

Regional District of Okanagan-Similkameen

SCHEDULE OF MEETINGS

THURSDAY, APRIL 28, 2016

RDOS BOARDROOM

9:00 am	-	10:00 am	Planning and Development Committee
10:00 am	-	11:30 am	Protective Services Committee
11:30 am	-	12:00 pm	Lunch
12:00 pm	-	1:30 pm	Corporate Services Committee
1:30 pm	-	2:15 pm	Environment and Infrastructure Committee
2 15 pm	-	2:30 pm	Community Services Committee
2:30 pm		4:30 p.m.	RDOS Board

"Mark Pendergraft"

Mark Pendergraft
RDOS Board Chair

Advance Notice of Meetings:

May 5	RDOS Board/Committee Meetings
May 19	RDOS/OSRHD Board/Committee Meetings
June 2	RDOS Board/Committee Meetings
June 16	RDOS/OSRHD Board/Committee Meetings
July 7	RDOS Board/Committee Meetings
July 21	RDOS/OSRHD Board/Committee Meetings



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Planning and Development Committee

Thursday, April 28, 2016

9:00 a.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Planning and Development Committee Meeting of April 28, 2016 be adopted.

B. Conservation Fund

To provide an update on local government and public consultation step and input to date on the proposal to establish a Conservation Fund.

Dave Hillary, Program Manager of Kootenay Conservation Program will be present a PowerPoint Presentation outlining the experience in the Kootenays.

RECOMMENDATION 2

THAT the Board direct staff to work with the SOSCP to continue to explore support for the establishment of a Conservation Fund(s).

C. First Quarter Activity Report

D. ADJOURNMENT

ADMINISTRATIVE REPORT

TO: Planning & Development Committee
FROM: B. Newell, Chief Administrative Officer
DATE: April 28, 2016
RE: Conservation Fund



Administrative Recommendation:

THAT the Board of Directors direct staff to work with the SOSCP to continue to explore support for the establishment of a Conservation Fund(s).

Purpose:

To provide an update on local government and public consultation step and input to date on the proposal to establish a Conservation Fund.

Reference:

Keeping Nature in Our Future

Business Plan Objective:

Project not in Business Plan

Background:

In September 2013 the RDOS Board accepted the Biodiversity Conservation Strategy “*Keeping Nature in Our Future*” as a guiding document, then provided direction for staff to work with SOSCP to undertake immediate priorities. One of the priorities was to “Improve and expand methods for financing conservation” through an option to establish a conservation fund.

In July 2014 the Board approved in principle the establishment of a “conservation fund” and directed staff to obtain public opinion on the concept and further develop fund details. During 2014 SOSCP and RDOS staff reviewed materials from the Columbia Valley Local Conservation Fund including service case analyses, service bylaw language, referendum questions, public information packages, Terms of Reference, and estimate of staff time associated with the creation of the new bylaw.

In March 2015 The Board approved a budget line item of \$20,000 for SOSCP and RDOS to engage and obtain public opinion on the concept. SOSCP began the process to engage Municipal Councils and the public. Detailed results of those consultations are noted below.

At the end of 2015, during budget deliberations, the RDOS Board decided not to support a budget line item for a stand-alone referendum on the conservation fund in 2016.

The Municipal Council and public consultation during 2015 resulted in:

- The Town of Osoyoos committed to a public engagement process with SOSCP in 2016 to explore the

[https://Portal.Rdos.Bc.Ca/Departments/Officeofthecao/Boardreports/2016/2016-04-28/Planningdev/B Conservation Fund.Docx](https://Portal.Rdos.Bc.Ca/Departments/Officeofthecao/Boardreports/2016/2016-04-28/Planningdev/B%20Conservation%20Fund.Docx)File No:

[Click here to enter text.](#)

- establishment of a conservation fund (either sub-regional or Osoyoos-based).
- Every Okanagan Electoral Area APC (A, C, D, E and F) supported through a formal motion – for RDOS continue to explore the conservation concept with SOSCP.
- Focus Group results indicate that there is public support for the establishment of a conservation fund at or under a \$10 per household threshold; and suggests messaging to garner further support from constituents.

Analysis:

Up to January 2016, SOSCP has:

- Contracted the support of two public engagement and marketing professionals to design and deliver a focus group research program and develop an engagement/marketing strategy and materials;
- Conducted a series of five in-depth Focus Group consultation sessions in the South Okanagan to explore local residents' views on the idea of establishing a conservation fund. Research resulted in summary reports and used to refine messaging and public engagement materials;
- Initiated formal consultation with the RDOS member municipalities in the Okanagan;
- Initiated a detailed public engagement plan with the CAO and Director of Planning for the Town of Osoyoos for 2016, including plans to establish a formal Committee of Council;
- With RDOS, designed and delivered public information sessions and Advisory Planning Council meetings in Okanagan Electoral Areas (A, C, D, E and F) to highlight the Conservation Fund concept, garner public feedback, identify levels of support from APC's (through formal motion). Public feedback forms provided at these sessions, comments summarized. These sessions were delivered in concert with the Environmentally Sensitive Development Permit Area update information. **ALL APC'S (A, D, C, E and F) HAVE PROVIDED MOTIONS IN SUPPORT OF RDOS CONTINUING TO EXPLORE THE CONCEPT WITH THE SOSCP.**
- Developed SOSCP web page for Conservation Fund that includes provision for public comment; <http://www.soscp.org/funding-conservation/> including an area for public comments and,
- Conducted multiple public presentations to local stakeholder groups including: South Okanagan Naturalists' Club, Penticton Fly Fishers Club, Penticton Creek Restoration Committee, Okanagan Similkameen Conservation Alliance AGM, Okanagan Basin Water Board 10 Year Funding event, South Okanagan Local Government Environmental Planning Roundtable, Penticton Brown Bag Lecture Series, and the South Okanagan Stock Association.

To move forward with the Conservation Fund proposal, more clarity related to participating areas, amount and structure of the fund, future public assent processes, and public opinion polling results is needed. This can be accomplished by SOSCP in 2016.

Alternatives:

1. Carry further work on support for the Conservation Fund
2. Do not spend any more time on the Conservation Fund proposal.

Respectfully submitted:

"Donna Butler"

D. Butler, Development Services Manager

"Bryn White"

