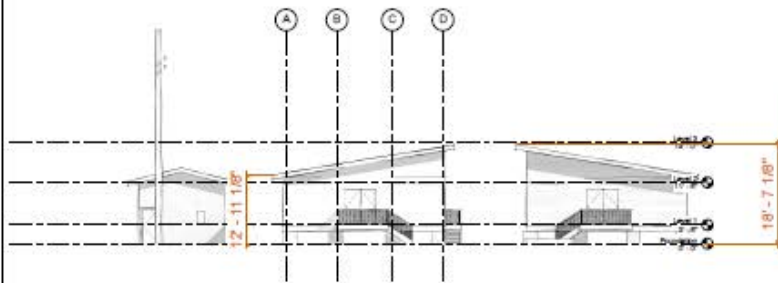
Attachment No. 4 – Applicant's Building Elevations

Project name	SRC worker accommodation
Address	48 Savanna Rd, Summerland
PID	006-910-360; District Lot 3762, S 1/2
Sheet number	20
Sheet description	Elevation

1/8" = 1'-0"

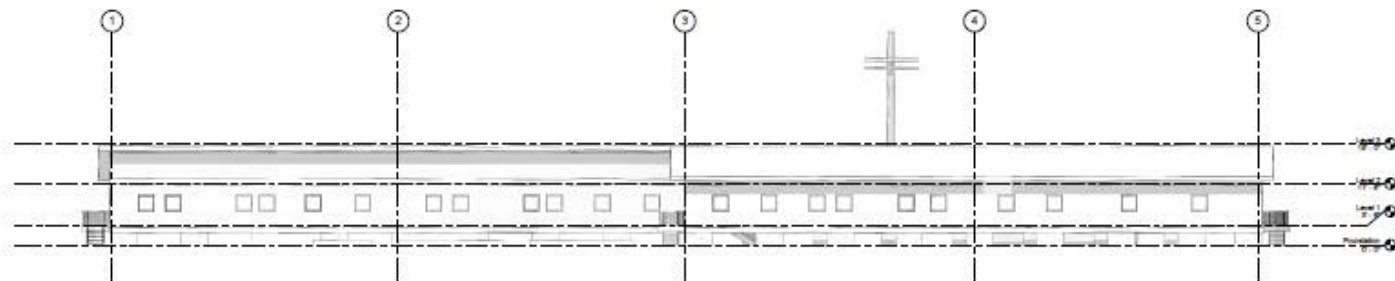


Elevation view East



Elevation view East

Elevation view South



Attachment No. 5 – Site Photo (November 2019)



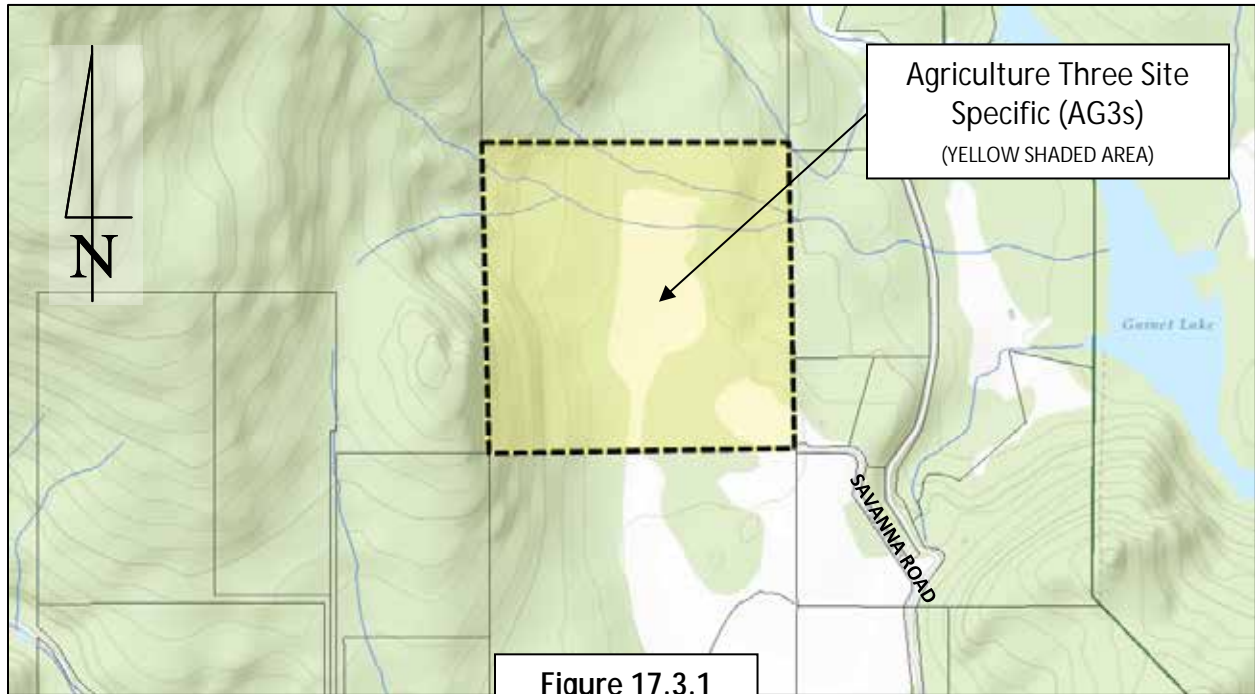
REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2461.13, 2019

A Bylaw to amend the Electoral Area "F" Zoning Bylaw No. 2461, 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 "F" Zoning Amendment Bylaw No. 2461.13, 2019."
2. The "Electoral Area "F" Zoning Bylaw No.2461, 2008" is amended by:
 - i) replacing Section 17.3.1 (Site Specific Agriculture Three (AG3s) Provisions) under Section 17.0 (Site Specific Designations) in its entirety with the following:
 - .1 in the case of land described as the South ½ of District Lot 3762, ODYD (48 Savanna Road), and shown shaded yellow on Figure 17.3.1:
 - i) the following accessory use shall be permitted on the land in addition to the permitted uses listed in Section 10.3.1:
 - .1 "farm worker housing", which is defined as meaning buildings or structures built on a temporary foundation that provide space for cooking, sanitary, living or sleeping units, for individuals who carry out agricultural work for a farm operation on a seasonal basis.
 - ii) The maximum gross floor area of all farm worker housing shall be 910.0 m².
 - iii) The maximum number sleeping units for all farm worker housing shall not exceed 41.



3. The Official Zoning Map, being Schedule '2' of the Electoral Area "F" Zoning Bylaw No. 2461, 2008, is amended by changing the land use designation on the land described the South ½ of District Lot 3762, ODYD, and shown shaded yellow on Schedule 'A', which forms part of this Bylaw, from Agriculture Three Zone (AG3) to Site Specific Agriculture Three Zone (AG3s).

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

PUBLIC HEARING held on this ____ day of _____, 2020.

READ A THIRD TIME this ____ day of _____, 2020.

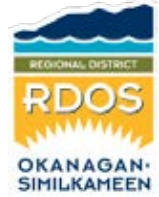
ADOPTED this ____ day of _____, 2020.

Board Chair

Corporate Officer

Regional District of Okanagan-Similkameen

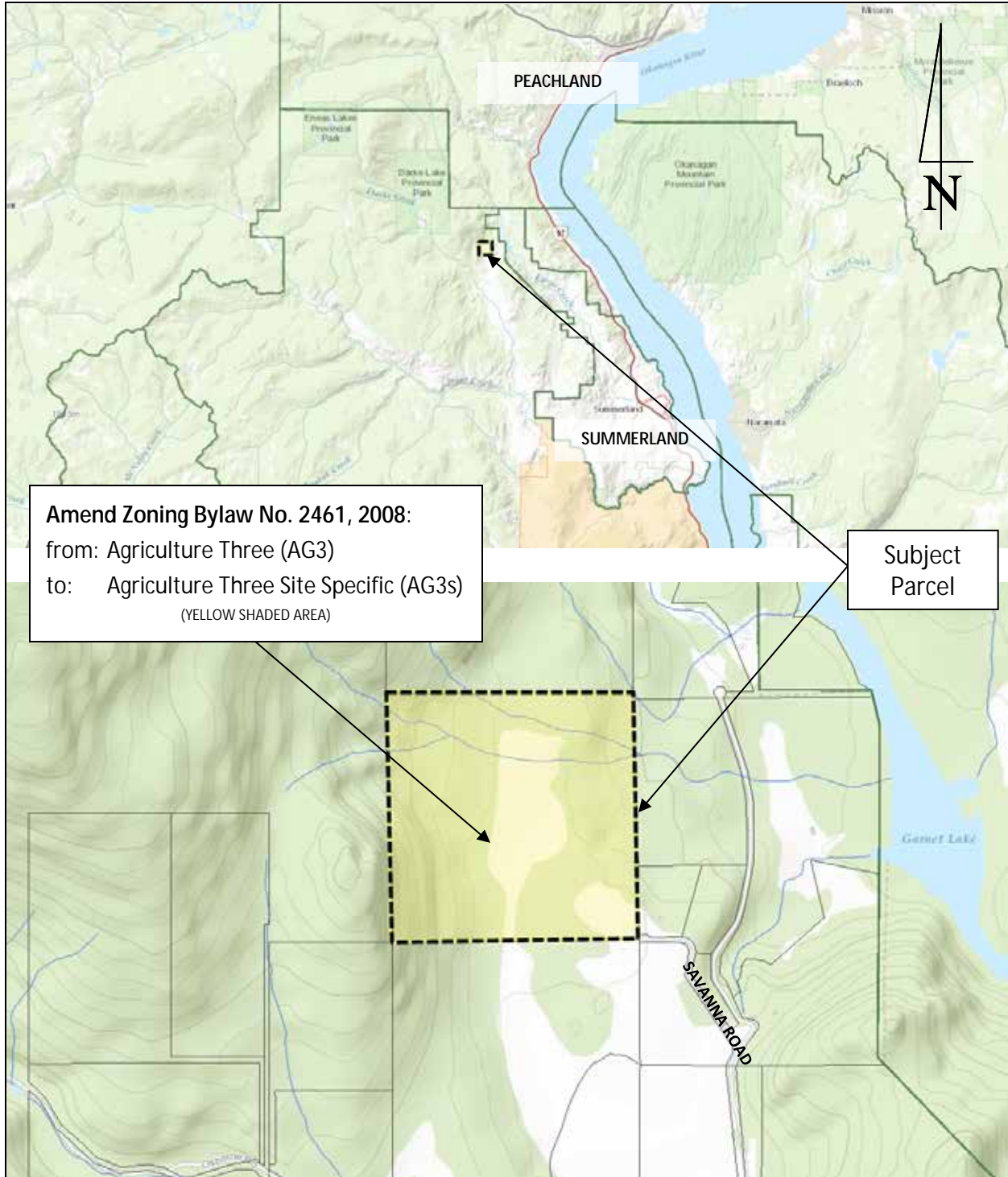
101 Martin St, Penticton, BC, V2A-5J9
Tel: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2461.13, 2019

File No. F2019.016-ZONE

Schedule 'A'



Lauri Feindell

Subject: FW: Bylaw Referral (F2019.016-ZONE)

From: Hedderson, Lisa <Lisa.Hedderson@dfo-mpo.gc.ca>
Sent: November 4, 2019 8:08 AM
To: Lauri Feindell <lfeindell@rdos.bc.ca>
Subject: RE: Bylaw Referral (F2019.016-ZONE)

Dear Lauri Feindell,

At this time, the Fish and Fish Habitat Protection Program will not be participating in the Bylaw referral for 48 Savanna Road. The role of the DFO's Fish and Fish Habitat Protection Program (FFHPP) is to protect and conserve fish and fish habitat in support of Canada's coastal and inland fisheries resources, and to make regulatory decisions under the fisheries protection provisions of the *Fisheries Act*. The FFHPP is specifically responsible for reviewing projects for which a s.35(2) Fisheries Act Authorization is required.

If you feel that the project proposes works, undertakings or activities that may result in harm to fish or fish habitat, DFO's Projects Near Water website (<http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html>) includes information for proponents on how to comply with the Fisheries Act, request a DFO review of a project, and request a Fisheries Act authorization.

If you have any further questions about DFO's regulatory process or need general information, contact DFO's Fish and Fish Habitat Protection Program toll free: 1-866-845-6776 or email: ReferralsPacific.XPAC@dfo-mpo.gc.ca.

Lisa Hedderson

Biologist
Fish and Fish Habitat Protection Program
Ecosystem Management Branch
Fisheries and Oceans Canada / Government of Canada

RESPONSE SUMMARY

AMENDMENT BYLAW NOS. 2461.13

- Approval Recommended for Reasons Outlined Below
- Approval Recommended Subject to Conditions Below
- Interests Unaffected by Bylaw
- Approval Not Recommended Due to Reasons Outlined Below

Thank you for the opportunity to provide comments for consideration regarding this application. It is our understanding that the rezone the property from Agriculture Three Zone (AG3) to Site Specific Agriculture Three Zone (AG3s) to facilitate the development of farm worker housing. This referral has been reviewed from a Healthy Food System and an Environmental Public Health perspectives and will be outlined below. The following information is for your consideration:

Healthy Food System

- Interior Health has an interest in protecting agricultural land and increasing the capacity of local food systems as a way to support our community's food security. Food security is vital to the health and well-being of a community and is the foundation for healthy eating.
- Farmland preservation helps to maintain a level of food production that contributes to food self-sufficiency, and food self-sufficiency increases food security and supports healthy eating. Although this proposal does take away some potential farm land, it will be built on blocks and is thus removable should the land be needed for farming in the future.
- Ensuring minimal impact to land where the housing is located may preserve the potential future use of the farmland for agriculture activities.
- Food self-sufficiency in BC is increasingly important, as extreme weather will affect food production in California and elsewhere. Currently, California supplies 40%-50% of BC's imported fruits and vegetables.

Environmental Management

An internal file search has produced appropriate documentation for the on-site sewage disposal system. The plans were filed on 27th of February 2019. This office is pending a Letter of Certification from the Authorized Person to finalize the completion of the works. The Authorized Person has two years from the filing date to submit this paperwork.

Additionally, the applicant is proposing onsite well water as the method of water supply for this proposal. It is presumed that water will be provided to the workers for domestic purposes as part of the temporary accommodation. Water supply systems serving seasonal accommodations for workers would meet the definition of a "water supply system" as defined in the Drinking Water Protection Act. The applicant must obtain the relevant permits in consultation with a drinking water officer and Interior Health.

If you have any questions, concerns or require additional explanation, please email HBE@InteriorHealth.ca or phone toll free at 1-855-744-6328, then choose the HBE option.

Signature: _____

Signed By: Tanya Osborne

Agency: Interior Health

Title: Community Health Facilitator

Date: November 8, 2019





Agricultural Land Commission

201 – 4940 Canada Way
Burnaby, British Columbia V5G 4K6
Tel: 604 660-7000 | Fax: 604 660-7033
www.alc.gov.bc.ca

November 5, 2019

Reply to the attention of Sara Huber
ALC Issue: 51599
Local Government File: F2019.016-ZONE

Lauri Feindell,
Administrative Assistant, Regional District of Okanagan-Similkameen
lfeindell@rdos.bc.ca

Delivered Electronically

Re: **Regional District of Okanagan Similkameen Zoning Amendment Bylaw No. 2461.13**

Thank you for forwarding a draft copy of Regional District of Okanagan Similkameen (RDOS) Electoral Area “F” Zoning Amendment Bylaw No. 2461.13 (the “Bylaw”) for review and comment by the Agricultural Land Commission (ALC). The following comments are provided to help ensure that the Bylaw is consistent with the purposes of the Agricultural Land Commission Act (ALCA), the Agricultural Land Reserve General Regulation, (the “General Regulation”), the Agricultural Land Reserve Use Regulation (the “Use Regulation”), and any decisions of the ALC.

Current Proposal:

The Bylaw proposes to rezone the property identified as 48 Savanna Road, PID: 006-910-360 (the “Property”) from Agriculture Three Zone (AG3) to Site Specific Agriculture Three Zone (AG3s), in order to facilitate the development of farm worker housing. Under the AG3s Zone, farm worker housing would be permitted as an accessory use limited to 910 m² and a maximum of 41 sleeping units. The Property currently contains 27.5 ha of high density cherry orchard, a dwelling and farm buildings.

Application History:

In 2019, the Commission approved the proposal to construct a 41-bedroom structure to house up to 64 seasonal farm workers (ALC Application 58836; Resolution #279/2019), subject to conditions. The two-storey farm worker accommodations would consist of 14 pre-fabricated dorm-style trailers and two shared kitchens over a foundation of approximately 360 m². The two-storey structure, an associated utility building and septic system would require 0.3 ha of the Property.

The conditions of approval included the following:

- The structure be constructed such that it is easily moveable from one location to another (i.e. no permanent structures);
- The registration of a covenant to ensure that the structure is constructed according to the approval (i.e. for farm labour only, easily moveable, and removed once no longer required);



- Siting in accordance with the approved plan.

ALC Staff Comments:

ALC staff recognizes that the Bylaw is intended to facilitate the construction of farm worker housing, a use which was previously approved by the Commission under Resolution #279/2019. The Bylaw is specific to the Property and establishes parameters in terms of size and number of sleeping units in accordance with the previous approval. For this reason, ALC staff has no objection to the proposed Bylaw.

The ALC strives to provide a detailed response to all bylaw referrals affecting the ALR; however, you are advised that the lack of a specific response by the ALC to any draft bylaw provisions cannot in any way be construed as confirmation regarding the consistency of the submission with the ALCA, the Regulations, or any Orders of the Commission.

If you have any questions about the above comments, please contact the undersigned at 604-660-7019 or by e-mail (Sara.Huber@gov.bc.ca).

Yours truly,

PROVINCIAL AGRICULTURAL LAND COMMISSION



Sara Huber, Regional Planner

Enclosure: Referral of F2019.016-ZONE

58836d1 (Carlson, 2019) PREV

CC: Ministry of Agriculture – Attention: Christina Forbes

51599m1



October 31 2019

File No: F2019.016-ZONE

Regional District of Okanagan-Similkameen
101 Martin Street
Penticton, B.C. V2A 5J9
Via E-mail: planning@rdos.bc.ca

Re: Bylaw Referral – File No. F2019.016-ZONE

Dear Ms. Peachey,

Thank you for providing the B.C. Ministry of Agriculture the opportunity to comment on the proposed site specific zoning bylaw amendment for 48 Savanna Road to facilitate the development of farm worker housing. I have reviewed the documents you have provided. From an agricultural perspective I can provide the following comments for your consideration:

- Ministry staff support the development of farm worker accommodation appropriate to the farm operation's agricultural activity and consistent with the ALC's Act and Regulations.
- Ministry staff note that the site plan indicates the building is to be located on non-productive land on the east side of the property. The size and scope of the accommodation appear to be in line with the size of the orchard operation.
- The BC cherry industry continues to expand approximately 5-7% per year. Labour shortage is common in the cherry industry resulting in the necessity of using Temporary Farm Workers to fill the gaps. The distance of this operation from the local labour supply increases the labour shortage issues. More information on the federal Seasonal Farm Worker Program (SAWP) can be located online here: <https://www.canada.ca/en/employment-social-development/services/foreign-workers/agricultural/seasonal-agricultural.html>

If you have any questions, please contact me directly at christina.forbes@gov.bc.ca or 250-861-7201.

Sincerely,

Christina Forbes, P.Ag
Regional Agrologist
B.C. Ministry of Agriculture – Kelowna
Office: (250) 861-7201
E-mail: christina.forbes@gov.bc.ca

Email copy: ALC Planner, ALC.Okanagan@gov.bc.ca



Lauri Feindell

Subject: FW: Bylaw Referral (F2019.016-ZONE) (2019085)

From: Leathem, Jamie FLNR:EX <Jamie.Leathem@gov.bc.ca>
Sent: November 27, 2019 9:45 AM
To: Planning <planning@rdos.bc.ca>
Cc: Lacey, Cathy M FLNR:EX <Cathy.Lacey@gov.bc.ca>
Subject: RE: Bylaw Referral (F2019.016-ZONE) (2019085)

Hi there,

The Ecosystems Section of the Ministry of Forests, Lands, Natural Resource Operations and Rural Development has reviewed the above noted referral (our file 2019085), and, provided the proposed housing structure is greater than 30 m away from any watercourse, there are no concerns with the re-zoning as proposed.

Thank you,

Jamie Leathem, M.Sc.
Ecosystems Biologist | BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development
102 Industrial Place, Penticton, BC V2A 7C8 | (250) 490-8294 | Jamie.Leathem@gov.bc.ca

Please note my regular hours are Mon-Thurs 9:00am-5:00pm.

Lauri Feindell

From: Danielson, Steven <Steven.Danielson@fortisbc.com>
Sent: November 27, 2019 11:19 AM
To: Planning
Subject: Savanna Rd, 48 RDOS Electoral F (F2019.016-ZONE)

With respect to the above noted file,

There are no FortisBC Inc (Electric) ("FBC(E)") facilities affected by this application. As such FBC(E) has no concerns with this circulation.

If you have any questions or comments, please contact me at your convenience.

Best Regards,

Steve Danielson, AACI, SR/WA
Contract Land Agent | Property Services | FortisBC Inc.
2850 Benvoulin Rd
Kelowna, BC V1W 2E3
Mobile: 250.681.3365
Fax: 1.866.636.6171
FBCLands@fortisbc.com

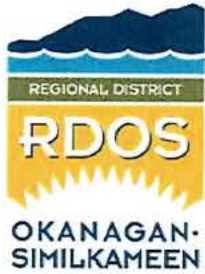


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Feedback Form

Regional District of Okanagan Similkameen

101 Martin Street, Penticton, BC, V2A-5J9

Tel: 250-492-0237 / Email: planning@rdos.bc.ca

TO: Regional District of Okanagan Similkameen **FILE NO.:** F2019.016-ZONE

FROM: Name: Ray Bennett
(please print)

Street Address: 

RE: Electoral Area "F" Zoning Amendment Bylaw No. 2461.13
48 Savanna Road — The South ½ of District Lot 3762, ODYD

My comments / concerns are:

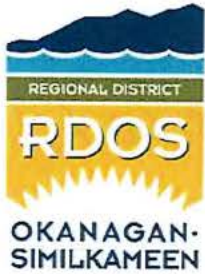
- I do support the proposed rezoning of the subject parcel.
- I do support the proposed rezoning of the subject parcel, subject to the comments listed below.
- I do not support the proposed rezoning of the subject parcel.

Written submissions received from this information meeting will be considered by the Regional District Board prior to 1st reading of Amendment Bylaw No. 2461.13.

Feedback Forms must be completed and returned to the Regional District no later than the start of the **Public hearing for Amendment Bylaw No. 2461.13.**

Protecting your personal information is an obligation the Regional District of Okanagan-Similkameen takes seriously. Our practices have been designed to ensure compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act* (British Columbia) ("FIPPA"). Any personal or proprietary information you provide to us is collected, used and disclosed in accordance with FIPPA. Should you have any questions about the collection, use or disclosure of this information please contact: Manager of Legislative Services, RDOS, 101 Martin Street, Penticton, BC V2A 5J9, 250-492-0237.





Feedback Form


Regional District of Okanagan Similkameen

101 Martin Street, Penticton, BC, V2A-5J9

Tel: 250-492-0237 / Email: planning@rdos.bc.ca

TO: Regional District of Okanagan Similkameen FILE NO.: F2019.016-ZONE

FROM: Name: LINDSAY BENNETT
(please print)

Street Address: 

RE: Electoral Area "F" Zoning Amendment Bylaw No. 2461.13
48 Savanna Road — The South 1/2 of District Lot 3762, ODYD

My comments / concerns are:

- I do support the proposed rezoning of the subject parcel.
- I do support the proposed rezoning of the subject parcel, subject to the comments listed below.
- I do not support the proposed rezoning of the subject parcel.

Written submissions received from this information meeting will be considered by the Regional District Board prior to 1st reading of Amendment Bylaw No. 2461.13.

— CONCERNED ABOUT TRIPPING OR DISRUPTING THE POPULATION AND THE BACK RUCK.


— CONCERNED ABOUT WHAT 40-60 PEOPLE WILL DO AFTER HOURS — NO PHONE — NO GUN, NO INTEREST.

— CONCERNED ABOUT REMOVED PICKING HOUSE TRAFFIC

— WHAT ABOUT OFF-PROPERTY CHERRIES BEING BRANCHED IN.

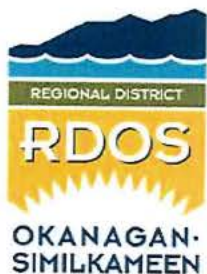
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Over 

— How Many for Season?

— SEASONAL OR FULL-TIME RENTAL?



Feedback Form

Regional District of Okanagan Similkameen

101 Martin Street, Penticton, BC, V2A-5J9

Tel: 250-492-0237 / Email: planning@rdos.bc.ca

TO: Regional District of Okanagan Similkameen **FILE NO.:** F2019.016-ZONE

FROM: Name: Mark & Dawn Wiens
(please print)

Street Address: 

Summerland

RE: Electoral Area "F" Zoning Amendment Bylaw No. 2461.13
48 Savanna Road — The South 1/2 of District Lot 3762, ODYD

My comments / concerns are:

- I do support the proposed rezoning of the subject parcel.
- I do support the proposed rezoning of the subject parcel, subject to the comments listed below.
- I do not support the proposed rezoning of the subject parcel.

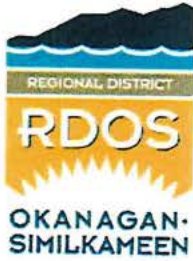
Written submissions received from this information meeting will be considered by the Regional District Board prior to 1st reading of Amendment Bylaw No. 2461.13.

Concern about water usage and sewer/septic safety to us who reside below.

Feedback Forms must be completed and returned to the Regional District no later than the start of the **Public hearing for Amendment Bylaw No. 2461.13.**

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Feedback Form

Regional District of Okanagan Similkameen

101 Martin Street, Penticton, BC, V2A-5J9

Tel: 250-492-0237 / Email: planning@rdos.bc.ca

TO: Regional District of Okanagan Similkameen **FILE NO.:** F2019.016-ZONE

FROM: Name: Trace and Stacy de Boer
(please print)

Street Address:  Summerland V0H1Z8

RE: Electoral Area "F" Zoning Amendment Bylaw No. 2461.13
48 Savanna Road — The South 1/2 of District Lot 3762, ODYD

My comments / concerns are:

- I do support the proposed rezoning of the subject parcel.
- I do support the proposed rezoning of the subject parcel, subject to the comments listed below.
- I do not support the proposed rezoning of the subject parcel.

Written submissions received from this information meeting will be considered by the Regional District Board prior to 1st reading of Amendment Bylaw No. 2461.13.

Please see attached (pg 2 of 2)

Feedback Forms must be completed and returned to the Regional District no later than the start of the **Public hearing for Amendment Bylaw No. 2461.13.**

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p. 1 ★

We do not support the proposed zoning amendment of the subject parcel.

We submit that allowing the zoning amendment, thereby allowing the development of a 41-unit farm labour accommodation building(s), would be wholly inconsistent with the intent of the Area "F" Okanagan Lake West, West Bench Official Community Plan ("OCP") that serves as a policy foundation for the Zoning Bylaw.

In the interest of brevity, rather than quoting from the many paragraphs and subparagraphs of the OCP that would be contravened by allowing this zoning amendment, I will simply list the references in point form below.

- 1.0 Interpretation and Administration, Sections 1.1; 1.3 .2; and 1.4 .1, .2, .4, .5, .6, .7, .8, and .9.
- 2.0 Okanagan Lake West/West Bench Context, paragraph 2 of 3. ("...Meadow Valley and Dean Road areas provide some additional opportunities for rural residential development, although these are limited by the predominance of Crown Land, **limited water supply** and agricultural activities.")
- 4.0 Objectives, Section 4.1 .2, .5, .6, .12 and .13.
- 5.0 Resource Area, Section 5.2 .1.
- 7.0 Rural Holdings, Section 7.2 .3 (c) and (d) and .4.
- 13.0 Natural Environment & Conservation, Sections 13.1; 13.1.1 .2 and .4; 13.2; and 13.2.1 .6; 13.2.2 .5 and .6.
- 16.0 Temporary Use Permits, Sections 16.1; 16.2 .3; 16.3 .4 (c), (d) and (e).
- 17.0 Development Permit Areas, Section 17.3.5.

We urge you to review these portions of the OCP and consider the importance of adhering to it and respecting the intent to preserve, in particular, the limited water supply; the immediate riparian areas; the impact of the proposed use on the natural environment, including groundwater, wildlife, aquatic ecosystem and biodiversity, wildlife and all environmentally sensitive areas; the intensity of the proposed use; and the opportunity to conduct the proposed use on land elsewhere in the community (such as in Summerland or closer to the town centre, where there is much greater access to sustainable services and utilities).

These written submissions are merely a starting point for our serious concerns regarding this proposed zoning amendment. We are also deeply concerned that extensive building materials have already been not only requisitioned but delivered to the proposed construction site. In our view this shows a disregard and disrespect for the rules and regulations that govern this area.

We respectfully request that the RDOS board fulfil their important duties and obligations to enforce existing bylaws; to maintain good governance; and to implement and maintain policies that preserve and enhance the quality of life and serve the broader public interest in an effective, equitable, and *environmentally responsible manner*.

PG 2 OF 2 (deBoer)





Feedback Form

Regional District of Okanagan Similkameen

101 Martin Street, Penticton, BC, V2A-5J9

Tel: 250-492-0237 / Email: planning@rdos.bc.ca

TO: Regional District of Okanagan Similkameen FILE NO.: F2019.016-ZONE

FROM: Name: Brian and Laura and Sarah Dean
(please print)

Street Address: [REDACTED] Summerland

RE: Electoral Area "F" Zoning Amendment Bylaw No. 2461.13
48 Savanna Road — The South 1/2 of District Lot 3762, ODYD

My comments / concerns are:

- I do support the proposed rezoning of the subject parcel.
- I do support the proposed rezoning of the subject parcel, subject to the comments listed below.
- I do not support the proposed rezoning of the subject parcel.

Written submissions received from this information meeting will be considered by the Regional District Board prior to 1st reading of Amendment Bylaw No. 2461.13.

1. Very concerned that the development will negatively impact the water sources for the area. See Greider + Assoc. reports from 2003. Pending appeal on water licences.
2. Beartoot Acres has not followed the RDOS process in regards to RDOS approvals, before commencing construction etc. This erodes the trust of the local landowners, and places doubt on many of the details in the application and previous construction.

Feedback Forms must be completed and returned to the Regional District no later than the start of the Public hearing for Amendment Bylaw No. 2461.13.

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Feedback Form

Regional District of Okanagan Similkameen

101 Martin Street, Penticton, BC, V2A-5J9

Tel: 250-492-0237 / Email:

TO: Regional District of Okanagan Similkameen FILE NO.: F2019.016-ZONE

FROM: Name: Barry and Kathleen Pickett
(please print)

Street Address: 

RE: Electoral Area "F" Zoning Amendment Bylaw No. 2461.13
48 Savanna Road — The South 1/2 of District Lot 3762, ODYD

My comments / concerns are:

- I do support the proposed rezoning of the subject parcel.
- I do support the proposed rezoning of the subject parcel, subject to the comments listed below.
- I do not support the proposed rezoning of the subject parcel.

Written submissions received from this information meeting will be considered by the Regional District Board prior to 1st reading of Amendment Bylaw No. 2461.13.

There is no infrastructure to support this many people
We do not have city water or sewer here.
This could be a precedent for other farmers in the area
to provide housing for large numbers of people
Concerned about effects this will have on our
water table
Concerned about effects this has on sewage / pollution
Concerned about security / policing. Already having
problems with trespassing on private property.
This is a quiet farming community not large scale housing

Feedback Forms must be completed and returned to the Regional District
no later than the start of the **Public hearing for Amendment Bylaw No. 2461.13.**

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ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 19, 2019

RE: Official Community Plan & Zoning Bylaw Amendment – Residential Zone Update (Phase 1) Electoral Areas “A”, “C”, “D”, “E”, “F” & “I”

Administrative Recommendation:

THAT Bylaw No. 2804, 2019, Regional District of Okanagan-Similkameen Residential Zone Update (Phase 1) Zoning Amendment Bylaw be read a first and second time and proceed to public hearing;

AND THAT the Board of Directors considers the process, as outlined in this report from the Chief Administrative Officer dated December 19, 2019, to be appropriate consultation for the purpose of Section 475 of the *Local Government Act*;

AND THAT, in accordance with Section 477 of the *Local Government Act*, the Board of Directors has considered Amendment Bylaw No. 2804, 2019, in conjunction with its Financial and applicable Waste Management Plans;

AND THAT the holding of a public hearing be scheduled for the Regional District Board meeting of January 23, 2020;

AND THAT staff give notice of the public hearing in accordance with the requirements of the *Local Government Act*.

Proposed Development:

The purpose of Bylaw No. 2804, 2019, is to update the objective and policies for the various residential land use designations in the South Okanagan Official Community Plan (OCP) Bylaws and to further update the residential medium density (RM) zones in the zoning bylaws.

These amendments are part of on-going work related to the preparation of an Okanagan Valley Electoral Area Zoning Bylaw and represent Phase 1 of consolidating the residential zones. Subsequent phase(s) will deal with the low density residential (RS) zones.

Background:

At its meeting of October 16, 2008, the Board considered an Administrative Report proposing the creation of a single Electoral Area Zoning Bylaw and directed staff to investigate the preparation of such a bylaw.

Since that time, Administration has balanced work on a consolidated Okanagan Valley zoning bylaw with competing demands related to current planning (i.e. rezoning and permit applications) and other long-range planning projects (i.e. RGS, OCP & Area Plan reviews).

In support of this project, the Regional District's recent Business Plan's have included the adoption of "a consolidated Okanagan Valley Zoning Bylaw" and ensuring "all existing bylaws and policies are kept in a current and useful form ..." as on-going projects

In anticipation of bringing forward a draft zoning bylaw for consideration to the Board as a target in Q2 of 2020, Administration will be presenting a series of draft amendments (by zone category) over the coming months intended to update various zones and facilitate their eventual consolidation in a new bylaw.

At its meeting of April 19, 2018, the Planning and Development (P&D) Committee of the Board considered an Administrative report the provided a broad outline of the Residential Zone Update.

Referrals:

Approval from the Ministry of Transportation and Infrastructure (MoTI) is required prior to adoption as the proposed zoning amendments involve lands within 800 metres of a controlled access highway (i.e. Highway 97 & 3).

Pursuant to Section 476 of the *Local Government Act*, the Regional District must consult with the relevant School District when proposing to amend an OCP for an area that includes the whole or any part of that School District. In this instance, School District No. 53 & 67 have been made aware of the proposed amendment bylaw.

Pursuant to Section 477 of the *Local Government Act*, after first reading the Regional Board must consider the proposed OCP amendment in conjunction with Regional District's current financial and waste management plans. The proposed OCP amendment has been reviewed by the Public Works Department and Finance Department, and it has been determined that the proposed bylaw is consistent with RDOS's current waste management plan and financial plan.

Pursuant to Section 475 of the *Local Government Act*, the Regional District must consult with the Agricultural land Commission (ALC) when proposing to amend an OCP which might affect agricultural. Both the ALC and the Ministry of Agriculture have been made aware of the proposed amendment bylaw.

Public Process:

On October 10, 2019, the Regional District sent letters to all owners of land currently zoned RM1 (approximately 40 different parcels) advising of the proposed changes contained within Bylaw No. 2804, and offering to meet to discuss any questions or comments they may have had. In response, approximately five (5) property owners contacted the Regional District.

The bylaw was also notified on the Regional District's web-site, social media accounts and by inclusion in the "bi-weekly" advertisement in local newspapers.

Administration recommends that the written notification of affected property owners as well as formal referral to the agencies listed at Attachment No. 1, should be considered appropriate consultation for the purpose of Section 475 of the *Local Government Act*. As such, the consultation process undertaken is seen to be sufficiently early and does not need to be further ongoing.

All comments received to date in relation to this application are included as a separate item on the Board Agenda.

Analysis:

Administration supports the proposed amendments as they will facilitate the introduction of a single zoning bylaw for the South Okanagan Electoral Areas. The following is a summary overview of some of the more salient amendments contained within Bylaw 2804:

OCP Bylaws - Uses:

For ease of amendment, Administration is recommending that the Residential section of each OCP Bylaw be replaced in its entirety in order to ensure consistent layout, formatting and description of common Board objectives and policies across Electoral Areas.

In terms of changes to existing Residential policies, Administration is recommending that the type of dwellings and uses associated with each designation (i.e. LR & MR) found in the Electoral Area "D", "F" & "I" bylaws be applied consistently across Electoral Areas.

For the Low Density Residential (LR) designation this would be the following:

Generally supports the use of lands designated Low Density Residential (LR) identified in Schedule 'B' (Official Community Plan Map) for single detached dwellings, duplexes, secondary suites, manufactured homes, parks, religious buildings and facilities, institutional buildings, local convenience stores and other uses that fit with the low density residential character of the designation.

For the Medium Density Residential (MR) designation this would be the following:

Generally supports the use of lands designated Medium Density Residential (MR) identified in Schedule 'B' (Official Community Plan Map) for multi-family developments, including triplexes, fourplexes, townhouses and apartment buildings that fit with the residential intent of the designation.

OCP Bylaws - Densities:

The current OCP Bylaws speak to supporting a range of maximum densities of 15 to 20 dwelling units per gross hectare in the LR designation and 30 to 60 dwelling units per gross hectare in the MR designation.

Administration is concerned that the current densities for dwelling types in the LR designation is not consistent with long-standing zonings and also do not reflect the gradual introduction of secondary suites that has been occurring in the Electoral Areas since 2002.

For instance, a manufactured home park could realise a maximum density of 29 dwelling units/ha, a neighbourhood of single detached dwellings where secondary suites are permitted could result in a density of 20-40 units/ha, while a neighbourhood comprised entirely of duplexes could result in a density of 30 units/ha (a number which could increase to 45 units/ha under proposed changes to the duplex zone). NOTE: these calculations assume perfect site efficiency can be achieved on a parcel.

To address these conflicts, it is being proposed that the maximum densities of the LR designation be increase to 30 units/ha, that secondary suites and accessory dwellings do not count towards this total and that the allowance for duplexes be increased to 45 units/ha.

Similarly, to ensure consistency in the MR designation, it is being proposed that a uniform density of 60 units/ha be introduced.

OCP Bylaws – 1.0 ha Policy:

It is being proposed that references to the “1.0 ha Policy” be more explicitly stated in the LR & MR designations through the introduction of the following policy statements:

- *Requires that new parcels to be created by subdivision that are less than 1.0 hectare in area be connected to a community sanitary sewer system.*
- *Requires that accessory dwellings on parcels less than 1.0 hectare in area be connected to a community sanitary sewer system.*
- *Requires that secondary suites on parcels less than 1.0 hectare in area be connected to a community sanitary sewer system or the same septic system that serves the principal dwelling unit.*

Medium Density Residential Zones:

It is being proposed to standardize minimum densities, maximum densities, floor area ratios, setbacks and parcel coverage of the RM1 Zone across Electoral Areas (see Attachment No. 2). This will result in, amongst other things, the following:

- amended and new definitions for “amenity space”, “apartment building” and “townhouse”;
- replacing references to “multi-dwelling units” with “apartment building” and “townhouse”;
- deleting low density dwellings (i.e. single detached & duplexes) as permitted types/uses;
- deleting references to a minimum density of 3 dwelling units in the RM1 Zone;
- introducing a minimum floor area of 40.0 m² for dwelling units;
- deleting Floor Area Ratio (FAR) requirements;
- revising the amenity space requirements “apartment building” and “townhouse” units; and
- combining the RM1 & RM2 Zones in Electoral Area “F”;
- introducing a new Comprehensive Development Zone for a “share lot” development in Area “D”.

Alternatives:

1. THAT Bylaw No. 2804, 2019, Regional District of Okanagan-Similkameen Administrative and Institutional Zone Update Zoning Amendment Bylaw be deferred; or
2. THAT Bylaw No. 2804, 2019, Regional District of Okanagan-Similkameen Administrative and Institutional Zone Update Zoning Amendment Bylaw be denied.