SOSCP Manager



South Okanagan
Similkameen

CONSERVATION
PROGRAM

Building a Legacy: A Conservation Fund for the South Okanagan Similkameen



Bryn White, Program Manager
SOSCP

David Hillary, Program
Manager Kootenay
Conservation Program

For RDOS Board
April 28 2016



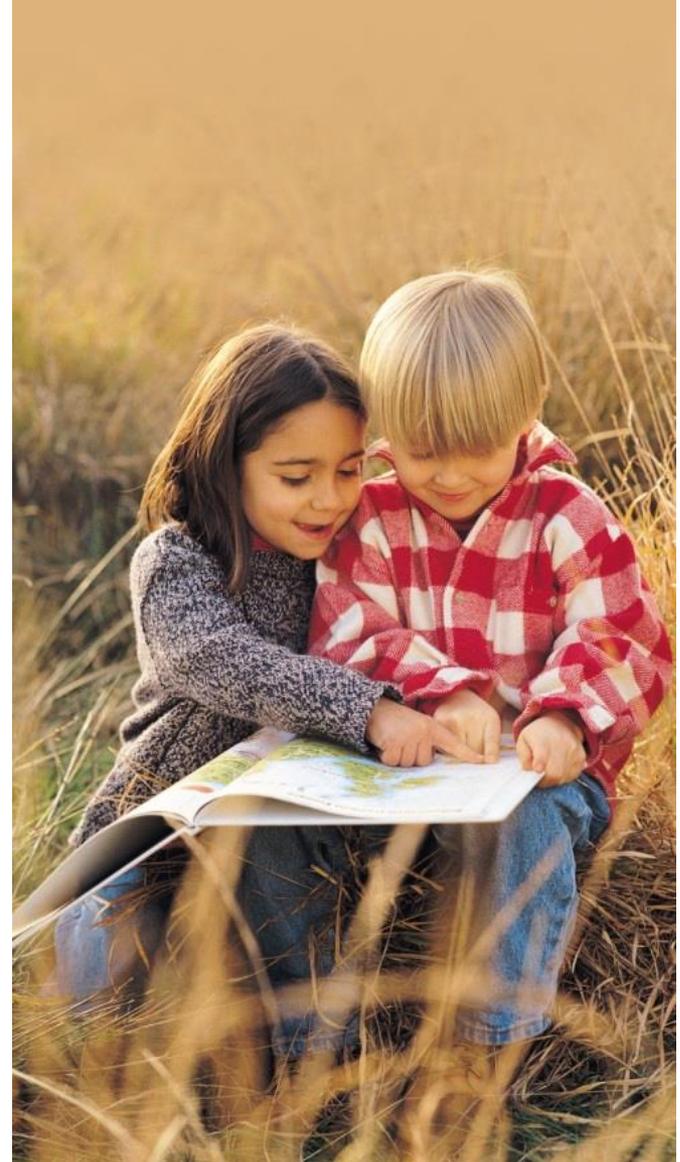
South Okanagan
Similkameen
CONSERVATION
PROGRAM

PURPOSE TODAY

Re-connect as partners on this
important concept

Clarify direction for SOSCP and
for staff

Learn, and draw from the
success of our counterparts





Where We've Been...

South Okanagan
Similkameen
CONSERVATION
PROGRAM

July 2014 Board approved in principle the establishment of a “conservation fund”.

RDOS staff directed to obtain public opinion and further develop fund details.

Board preference would be stand-alone referendum as public assent process.





South Okanagan
Similkameen
CONSERVATION
PROGRAM

Where We've Been...

Board approved a 2015 budget line item to engage and obtain public opinion on the concept.

SOSCP with RDOS oversight began the process to engage Municipal Councils and the public.

Board decided not to support a budget line item for a stand-alone referendum in 2016.





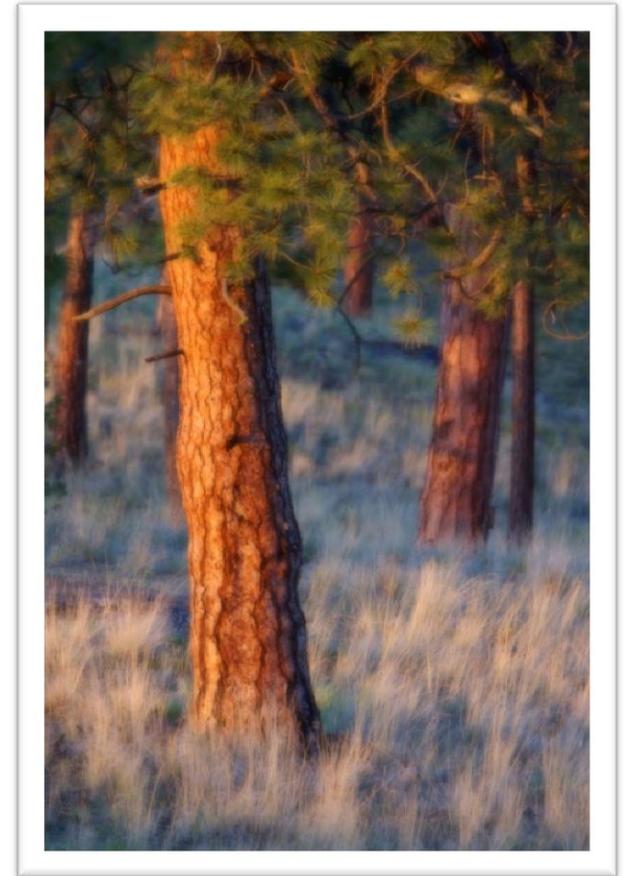
Engagement

South Okanagan
Similkameen
CONSERVATION
PROGRAM

SOSCP visited each of the Okanagan Municipalities as a delegation.

Conducted Open House events and media in five electoral areas with RDOS staff.

Undertook presentations to all five Okanagan Electoral Area APC's





South Okanagan
Similkameen
CONSERVATION
PROGRAM

Results

All five Okanagan Electoral Area APC's support a formal motion for RDOS continue to explore the concept with SOSCP.

Focus Group and public open house meeting results highlight areas of public support and valuable insights.

The Town of Osoyoos commits to a community engagement process with SOSCP in 2016 to explore the establishment of a conservation fund. Plans are underway.





Getting Started in Osoyoos

South Okanagan
Similkameen
CONSERVATION
PROGRAM

Lean Project Team

- Osoyoos staff (CAO, Dir. Of Dev Services)
- Council member
- SOSCP and consultants

Framework for Council approval and public communication

- Overall financial goal of the fund annually
- How to requisition (flat parcel or % of assessed value)
- How much per household per year
- Include non-residential properties?
- Fund administration (roles, project priorities & criteria, allocation, reporting)
- Timeline: public engagement, decision making, inspection, adoption of the bylaw and first requisition
- Key communication points for public engagement



2016 Public engagement and Council Decision



South Okanagan
Similkameen
CONSERVATION
PROGRAM

Challenges and Opportunities

The struggles,
complexities and
challenges of this concept
are not unique to us.

What can we learn from
other places?



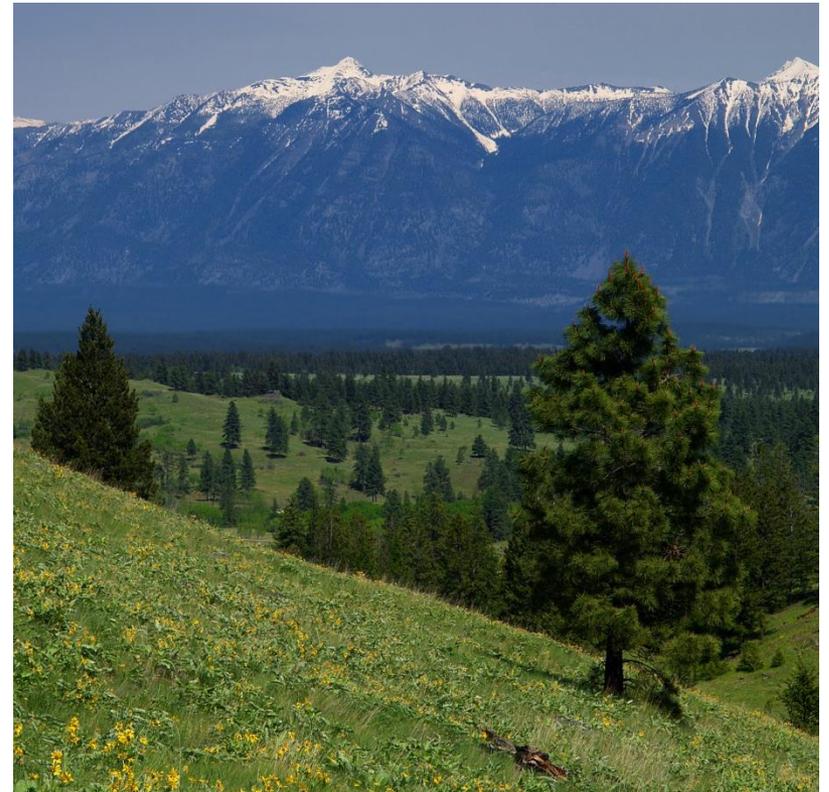


Kootenay Conservation Program

History and Context of the Columbia Valley Local Conservation Fund

- The Opportunity
- The Process
- The Research
- Conservation Themes
- The Campaign
- The Referendum
- Establishing the Fund
- Supporting Projects & Initiatives

Key lessons and points of inspiration





Where we can go together

South Okanagan
Similkameen
CONSERVATION
PROGRAM

SOSCP is positioned to carry through with this project for electoral areas and municipalities that are interested.

We can work together to:

- Continue a public education and opinion assessment process
- Construct a fund (or funds) framework that meets local needs and is equitable
- Leave a significant legacy for future generations here



Thank you

ADMINISTRATIVE REPORT

TO: Planning & Development Committee
FROM: B. Newell, Chief Administrative Officer
DATE: April 28, 2016
RE: First Quarter Activity Report – For Information Only



1.0 DEVELOPMENT SERVICES DEPARTMENT

1.1 PLANNING

See Attachment No. 1 for number of Planning Applications / Referrals received as of March 31st, 2016.

Q1 Activities

- Adoption of bylaw to terminate the Land Use Contract at Heritage Hills;
- Issuance of a number of Temporary Use Permits for vacation rentals;
- Finalized public and APC consultation on the proposed Environmentally Sensitive Development Permit (ESDP) Guidelines for Electoral Areas “A”, “C”, “D”, “E” and “F” Official Community Plans (as per “Keeping Nature in Our Future);
- Area “D-1” Community Plan with consultant, including Citizen’s Committee meetings and preparation of Draft Area D-1 Community Plan. Board presentation on Draft Plan.
- Zoning Amendment Process Kaizen; Board Report on Options for Public Hearings; work on Inquiries Wizard, brochures, application forms; APC minutes, organize Workshop; File management items such as new GIS maps, clerk priorities, inactive applications, send out referrals earlier, redesign of web site and work on on-line application tracker
- Board Reports on RDOS comments on new Provincial Climate Action Leadership Plan
- Proposed Revisions to Zoning Bylaws for Livestock and Agricultural zones – Open Houses and APC meetings.
- Revised policy for Decommissioning Dwellings and related zoning bylaw amendments report.
- Attend several First Nations Referrals Workshops
- Work on Gallagher Lake Area Plan on preparation of Final Plan;
- Review and report on a number of planning related Board policies;
- Board Report on hooked lots

- Continue to provide planning services to Oliver and Keremeos, including work on a major development application in Oliver and in the preparation of Terms of Reference for a new Oliver Community Plan;
- 12 planning reports to the Board / Planning Committee and 12 reports for Advisory Planning Committee meetings.

Planned Activities for Q2 - 2016

- Final Official Community Plan for Electoral Area “D-1”, including adoption process;
- Ongoing work on Gallagher Lake Area Plan including third public open house, Citizen’s Committee meeting, preparation of final plan and adoption process;
- Okanagan Valley Electoral Areas to present the Environmentally Sensitive Development Permit Area Community Plan Amendments - preparation of Final Bylaws and adoption process;
- Provide planning services to Oliver and Keremeos;
- Meetings with Board on key issues related to proposed Update of Okanagan Electoral Area Zoning Bylaws;
- Regional Growth Strategy, retain consultant for the Minor Amendment project.
- New Kennedy Lake zone and bylaw amendment process.

1.2 BUILDING INSPECTIONS

- Permits are being applied for and issued at a higher rate than 2015 (which was a record year).
- Some Kennedy Lake permits issued last year have not had initial inspections. These permits expired October 31, 2015. Demolition may be pending. Several other permits have been ready to be issued but have not been paid for. These structures may also be scheduled for demolition.
- Ongoing work and review of policies and procedures.
- Preparation & draft updated Building Bylaw

See Attachment No. 2 for the summary of issued Building Permits for the year 2015.

1.3 BYLAW ENFORCEMENT

Activity Highlights:

- Q1 Enforcement Activity
 - Completed review of Dog Control Contract with contractor
 - Discussions to utilize Town of Oliver Animal Shelter
 - Initiated moving of electronic files into EDMS

- 11 New complaint files
 - 26 complaint files closed
- **Enforcement Activity Planned for 2nd Quarter, 2016**
 - Finalize Town of Oliver Animal Shelter Use Agreement
 - Bring forward Dog Control Bylaw to Board
 - Continue discussions with IT regarding a Ticket Tracking Database
 - Explore purchase of Complaint Tracking Software to streamline process
 - Continue with moving files in EDMS
 - Processing older files is ongoing

REGIONAL DISTRICT OKANAGAN-SIMILKAMEEN SUMMARY OF ENFORCEMENT FILES - 1st QUARTER 2016									
TOTAL ACTIVE FILES TO DATE (processed in office)									
ELECTORAL AREA	A	B	C	D	E	F	G	H	TOTAL
Untidy and Unightly	n/a	n/a	3	6	2	0	2	4	17
Land Use	2	n/a	8	25	5	9	0	10	59
WDP	0	n/a	1	1	1	0	0	3	6
ESDP	1	n/a	0	0	0	0	0	0	1
TOTAL	3	n/a	12	32	8	9	2	17	83
ANIMAL CONTROL - 1st Quarter only (processed by contractor)									
ELECTORAL AREA	A	B	C	D	E	F	G	H	TOTAL
Impounded	1	0	4	4	2	1	2	n/a	14
Claimed by Owner	0	0	3	3	2	1	2	n/a	11
Euthanised	0	0	0	0	0	0	0	n/a	0
Adopted	1	0	1	1	0	0	0	n/a	3
Complaints	6	0	9	9	1	1	10	n/a	36
Warnings/Tickets	0	0	0	0	0	1	0	n/a	1
NOISE COMPLAINTS - 1st Quarter only (processed by contractor)									
ELECTORAL AREA	A	B	C	D	E	F	G	H	TOTAL
Complaints	n/a	n/a	5	11	1	11	0	0	28
Warnings/Tickets	n/a	n/a	0	0	0	0	0	0	0

1.4 SUBDIVISION SERVICING

1st Quarter Activities:

- **Subdivision Referrals**
 - 17 referrals received for 2015
 - 4 referrals received for 2016 to date
 - 61 referrals ongoing and pending applicants' action
- **Ongoing Major Subdivisions:**
 - Twin Lakes Golf Resort – proposed 208 units