Respectfully submitted:

Endorsed By:


C. Garrish, Planning Manager


B. Dollevoet, G.M. of Development Services

Attachments: No. 1 – Agency Referral List
No. 2 – Comparison Table: Current vs. Proposed RM1 Zones

Attachment No. 1 – Agency Referral List

Referrals have been sent to the following agencies as highlighted with a **p**, regarding Amendment Bylaw No. 2804:

p	Agricultural Land Commission (ALC)	o	Fortis
p	Interior Health Authority (IHA)	o	City of Penticton
p	Ministry of Agriculture	o	District of Summerland
o	Ministry of Energy, Mines & Petroleum Resources	o	Town of Oliver
o	Ministry of Municipal Affairs & Housing	p	Town of Osoyoos
p	Ministry of Environment & Climate Change Strategy	o	Town of Princeton
o	Ministry of Forest, Lands, Natural Resource Operations & Rural Development (Archaeology Branch)	o	Village of Keremeos
o	Ministry of Jobs, Trade & Technology	o	Okanagan Nation Alliance (ONA)
p	Ministry of Transportation and Infrastructure	p	Penticton Indian Band (PIB)
o	Integrated Land Management Bureau	p	Osoyoos Indian Band (OIB)
o	BC Parks	o	Upper Similkameen Indian Band (USIB)
p	School District #53	o	Lower Similkameen Indian Band (LSIB)
o	School District #58	o	Environment Canada
p	School District #67	o	Fisheries and Oceans Canada
o	Central Okanagan Regional District	o	Canadian Wildlife Services
o	Kootenay Boundary Regional District	p	OK Falls Irrigation District
o	Thompson Nicola Regional District	p	Kaleden Irrigation District
o	Fraser Valley Regional District		

Attachment No. 2 – Comparison Table: Current vs. Proposed RM1 Zones

ELECTORAL AREA "A"	ELECTORAL AREA "C"	ELECTORAL AREA "D"	ELECTORAL AREA "E"	ELECTORAL AREA "F"	ELECTORAL AREA "I"	PROPOSED RM1 ZONE
Principal Uses: boarding homes; community care or social care; duplex; multi-dwelling units; single detached dwelling.	Principal Uses: special needs/afford. housing; duplex; multi-dwelling units; single detached dwelling.	Principal Uses: boarding homes / group home; churches; congregate care housing; duplex; multi-dwelling units; single detached dwelling.	Principal Uses: boarding homes; community care or social care; duplex; multi-dwelling units; single detached dwelling.	Principal Uses: congregate care /seniors housing; duplex or semi-detached; rowhouse or townhouse; single detached dwelling.	Principal Uses: special needs housing; duplex; rowhouse; single detached dwelling.	Principal Uses: apartment building; community care facility; townhouse;
Accessory Uses: home occupation; accessory buildings/structures.	Accessory Uses: home occupation; accessory buildings/structures.	Accessory Uses: bed and breakfast; home occupation; retail sales; accessory buildings/structures.	Accessory Uses: home occupation; accessory buildings/structures.	Accessory Uses: home occupation; accessory buildings/structures.	Accessory Uses: amenity area; home occupation; RV storage; accessory buildings/structures.	Accessory Uses: home occupation; accessory buildings/structures.
Minimum Parcel Size: 1,010 m ²	Minimum Parcel Size: 1,010 m ²	Minimum Parcel Size: 1,000 m ²	Minimum Parcel Size: 2,020 m ²	Minimum Parcel Size: [varies by dwelling type]	Minimum Parcel Size: 505 m ²	Minimum Parcel Size: 1,000 m ²
Minimum Parcel Width: 30.0 metres	Minimum Parcel Width: 25.0 metres	Minimum Parcel Width: Not less than 25% parcel depth	Minimum Parcel Width: Not less than 25% parcel depth	Minimum Parcel Width: [varies by dwelling type]	Minimum Parcel Width: 16.0 metres	Minimum Parcel Width: 30.0 metres
Density: Minimum: 3 dwellings Maximum: 50 dwellings/ha Floor Area Ratio: N/A	Density: Minimum: 3 dwellings Maximum: 40 dwellings/ha Floor Area Ratio: N/A	Density: Minimum: N/A Maximum: 60 dwellings/ha Floor Area Ratio: 0.45	Density: Minimum: 3 dwellings Maximum: 50 dwellings/ha Floor Area Ratio: N/A	Density: Minimum: N/A Maximum: [varies # bedrooms] Floor Area Ratio: 0.45	Density: Minimum: N/A Maximum: 20 dwellings/ha Floor Area Ratio: N/A	Density: Minimum Floor Area per unit: 40 m ² Maximum: 60 dwellings/ha Floor Area Ratio: N/A
Minimum Setbacks: <u>Principal buildings:</u> Front: 7.5 metres Rear: 4.5 metres Interior side: 3.0 metres Exterior side: 4.5 metres <u>Accessory buildings:</u> Front: 7.5 metres Rear: 1.0 metres Interior side: 1.0 metres Exterior side: 4.5 metres	Minimum Setbacks: <u>Principal buildings:</u> Front: 7.5 metres Rear: 4.5 metres Interior side: 3.0 metres Exterior side: 4.5 metres <u>Accessory buildings:</u> Front: 7.5 metres Rear: 1.0 metres Interior side: 1.0 metres Exterior side: 4.5 metres	Minimum Setbacks: <u>Principal buildings:</u> Front: 7.5 metres Rear: 7.5 metres Interior side: 6.0 metres Exterior side: 4.5 metres <u>Accessory buildings:</u> Front: 7.5 metres Rear: 1.5 metres Interior side: 1.5 metres Exterior side: 4.5 metres	Minimum Setbacks: <u>Principal buildings:</u> Front: 7.5 metres Rear: 7.5 metres Interior side: 4.5 metres Exterior side: 4.5 metres <u>Accessory buildings:</u> Front: 7.5 metres Rear: 3.0 metres Interior side: 3.5 metres Exterior side: 4.5 metres	Minimum Setbacks: <u>Principal buildings:</u> Front: 6.0 metres Rear: 4.5 metres Interior side: 3.0 metres Exterior side: 3.5 metres <u>Accessory buildings:</u> Front: 3.0 metres Rear: 1.0 metres Interior side: 1.0 metres Exterior side: 3.5 metres	Minimum Setbacks: <u>Principal buildings:</u> Front: 6.0 metres Rear: 6.0 metres Interior side: 1.5 metres Exterior side: 4.5 metres <u>Accessory buildings:</u> Front: 6.0 metres Rear: 1.5 metres Interior side: 1.5 metres Exterior side: 4.5 metres	Minimum Setbacks: <u>Principal buildings:</u> Front: 7.5 metres Rear: 4.5 metres Interior side: 3.0 metres Exterior side: 4.5 metres <u>Accessory buildings:</u> Front: 7.5 metres Rear: 1.0 metres Interior side: 1.0 metres Exterior side: 4.5 metres
Maximum Height: 10 m (principal) / 4.5 m (acce.)	Maximum Height: 10 m (principal) / 4.5 m (acce.)	Maximum Height: 12 m (principal) / 5.5 m (acce.)	Maximum Height: 10 m (principal) / 4.5 m (acce.)	Maximum Height: 10 m (principal) / 4.5 m (acce.)	Maximum Height: 10 m (principal) / 5.5 m (acce.)	Maximum Height: 12 m (principal) / 4.5 m (acce.)

ELECTORAL AREA "A"	ELECTORAL AREA "C"	ELECTORAL AREA "D"	ELECTORAL AREA "E"	ELECTORAL AREA "F"	ELECTORAL AREA "1"	PROPOSED RM1 ZONE
Maximum Parcel Coverage: 40%	Maximum Parcel Coverage: 40%	Maximum Parcel Coverage: 35%	Maximum Parcel Coverage: 50%	Maximum Parcel Coverage: 30% (1 storey)/22.5% (2 storey)	Maximum Parcel Coverage: 40%	Maximum Parcel Coverage: 50%
Amenity & Open Space Area: a) 40 m ² for each dwelling unit; b) a minimum of 25% of required amenity and open space areas shall be at grade, and the remainder shall be provided in a convenient and accessible location within the development; c) for the purpose of calculating the amenity and open space area requirement, any indoor amenity space provided shall be counted as double its actual floor area and credited towards this requirement; d) the amenity and open space areas shall not include parking areas, driveways, service or storage areas, or setbacks, except the rear yard setbacks; e) where more than 900 square metres of amenity and open space area is required, two or more areas may be provided; f) amenity and open space areas shall be of a grass or asphalt surface and shall be properly landscaped with natural or introduced vegetation.	Amenity & Open Space Area: a) 40 m ² for each dwelling unit; b) a minimum of 25% of required amenity and open space areas shall be at grade, and the remainder shall be provided in a convenient and accessible location within the development; c) for the purpose of calculating the amenity and open space area requirement, any indoor amenity space provided shall be counted as double its actual floor area and credited towards this requirement; d) the amenity and open space areas shall not include parking areas, driveways, service or storage areas, or setbacks, except the rear yard setbacks; e) where more than 900 square metres of amenity and open space area is required, two or more areas may be provided; f) amenity and open space areas shall be of a grass or asphalt surface and shall be properly landscaped with natural or introduced vegetation.	Amenity & Open Space Area: a) 40.0 m ² for each dwelling unit; b) a minimum of 25% of required amenity and open space areas shall be at grade and outdoors, and the remainder shall be provided in a convenient and accessible location within the development; c) where open space is provided at a right angle to a principal window of a living or family room, the minimum depth of the privacy area shall be 4.5 metres when a window is within 1.8 metres of grade, with a minimum building separation of 7.0 metres; d) where open space is provided at a right angle to a principal window of other habitable rooms, the minimum depth of the privacy area shall be 3.5 metres when a window is within 1.8 metres of grade.	Amenity & Open Space Area: a) 40 m ² for each dwelling unit; b) a minimum of 25% of required amenity and open space areas shall be at grade, and the remainder shall be provided in a convenient and accessible location within the development; c) for the purpose of calculating the amenity and open space area requirement, any indoor amenity space provided shall be counted as double its actual floor area and credited towards this requirement; d) the amenity and open space areas shall not include parking areas, driveways, service or storage areas, or setbacks, except the rear yard setbacks; e) where more than 900 m ² of amenity and open space area is required, two or more areas may be provided; f) amenity and open space areas shall be of a grass or asphalt surface and shall be properly landscaped with natural or introduced vegetation.	Amenity & Open Space Area: Site area less ground floor area, parking and circulation in m ² / site area in m ² : a) 45% for a one (1) storey building; b) 55% for a two (2) storey building. Amenity Area Ratio: Site area less site coverage parking, circulation less 3.5 metres front yard, plus commercial recreation facilities, in m ² / floor area in building in m ² : a) 0.63 An amenity area must be provided as defined at Section 12.1.11 (Amenity Area Ratio). An amenity area is space set aside for landscaping and/or communal recreational purposes. The area must form part of the same site as the dwelling units and may include landscaped areas, roof-top gardens, tennis courts, swimming pools, communal lounges and the like, private balcony space where those portions of private balcony space have a width of not less than 1.25 metres and length not more than twice the width.	Amenity & Open Space Area: 50 m ² for each dwelling unit	Amenity Space Requirement: a) The following amenity space shall be provided for each dwelling unit: i) studio suite: 7.5 m ² ii) one (1) bedroom: 15.0 m ² iii) two (2) or more bedrooms: 25.0 m ² b) not less than 25% of required amenity space is to be located at grade; c) for the purpose of calculating the amenity space requirement, any indoor amenity space provided shall be counted as double its actual floor area and credited towards this requirement.

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2804, 2019

**A Bylaw to amend the Electoral Area "A", "C", "D", "E", "F" & "I"
Official Community Plan and 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 "Okanagan Electoral Area Residential OCP & Zone Update Amendment Bylaw No. 2804, 2019."

Electoral Area "A"

2. The Electoral Area "A" Official Community Plan Bylaw No. 2450, 2008, is amended by:
 - i) replacing Section 8.0 (Residential) in its entirety with the following:

8.0 RESIDENTIAL

8.1 Background

There are two residential land use designations recognized within this Plan. Rural Holdings (i.e., Large Holdings and Small Holdings) are not included as residential designations.

- **Low Density Residential (LR):** generally includes single detached dwellings, mobile homes, duplexes, and complementary secondary uses such as daycares, preschools, and parks which are integral to a low density residential neighbourhood.
- **Medium Density Residential (MR):** generally includes townhouses, triplexes, fourplexes, and those complementary secondary uses such as daycares, preschools, and parks, which are integral to a medium density area.

Low Density Residential (LR) development in the Plan Area has typically occurred adjacent to or near Osoyoos Lake and low-density single detached dwellings are the predominant housing form throughout the Plan Area. Other forms of low-density residential housing include semi-detached, and manufactured homes.

Medium Density Residential (MR) designated lands in the Plan Area are limited and exist at the north end of Osoyoos Lake and also near the Town of Osoyoos.

Under the South Okanagan Regional Growth Strategy (RGS) Bylaw, Willow Beach and Osoyoos Mountain Estates have been designated as Rural Growth Areas in the Plan area, while the Town of Osoyoos is a designated Primary Growth Area.

The Plan supports these designations by directing new LR and MR designations to Rural Growth Areas, subject to servicing, as well as to Primary Growth Areas (i.e. Town of Osoyoos), and that proposed high density residential developments also be directed to Primary Growth Areas.

8.2 Objectives

- .1 Direct new residential development to existing serviced areas, within designated Primary and Rural Growth Areas to protect the predominately rural character of the Plan Area.
- .2 Minimize impacts from new residential development on the natural environment.
- .3 Accommodate a range of housing types and tenures to meet the socio-economic needs of the community.
- .4 Direct new residential development away from hazard lands, critical habitat areas, and watercourses.

8.3 Policies – General Residential

The Regional Board:

- .1 Directs the development of new housing to existing vacant lots (with servicing), or previously approved residential subdivisions, prior to considering more residential development on non-residential designations in identified Primary and Rural Growth Areas.
- .2 Encourages residential infill development to maximize land use and servicing efficiencies.
- .3 Supports a range of residential densities and parcel sizes for the existing residential areas in the Plan Area.

- .4 Supports housing for a range of income levels, lifestyles and ages including rental housing and secondary suites where appropriate and feasible.
- .5 Will assess proposed residential developments on the following development criteria:
 - a) capability of accommodating on-site domestic water and sewage disposal, or the availability of community water or sewer;
 - b) ability of community water or sewer systems to be extended to existing neighbouring subdivisions which are presently un-serviced;
 - c) proximity to Environmentally Sensitive Development Permit Areas;
 - d) proximity to Watercourse Development Permit Areas;
 - e) impact on adjacent land uses and character of the existing area;
 - f) proximity to existing roads and other community and essential services;
 - g) susceptibility to natural hazards including, but not limited to, flooding, soil instability, land slide, rockfall, moderate or higher forest fire;
 - h) parkland dedication; and
 - i) demonstration of housing need, and provision for a variety of housing types.
- .6 Will evaluate any new residential development on its implications and impacts on adjacent lands designated as Agriculture (AG).
- .7 Encourages new developments that abut agricultural land or livestock grazing land to provide perimeter fencing.
- .8 Encourages residential development that abuts land designated Agriculture (AG) to provide buffers pursuant to Ministry of Agriculture guidelines.
- .9 Requires that new parcels to be created by subdivision that are less than 1.0 hectare in area be connected to a community sanitary sewer system.
- .10 Requires that accessory dwellings on parcels less than 1.0 hectare in area be connected to a community sanitary sewer system.
- .11 Requires that secondary suites on parcels less than 1.0 hectare in area be connected to a community sanitary sewer system or the same septic system that serves the principal dwelling unit.
- .12 Encourages new residential development to locations away from Osoyoos Lake to protect this important resource, reducing human impact on the lake and maintaining and improving water quality and habitat, and encourages a strong component of redesign for redevelopment of areas adjacent to the lake.

8.4 Policies – Low Density Residential

The Regional Board:

- .1 Generally supports the use of lands designated Low Density Residential (LR) identified in Schedule 'B' (Official Community Plan Map) for single detached dwellings, duplexes, secondary suites, accessory dwellings, manufactured homes, parks, religious buildings and facilities, institutional buildings, local convenience stores and other uses that fit with the low density residential character of the designation.
- .2 Support a maximum net density for single detached dwelling units on lands designated Low Density Residential (LR) to be 30 units per hectare for areas served by a community water system and a community sewage treatment system. The calculation of net density does not include accessory dwellings and secondary suites.
- .3 Supports a maximum net density for duplexes on lands designated Low Density Residential (LR) to be 45 dwelling units per hectare for areas served by a community water system and a community sewage treatment system.
- .4 Supports the re-designation of lands to Low Density Residential (LR) only within designated Primary and Rural Growth Areas in order to achieve lower servicing costs and to minimize environmental impacts.
- .5 Supports home occupations and bed and breakfasts within a single detached dwelling provided the operation does not have an unacceptable negative impact on the surrounding homes and the quality of life of existing residents.

8.5 Policies – Medium Density Residential

The Regional Board:

- .1 Generally supports the use of lands designated Medium Density Residential (MR) identified in Schedule 'B' (Official Community Plan Map) for multi-family developments, including triplexes, fourplexes, townhouses and apartment buildings that fit with the residential intent of the designation.
- .2 Supports a maximum net density on lands designated Medium Density Residential (MR) of 60 dwelling units per hectare for areas served by a community water system and a community sewage treatment system.
- .3 Supports the re-designation of lands to Medium Density Residential (MR) only within designated Primary and Rural Growth Areas in order to achieve lower servicing costs and to minimize environmental impacts.

- .4 Encourages affordable, community care housing, seniors housing, and special needs housing in Medium Density Residential (MR) areas.
- .5 Requires a high standard of architectural building design and landscaping for medium density residential development by supporting the inclusion of lands designated as Medium Density Residential (MR) in a Multi-Family Development Permit Area.
- .6 Will avoid locating Medium Density Residential (MR) development next to land designated as Agriculture (AG). If multiple family development is to be located near land designated as Agriculture (AG), then the following steps must be taken:
 - a) buffering should be constructed in accordance with Ministry of Agriculture guidelines;
 - b) the ground floor of the building should be set back far enough from the agricultural use to minimize conflicts; and
 - c) the building should be designed to step back away from the Agriculture land as the building increases in height.

8.6 Policies – Vacation Rentals

The Regional Board:

- .1 Supports the provision of paid accommodation for visitors through the short-term rental of residences provided that community and neighbourhood residential needs and other land use needs can be addressed.
 - .2 Supports the use of a residence for short-term vacation rental where permitted by a Temporary Use Permit. The Regional Board may use the following criteria to assess applications:
 - a) capability of accommodating on-site domestic water and sewage disposal;
 - b) mitigating measures such as screening and fencing;
 - c) provision of adequate off-street parking;
 - d) confirmation that the structure proposed complies with the BC Building Code; and
 - e) benefits that such accommodation may provide to the community.
3. The Electoral Area “A” Zoning Bylaw No. 2451, 2008, is amended by:
- i) deleting the definitions of “boarding home”, “cluster housing development”, “integrated housing” and “multi-dwelling unit” under Section 4.0 (Definitions).

- ii) replacing the definition of “amenity and open space area” under Section 4.0 (Definitions) in its entirety with the following:

“**amenity space**” means a useable open space area exclusive of required front and side parcel line setback areas and parking areas which is developed for the recreational use of the residents of a residential dwelling unit, and may include balconies, patios, decks and level landscaped recreation areas;

- iii) adding the definition of “apartment building” under Section 4.0 (Definitions) to read as follows:

“**apartment building**” means a building other than a townhouse containing three (3) or more dwellings each of which has its principal access from an entrance common to the dwellings;

- iv) adding the definition of “apartment building” under Section 4.0 (Definitions) to read as follows:

“**townhouse**” means a building not more than three storeys high divided into three or more dwelling units located side by side under one roof with private entrances to each dwelling from the exterior of the building and with each dwelling sharing common walls or party walls;

- v) replacing the reference to “Medium Density Residential Zones” under Section 5.1 (Zoning Districts) in its entirety with the following:

Medium Density Residential Zones

Medium Density Residential One Zone RM1

- vi) adding a new Section 6.1.3 (Minimum Parcel Size Exceptions for Subdivisions) under Section 6.0 (Subdivision Regulations) to read as follows and renumbering all subsequent sections:

.3 building strata lots authorised pursuant to the *Strata Property Act*.

- vii) replacing the reference to the “Residential (Multi-Dwelling)” use under Table 9.2 (Off-Street Parking and Loading Requirements) in its entirety with the following:

Residential (apartment building, townhouse)	1.75 dwelling unit	0
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- viii) replacing Section 12.0 (Medium Density Residential) in its entirety with the following:

12.0 MEDIUM DENSITY RESIDENTIAL

12.1 MEDIUM DENSITY RESIDENTIAL ONE ZONE (RM1)

12.1.1 Permitted Uses:

Principal Uses:

- a) apartment building;
- b) community care facility;
- c) townhouse;

Secondary Uses:

- d) home occupations, subject to Section 7.17;
- e) accessory buildings and structures, subject to Section 7.13.

12.1.2 Site Specific Medium Density Residential One (RM1s) Provisions:

- a) see Section 17.10

12.1.3 Minimum Parcel Size:

- a) 1,000 m², subject to servicing requirements.

12.1.4 Minimum Parcel Width:

- a) 30.0 metres

12.1.5 Maximum Density:

- a) 60 dwellings per hectare

12.1.6 Minimum Floor Area:

- a) 40.0 m² for dwelling units

12.1.7 Minimum Setbacks:

- a) Principal Building:
 - i) Front parcel line 7.5 metres
 - ii) Rear parcel line 4.5 metres
 - iii) Interior side parcel line 3.0 metres
 - iv) Exterior side parcel line 4.5 metres
- b) Accessory Buildings or Structures:
 - i) Front parcel line 7.5 metres
 - ii) Rear parcel line 1.0 metres
 - iii) Interior side parcel line 1.0 metres

- iv) Exterior side parcel line 4.5 metres
- c) Despite 12.1.7(a) and (b), internal parcel lines for a strata subdivision are subject to Section 7.21.

12.1.8 Maximum Height:

- a) No building shall exceed a height of 12.0 metres;
- b) No accessory building or structure shall exceed a height of 4.5 metres.

12.1.9 Maximum Parcel Coverage:

- a) 50%

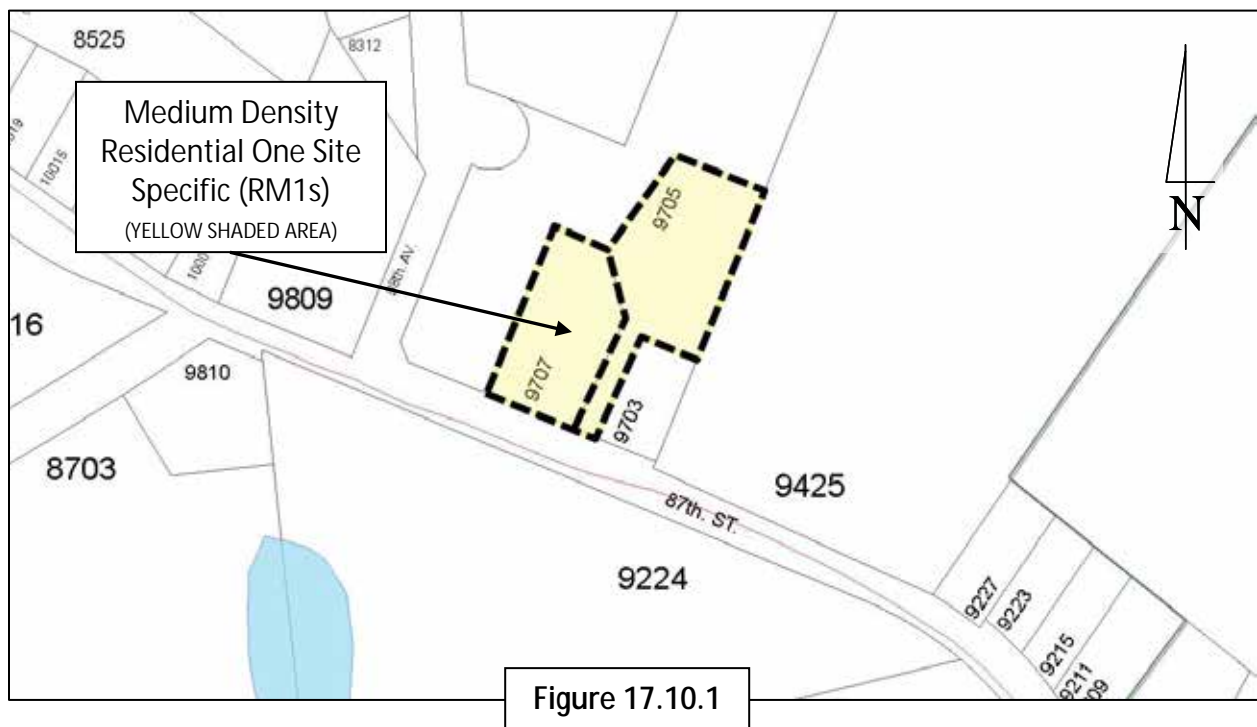
12.1.10 Amenity Space Requirements:

- a) The following amenity space shall be provided for each dwelling unit:
 - i) studio suite: 7.5 m²
 - ii) one (1) bedroom: 15.0 m²
 - iii) two (2) or more bedrooms: 25.0 m²
- b) not less than 25% of required amenity space is to be located at grade;
- c) for the purpose of calculating the amenity space requirement, any indoor amenity space provided shall be counted as double its actual floor area and credited towards this requirement.

- ix) replacing Section 17.10 (Site Specific Residential Multiple Family (RM1s) Provisions) under Section 17.0 (Site Specific Designations) in its entirety with the following:

17.10 Site Specific Medium Density Residential One (RM1s) Provisions:

- .1 In the case of land described as Lot 2, Plan KAP32993, District Lot 2450S, SDYD, Portion L 507, Except Plan 35191 (9705 87th Street) and Lot A, Plan KAP28945, District Lot 2450S, SDYD, Portion L 507 (9707 87th Street), and shown shaded yellow on Figure 17.10.1:
 - i) the following principal use shall be permitted on the land in addition to the permitted uses listed in Section 12.1.1:
 - .1 “community care facility”.



4. The Zoning Map, being Schedule '2' of the Electoral Area "A" Zoning Bylaw No. 2451, 2008, is amended by:
 - i) changing the land use designation of the land described as Lot 2, Plan KAP32993, District Lot 2450S, SDYD, Portion L 507, Except Plan 35191; and Lot A, Plan KAP28945, District Lot 2450S, SDYD, Portion L 507, and as shown shaded yellow on Schedule 'A-201', which forms part of this Bylaw, from Residential Multiple Family (RM1) to Medium Density Residential One Site Specific (RM1s).
 - ii) changing the land use designation of all parcels zoned Residential Multiple Family (RM1) to Medium Density Residential One (RM1).

Electoral Area "C"

5. The Electoral Area "C" Official Community Plan Bylaw No. 2452, 2008, is amended by:
 - i) replacing Section 11.0 (Residential) in its entirety with the following:

11.0 RESIDENTIAL

11.1 Background

There are two residential land use designations recognized within this Plan. Rural Holdings (i.e., Large Holdings and Small Holdings) are not included as residential designations.

- **Low Density Residential (LR):** generally includes single detached dwellings, mobile homes, duplexes, and complementary secondary uses such as daycares, preschools, and parks which are integral to a low density residential neighbourhood.
- **Medium Density Residential (MR):** generally includes townhouses, triplexes, fourplexes, and those complementary secondary uses such as daycares, preschools, and parks, which are integral to a medium density area.

Low Density Residential (LR) development in the Plan Area has typically occurred at Vaseux Lake, the Gallagher Lake area, south end of Island Road, Inkaneep Provincial Park area, and along Sawmill Road, with low-density single detached dwellings being the predominant housing form throughout the Plan Area. Other forms of low-density residential housing include semi-detached, and manufactured homes.

At present, there is a single Medium Density Residential (MR) designated parcel within the Plan Area located at Rabbit Brush Street.

Under the South Okanagan Regional Growth Strategy (RGS) Bylaw, Gallagher Lake has been designated as Rural Growth Areas in the Plan area, while the Town of Oliver is a designated Primary Growth Area.

The Plan supports these designations by directing new LR and MR designations to Rural Growth Areas, subject to servicing, as well as to Primary Growth Areas (i.e. Town of Oliver), and that proposed high density residential developments also be directed to Primary Growth Areas.

11.2 Objectives

- .1 Direct new residential development to existing serviced areas, within designated Primary and Rural Growth Areas to protect the predominately rural character of the Plan Area.
- .2 Minimize impacts from new residential development on the natural environment.
- .3 Accommodate a range of housing types and tenures to meet the socio-economic needs of the community.
- .4 Direct new residential development away from hazard lands, critical habitat areas, and watercourses.
- .5 Protect the Dominion Radio Astrophysical Observatory by minimizing residential uses in the White Lake Basin, St. Andrews and other areas within the RFI areas shown on Schedule 'C' (Dominion Radio Astrophysical Observatory RFI Area), to help minimize Radio Frequency Interference (RFI) from residential uses.

11.3 Policies – General Residential

The Regional Board:

- .1 Directs the development of new housing to existing vacant lots (with servicing), or previously approved residential subdivisions, prior to considering more residential development on non-residential designations in identified Primary and Rural Growth Areas.
- .2 Encourages residential infill development to maximize land use and servicing efficiencies.
- .3 Supports a range of residential densities and parcel sizes for the existing residential areas in the Plan Area.
- .4 Supports housing for a range of income levels, lifestyles and ages including rental housing and secondary suites where appropriate and feasible.
- .5 Will assess proposed residential developments on the following development criteria:
 - a) capability of accommodating on-site domestic water and sewage disposal, or the availability of community water or sewer;
 - b) ability of community water or sewer systems to be extended to existing neighbouring subdivisions which are presently un-serviced;
 - c) proximity to Environmentally Sensitive Development Permit Areas;
 - d) proximity to Watercourse Development Permit Areas;
 - e) impact on adjacent land uses and character of the existing area;
 - f) proximity to existing roads and other community and essential services;
 - g) susceptibility to natural hazards including, but not limited to, flooding, soil instability, land slide, rockfall, moderate or higher forest fire;
 - h) parkland dedication; and
 - i) demonstration of housing need, and provision for a variety of housing types.
- .6 In consideration of the potential of RFI impacts on the Dominion Radio Astrophysical Observatory facility, generally will not support applications for rezoning or subdivision upon lands identified as radio frequency interference (RFI) areas as shown on Schedule 'C' (Dominion Radio Astrophysical Observatory RFI Area).
- .7 Will evaluate any new residential development on its implications and impacts on adjacent lands designated as Agriculture (AG).
- .8 Encourages new developments that abut agricultural land or livestock grazing land to provide perimeter fencing.

- .9 Encourages residential development that abuts land designated Agriculture (AG) to provide buffers pursuant to Ministry of Agriculture guidelines.
- .10 Requires that new parcels to be created by subdivision that are less than 1.0 hectare in area be connected to a community sanitary sewer system.
- .11 Requires that accessory dwellings on parcels less than 1.0 hectare in area be connected to a community sanitary sewer system.
- .12 Requires that secondary suites on parcels less than 1.0 hectare in area be connected to a community sanitary sewer system or the same septic system that serves the principal dwelling unit.

11.4 Policies – Low Density Residential

The Regional Board:

- .1 Generally supports the use of lands designated Low Density Residential (LR) identified in Schedule 'B' (Official Community Plan Map) for single detached dwellings, duplexes, secondary suites, accessory dwellings, manufactured homes, parks, religious buildings and facilities, institutional buildings, local convenience stores and other uses that fit with the low density residential character of the designation.
- .2 Support a maximum net density for single detached dwelling units on lands designated Low Density Residential (LR) of 30 units per hectare for areas served by a community water system and a community sewage treatment system. The calculation of net density does not include accessory dwellings and secondary suites.
- .3 Supports a maximum net density for duplexes on lands designated Low Density Residential (LR) of 45 dwelling units per hectare for areas served by a community water system and a community sewage treatment system.
- .4 Supports the re-designation of lands to Low Density Residential (LR) only within designated Primary and Rural Growth Areas in order to achieve lower servicing costs and to minimize environmental impacts.
- .5 Supports home occupations and bed and breakfasts within a single detached dwelling provided the operation does not have an unacceptable negative impact on the surrounding homes and the quality of life of existing residents.

11.5 Policies – Medium Density Residential

The Regional Board:

- .1 Generally supports the use of lands designated Medium Density Residential (MR) identified in Schedule 'B' (Official Community Plan Map) for multi-family developments, including triplexes, fourplexes,

townhouses and apartment buildings that fit with the residential intent of the designation.

- .2 Supports a maximum net density on lands designated Medium Density Residential (MR) of 60 dwelling units per hectare for areas served by a community water system and a community sewage treatment system.
- .3 Supports the re-designation of lands to Medium Density Residential (MR) only within designated Primary and Rural Growth Areas in order to achieve lower servicing costs and to minimize environmental impacts.
- .4 Encourages affordable, community care housing, seniors housing, and special needs housing in Medium Density Residential (MR) areas.
- .5 Requires a high standard of architectural building design and landscaping for medium density residential development by supporting the inclusion of lands designated as Medium Density Residential (MR) in a Multi-Family Development Permit Area.
- .6 Will avoid locating Medium Density Residential (MR) development next to land designated as Agriculture (AG). If multiple family development is to be located near land designated as Agriculture (AG), then the following steps must be taken:
 - a) buffering should be constructed in accordance with Ministry of Agriculture guidelines;
 - b) the ground floor of the building should be set back far enough from the agricultural use to minimize conflicts; and
 - c) the building should be designed to step back away from the Agriculture land as the building increases in height.

11.6 Policies – Vacation Rentals

The Regional Board:

- .1 Supports the provision of paid accommodation for visitors through the short-term rental of residences provided that community and neighbourhood residential needs and other land use needs can be addressed.
- .2 Supports the use of a residence for short-term vacation rental where permitted by a Temporary Use Permit. The Regional Board may use the following criteria to assess applications:
 - a) capability of accommodating on-site domestic water and sewage disposal;
 - b) mitigating measures such as screening and fencing;
 - c) provision of adequate off-street parking;

- d) confirmation that the structure proposed complies with the BC Building Code; and
 - e) benefits that such accommodation may provide to the community.
6. The Official Community Plan Map, being Schedule 'B' of the Electoral Area "C" Official Community Plan Bylaw No. 2452, 2008, is amended by:
- i) changing the land use designation of the land described as Lot 14, Plan KAP12820, District Lot 2450S, SDYD, Portion Lot 135 (5611 Rabbit Brush Street), and as shown shaded yellow on Schedule 'C-102', which forms part of this Bylaw, from Low Density Residential (LR) to Medium Density Residential (MR).
7. The Electoral Area "C" Zoning Bylaw No. 2453, 2008, is amended by:
- i) deleting the definitions of "boarding home", "cluster housing development", "integrated housing", "multi-dwelling unit" and "residential use zone" under Section 4.0 (Definitions).
 - ii) replacing the definition of "amenity and open space area" under Section 4.0 (Definitions) in its entirety with the following:

"amenity space" means a useable open space area exclusive of required front and side parcel line setback areas and parking areas which is developed for the recreational use of the residents of a residential dwelling unit, and may include balconies, patios, decks and level landscaped recreation areas;
 - iii) adding the definition of "apartment building" under Section 4.0 (Definitions) to read as follows:

"apartment building" means a building other than a townhouse containing three (3) or more dwellings each of which has its principal access from an entrance common to the dwellings;
 - iv) adding the definition of "apartment building" under Section 4.0 (Definitions) to read as follows:

"townhouse" means a building not more than three storeys high divided into three or more dwelling units located side by side under one roof with private entrances to each dwelling from the exterior of the building and with each dwelling sharing common walls or party walls;
 - v) deleting the reference to "Medium Density Residential Zones" under Section 5.1 (Zoning Districts) in its entirety.

vi) adding a new Section 6.1.3 (Minimum Parcel Size Exceptions for Subdivisions) under Section 6.0 (Subdivision Regulations) to read as follows and renumbering all subsequent sections:

.3 building strata lots authorised pursuant to the *Strata Property Act*.

vii) replacing the reference to the "Residential (Multi-Dwelling)" use under Table 9.2 (Off-Street Parking and Loading Requirements) in its entirety with the following:

Residential (apartment building, townhouse)	1.75 dwelling unit	0
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viii) replacing Section 12.0 (Medium Density Residential) in its entirety with the following:

12.0 MEDIUM DENSITY RESIDENTIAL

12.2 MEDIUM DENSITY RESIDENTIAL ONE ZONE (RM1)

12.1.11 Permitted Uses:

Principal Uses:

- a) apartment building;
- b) community care facility;
- c) townhouse;

Secondary Uses:

- d) home occupations, subject to Section 7.17;
- e) accessory buildings and structures, subject to Section 7.13.

12.1.12 Site Specific Medium Density Residential One (RM1s) Provisions:

- a) see Section 16.13

12.1.13 Minimum Parcel Size:

- a) 1,000 m², subject to servicing requirements.

12.1.14 Minimum Parcel Width:

- a) 30.0 metres

12.1.15 Maximum Density:

- a) 60 dwellings per hectare

12.1.16 Minimum Floor Area:

- a) 40.0 m² for dwelling units

12.1.17 Minimum Setbacks:

- a) Principal Building:
 - i) Front parcel line 7.5 metres
 - ii) Rear parcel line 4.5 metres
 - iii) Interior side parcel line 3.0 metres
 - iv) Exterior side parcel line 4.5 metres
- b) Accessory Buildings or Structures:
 - i) Front parcel line 7.5 metres
 - ii) Rear parcel line 1.0 metres
 - iii) Interior side parcel line 1.0 metres
 - iv) Exterior side parcel line 4.5 metres
- c) Despite 12.1.7(a) and (b), internal parcel lines for a strata subdivision are subject to Section 7.21.

12.1.18 Maximum Height:

- a) No building shall exceed a height of 12.0 metres;
- b) No accessory building or structure shall exceed a height of 4.5 metres.

12.1.19 Maximum Parcel Coverage:

- a) 50%

12.1.20 Amenity Space Requirements:

- a) The following amenity space shall be provided for each dwelling unit:
 - i) studio suite: 7.5 m²
 - ii) one (1) bedroom: 15.0 m²
 - iii) two (2) or more bedrooms: 25.0 m²
- b) not less than 25% of required amenity space is to be located at grade;
- c) for the purpose of calculating the amenity space requirement, any indoor amenity space provided shall be counted as double its actual floor area and credited towards this requirement.

- ix) replacing Section 17.13 (Site Specific Residential Multiple Family (RM1s) Provisions) under Section 17.0 (Site Specific Designations) in its entirety with the following:

17.13 Site Specific Medium Density Residential One (RM1s) Provisions:

.1 Not applicable.

- x) replacing Section 17.14 (Site Specific Integrated Housing (RM2s) Provisions) under Section 17.0 (Site Specific Designations) in its entirety with the following:

17.14 *deleted.*

8. The Zoning Map, being Schedule '2' of the Electoral Area "C" Zoning Bylaw No. 2453, 2008, is amended by:
- i) changing the land use designation of the land described as Lot 14, Plan KAP12820, District Lot 2450S, SDYD, Portion Lot 135, and as shown shaded yellow on Schedule 'C-202', which forms part of this Bylaw, from Residential Single Family One (RS1) to Medium Density Residential One (RM1).

Electoral Area "D"

9. The Electoral Area "D" Official Community Plan Bylaw No. 2603, 2013, is amended by:
- i) replacing Section 11.0 (Residential) in its entirety with the following:

11.0 RESIDENTIAL

11.1 Background

There are two residential land use designations recognized within this Plan. Rural Holdings (i.e., Large Holdings and Small Holdings) are not included as residential designations.

- **Low Density Residential (LR):** generally includes single detached dwellings, mobile homes, duplexes, and complementary secondary uses such as daycares, preschools, and parks which are integral to a low density residential neighbourhood.
- **Medium Density Residential (MR):** generally includes townhouses, triplexes, fourplexes, and those complementary secondary uses such as daycares, preschools, and parks, which are integral to a medium density area.

Low Density Residential (LR) development in the Plan Area has typically occurred in Okanagan Falls and adjacent to Skaha Lake with low-density single detached dwellings being the predominant housing form throughout the Plan Area. Other forms of low-density residential housing include semi-detached, and manufactured homes.

Medium Density Residential (MR) designated lands and developments in the Plan Area occur primarily in Okanagan Falls.

Under the South Okanagan Regional Growth Strategy (RGS) Bylaw, Skaha Estates and Eastside Road have been designated as Rural Growth Areas in the Plan area, while the Okanagan Falls is a designated Primary Growth Area. The City of Penticton, which is also a designated Primary Growth Area also adjoins the Plan area at its north-west boundary.

The Plan supports these designations by directing new LR and MR designations to Rural Growth Areas, subject to servicing, as well as to Primary Growth Areas, and that proposed high density residential developments also be directed to Primary Growth Areas.

Comprehensive Development (CD) zones have also been applied to lands designated LR and MR, generally in order to address legally non-conforming 'shared lot' residential use that have existing for several decades.

11.2 Objectives

- .1 Direct new residential development to existing serviced areas, within designated Primary and Rural Growth Areas to protect the predominately rural character of the Plan Area.
- .2 Minimize impacts from new residential development on the natural environment.
- .3 Accommodate a range of housing types and tenures to meet the socio-economic needs of the community.
- .4 Direct new residential development away from hazard lands, critical habitat areas, and watercourses.

11.3 Policies – General Residential

The Regional Board:

- .1 Directs the development of new housing to existing vacant lots (with servicing), or previously approved residential subdivisions, prior to considering more residential development on non-residential designations in identified Primary and Rural Growth Areas.
- .2 Encourages residential infill development to maximize land use and servicing efficiencies.
- .3 Supports a range of residential densities and parcel sizes for the existing residential areas in the Plan Area.
- .4 Supports housing for a range of income levels, lifestyles and ages including rental housing and secondary suites where appropriate and feasible.
- .5 Will assess proposed residential developments on the following development criteria:

- a) capability of accommodating on-site domestic water and sewage disposal, or the availability of community water or sewer;
 - b) ability of community water or sewer systems to be extended to existing neighbouring subdivisions which are presently un-serviced;
 - c) proximity to Environmentally Sensitive Development Permit Areas;
 - d) proximity to Watercourse Development Permit Areas;
 - e) impact on adjacent land uses and character of the existing area;
 - f) proximity to existing roads and other community and essential services;
 - g) susceptibility to natural hazards including, but not limited to, flooding, soil instability, land slide, rockfall, moderate or higher forest fire;
 - h) parkland dedication; and
 - i) demonstration of housing need, and provision for a variety of housing types.
- .6 Will evaluate any new residential development on its implications and impacts on adjacent lands designated as Agriculture (AG).
 - .7 Encourages new developments that abut agricultural land or livestock grazing land to provide perimeter fencing.
 - .8 Encourages residential development that abuts land designated Agriculture (AG) to provide buffers pursuant to Ministry of Agriculture guidelines.
 - .9 Requires that new parcels to be created by subdivision that are less than 1.0 hectare in area be connected to a community sanitary sewer system.
 - .10 Requires that accessory dwellings on parcels less than 1.0 hectare in area be connected to a community sanitary sewer system.
 - .11 Requires that secondary suites on parcels less than 1.0 hectare in area be connected to a community sanitary sewer system or the same septic system that serves the principal dwelling unit.
 - .12 Will ensure that an adequate buffer shall be maintained around the Okanagan Falls Sewage Treatment Plant through the discouragement of new residential areas being designated within 300 metres of the facility.
 - .13 Strongly discourages the re-designation and re-zoning of the Industrial lands in the Okanagan Falls Primary Growth Area to allow residential uses.
 - .14 Will consider preparing a Housing Needs Report.
 - .15 Encourages new residential development to take advantage and retain natural amenities including tree stands, view potential, natural features and view corridors;

- .16 Discourages subdivisions that will result in the creation of hooked parcels.
- .17 Will consider zoning bylaw amendment proposals that would allow clustering of development on appropriate parts of a site, leaving other parts undeveloped.
- .18 Ensures that all new residential neighbourhoods have at least two road access points.
- .19 Discourages the re-designation of land within the Okanagan Falls Primary Growth Area to accommodate additional manufactured home parks in view of the high numbers of manufactured homes and manufactured home park units that already exist in these areas.
- .20 Will consider the provision of affordable, rental or special needs housing when reviewing options for using land held by the Regional District, or land to be acquired by the Regional District.

11.4 Policies – Low Density Residential

The Regional Board:

- .1 Generally supports the use of lands designated Low Density Residential (LR) identified in Schedule 'B' (Official Community Plan Map) for single detached dwellings, duplexes, secondary suites, accessory dwellings, manufactured homes, parks, religious buildings and facilities, institutional buildings, local convenience stores and other uses that fit with the low density residential character of the designation.
- .2 Support a maximum net density for single detached dwelling units on lands designated Low Density Residential (LR) of 30 units per hectare for areas served by a community water system and a community sewage treatment system. The calculation of net density does not include accessory dwellings and secondary suites.
- .3 Supports a maximum net density for duplexes on lands designated Low Density Residential (LR) of 45 dwelling units per hectare for areas served by a community water system and a community sewage treatment system.
- .4 Supports the re-designation of lands to Low Density Residential (LR) only within designated Primary and Rural Growth Areas in order to achieve lower servicing costs and to minimize environmental impacts.
- .5 Supports home occupations and bed and breakfasts within a single detached dwelling provided the operation does not have an unacceptable negative impact on the surrounding homes and the quality of life of existing residents.
- .6 Requires that all new Low Density Residential designations shall be connected to a community water system and a community sewer system

and be located within either the primary or secondary growth containment boundaries.

- .7 Requires that any proposal seeking to rezone the parcel described as Lot 8, Plan KAP34520, District Lot 374, SDYD, Except Plan 35861, 35862 and 38924 (1138 Maple Street, Okanagan Falls) in order to facilitate subdivision demonstrate the ability to connect to a community water and sewer system.