- ❖ RDOS received Developer's draft hydrogeological report and is being reviewed by the Provincial Approving Officer. RDOS is reviewing the proposed water use for the proposal
- Vintage Views Phase 3 (Chadwell Place) – 24 Lot subdivision
 - ❖ Subdivision is nearing completion for registration
 - ❖ Parkland donation and acquisition completing at registration
- Reflection Point
 - ❖ – Phase 1 - 8 strata lots - registered
 - ❖ – Phase 2 - 20 strata lots – at Letter of Requirement review
- Naramata Benchlands
 - ❖ Revised subdivision plan for Phase 2 – 42 strata lots– to be reviewed for revised Letter of Requirement
 - ❖ Phase 3 nearing registration (large lot subdivision)
- Kettle Ridge - Phase 2 - 19 strata lots
 - ❖ At Letter of Requirement review
- St Andrews - Phase 4 - 25 strata lots
 - ❖ At Letter of Requirement review
- Shuttleworth Properties (Weyerhaeuser)
 - ❖ Discussion of future subdivision and development
- Bassett Avenue Subdivision, 6 lots
 - ❖ Sewer expansion
- **Other Projects:**
 - Service Area Petitions
 - ❖ Olalla water petition
 - ❖ Gallagher Lake water and sewer
 - ❖ OK Falls sewer
 - Planning development application referrals
 - Review of Naramata DCC and Capital Plan
 - Assisting with Area “D-1” OCP review
 - Parkbridge, Gallagher Lake Resort Rezoning;
 - Gallagher Lake: Area Plan and water and sanitary service areas
 - (Subdivision) Works and Services Bylaw
 - Water and Sewer Regulatory Bylaws review

- Willowbrook water system
- Okanagan Falls Sanitary: service area expansion and DCC review

Planned Activities for 2nd Quarter:

• **Ongoing or Planned:**

- Major Subdivisions
 - ❖ Twin Lakes Golf Resort
 - ❖ Vintage Views, Phase 3
 - ❖ Reflection Point, Phase 2
 - ❖ Kettle Ridge, Phase 2
 - ❖ St Andrews, Phase 4
 - ❖ Shuttleworth Properties (Weyerhaeuser)
 - ❖ Bassett Avenue Subdivision
 - ❖ Willow Beach (proposed zoning and subdivision)
- Assist with finalizing Naramata DCC and Capital Plan
- Assist Willowbrook water system
- Gallagher Lake Area
 - ❖ Petitions for sewer and water service area, west side of Hwy 97
 - ❖ Assist with Gallagher Lake Area Plan
 - ❖ Meet with Osoyoos Indian Band to discuss water and sewer
- (Subdivision) Works and Services Bylaw review
- Water and Sewer Regulatory Bylaws review

Respectfully Submitted,

Donna Butler

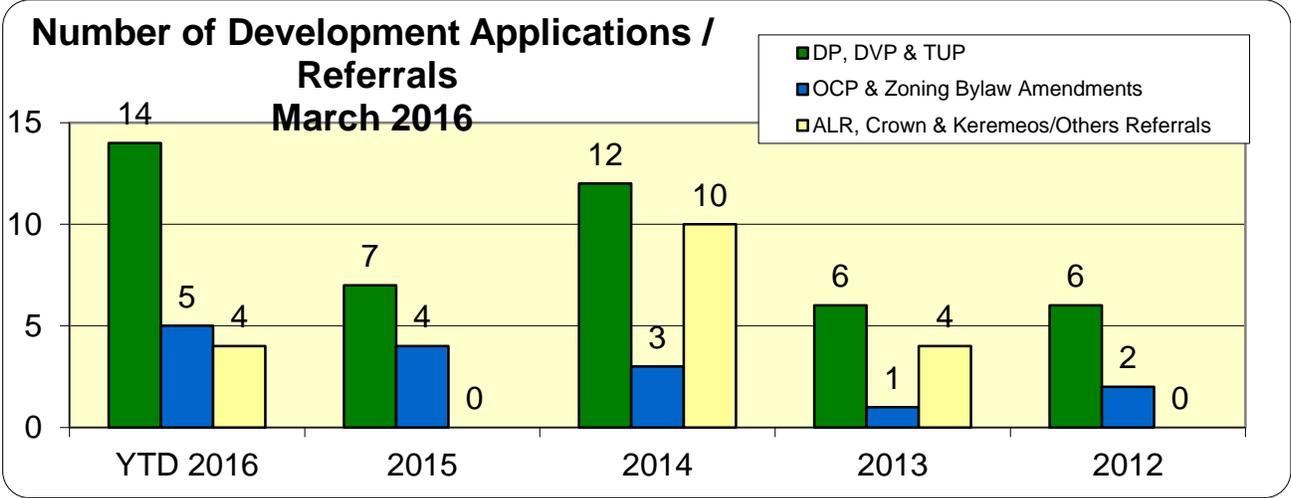
Donna Butler, Development Services Manager

Attachments: Attachment No. 1 – Number of Development Applications / Referrals (YTD - March)
Attachment No. 2 – Summary of Building Permits (YTD - March)

Attachment No. 1 - Number of Development Applications / Referrals

Number of Development Applications / Referrals March 2016 Year to Date

	1								Month Total	YTD 2016	2015	2014	2013	2012
	A	B	C	D	E	F	G	H						
Develop Permit & DVP	3			1	1	3			8					
TUP				2					2					
DP, DVP & TUP									10	14	7	12	6	6
Zoning				1					1					
OCP/Zoning			1	1					2					
OCP & Zoning Bylaw Amendments									3	5	4	3	1	2
ALR		1							1					
Crown Land				2					2					
KER/OLI/OSO									0					
ALR, Crown & Keremeos/Others Referrals									3	4	0	10	4	0



Attachment No. 2 – Summary of Building Permits Issued to Date, 2016

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
SUMMARY OF BUILDING PERMITS FOR THE MONTH OF MARCH 2016

NUMBER OF PERMITS ISSUED

DESCRIPTION	A	C	D	E	F	H	TOTAL	2016	2015	KL
RENEWAL/DEFICIENCY		1					1	7	7	
S.F.D.	1	2	2	2		2	9	19	12	
MOBILE/MANU HOMES							0	3	1	
CABINS/REC						1	1	3	0	1
SEMI-DETACHED, DUPLEX, MULTI							0	0	0	
DEMOLITION / MOVE	1		1			1	3	5	4	
ACCESSORY USES		2	1	1	2	1	7	20	12	
ADDITIONS / REPAIRS / PLUMBING	1		2	3	3	1	10	25	11	
COMMERCIAL		1					1	4	4	
INDUSTRIAL							0	0	0	
FARM BUILDING							0	2	2	
EXEMPTION							0	1	1	
INSTITUTIONAL						1	1	1	1	
SOLID FUEL APPLIANCE		1			1		2	3	0	
MONTHLY TOTAL	3	7	6	6	6	7	35	92	54	1
YEAR TO DATE 2016	8	15	31	13	8	17	92			3
<i>SAME MONTH 2015</i>	<i>2</i>	<i>3</i>	<i>5</i>	<i>9</i>	<i>2</i>	<i>0</i>	<i>21</i>			
<i>YEAR TO DATE 2015</i>	<i>7</i>	<i>6</i>	<i>18</i>	<i>11</i>	<i>2</i>	<i>10</i>	<i>54</i>			

DOLLAR VALUE OF PERMITS

DESCRIPTION	A	C	D	E	F	H	TOTAL	TOTAL YEAR	KL
RENEWAL/DEFICIENCY		\$1,000					\$1,000	\$19,000	
S.F.D.	\$285,115	\$657,010	\$522,947	\$433,673		\$616,305	\$2,515,050	\$5,785,316	
MOBILE/MANU HOMES							\$0	\$509,447	
CABINS/REC						\$23,360	\$23,360	\$36,160	\$23,360
SEMI-DETACHED, DUPLEX, MULTI							\$0	\$0	
DEMOLITION / MOVE	\$1,000		\$1,000			\$1,000	\$3,000	\$5,000	
ACCESSORY USES		\$93,760	\$6,080	\$6,000	\$29,855	\$7,200	\$142,895	\$620,451	
ADDITIONS / REPAIRS / PLUMBING	\$6,400		\$37,200	\$162,460	\$182,537	\$800	\$389,397	\$923,665	
COMMERCIAL		\$69,120					\$69,120	\$811,920	
INDUSTRIAL							\$0	\$0	
FARM BUILDING									
EXEMPTION								not valued / no revenue	
INSTITUTIONAL						\$15,360	\$15,360	\$15,360	
SOLID FUEL APPLIANCE		\$1,000			\$1,000		\$2,000	\$3,000	
MONTHLY TOTAL	\$292,515	\$821,890	\$567,227	\$602,133	\$213,392	\$664,025	\$3,161,182	\$8,729,319	\$23,360
YEAR TO DATE 2016	\$319,715	\$1,917,550	\$3,514,939	\$1,038,153	\$322,752	\$1,616,210	\$8,729,319		\$36,160
<i>SAME MONTH 2015</i>	<i>\$344,630</i>	<i>\$248,855</i>	<i>\$1,247,300</i>	<i>\$733,095</i>	<i>\$13,240</i>	<i>\$0</i>	<i>\$2,587,120</i>		
<i>YEAR TO DATE 2015</i>	<i>\$936,155</i>	<i>\$250,855</i>	<i>\$2,698,583</i>	<i>\$750,095</i>	<i>\$13,240</i>	<i>\$820,530</i>	<i>\$5,469,458</i>		

BUILDING INSPECTION REVENUE

MONTH	2010	2011	2012	2013	2014	2015	2016	Kennedy Lake
JANUARY	\$11,777.72	\$17,959.62	\$16,098.23	\$15,847.48	\$8,965.60	\$17,905.98	\$38,090.55	\$375.00
FEBRUARY	\$22,148.93	\$18,531.97	\$14,200.42	\$18,055.76	\$25,842.00	\$19,575.32	\$29,419.02	
MARCH	\$19,023.05	\$26,221.83	\$38,322.59	\$28,007.02	\$30,397.81	\$32,251.07	\$41,406.24	\$150.00
APRIL	\$67,151.59	\$31,870.85	\$18,059.44	\$20,973.73	\$28,055.24	\$47,883.66		
MAY	\$38,836.72	\$42,136.91	\$30,849.83	\$43,054.17	\$47,678.54	\$34,819.01		
JUNE	\$48,302.07	\$46,768.25	\$44,166.92	\$42,069.21	\$78,964.49	\$62,473.80		
JULY	\$29,173.69	\$39,690.56	\$57,024.83	\$46,889.56	\$48,610.54	\$93,218.43		
AUGUST	\$17,514.63	\$37,792.51	\$58,020.08	\$35,669.63	\$41,182.51	\$59,620.80		
SEPTEMBER	\$58,038.24	\$40,835.92	\$24,513.20	\$24,607.81	\$68,044.72	\$121,384.59		
OCTOBER	\$46,844.00	\$27,711.60	\$34,125.76	\$28,791.57	\$36,694.11	\$39,069.81		
NOVEMBER	\$58,833.71	\$23,710.90	\$29,782.64	\$25,620.64	\$40,766.83	\$58,845.97		
DECEMBER	\$19,991.95	\$41,386.71	\$33,035.38	\$16,484.32	\$39,792.14	\$40,132.41		
TOTAL	\$437,636.30	\$394,617.63	\$398,199.32	\$346,070.90	\$494,994.53	\$627,180.85	\$108,915.81	\$525.00

[https://portal.rdos.bc.ca/departments/officeofthecao/BoardReports/2016/2016-04-28/PlanningDev/C First Quarter Activity](https://portal.rdos.bc.ca/departments/officeofthecao/BoardReports/2016/2016-04-28/PlanningDev/C%20First%20Quarter%20Activity)



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Protective Services Committee

Thursday, April 28, 2016

10:00

REGULAR AGENDA

-
- A.** APPROVAL OF AGENDA
RECOMMENDATION 1
THAT the Agenda for the Protective Services Committee Meeting of April 28, 2016 be adopted.
-
- B.** Steve diCastrì, BC Corrections
-
- C.** Superintendent Kevin Hewco, OIC Penticton, RCMP South Okanagan Similkameen Regional Detachment
-
- D.** First Quarter Activity Report
-
- E.** ADJOURNMENT

ADMINISTRATIVE REPORT

TO: Protective Services Committee
FROM: B. Newell, Chief Administrative Officer
DATE: April 28, 2016
RE: First Quarter Activity Report – For Information Only



COMMUNITY SERVICES DEPARTMENT

Fire Services, Emergency Management, Policing, 911

Activities in Q1 2016:

- Continued implementation of the Regional Fire Radio Communications upgrade project
- Policy research/ development/ review:
 - Fire Department Vehicle and Equipment Use
 - Alcohol in Public Building policy
- Public information/ Consultation with residents regarding expansion of the Naramata Fire Service boundary
- Award contract for a new fire truck to Rocky Mountain Phoenix– Naramata Fire Department
- Facilitated a Region wide Emergency Operations Center (EOC) 2 course on January 26 and 27, 2016 (course hosted by EMBC – cost savings of \$6,000.00)
- Implemented EOC 3 - Operations Training as part of 2016 Emergency Operations Center (EOC) training opportunities for the Region (course hosted by EMBC – cost savings of \$3,000.00)

Planned Activities for Q2 2016:

- Implement EOC 3 - Planning course as part of 2016 Emergency Operations Center (EOC) training opportunities for the Region (course hosted by EMBC – cost savings of \$3,000.00)
- Complete Zone 1 and 3 of the Regional Fire Radio Communications upgrade project
- Complete the Fire Department Vehicle and Equipment Use Policy and Alcohol in Public Buildings policy for presentation to the Board
- Review the Burning Bylaw and enforcement practices with the Regional Fire Chiefs Committee
- Review the Provincial Response Claim Procedures and Eligibility policy for 2016 Fire Season
- Implement the development of terms of reference for Fire Master Plan with the Regional Chiefs
- Award the purchase and work with Fort Garry Fire Trucks on the new fire truck - Tulameen Fire Department

Respectfully submitted:

A handwritten signature in blue ink, appearing to read 'M. Woods', is positioned above a horizontal line.

M. Woods, Manager of Community Services



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Corporate Services Committee

Thursday, April 28, 2016

12:00 pm

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Corporate Services Committee Meeting of April 28, 2016 be adopted.

B. Amendment to the Information Systems Use and Social Media Policy

1. Proposed policy

To include smartphone PINs in the policy.

RECOMMENDATION 2

THAT the Corporate Services Committee recommend that Board of Directors endorse the proposed amendment to the Information Systems Use and Social Media Policy as presented to the Corporate Services Committee on April 28, 2016.