11.5 Policies – Medium Density Residential

The Regional Board:

- .1 Generally supports the use of lands designated Medium Density Residential (MR) identified in Schedule 'B' (Official Community Plan Map) for multi-family developments, including triplexes, fourplexes, townhouses and apartment buildings that fit with the residential intent of the designation.
- .2 Supports a maximum net density on lands designated Medium Density Residential (MR) of 60 dwelling units per hectare for areas served by a community water system and a community sewage treatment system.
- .3 Supports the re-designation of lands to Medium Density Residential (MR) only within designated Primary and Rural Growth Areas in order to achieve lower servicing costs and to minimize environmental impacts.
- .4 Encourages affordable, community care housing, seniors housing, and special needs housing in Medium Density Residential (MR) areas.
- .5 Requires a high standard of architectural building design and landscaping for medium density residential development by supporting the inclusion of lands designated as Medium Density Residential (MR) in a Multi-Family Development Permit Area.
- .6 Ensures the overall building form and character, as well as roof slopes, design details, landscaping, street orientation and other features shall be designed to reduce the impression of mass and ensure the building fits with the small town rural character of Okanagan Falls.
- .7 Ensures that, to the greatest extent possible, lake and mountain views, and access to sunlight and air circulation for surrounding uses are respected in the design of Multiple Family developments.
- .8 Requires that all Medium Density Residential development connect to a community water system and a community sewer system.
- .9 Will avoid locating Medium Density Residential (MR) development next to land designated as Agriculture (AG). If multiple family development is to

be located near land designated as Agriculture (AG), then the following steps must be taken:

- a) buffering should be constructed in accordance with Ministry of Agriculture guidelines;
- b) the ground floor of the building should be set back far enough from the agricultural use to minimize conflicts; and
- c) the building should be designed to step back away from the Agriculture land as the building increases in height.

11.6 Policies – Vacation Rentals

The Regional Board:

- .1 Supports the provision of paid accommodation for visitors through the short-term rental of residences provided that community and neighborhood residential needs and other land use needs can be addressed. In the areas shown on Eastside Road North and Eastside Road South on Figures 4-9 and 4-10, and generally known as Heritage Hills, Lakeshore Highlands and Skaha Estates, the short-term rental of residences is generally discouraged.
 - .2 Supports the use of a residence for short-term vacation rental where permitted by a Temporary Use Permit. The Regional Board may use the following criteria to assess applications:
 - a) capability of accommodating on-site domestic water and sewage disposal;
 - b) mitigating measures such as screening and fencing;
 - c) provision of adequate off-street parking;
 - d) confirmation that the structure proposed complies with the BC Building Code; and
 - e) benefits that such accommodation may provide to the community.
10. The Official Community Plan Map, being Schedule 'B' of the Electoral Area "D" Official Community Plan Bylaw No. 2603, 2013, is amended by:
- i) changing the land use designation of the land described as Lot 8, Plan KAP34520, District Lot 374, SDYD, Except Plan 35861, 35862 & 38924 (1138 Maple Street), and shown shaded yellow on Schedule 'D-101', which forms part of this Bylaw, from Medium Density Residential (MR) to Low Density Residential (LR).
11. The Electoral Area "D" Zoning Bylaw No. 2455, 2008, is amended by:

i) deleting the definitions of “boarding home”, “cluster housing development”, “density averaging”, “designated official”, “integrated housing” and “multi-dwelling unit” under Section 4.0 (Definitions).

ii) replacing the definition of “amenity area” under Section 4.0 (Definitions) in its entirety with the following:

“**amenity space**” means a useable open space area exclusive of required front and side parcel line setback areas and parking areas which is developed for the recreational use of the residents of a residential dwelling unit, and may include balconies, patios, decks and level landscaped recreation areas;

iii) adding the definition of “apartment building” under Section 4.0 (Definitions) to read as follows:

“**apartment building**” means a building other than a townhouse containing three (3) or more dwellings each of which has its principal access from an entrance common to the dwellings;

iv) adding the definition of “apartment building” under Section 4.0 (Definitions) to read as follows:

“**townhouse**” means a building not more than three storeys high divided into three or more dwelling units located side by side under one roof with private entrances to each dwelling from the exterior of the building and with each dwelling sharing common walls or party walls;

v) replacing the section for “Medium Density Residential Zones” under Section 5.1 (Zoning Districts) in its entirety with the following:

Medium Density Residential Zones

Medium Density Residential One Zone	RM1
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vi) adding a reference under “Comprehensive Development Zones” under Section 5.1 (Zoning Districts) to read as follow:

Maple Street Comprehensive Development Zone	CD5
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vii) adding a new Section 6.1.3 (Minimum Parcel Size Exceptions for Subdivisions) under Section 6.0 (Subdivision Regulations) to read as follows and renumbering all subsequent sections:

.3 building strata lots authorised pursuant to the *Strata Property Act*.

viii) replacing the reference to the “Residential (Multi-Dwelling)” use under Table 9.2 (Off-Street Parking and Loading Requirements) in its entirety with the following:

Residential (apartment building, townhouse)	1.75 dwelling unit	0
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ix) replacing Section 12.0 (Medium Density Residential) in its entirety with the following:

12.0 MEDIUM DENSITY RESIDENTIAL

12.1 MEDIUM DENSITY RESIDENTIAL ONE ZONE (RM1)

12.1.1 Permitted Uses:

Principal Uses:

- a) apartment building;
- b) community care facility;
- c) townhouse;

Secondary Uses:

- d) home occupations, subject to Section 7.17;
- e) accessory buildings and structures, subject to Section 7.13.

12.1.2 Site Specific Medium Density Residential One (RM1s) Provisions:

- a) see Section 17.12

12.1.3 Minimum Parcel Size:

- a) 1,000 m², subject to servicing requirements.

12.1.4 Minimum Parcel Width:

- a) 30.0 metres

12.1.5 Maximum Density:

- a) 60 dwellings per hectare

12.1.6 Minimum Floor Area:

- a) 40.0 m² for dwelling units

12.1.7 Minimum Setbacks:

- a) Principal Building:
 - i) Front parcel line 7.5 metres
 - ii) Rear parcel line 4.5 metres

- iii) Interior side parcel line 3.0 metres
- iv) Exterior side parcel line 4.5 metres
- b) Accessory Buildings or Structures:
 - i) Front parcel line 7.5 metres
 - ii) Rear parcel line 1.0 metres
 - iii) Interior side parcel line 1.0 metres
 - iv) Exterior side parcel line 4.5 metres
- c) Despite 12.1.7(a) and (b), internal parcel lines for a strata subdivision are subject to Section 7.21.

12.1.8 Maximum Height:

- a) No building shall exceed a height of 12.0 metres;
- b) No accessory building or structure shall exceed a height of 4.5 metres.

12.1.9 Maximum Parcel Coverage:

- a) 50%

12.1.10 Amenity Space Requirements:

- a) The following amenity space shall be provided for each dwelling unit:
 - i) studio suite: 7.5 m²
 - ii) one (1) bedroom: 15.0 m²
 - iii) two (2) or more bedrooms: 25.0 m²
- b) not less than 25% of required amenity space is to be located at grade;
- c) for the purpose of calculating the amenity space requirement, any indoor amenity space provided shall be counted as double its actual floor area and credited towards this requirement.

- x) adding a new Section 18.2 (Maple Street Comprehensive Development (CD5) Zone) under Section 18.0 (Comprehensive Development Zones) to read as follows:

18.2 MAPLE STREET COMPREHENSIVE DEVELOPMENT (CD5) ZONE

18.2.1 Purpose

The purpose of the Maple Street Comprehensive Development Zone is to create comprehensive, site-specific land use regulations for the parcel located at 1138 Maple Street, Okanagan Falls, which is legally described as Lot 8, Plan KAP34520, District Lot 374, SDYD, Except Plan 35861, 35862 and

38924, in order to reconcile the historical land use pattern on the lands with the regulations of the Zoning Bylaw.

18.2.2 Location

The property is situated on the east side of Maple Street in Okanagan Falls and is bounded by Shuttleworth Creek along its northern boundary.



18.2.3 Background:

The subject property was created by a plan of subdivision deposited with the Land Titles Office in Kamloops on January 20, 1984, while available Regional District records indicate buildings permits were subsequently issued for a “fourplex” (1985), a single detached dwelling (1987) and five single detached dwellings (1993).

18.2.4 Permitted Uses:

Principal Uses:

- a) single detached dwelling;

Accessory Uses:

- b) bed and breakfast operation, subject to Section 7.19;
- c) home occupation, subject to Section 7.17;
- d) secondary suite, subject to Section 7.12;and

- e) accessory buildings and structures, subject to Section 7.13.

18.2.5 Minimum Parcel Size for Subdivision:

- a) 0.5 ha

18.2.6 Minimum Parcel Width for Subdivision:

- a) Not less than 25% of parcel depth

18.2.7 Maximum Number of Dwellings Permitted Per Parcel:

- a) 10 principal dwelling units.

18.2.8 Minimum Setbacks:

- a) Buildings and structures:
 - i) Front parcel line: 7.5 metres
 - ii) Rear parcel line: 7.5 metres
 - iii) Interior side parcel line: 1.5 metres
 - iv) Exterior side parcel line: 4.5 metres
- b) Accessory buildings and structures:
 - i) Front parcel line: 7.5 metres
 - ii) Rear parcel line: 1.5 metres
 - iii) Interior side parcel line: 1.5 metres
 - iv) Exterior side parcel line: 4.5 metres

18.2.9 Maximum Height:

- a) No building or structure shall exceed a height of 10.0 metres;
- b) No accessory building or structure shall exceed a height of 4.5 metres.

18.2.10 Maximum Parcel Coverage:

- a) 35%

18.2.11 Minimum Building Width:

- a) Principal Dwelling Unit: 5.0 metres, as originally designed and constructed.

12. The Zoning Map, being Schedule '2' of the Electoral Area "D" Zoning Bylaw No. 2455, 2008, is amended by:

- i) changing the land use designation of the land described as Lot 8, Plan KAP34520, District Lot 374, SDYD, Except Plan 35861, 35862 & 38924 (1138 Maple Street), and shown shaded yellow on Schedule 'D-201', which forms part of this Bylaw, from Residential Multiple Family (RM1) to Maple Street Comprehensive Development (CD5).
- ii) changing the land use designation of the land described as Lots 2-6, Plan KAP20086, District Lot 374, SDYD (1021, 1025 & 1033 Ash Street and 1036 & 1040 Willow Street), and shown shaded yellow on Schedule 'D-202', which forms part of this Bylaw, from Residential Multiple Family (RM1) to Residential Single Family One (RS1).
- iii) changing the land use designation of the land described as Lot B, Plan KAP35862, District Lot 374, SDYD (1152 & 1160 Maple Street), and shown shaded yellow on Schedule 'D-203', which forms part of this Bylaw, from Residential Multiple Family (RM1) to Residential Two Family (Duplex) (RS3).
- iv) changing the land use designation of all parcels zoned Residential Multiple Family (RM1) to Medium Density Residential One (RM1).

Electoral Area "E"

13. The Electoral Area "E" Official Community Plan Bylaw No. 2458, 2008, is amended by:

- i) replacing Section 11.0 (Residential) in its entirety with the following:

11.0 RESIDENTIAL

11.1 Background

There are two residential land use designations recognized within this Plan. Rural Holdings (i.e., Large Holdings and Small Holdings) are not included as residential designations.

- **Low Density Residential (LR):** generally includes single detached dwellings, mobile homes, duplexes, and complementary secondary uses such as daycares, preschools and parks which are integral to a low density residential neighbourhood.
- **Medium Density Residential (MR):** generally includes townhouses, triplexes, fourplexes, and those complementary secondary uses such as daycares, preschools and parks, which are integral to a medium density area.

Low Density Residential (LR) development in the Plan Area has typically occurred within the Naramata townsite and low-density single detached dwellings are the predominant housing form throughout the Plan Area. Other forms of low-density residential housing include semi-detached, and manufactured homes.

Medium Density Residential (MR) designated lands in the Plan Area typically occur within the Naramata townsite.

Under the South Okanagan Regional Growth Strategy (RGS) Bylaw, the Naramata townsite is designated as Rural Growth Areas in the Plan area, while the City of Penticton, which adjoins the Plan area at its southern boundary, is a designated Primary Growth Area.

The Plan supports these designations by directing new LR and MR designations to Rural Growth Areas, subject to servicing, as well as to Primary Growth Areas (i.e. City of Penticton), and that proposed high density residential developments also be directed to Primary Growth Areas.

Comprehensive Development (CD) zones have also been applied to lands designated LR and MR, generally in order to address legally non-conforming 'shared lot' residential use that have existing for several decades.

11.2 Objectives

- .1 Direct new residential development to existing serviced areas, within designated Primary and Rural Growth Areas to protect the predominately rural character of the Plan Area.
- .2 Minimize impacts from new residential development on the natural environment.
- .3 Accommodate a range of housing types and tenures to meet the socio-economic needs of the community.
- .4 Direct new residential development away from hazard lands, critical habitat areas, and watercourses.

11.3 Policies – General Residential

The Regional Board:

- .1 Directs the development of new housing to existing vacant lots (with servicing), or previously approved residential subdivisions, prior to considering more residential development on non-residential designations in identified Primary and Rural Growth Areas.
- .2 Encourages residential infill development to maximize land use and servicing efficiencies.
- .3 Supports a range of residential densities and parcel sizes for the existing residential areas in the Plan Area.
- .4 Supports housing for a range of income levels, lifestyles and ages including rental housing and secondary suites where appropriate and feasible.

- .5 Will assess proposed residential developments on the following development criteria:
 - a) capability of accommodating on-site domestic water and sewage disposal, or the availability of community water or sewer;
 - b) ability of community water or sewer systems to be extended to existing neighbouring subdivisions which are presently un-serviced;
 - c) proximity to Environmentally Sensitive Development Permit Areas;
 - d) proximity to Watercourse Development Permit Areas;
 - e) impact on adjacent land uses and character of the existing area;
 - f) proximity to existing roads and other community and essential services;
 - g) susceptibility to natural hazards including, but not limited to, flooding, soil instability, land slide, rockfall, moderate or higher forest fire;
 - h) parkland dedication; and
 - i) demonstration of housing need, and provision for a variety of housing types.
- .6 Will evaluate any new residential development on its implications and impacts on adjacent lands designated as Agriculture (AG).
- .7 Encourages new developments that abut agricultural land or livestock grazing land to provide perimeter fencing.
- .8 Encourages residential development that abuts land designated Agriculture (AG) to provide buffers pursuant to Ministry of Agriculture guidelines.
- .9 Requires that new parcels to be created by subdivision that are less than 1.0 hectare in area be connected to a community sanitary sewer system.
- .10 Requires that accessory dwellings on parcels less than 1.0 hectare in area be connected to a community sanitary sewer system.
- .11 Requires that secondary suites on parcels less than 1.0 hectare in area be connected to a community sanitary sewer system or the same septic system that serves the principal dwelling unit.
- .12 Encourages future residential development to locations away from Okanagan Lake to protect this important resource, reducing human impact on the lake and maintaining and improving water quality and habitat, and encourages a strong component of redesign for redevelopment of areas adjacent to the lake.
- .13 Develop a Housing Needs Report for Naramata in order to determine ways to provide more housing variety and options, including:
 - a) strategies and guidelines to provide for affordable, rental, or special needs housing;

- b) conditions that would allow carriage homes secondary to a main residence on a property provided there are guidelines that deal with size, parking, overlook of neighbouring properties, fencing and buffering, and character; and
- c) varied tenure and forms of dwellings within specific neighbourhoods.

11.4 Policies – Low Density Residential

The Regional Board:

- .1 Generally supports the use of lands designated Low Density Residential (LR) identified in Schedule 'B' (Official Community Plan Map) for single detached dwellings, duplexes, secondary suites, accessory dwellings, manufactured homes, parks, religious buildings and facilities, institutional buildings, local convenience stores and other uses that fit with the low density residential character of the designation.
- .2 Support a maximum net density for single detached dwelling units on lands designated Low Density Residential (LR) of 30 units per hectare for areas served by a community water system and a community sewage treatment system. The calculation of net density does not include accessory dwellings and secondary suites.
- .3 Supports a maximum net density for duplexes on lands designated Low Density Residential (LR) of 45 dwelling units per hectare for areas served by a community water system and a community sewage treatment system.
- .4 Supports the re-designation of lands to Low Density Residential (LR) only within designated Primary and Rural Growth Areas in order to achieve lower servicing costs and to minimize environmental impacts (i.e. human impact on Okanagan Lake).
- .5 Supports home occupations and bed and breakfasts within a single detached dwelling provided the operation does not have an unacceptable negative impact on the surrounding homes and the quality of life of existing residents.

11.5 Policies – Medium Density Residential

The Regional Board:

- .1 Generally supports the use of lands designated Medium Density Residential (MR) identified in Schedule 'B' (Official Community Plan Map) for multi-family developments, including triplexes, fourplexes, townhouses and apartment buildings that fit with the residential intent of the designation.

- .2 Supports a maximum net density on lands designated Medium Density Residential (MR) of 60 dwelling units per hectare for areas served by a community water system and a community sewage treatment system.
- .3 Supports the re-designation of lands to Medium Density Residential (MR) only within designated Primary and Rural Growth Areas in order to achieve lower servicing costs and to minimize environmental impacts.
- .4 Encourages affordable, community care housing, seniors housing, and special needs housing in Medium Density Residential (MR) areas.
- .5 Requires a high standard of architectural building design and landscaping for medium density residential development by supporting the inclusion of lands designated as Medium Density Residential (MR) in a Multi-Family Development Permit Area.
- .6 Encourages the inclusion of a maximum height of two (2) storeys for multi-family residential dwelling types, such as triplexes, fourplexes, townhouses, condominiums, and apartments through a Multi-Family Development Permit Area designation.
- .7 Will avoid locating Medium Density Residential (MR) development next to land designated as Agriculture (AG). If multiple family development is to be located near land designated as AG, then the following steps must be taken:
 - a) buffering should be constructed in accordance with Ministry of Agriculture guidelines;
 - b) the ground floor of the building should be set back far enough from the agricultural use to minimize conflicts; and
 - c) the building should be designed to step back away from the Agriculture land as the building increases in height.

11.6 Policies – Vacation Rentals

The Regional Board:

- .1 Supports the provision of paid accommodation for visitors through the short-term rental of residences provided that community and neighbourhood residential needs and other land use needs can be addressed.
- .2 Supports the use of a residence for short-term vacation rental where permitted by a Temporary Use Permit. The Regional Board may use the following criteria to assess applications:
 - a) capability of accommodating on-site domestic water and sewage disposal;
 - b) mitigating measures such as screening and fencing;

- c) provision of adequate off-street parking;
- d) confirmation that the structure proposed complies with the BC Building Code; and
- e) benefits that such accommodation may provide to the community.

14. The Electoral Area "E" Zoning Bylaw No. 2459, 2008, is amended by:

i) deleting the definitions of "boarding home", "cluster housing development", "multiple dwelling unit" and "residence", under Section 4.0 (Definitions).

ii) replacing the definition of "amenity and open space area" under Section 4.0 (Definitions) in its entirety with the following:

"amenity space" means a useable open space area exclusive of required front and side parcel line setback areas and parking areas which is developed for the recreational use of the residents of a residential dwelling unit, and may include balconies, patios, decks and level landscaped recreation areas;

iii) adding the definition of "apartment building" under Section 4.0 (Definitions) to read as follows:

"apartment building" means a building other than a townhouse containing three (3) or more dwellings each of which has its principal access from an entrance common to the dwellings;

iv) adding the definition of "apartment building" under Section 4.0 (Definitions) to read as follows:

"townhouse" means a building not more than three storeys high divided into three or more dwelling units located side by side under one roof with private entrances to each dwelling from the exterior of the building and with each dwelling sharing common walls or party walls;

v) replacing the section for "Medium Density Residential Zones" under Section 5.1 (Zoning Districts) in its entirety with the following:

Medium Density Residential Zones

Medium Density Residential One Zone

RM1

vi) adding a new Section 6.1.3 (Minimum Parcel Size Exceptions for Subdivisions) under Section 6.0 (Subdivision Regulations) to read as follows and renumbering all subsequent sections:

.3 building strata lots authorised pursuant to the *Strata Property Act*.

- vii) replacing the reference to the “Residential (Multi-Dwelling)” use under Table 9.2 (Off-Street Parking and Loading Requirements) in its entirety with the following:

Residential (apartment building, townhouse)	1.75 dwelling unit	0
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- viii) replacing Section 12.0 (Medium Density Residential) in its entirety with the following:

12.0 MEDIUM DENSITY RESIDENTIAL

12.1 MEDIUM DENSITY RESIDENTIAL ONE ZONE (RM1)

12.1.1 Permitted Uses:

Principal Uses:

- a) apartment building;
- b) community care facility;
- c) townhouse;

Secondary Uses:

- d) home occupations, subject to Section 7.17;
- e) accessory buildings and structures, subject to Section 7.13.

12.1.2 Site Specific Medium Density Residential One (RM1s) Provisions:

- a) see Section 17.12

12.1.3 Minimum Parcel Size:

- a) 1,000 m², subject to servicing requirements.

12.1.4 Minimum Parcel Width:

- a) 30.0 metres

12.1.5 Maximum Density:

- a) 60 dwellings per hectare

12.1.6 Minimum Floor Area:

- a) 40.0 m² for dwelling units

12.1.7 Minimum Setbacks:

- a) Principal Building:

- i) Front parcel line 7.5 metres
 - ii) Rear parcel line 4.5 metres
 - iii) Interior side parcel line 3.0 metres
 - iv) Exterior side parcel line 4.5 metres
- b) Accessory Buildings or Structures:
 - i) Front parcel line 7.5 metres
 - ii) Rear parcel line 1.0 metres
 - iii) Interior side parcel line 1.0 metres
 - iv) Exterior side parcel line 4.5 metres
- c) Despite 12.1.7(a) and (b), internal parcel lines for a strata subdivision are subject to Section 7.21.

12.1.8 Maximum Height:

- a) No building shall exceed a height of 12.0 metres;
- b) No accessory building or structure shall exceed a height of 4.5 metres.

12.1.9 Maximum Parcel Coverage:

- a) 50%

12.1.10 Amenity Space Requirements:

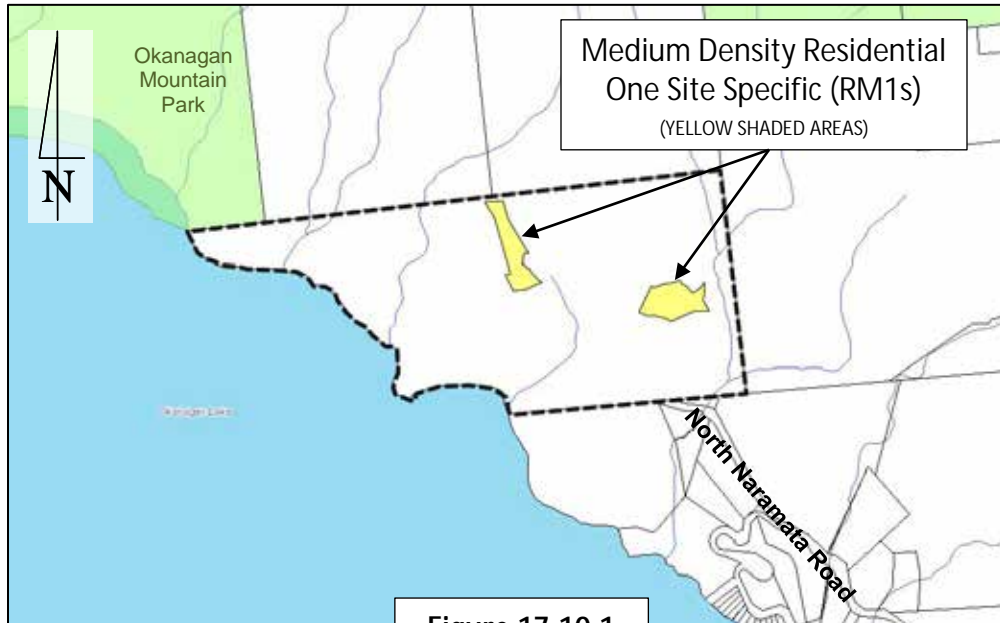
- a) The following amenity space shall be provided for each dwelling unit:
 - i) studio suite: 7.5 m²
 - ii) one (1) bedroom: 15.0 m²
 - iii) two (2) or more bedrooms: 25.0 m²
- b) not less than 25% of required amenity space is to be located at grade;
- c) for the purpose of calculating the amenity space requirement, any indoor amenity space provided shall be counted as double its actual floor area and credited towards this requirement.

- ix) replacing Section 17.10 (Site Specific Residential Multiple Family (RM1s) Provisions) under Section 17.0 (Site Specific Designations) in its entirety with the following:

17.10 Site Specific Medium Density Residential One (RM1s) Provisions:

- .1 In the case of land described as District Lot 86s, SDYD (7451 North Naramata Road), and shown shaded yellow on Figure 17.10.3:

- i) Despite Section 12.1.5, the maximum density shall be 20 dwellings per hectare.



- 15. The Zoning Map, being Schedule '2' of the Electoral Area "E" Zoning Bylaw No. 2459, 2008, is amended by:
 - i) changing the land use designation of the land shown shaded yellow on Schedule 'E-201', which forms part of this Bylaw, from Residential Multiple Family Site Specific (RM1s) to Medium Density Residential One (RM1).
 - ii) changing the land use designation of the land shown shaded purple on Schedule 'E-201', which forms part of this Bylaw, from Residential Multiple Family (RM1) to Medium Density Residential One (RM1).
 - iii) changing the land use designation of the land shown shaded yellow on Schedule 'E-202', which forms part of this Bylaw, from Residential Multiple Family Site Specific (RM1s) to Medium Density Residential One Site Specific (RM1s).

Electoral Area "F":

- 16. The Electoral Area "F" Official Community Plan Bylaw No. 2460, 2008, is amended by:

- i) replacing Section 11.3.1 (Policies – General Residential) under Section 11.0 (Residential) in its entirety with the following:
 - .1 Directs the development of new housing to existing vacant lots (with servicing), or previously approved residential subdivisions, prior to considering more residential development on non-residential designations in identified Primary and Rural Growth Areas.

- ii) replacing Section 11.3.10 (Policies – General Residential) under Section 11.0 (Residential) in its entirety with the following:
 - .10 Requires that new parcels to be created by subdivision that are less than 1.0 hectare in area be connected to a community sanitary sewer system.

- iii) adding a new sub-section 11.3.11 and 11.3.12 (Policies – General Residential) under Section 11.0 (Residential) to read as follows:
 - .11 Requires that accessory dwellings on parcels less than 1.0 hectare in area be connected to a community sanitary sewer system.
 - .12 Requires that secondary suites on parcels less than 1.0 hectare in area be connected to a community sanitary sewer system or the same septic system that serves the principal dwelling unit.

- iv) replacing Section 11.4.1 (Policies - Low Density Residential) under Section 11.0 (Residential) in its entirety with the following:
 - .1 Supports the use of lands designated Low Density Residential (LR) identified in Schedule 'B' (Official Community Plan Map) for single detached dwellings, secondary suites, accessory dwellings, manufactured homes, parks, religious buildings and facilities, institutional buildings, local convenience stores and other uses that fit with the low density residential character of the designation.

- v) replacing Section 11.4.2 (Policies – Low Density Residential) under Section 11.0 (Residential) in its entirety with the following:
 - .2 Support a maximum net density for single detached dwelling units on lands designated Low Density Residential (LR) of 30 units per hectare, for areas served by a community water system and a community sewage treatment system. The calculation of net density does not include accessory dwellings and secondary suites.

- vi) adding a new Section 11.4.3 (Policies – Low Density Residential) under Section 11.0 (Residential) to read as follows and renumbering all subsequent sections:
 - .3 Supports a maximum net density for duplexes on lands designated Low Density Residential (LR) of 45 dwelling units per hectare for areas served by a community water system and a community sewage treatment system.

- vii) replacing Section 11.5.1 (Policies – Medium Density Residential) under Section 11.0 (Residential) in its entirety with the following:
 - .1 Generally supports the use of lands designated Medium Density Residential (MR) identified in Schedule 'B' (Official Community Plan Map) for multi-family developments, including triplexes, fourplexes, townhouses and apartment buildings that fit with the residential intent of the designation.

- viii) replacing Section 11.5.2 (Policies – Medium Density Residential) under Section 11.0 (Residential) in its entirety with the following:
 - .2 Supports a maximum net density on lands designated Medium Density Residential (MR) of 60 dwelling units per hectare for areas served by a community water system, community sewage treatment system and stormwater.

- ix) replacing Section 11.5.3 (Policies – Medium Density Residential) under Section 11.0 (Residential) in its entirety with the following:
 - .3 Supports the re-designation of lands to Medium Density Residential (MR) only within designated Primary and Rural Growth Areas in order to achieve lower servicing costs and to minimize environmental impacts.

- x) adding a new Section 11.5.4 (Policies – Medium Density Residential) under Section 11.0 (Residential) to read as follows:
 - .4 Encourages affordable, community care housing, seniors housing, and special needs housing in Medium Density Residential (MR) areas.

- xi) adding a new Section 11.5.5 (Policies – Medium Density Residential) under Section 11.0 (Residential) to read as follows:
 - .5 Requires a high standard of architectural building design and landscaping for medium density residential development by supporting the inclusion of lands designated as Medium Density Residential (MR) in a Multi-Family Development Permit Area.

- xii) replacing Section 11.5.5 (Policies – Medium Density Residential) under Section 11.0 (Residential) to read as follows:
 - .6 Will avoid locating Medium Density Residential (MR) development next to land designated as Agriculture (AG). If multiple family development is to be located near land designated as AG, then the following steps must be taken:
 - a) buffering should be constructed in accordance with Ministry of Agriculture guidelines;
 - b) the ground floor of the building should be set back far enough from the agricultural use to minimize conflicts; and

- c) the building should be designed to step back away from the Agriculture land as the building increases in height
- xiii) adding a new Section 11.7.2(d) (Policies – Vacation Rentals) under Section 11.0 (Residential) to read as follows and renumbering all subsequent sections:
 - d) confirmation that the structure proposed complies with the BC Building Code; and

17. The Electoral Area “F” Zoning Bylaw No. 2461, 2008, is amended by:

- i) deleting the definitions of “boarding home”, “cluster housing development”, “multiple dwelling unit” and “residence”, under Section 4.0 (Definitions).
- ii) replacing the definition of “amenity space” under Section 4.0 (Definitions) in its entirety with the following:

“**amenity space**” means a useable open space area exclusive of required front and side parcel line setback areas and parking areas which is developed for the recreational use of the residents of a residential dwelling unit, and may include balconies, patios, decks and level landscaped recreation areas;
- iii) adding the definition of “apartment building” under Section 4.0 (Definitions) to read as follows:

“**apartment building**” means a building other than a townhouse containing three (3) or more dwellings each of which has its principal access from an entrance common to the dwellings;
- iv) adding the definition of “apartment building” under Section 4.0 (Definitions) to read as follows:

“**townhouse**” means a building not more than three storeys high divided into three or more dwelling units located side by side under one roof with private entrances to each dwelling from the exterior of the building and with each dwelling sharing common walls or party walls;
- v) replacing the section for “Medium Density Residential Zones” under Section 5.1 (Zoning Districts) in its entirety with the following:

Medium Density Residential Zones

Medium Density Residential One Zone	RM1
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- vi) adding a new Section 6.1.3 (Minimum Parcel Size Exceptions for Subdivisions) under Section 6.0 (Subdivision Regulations) to read as follows and renumbering all subsequent sections:

.3 building strata lots authorised pursuant to the *Strata Property Act*.

vii) replacing the reference to the “Residential (Multi-Dwelling)” use under Table 9.2 (Off-Street Parking and Loading Requirements) in its entirety with the following:

Residential (apartment building, townhouse)	1.75 dwelling unit	0
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viii) replacing Section 12.0 (Medium Density Residential) in its entirety with the following:

12.0 MEDIUM DENSITY RESIDENTIAL

12.1 MEDIUM DENSITY RESIDENTIAL ONE ZONE (RM1)

12.1.1 Permitted Uses:

Principal Uses:

- a) apartment building;
- b) community care facility;
- c) townhouse;

Secondary Uses:

- d) home occupations, subject to Section 7.17;
- e) accessory buildings and structures, subject to Section 7.13.

12.1.2 Site Specific Medium Density Residential One (RM1s) Provisions:

- a) see Section 16.12

12.1.3 Minimum Parcel Size:

- a) 1,000 m², subject to servicing requirements.

12.1.4 Minimum Parcel Width:

- a) 30.0 metres

12.1.5 Maximum Density:

- a) 60 dwellings per hectare

12.1.6 Minimum Floor Area:

- a) 40.0 m² for dwelling units

12.1.7 Minimum Setbacks:

- a) Principal Building:
 - i) Front parcel line 7.5 metres
 - ii) Rear parcel line 4.5 metres
 - iii) Interior side parcel line 3.0 metres
 - iv) Exterior side parcel line 4.5 metres
- b) Accessory Buildings or Structures:
 - i) Front parcel line 7.5 metres
 - ii) Rear parcel line 1.0 metres
 - iii) Interior side parcel line 1.0 metres
 - iv) Exterior side parcel line 4.5 metres
- c) Despite 12.1.7(a) and (b), internal parcel lines for a strata subdivision are subject to Section 7.21.

12.1.8 Maximum Height:

- a) No building shall exceed a height of 12.0 metres;
- b) No accessory building or structure shall exceed a height of 4.5 metres.

12.1.9 Maximum Parcel Coverage:

- a) 50%

12.1.10 Amenity Space Requirements:

- a) The following amenity space shall be provided for each dwelling unit:
 - i) studio suite: 7.5 m²
 - ii) one (1) bedroom: 15.0 m²
 - iii) two (2) or more bedrooms: 25.0 m²
- b) not less than 25% of required amenity space is to be located at grade;
- c) for the purpose of calculating the amenity space requirement, any indoor amenity space provided shall be counted as double its actual floor area and credited towards this requirement.

- ix) replacing Section 17.11 (Site Specific Residential Multiple Family (RM1s) Provisions) under Section 17.0 (Site Specific Designations) in its entirety with the following:

17.11 Site Specific Medium Density Residential One (RM1s) Provisions:

- .1 Not applicable.

- x) replacing Section 17.12 (Integrated Housing Site Specific (RM2s) Provisions) under Section 17.0 (Site Specific Designations) in its entirety with the following:

17.12 deleted.

- 18. The Zoning Map, being Schedule '2' of the Electoral Area "F" Zoning Bylaw No. 2461, 2008, is amended by:
 - i) changing the land use designation of the land shown shaded yellow on Schedule 'F-202', which forms part of this Bylaw, from Residential Multiple Family (RM1) to Medium Density Residential One (RM1).
 - ii) changing the land use designation of the land shown shaded purple on Schedule 'F-202', which forms part of this Bylaw, from Integrated Housing (RM2) to Medium Density Residential One (RM1).

Electoral Area "I":

- 19. The Electoral Area "I" Official Community Plan (OCP) Bylaw No. 2683, 2016, is amended by:
 - i) adding new paragraph under Sections 11.1 (Background) under Section 11.0 (Residential) to read as follows:

Comprehensive Development (CD) zones have also been applied to lands designated LR and MR, generally in order to address legally non-conforming 'shared lot' residential uses that have existing for several decades.
 - ii) replacing Section 11.3.2 (Policies – General Residential) under Section 11.0 (Residential) in its entirety with the following:
 - .2 Encourages residential infill development to maximize land use and servicing efficiencies.
 - iii) adding new Sections 11.3.10, 11.3.11 & 11.3.12 (Policies – General Residential) under Section 11.0 (Residential) to read as follows and renumbering all subsequent sections:
 - .10 Requires that new parcels to be created by subdivision that are less than 1.0 hectare in area be connected to a community sanitary sewer system.
 - .11 Requires that accessory dwellings on parcels less than 1.0 hectare in area be connected to a community sanitary sewer system.
 - .12 Requires that secondary suites on parcels less than 1.0 hectare in area be connected to a community sanitary sewer system or the same septic system that serves the principal dwelling unit.
 - iv) replacing Section 11.4 (Policies – Low Density Residential) under Section 11.0 (Residential) in its entirety with the following:

11.4 Policies – Low Density Residential

The Regional Board:

- .1 Generally supports the use of lands designated Low Density Residential (LR) identified in Schedule 'B' (Official Community Plan Map) for single detached dwellings, duplexes, secondary suites, accessory dwellings, manufactured homes, parks, religious buildings and facilities, institutional buildings, local convenience stores and other uses that fit with the low density residential character of the designation.
 - .2 Support a maximum net density for single detached dwelling units on lands designated Low Density Residential (LR) of 30 units per hectare, for areas served by a community water system and a community sewage treatment system. The calculation of net density does not include accessory dwellings and secondary suites.
 - .3 Supports a maximum net density for duplexes on lands designated Low Density Residential (LR) of 45 dwelling units per hectare for areas served by a community water system and a community sewage treatment system.
 - .4 Supports the re-designation of lands to Low Density Residential (LR) only within designated Primary and Rural Growth Areas in order to achieve lower servicing costs and to minimize environmental impacts.
 - .5 Supports home occupations and bed and breakfasts within a single detached dwelling provided the operation does not have an unacceptable negative impact on the surrounding homes and the quality of life of existing residents.
- i) replacing Section 11.5.1 (Policies – Medium Density Residential) under Section 11.0 (Residential) in its entirety with the following:
- .1 Generally supports the use of lands designated Medium Density Residential (MR) identified in Schedule 'B' (Official Community Plan Map) for multi-family developments, including triplexes, fourplexes, townhouses and apartment buildings that fit with the residential intent of the designation.
- ii) replacing Section 11.5.2 (Policies – Medium Density Residential) under Section 11.0 (Residential) in its entirety with the following:
- .2 Supports a maximum net density on lands designated Medium Density Residential (MR) of 60 dwelling units per hectare for areas served by a community water system and a community sewage treatment system.
- iii) adding a new Section 11.5.3 (Policies – Medium Density Residential) under Section 11.0 (Residential) with the following and renumbering all subsequent sections:

- .3 Supports the re-designation of lands to Medium Density Residential (MR) only within designated Primary and Rural Growth Areas in order to achieve lower servicing costs and to minimize environmental impacts.
 - iv) adding a new Section 11.5.5 (Policies – Medium Density Residential) under Section 11.0 (Residential) with the following and renumbering all subsequent sections:
 - .5 Encourages affordable, community care housing, seniors housing, and special needs housing in Medium Density Residential (MR) areas.
 - v) adding a new Section 11.5.6 (Policies – Medium Density Residential) under Section 11.0 (Residential) with the following and renumbering all subsequent sections:
 - .6 Requires a high standard of architectural building design and landscaping for medium density residential development by supporting the inclusion of lands designated as Medium Density Residential (MR) in a Multi-Family Development Permit Area.
 - vi) replacing Section 11.6.2 (Policies – Residential Mixed Use) under Section 11.0 (Residential) in its entirety with the following:
 - .2 Considers the maximum density of lands designated Residential Mixed Use (RMU) to be 55 dwelling units (townhouses and apartments) per gross hectare, subject to servicing requirements.
- 20. The Electoral Area “I” Zoning Bylaw No. 2457, 2008, is amended by:
 - i) deleting the definitions of “cluster housing development”, “density”, “density averaging”, “multi-dwelling unit”, “multi-unit residential” under Section 4.0 (Definitions).
 - ii) replacing the definition of “amenity area” under Section 4.0 (Definitions) in its entirety with the following:

“**amenity space**” means a useable open space area exclusive of required front and side parcel line setback areas and parking areas which is developed for the recreational use of the residents of a residential dwelling unit, and may include balconies, patios, decks and level landscaped recreation areas;
 - iii) replacing the definition of “apartment building” under Section 4.0 (Definitions) in its entirety with the following:

“**apartment building**” means a building other than a townhouse containing three (3) or more dwellings each of which has its principal access from an entrance common to the dwellings;
 - iv) adding the definition of “apartment building” under Section 4.0 (Definitions) to read as follows:

“townhouse” means a building not more than three storeys high divided into three or more dwelling units located side by side under one roof with private entrances to each dwelling from the exterior of the building and with each dwelling sharing common walls or party walls;

- v) replacing the reference to “Residential Multiple Family Zone” under Section 5.1 (Zoning Districts) in its entirety with the following:

Medium Density Residential One Zone RM1

- vi) adding a new Section 6.1.3 (Minimum Parcel Size Exceptions for Subdivisions) under Section 6.0 (Subdivision Regulations) to read as follows and renumbering all subsequent sections:

.3 building strata lots authorised pursuant to the *Strata Property Act*.

- vii) replacing the reference to the “Residential (Multi-Dwelling)” use under Table 9.2 (Off-Street Parking and Loading Requirements) in its entirety with the following:

Residential (apartment building, townhouse)	1.75 dwelling unit	0
---	--------------------	---

- viii) replacing Section 12.1 (Residential Multiple Family (RM1) Zone) under Section 12.0 (Medium Density Residential) in its entirety with the following:

12.1 MEDIUM DENSITY RESIDENTIAL ONE ZONE (RM1)

12.1.1 Permitted Uses:

Principal Uses:

- a) apartment building;
- b) community care facility;
- c) townhouse;

Secondary Uses:

- d) home occupations, subject to Section 7.17;
- e) accessory buildings and structures, subject to Section 7.13.

12.1.2 Site Specific Medium Density Residential One (RM1s) Provisions:

- a) see Section 17.12

12.1.3 Minimum Parcel Size:

- a) 1,000 m², subject to servicing requirements.

12.1.4 Minimum Parcel Width:

- a) 30.0 metres

12.1.5 Maximum Density:

- a) 60 dwellings per hectare

12.1.6 Minimum Floor Area:

- a) 40.0 m² for dwelling units

12.1.7 Minimum Setbacks:

- a) Principal Building:

- i) Front parcel line 7.5 metres
- ii) Rear parcel line 4.5 metres
- iii) Interior side parcel line 3.0 metres
- iv) Exterior side parcel line 4.5 metres

- b) Accessory Buildings or Structures:

- i) Front parcel line 7.5 metres
- ii) Rear parcel line 1.0 metres
- iii) Interior side parcel line 1.0 metres
- iv) Exterior side parcel line 4.5 metres

- c) Despite 12.1.7(a) and (b), internal parcel lines for a strata subdivision are subject to Section 7.21.

12.1.8 Maximum Height:

- a) No building shall exceed a height of 12.0 metres;
- b) No accessory building or structure shall exceed a height of 4.5 metres.