C. Quarterly Report

1. Communication Committee Update

D. Outstanding Board Action

E. Local Governance Awareness Week

F. 2016 Corporate Action Plan

G. ADJOURNMENT

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: B. Newell, Chief Administrative Officer
DATE: April 28, 2016
RE: Amendment to the Information Systems Use and Social Media Policy



Administrative Recommendation:

THAT the Corporate Services Committee recommend that Board of Directors endorse the proposed amendment to the Information Systems Use and Social Media Policy as presented to the Corporate Services Committee on April 28, 2016.

Reference:

[Information Systems Use and Social Media Policy.](#)

Analysis:

The purpose of the Information Systems Use and Social Media Policy is to establish corporate practice and provide guidance around acceptable and appropriate usage of corporate computers including mobile or smart phones.

For security purposes, it is poor practice to share passwords. This is stated in section 1.3 of the Computer Use Policy approved by the Board of Directors in 2015. It did not however include any statement on sharing PIN's or Personal Identification Numbers on corporate smart phones. To limit the ability for people to gain unauthorized access to secure systems and/or information, administration proposes that the sharing of PIN's is also prohibited.

Also, email can contain sensitive information related to personnel and other matters. The proposed amended policy includes a new section (1.14) which prohibits the sharing of email mailboxes with the exception of a few specific circumstances. These exceptions include; if an employee has left the organization so a mailbox can be monitored, if it is a "resource" type mailbox (i.e. info@rdos.bc.ca) or rarely and at the Managers discretion if the employee is unavailable (i.e. sick or on holiday) and access is required of the mailbox. Sharing of Outlook calendars however can aid in the efficiency of a Department and contain less sensitive information so calendars are permitted to be shared at the users discretion.

Alternatives:

THAT the Corporate Services Committee not endorse the proposed amendment to the Information Systems Use and Social Media Policy and the Information Systems Use and Social Media Policy remain as approved by the Board of Directors on June 18, 2015.

Respectfully submitted:

"Tim Bouwmeester"

T. Bouwmeester, Manager of Information Services

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
BOARD POLICY**

POLICY: Information Systems Use and Social Media Policy

AUTHORITY: Board Resolution dated June 18, 2015.

AMENDED: Board Resolution No. _____ dated _____.

Comment [g1]: Insert superscript number, and same superscript number again at amended part of policy.

POLICY STATEMENT

The use of computers and social media in both a personal and professional setting is now, and will more so become critical to the success of the Regional District of Okanagan-Similkameen (RDOS). To maintain the credibility and trust of our citizens, it is important that our employees, volunteers and elected officials be accountable for maintaining high standards of ethical conduct in their use of company property.

PURPOSE

1. To establish corporate practice and provide guidance around acceptable and appropriate usage of:
 - a. computers owned by the RDOS and provided to employees, volunteers and elected officials for work purposes; and,
 - b. work related Social Media
2. To set out the means to correct unethical conduct;

DEFINITIONS (IF REQUIRED)

“Computer” is defined as Computer hardware and ancillary devices (including but not limited to desktop and laptop workstations, mobile or “smart” phones, tablet computers, PDA’s, and portable USB Flash drives photocopiers, printers, fax machines and the telephone system) as well as the software and data contained on them.

“Information Systems” include (but are not limited to) Computers, network infrastructure, servers, internet, remote access, corporate software (including but not limited to email, Electronic Document Management Software, Financial and GIS) and databases.

“Social Media” is defined as any group of internet based applications that allow the creation and exchange of user-generated content (including but not limited to Facebook and Twitter).

“Illegal activity” is an act committed in violation of the law (including but not limited to downloading copyright or pirated songs or videos and hacking into other computer systems).

RESPONSIBILITIES

1. The Board of Directors shall:
 - a. make such revisions, additions or deletions to the Policy as may be required.
 - b. investigate allegations and inquiries relating to unethical conduct by elected officials and the CAO and take appropriate action.

-
2. The Chief Administrative Officer shall:
 - a. make such revisions, additions or deletions to the Policy as may be required by law.
 - b. investigate allegations and inquiries relating to unethical conduct by employees and volunteers and take appropriate action.
 - c. ensure the administrative controls referred to in the Code of Conduct are in place.
 3. Information Services Department shall:
 - a. maintain overall security and integrity of the Information Systems.
 4. Managers shall:
 - a. ensure that each employee in their Department is familiar with this policy.
 5. User's shall:
 - a. comply with this policy and any related procedural documents that may be issued.
 - b. not use the Information Systems for an activity that could expose the RDOS, themselves, or colleagues to potential criminal, ethical or any legal proceedings.
 - c. take reasonable steps to not compromise the performance and/or affect the integrity of the Information Systems.
 - d. follow security measures and restrictions that are in place.
 - e. report to the Information Services Department if something potentially negative happens, or anything suspicious is noticed in regards to the Information Systems.

PROCEDURES

This Procedure is broken down into four specific areas:

1. General Computer use guidelines for employees and Elected Officials on RDOS Computers.
2. RDOS Social Media internal operational guidelines.
3. Internal guidelines for public interaction with Social Media sites and key components to keep in mind.
4. General guidelines and summary.

1. **General Computer Use Guidelines for Employees, Volunteers and Elected Officials on RDOS Computers.**

- 1.1 The RDOS recognizes there are times when company Computers may be used (i.e. email, web surfing, use of audio/visual programs/software, Social Media sites, phones) for personal use. However using Computers for personal use must not affect the productivity, disrupt the system and/or harm the RDOS's reputation.
- 1.2 All Computers are to have a login password set and a Computer lockout after a period of idle activity.
- 1.3 Login information (including PIN or Personal Identification Number for RDOS phones) is to be protected and not shared with anyone. The exception being for IT related troubleshooting purposes only.
- 1.4 Report lost/stolen Computers to the Information Services Department as soon as possible.
- 1.5 Downloading of large personal use programs/files/software is monitored by IS Department for bandwidth usage and security issues, and subsequent information may be brought to the users attention, or their respective supervisor. Users unsure of bandwidth allocation/usage for specific downloads/programs should consult the IS Department beforehand.
- 1.6 Downloading and/or viewing illegal material or participating in illegal activity on RDOS Computers is not permitted. Illegal activity conducted on RDOS Computers and/or portable/handheld devices will be dealt with through respective legal and labour relations means.

Formatted Table

-
- 1.7 Downloading and/or viewing of pornographic material on the internet, or through email, is not permitted, and any user caught downloading/viewing pornographic material will face disciplinary action.
 - 1.8 Installation of non-work-related programs/software or “apps” should be approved by the IS Department. Installed non work-related programs/software is subject to removal by IS Department.
-

- 1.9 Do not intentionally expose the Information Systems to viruses, spyware or other security threats. Make every effort to avoid risky websites, programs, emails, attachments, etc. If you are not sure what something is, please consult the IS Department.
- 1.10 If there is a need for data to be taken out of the corporate environment or work related personal/non-public data to be stored on a RDOS portable storage device (including but not limited to USB flash drives, SD cards, USB hard drives), then the RDOS portable storage device must be encrypted with appropriate password protection.
- 1.11 Use of RDOS Computers for private enterprise is not permitted unless authorized by the CAO.
- 1.12 Use of cloud servers outside Canada (including but are not limited to Dropbox, iCloud, Google Drive, SkyDrive) is discouraged. Downloading of documents/files from these sites is permitted but any outgoing documents/files should be managed on the RDOS cloud file share (i.e., ownCloud) or the RDOS FTP (File Transfer Protocol) site. Please contact the IS Department if you are unsure on how you should be using cloud services.
- 1.13 If a user requests to connect their personal device to the corporate e-mail system, and such action is approved by their department manager and the IS Department, the user must sign the Personal Device Usage Agreement.

1.14 Staff and Elected Officials are permitted to share their calendar with other staff and Elected Officials at their discretion. Because of the sensitive nature sometimes found in email, sharing of email mailboxes is only to be done if an employee has left the organization, if it is a “resource” type mailbox (i.e. info@rdos.bc.ca) or rarely and at the Managers discretion if the employee is unavailable (i.e. sick or on holiday) and access is required of the mailbox.

- 1.15 Some corporate web based applications including but not limited to OWA (Outlook Web Access), RDP (Remote Desktop Protocol) and EDMS (Electronic Document Management System) allow downloading of documents to local computers outside the RDOS network. Any downloading of documents should only be done on a temporary basis and corporate documents are not to be stored on remote personal computers.

2 RDOS Social Media Internal Operational Guidelines.

- 2.1 The RDOS has approved Social Media accounts (example: Facebook, Twitter, YouTube) which are operated internally by staff designated by the CAO or a CAO-approved designate. Any new Social Media sites must be approved by the CAO.
- 2.2 The RDOS’s Social Media sites are public forums and platforms for information release which can include the following: utilities advisories, emergency services, public hearings, bylaw announcements, information releases, photos, maps, reports and any other information deemed pertinent and approved for public viewing by designated staff.
- 2.3 Until there is a dedicated resource to monitor Social Media sites, the ability for the public to add posts, general requests or comments to the RDOS Social Media sites will be disabled whenever possible.

3. Internal Guidelines for Public Interaction With Social Media Sites and Key Components to Keep In Mind.

- 3.1 RDOS users are not recommended to directly link their personal Social Media site profile to the RDOS's approved Social Media sites, unless they feel confident about their knowledge of the specific Social Media platform. Linking a personal site to an employer's site forms a professional connection via Social Media, thus an exchange of information may also take place and staff should take a proactive approach and educate themselves about applicable privacy settings beforehand.
- 3.2 Users are not permitted to use company email as login accounts for personal Social Media sites.
- 3.3 Users are required to comply with the code of conduct when answering questions or posting/linking information to other Social Media sites on RDOS related business.

4. General guidelines and summary

- 4.1 Users should be aware that RDOS Computers can be monitored internally, and made public through a *Freedom of Information and Protection of Privacy Act* request. Access to these devices may be requested by the Head of FOI at any time.
- 4.2 Collection of personal information through monitoring applications will be in accordance with *Freedom of Information and Protection of Privacy Act* legislation.
- 4.3 The RDOS reserves the right to recover costs due to inappropriate use of company property which includes Computers and Portable Devices.
- 4.4 Users assume responsibility and risk by using personally owned devices in the corporate environment.

RELATED POLICIES

Electronic Mobile Communication Device Policy

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: Bill Newell, Chief Administrative Officer
DATE: April 28, 2016
RE: First Quarter Activity Report – For Information Only



1.0 OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER/LEGISLATIVE SERVICES

2016 Q1 Activities

- Organized and implemented the RDOS 50th Anniversary Party
- Rebrand of Corporate documents for 2016
- Continued the review of the Lower Similkameen Forest Corp
- Organized and implemented the 2016 C2C Forum (Tourism theme)
- Finalized 2016 Department Business Plans
- Produced the 2016 Corporate Action Plan
- Continued support of Electoral Area “D” Governance Committee
 - Development of final Fact Sheets
 - Coordinate and participate in 3 public open houses in Area “D”
- Compiled 2016 Fees & Charges into new bylaw
- Established Area “C” Willowbrook Water service and conducted AAP
- Commenced process for Area “E” Parkland borrowing bylaw
- Organized 2016 Home Show booth (Heritage in the RDOS theme)
- Electronic Document Management System (EDMS) in conjunction with IS Dept
 - Move Board reports to EDMS
 - Move Job Descriptions to EDMS
 - Move management of Bylaw documents to EDMS
 - Move Bylaw Enforcement to EDMS
- Commenced bi-weekly ad program
- Completed Policy Review and implement new review schedule
- Communications Committee Q1 update

2016 Q2 Planned Activities

- Develop draft Business Continuity Plan for Board discussion
- Create Library contribution service for Electoral Areas “B” and “G”)
- Create Film Commission service
- Create South Okanagan Transit service
- Finalize Area “E” Parkland borrowing process
- Finalize Area “C” (Loose Bay) service
- Implement CASL (Canadian Anti-Spam Legislation) in conjunction with IT department
- Electronic Document Management System (EDMS)
 - Move Health and Safety documents to EDMS
 - Start work on moving Public Works documents to EDMS

- Move Policies to EDMS
- Promote Local Government Awareness week
 - Partnering with the City of Penticton, Town of Oliver, Village of Keremeos with public education materials
 - include Penticton High school and Summerland High school leadership students in our Board meeting of May 19.
- Revamp Citizen Survey questions for 2017 Survey in partnership with Community Foundations of the South Okanagan
- Release final videos commemorating the 50th Anniversary, and feature article in 2016 Heritage Society Annual
- Convert Naramata Irrigation District records and bylaws to Regional District
- Continue with Bylaw review
 - Parks Service Establishment
 - Weed/Pest Control
 - Enforcement Bylaws
- Restore and rehouse corporate records after renovation

2.0 INFORMATION SERVICES DEPARTMENT

2016 Q1 - Activities

- Update internet applications to new HTML5 format
 - launch internet mapping cemetery application for staff at the Town of Princeton so they can edit cemetery attribute information remotely
 - launch trails internet mapping application in new format with new trails dataset
 - update Naramata cemetery internal application
- Electronic Document Management System (EDMS)
 - Move Board reports to EDMS
 - Move Job Descriptions to EDMS
 - Move management of Bylaw documents to EDMS
 - Move Bylaw Enforcement to EDMS
 - Investigate Public Works requirements to move documents to EDMS
 - Move EDMS database to new SAN (Storage Area Network) to improve performance
- Trails work
 - Ad-hoc mapping requests to determine KVR trail network in Area A and C
- Update Board Action Tracker so it can be integrated with new Board Intranet
- Update Building Inspection Tracking application
- Set up online program to manage MSDS (Material Safety Data Sheets) information
- Determine strategy to ensure RDOS complies with CASL (Canadian Anti-Spam Legislation)
- Move virtual servers from old physical server to new physical server
- IT support with the office renovation including moving servers to vault
- Move second internet connection to main office to fiber service

2016 Q2 – Planned Activities

- Update internet applications to new HTML5 format
 - launch 911 internet mapping application
 - build new internal parcels application for RDOS staff and participating member municipalities
- Electronic Document Management System (EDMS)

- Move Health and Safety documents to EDMS
- Start work on moving Public Works documents to EDMS
- Trails work
 - Ad-hoc mapping requests to determine KVR trail network in Area A and C
- Move backup virtual server to off-site location
- Set up new thin clients and perform updates for mobile EOC IT system
- Investigate requirements for upgrade of Vadim software
- Purchase and test MS Office 2016 software.
- Organize Enterprise Risk Management workshop
- Complete work on Board Action Tracker so it can be integrated with new Board Intranet
- Start work on building new Board Intranet
- Introduce to the affected departments the CASL (Canadian Anti-Spam Legislation) and our proposed solution
- Set up new wireless hardware at 101 Martin St.
- IT support with the office renovation