12.1.9 Maximum Parcel Coverage:

- a) 50%

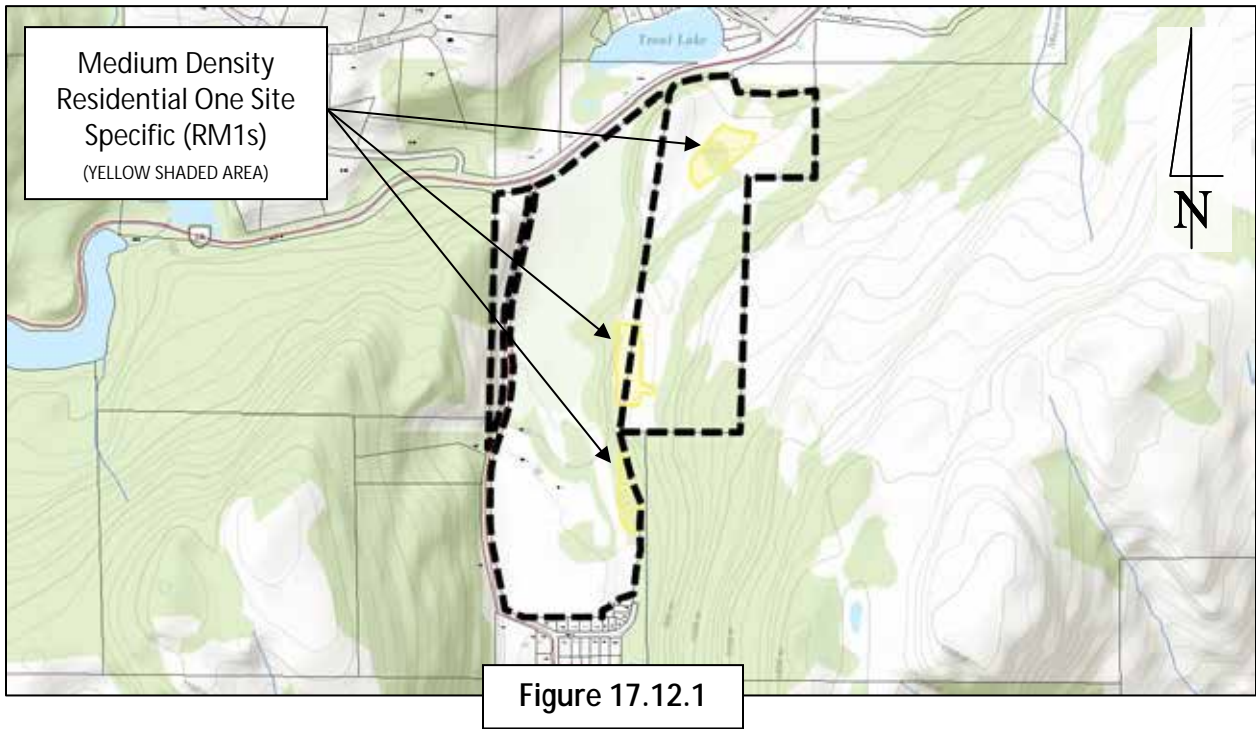
12.1.10 Amenity Space Requirements:

- a) The following amenity space shall be provided for each dwelling unit:
 - i) studio suite: 7.5 m²
 - ii) one (1) bedroom: 15.0 m²
 - iii) two (2) or more bedrooms: 25.0 m²

- b) not less than 25% of required amenity space is to be located at grade;
 - c) for the purpose of calculating the amenity space requirement, any indoor amenity space provided shall be counted as double its actual floor area and credited towards this requirement.
- ix) replacing Section 17.12 (Site Specific Residential Multiple Family (RM1s) Provisions) under Section 17.0 (Site Specific Designations) in its entirety with the following:

17.12 Site Specific Medium Density Residential One Site Specific (RM1s) Provisions:

- .1 In the case of land described as Lot A, Plan KAP46761, District Lot 228S 2169 4098S, SDYD, Except Plan KAP53180; and Lot 2, Plan KAP26332, District Lot 228S 2169, SDYD, Except Plan H15455 (79 Twin Lakes Road) and shown shaded yellow on Figure 17.12.1:
 - i) despite Section 12.1.3, the minimum parcel size for subdivision shall be 500 m².
 - ii) despite Section 12.1.4, the minimum parcel width for subdivision shall be 16.0 metres.
 - iii) despite Section 12.1.5, the maximum density shall not exceed 20 dwellings per hectare.
 - iv) despite Section 12.1.8(a), the maximum building height of a principal building shall not exceed 10.5 metres.
 - v) despite Section 12.1.8(b), the maximum building height of an accessory building shall not exceed 5.5 metres.
 - vi) despite Section 12.1.9, the maximum parcel coverage shall be 40%.
 - vii) despite Section 12.1.10, amenity space requirements shall be 50.0 m² for each dwelling unit.



21. The Zoning Map, being Schedule '2' of the Electoral Area "I" Zoning Bylaw No. 2457, 2008, is amended by:
 - iii) changing the land use designation of the land shown shaded yellow on Schedule 'I-201', which forms part of this Bylaw, from Residential Multiple Family (RM1) to Medium Density Residential One Site Specific (RM1s).

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 " Okanagan Electoral Area Residential OCP & Zone Update Amendment Bylaw No. 2804, 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.

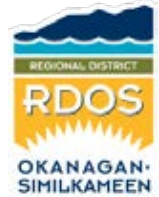
Board Chair

Chief Administrative Officer

Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC, V2A-5J9

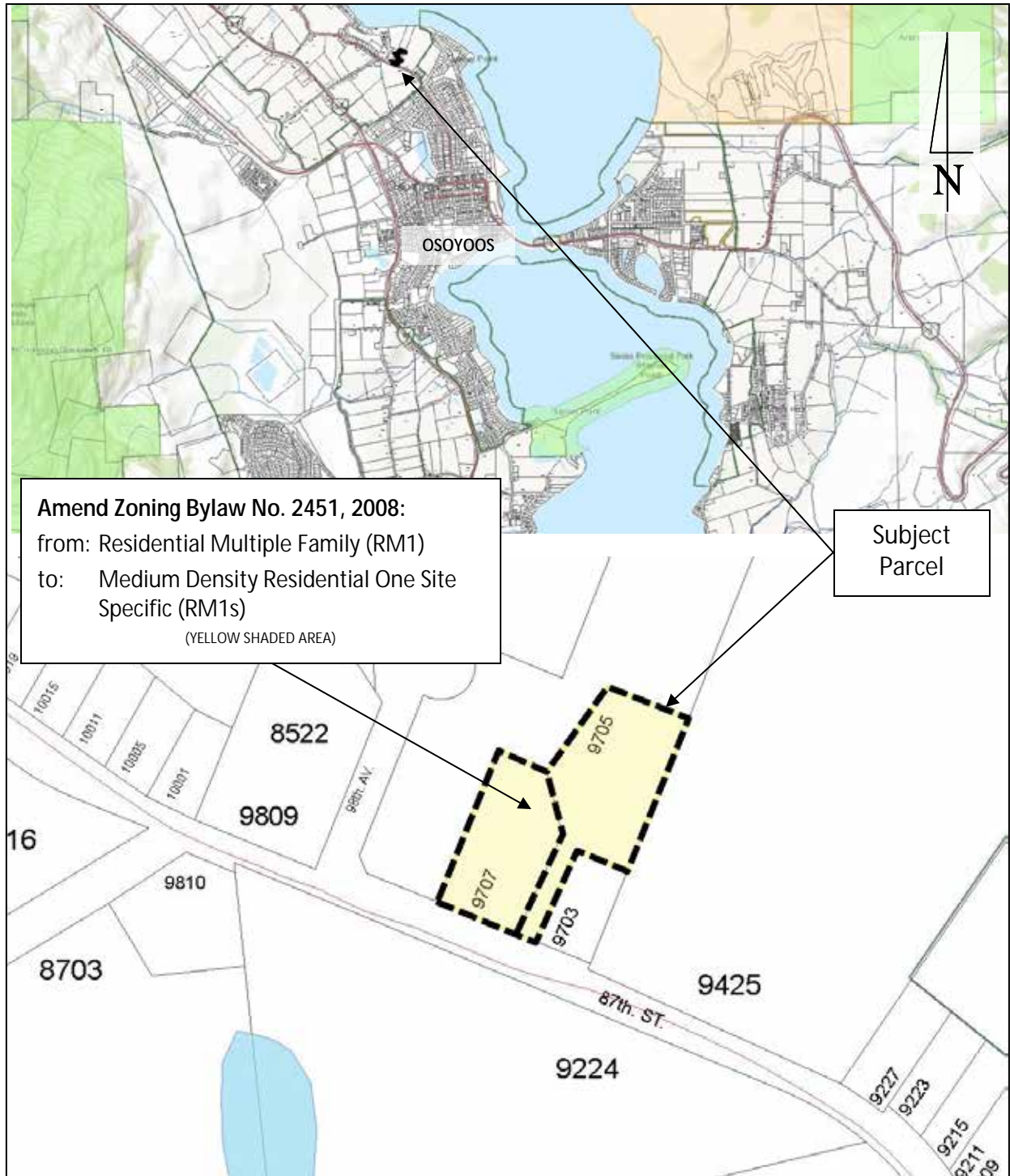
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2804, 2019

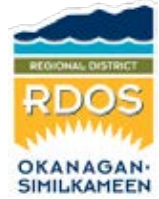
Project No: X2018.053-ZONE

Schedule 'A-201'



Regional District of Okanagan-Similkameen

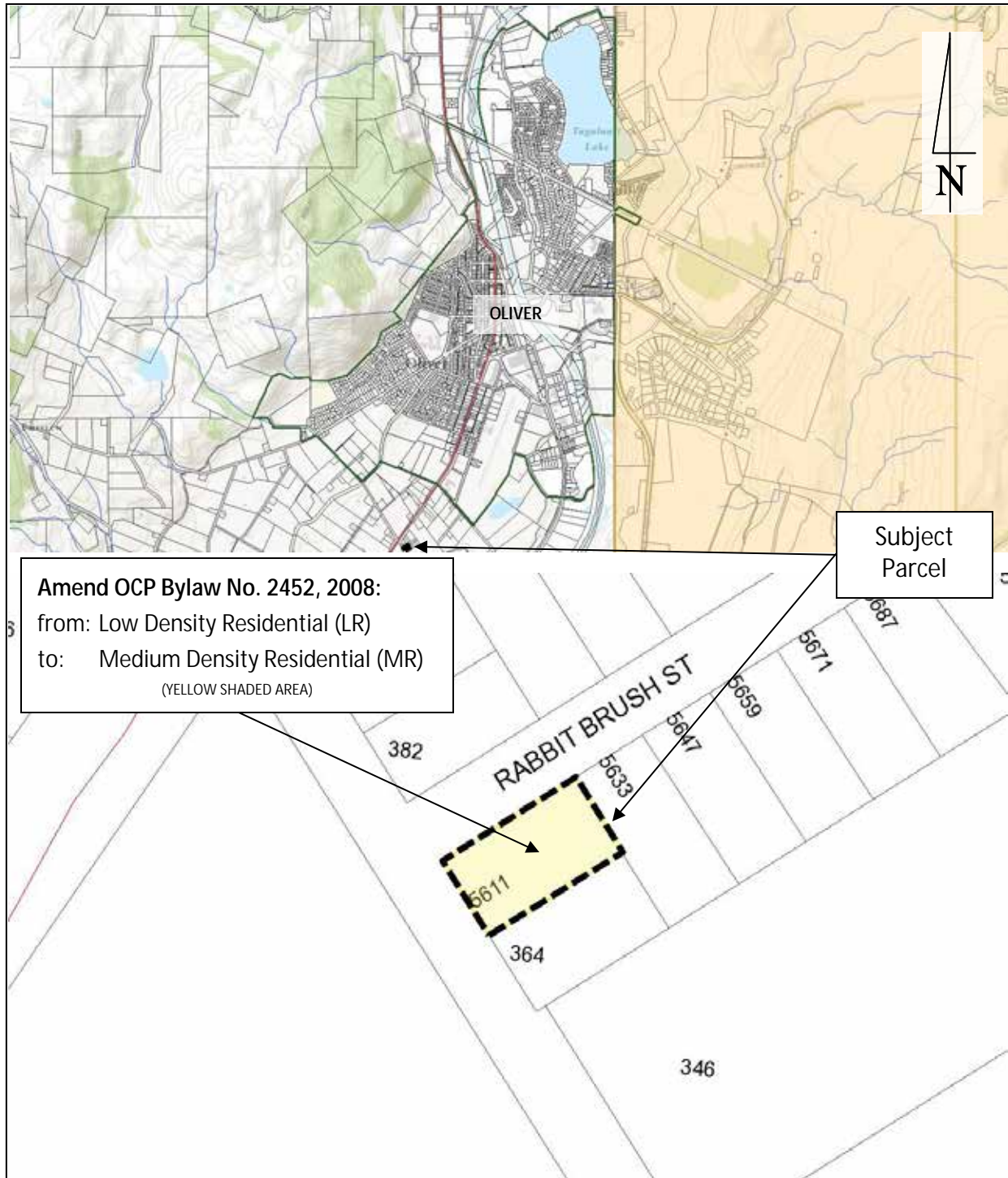
101 Martin St, Penticton, BC, V2A-5J9
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2804, 2019

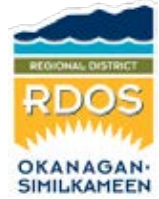
Project No: X2018.053-ZONE

Schedule 'C-101'



Regional District of Okanagan-Similkameen

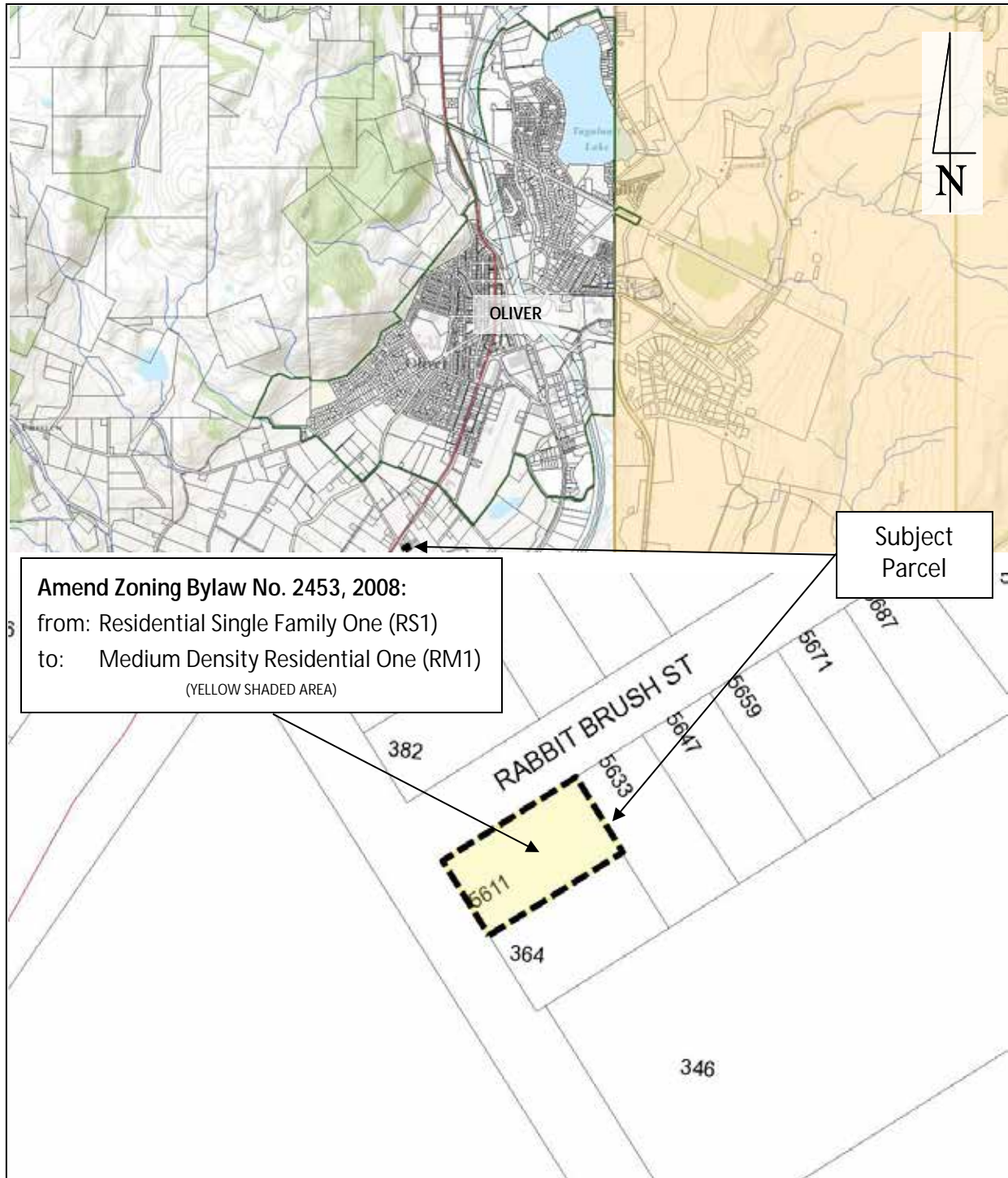
101 Martin St, Penticton, BC, V2A-5J9
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2804, 2019

Project No: X2018.053-ZONE

Schedule 'C-201'



Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC, V2A-5J9

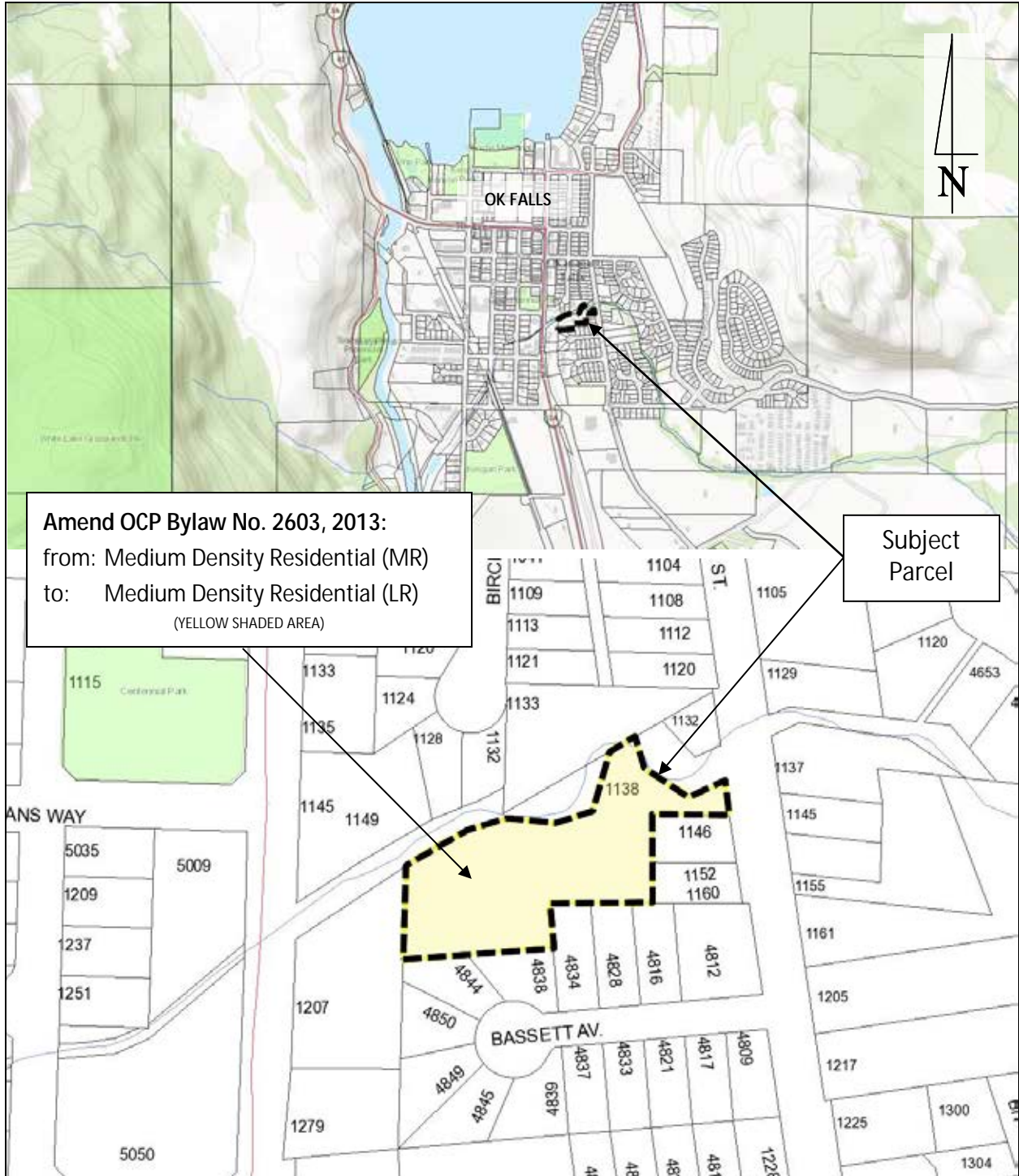
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2804, 2019

Project No: X2018.054-ZONE

Schedule 'D-101'



Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC, V2A-5J9

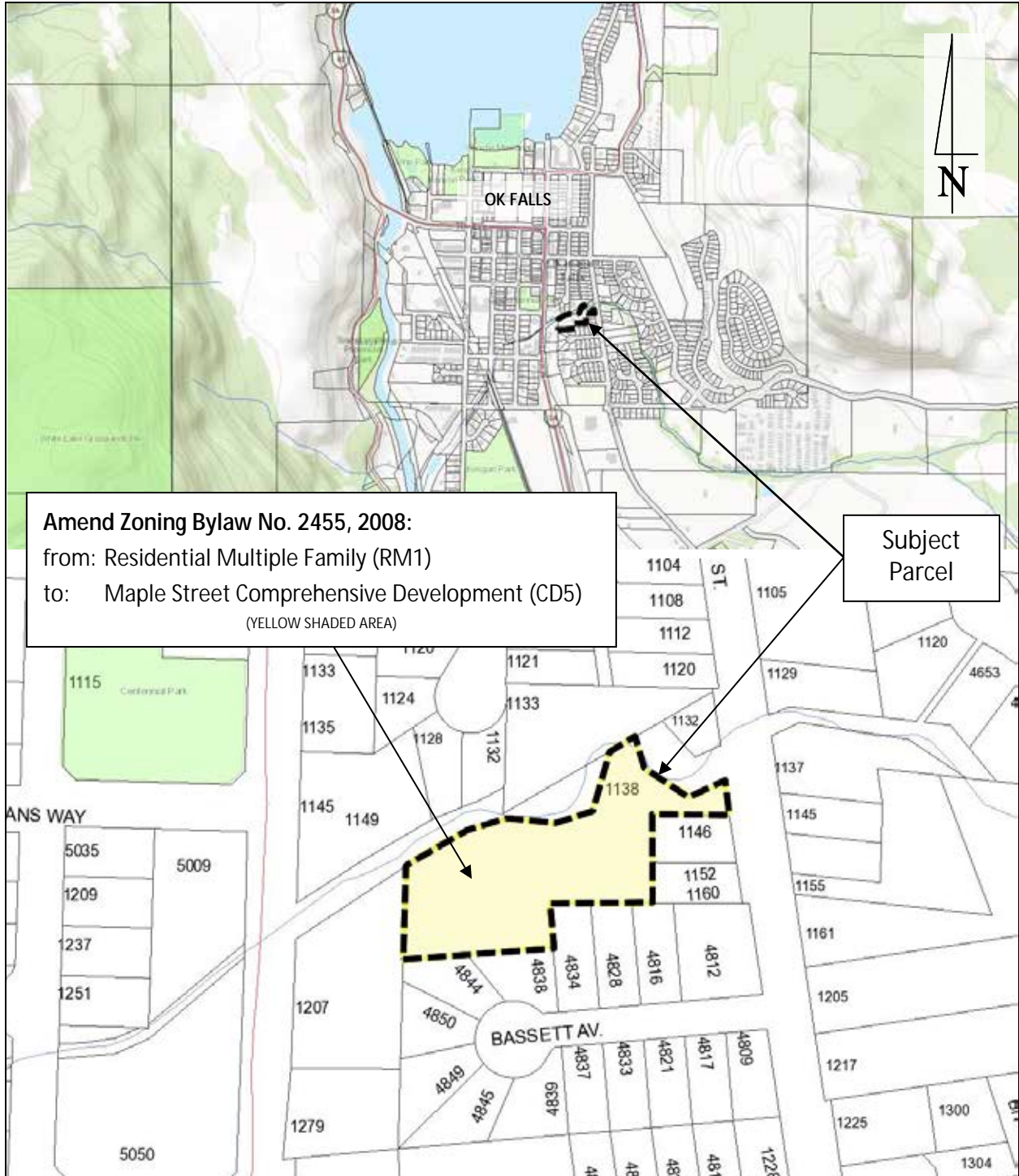
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2804, 2019

Project No: X2018.054-ZONE

Schedule 'D-201'



Regional District of Okanagan-Similkameen

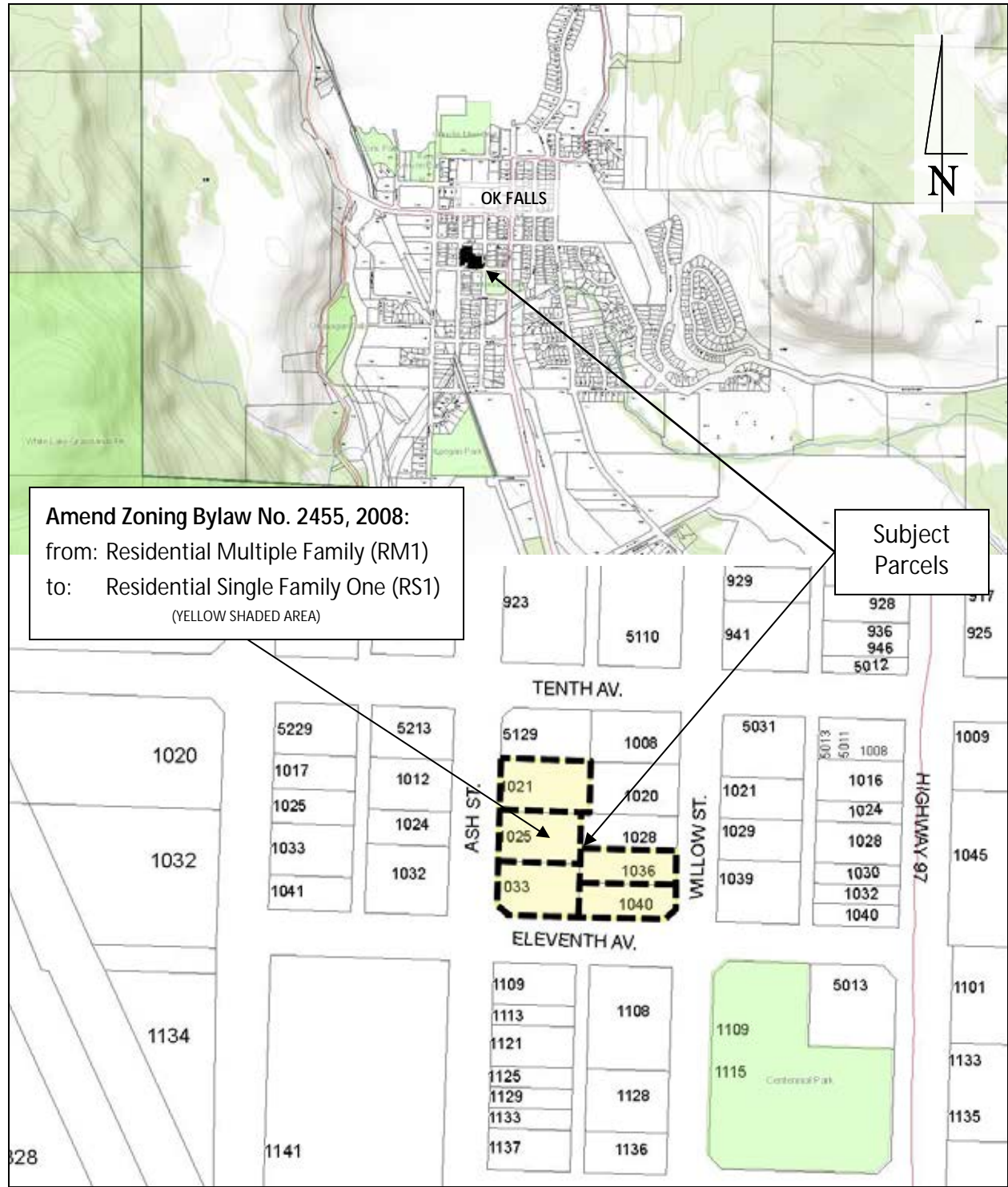
101 Martin St, Penticton, BC, V2A-5J9
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2804, 2019

Project No: X2018.054-ZONE

Schedule 'D-202'



Regional District of Okanagan-Similkameen

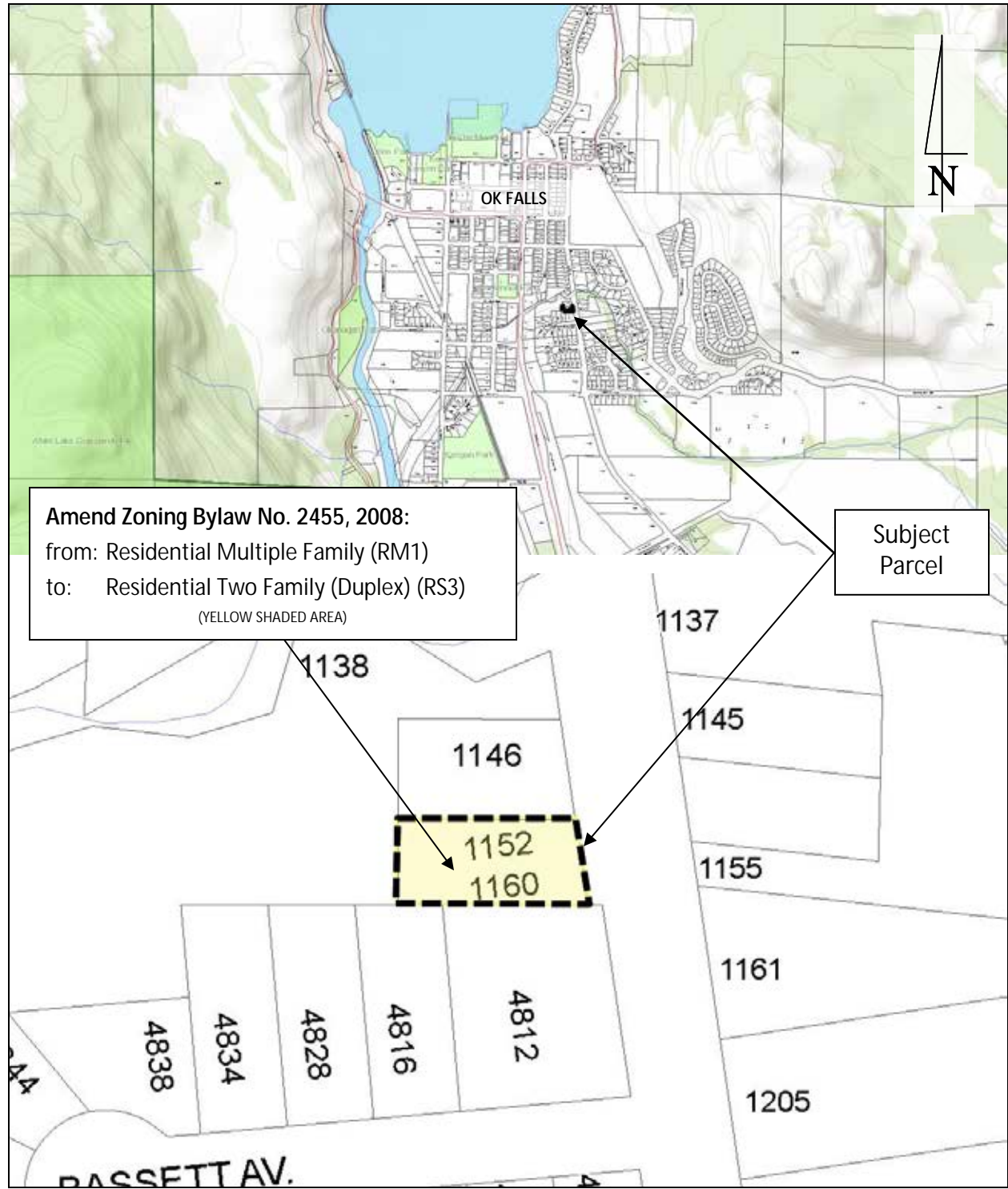
101 Martin St, Penticton, BC, V2A-5J9
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2804, 2019

Project No: X2018.054-ZONE

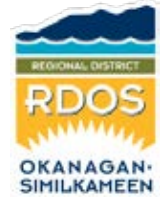
Schedule 'D-203'



Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC, V2A-5J9

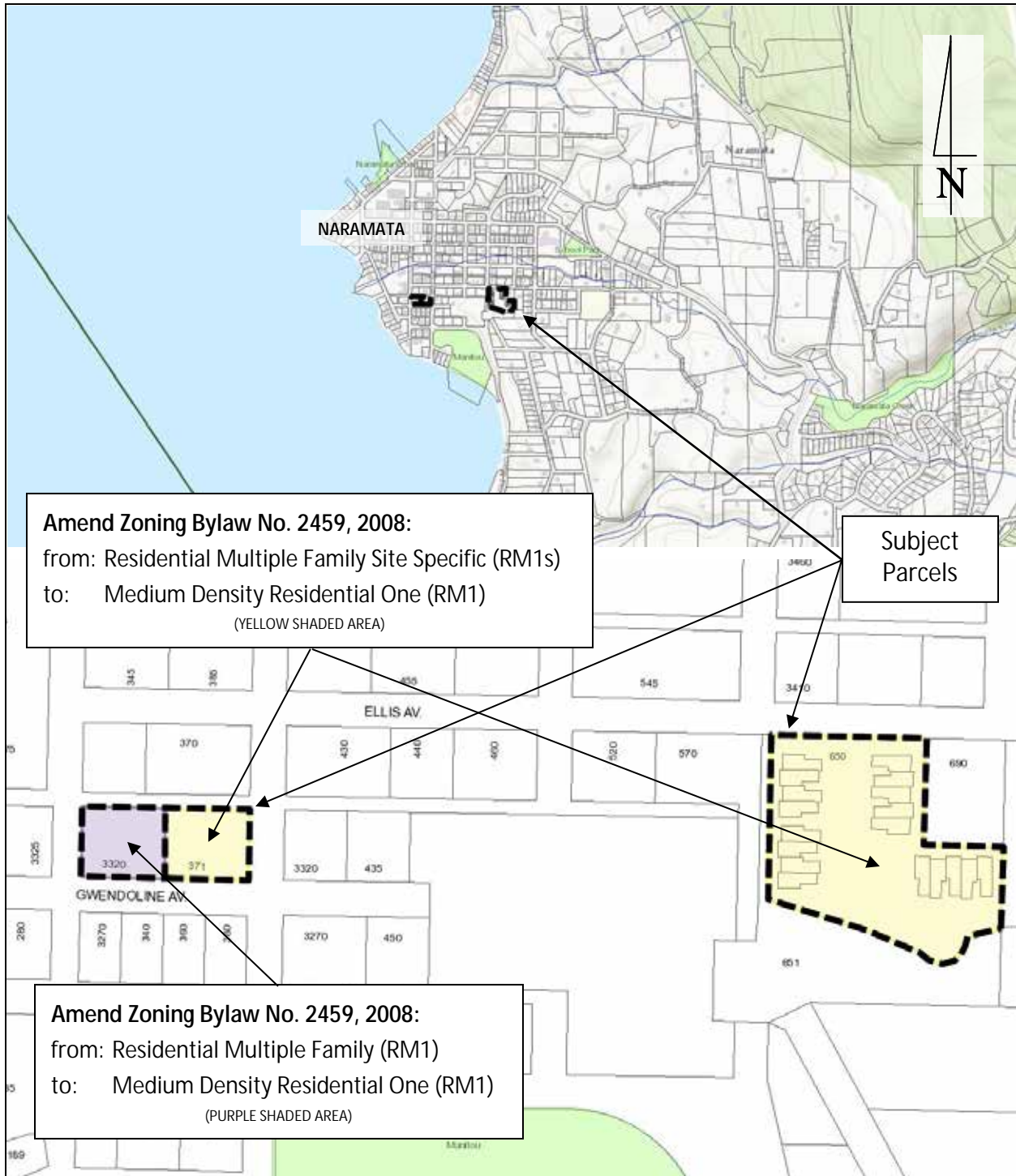
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2804, 2019

Project No: X2018.054-ZONE

Schedule 'E-201'



Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC, V2A-5J9

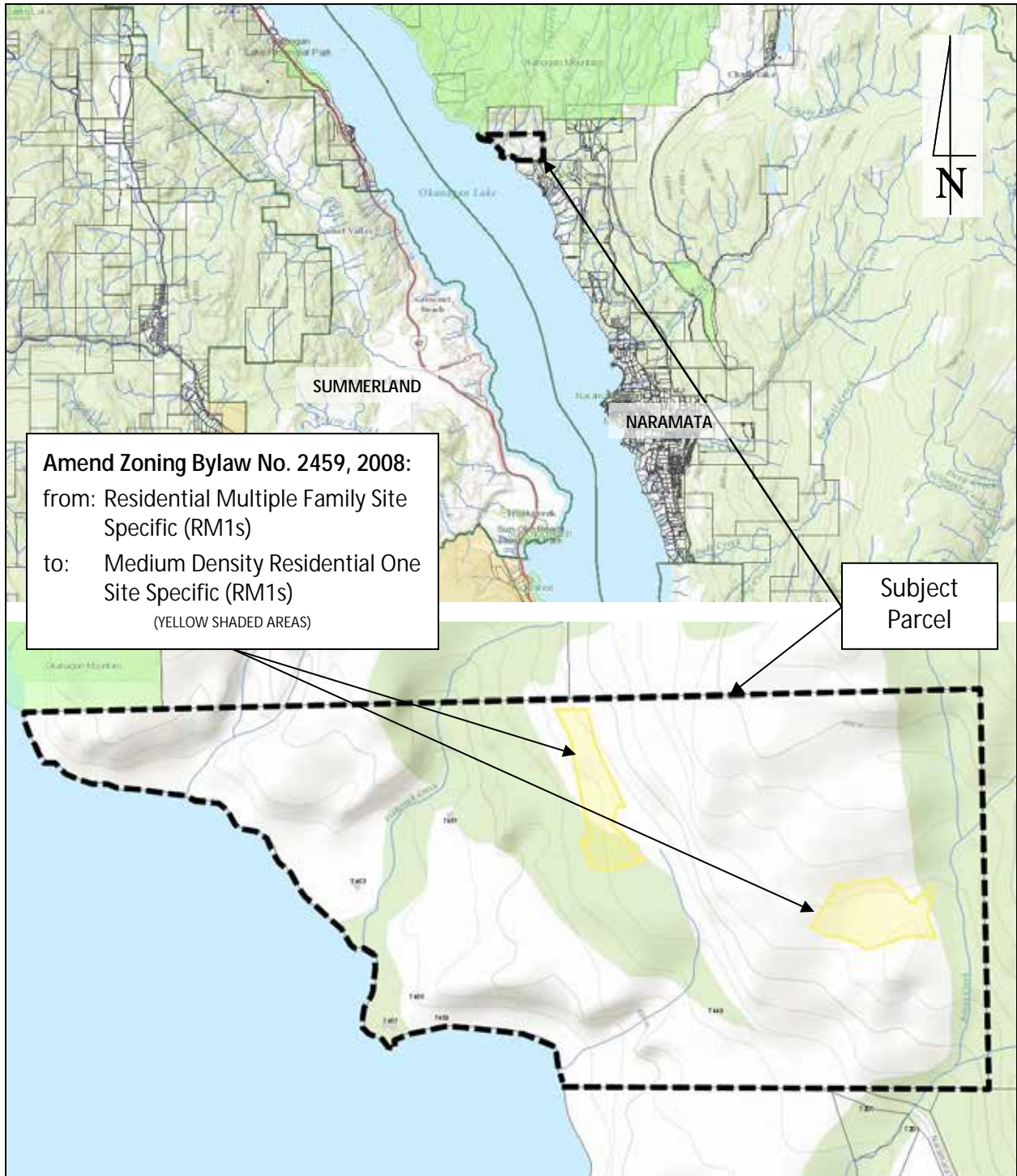
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2804, 2019

Project No: X2018.054-ZONE

Schedule 'E-202'



Regional District of Okanagan-Similkameen

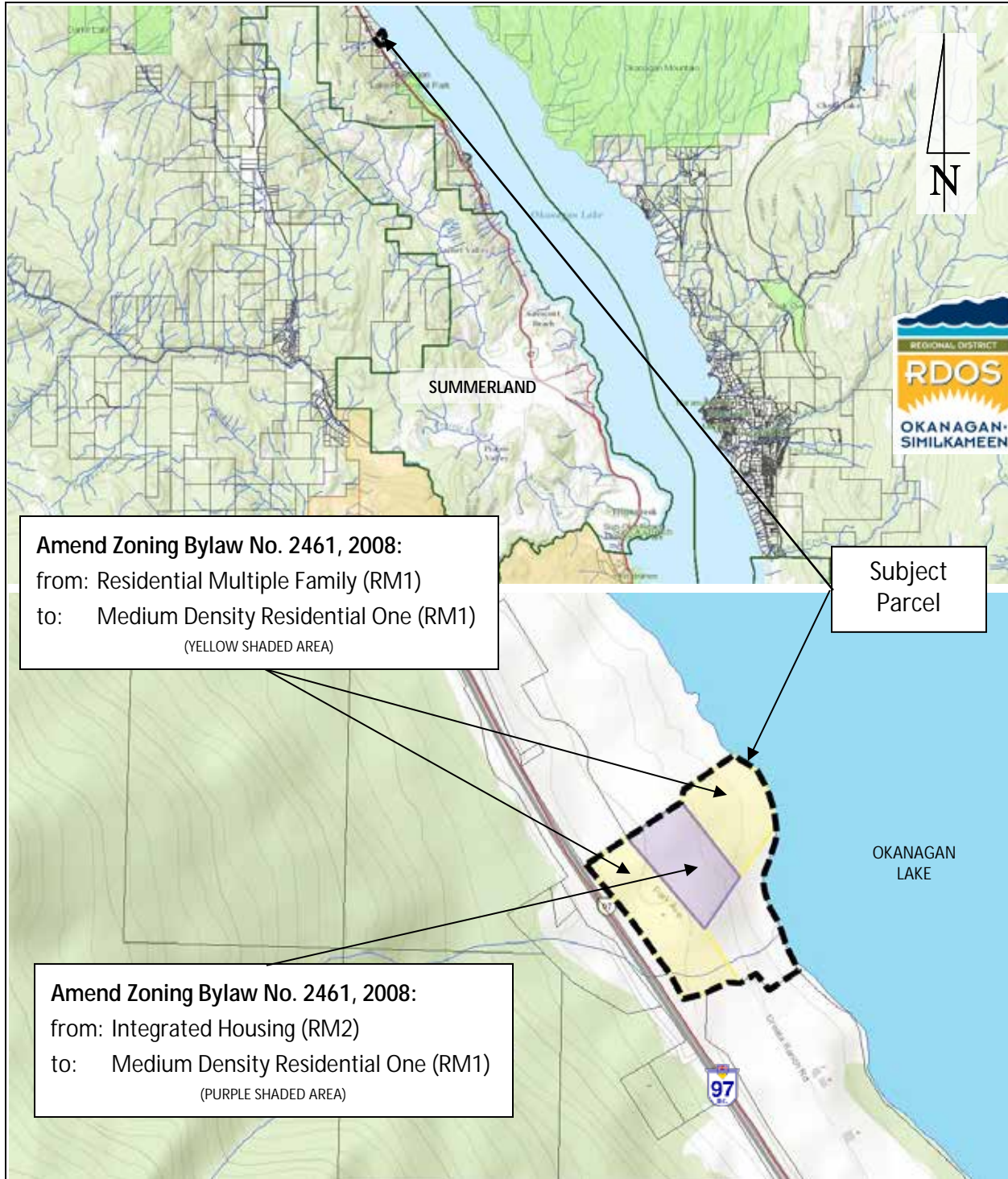
101 Martin St, Penticton, BC, V2A-5J9
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2804, 2019

Project No: X2018.054-ZONE

Schedule 'F-201'



Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC, V2A-5J9

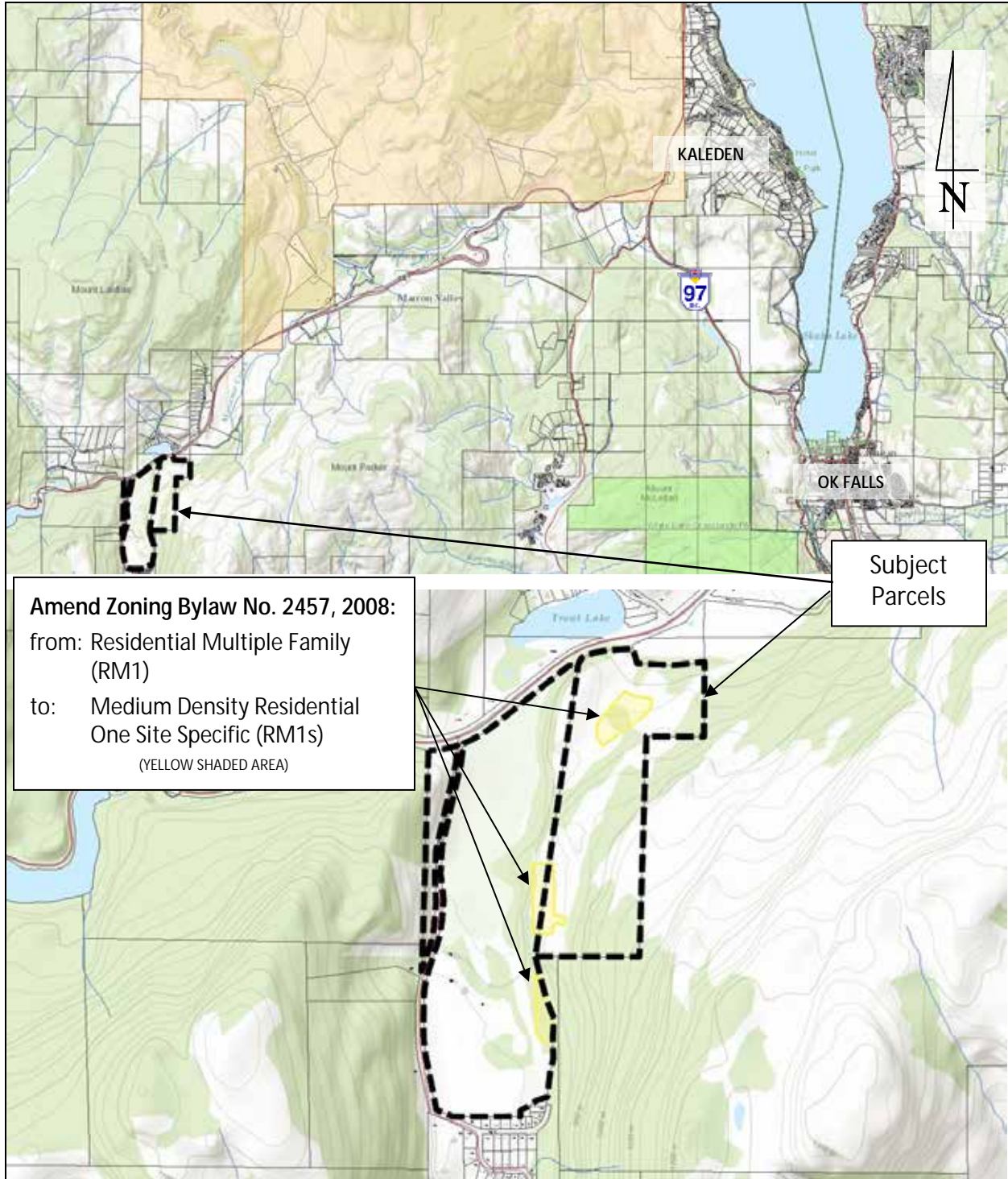
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2804, 2019

Project No: X2018.054-ZONE

Schedule 'I-201'





Agricultural Land Commission
201 – 4940 Canada Way
Burnaby, British Columbia V5G 4K6
Tel: 604 660-7000 | Fax: 604 660-7033
www.alc.gov.bc.ca

November 19, 2019

Reply to the attention of Sara Huber
ALC Issue: 46696
Local Government File: X2019.053-ZONE

Lauri Feindell
Administrative Assistant, Regional District of Okanagan Similkameen
lfeindell@rdos.bc.ca

Delivered Electronically

Re: **Regional District of Okanagan Similkameen OCP and Zoning Amendment
Bylaw No. 2804, 2019**

Thank you for forwarding a draft copy of Regional District of Okanagan Similkameen (RDOS) Okanagan Electoral Area Official Community Plans and Okanagan Electoral Area Zoning Amendment Bylaw No. 2804, 2019 (the "Bylaw") for review and comment by the Agricultural Land Commission (ALC). The following comments are provided to help ensure that the Bylaw is consistent with the purposes of the Agricultural Land Commission Act (ALCA), the Agricultural Land Reserve General Regulation, (the "General Regulation"), the Agricultural Land Reserve Use Regulation (the "Use Regulation"), and any decisions of the ALC.

The amendments to the Okanagan Electoral Area Official Community Plans (OCPs) include the following:

- Text amendments to the Low Density Residential (LR) and Medium Density Residential (MR) designations to ensure consistent density provisions, specifically:

LR designation:

- 30 detached dwelling units per ha (subject to servicing requirements); minimum parcel size 350 m²
- 45 duplex dwellings unit per ha (subject to servicing requirements); minimum strata parcel size 225 m²

MR designation:

- 50 multi-unit dwelling units per ha
- Consistent policy statements in relation to the provision of community sewer connections for new parcels less than one ha, or the development of accessory dwelling units on parcels less than one ha; and,
- Consistent use of language to describe land use objectives and policies across Electoral Areas.

The amendments to the Okanagan Electoral Area Zoning Bylaws, which are proposed in anticipation of a single zoning bylaw for the Electoral Areas, include the following:

- Amendments to the Residential Multiple Family Zones. Primarily related to introducing a consistent Medium Density Residential One (RM1) Zone, including definitions related to the uses permitted in this zone; and,
- Consolidation of the RM2 Zone in the Electoral Area “F” Zoning Bylaw into the new RM1 Zone.

The Bylaw also includes the following policies with respect to agriculture:

8.3.6 Will evaluate any new residential development on its implications and impacts on adjacent lands designated as Agriculture (AG).

8.3.7 Encourages new developments that abut agricultural land or livestock grazing land to provide perimeter fencing.

8.3.8 Encourages residential development that abuts land designated Agriculture (AG) to provide buffers pursuant to Ministry of Agriculture guidelines.

8.5.6 Will avoid locating Medium Density Residential (MDR) development next to land designated as Agriculture (AG). If multiple family development is to be located near land designated as Agriculture (AG), then the following steps must be taken:

- a) buffering should be constructed in accordance with Ministry of Agriculture guidelines;*
- b) the ground floor of the building should be set back far enough from the agricultural use to minimize conflicts; and*
- c) the building should be designed to step back away from the Agriculture land as the building increases in height.*

ALC staff generally support these policies which seek to minimize the impact of residential development occurring adjacent to agricultural lands.

ALC staff also note that there are four ALR properties, or former ALR properties, affected by the Bylaw, summarized in Table 1. Generally speaking, ALC staff has no objection to the amendments proposed for these properties, given the properties’ application history with the Commission. However, PID: 004-642-139 (shown on Schedule C-201), which is proposed to be rezoned from Residential Single Family One (RS1) to Medium Density Residential One (RM1) and re-designated from Low Density Residential (LR) to Medium Density Residential (MR), does not appear to have previous approvals or endorsements of the Commission to support these amendments. Further discussion with ALC staff regarding the history of this property may be required in order to support these amendments, as the Medium Density Residential One (RM1) permits as a principal use an apartment building and townhouse, and the Medium Density Residential (MR) generally includes townhouses, triplexes, fourplexes, all of which are not permitted within the ALR.

Table 1: ALR Properties Impacted

Parcel Identifier	Application History	ALC Staff Comments
017-694-841 (partially within ALR) Shown on	Application 41813: approved 7.5 ha for residential and recreational resort adjacent to golf course (137 units of 25-30 recreational cottages; 32 multi-family	No objection – rezoning from Residential Multiple Family (RM1) to Medium Density Residential One Site Specific

<p>Schedule I-201</p> <p>Amendment to Bylaw No. 2457, 2008 (Electoral Area "I")</p>	<p>condos, 75 hotel units); RV resort expansion (Resolution #191/2005)</p> <p>Application 336: approved rezoning of 1.7 ha to General Commercial to allow expansion of RV park, 10 unit motel, tennis courts, recreation building (Resolution #1073/1992)</p> <p>Application 31497: refused exclusion, but approved subdivision of 14 lots on the southern portion of the property and the expansion of the golf course by 9 holes. Commission requested a more detailed plan for the RV campground, condos, swimming pool, cabins, etc. before making a decision (Resolution #1308/1981).</p> <p>The Commission received the detailed plan and approved the recreational complex (including RV campground, swimming pool, caretaker's residence, food store, etc.) (Resolution #897/1983).</p> <p>In 1983, the Commission approved an amendment to Resolution #1308/1981 to allow 16 lots rather than the 14 previously approved (Resolution #1850/1983).</p>	<p>(RM1s) appears to apply to areas which are outside of the ALR. Areas within the ALR have been approved for non-farm use.</p>
<p>027-045-145 (former ALR property)</p> <p>Shown on Schedule F-201</p> <p>Amendment to Bylaw No. 2461, 2008 (Electoral Area "F")</p>	<p>Application 32456: approved additional right-of-way for three lane Highway design (Resolution #7603/1977).</p> <p>Application 31503: approved the exclusion of the alluvial valley in the central portion of the property and the clay cliffs. Property is within the alluvial valley (Resolution #10995/1979).</p>	<p>No objection – property excluded from the ALR in 1979 (Resolution #10995/1979). Rezoning portion of property from Residential Multiple Family (RM1) to Medium Density Residential One (RM1) and other portion from Integrated Housing (RM2) to Medium Density Residential One (RM1).</p>
<p>005-931-479 (partially within ALR)</p> <p>Shown on</p>	<p>Application 5991: approved inclusion of portions of property into ALR (Resolution #7577/1977).</p>	<p>No objection – appears to be outside of the ALR portions of property. Rezoning from Residential Multiple Family Site Specific (RM1s) to</p>

<p>Schedule E-202</p> <p>Amendment to Bylaw No. 2459, 2008 (Electoral Area "E")</p>	<p>Application 32979: approved subdivision into three lots subject to consolidations (Resolution #316/1981). Commission approved applicant request not to consolidate (Resolution #748/1981).</p> <p>Application 1156: refused the exclusion of the property but allowed the constructed of 15 cabins for tourist commercial use subject to inclusion of lands (Resolution #269/1993).</p> <p>Application 7524: approved exclusion of portions of property from ALR (Resolution #452/1997).</p> <p>Application 53021: approved inclusion of portions of property into ALR (Resolution #207/2013).</p> <p>Application 53022: approved exclusion of portions of property from ALR (Resolution #206/2013).</p>	<p>Medium Density Residential One Site Specific (RM1s).</p>
<p>004-642-139</p> <p>Shown on Schedule C-201</p> <p>Amendment to Bylaw No. 2453, 2008 (Electoral Area "C")</p>	<p>No previous ALC applications.</p>	<p>Within ALR; 0.17 acres in size, but has not been confirmed excepted at this time. See ALC Policy P-02</p> <p>Rezoning from Residential Single Family One (RS1) to Medium Density Residential One (RM1).</p> <p>Amending OCP from Low Density Residential (LR) to Medium Density Residential (MR).</p>

The ALC strives to provide a detailed response to all bylaw referrals affecting the ALR; however, you are advised that the lack of a specific response by the ALC to any draft bylaw provisions cannot in any way be construed as confirmation regarding the consistency of the submission with the ALCA, the Regulations, or any Orders of the Commission.

If you have any questions about the above comments, please contact the undersigned at 604-660-7019 or by e-mail (Sara.Huber@gov.bc.ca).

Yours truly,

PROVINCIAL AGRICULTURAL LAND COMMISSION



Sara Huber, Regional Planner

Enclosure: Referral of OCP and Zoning Text Amendments

CC: Ministry of Agriculture – Attention: Christina Forbes

46696m1

RESPONSE SUMMARY

AMENDMENT BYLAW NO. 2804

- Approval Recommended for Reasons Outlined Below
- Interests Unaffected by Bylaw
- Approval Recommended Subject to Conditions Below
- Approval Not Recommended Due to Reasons Outlined Below

Kaleden Irrigation District does not approve of the amendments listed above. The proposed increase of dwelling units for LR and MR would add a higher number of septic systems or increase loading to existing systems that could affect the water quality inside our Intake Protection Zone. The added number of dwellings would also add extra stress to the water system which would result in major upgrade requirements for approval of the subdivisions.

The District would like more details regarding the proposed "textual amendments".

Signature: *Cheryl S. Wells*

Signed By: *CASER & NANA for Taylor Dean, MGR*

Agency: Kaleden Irrigation District

Title: Manager / Financial Administrator

DATE October 21, 2019





Interior Health
Every person matters

October 17, 2019

Christopher Garrish
Regional District of Okanagan-Similkameen
101 Martin St
Penticton, BC V2A 5J9
<mailto:planning@rdos.bc.ca>

Dear Christopher Garrish:

RE: File #: X2019.053-ZONE
Our interests are unaffected

The IH Healthy Built Environment (HBE) Team has received the above captioned referral from your agency. Typically we provide comments regarding potential health impacts of a proposal. More information about our program can be found at [Healthy Built Environment](#).

An initial review has been completed and no health impacts associated with this proposal have been identified. As such, our interests are unaffected by this proposal.

However, should you have further concerns, please return the referral to hbe@interiorhealth.ca with a note explaining your new request, or you are welcome to contact me directly at 1-855-744-6328 then choose HBE option.

Sincerely,

Mike Adams, CPHI(C)
Team Leader, Healthy Communities
Interior Health Authority



RESPONSE SUMMARY

AMENDMENT BYLAW NO. 2804

- Approval Recommended for Reasons Outlined Below
- Interests Unaffected by Bylaw
- Approval Recommended Subject to Conditions Below
- Approval Not Recommended Due to Reasons Outlined Below

Signature: P. S. Subramaniam

Agency: SD 53

Date: 16/10/19

Signed By: SUREA PALIAPPA

Title: SECRETARY TREASURER



RESPONSE SUMMARY

AMENDMENT BYLAW NO. 2804

- Approval Recommended for Reasons Outlined Below
- Interests Unaffected by Bylaw
- Approval Recommended Subject to Conditions Below
- Approval Not Recommended Due to Reasons Outlined Below

Council considered this at the November 4th Council meeting with the following staff recommendations see below:

Staff recommend the following:

Approval Recommended with a notation that RDOS staff and Town of Osoyoos staff continue to work together to ensure that incompatible uses are prevented from locating adjacent to each other across jurisdictional boundaries.

Signature: 

Signed By: Gina MacKay, MCIP, RPP

Agency: Town of Osoyoos

Title: Director of Planning and Development

Date: November 6 2019

SINGLE ZONE 2804





Oct 28 2019

File No: X2019.053-ZONE

Regional District of Okanagan-Similkameen
101 Martin Street
Penticton, B.C. V2A 5J9
Via E-mail: planning@rdos.bc.ca

Re: Bylaw Referral – File No. X2019.053-ZONE

Dear Christopher Garrish,

Thank you for providing the B.C. Ministry of Agriculture the opportunity to comment on the bylaw referral X2019.053-ZONE (Residential Multiple Family Zoning) regarding draft Bylaw No. 2804, 2019 for Electoral Areas A, C, D, E, F, G, H and I. I have reviewed the documentation you have provided. From an agricultural perspective I can offer the following comments:

- Ministry staff support the draft policy encouraging fencing adjacent to agricultural properties. Additional information about appropriate fencing requirements, along with more rigorous requirements may be beneficial to include within the proposed bylaw.
- Ministry staff also support the draft policy encouraging buffers when properties abut agricultural land as per the Ministry of Agriculture's Edge Planning guidelines. Additional information concerning vegetative buffers, along with more rigorous requirements, may also be beneficial to include with the proposed bylaw.
- The RDOS may also wish to consider requiring a restrictive covenant on a property adjacent to agricultural land's land title necessitating preservation of a vegetative buffer and prohibiting the construction of, or addition to, any buildings structures within the buffer area or yard adjacent to the buffer.

If you have any questions, please contact me directly at christina.forbes@gov.bc.ca or 250-861-7201.

Sincerely,

Christina Forbes, P.Ag., Regional Agrologist
B.C. Ministry of Agriculture – Kelowna
Office: (250) 861-7201
E-mail: christina.forbes@gov.bc.ca

Email copy: Sara Huber, ALC Regional Planner, Sara.Huber@gov.bc.ca



Lauri Feindell

Subject:

FW: Referral: Bylaw Referral X2019.053-ZONE

From: Leathem, Jamie FLNR:EX <Jamie.Leathem@gov.bc.ca>

Sent: November 13, 2019 5:21 PM

To: Lauri Feindell <lfeindell@rdos.bc.ca>

Subject: FW: Referral: Bylaw Referral X2019.053-ZONE

The above noted referral has been reviewed by the Ecosystems Section of the Ministry of Forests, Lands, Natural Resource Operations and Rural Development.

We have no concerns with the amendments as proposed.

Thank you,

Jamie Leathem, M.Sc.

Ecosystems Biologist | BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development
102 Industrial Place, Penticton, BC V2A 7C8 | (250) 490-8294 | Jamie.Leathem@gov.bc.ca

Please note my regular hours are Mon-Thurs 9:00am-5:00pm.





DEVELOPMENT SERVICES
PRELIMINARY BYLAW
COMMUNICATION

Your File #: X2019.053-
ZONE
eDAS File #: 2019-05938
Date: October 25, 2019

Regional District Okanagan Similkameen
101 Martin Street
Penticton, BC V2A 5J9

Attention: Lauri Feindell, Planning Secretary

Re: **Proposed Text Amendment Bylaw 2804, 2019 for:
Electoral Area A, C, D, E, F and I**

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
Development Officer

Local District Address
Penticton Area Office 102 Industrial Place Penticton, BC V2A 7C8 Canada Phone: (250) 712-3660 Fax: (250) 490-2231



Lauri Feindell

From: Christopher Garrish
Sent: November 1, 2019 2:19 PM
To: 'Lszelej@telusplanet.net'
Cc: Bruce 3884
Subject: RE: Medium Density Residential Zone Update - 650 Ellis Avenue, Naramata

Hi Les,

Thanks for touching base and I have provided some responses in red below.

Hope this helps.

Sincerely,
Chris.



Christopher Garrish MA, MSS, MCIP, RPP • Planning Manager
Regional District of Okanagan-Similkameen
101 Martin Street, Penticton, BC V2A 5J9
p. 250.490.4101 | tf. 1.877.610.3737 | f. 250.492.0063

www.rdos.bc.ca | cgarrish@rdos.bc.ca | [FACEBOOK](#) | [YOUTUBE](#) | Sign up for [REGIONAL CONNECTIONS](#)

This Communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal and/ or privileged information. Please contact the sender immediately if you are not the intended recipient of this communication and do not copy, distribute or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.

From: [REDACTED]
Sent: October 29, 2019 7:55 AM
To: Christopher Garrish <cgarrish@rdos.bc.ca>
Cc: [REDACTED]
Subject: Medium Density Residential Zone Update - 650 Ellis Avenue, Naramata

Mr. Christopher Garrish,
Planning Manager

Subsequent to your letter of October 10, 2019 would you please address and clarify the following concerns:

- Permitted Uses – Naramata Court consists of eighteen (18) townhouse condominium (strata) units, configured in two (2) buildings of four (4) units each, plus two (2) buildings of five (5) units each. The complex has an existing septic system for household sewage disposal, consisting of piping, tanks, field pump and field. Your new Accessory Uses column has deleted “Common Sewage Disposal Facilities” from Permitted Uses. Unless the Village of Naramata is installing a new sewage treatment plant, that Naramata Court will be tied into, our Strata will require the existing septic system to be maintained, and thus common sewage disposal facilities to be maintained as a Permitted Use.

Naramata Court is the only RM1 zoned parcel in the whole of the RDOS that has the requirement for “Common Sewage Disposal Facilities” listed as a permitted accessory use. Not even other RM1 zoned parcels in Electoral Area “E” have this requirement in their zoning (despite having similar systems). I would argue that placing this into your zoning was un-necessary (i.e. how could the property have been developed to multi-family without such a sewer system?) and, given it is the exception rather than the rule, that it need not be carried forward into



the new RM1 zone. Rather, if there was ever a question about how such a system could be allowed in future, my position would be that it constitutes an "accessory structure" to the residential units and is permitted.

- Naramata Court has existed at full build-out now, of eighteen (18) units, for over seven (7) years. Parcel size, density, floor areas, setbacks, building heights, parcel overage, and amenity area requirements were all set and approved when the original development was approved by the RDOS & Wildstone Construction. Please confirm that your proposed RM1 Zone parameters refer to future developments, and not currently constructed developments.

Yes, the proposed regulations would not apply to already existing developments and are intended for future development. Naramata Court would be considered "grandfathered" under the previous regulations.

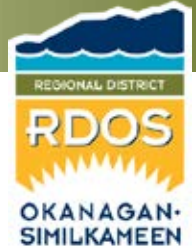
I have included Mr. Bruce Martel in this communication, who is our current Strata President, to ensure all stakeholder concerns at Naramata Court with respect to this notification will be addressed.

As an item unrelated to this RM1 Zone Update, would you also please advise who the RDOS representative would be to address concerns relative to the current \$267.00/quarter per unit billing for domestic water use. Based on the RDOS minimum billing of ¼ acre per unit, this currently costs the owners of Naramata Court \$19,244.00 yearly for summer irrigation of lawn space that is nowhere near four & half (4 ½) acres in area. The ¼ acre spacing is particularly disproportionate for the inside units of our two (2) four unit and two (2) five unit buildings. I will look into this and follow-up with a separate email.

Thank you,
Les Szelei



ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: December 19, 2019
RE: Official Community Plan (OCP) & Zoning Bylaw Amendment – Electoral Area “D”

Administrative Recommendation:

THAT Bylaw No. 2603.19, Electoral Area “D” Official Community Plan Amendment Bylaw and Bylaw No. 2455.41, 2019, Electoral Area “D” Zoning Amendment Bylaw be adopted.

Purpose: To allow for a service commercial business

Owners: Robert and Heather Pearce Agent: Brad Elenko (McElhanney) Folio: D-01109.150

Legal: Lot A, Plan 21205, DL 10, SDYD Civic: 1612 Highway 97

OCP: Small Holdings (SH) Proposed OCP: Commercial (C)

Zone: Small Holdings Five (SH5) Proposed Zoning: Site Specific Service Commercial One (CS1s)

Proposed Development:

This application is seeking to amend the Official Community Plan land use designation and zoning of the subject property in order to allow the existing service commercial business, and other uses, to operate.

Background:

On September 10, 2019, a Public Information Meeting (PIM) was held at the Okanagan Falls Community Centre at 1141 Cedar Street in Okanagan Falls and was attended by no members of the public.

At its meeting of September 10, 2019, the Electoral Area “D” Advisory Planning Commission (APC) resolved to recommend to the RDOS Board that the subject development application be approved.

At its meeting of October 17, 2019, the Regional District Board resolved to approve first and second reading of the amendment bylaws and delegated the holding of a public hearing to Director Obirek, or their delegate.

On November 18, 2019, a public hearing was held at 1141 Cedar Street, Okanagan Falls (Okanagan Falls Community Centre) and was attended by the agent and property owner and no members of the public.

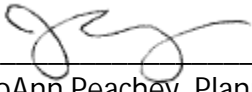
At its meeting of December 5, 2019, the Regional District Board resolved to approve third reading of the amendment bylaws.

Approval from the Ministry of Transportation and Infrastructure (MoTI) due to the amendment applying to land within 800 metres of a controlled area, was obtained on December 9, 2019.

Alternatives:

1. THAT adoption of Bylaw No. 2603.19, 2019, Electoral Area "D" Official Community Plan Amendment Bylaw and Bylaw No. 2455.41, 2019, Electoral Area "D" Zoning Amendment Bylaw be deferred; or
2. THAT first, second, and third readings of the Electoral Area "D" Official Community Plan Amendment Bylaw No. 2603.19, 2019, and Electoral Area "D" Zoning Amendment Bylaw No. 2455.41, 2019, be rescinded and the bylaws abandoned.

Respectfully submitted:



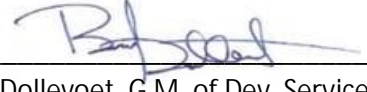
JoAnn Peachey, Planner I

Endorsed By:



C. Garrish, Planning Manager

Endorsed By:



B. Dollevoet, G.M. of Dev. Services

Attachments: No. 1 – Aerial Photo (2014)

Attachment No. 1 – Aerial Photo (2014)



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2603.19, 2019

**A Bylaw to amend the Electoral Area "D"
Official Community Plan Bylaw No. 2603, 2013**

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" East-Skaha Vaseux Official Community Plan Amendment Bylaw No. 2603.19, 2019."
2. The Official Community Plan Bylaw Map, being Schedule 'B' of the Electoral Area "D" Official Community Plan Bylaw No. 2603, 2013, is amended by changing land use designation on the land described as Lot A, Plan 21205, District Lot 10, SDYD and shown shaded yellow on Schedule 'A', which forms part of this Bylaw, from Small Holdings (SH) to Commercial (C).

READ A FIRST AND SECOND TIME this 17th day of October, 2019.

PUBLIC HEARING held on this 18th day of November, 2019.

READ A THIRD TIME, AS AMENDED, this 5th day of December, 2019.

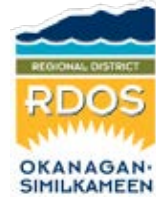
ADOPTED this this ____ day of _____, 2019.

Board Chair

Corporate Officer

Regional District of Okanagan-Similkameen

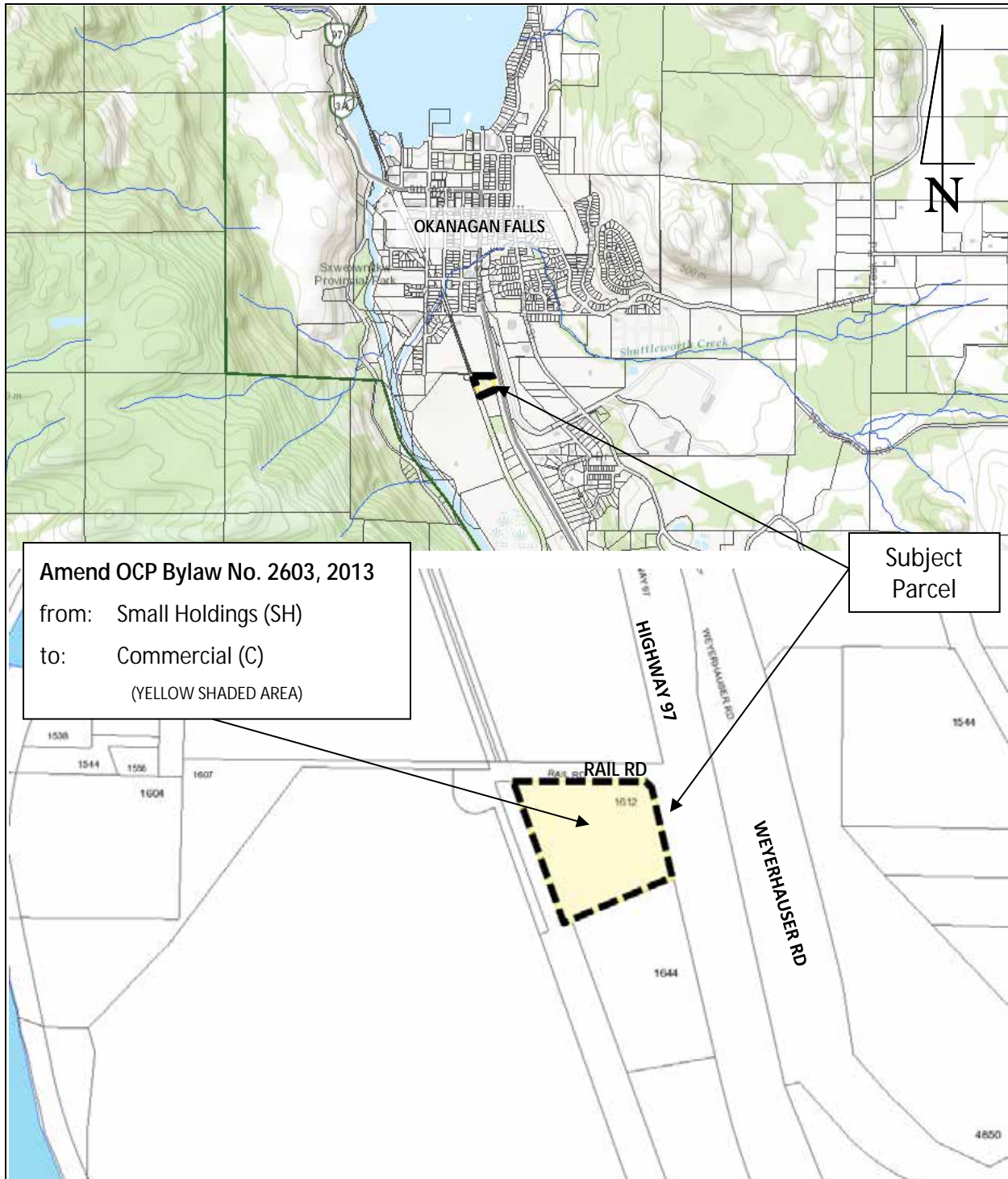
101 Martin St, Penticton, BC, V2A-5J9
Tel: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2603.19, 2019

File No. D2019.006-ZONE

Schedule 'A'



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2455.41, 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. 2455.41, 2019.”
2. The Electoral Area “D” Zoning Bylaw No. 2455, 2008, is amended by adding a new Section 19.31.1 (Site Specific Service Commercial Provisions) under Section 19.0 Site Specific Designations to read as follows:
 - .1 in the case of the land described as Lot A, Plan 21205, District Lot 10, SDYD (1612 Highway 97), and shown shaded yellow on Figure 19.31.1:
 - a) the following principal uses and no others shall be permitted on the land:
 - i) contractor’s office;
 - ii) service industry establishment;
 - ii) single detached dwelling.
 - b) the following secondary uses and no others shall be permitted on the land:
 - i) agriculture, subject to Section 7.23; and
 - ii) accessory buildings and structures, subject to Section 7.13.
 - c) Despite Section 14.9.6 (a), the minimum rear parcel line setback for an accessory building or structure in association with agriculture shall be 1.5 metres.
 - d) Despite Section 7.20.5, signs permitted are limited to two per parcel and must not exceed a total sign area of 8 m² nor a height of 3.0 metres.
 - e) Despite, Section 7.20.7, illuminated signs are not permitted.

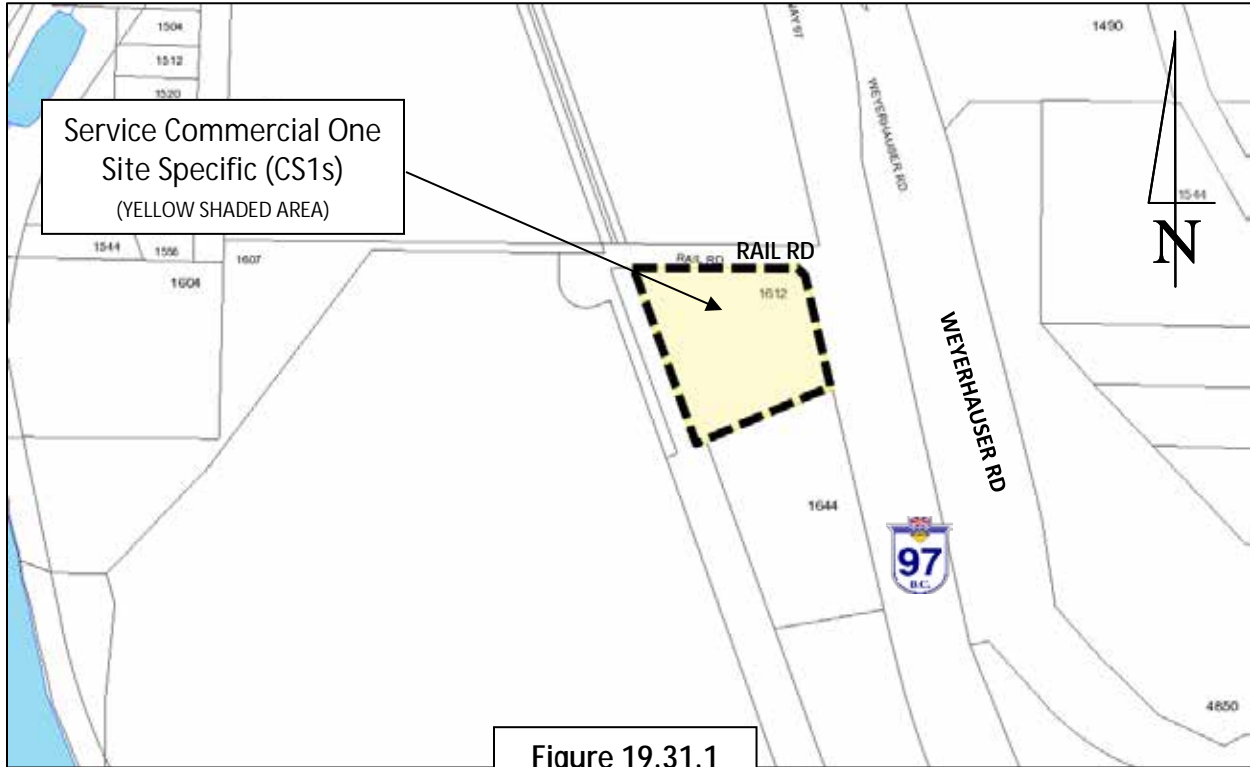


Figure 19.31.1

3. The Official 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 Lot A, Plan 21205, District Lot 10, SDYD and shown shaded yellow on Schedule 'A', which forms part of this Bylaw, from Small Holdings Five Zone (SH5) to Site Specific Service Commercial One Zone (CS1s).

READ A FIRST AND SECOND TIME this 17th day of October, 2019.

PUBLIC HEARING held on this 18th day of November, 2019.

READ A THIRD TIME this 5th day of December, 2019.

Approved pursuant to Section 52(3) of the *Transportation Act* this 9th day of December, 2019.

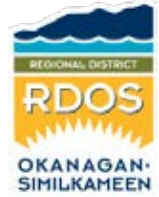
ADOPTED this ____ day of _____, 2019.

Board Chair

Corporate Officer

Regional District of Okanagan-Similkameen

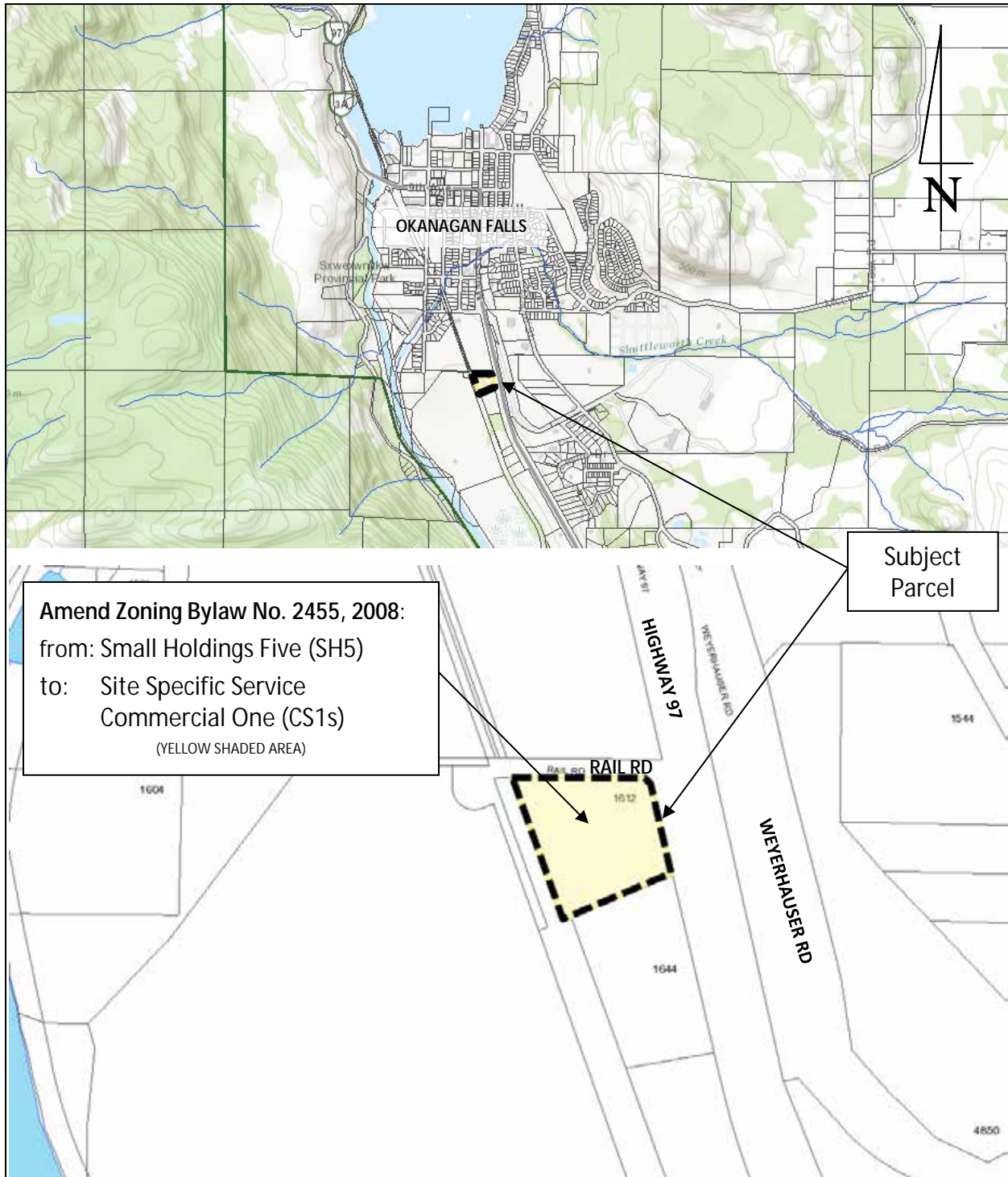
101 Martin St, Penticton, BC, V2A-5J9
Tel: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2455.41, 2019

File No. D2019.006-ZONE

Schedule 'A'



ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: December 19, 2019
RE: Early Termination of Land Use Contract No. LU-1-F – Electoral Area “F”

Administrative Recommendation:

THAT Bylaw No. 2790.01, 2019, Electoral Area “F” Official Community Plan Amendment Bylaw and Bylaw No. 2461.12, 2019, Electoral Area “F” Zoning Amendment Bylaw be read a third time.

Purpose: To replace Land Use Contract No. LU-1-F with a Comprehensive Development (CD7) Zone.

Owners: Lombardy Bay Estates Agent: Not applicable Folio: F-06703.000

Civic: 461 North Beach Road Legal: Lot 14, Plan KAP11635, DL 2694, ODYD, Except Plan 12498

Zone: Not applicable (Land Use Contract) Proposed Zoning: Lombardy Bay Estates Comprehensive Development Zone (CD7)

Purpose:

It is being proposed that the Regional District Board initiate an “Early Termination” of Land Use Contract No. LU-1-F (being Bylaw No. 223) that applies to the property at 461 North Beach Road (“Lombardy Bay Estates”).

Specifically, it is being proposed that LUC No. LU-1-F be replaced by a new “Lombardy Bay Estates Comprehensive Development (CD7) Zone” under the Electoral Area “F” Zoning Bylaw as such a zone will best reflect the “share lot” nature of the property (i.e. allowing 9 dwellings on one legal parcel).

It is being further proposed to amend the Electoral Area “F” Official Community Plan (OCP) Bylaw No. 2790, 2018, in order to introduce a policy statement related to any future subdivision of this property being dependent upon infrastructure servicing (i.e. community sewer).

Site Context:

The subject property is bounded by North Beach Road to the west and Okanagan Lake to the east and is approximately 2.0 km north of the boundary between Electoral Area “F” and the District of Summerland and approximately 2.5 km south of Okanagan Lake Provincial Park. The property represents a land area of approximately 1.2 hectares (ha).

Background:

On September 30, 2019, a Public Information Meeting (PIM) was held with affected property owners at the RDOS office at 101 Martin Street, Penticton, and was attended by approximately 2 members of the public as well as a number of members of the Advisory Planning Commission (APC).

At its meeting of September 30, 2019, the Electoral Area “F” APC resolved to recommend to the RDOS Board that the proposed discharge and termination of part of LUC No. LU-1-F be approved.

At its meeting of October 17, 2019, the Regional District Board resolved to approve first and second reading of the amendment bylaws and delegated the holding of a public hearing to Director Gettens, or their delegate.

On December 10, 2019, a public hearing was held at 101 Martin Street, Penticton, BC (RDOS Boardroom) and was attended by no members of the public.

All comments received to date on these amendment bylaws are included as a separate item on the Board Agenda.

Analysis:

Administration considers that the principal challenge associated with the termination of a Land Use Contract is going to be the transition of a parcel into the zoning bylaw, given its use under the provisions of the LUC may be completely incongruous with available zonings.

In resolving this, two options are seen to be available and these include: 1) recreating the provisions of the LUC in the form of a new zone; or 2) applying an existing zone, which may result in the use of the land becoming lawfully nonconforming use under Section 528 of the *Local Government Act*.

In this instance, Administration considers that the zoning of the subject property can best be accommodated through the introduction of a new "Lombardy Bay Estates Comprehensive Development" (CD7) Zone.

The Regional District has previously applied CD zones to similar "share lots" at North Beach Estates (Electoral Area "F"), Sunset Acres (Electoral Area "E") and Twin Lakes Resort (Electoral Area "I") in order to formalise multiple detached dwelling units on a single legal parcel.

In order to address any future proposal to subdivide this parcel so that individual titles can be raised for each existing dwelling unit, it is being proposed that a new policy statement be included in the OCP Bylaw that speaks to any rezoning be dependent upon the provision of community water & sewer system connections being available.

For reference purposes, a summary comparison of LU-1-F versus the proposed CD7 Zone is included at Attachment No. 1.

Alternative:

- .1 THAT third reading of Bylaw No. 2790.01, 2019, Electoral Area "F" Official Community Plan Amendment Bylaw and Bylaw No. 2461.12, 2019, Electoral Area "F" Zoning Amendment Bylaw be deferred; or
- .2 THAT first and second readings of the Electoral Area "F" Official Community Plan Amendment Bylaw No. 2790.01, 2019, and Electoral Area "F" Zoning Amendment Bylaw No. 2461.12, 2019, be rescinded and the bylaws abandoned.

Respectfully submitted:



C. Garrish, Planning Manager

Endorsed by:



B. Dollevoet, G.M. of Development Services

Attachments: No. 1 – Summary Comparison of LU-1-F vs. CD7 Zone No. 2 – Aerial Photo (2017)

Attachment No. 1 – Summary Comparison of LU-9-D vs. SH5 Zone

Land Use Contract No. LU-1-F	CD7 Zone
<p>Permitted Uses: Principal uses: a) single family dwellings; Secondary uses: b) public open-land recreational institutional uses, including parks, playgrounds, golf courses and public recreation areas; c) public service or utility buildings and structures, with no exterior storage of any kind and no garages for the repair and maintenance of equipment; d) buildings and structures accessory to the uses permitted under clauses (a) to (e) inclusive.</p>	<p>Permitted Uses: Principal uses: a) single detached dwelling; Secondary uses: b) bed and breakfast operation; c) home occupation; d) accessory buildings and structures.</p>
<p>Minimum Parcel Size for Subdivision: Not applicable</p>	<p>Minimum Parcel Size for Subdivision: 1.5 ha</p>
<p>Minimum Parcel Width for Subdivision: Not applicable</p>	<p>Minimum Parcel Width for Subdivision: Not less than 25% of the parcel depth</p>
<p>Maximum Number of Dwellings Per Parcel: 9 dwelling units.</p>	<p>Maximum Number of Dwellings Per Parcel: 9 principal dwelling units.</p>
<p>Minimum Floor Area: 500 ft²</p>	<p>Minimum Floor Area: N/A</p>
<p>Minimum Setbacks: No building shall be constructed on ground surface with an elevation below 1127.5 feet.</p>	<p>Minimum Setbacks: Principal buildings: i) Front parcel line: 7.5 m ii) Rear parcel line: 7.5 m iii) Interior side parcel line: 1.5 m iv) Exterior side parcel line: 4.5 m Accessory buildings: i) Front parcel line: 7.5 m ii) Rear parcel line: 7.5 m iii) Interior side parcel line: 1.5 m iv) Exterior side parcel line: 4.5 m</p>
<p>Maximum Building Height: 9.14 metres (principal buildings & structures); 4.57 metres (accessory buildings & structures)</p>	<p>Maximum Building Height: 10.0 metres (principal buildings & structures); 4.5 metres (accessory buildings & structures)</p>
<p>Maximum Parcel Coverage: 35%</p>	<p>Maximum Parcel Coverage: 35%</p>
<p>Minimum Building Width: Not applicable</p>	<p>Minimum Building Width: Principal Dwelling Unit: 5.0 metres, as originally designed and constructed.</p>

Attachment No. 2 – Aerial Photo (2017)



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2790.01, 2019

A Bylaw to amend the Electoral Area "F" Official Community Plan Bylaw No. 2790, 2018

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 "F" Official Community Plan Amendment Bylaw No. 2790.01, 2019."
2. The Electoral Area "I" Official Community Plan Bylaw No. 2790, 2018, is amended by:
 - i) adding a new sub-section 4 under Section 10.5 (Policies – Small Holdings) to read as follows:
 - .4 Requires that any proposal seeking to amend the land use designation or zoning of the parcel described as Lot 14, Plan KAP11635, District Lot 2694, ODYD, Except Plan 12498 (461 North Beach Road) in order to facilitate subdivision demonstrate an ability to connect to a community water and sewer system.

READ A FIRST AND SECOND TIME this 17th day of October, 2019.

PUBLIC HEARING held on this 10th day of December, 2019.

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

ADOPTED this ____ day of _____, 2020.

Board Chair

Chief Administrative Officer

The purpose of the Lombardy Bay Estates Comprehensive Development Zone is to create comprehensive, site-specific land use regulations for the parcel located at 461 North Beach Road, which is legally described as Lot 14, Plan KAP11635, District Lot 2694, ODYD, Except Plan 12498, in order to reconcile the historical land use pattern on the lands with the regulations of the Zoning Bylaw.

17.2.2 Location

The property is bounded by North Beach Road to the west and Okanagan Lake to the east approximately 2.0 km north of the boundary between Electoral Area "F" and the District of Summerland.



17.2.3 Background:

At its meeting of September 18, 1975, the Regional District Board adopted Amendment Bylaw No. 223, which authorised Land Use Contract No. LU-1-F, the purpose of which was to facilitate the development of four additional dwellings on sites at Lombardy Bay Estates that had been created in 1968, and no longer complied with the zoning introduced to the area in 1971. The LUC permitted the development of nine (9) total dwelling units on the property.

In 2019, the Regional District initiated the "Early Termination" of LUC No. LU-1-F. Due to the "share-lot" nature of development at 461 North Beach Road, a comprehensive development zone was created to replace the LUC.

This zone limits density to that which was previously permitted under the LUC (i.e. 9 dwelling units, and no accessory dwelling units such as secondary suites or carriage houses) due to the “share-lot” nature of the property. Similarly, the zone does not contemplate subdivision due to the absence of a community sewer system at Lombardy Bay Estates.

17.2.4 Permitted Uses:

Principal Uses:

- a) single detached dwelling;

Accessory Uses:

- b) bed and breakfast operation, subject to Section 7.19;
- c) home occupation, subject to Section 7.17; and
- d) accessory buildings and structures, subject to Section 7.13.

17.2.5 Minimum Parcel Size for Subdivision:

- a) 1.5 ha

17.2.6 Minimum Parcel Width for Subdivision:

- a) Not less than 25% of parcel depth

17.2.7 Maximum Number of Dwellings Permitted Per Parcel:

- a) nine (9) principal dwelling units.

17.2.8 Minimum Setbacks:

- a) Buildings and structures:
 - i) Front parcel line: 7.5 metres
 - ii) Rear parcel line: 7.5 metres
 - iii) Interior side parcel line: 1.5 metres
 - iv) Exterior side parcel line: 4.5 metres
- b) Accessory buildings and structures:
 - i) Front parcel line: 7.5 metres
 - ii) Rear parcel line: 7.5 metres
 - iii) Interior side parcel line: 1.5 metres
 - iv) Exterior side parcel line: 4.5 metres

17.2.9 Maximum Height:

- a) No building or structure shall exceed a height of 10.0 metres;
- b) No accessory building or structure shall exceed a height of 4.5 metres.

17.2.10 Maximum Parcel Coverage:

- a) 35%

17.2.11 Minimum Building Width:

- a) Principal Dwelling Unit: 5.0 metres, as originally designed and constructed.

- 4. The land described as Lot 14, Plan KAP11635, District Lot 2694, ODYD, Except Plan 12498, and shown shaded yellow on the attached Schedule 'A' (which forms part of this Bylaw) is zoned Lombardy Bay Estates Comprehensive Development (CD7) in the Regional District of Okanagan-Similkameen, Electoral Area "F" Zoning Bylaw No. 2461, 2008, and the Zoning Map, being Schedule '2' of the Electoral Area "F" Zoning Bylaw No. 2461, 2008, is amended accordingly.
- 5. Sections 2, 4 & 5 of this Bylaw shall come into force on the day that is one year and one day after the date this Bylaw is adopted.

READ A FIRST AND SECOND TIME this 17th day of October, 2019.

PUBLIC HEARING held on this 10th day of December, 2019.

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

I hereby certify the foregoing to be a true and correct copy of the "Electoral Area "F" Land Use Contract LU-1-F Termination and Zoning Amendment Bylaw No. 2461.12, 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)(a) of the *Transportation Act* this ____ day of _____, 2019.

For Minister of Transportation & Infrastructure

ADOPTED this ____ day of _____, 2020.

Board Chair

Corporate Officer

Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC, V2A-5J9

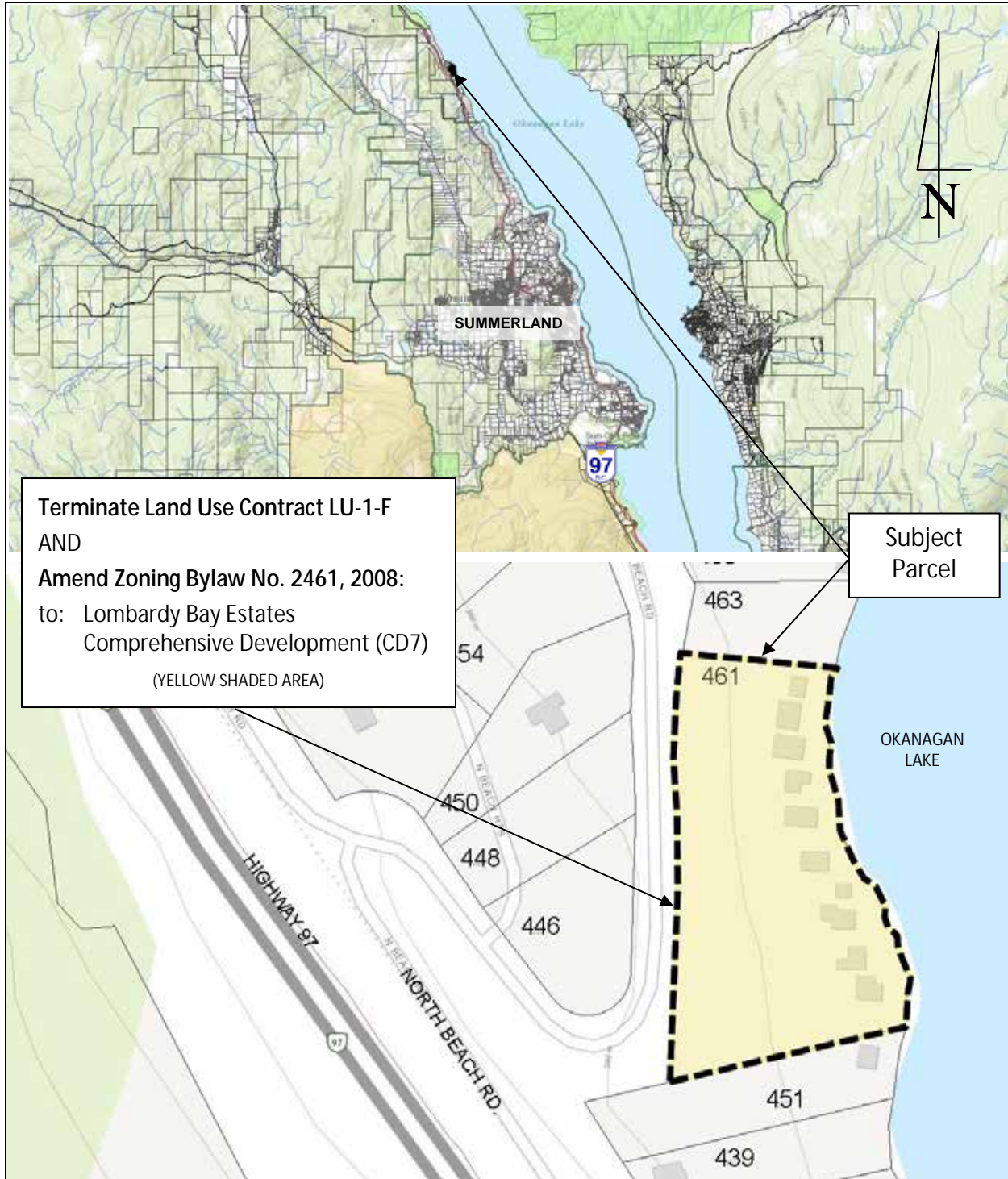
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2461.12, 2019

File No. F2019.013-ZONE

Schedule 'A'



Amendment Bylaw No. 2461.12, 2019

(F2019.013-ZONE)

Page 6 of 6



TO: Regional Board of Directors
FROM: Director Riley Gettens, Electoral Area "F"
DATE: December 10, 2019
RE: Public Hearing Report - Amendment Bylaw Nos. 2790.01 and 2461.12, 2019

Purpose of Bylaw:

The purpose of Amendment Bylaw Nos. 2790.01 and 2461.12, 2019, is to undertake an "Early Termination" of Land Use Contract No. LU-1-F (being Bylaw No. 223) that applies to the property at 461 North Beach Road ("Lombardy Bay Estates").

Specifically, it is being proposed that LUC No. LU-1-F be replaced by a new "Lombardy Bay Estates Comprehensive Development (CD7) Zone" under the Electoral Area "F" Zoning Bylaw No. 2461, 2008, as such a zone will best reflect the "share lot" nature of the property (i.e. allowance for 9 dwellings on one legal parcel).

It is being further proposed to amend the Electoral Area "F" Official Community Plan (OCP) Bylaw No. 2790, 2018, in order to introduce a policy statement related to any future subdivision of this property being dependent upon infrastructure servicing (i.e. community sewer).

Public Hearing Overview:

The Public Hearing for Bylaw Nos. 2790.01 and 2461.12, 2019, was convened on Tuesday, December 10, 2019 7:00 p.m., at 101 Martin Street, Penticton, BC (RDOS Boardroom).

Members of the Regional District staff present were:

- Christopher Garrish, Planning Manager

There was no members of the public present.

In accordance with Section 466, the time and place of the public hearing was advertised in the November 29th and December 4, 2019, editions of the Penticton Western.

Copies of reports and correspondence received related to Bylaw No. 2790.01 and 2461.12, 2019 were available for viewing at the Regional District office during the required posting period.

Pursuant to Section 464, 465 & 468 of the *Local Government Act*, Chair Gettens called the Public Hearing to order at 7:00 p.m. in order to consider the amendment bylaws.

Summary of Representations:

There were no written briefs submitted at the public hearing.

Chair Gettens 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, Planning Manager, outlined the proposed bylaw.

Chair Gettens asked if anyone wished to speak to the proposed bylaw.

Chair Gettens asked a second time if there was anyone who wished to speak further to the proposed bylaw.

Chair Gettens 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 7:15 p.m.

Recorded by:



Christopher Garrish
Planning Manager

Confirmed:

R. Gettens

Riley Gettens
Chair



BRITISH
COLUMBIA

Ministry of Transportation
and Infrastructure

**DEVELOPMENT SERVICES
PRELIMINARY BYLAW
COMMUNICATION**

Your File #: F2019.013-
ZONE LU-1-F
BL2461.12
eDAS File #: 2019-05214
Date: Sep.16, 2019

Regional District Okanagan Similkameen
101 Martin Street
Penticton, BC V2A 5J9

Attention: Lauri Feindell, Planning Secretary

**Re: Proposed Text Amendment Bylaw 2461.12, 2019 for:
Lot 14, Plan KAP11635, District Lot 2694, ODYD, Except Plan 12498**

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
Development Officer

Local District Address

Penticton Area Office
102 Industrial Place
Penticton, BC V2A 7C8
Canada
Phone: (250) 712-3660 Fax: (250) 490-2231





Interior Health
Every person matters

September 23, 2019

Christopher Garrish, MCIP, RPP
Regional District of Okanagan-Similkameen
101 Martin Street
Penticton BC V2A 5J9

Email: planning@rdos.bc.ca

Dear Mr. Garrish:

RE: File #: F2019.013-ZONE
Our interests are unaffected

The IH Healthy Built Environment (HBE) Team has received the above captioned referral from your agency. Typically we provide comments regarding potential health impacts of a proposal. More information about our program can be found at [Healthy Built Environment](#).

An initial review has been completed and no health impacts associated with this proposal have been identified. As such, our interests are unaffected by this proposal.

However, should you have further concerns, please return the referral to hbe@interiorhealth.ca with a note explaining your new request, or you are welcome to contact me directly at 1-855-744-6328 then choose HBE option.

Sincerely,

Mike Adams, CPHI(C)
Team Leader, Healthy Communities
Interior Health Authority

Bus: 1-855-744-6328, Option 4
Email: hbe@interiorhealth.ca
Web: interiorhealth.ca

Kamloops Health Unit
519 Columbia Street
Kamloops, BC V2C2T8



Lauri Feindell

From: Cameron Baughen
Sent: September 16, 2019 12:07 PM
To: Lauri Feindell; John Kurvink
Cc: Christopher Garrish
Subject: RE: F2019.013-ZONE Bylaw Referral

It would not impact any solid waste services and does not affect the RDOS Solid Waste Management Plan.

Cameron Baughen, RDOS Solid Waste Management Coordinator

101 Martin Street, Penticton BC
Ph 250-490-4203 TF 1-877-610-3737
cbaughen@rdos.bc.ca www.rdos.bc.ca

This Communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal and/or privileged information. Please contact the sender immediately if you are not the intended recipient of this communication and do not copy, distribute or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed

From: Lauri Feindell <lfeindell@rdos.bc.ca>
Sent: September 16, 2019 9:52 AM
To: John Kurvink <jkurvink@rdos.bc.ca>; Cameron Baughen <cbaughen@rdos.bc.ca>
Cc: Christopher Garrish <cgarrish@rdos.bc.ca>
Subject: FW: F2019.013-ZONE Bylaw Referral

Good Morning John and Cam, please review attached OCP Bylaw and forward any comments you have,

Attached is an OCP amendment bylaw for your review – please forward any comments you may have.

Under the *Local Government Act*, when considering an amendment to an OCP, the Regional District must:

After first reading of a bylaw under subsection (1), the local government must, in sequence, do the following:

- (a) *consider the plan in conjunction with*
 - (i) *its financial plan, and*
 - (ii) *any waste management plan that is applicable in the municipality or regional district;*

If you could please review the proposed amendment in the context of the RDOS Financial Plan or Waste Management Plan and advise of any concerns or if the amendment bylaw is considered to be consistent.

Thank you,

Lauri



Lauri Feindell

From: John Kurvink
Sent: September 16, 2019 10:25 AM
To: Lauri Feindell; Cameron Baughen
Cc: Christopher Garrish
Subject: RE: F2019.013-ZONE Bylaw Referral

No impacts to the current financial plan.

From: Lauri Feindell <lfeindell@rdos.bc.ca>
Sent: September 16, 2019 9:52 AM
To: John Kurvink <jkurvink@rdos.bc.ca>; Cameron Baughen <cbaughen@rdos.bc.ca>
Cc: Christopher Garrish <cgarrish@rdos.bc.ca>
Subject: FW: F2019.013-ZONE Bylaw Referral

Good Morning John and Cam, please review attached OCP Bylaw and forward any comments you have,

Attached is an OCP amendment bylaw for your review – please forward any comments you may have.

Under the *Local Government Act*, when considering an amendment to an OCP, the Regional District must:

After first reading of a bylaw under subsection (1), the local government must, in sequence, do the following:

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(i) *its financial plan, and*

(ii) *any waste management plan that is applicable in the municipality or regional district;*

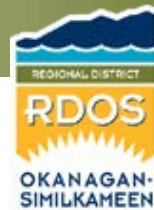
If you could please review the proposed amendment in the context of the RDOS Financial Plan or Waste Management Plan and advise of any concerns or if the amendment bylaw is considered to be consistent.

Thank you,

Lauri



ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 19, 2019

RE: CAO Delegation Bylaw and Development Procedures Bylaw Update
Delegation of Development Permits – Approvals, Amendments, Cancellation

Administrative Recommendation:

THAT Amendment Bylaw No. 2793.01, 2019, Regional District of Okanagan-Similkameen CAO Delegation Bylaw and Amendment Bylaw No. 2500.12, 2019, Regional District of Okanagan-Similkameen Development Procedures Bylaw, be read a first, second and third time and adopted.

Purpose:

The purpose of this report is to seek direction from the Board regarding the delegation of form & character and the protection of farming development permits for in accordance with Section 490 of the *Local Government Act*.

Background:

Under Section 488(1) of the Act, a local government may designate development permit areas for a number of different purposes.

Through the various Electoral Area OCP Bylaws, the Regional District has, to date, implemented 10 different development permit areas in accordance with Section 488(1), and which relate to form and characters (i.e. the aesthetics of development) protection of farming, hillside development and environmental protection (land and riparian areas).

Under Section 490(5) of the Act, a local government may delegate the power to issue a development permit. Through the Regional District's *Chief Administrative Officer Delegation Bylaw No. 2793, 2018*, this authority has been delegated to the CAO in relation to Environmentally Sensitive, Hillside and Watercourse development permits.

The CAO Delegation Bylaw has further empowered the CAO to amend all types of development permits, regardless if the initial authority to approve the permit has been retained by the Board, or delegated.

At its meeting of December 5, 2019, the Planning and Development (P&D) Committee of the Board resolved that Amendment Bylaw Nos. 2793.01, 2019, and 2500.13, 2019, be brought forward for consideration of 1st reading.

Analysis:

At the time that the current Development Procedures Bylaw was being drafted in 2010-11, it was Administration's understanding that "form & character" development permits could not be delegated to staff and had to be considered by the Board. Accordingly, the authority to issue these types of permits was not pursued at that time.

All types of development permits, however, may be delegated and, as with those types that have previously been delegated by the Board (i.e. WDP, ESDP & HDP), Administration considers there to be efficiencies in processing times that can be realized through delegation.

For instances, non-delegated DPs such as the Okanagan Falls Industrial and Naramata Village Centre must be considered by the applicable Advisory Planning Commission (APC) prior to consideration by the Board – which may add between 2-4 weeks to the processing time.

Administration further considers that the delegation of all development permit types will further assist with efficiency by streamlining the implementation of this development permit type into the new software program to be used corporately with functionality for Building Inspection, Planning, Bylaw Enforcement.

Importantly, delegation would not compel the Chief Administrative Officer (CAO) to make a decision regarding a development permit and current wording within the Regional District's Development Procedures Bylaw already states that:

The CAO may use discretion to forward development permits to the Board for decision and not use the delegated authority. A decision by the Board is considered final.

It is proposed to maintain this allowance for the CAO to refer any delegated development permit to the Board for consideration.

Alternatives:

1. THAT Amendment Bylaw No. 2793.01, 2019, Regional District of Okanagan-Similkameen CAO Delegation Bylaw and Amendment Bylaw No. 2500.12, 2019, Regional District of Okanagan-Similkameen Development Procedures Bylaw, not be read a first time.
2. THAT first reading of Amendment Bylaw No. 2793.01, 2019, Regional District of Okanagan-Similkameen CAO Delegation Bylaw and Amendment Bylaw No. 2500.12, 2019, Regional District of Okanagan-Similkameen Development Procedures Bylaw be deferred.

Respectfully submitted:



C. Garrish, Planning Manager

Endorsed by:



B. Dollevoet, G.M. of Development Services

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2793.01, 2019

**A Bylaw to amend the Regional District of Okanagan-Similkameen
Chief Administrative Officer Delegation Bylaw No. 2793, 2018**

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 Chief Administrative Officer Delegation Amendment Bylaw No. 2793.01, 2019."
2. The "Regional District of Okanagan-Similkameen Chief Administrative Officer Delegation Bylaw No. 2793, 2018" is amended by:
 - (i) replacing Section 3.45 under the sub-heading of "Contract and Agreements" in its entirety with the following:
 - 3.45 shall be delegated authority to issue, amend and cancel the following types of development permits under Section 490 of the *Local Government Act*:
 - .1 Environmentally Sensitive Development Permit (ESDP);
 - .2 Gallagher Lake Commercial Development Permit (GLCDP);
 - .3 Hillside Development Permit (HDP);
 - .4 Industrial Development Permit (IDP);
 - .5 Multiple Family Development Permit (MFDP);
 - .6 Naramata Village Centre Development Permit (NVDP);
 - .7 Okanagan Falls Commercial Development Permit (OFCDP);
 - .8 Okanagan Falls Town Centre Development Permit (OFTCDP);
 - .9 Protection of Farming Development Permit (PFDP);
 - .10 Watercourse Development Permit (WDP).
 - (ii) replacing Section 3.46 under the sub-heading of "Contract and Agreements" in its entirety with the following:

3.46 *deleted.*

(iii) replacing Section 3.47 under the sub-heading of "Contract and Agreements" in its entirety with the following:

3.47 *deleted.*

(iv) replacing Section 3.48 under the sub-heading of "Contract and Agreements" in its entirety with the following:

3.48 *deleted.*

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

ADOPTED this ____ day of _____, 2019.

Board Chair

Corporate Officer

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2500.12, 2019

**A Bylaw to amend the Regional District of Okanagan-Similkameen
Development Procedures Bylaw 2500, 2011**

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 Development Procedures Amendment Bylaw No. 2500.12, 2019."
2. The "Regional District of Okanagan-Similkameen Development Procedures Bylaw No. 2500, 2011" is amended by:
 - (i) replacing Section 3 (Processing Procedure – Form and Character Development Permit) under Schedule 3 (Application for a Development Permit) in its entirety with the following:

3. Processing Procedure – Non-Delegated Development Permits

A Development Permit application submitted in accordance with this bylaw for a type of development permit that has not been delegated to the CAO under the *Chief Administrative Officer Delegation Bylaw No. 2793, 2018*, will be processed as follows:

- .1 Upon receipt of an application accompanied by the required fees and attachments, Development Services staff will open a file and issue a fee receipt to the applicant.
- .2 Development Services staff will review the application to determine whether it is complete and, if incomplete, will request the required information from the applicant.
- .3 Development Services staff will evaluate the proposal for compliance with relevant Regional District bylaws and policies. Staff may conduct a site visit to view the property as part of the evaluation process.

- .4 Development Services staff will refer the application to all applicable Regional District departments, committees and the appropriate Advisory Planning Commission (APC).
- .5 The referral comments and/or recommendation may then be incorporated into a technical report to the Board.
- .6 The recommendation to the Board may identify as a condition of the issuance of a permit, that the applicant for the permit provide a security by an irrevocable letter of credit or other means in a form satisfactory to the Board in an amount stated in the permit to guarantee the performance of the terms of the permit; a covenant; or other legal documents.
- .7 The applicant is invited to attend the Board meeting at which the variance application will be considered.
- .8 The Board will consider the technical report and may grant the requested permit, or may refer, table, direct back to the APC or deny the application.
- .9 Once the Board minutes have been prepared, the applicant will be notified in writing of the outcome.
- .10 If a development permit is granted, a Notice of Permit will be signed and sealed by the CAO and registered against the title of the property(s) at the Land Title Office.
- .11 Development Services staff shall administer any further conditions of the Development Permit as specified within each individual permit as required.
- .12 Development Services staff may conduct inspections, on an as-required basis, to ensure that the terms of the Development Permit are being satisfied.
- .13 For development permits designated for the "protection of the natural environment, its ecosystems and biological diversity", monitoring and reporting by a Qualified Environmental Professional (as defined in the applicable RDOS Bylaw) on the behalf of the permit holder may be a requirement of the permit.

(ii) replacing Section 3 (Processing Procedure – Watercourse Development Permit) under Schedule 3 (Application for a Development Permit) in its entirety with the following:

3. Processing Procedure – Delegated Development Permits

A Development Permit application submitted in accordance with this bylaw for a type of development permit that has been delegated to the CAO under the *Chief Administrative Officer Delegation Bylaw No. 2793, 2018*, will be processed as follows:

- .1 Upon receipt of an application accompanied by the required fees and attachments, Development Services staff will open a file and issue a fee receipt to the applicant.

- .2 Development Services staff will review the application to determine whether it is complete and, if incomplete, will request the required information from the applicant.
- .3 Development Services staff will evaluate the proposal for compliance with relevant Regional District bylaws and policies. Staff may conduct a site visit to view the property as part of the evaluation process.
- .4 Development Services staff will refer the application to all applicable Regional District departments or committees, as applicable. The referral comments and/or recommendations may then be incorporated into a staff memo to the CAO, and/or the Development Permit, as applicable.
- .5 When all relevant conditions and guidelines have been satisfied, the staff memo and drafted Development Permit will be considered for approval by the CAO, or their delegate.
- .6 If approval of the permit is granted by the CAO, or their delegate, the General Manager of Development Services will execute the Development Permit.
- .7 Development Services staff will register the Notice of Permit against the title of the property(s) at the Land Title Office.
- .8 An owner of property may request a reconsideration of a decision by the CAO as outlined at Section 3.6.2 of this bylaw. A decision by the Board is considered final.
- .9 The CAO may use discretion to forward development permits to the Board for decision and not use the delegated authority. If a development permit is forwarded to the Board for decision, it shall be processed in accordance with Section 2 (Processing Procedures – Non-Delegated Development Permits) of this Schedule. A decision by the Board is considered final.
- .10 Development Services staff shall administer any further conditions of the Development Permit as specified within each individual permit as required.
- .11 Development Services staff may conduct inspections, on an as-required basis, to ensure that the terms of the Development Permit are being satisfied.
- .12 For development permits designated for the “protection of the natural environment, its ecosystems and biological diversity”, monitoring and reporting by a Qualified Environmental Professional (as defined in the applicable RDOS Bylaw) on the behalf of the permit holder may be a requirement of the permit.

(iii) replacing Section 4 (Processing Procedure – Environmentally Sensitive Development Permit) under Schedule 3 (Application for a Development Permit) in its entirety with the following:

.4 *deleted.*

(iv) replacing Section 5 (Processing Procedure – Protection of Farming Development Permit) under Schedule 3 (Application for a Development Permit) in its entirety with the following:

.5 *deleted.*

(v) replacing Section 6 (Processing Procedure – Hillside Development Permit) under Schedule 3 (Application for a Development Permit) in its entirety with the following:

.6 *deleted.*

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

ADOPTED this ____ day of _____, 2019.

Board Chair

Corporate Officer

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: Dec 19, 2019

RE: Request for support to apply to Habitat Conservation Trust Fund of BC

Administrative Recommendation:

THAT the Regional District submit a multi-year application to the Habitat Conservation Trust Fund (HCTF) to support the revitalization of the Max Lake Covenant area in Electoral Area "F"

Purpose:

To obtain support for grant funding to begin the prerequisite inventories and feasibility assessments of Max Lake Covenant Area, towards the formulation of a revitalization and long range management plan.

Reference:

Habitat Conservation Trust Fund Program Guideline <https://hctf.ca/grants/stewardship-grants/>

Background:

The Max Lake covenant is unique in the Okanagan and protects 5.72 hectares of fragile wetland and stream side (riparian) habitats. More than 85% of wetlands in the South Okanagan valley bottom have been lost. As one of the only remaining wetlands, Max Lake and its associated riparian habitats provide crucial ecosystem values and perform many extremely important ecological functions. Max Lake is a home to a number of rare and endangered species, including the vivid dancer damselfly, great basin spadefoot toad, tiger salamander, painted turtle, western screech owl, and numerous species of bats and birds.

In 2001 the joint Max Lake Conservation Covenant was formed to address increasing concerns about the ecological health and sustainability of this site. The Land Conservancy of British Columbia, the Regional District of Okanagan-Similkameen and a private landowner, Inland Contracting, are the covenant holders. The bordering Pentiction Indian Band was not originally involved in the covenant process.

The Max Lake Conservation Covenant Baseline Documentation Report from 2001 identified a number of management objectives related to improving ecological health and sustainability of the area. However a long term management plan was never developed. In the interim, due to lack of oversight and management plan, the covenant area has suffered further ecological stress.

Max Lake faces a number of challenges, primarily related to human impacts that negatively affect the ecological health of the lake and its drainage. Signage has been damaged or degraded, the roadway has

fallen into disrepair and the area has now become a common area for illegal dumping and other non-legitimate use. Invasive species and aquatic weeds have also severely impacted habitat values.

Analysis:

The RDOS with Covenant partners, together with the Penticton Indian Band (PIB), have collaborated in efforts to secure funding to undertake activities at Max Lake. The Habitat Conservation Trust Fund (HCTF) grant program is a multi year funding opportunity for components of a three-phase project anticipated to be completed over a three year period. In support of these plans, a letter has been provided by FLNRORD to be included with the application.

During the first year of the project (2020/21), ecological assessments and inventories will take place. PIB's Natural Resources department will conduct Wetland Ecological Function Assessment(s). These will be bolstered by terrestrial and aquatic inventories in collaboration with the Okanagan and Similkameen Invasive Species Society (OASISS). The results will inform management objectives related to improving the ecological health/sustainability of the area. Cross-cultural community engagement and stewardship content development will commence.

Following the assessment, partners will begin creating terms of reference (TOR) for the Max Lake long term management plan. The development of this plan will assist in bringing the covenant into compliance and help to return the area to a healthy state of biodiversity. The historical information and prescriptive guidance suggestions provided by Syilx (Okanagan) Traditional Ecological Knowledge Keepers will be also be a part of this project.

The second year (2021/22) will be focused on the development and delivery of the Management Plan including creation of interpretive signage to be displayed at prominent points at the site.

The third year (2022/23) will focus on impact reduction related to access and use hands-on stewardship and cross-cultural on-the-land learning to further implement the developed management plan.

Project Budget:

The following tables are from the grant application and details out the various financial components for the grant.

Total Project Multi-Year Budget proposed for the application:

Multi-Year Budget Summary				
	Funding Year (e.g. 2020-2021)	HCTF Requested or Projected	Total Other Funding	Project Total
Year 1	2020-2021	\$35,000	\$14,000	\$49,000
Year 2	2021-2022	\$35,000	\$20,000	\$55,000
Year 3	2022-2023	\$20,000	\$15,000	\$35,000
Year 4				\$0
Year 5				\$0
	Total	\$90,000	\$49,000	\$139,000

Grant Request for the Max Lake Project:

D. HCTF Budget Request Summary

HCTF Budget Request Summary		HCTF Requested
This summary is calculated from the amounts you entered into the HCTF Budget on the previous pages.	Labour Costs	\$32,490.00
	Project/Site Costs	\$760.00
	Overhead Costs	\$1,750.00
	Total Amount Requested From HCTF for 2020-21	\$35,000.00

E. Other Funding Partners

Other Funding Sources						
Name of Organization	In-Kind Type	In-Kind Amount	Cash Requested	Cash Confirmed? (Yes or No)	Total (E+ F)	
South Okanagan Similkameen Conservation Program (SO)	Services	\$1,500.00			\$1,500.00	
RDOS: Invasive Species Inventory (2020 RDOS budget)	Services	\$4,240.00	\$2,500.00	Yes	\$6,740.00	
PIB NR - labour plus Elder to work with OASISS	Services	\$5,000.00			\$5,000.00	
The Land Conservancy of BC (TLC)	Services	\$2,800.00			\$2,800.00	
RDOS (Electoral Area "F" if required for shovels, posts etc)	Goods	\$760.00			\$760.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
					\$0.00	
Total All Funding Partners		\$14,300.00	\$2,500.00	\$2,500.00	\$16,800.00	

Total Project Costs		
Total Partners Amount	Total HCTF Amount	Project Total
\$16,800.00	\$35,000.00	\$51,800.00

Contributions from the RDOS is largely in the form of in-kind, except for the \$2,500 already allocated from the operations of the Invasive Species Program in 2020.

The following map illustrates the area of Max Lake.



Alternative:

The Board may choose to not provide support for the grant application listed.

Communication Strategy:

A communications strategy collaboratively developed by all partners which would include; regular updates to the Area Director, submissions to RDOS Social Media platforms and media outlets, School Stewardship Engagement (Outma Sqilx'w Cultural School, West Bench Elementary), engagement with landowners re: volunteer opportunities, organized talks and guided tours with Biologists, TEKK and Citizen Scientists.

Respectfully submitted:

Liisa Bloomfield

L.Bloomfield, Manager of Engineering

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 19, 2019

RE: Kaleden Community Hall - 5 Year Lease

Administrative Recommendation:

THAT the Regional District renew the agreement with the Kaleden Community Association to lease the Community Hall for a 5-year term.

Background:

The Kaleden Community Hall is owned by the Kaleden Community Association (KCA) and has been leased by the RDOS since 2008. This valuable community asset is a hub of activity in Kaleden which includes a gym, commercial kitchen and is host to many community events, weddings and recreation programs. The building is also home to the Kaleden Museum and the local Okanagan Regional Library (ORL). The intent of the lease was to provide a stable source of funding for the maintenance and improvement of the building through the Kaleden Parks and Recreation Service Area.

The existing lease has perpetuated year to year through a hold over clause since 2013, as KCA and the Kaleden Parks and Recreation Commission contemplated options to manage and fund the hall. Currently the building is maintained primarily through community volunteers with little RDOS resource allocation to manage the facility or provide care and control for volunteers. Given the obligations of a tenant to appropriately manage a leased asset and responsibility to ensure volunteer safety, this model does pose an inherent level of risk from an administrative perspective.

Analysis:

The updated lease provides a stable five year term for the RDOS to operate the facility. Although the intent remains the same, there are a few significant changes to the terms from the 2008 lease:

- The tenant (RDOS) is now responsible for the foundation, structural walls sub floor and roof under the terms of the new lease.
- Rent has been increased from \$12,500 to \$15,000 for 2020 and will increase by \$1,000 each year for the term of the lease.
- RDOS will directly manage the hall. This is change from prior years where staff had limited access and oversight of the facility.

Staff is working with KCA and Kaleden Parks and Recreation to draft a joint management document to clarify the roles and responsibilities for each party. The intent is to ensure appropriate standards

for a public building are met, while providing opportunities for the community to participate in enhancement and/or maintenance of the hall.

Financial:

All costs associated with operation of the hall and revenues received, will be managed through the RDOS Kaleden Parks and Recreation Service Area. An increase of \$7,000 is proposed in the 2020 draft budget, as a result of the renewed lease. This budget change considers the increase in annual rent, as well as the additional staff and resources needed to manage the facility.

The current lease expires on December 31, 2019. Pending Board approval, the new five year lease will be effective January 1, 2020.

Alternatives:

THAT the Regional District allow the lease of the Kaleden Community Hall to expire.

THAT the Board direct administration to renegotiate a lease of the Kaleden Community Hall.

Communication Strategy:

Staff will continue to work with the community to seek volunteer opportunities at the Kaleden Hall.

Respectfully submitted:

"Justin Shuttleworth"

J. Shuttleworth, Parks & Facilities Manager

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 19, 2019

RE: Award of Osoyoos Lakefront Park Public Washroom Project

Administrative Recommendation:

THAT the contract to construct the "Osoyoos Lakefront Park Public Washroom" be awarded to Sterling Okanagan Builders up to the amount of \$96,133.29 exclusive of GST;

Reference:

Osoyoos Lakefront Park Site Plan & Washroom Design

Business Plan Objective:

Key Success Driver 3.0: To Build a Sustainable Region

Objective 3.1.3: By Implementing the 2019 Phase of the Parks Program

Objective 3.1.3.5: Construct a public restroom at Osoyoos Lake Park

Background:

Osoyoos Lakefront Park is located on the East side of Osoyoos Lake at 16th Avenue and 45th Street. The land was granted to the Regional District of Okanagan-Similkameen from the Province of British Columbia on April 23, 1981 for the purpose of a public park.

This beach front park sees high volumes of users during the summer months but does not have a permanent washroom facility. A 2010 park planning exercise envisioned a washroom as part of the continued development of the park. Over the last few years different options have been contemplated in order to best complete the project considering onsite challenges, costs to maintain and community needs.

Due to the location of the park, neither a connection to a community sewer system or installation of a septic system were feasible. As a result the effluent will be pumped to an onsite tank that will require regular servicing to maintain. In 2018 installation and testing of a new well was completed to confirm a water supply and the building design completed. Permits have been issued for construction of the water source and septic tank system.

Analysis:

The project RFP invited bids for the construction of a public washroom with two accessible washrooms and mechanical room. Scope includes all cost to complete the building including electrical, plumbing and site reclamation.

The Regional District received two submissions from qualified contractors. A staff committee evaluated the proposals based on the criteria outlined within the advertisement. Criteria included price, company history, methodology and proposal clarity.

<i>Contractor</i>	<i>Evaluation Score/100</i>	<i>Cost (Plus GST)</i>
Greyback Construction	74	\$168,096.00
Sterling Okanagan Builders	88	\$96,133.29

Other costs associated that are not included in the contract are:

- Electrical Service - \$15,000
- Well pump and controls - \$2,500
- Professional Fees - \$2,000

Bringing the total anticipated cost to \$115,633

The draft 2020 budget has considered a \$15,000 increase for contract and staff resources to maintain the washroom.

Funding for the project will be financed by Community Gas Tax budget through the Area "A" Parks Service Area with the funding currently available for the project set at **\$120,000**. The Sterling Okanagan Builders contracting proposal meets all mandatory requirements and is within the proposed budget.

Alternatives:

That the project be deferred or cancelled.

Respectfully submitted:

Apollo Figueiredo

A. Figueiredo, Planner, Community Services

Osoyoos Lakefront Park Washroom Project Site Plan

Proposed
location of
Septic Tank

Proposed
location of
Washroom

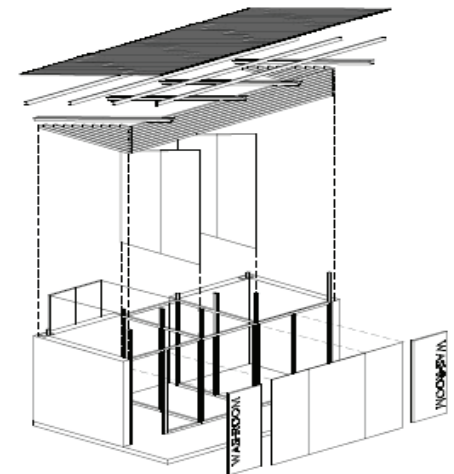


Osoyoos Lakefront Park
Washroom Design



Selby Park, West Bench
Comparable Design

EXPLODED AXONOMETRIC



1.0 OSOYOOS LAKEFRONT PARK
WASHROOM
NTS
July 16, 2018 rev. Oct. 29, 2019

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 19, 2019

RE: Bylaw 2883 – Contribution toward parkland acquisition.

Administrative Recommendation:

THAT Bylaw No.2883, 2019, Electoral Area “H” Community Facilities Capital Reserve Fund Expenditure Bylaw authorizing the expenditure of \$200,000 towards the purchase of conservation lands by the Nature Trust of BC be read a first, second and third time and be adopted.

Reference:

Bylaw 2653, 2014 - Regional District Okanagan Similkameen Electoral Area “H” Community Facilities Capital Reserve Fund Establishment Bylaw.

Bylaw 2883, 2019 – Electoral Area “H” Community Facilities Capital Reserve Fund Expenditure Bylaw

Background:

In 2009, The Board approved the formation of the Vermillion Forks Community Forest Corporation (VFCCFC) for the purpose of acquiring and managing a Community Forest Agreement. The Upper Similkameen Indian Band, the Town of Princeton and the Regional District are 1/3 shareholders in the Corporation. The Electoral Area “H” Director and the CAO were appointed as the Regional District’s Board Members on the Corporation.

In 2014, the RDOS Board created the Electoral Area “H” Community Facilities Capital Reserve Fund for the purpose of expenditures for or in respect of capital projects within Electoral Area “H”. Annual dividends received from the Vermillion Forks Community Forest Corporation (VFCCFC) are transferred into the reserve.

Analysis:

The purchase of land to be used for conservation land expansion is aligned with the terms of the reserve fund.

After deducting the expenditures already committed in 2019, the balance in the Area H Community Facilities Reserve Fund is \$ 801,717.63

Alternatives:

Status quo – Expenditure does not occur. Nature Trust of BC would need to source funds elsewhere to complete the land acquisition.

Respectfully submitted:

“John Kurvink, Manager of Finance/CFO”

J. Kurvink, Finance Manager

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2883, 2019

A bylaw to authorize the expenditure of monies from the Electoral Area 'H' Community Facilities Reserve Fund for a contribution towards the purchase of conservation land by The Nature Trust of BC.

WHEREAS Section 377 of the Local Government Act, and Section 189 of the Community Charter authorises the Board, by bylaw adopted by at least 2/3 of its members, to provide for the expenditure of any money in a reserve fund and interest earned on it;

AND WHEREAS the 'Electoral Area 'H' Community Facilities Capital Reserve Fund' has sufficient monies available for community capital projects;

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 "Electoral Area 'H' Community Facilities Capital Reserve Fund Expenditure Bylaw No. 2883, 2019"

2. The expenditure of \$200,000 from the Electoral Area 'H' Community Facilities Reserve Fund is hereby authorized towards the purchase of parkland by the Nature Trust of BC.

READ A FIRST, SECOND, AND THIRD TIME this ___ day of ___, 2019

ADOPTED this ___ day of ___, 2019

RDOS Board Chair

Corporate Officer

ADMINISTRATIVE REPORT

TO: Corporate Services Committee

FROM: B. Newell, Chief Administrative Officer

DATE: December 5, 2019

RE: Elected Officials Compensation Committee

Administrative Recommendation:

THAT the Board of Directors accept the recommendations of the independent Elected Officials Compensation Review Committee, as submitted and attached.

Reference:

- February 21, 2019 Administrative Report to Corporate Services Committee
- May 9, 2019 Administrative Report to Corporate Services Committee with Terms of Reference
- UBCM *Council and Board Remuneration Guide* (Sept 2019) attached

Background:

Federal legislation effective January 1, 2019 eliminated the one-third tax exemption from provincial and local government elected officials, resulting in significant changes to remuneration for Regional District directors.

As a result of this change, and because Board compensation had not been formally reviewed for at least 10 years, the Board of Directors resolved to create a committee comprised of citizens to consider equalization and remuneration for the Board of Directors

Five citizens responded to the call for committee members and worked together to understand local government compensation around the Province so they could bring forward informed recommendations to the Board of Directors.

The Committee benchmarked compensation rates from multiple other local governments and reviewed the newly released UBCM *Council and Board Remuneration Guide*.

Analysis:

The committee completed their analysis and formulated their recommendations by mid-November for presentation at the December 5, 2019 Corporate Services committee meeting.

Alternatives:

1. Accept the Compensation Committee recommendations.
2. Reject the Compensation Committee recommendations.

Respectfully submitted:

"Christy Malden"

C. Malden, Manager of Legislative Services

TO: The Directors of Okanagan Similkameen Regional District

FROM: Elected Officials Compensation Committee

DATE: November 25, 2019

Committee Members: B. Ross, L. Smith, F. Armitage, T. Hodgkinson, L. Trudel

Staff Assistance: C. Malden, J. Kurvink, C. Styffe

COMMITTEE SELECTION

The Board advertised throughout the RDOS for interested parties to submit their Expression of Interest in serving on the "Elected Officials Compensation Committee." Five members were appointed by the Board to the Committee and the first meeting was held at the RDOS offices in Penticton on Sept. 11, 2019.

Subsequent meetings were held on Sept. 24, Oct. 8, and October 22, 2019.

OVERVIEW

Prior to January 2019, elected officials were able to receive a non-accountable allowance for work expenses that were not taxable. RDOS Bylaw 2621, 2013 under 3(c) covered this allowance.

The one third income tax exemption for this allowance has been eliminated effective January 1, 2019 as per the 2017 Federal Budget and Bill C44. Income Taxes and CPP premiums are now payable on this amount, resulting in a significant reduction to Board Members stipends.

A large number of Regional Districts were contacted and they have either implemented pay increases or are in the process now. The Committee received and reviewed their documents (some 20+) and the vast majority are doing increases to offset the losses re removal of the Tax Exemption.

Two documents, the UBCM Regional District Tool Kit, and the FCM Booklet were particularly helpful to our Committee members. Documentation received from other Regional Districts were invaluable in creating comparators, which we used to compare to our current Director's pay levels.

On review of the pay increases none appear to be phasing in the increases (ie:) over a three year period. It appears this is a one-time adjustment to make up for the loss of the tax exemption.

We then averaged a number of Regional Districts' percentage increases and selected ten Regional Districts, resulting in an increase as indicated hereunder.

RECOMMENDATIONS

We, the Committee, recommend an increase of 11.9%, effective January 1, 2020, to offset the increased taxation as result of the elimination of the one third non-taxable allowance.

	2019 Annual Income	Jan. 1, 2020 11.9% Increase	* Total 2020 Income
Chair	\$ 33,136.20	\$ 3,943.20	\$ 37,079.40
Vice Chair	\$ 6,038.28	\$ 718.56	\$ 6,756.84
Municipal Director	\$ 6,388.08	\$ 760.18	\$ 7,148.26
Electoral Area Director	\$ 22,095.48	\$ 2,629.36	\$ 24,724.84

*This does not include the CPI adjustment based on previous twelve months (Bylaw 2621-2013). The CPI earned in 2019 (12 months) is paid after the adjustments have been made in 2020.

Should this increase be passed by the Board, \$60,000.00 will be budgeted to cover the increased cost. These increases will equate to an annual cost of \$1.11 per Residential Residence in the Regional District per year.

On passing the increase, the Board should direct senior staff to make adjustments to Bylaw 2621-2013 to reflect the recommended changes.

We, the Committee members would like to thank the Board of Directors for the opportunity to serve.

We extend our sincere appreciation to the three staff members for their excellent assistance.

Respectfully Submitted,

Bill Ross, Frank Armitage, Lanny Smith, Lionel Trudel, Tim Hodgkinson,



UNION OF BC MUNICIPALITIES

COUNCIL & BOARD REMUNERATION GUIDE

FIRST EDITION
SEPTEMBER, 2019

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INTRODUCTION

In British Columbia, local governments are responsible for providing a broad range of local services to address infrastructure needs, regulate land use, move people and goods, tackle challenging social issues, promote active living, protect the natural environment, and deal with a host of other issues. The elected officials that sit on the municipal councils and regional district boards collectively make, and accept responsibility for, the funding, policy, and service delivery decisions that are required in order for local government to work. Local elected officials also have responsibility for ensuring that the councils and regional district boards themselves function effectively as democratic, representative governing bodies.

Effective governance requires the elected officials to make decisions regarding the structure and operation of the governing bodies. One of the more difficult decisions that must be made by the officials involves the setting of their own remuneration.

Local elected officials in BC endorsed a resolution at the 2018 Union of BC Municipalities (UBCM) Convention that tasked UBCM with developing a resource to support local decision makers in the development of remuneration packages that are defensible and fair. This *Council & Board Remuneration Guide* presents best practices for local governments to consider.

Development of Guide

The *Guide* was developed through a five-stage process:

- > *Stage 1: Background Research* — Research was conducted to identify and understand the challenges faced by local governments in setting remuneration levels for council members and board directors. Remuneration approaches for elected officials in other orders of government were briefly explored as part of the research.

- > *Stage 2: Survey* — A survey was sent to every municipality and regional district in the province to understand elected official remuneration policies and practices in place today, to learn about approaches that appear to work well, and to understand lessons learned. A total of 75 local governments responded to the survey, which translates into a response rate of 39%. Included in the list of respondents were eleven of the twenty largest municipalities (by population), five

LOCAL GOVERNMENT AUTONOMY

The best practices set out in the Guide recognize that local governments have autonomy to develop approaches to remuneration that reflect local needs and circumstances. The Guide offers practical advice, based on research findings and the experiences of municipalities and regional districts, for local governments to consider. Each local government will need to determine, based on its own review of the information, its preferred course of action.

of the smallest municipalities, and twelve regional districts. All regions of the province were well represented (see sidebar).

- > *Stage 3: Interviews* — Approximately twenty follow-up interviews were conducted with a subset of the municipalities and regional districts that responded to the survey. Written materials from these local governments were obtained and reviewed; materials from other places identified through the research were also reviewed.
- > *Stage 4: Best Practices* — Based on the background research, survey results, and discussions with individual local governments, a set of best practices was developed for the *Guide*.
- > *Stage 5: Guide* — The UBCM Executive approved the scope and approach for the *Guide*. The final draft, complete with recommended best practices, was reviewed by UBCM's Presidents Committee. Input provided by the Presidents Committee was used to finalize the document.

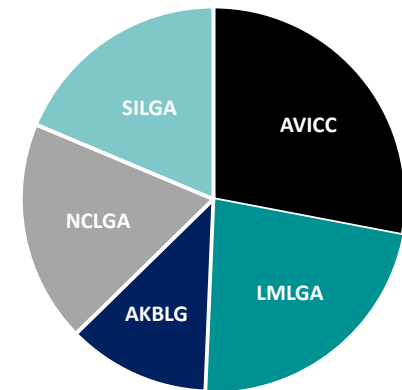
Organization of Guide

The *Council & Board Remuneration Guide* is organized into six separate sections. Section 1 sets the stage by exploring why remuneration for elected officials is important, and why local governments need to review remuneration levels periodically. Sections 2, 3, and 4 then focus on remuneration reviews themselves. Section 2 begins by considering who should conduct such reviews. Three options are identified and assessed. Section 3 addresses the question of "when" — specifically, when to review remuneration, and when to implement the results of a review. The distinction between a full review and an adjustment is explained in this section. Section 4 examines how to conduct a review. The development of comparison groups, the collection of data, and the use of simple formulas are all topics that are addressed the text. Advice on expenses and benefits is also provided. Section 5 addresses the importance of communication. Information to communicate, audiences to reach, and methods of communication to consider are outlined.

Best practices for local governments to consider in addressing remuneration for elected officials are presented throughout the *Guide*. Section 6 brings the practices together into one summary table.

SURVEY OF LOCAL GOVERNMENTS

In total, 75 municipalities and regional districts participated in the survey on elected official remuneration. As illustrated in the accompanying chart, all regions of the province (identified using UBCM Area Associations) were represented.



Use by Local Governments

It is important to emphasize that the *Guide* does not prescribe or suggest specific levels of remuneration or particular expense and benefits packages for local elected officials. The *Guide* is focused, instead, on helping local governments develop approaches that can be used by decision-makers to establish compensation programs that are fair both for elected officials and local taxpayers.

It should be noted, as well, that the *Guide* recognizes the autonomy of local governments in the development of approaches that reflect local needs and circumstances. The *Guide* offers practical advice for local governments to consider, based on research findings and the experiences of municipalities and regional districts around the province. Each local government, however, will need to determine, based on its own review of the information, its preferred course of action.

On a related note, the *Guide* recognizes that there is significant variability among local governments in British Columbia. Considerable differences in population, area, scope of services, size of administration, location, growth rate, local economy, and other factors mean that local governments will need to apply the best practices in ways that respond to local needs and are sensitive to local conditions. To assist local governments in this task, care has been taken to provide advice that can be applied in a variety of local settings.

Key Terms

Certain terms are used repeatedly throughout the *Guide*. Key terms and their meanings are presented in Figure I.1 in alphabetical order.

VARIABILITY AMONG LOCAL GOVERNMENTS

Considerable differences among local governments in population, area, scope of services, size of administration, location, economy, growth rate, and other factors mean that jurisdictions will need to apply the best practices in ways that respond to local needs and are sensitive to local conditions. Care has been taken to provide advice that can be applied in a variety of local settings.

**Figure I.1
Key Terms in the Guide**

Term	Meaning
Benefits	Benefits are the incentives, services and protections provided to local government elected officials during their time in office.
Expenses	Expenses are charges incurred by local government officials in the course of their duties, and are necessary in order to perform their duties.
Local Governments	Local governments include municipalities, governed by councils, and regional districts, governed by boards of directors.
Local Government Elected Officials	Local government elected officials include members of municipal councils, and directors of regional district boards. Members of council include mayors and councillors. Regional district directors include chairs and vice chairs.
Remuneration	In a narrow sense, the term remuneration in the <i>Guide</i> refers specifically to money that is paid to local elected officials as compensation for the duties they perform. Remuneration in this sense includes base salaries, but also supplemental payments that typically take the form of per-meeting stipends. Remuneration is also used in a broader sense to include expenses and benefits packages, in addition to money. The exact usage of the term throughout the text is context-specific.
Remuneration Adjustment	This term refers to increases that are automatically applied, usually on an annual basis, to an elected official's base salary. The level of adjustment is determined by a pre-determined index (e.g., consumer price index), or combination of indices.
Remuneration Review	A remuneration review is a formal assessment of existing remuneration provided to elected officials. In most cases, reviews include a consideration of pay, expenses, and benefits.

SECTION 1

IMPORTANCE OF REMUNERATION

Most people who seek election to a municipal council or regional district board are driven, first and foremost, by a strong sense of public service and a desire to make their communities better. Remuneration is not, in most cases, an important motivating factor. Individuals who do make the commitment to serve as local elected officials, however, should be able to expect fair and reasonable compensation. This section of the *Guide* explains why remuneration is both warranted and important.

FACTORS TO CONSIDER

Time Commitment

Local government elected officials are expected to commit considerable time (and energy) to their roles on municipal councils and regional district boards. In larger municipalities and in some regional districts, the roles of mayor and chair are full-time positions in which incumbents typically work more than full-time hours. Even in places where such positions are part-time in nature, the time requirements can be significant, as they are for councillors and directors. Time must be spent reviewing comprehensive agenda packages, attending council or board meetings and public hearings, engaging with residents, participating in civic events, and handling a variety of other tasks. For elected officials who serve on more than one governing body, on committees and commissions, and as appointees to external agencies and associations, the time commitment is even greater.

Councils and boards need people who are willing and able to commit the time needed to serve. Remuneration reflects and compensates individuals for the time they must spend to do the job.

Employment and Financial Impacts

The time required to serve on a municipal council or regional district board will reduce the amount of time available to spend on other paid work. For individuals who are mid-career, this reality can negatively impact their current employment situation, as well as their total earned income. In some cases the impact may extend to affect future career development and earning potential, since time spent on a council or board translates into less time available to apply to building a career path.

TIME COMMITMENT

“Municipal politics is different than the rest in that Council members are always on the clock. Businesses close at the end of a day, people go home from work and provincial and federal politicians have staff and deputies to assist with their very demanding schedules. City Council members are on their own and take ownership of all issues and concerns from the community. They are never off the clock.”

*Remuneration Task Force
City of Kamloops*

Remuneration for local elected officials will not fully offset the employment and financial impacts experienced in every case. In keeping with the public service motivation of people who choose to run for local office, there is arguably a tacit acceptance by those in office of some level of sacrifice. Remuneration should, however, be fair as well as sufficient in order to mitigate any sacrifice required. Unfair and insufficient remuneration may render elected office off-limits to a variety of prospective candidates.

Responsibility

Municipal councils and regional district boards are responsible for increasingly broad and complex portfolios of local government services. The elected officials who sit on these governing bodies contribute to and accept responsibility for funding, policy, and service delivery decisions that are taken to meet infrastructure needs, promote land use goals, tackle social issues, provide opportunities for sport and recreation, protect sensitive environments, regulate activities, and deal with a host of other issues. These decisions, which even in small jurisdictions can be weighty and contentious, affect the lives of residents and the long-term prosperity of communities. Fair remuneration for persons who are willing to accept such responsibility is warranted.

Representative Government

As representative governing bodies, it is important that municipal councils and regional district boards reflect, to the extent possible, the diversity of the communities they serve. Inadequate remuneration, either in terms of pay and/or benefits, stands as a potential barrier to participation for people who are without other sources of income. Fair remuneration is important in helping to reduce barriers, and in attracting capable people from a variety of backgrounds, demographic groups, socio-economic classes, and employment types.

IMPORTANCE OF REVIEWS

The factors outlined thus far help to explain why remuneration for local government elected officials is both warranted and important. The factors also highlight the need for local governments to regularly review their elected official remuneration programs in order to ensure that they remain fair over time as expectations and circumstances change. Remuneration levels that are left static in the face of changing circumstances, including shifts in the cost-of-living, risk becoming barriers to participation.

GOVERNING BODY DIVERSITY

Municipal councils and regional district boards are representative governing bodies. Their legitimacy is strengthened when they reflect the diversity of the communities they serve. Inadequate remuneration is a potential barrier to participation for individuals who may wish to serve, but who lack other sources of income and/or benefits. In these cases, diversity in the membership of local governing bodies may be difficult to achieve.

SECTION 2

WHO SHOULD CONDUCT REVIEWS?

In an effort to ensure that remuneration levels for local elected officials remain fair over time, local governments undertake remuneration reviews. Reviews are the focus of Sections 2, 3, and 4 of the *Guide*. Section 2 — this section — begins by exploring who should conduct a review.

OPTIONS TO CONSIDER

In some jurisdictions, elected official remuneration is reviewed by the municipal council or regional district board itself, or by a committee of the council or board. In most places, however, reviews are assigned to other parties in order to relieve elected officials from the difficult task of having to develop their own levels and terms of compensation. The three most common options are local government staff, an independent task force, and experienced consultants.

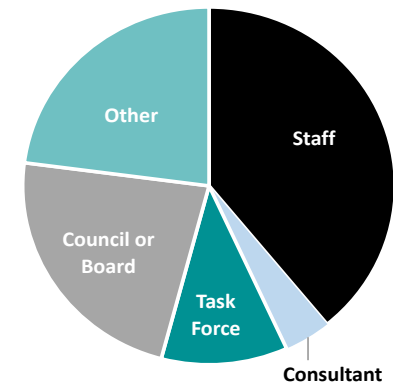
- > *Local Government Staff* — According to the survey of local governments that was conducted for the *Guide*, the use of local government staff to review elected official remuneration is the most popular option.¹ Most of the jurisdictions that reported using their own staff, it is worth noting, are small in size.
- > *Experienced Consultant* — This decision to assign a review to an outside, external consultant is less common, but is used in certain communities. Under the approach, a consultant is hired to conduct the relevant research, examine options, and recommend remuneration and benefit levels.
- > *Independent Task Force* — This option of an independent task force, comprised largely or entirely of local residents, is used by some local governments across the province, including large cities, small villages and towns, and regional districts.² The size and composition of the task force are important points to consider; so, too, is the mandate of the committee, its methodology, and the support it is provided.

¹ In all, 39% of responding local governments reported using local government staff to conduct reviews.

² The body is referred to as a Working Group, Advisory Group, Panel, Task Force, or Committee.

ASSIGNMENT OF REVIEWS

The accompanying chart based on the survey results shows that many jurisdictions today assign local elected official remuneration reviews to local government staff.



Pros & Cons

The choice of option may be informed by past experiences, and by local expectations and views regarding elected official compensation. The choice will also be influenced, however, by an assessment of the pros and cons that are associated with each of the alternatives. Figure 2.1 presents some of the key pros and cons that local governments may wish to consider.

Figure 2.1
Options to Consider

Options	Pros	Cons
Local Government Staff	<ul style="list-style-type: none"> > understand roles, responsibilities, and workload of elected officials > understand local context > easy access to data from other communities, particularly where benchmark group exists > cost effective 	<ul style="list-style-type: none"> > perceived as being less-than-independent from governing body > may be perceived or actual conflict of interest in cases where linkage (formal or informal) between elected official and staff remuneration
Experienced Consultant	<ul style="list-style-type: none"> > independent from elected officials > familiar with use of data and metrics, and with local government practices > option enables decision-makers to point to and rely on expert advice 	<ul style="list-style-type: none"> > may not understand or be sensitive to local context > may be costly
Independent Task Force	<ul style="list-style-type: none"> > independent from elected officials > places in hands of community (members from community) > understands local context > cost effective > different perspectives involved > potential to raise profile of local government, and importance of remuneration 	<ul style="list-style-type: none"> > may lack understanding of the roles, responsibilities, and workload of elected officials > relies on credibility of committee members > governing body may have difficulty rejecting recommendations

INDEPENDENT TASK FORCE

The use of an independent task force provides for a high degree of separation for elected officials from the development of their own remuneration packages.

PREFERRED APPROACH

The independent task force emerges in Figure 2.1 as the preferred option for undertaking elected official remuneration reviews. The task force's independence from decision-makers, as well as staff, enables it to operate in a way that is free of local government involvement and — more importantly — *perceived* to be free of such involvement. This freedom adds to the credibility of recommendations that come forward, and protects elected officials and their staff from conflict of interest issues and other controversies. The independence also allows the task force to speak to the roles, responsibilities and expectations of elected officials, and the importance of appropriate remuneration, in ways that the elected officials and staff would find difficult to do.

It is worth noting that the use of independent task forces and panels to determine elected official remuneration is widespread at the provincial and federal government levels in Canada. These jurisdictions recognize the value of the approach in protecting elected officials from challenges related to conflict of interest that inevitably arise in the development of their own remuneration.

SUCCESS FACTORS

The choice of the independent task force option will not, on its own, guarantee a successful outcome. Careful attention needs to be given to the appointment of members to the task force, the development of task force terms of reference, and the provision of support to the task force's work.

Membership

To the extent possible, diversity in the membership of the task force is important. A common practice is to include, at a minimum, representation from the local business community, as well as the non-profit or public sector. Many governments also find the appointment of an individual with past experience in local government as an elected official or senior staff person to be advantageous. These individuals bring a local government perspective, and can help ensure a clear understanding on the task force of the roles and responsibilities of elected officials. Individuals with human resources experience or a legal background are considered to add value in some places. Citizens-at-large are included on many task forces.

SUCCESS FACTORS

The choice of the independent task force option will not, on its own, guarantee a successful outcome. Careful attention needs to be given to the appointment of members to the task force, the development of task force terms of reference, and the provision of support to the task force's work.

Other considerations related to membership are as follows:

- > *Size* — Some places (e.g., Tofino, Metro Vancouver, Alberni-Clayoquot Regional District) limit the number of members to three; others (e.g., Abbotsford) allow for a maximum of five; still others (e.g., Kamloops) appoint seven. Larger bodies allow for greater diversity and a broader range of perspectives; smaller groups may be more nimble and able to reach consensus more easily. In relatively small jurisdictions, smaller task forces may be more practical to assemble given the smaller number of candidates relative to the situation in larger centres.
- > *Appointment* — In most jurisdictions that use independent task forces, members are appointed by the Chief Administrative Officer of the local government. This approach reinforces the group's independence from the governing body whose remuneration the task force is reviewing.

Terms of Reference

As with any advisory body, formal terms of reference for the task force are important. Task force terms should set out:

- > the purpose of the task force
- > the task force's membership, including number and qualifications of members, and the designation of a chair
- > the method and term of appointment
- > the task force's mandate, or scope of review, including the specific items (e.g., base remuneration, expenses, benefits, annual adjustments) on which the task force is expected to provide recommendations
- > a methodology to guide the task force, including any specific factors, bases of comparison, and criteria for the task force to consider in developing its recommendations
- > expectations regarding consultation, including consultation with the public
- > the expected number of task force meetings, and the meeting procedures to follow
- > support resources available to the task force in conducting its work
- > the task force's reporting schedule

GUIDANCE TO TASK FORCE

Even when task forces are free to choose their own approaches, it is useful for jurisdictions to provide guidance on methodology, and identify specific items for task forces to consider in their work.

The terms of reference for Abbotsford's Council Remuneration Citizen Task Force state that "the Task Force will research and consider all aspects of compensation that it believes are relevant to making its recommendations, but will specifically consider [certain] matters..."

- > policies, bylaws, and other documents of the local government that govern the task force's work and conduct

To underscore the importance of autonomy, some jurisdictions allow their task forces to themselves choose the data, factors, and criteria to use in developing recommendations. Even in these cases, however, jurisdictions will provide guidance on methodology or, more commonly, identify specific items for task forces to consider in addition to any others that the task forces determine to use.

Task Force Support

The primary value of a remuneration task force is its independence from the local government. The elected officials who receive and who are affected by the task force's recommendations benefit from this independence. The task force is not expected, however, to conduct its work completely on its own, without assistance from the organization. Indeed, for the task force to succeed, it must be able to rely on staff to collect and analyze data, organize meetings, conduct research, and draft the task force's report. It is important for local governments to assign a senior manager as a liaison to the task force, and sufficient staff resources to give the task force the support it needs to fulfill its mandate.

Another form of support for the task force is education. To make meaningful recommendations that reflect the duties, workload, and expectations of elected officials, task force members need to have a good understanding of local government, and of the roles and responsibilities of mayors/chairs, and councillors/directors. Local government staff can assist by providing an orientation to task force members at the beginning of their mandate. Alternatively, or in addition, task force members can be given reference materials such as the booklet available online at the Ministry of Municipal Affairs, titled *Thinking About Running for Local Office?*

BEST PRACTICE

- > *Local governments should consider establishing an independent task force to conduct reviews of elected official remuneration.*

TASK FORCE SUPPORT

*"The District Chief
Administrative Officer and
Director of Financial Services
shall serve as non-voting
resources to the [citizen]
Advisory Group."*

*Council Remuneration
Advisory Group
District of Tofino*

SECTION 3

TIMING AND FREQUENCY OF REVIEWS

Local governments interviewed for the *Guide* highlighted the need to consider timing and frequency in the review of elected official remuneration. These issues are explored in this section of the text. Also explored is the question of timing as it relates to the implementation of the outcomes of reviews.

TIMING OF REVIEWS

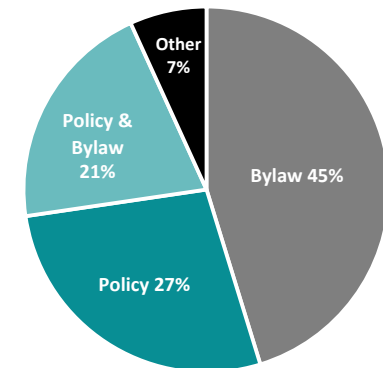
Local governments do not follow a single common practice with respect to the timing of remuneration reviews. An examination of existing approaches over the past decade shows that some councils and boards (e.g., Vancouver) have conducted reviews early in their terms, whereas others (e.g., Comox Valley Regional District, Oak Bay, Esquimalt, Prince George) wait until the final year of their mandate. Some local governments (e.g., Kamloops, Abbotsford, Metro Vancouver) initiate reviews closer to the middle of their terms. In general, most councils and boards that undertake reviews initiate them in the second half of their terms.

The preferred timing for a review will depend on a number of factors, including local economic conditions, reliance on established policy, the election cycle, and tax system changes over which local governments have no control. Each of these points is considered, as follows:

- > *Local Conditions* — In all of their initiatives, remuneration reviews included, councils and boards need to be sensitive to local economic conditions. Elected officials' compensation and benefits, it is important to remember, are paid for by local taxpayers. In times of economic growth and optimism, when local employment is strong and consumer confidence is high, news of a remuneration review for elected officials will be greeted much differently than during periods of economic stress. A council or board would be well-advised, for example, to postpone a review, no matter how warranted one may be, in a single-industry community that is dealing with the loss of a major employer.
- > *Established Policy* — The survey conducted for the *Guide* found that 27% of responding local governments have a formal policy in place on elected official remuneration, 45% have a remuneration bylaw, and 21% have both (see sidebar). Several of these policies and bylaws

ESTABLISHED POLICY

Most local governments that responded to the survey have either a formal policy in place on elected official remuneration, a bylaw, or both. Several policies and some bylaws address the timing and frequency of reviews.



speak to the timing of future remuneration reviews. When such schedules are applied consistently, local governments are perceived to have less discretion over the question of when to review. The issue of timing in these cases tends to attract less attention than it would otherwise.

- > *Election Cycle* — Change to elected officials' remuneration is an item of interest and discussion in many communities across the province. It is important for local governments to recognize remuneration as a legitimate issue for scrutiny and discussion, and to allow opportunities for discussion to occur. It may not be useful, however, for remuneration to dominate public discourse, particularly in the lead-up to an election when other important issues also deserve attention. To avoid this situation, local governments should consider conducting reviews, and reporting results, at least one year before the next election.
- > *Tax System Changes* — Changes to the *Federal Income Tax Act* were introduced by the federal government in 2017 to eliminate a long-standing federal tax exemption for local government elected officials, effective January 1, 2019. This change resulted in substantial changes to the after-tax income for elected officials, and prompted many local governments to adjust elected officials' 2019 pre-tax compensation in order to maintain after-tax 2018 remuneration. The need to review remuneration and change base amounts to maintain after-tax compensation was driven by changes that were beyond local government control. The timing of the review to initiate the changes was also driven by events outside of local government.

BEST PRACTICE

- > *Local governments should consider conducting remuneration reviews, and reporting the results, at least one year before the next election.*

FREQUENCY OF REVIEWS

Regular reviews of elected official remuneration levels should be undertaken in order to ensure that remuneration remains fair over time as job conditions, expectations, and circumstances change.

ELECTION CYCLE

Change to elected officials' remuneration is a legitimate issue for public scrutiny and discussion. To avoid having remuneration dominate public discourse in the lead-up to elections, however, at the expense of other important issues, local governments should consider conducting reviews, and reporting results, at least one year before the next election.

Failure to do so may undervalue the time spent by elected officials, and the level of responsibility associated with the job. Failure could also result in remuneration becoming a barrier to participation, and make it difficult for a diverse range of individuals to stand for election.

As noted earlier, several local governments that responded to the survey have policies or bylaws that set out schedules for formal reviews of base remuneration levels. In some of these documents the frequency of reviews is set out — once-per-term appears to be the most commonly prescribed schedule in these documents. Regular adherence to these schedules ensures that reviews happen on a regular basis, and helps to ensure that remuneration does not become a barrier to elected office. Local governments with policies and/or bylaws that do not identify a specific frequency typically experience longer intervals between reviews.

Relying on policies and bylaws to automatically trigger a review, in keeping with a prescribed frequency, is a useful practice to follow. It relieves councils and boards — as well as their individual members — from having to take the politically-difficult decision to request a review.

BEST PRACTICES

- > *Local governments should consider conducting remuneration reviews once per term.*
- > *Local governments should consider setting out the timing for subsequent reviews in remuneration policies or bylaws.*

Annual Adjustments

Local governments undertake remuneration reviews to assess the fairness of elected officials' pay, expenses, and benefit packages. When done properly, reviews take time, energy, and other resources to complete. A best practice, identified earlier, is to conduct a full review once per term — it is neither necessary nor reasonable to schedule reviews more frequently.

In the years between reviews, it is common for councils and boards with policies and/or bylaws in place to automatically adjust elected official pay to reflect changes in the cost of living. In almost

ANNUAL ADJUSTMENTS

It is common for municipalities and regional districts with policies and/or bylaws in place to automatically adjust remuneration to reflect changes in the cost of living. The year-over-year change to the consumer price index is the default adjustment factor.

every case, the previous year's Consumer Price Index (CPI) for British Columbia, Vancouver, or Victoria is the adjustment factor applied by local governments, depending on their location within the province.³ Automatic adjustments, defined and set out in policies and/or bylaws, ensure that the real value of elected officials' remuneration remains stable between formal reviews, and can help to reduce the need for more significant increases at the time of review. Failure to make annual adjustments may place a burden on future councils and boards to address remuneration levels that have been left to stagnate in the face of regular cost-of-living increases. For these reasons, annual adjustments using a CPI index is a best practice.

BEST PRACTICE

- > *Local governments should consider including in their policies or bylaws provision for an automatic cost-of-living adjustment, using the CPI, to elected officials' base remuneration.*

IMPLEMENTATION OF CHANGES

When considering the issue of timing as it relates to the implementation of changes, it is important to distinguish among the types of changes being put forward. The three key types include: changes to base remuneration that emerge from full reviews; changes that are prompted by shifts in the tax system; and annual adjustments to reflect increases in the cost of living.

- > *Base Remuneration* — Councils and boards have full control over the timing of their remuneration reviews, even in cases where timing is prescribed by policy and/or bylaw. Similarly, councils and boards have full authority to choose when to implement any changes that emerge from reviews. In general, it is preferable to have such changes take effect at the beginning of the following term. This best practice is particularly important to follow when reviews conclude that significant increases to base pay and/or benefit packages are warranted. A decision to implement changes immediately, or even during the existing term, can create perceived conflicts of interest.

³ Other indices include annual increases to general wages in BC, and increases to unionized or exempt staff wages.

IMPLEMENTATION

It is preferable for councils and boards to implement the outcomes of remuneration reviews at the beginning of the following council or board term. A decision to implement changes earlier, during the existing term, can easily create perceived conflicts of interest.

There will be some cases where implementation during the existing council or board term is considered necessary, perceptions of conflict notwithstanding. Consider the situation in which a council or board entered office following an election in which stagnant compensation was portrayed as a barrier to participation. The council or board could decide that implementation of changes that emerged from a review conducted early in the new term is necessary.

- > *Tax System* — Councils and boards have no control over changes to the income tax system — the elimination of the federal tax exemption for local government elected officials that took effect on January 1, 2019, is an example of one such change. In anticipation of this change — it was announced in 2017 — some local governments designed remedies, before the 2018 local general election, to take effect on January 1, 2019, in the new term. Several local governments, however, delayed taking action until after the federal tax change came into force. Immediate implementation of changes designed to protect elected officials from financial loss is considered reasonable and defensible by most.

- > *Annual Adjustments* — As explained earlier, annual adjustments to remuneration are designed to protect base rates from erosion as a result of inflation. These adjustments, which result in nominal rather than real increases, are expected to be implemented immediately.

BEST PRACTICES

- > *Local governments should consider having changes to base levels, determined through remuneration reviews, take effect at the beginning of the following term.*
- > *Local governments should consider allowing for immediate implementation of changes to remuneration that are designed to protect elected officials from financial loss that would otherwise occur as a result of tax system shifts.*
- > *Local governments should consider allowing for immediate implementation of annual cost-of-living adjustments.*

FEDERAL TAX SYSTEM

Local governments have no control over shifts in the federal income tax system. Offsetting changes to base remuneration levels that are designed to protect council and board members from financial loss are reasonable. Local governments should consider implementing such changes immediately.

SECTION 4

SETTING REMUNERATION

On a regular or periodic basis, local governments undertake remuneration reviews to determine the remuneration, expense payments, and benefits to provide to elected officials. The previous two sections of the *Guide* tackled a number of issues related to remuneration reviews, including:

- > who should conduct the reviews
- > when, during an elected body's term of office, reviews should be initiated
- > how frequently reviews should occur
- > when changes to remuneration that result from reviews should be implemented

This section of *Guide* — Section 4 — explores the factors that local governments should consider using in their reviews to determine remuneration levels that are fair and defensible. The text deals separately with the three main components of a complete remuneration package, namely remuneration (i.e., pay), expenses, and benefits.

REMUNERATION

Remuneration consists, first and foremost, of a base amount of pay for mayors, board chairs, councilors, municipal directors, and electoral area directors. Base amounts are intended to reflect the expectations and duties associated with the specific roles, and for that reason are expected to differ by role. Remuneration also includes any payments that are made to elected officials, on top of base pay, for attending different types of meetings, leading committees, sitting as appointees on external bodies, performing the roles of deputy mayor or deputy chair, and undertaking other duties. These supplemental payments, where offered, recognize differences in workload and responsibility among elected officials in the same role.

Bases of Comparison

For many jobs in our economy, wages and salaries are set through a process of comparison — that is, a process that takes into account remuneration associated with other jobs that are deemed to be comparable. The approach to setting remuneration for local elected officials is no different. The most common basis of comparison used by local governments across the province is remuneration paid to

elected officials in other, similar local governments. Some councils and boards, however, look to additional bases for guidance. Four bases to consider, including remuneration paid in similar jurisdictions, are as follows:

- > *Similar Jurisdictions* — Remuneration levels paid to elected officials across a set of other, similar local governments can be used to approximate an "industry rate". The use of comparable remuneration data, as noted, is widespread across municipalities and regional districts, and is considered a defensible approach. The challenge faced by those who use the approach, however, comes in choosing jurisdictions that are truly comparable. Population, the most common factor, goes some way toward establishing similarity, but may not be adequate on its own. Other factors may need to be combined with population to establish a more valid comparison group. Such factors could include location, geographic size, scope of services provided, growth rate, the urban (vs. suburban or rural) nature of a jurisdiction, economic make-up, tax base, average house price, size of operating budget, and number of staff (full-time equivalents).
- > *Local Labour Force* — A few jurisdictions in the province determine remuneration for council and board members using local earnings data collected by Statistics Canada — specifically, the average employment income earned by individuals aged 15 and over, who work year-round and full-time.
- > *Provincial MLAs* — Only one of the local governments in the survey pointed to remuneration paid to Members of the Legislative Assembly as a basis for determining local elected official pay. A few other jurisdictions, however, believe the comparison may be useful.
- > *Local Government Staff* — Changes to staff pay are used in some jurisdictions as an index to adjust council and board pay each year. Base pay for staff, however, is not generally used to help set elected official pay.

Each of the four bases identified here — as well as others not identified — has both strengths and shortcomings. Figure 4.1 highlights some of the pros and cons.

COLLECTING DATA

It is important to ensure that data on other local governments are comparable. Care must be taken to confirm that data have been collected using similar methodologies, and that data sets measure the same factors. Sources of data include CivicStats (accessed through CivicInfo), and Statistics Canada. Direct contact with comparison group local governments may be warranted in some cases to produce "apples to apples" comparisons.

**Figure 4.1
Pros and Cons of Alternative Bases**

Alternative Bases	Pros	Cons
Similar Jurisdictions	<ul style="list-style-type: none"> > jobs of local elected officials in similar jurisdictions, while not identical, are comparable ("apples to apples") > large enough comparison set can neutralize outliers 	<ul style="list-style-type: none"> > difficult to establish truly comparable set of jurisdictions (may be subject to accusations of "cherry picking") > potential for salary escalation if other places in comparison set initiate significant increases
Local Labour Force	<ul style="list-style-type: none"> > attempts to create strong linkage to local community that pays elected body's remuneration > sensitive to local economic conditions 	<ul style="list-style-type: none"> > jobs of elected officials not comparable to majority of other jobs in the community in terms of time commitment, duties, responsibility > not clear that average salary of entire workforce reflects value of elected officials' work
Provincial MLAs	<ul style="list-style-type: none"> > remuneration reflects need in both orders of government to attract diversity of people to serve in elected office 	<ul style="list-style-type: none"> > role of MLA considerably different than roles of mayor and chair (much different than councillor/director) > invites linkage to full MLA remuneration and benefits package
Local Government Staff	<ul style="list-style-type: none"> > both groups (elected officials and staff) involved in same organization > comparison to staff used in other orders of government to help set elected official remuneration 	<ul style="list-style-type: none"> > roles of staff considerably different than roles of elected officials > perceived conflict on part of elected officials who approve staff salaries > invites linkage to full staff remuneration and benefits package

Arguably, there may be no single best basis of comparison to use in setting council and board remuneration. As suggested in Figure 4.1, however, some bases are better than others.

Remuneration levels paid to elected officials in similar local government jurisdictions represents the preferred basis, and the best practice for local governments.

BEST PRACTICE

- > *Local governments should consider using base remuneration paid to elected officials in similar local government jurisdictions as the preferred basis for determining remuneration.*

Comparison Group

In establishing a valid comparison group of similar jurisdictions, local governments will need to give careful thought to the most important measures to use. Population is a good starting point in every case — it is a useful proxy for elected official workload, and is easy to explain. As well, data on population are easy to obtain. Other measures can be combined with population to make the comparison set more defensible. Factors that influence elected officials' workload and level of responsibility are particularly useful to consider. The list of such factors will vary by jurisdiction, but may include:

- > location
- > geographic size
- > scope of services
- > growth rate
- > operating budget

Finally, local governments will need to give some thought to the number of jurisdictions to include in the comparison set. Larger sets will allow for a more robust comparison, and will make it easier to neutralize the impact of outliers (i.e., jurisdictions that have significantly high or low pay levels, relative to those of other places). If the set is too large, however, it may be difficult to obtain the necessary comparative data, especially in cases where a range of measures, in addition to population, are used. Given these points, a practicable and defensible minimum size is five to seven jurisdictions. The maximum size will depend on the number of factors being considered, and the capacity of the body conducting the remuneration review. Comparison set sizes vary considerably across local

SIZE OF COMPARISON GROUP

The size of comparison groups that are used to help determine elected official remuneration varies considerably across local governments. The City of Prince George uses a peer review group of ten municipalities for the purposes of its quadrennial review. The group includes cities with similar populations — Chilliwack, Kelowna, Saanich, Langley Township, Delta, Kamloops, North Vancouver District, Nanaimo, Victoria, and Coquitlam.

governments. Kamloops has used 14 municipalities; Comox Valley Regional District recently used nine. Metro Vancouver bases the salary of its Chair on the median salary of mayors in 21 municipalities (all Metro municipal jurisdictions).

BEST PRACTICE

- > *Local governments should consider establishing comparison groups using population, combined — as deemed necessary — with other factors that influence elected official workload and level of responsibility.*
- > *Local governments should consider including at least five jurisdictions (preferably more) in the comparison groups.*

Using the Data

Once the remuneration data from comparable jurisdictions have been obtained, local governments need to determine how to best use the data to determine pay levels for the range of elected officials in place. It is useful at this stage to make the exercise as straightforward as possible so that it can be undertaken easily (and relatively quickly), and so that it is easy to explain and understand. Simple formulas can be effective in meeting these goals.

For municipal councils, the following formula-based approach — or variations of it — is used in a number of places:

- > Set the salary for the mayor as the median value of all mayors' salaries from the comparison set of municipalities. Calculate the salary for councillors as a percentage (e.g., 40%) of the mayor's salary to reflect the part-time nature of the councillor position, as well as its lower workload and level of responsibility relative to those of the mayor.

Figure 4.2 illustrates, using hypothetical data from a comparison set of seven municipalities, how this formula works in practice. To be clear, all numbers, including the percentage factor, are hypothetical examples only, presented solely for the purpose of illustration.

SIMPLICITY

When determining how to use comparison data to calculate remuneration levels, it is preferable to apply simple formulas. Formulas allow the exercise to be undertaken easily and relatively quickly. Approaches based on formulas are easy to explain, easy to understand, and defensible.

Figure 4.2
Sample Formula for Municipal Elected Officials

Comparison Set		Subject Municipality		
Mayors	Median Value	Mayor's Salary	%	Councillor Salary
\$ 101,000	\$ 92,000	\$ 92,000	40	\$ 36,800
\$ 92,000				
\$ 100,500				
\$ 90,000				
\$ 72,500				
\$ 93,000				
\$ 83,000				

In applying the formula, local governments should consider the following points:

- > *Percentage Factor* — The percentage factor that is applied to identify an appropriate councillor salary needs to be set after careful consideration of the position's workload, time commitment, and level of responsibility relative to those of the mayor. In municipalities where the mayor's role is full-time (or greater), the difference between the positions may be greater, and the percentage factor may be lower than 40%. Jurisdictions that use this formula (or variations of it) tend to apply percentages that range from 30% to 50%, depending on local conditions. Forty percent is a reasonable starting point.
- > *Median Value* — The median value effectively neutralizes low and high outliers, and is therefore preferable to the average value.
- > *Applying the Outcome* — It is possible, particularly if a new comparison set is used, that the resulting, recommended salaries for mayor and councillor will be lower than the actual salaries being paid. If the difference is significant, local governments may choose to "red circle" existing salaries for a period of time. In the calculated salaries are higher than those being paid, either a one-time adjustment, or a phased increase may be required.

- > *Alternative Percentile* — The median value represents the 50th percentile in the comparison set. Some local governments may determine, based on local circumstances, that remuneration should be set higher — for example, at the 75th percentile. In this situation, careful thought would need to be given to the rationale for such an approach.

While less common among regional districts, formulas may be just as useful in providing a relatively simple, easy to understand, defensible approach. In developing a formula for regional boards, provision needs to be made for a greater number of elected roles. In most cases, four specific roles should be considered, including the chair, vice chair, electoral area director, and municipal director. The distinction between electoral area and municipal directors is particularly important to recognize. Regional districts are the local government for electoral areas, responsible for providing all basic local services. Electoral area directors are accountable directly to their local electors, and are expected to consult directly with electors on local service and other topics. Many electoral area directors represent vast geographic areas, often with numerous small communities or settlements to serve. The time commitment required to provide proper contact and representation can be considerable. Electoral area directors' full local government salary comes from their regional districts.

The role of municipal director is also important and can be demanding. Municipal directors, however, are accountable to their councils and do not face the same expectations as their electoral area counterparts regarding consultation with residents on regional district matters. Residents of municipalities receive most of their local services from their municipal councils. Municipal directors sit on these councils, and are paid separately as council members to perform municipal duties.

A reasonable formula that takes into account the differences between electoral area and municipal directors, as well as the unique duties, expectations, and responsibilities of the chair and vice chair, is as follows:

- > Set the salary for municipal director based on the median value of all municipal directors' salaries from the comparison set of regional districts. Calculate the salary for electoral area director by applying a multiplier (e.g., 2.0). Calculate a stipend for the chair by applying a multiplier (e.g., 2.5) to the municipal director salary. Use a separate multiplier (e.g., 0.5) to determine a stipend for vice chair.

Figure 4.3 illustrates how this formula works in practice, using hypothetical data for a comparison set of seven regional districts. All numbers, including the multipliers, are examples only.

Figure 4.3
Sample Formula for Regional District Elected Officials

Comparison Set		Subject Regional District				
Municipal Director	Median Value	Mun Director Base Salary	X	EA Director Base Salary	Chair Stipend*	Vice Chair Stipend*
\$ 17,000	\$ 12,500	\$ 12,500	2.0	\$ 25,000	\$ 31,250	\$ 6,250
\$ 11,000						
\$ 12,200						
\$ 9,000						
\$ 12,500						
\$ 15,000						
\$ 16,500						

* These stipends would be paid in addition to the base director pay.

The considerations raised for municipal council remuneration formulas regarding percentage factor, median value, applying the outcome, and alternative percentile apply to the regional board formula as well. In addition, it is important in the regional district context to consider the need for supplemental payments, over and above the base salary amounts.

BEST PRACTICE

- > *Local governments should consider using simple formulas that make the calculation of remuneration levels as straightforward as possible, easy to explain, and easy to understand.*

Regional District Supplemental Payments

On a municipal council, the expectations on a councillor in terms of workload, time commitment, and responsibilities, are, in general, the same for all councillors. Almost all councils, as a consequence, pay councillors the same base salary without additional payments for committee meetings. Supplemental fees may be paid in some cases to councillors who participate in external agencies on behalf of council; however, these payments are the exception rather than the rule. Approximately 25% of municipalities that responded to the survey pay stipends to council members for time spent as deputy mayor or acting mayor. In most cases, these stipends tend to be nominal in value.

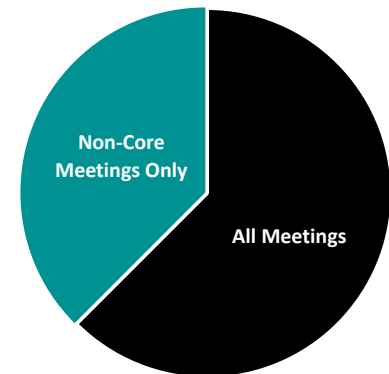
The situation for regional district directors is different. As noted already, the base remuneration for role of electoral area director is typically greater than the base remuneration paid to the municipal director role — the gap is intended to reflect the inherent differences in the roles. Differences in workload, time commitment, and level of responsibility, and level of interest also exist, however, among individual directors. Some directors may represent large jurisdictions that participate in a broad range of regional district services, some of which may have committees or commissions in place. These directors may be compelled to play, or be interested in playing, an especially active role in regional district service governance. Other directors will represent jurisdictions that are less involved in, or reliant on, their regional districts. These directors may not be involved in regional district matters to the same degree as others.

To account for differences among individual directors, regional districts may choose to provide supplemental payments, over and above base remuneration levels. Where provided, payments take the form of per-meeting stipends that are paid to directors who attend specified regional district meetings, as well as external meetings to which directors are sent to represent their local governments. The amounts of the supplemental payments vary; most regional districts, however, pay between \$75 and \$200 per meeting.⁴

⁴ An exception is Metro Vancouver, which pays \$397 to each director for every board, committee and other approved meeting attended. For all Metro Vancouver directors other than the (sole) electoral area director, board chair, board vice chair, committee chairs, and committee vice-chairs, however, the meeting stipend constitutes the entire remuneration (i.e., there is no base amount). Central Coast Regional District and Peace River Regional District also pay higher per-meeting rates in lieu of base salaries for directors.

SUPPLEMENTAL PAYMENTS

Fifteen of the 24 regional districts that pay base remuneration to directors also provide supplemental payments for board, committee of the whole, and all other meetings. Nine of the regional districts provide supplemental payments for non-core meetings only.



The use of supplemental, per-meeting payments is not uniform across regional districts. A review of the 24 regional districts in the province that pay base remuneration to directors shows that, while almost all provide payments to attend meetings of external agencies, 15 of the 24 also provide payments to attend board and committee of the whole meetings. Nine (9) regional districts provide no supplemental payments for these "core" regional district meetings — remuneration for attendance at these meetings is included in the directors' base salaries.⁵

Supplemental payments are intended to reflect workload differences among individual directors. It is not clear that such payments are also intended, however, to provide additional compensation to directors for attending core regional district meetings of the board, including committee of the whole meetings. Indeed, it may be argued that all board members are expected to attend these meetings as a basic requirement of their roles as directors.

In setting regional district board remuneration, careful attention needs to be given to the use of supplemental payments. Regional districts may wish to consider targeting such payments to non-core meetings, and structuring base levels to include attendance at board, committee of the whole, and any other core meetings.

BEST PRACTICE

- > *Local governments should consider targeting supplemental payments to non-core meetings, and structuring base remuneration levels to include attendance at board and committee of the whole meetings.*

Alternate Directors

It is important to note that all regional districts use per-meeting payments to remunerate alternate directors for attendance at all meetings, including core meetings, that the director would normally

⁵ Travel expenses for all meetings are paid (see later).

attend. These payments are the only form of remuneration for alternate directors; alternates do not receive a base salary.

EXPENSES

Local government elected officials regularly incur expenses to travel to meetings, attend conferences and sanctioned events, communicate with residents and the local government office, and deal with the broad variety of other duties associated with the job. It is both important and legitimate that expenses which are incurred by council and board members on the job, and in order to do the job, be reimbursed by the local government. Policies and bylaws on expenses are used to set out the types of expenses that are eligible for reimbursement, the conditions under which reimbursements will be made, and the procedures that must be followed to obtain reimbursement.

A guiding principle for councils and boards on the matter of expenses is as follows:

- > Local elected officials should not themselves be expected to pay expenses that are incurred in order to perform their roles.

A related principle, however, is that compensation paid to elected officials for expenses incurred on the job should not be viewed as an additional source of remuneration. This point requires local governments, first, to identify the specific types of expenses for which elected officials can expect reimbursement.

Eligible Expenses

Local governments have similar, but not identical, lists of expenses that are eligible for reimbursement. In the case of municipalities, expenses that are reimbursed by councils tend to be limited to those that are incurred by members on out-of-town business. Such expenses include:

- > travel by personal automobile (paid as a rate per kilometre) to out-of-town meetings
- > travel by taxi, bus, train, ferry, rental car, or air to out-of-town meetings
- > accommodation
- > conference fees
- > per diem payments for meals and incidentals

GUIDING PRINCIPLES (EXPENSES)

Local elected officials should not themselves be expected to pay expenses that are incurred in order to perform their roles. Compensation paid to elected officials for expenses incurred on the job should not, however, be considered or pursued as an additional source of remuneration.

Some councils also provide funding for a smartphone, tablet, and/or computer (or provide the hardware itself), and the associated communications plan. Some will provide transportation costs within the municipality, including a mileage rate for personal car use, taxi and/or transit fees, and parking. Monthly car allowances for mayors are common; similar allowances for councillors are less common but do exist in some centres.

Regional district boards, similar to councils, reimburse members for smartphones and for attendance at out-of-town meetings. Most regional districts also, however, pay for travel, travel time, meals, and accommodation for attendance regional district board and committee meetings. These additional items reflect the large geographic size of many regional districts, and the need for directors to spend considerable time to travel to core meetings. Monthly transportation allowances provided by some regional districts to electoral area directors also reflect geographic realities.

Most local governments provide additional expense amounts for their mayors or chairs. A monthly car allowance, noted earlier, is standard for mayors and is becoming common for chairs. Hosting allowances are also recognized by several jurisdictions.

Regional district expense policies should anticipate and provide special direction to municipal directors to avoid instance of "double dipping". In some cases, expenses that are incurred by municipal directors can and should be reimbursed by the directors' municipal councils, not charged to the regional district. An example of such an expense is attendance at the UBCM annual conference. Council members who serve as municipal directors attend the annual conference, first and foremost, as representatives of their municipalities.

Local Considerations

Lists of eligible expenses are common across most jurisdictions, as noted earlier. When developing expense policies and bylaws for a specific local government, however, it may be important to explore particular types of expenses that, while less widespread, are appropriate given the local context. Some regional districts (e.g., Squamish Lillooet) provide differential mileage rates to account for travel on unpaved roads. Others (e.g., Cariboo) provide reimbursement to replace car windshields that are damaged during regional district travel on winter roads. Parking in many urban centres is expensive.

FEDERAL TAX SYSTEM

Changes to the Federal Income Tax Act were introduced by the federal government in 2017 to eliminate a long-standing federal tax exemption for local government elected officials, effective January 1, 2019. The exemption was in place to recognize that, in the course of their duties, elected officials incur various expenses for which they may not be reimbursed (e.g., home office costs, meals while meeting with constituents, etc.). This change resulted in substantial changes to the after-tax income for elected officials, and prompted many local governments to adjust elected officials' 2019 pre-tax compensation in order to maintain after-tax 2018 remuneration.

Municipalities and regional districts in these centres may feel it necessary to reimburse parking costs to elected officials.

Evolving Lists

Finally, local governments should not view eligible expense lists as static documents. Indeed, in order to ensure that costs do not become barriers to participation, it is incumbent on local governments to periodically consult elected officials and review eligibility considerations. One potential expense that stands out is childcare. Councils and boards that have, or that seek to attract, young parents as members may find it both fair and necessary to reimburse child care expenses that are incurred to attend council and board meetings.

BEST PRACTICES

- > *Local governments should provide clarity in regional district expense policies/bylaws to ensure that municipal expenses incurred by municipal directors are reimbursed by the appropriate municipal governments.*
- > *Local governments should consider including in their expense policies and/or bylaws the principle that elected officials should not themselves be expected to pay expenses that are incurred in order to perform their roles.*
- > *Local governments should recognize that the range of legitimate expenses incurred to perform the roles of mayor and board chair will be greater than that incurred to perform the roles of councillor and board director.*
- > *Local governments should ensure that lists of eligible expenses reflect unique local conditions.*
- > *Local governments should periodically re-examine decisions on eligibility to ensure that lists of eligible expenses evolve to reflect changing needs and to reduce barriers to participation.*

BENEFITS

Medical services plan premiums, extended health and dental plans, employee and family assistance programs, and life and accidental death insurance are common examples of benefits that local governments may choose to make available to all or some of their elected officials. Current practices across the province vary with respect to the provision of benefits. Some local governments provide full benefits to all elected officials at no cost to the members. In a number of places, benefits are made available only to the mayor, since this position is the only one considered full-time. Councillors and directors in some of these places may opt-in to packages, but only at their own cost, or on a cost-share basis with the municipality. Certain regional districts provide benefit packages at the local government's cost to electoral area directors, but require municipal directors to pay all premiums. Other regional districts pay 50% of the cost of packages for all directors who opt-in. Family members of elected officials are entitled to join benefit programs in some jurisdictions, but must pay the full cost. Almost all local governments provide personal accident insurance to elected officials who are traveling on local government business.

Provision of Benefits

The provision of benefits to elected officials is becoming an increasingly important topic of consideration in local governments, particularly because of the potential barriers — real or perceived — that a lack of benefits pose for some. In an effort to avoid this situation, local governments may wish to consider making benefits available. Eligibility and responsibility for cost are two factors to include in any such consideration.

- > *Eligibility* — There is a strong rationale for providing benefits to mayors, and to other elected officials who occupy what are considered to be full-time positions. Many individuals who may wish to put their names forward for these positions would need, upon election to office, to leave other full-time employment in which they may receive benefits coverage. The prospect of giving up such coverage, and facing four or more years without replacement benefits, would prevent some from running.

The argument for benefits may not be as strong for elected positions that are structured and paid as part-time roles. In these cases, there is an assumption that individuals with access to benefits through their employment will be able to retain at least some access to those benefits

simply because they will not be need to leave their existing employment entirely. This reasoning fails in cases where existing benefits would be lost as a result of an individual being converted to part-time status with their employer after being elected to office.

An additional point in the discussion on eligibility concerns the position of municipal director on regional district boards. Municipal directors are, first and foremost, municipal councillors. The municipalities, as the local governments to which the councillors are elected to serve, should be responsible for addressing the benefits issue with these elected officials. Electoral area directors, by contrast, are directly elected to the regional district boards. Electoral area directors should look to these bodies for benefits.

- > *Responsibility for Cost* — Local governments should consider paying for elected official benefits on a pro-rated basis. Using this approach, municipalities would pay 100% of the benefit premiums for mayors, and 50% of the premiums for councilors. Regional districts would pay 50% of the cost of benefits for electoral area directors. Regional districts could also choose to pay 100% of the cost of premiums for regional district chairs who are deemed to occupy full-time roles, irrespective of whether the chairs are also electoral area or municipal directors.

In all, the principle governing the provision of benefits is that, in an effort to reduce barriers to participation, local governments should make benefits available to their elected officials, and should contribute to the cost of associated premiums on a pro-rated basis, in accordance with the full- or part-time nature of the positions.

Smaller Jurisdictions

Smaller local governments who wish to provide some level of benefits coverage for their elected officials may have concerns regarding the cost of premiums. In an effort to minimize costs, local governments may consider extending existing staff programs to include elected officials, or joining with other local governments to create larger beneficiary pools. To that end, UBCM offers comprehensive group insurance coverage to all local government elected officials in the province. To join the plan, however, at least three officials from a local government must opt-in to the coverage.

Evolving Range of Benefits

Finally, as with expenses, the list of benefits provided to local elected officials will change over time in response to local needs, societal trends, and other forces. In many jurisdictions today, standard benefits such as extended health and dental coverage, counselling services, and accidental death and dismemberment insurance will address needs. Some other local governments, however, may be under pressure to provide some form of parental leave, RRSP contributions, education allowances, and other benefits that prospective candidates for election receive in their existing careers. In the coming years, the number of local governments that will need to consider these types of benefits is likely to increase. And, to the extent that failure to provide them creates barriers to participation, local governments may need to consider taking action.

► Transition Payments

One specific benefit that may receive greater attention in the coming years is a transition allowance for local elected officials who leave office at the end of a term, either through their own choice, or as the result of an unsuccessful re-election bid. This benefit, which may be referred to as a retirement allowance, a separation payment, a pension, deferred remuneration, or a retraining and adjustment payout, is not offered in many jurisdictions today in the province — indeed, there are only eight municipalities that provide the benefit, and all of them are within Metro Vancouver. The benefit is provided to local elected officials on a broader basis, however, in other parts of Canada, namely Quebec and Ontario.

In some of the BC jurisdictions that offer a transition allowance, the benefit is intended as a bridge to help individuals re-enter the workforce, either in a new occupation, or back into a career that may have been placed on hold. In other cases, the benefit is presented in lieu of pension contributions that would have been paid by an employer if the elected officials had been considered employees and eligible for the existing municipal pension plan. Some transition allowances are intended to achieve both purposes. Consider some current examples:

- > The City of Vancouver provides one week of salary for every year of office served (provided that the departing council member served his or her full term). This benefit translates to 1.9% of the member's annual salary, and is intended to help facilitate the member's return to the workforce.

TRANSITION ALLOWANCES

Elected official transition allowances — referred to in some places as retirement allowances, separation payments, pensions, deferred remuneration, or adjustment payouts — are not common in British Columbia's local government system today. Experiences in other provinces and in the Metro Vancouver area, however, suggest that the benefit may become a matter for greater attention, at least for larger cities, in the coming years. The lack of transition and pension-like benefits could be a barrier to participation for different groups of individuals (e.g., mid-career professionals).

- > The City of Port Coquitlam provides one month of salary for every year in office to the departing mayor (persons who served as councillors are not eligible). The benefit payment is capped at six months.
- > The City of New Westminster provides the equivalent of 10% of the annual indemnity for each year of service, to a maximum of 12 years of service. This benefit is a form of pension.
- > The City of Burnaby structures its benefits as an ongoing, annual payment to service council members. The payments reflect the employer contributions to the municipal pension plan that would be made if the council members were eligible for the plan. Payments can be invested by members as annual RRSP contributions.

Transition allowances may be most relevant and defensible in local governments with elected officials in roles that require a *de facto* full-time commitment (even though some roles may be paid at part-time rates). Individuals in these positions place their existing careers and jobs on hold while in office, and may not, as a consequence, be able to participate in a work-related pension or savings program. Individuals in full-time elected positions may also have more difficulty than others in transitioning back into the workforce following their time in elected office.

Experience in Ontario and Quebec supports the view that such benefits may be of most interest to positions that require significant time commitments. In Ontario, the majority of municipalities with populations over 100,000 offer pensions to elected officials, whereas only 7% of centres with populations under 10,000 provide the benefit.⁶ It is generally the case that elected positions in larger centres are more demanding in terms of time than the same positions in smaller centres. In Quebec, the municipal pension plan is made available to all municipalities; however, local governments in centres with populations under 20,000 may choose to provide the benefit to the position of mayor only — the one position that typically requires a greater time commitment than others.

⁶ Metro Vancouver, *Board Remuneration Review Findings and Recommendations*, Board Remuneration Independent Review Panel, April 17, 2019, Page 9.

This *Guide* does not provide advice to local governments on whether or not to provide a transition allowance to departing, or serving, elected officials. The *Guide* recognizes, however, that the lack of such a benefit may discourage some individuals from considering public office, and may become more of a barrier in future years, at least in some centres. Local governments that wish to explore the development of a transition allowance, may want to consider the following questions:

- > Does the lack of a transition benefit stand as a significant barrier to participation? Which groups of individuals may view the benefit as being particularly important?
- > What is the primary purpose of the benefit? Is it to provide a bridge for departing elected officials to re-enter the workforce? Or is it to provide pension contributions in lieu of contributions that elected officials could earn outside of office?
- > What is a reasonable cap on the benefit, expressed either in terms of benefit paid, or eligible service time?
- > Is there any rationale for regional districts to provide the benefit to municipal directors, or should the issue of transition allowance to municipal elected officials be addressed directly by the local governments (i.e., the municipalities) to which the officials are elected?

BEST PRACTICES

- > Local governments should consider providing access to extended health, dental, vision and insurance benefits to all local elected officials.*
- > Local governments should consider contributing to the cost of benefit premiums on a pro-rated basis, in accordance with the full- or part-time nature of elected positions.*
- > Local governments should consider extending benefits coverage to family members of elected officials, provided that the elected officials themselves pay the full incremental cost of such coverage.*
- > Local governments should periodically re-examine the benefits provided to ensure that benefits programs reflect changing needs, and reduce barriers to participation.*

SECTION 5 COMMUNICATION

Local governments in British Columbia have long recognized the importance of strong communication in local governance. Municipalities and regional districts regularly communicate in proactive ways with their communities on a broad range of public policy, service, and governance matters. Remuneration for elected officials is one additional item on which clear communication is necessary. This section of the *Guide* highlights information that is important to communicate, identifies audiences with which to communicate, and provides advice on how to communicate.

As in all communication efforts, information on elected official remuneration is provided, in part, as a way to report on actions and decisions that are underway or that have been taken. Communication is also undertaken, however, to explain why initiatives are important to take, and to promote transparency in local government.

INFORMATION TO COMMUNICATE

The pieces of information that are important to communicate have been identified in the earlier sections of the *Guide*. In all, the key pieces are as follows:

- > *Nature of Elected Official Roles* — The level of knowledge in communities on the roles of local elected officials is not uniformly high across the province. Information to help residents understand the duties and responsibilities of the roles, the expectations on council members and regional board directors, and the time required to perform the jobs properly may provide important context for reviews of remuneration, and may help to pave the way for broad acceptance of their outcomes.
- > *Purpose of Remuneration* — The reasons for providing remuneration to elected officials, and the factors that inform the setting of remuneration levels, are important to communicate. Residents and prospective candidates, in particular, may find it helpful to understand the importance of representative decision-making bodies, and the need to identify and reduce barriers to participation that some groups in the community may encounter.

EXPLAINING IMPORTANCE

The Cariboo Regional District opens its Directors' Remuneration and Expenses Bylaw with a statement of principles. The statement begins as follows:

"It is important for local governments to ensure their elected official positions are compensated fairly and equitably to attract and encourage a variety of citizens from different economic and demographic backgrounds... to run for office and represent their communities..."

- > *Guiding Principles* — The communication of principles to guide council and board decisions on remuneration can help to speak to the purpose of remuneration, and can also minimize any suggestion of arbitrariness in the remuneration levels selected.
- > *Remuneration Details* — Clear and complete listings of base remuneration levels, supplemental payments, the situations in which supplemental payments are made, annual adjustments, eligible expenses and the process for claiming them, and benefit programs are important to communicate. Such details bolster transparency.
- > *Remuneration Reviews* — Where determined, the process and timing of remuneration reviews, along with any guiding principles for reviews to follow, can help to de-politicize the efforts. Details on reviews underway, as well as the results of such reviews, are also important.
- > *Expenditures Made* — Finally, efforts above and beyond basic statutory reporting requirements to make available information on remuneration received and expenses claimed can enhance transparency and build trust.

AUDIENCES TO REACH

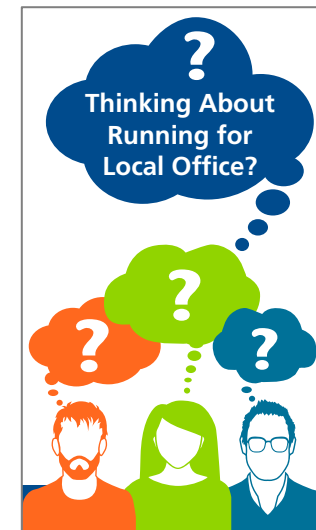
Residents in the community constitute the primary audience for communication efforts on elected official remuneration. Other audiences that may be targeted in communication strategies include ratepayer associations, business associations, and any other defined group that has expressed, or that may express, strong views on remuneration. An additional audience is the pool of prospective candidates for upcoming local government elections. This group should clearly understand the nature and level of the work involved, and the remuneration that is provided for the work.

COMMUNICATION TOOLS

Many local governments regularly make use of a range of different tools to connect with different audiences. For information on remuneration, councils and boards may find a combination of written materials, presentations, and information meetings to be most effective. Consider the following points:

UNDERSTANDING ROLES

Prospective candidates for local government elected office should clearly understand the nature and level of the work involved, and the remuneration that is provided for the work. Resources such as "Thinking About Running for Local Office?" can help.



- > *Written Materials* — Providing information in writing is a useful way to ensure accuracy of message, and to promote transparency. Written materials can also be made available in a number of formats in order to allow for distribution to various audiences. Examples of written materials to provide include:
 - remuneration policies and bylaws, complete with user-friendly introductions to explain the purpose and contents of the documents
 - information pamphlets on the reasons for, importance of, and principles in place to guide elected official remuneration
 - education booklets on the duties and responsibilities of local elected officials, as well as the time commitment involved
 - terms of reference to guide remuneration reviews
 - reports on the outcomes of remuneration reviews
 - regular disclosure of remuneration and expenses paid

Public surveys represent an additional written item that can be used not only to solicit public views on remuneration, but also to communicate the reasons for remuneration, and the existing remuneration, expense, and benefit programs in place.

- > *Presentations* — Public presentations (i.e., at open council and board meetings) of the results of remuneration reviews are effective communication methods, particularly when reviews have been completed by an independent panel, and presentations are made by the panel chair.
- > *Information Meetings* — Information meetings are used in several local governments to help prospective candidates understand the duties and responsibilities of the elected official jobs. Where not already the case, these meetings could include a component on remuneration. The reasons for remuneration, and the principles guiding remuneration, would be important to communicate in addition to the remuneration levels.

PUBLIC INVOLVEMENT

Kamloops' Council Remuneration Task Force solicited input from the public through a carefully-constructed and -implemented engagement program. Five community events were attended by Task Force members. A survey was also provided for all interested residents.

Information meetings can also be used as part of remuneration reviews. Such meetings are held in some centres to educate audiences on elected official remuneration, and to solicit views on appropriate packages to provide.

BEST PRACTICES

- > *Local governments should consider including in their communications programs information on the nature of elected official roles, the purposes of remuneration, principles to guide the setting of remuneration, details on remuneration levels, remuneration reviews, and expenditures made.*
- > *Local governments should consider using a range of tools to communicate information, including written materials, presentations, and information meetings.*

SECTION 6

BEST PRACTICES SUMMARY

This *Guide* has presented a series of best practices to assist local governments in setting elected official remuneration. Figure 6.1 pulls the best practices together into one table.

Figure 6.1
Remuneration Best Practices

Section	Topic	Best Practices
Section 2: Conducting Reviews	Independent Task Force	<ul style="list-style-type: none"> > Local governments should consider establishing an independent task force to conduct reviews of elected official remuneration.
Section 3: Timing and Frequency	Timing of Reviews	<ul style="list-style-type: none"> > Local governments should consider conducting remuneration reviews, and reporting the results, at least one year before the next election.
	Frequency of Reviews	<ul style="list-style-type: none"> > Local governments should consider conducting remuneration reviews once per term. > Local governments should consider setting out the timing for subsequent reviews in remuneration policies or bylaws.
	Annual Adjustment	<ul style="list-style-type: none"> > Local governments should consider including in their policies or bylaws provision for an automatic cost-of-living adjustment, using the CPI, to elected officials' base remuneration.
	Implementation of Changes	<ul style="list-style-type: none"> > Local governments should consider having changes to base levels, determined through remuneration reviews, take effect at the beginning of the following term. > Local governments should consider allowing for immediate implementation of changes to remuneration that are designed to protect elected officials from financial loss that would otherwise occur as a result of tax system shifts.

Section	Topic	Best Practices
Section 3: Timing and Frequency	Implementation of Changes	<ul style="list-style-type: none"> > Local governments should consider allowing for immediate implementation of annual cost-of-living adjustments.
Section 4: Setting Remuneration	Bases of Comparison	<ul style="list-style-type: none"> > Local governments should consider using remuneration paid to elected officials in similar local government jurisdictions as the preferred basis for determining remuneration.
	Comparison Group	<ul style="list-style-type: none"> > Local governments should consider establishing comparison groups using population, combined — as deemed necessary — with other factors that influence elected official workload and level of responsibility. > Local governments should consider including at least five jurisdictions (preferably more) in the comparison groups.
	Using the Data	<ul style="list-style-type: none"> > Local governments should consider using simple formulas that make the calculation of remuneration levels as straightforward as possible, easy to explain, and easy to understand.
	Regional District Supplemental Payments	<ul style="list-style-type: none"> > Local governments should consider targeting supplemental payments to non-core meetings, and structuring base remuneration levels to include attendance at board and committee of the whole meetings.
	Eligible Expenses	<ul style="list-style-type: none"> > Local governments should consider including in their expense policies and/or bylaws the principle that elected officials should not themselves be expected to pay expenses that are incurred in order to perform their roles. > Local governments should recognize that the range of legitimate expenses incurred to perform the roles of mayor and board chair will be greater than that incurred to perform the roles of councillor and board director.

Section	Topic	Best Practices
Section 4: Setting Remuneration	Eligible Expenses	<ul style="list-style-type: none"> > Local governments should provide clarity in regional district expense policies/bylaws to ensure that municipal expenses incurred by municipal directors are reimbursed by the appropriate municipal governments. > Local governments should ensure that lists of eligible expenses reflect unique local conditions. > Local governments should periodically re-examine decisions on eligibility to ensure that lists of eligible expenses evolve to reflect changing needs and to reduce barriers to participation.
	Benefits	<ul style="list-style-type: none"> > Local governments should consider providing access to extended health, dental, vision and insurance to all local elected officials. > Local governments should consider contributing to the cost of benefit premiums on a pro-rated basis, in accordance with the full- or part-time nature of elected positions. > Local governments should consider extending benefits to family members of elected officials, provided that the elected officials themselves pay the full incremental cost of such coverage. > Local governments should periodically re-examine the range of benefits provided to ensure that benefits programs reflect changing needs, and reduce barriers to participation.
Section 5: Communications	Information to Communicate	<ul style="list-style-type: none"> > Local governments should consider including in their communications programs information on the nature of elected official roles, the purposes of remuneration, principles to guide the setting of remuneration, details on remuneration levels, remuneration reviews, and expenditures made.
	Methods of Communication	<ul style="list-style-type: none"> > Local governments should consider using a range of tools to communicate information, including written materials, presentations, and information meetings.



Okanagan Basin
WATER BOARD

BOARD REPORT: November 8, 2019

1450 KLO Road, Kelowna, BC V1W 3Z4
P 250.469.6271 F 250.762.7011
www.obwb.ca

Okanagan Basin Water Board Meeting Highlights

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

To be determined, 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,
Dec. 3, 2019 at the Regional
District of Central Okanagan in
Kelowna.**

B.C. AquaHacking Challenge 2020 now open: The board was updated on the B.C. AquaHacking Challenge which launched Oct. 29. The challenge connects post-secondary students and young professionals with mentors to help solve critical water issues, with more than \$50,000 in prize money available plus the chance to create their own start-up company. Five B.C. water issues were selected as part of the challenge: stormwater contaminants, outdoor water waste, flooding, invasive zebra and quagga mussels, and the need for potable water in Indigenous communities. Registration is now open. The challenge is hosted by OBWB and Okanagan WaterWise, among numerous additional partners. More details at <https://aquahacking.com/en/bc-2020/>.

Water Board to create Source Water Protection Toolkit: Thanks to a provincial grant, work will begin on a toolkit to help communities and their water suppliers ensure safe drinking water and healthy ecosystems. The kit will include best practices, policies and bylaws that local governments can adopt, as well as case studies that highlight collaborative processes, public education, funding programs and more. A technical advisory group that includes local governments, First Nations, Interior Health, landowners and legal experts, will help create the kit.

Winter rototilling of invasive milfoil resumes with new restrictions: With a new five-year provincial permit in place, the OBWB's milfoil crew has begun rototilling (de-rooting) milfoil in Okanagan lakes. Rototilling, considered the most effective control method, has been partially curtailed recently due to concern for the endangered native Rocky Mountain Ridged Mussel (RMRM). The latest amendments to the permit have relaxed restrictions in some areas, however, significant public areas remain closed. The Board discussed next steps, including its request for a permanent exemption to allow rototilling in high use public areas and the need for research on the effects of milfoil on RMRM.

Board reviews B.C. mussel inspection stats: The board received the latest provincial invasive mussel inspection numbers. Between late April and Sept. 15, the province conducted over 50,000 inspections. Of these, 1,240 watercraft were considered high risk and 19 were found carrying invasive zebra or quagga mussels. Those 19 were travelling from Ontario (14), Michigan (2), Utah (2) and North Carolina (1) and were headed for the Lower Mainland (8), Vancouver Island (4), Okanagan (3), the Kootenays (2), Skeena (1) and Alaska (1). The seasonal program ended in October and final numbers are expected soon.

Directors adopt 2020-21 budget: Directors approved the OBWB's \$3.45 million budget with a 0% increase. The budget includes funds for the Milfoil Control Program, the Sewerage Facilities Assistance Grants Program, and the Water Management Program (which includes the Okanagan Water Stewardship Council, Water Conservation and Quality Improvement Grants, Water Science and Policy Research, and Communications and Outreach).

For more information, please visit: www.OBWB.ca



Photo courtesy RDCO



Okanagan Basin
WATER BOARD

BOARD REPORT: December 6, 2019

1450 KLO Road, Kelowna, BC V1W 3Z4
P 250.469.6271 F 250.762.7011
www.obwb.ca

Okanagan Basin Water Board Meeting Highlights

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

To be determined, 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,
Feb. 4, 2020 at the Regional
District of Central Okanagan in
Kelowna.

Updated Okanagan Sustainable Water Strategy received by board: Directors voted to receive the *Sustainable Water Strategy–Action Plan 2.0*. The original strategy, written in 2008, has guided OBWB's technical advisory body, the Okanagan Water Stewardship Council, to develop and act on solutions that help meet the growing need for a clean and sustainable water supply in the region. Ten years later, the updated plan responds to issues that have become more prominent since 2008, including ongoing climate change, population growth, reconciliation with Indigenous communities, the B.C. Water Sustainability Act adopted in 2016, and a new awareness regarding the risk of invasive mussels. The plan includes 50 action items. The strategy is in final production and will be posted to the OBWB website in the new year.

Flood planning for valley amped up: The board heard of several projects underway to address flooding concerns in the Okanagan, and extending earlier LiDAR work. The OBWB is assisting with floodplain mapping for the Okanagan River and mainstem (valley-bottom) lakes, looking at historic observations and what is expected with climate change. Staff will be conducting a gap analysis of flood policies in the valley. The OBWB has also been participating in the Sylix Okanagan Flood and Debris Flow Steering Committee. Activities compatible with OBWB efforts include understanding disaster risk and investing in and enhancing preparedness.

Water Conservation and Quality Improvement Grant intake opens: The OBWB is now accepting applications to its Water Conservation and Quality Improvement Grant program. The board increased the amount available to \$350,000. This is the first increase since the program began in 2006. Eligible applicants include local governments, First Nations, irrigation districts and non-profits. Successful applicants can receive between \$3,000 and \$30,000. This year's theme is collaboration, encouraging inter-regional projects. Learn more at www.OBWB.ca/wcqi.

Final numbers in on Don't Move A Mussel & Make Water Work: The board was presented final numbers on OBWB-Okanagan WaterWise's 'Don't Move A Mussel' (DMM) and 'Make Water Work' (MWW) water conservation campaign. Thanks to significant in-kind support from local media partners, the DMM campaign was able to leverage \$49,800 to deliver a campaign worth over \$74,000. Results include 5.5 million billboard impressions, over 2,500 face-to-face interactions, and 4,199 unique visitors to DontMoveAMussel.ca. Matching funds are provided to local government and utility partners for MWW. With a \$56,500 investment from OBWB and partners and in-kind support, this year's campaign was worth over \$80,000. Highlights include three new garden centre partners promoting the MWW Plant Collection, 5.7 million billboard and bus impressions, and 10,120 unique visits to www.MakeWaterWork.ca.

Interest and registration for B.C. AquaHacking Challenge 2020 builds: Some 45 participants have now registered for the B.C. AquaHacking Challenge 2020, the majority from the Central Okanagan, but also the Lower Mainland, Ontario and Quebec. To register and for more info., visit <https://aquahacking.com/en/bc-2020/>.

For more information, please visit: www.OBWB.ca

BOARD of DIRECTORS MEETING

Thursday, December 19, 2019

3:30 pm

BOARD MEETING AGENDA

A. ADOPTION OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

THAT the Agenda for the Okanagan-Similkameen Regional Hospital District Board meeting of December 19, 2019 be adopted.

B. MINUTES

1. OSRHD Board Meeting – September 19, 2019

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)

THAT the Minutes of the September 19, 2019 Okanagan-Similkameen Regional Hospital District Board meeting be adopted.

2. OSRHD Board Meeting – November 7, 2019

RECOMMENDATION 3 (Unweighted Corporate Vote – Simple Majority)

THAT the Minutes of the November 7, 2019 Okanagan-Similkameen Regional Hospital District Board meeting be adopted.

C. PENTICTON MEDICAL SOCIETY – Dr. Michelle Scheepers and Dr. Tim Phillips

1. Presentation
-

D. ADJOURNMENT

OKANAGAN – SIMILKAMEEN

R E G I O N A L H O S P I T A L D I S T R I C T

BOARD of DIRECTORS MEETING

Minutes of the Board Meeting of the Okanagan-Similkameen Regional Hospital Board (OSRHD) of Directors held at 12:33 pm on Thursday, September 19, 2019, in the Boardroom, 101 Martin Street, Penticton, British Columbia.

MEMBERS PRESENT:

Chair P. Veintimilla, Town of Oliver	Director R. Knodel, Electoral Area "C"
Vice Chair T. Boot, District of Summerland	Director K. Kozakevich, Electoral Area "E"
Director M. Bauer, Village of Keremeos	Director S. McKortoff, Town of Osoyoos
Director J. Bloomfield, City of Penticton	Director S. Monteith, Electoral Area "I"
Director J. Kimberley, City of Penticton	Director M. Pendergraft, Electoral Area "A"
Director G. Bush, Electoral Area "B"	Director R. Obirek, Electoral Area "D"
Director B. Coyne, Electoral Area "H"	Director F. Regehr, City of Penticton
Director S. Coyne, Town of Princeton	Director T. Roberts, Electoral Area "G"
Director R. Gettens, Electoral Area "F"	Director J. Vassilaki, City of Penticton
Director D. Holmes, District of Summerland	

MEMBERS ABSENT:

STAFF PRESENT:

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

A. ADOPTION OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Agenda for the Okanagan-Similkameen Regional Hospital District Board meeting of September 19, 2019 be adopted. - **CARRIED**

B. MINUTES**1. OSRHD Board Meeting – August 15, 2019****RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)****It was MOVED and SECONDED**THAT the Minutes of the August 15, 2019 Okanagan-Similkameen Regional Hospital District Board meeting be adopted. - **CARRIED**

C. UBCM DISCUSSION**1. UBCM meeting with Susan Brown, Chief Executive Officer of Interior Health**

D. ADJOURNMENT

By consensus, the meeting adjourned at 12:44 pm.

APPROVED:

CERTIFIED CORRECT:

P. Veintimilla
OSRHD Board Chair

B. Newell
Corporate Officer

**Minutes are in DRAFT form and are subject to change pending
approval by the Regional District Board
BOARD of DIRECTORS MEETING**

Minutes of the Board Meeting of the Okanagan-Similkameen Regional Hospital Board (OSRHD) of Directors held at 3:55 pm on Thursday, November 7, 2019, in the Boardroom, 101 Martin Street, Penticton, British Columbia.

MEMBERS PRESENT:

Chair P. Veintimilla, Town of Oliver
 Director E. Trainer, District of Summerland
 Director M. Bauer, Village of Keremeos
 Director J. Bloomfield, City of Penticton
 Director J. Sentes, Alt. City of Penticton
 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 R. Knodel, 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

MEMBERS ABSENT:

Vice Chair T. Boot, District of Summerland

Director J. Kimberley, City of Penticton

STAFF PRESENT:

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

A. CALL TO ORDER

Chief Administrative Officer Bill Newell called the meeting to order and advised of the order of business.

B. ELECTION OF 2020 OSRHD BOARD CHAIR AND VICE CHAIR

CAO Newell called for nominations for the position of OSRHD Board Chair.

Nomination: Director Gettens, seconded by Director Bauer nominated Director Veintimilla.

CAO Newell called two more times for nominations. No further nominations were forthcoming.

CAO Newell declared Director Veintimilla OSRHD Chair for the ensuing year.

CAO Newell called for nominations for the position of OSRHD Board Vice Chair.

Nomination: Director Knodel, seconded by Director Bauer, nominated Director Boot.

CAO Newell called two more times for nominations. No further nominations were forthcoming.

CAO Newell declared Director Boot OSRHD Vice Chair for the ensuing year.

C. APPROVAL OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Agenda for the OSRHD Inaugural Board Meeting of November 7, 2019 be adopted. - **CARRIED**

D. LEGISLATIVE ISSUES

1. 2020 OSRHD Schedule of Meetings

To establish, by resolution, a schedule for regular OSRHD meetings for 2020.

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the 2020 Okanagan-Similkameen Regional Hospital District Board Schedule of Meetings as contained in the November 7, 2019 report from the Chief Administrative Officer, be approved. - **CARRIED**

2. 2020 OSRHD Signing Authority

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Okanagan Similkameen Regional Hospital District Board appoint the following Directors as signing officers for the Okanagan-Similkameen Regional Hospital District for the 2020 year:

OSRHD Board Chair: Petra Veintimilla

OSRHD Board Vice Chair: Toni Boot

CARRIED

E. ADJOURNMENT

By consensus, the meeting adjourned at 4:00 pm.

APPROVED:

CERTIFIED CORRECT:

P. Veintimilla
OSRHD Board Chair

B. Newell
Corporate Officer



Penticton Medical Society

Quick Stats

61%

Doctors say it is difficult to recruit locum coverage

69%

Doctors say housing is a barrier to finding locum coverage



The Challenge

1

Highly competitive physician recruitment environment



2

Other communities offer free housing to physicians



3

Growing physician retirements



4

Limited to no reasonably priced short term accommodation in peak season



The Ask: Seed Funding for the Penticton Medical Association that will allow:

1

3-5 year lease with local housing for short and medium term rentals.

2

Seed funding split between RDOS, District of Summerland, and City of Penticton

3

\$30,000 from City of Penticton + \$5000 District of Summerland + \$5000 RDOS = Total of \$40,000 each year