3. FINANCE DEPARTMENT

Q1-2016 Activities:

- Completed 2016 Budget public consultation process
- Successful adoption of 2016 Budget prior to statutory deadline
- Completed 2015 yearend audit including new contaminated sites and landfill liability reporting requirements
- Distributed T4s for employees
- Implemented procedures and distributed T4As for employees and contractors providing services to the RDOS
- Completed 2016 performance plans for staff
- Finalized 2016 Department Business Plan
- Parcel tax and Ad Valorem tax requisitions submitted to Province

2016 Q2 Planned Activities

- Initiate quarterly fire department payroll
- Investigate benefits program for fire departments
- Review of Vadim software upgrade requirements and implementation plan for 2016
- Draft fleet replacement policy to Board
- Update contract templates
- Purchasing policy review and revisions as needed
- Distribute annual utility billings
- Assist Public Works with Asset Management Planning investigation/ next steps
- Determine Vadim software (accounting software) module upgrades and implement with IT support
- Create audit work plan for internal Recreation Facilities audit

3.0 HUMAN RESOURCES DEPARTMENT

2016 Q1 Activities

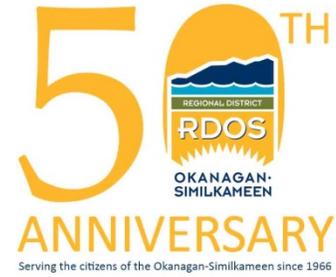
- SIMEA benefit change over completed and in effect March 1, 2016 with a substantial cost savings
- Initiated an Organizational Development Committee (COED); reviewed 2015 Perception Survey; and developing the 2016 Organizational Development Action Plan
- Sent in an update of RDOS MSDS sheets as per WorkSafeBC requirements
- Prepared Lean Management presentation for the all-staff business meeting in Q2
- Facilitated and participated in a 5S Kaizen event in the RDOS supply room
- Completed long service awards for 2015
- Reviewed and advertised the wellness points system changes
- Finalized review of the performance evaluation program
- All 2015 performance evaluations for staff are complete
- Moved all BCGEU Job Descriptions into EDMS and provided access to all staff
- Completed recruitment and selection for the following RDOS positions: Clerk temporary p/t (PW), Clerk temporary (DS), Clerk regular p/t (CS), Clerk regular p/t (DS), Pest Control Assistant (2) temporary (PW), GIS Assistant temporary (IS).
- Planned and organized the 2016 Staff Business Meeting

2016 Q2 Planned Activities

- Update Employee Handbook
- Post Exempt job descriptions on EDMS
- Roll out COED Action Plan to all staff and begin implementation
- Complete all-staff business meeting on April 5th
- Complete Lean International greenbelt training program
- Roll out 2016 WHMIS training for staff
- Continue gathering and updating MSDS sheets as per WorkSafeBC requirements
- Review and update HR Board Policies
- Continue to provide HR assistance to external departments as required.

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: B. Newell, Chief Administrative Officer
DATE: April 28, 2016
RE: Communication Committee Update



For Information Only

References:

RDOS Communication Committee Q1 Newsletter

The purpose of the RDOS Communication Committee is to examine internal and external communications, supporting the functions of the RDOS Communication Program, and to provide guidance and recommendations for implementation.

The intention of the Communication Committee is to:

- Identify communication needs and priorities; both internal and external;
- Recommend communication initiatives for action;
- Provide advice on how to implement and maintain internal and external communication efforts;
- Identify and develop standards for organizational branding;
- Assess and evaluate communication efforts.

The RDOS Communication Committee accomplished many things during 2015 which include:

- Worked with Web Committee and IS to implement social media including Twitter for Emergency Services purposes, the RDOS YouTube channel, and the RDOS Facebook page.
- Worked with IS to update the intranet on EDMS.
- The committee continued to be an ongoing communication resource within departments.
- Provided communication related webinar opportunities for staff.
- The committee continued to develop and release RDOS good news information releases.
- Delivered the RDOS Corporate Identity Guide.
- Branded the RDOS utility billing newsletter.
- Branded and standardized all RDOS newsletters.
- Identified opportunities to increase communication with outside workers.
- RDOS Bi-weekly ad.

The RDOS Communication Committee plans to accomplish the following in 2016:

Objective 1: Improve the quality of Internal Communication

Make information about corporate priorities and initiatives easy for all staff access.

- Promote intranet, so that all events, large meetings, projects are noted.
- Provide an overview of organizational structure and department functions to new employees (more detail than org chart).
- Promote EDMS profiles to be shared organization wide.
- Sharing other department action plans at department meetings.

Build a better understanding of the organizations communication function.

- Better inform employees on the role of the Communication Committee, incorporate more information into new employee orientation program with HR.
- Communication Committee quarterly update newsletter to the organization. – **Complete Q1**

- Nurture leadership's and staff understanding of the communication function. - **Ongoing**
- Establish a process to ensure all documents leaving the organization are accurate and branded.

Objective 2: Increase participation in Public Engagement and Dialogue

Develop Public Engagement Guide

- Explore best practices in public engagement.
- Develop tools to be used across the organization (templates, communication plan, key messaging)

Introduce Public Engagement Guide

- Introduce guide to staff and train them to select the best engagement strategies to serve their purposes, and how to facilitate them with implementation of the PE Guide for corporate use.
- Introduce to SMT.

Objective 3: Increase awareness of RDOS to citizens

RDOS News

- Implement bi-weekly RDOS news section in local newspapers. - **Complete**
- Include all publications, newsletters, press releases on RDOS Facebook page, and intranet. - **Complete**

Continue to support the RDOS Brand Standards Program

- Be consistent with branding internal and external documents and promotional materials. - **Complete**
- Prepare 2016 version of RDOS Brand Standards guide. - **Complete**

Objective 4: Increase RDOS Marketing Materials and Outerwear

Develop "RDOS" Store

- Select a range of products and clothing for discussion (work with Finance with respect to staff payments).

Implement corporately recognized outerwear for outside workers to increase visibility of RDOS.

- Develop corporately recognized outerwear to be worn across the organization for outside workers.
- Include in department budgets for 2017.

Objective 5: Increase Internal Communication with Outside Workers

Ensure employees at outside locations feel a strong connection to the organization.

- Increase opportunities for employees to collaborate through cross-departmental projects, initiatives, and teams.
 - Improve communication through electronic media.
 - Inform employees of matters affecting them before informing the public.
 - Create awareness within the organization to include outside workers in all relevant communication.
- Outside Staff email list.
Ex: Media Releases, Newsletters, Regional Connections, Advertisements. Provide hard copies for outside workers.

Objective 6: Measure Internal Communications

Communication Survey (yearly)

- Create internal communication staff perception survey.
- Conduct survey.
- Communicate results back to staff.

Objective 7: To improve ability to hold remote meetings (internal and external)

Skype in Boardroom or Go To Meeting – **In Progress with IS**

Respectfully submitted:

"Nona Lynn"

N. Lynn, Administrative Assistant

Report on Outstanding Board Action items outstanding Q1 2016

Dept.	Mtg Date	Title	Resolution	Status
A	19-Jul-12	Tipping fees for Charitable organizations	update Grant-in-Aid policy	IN PROGRESS
A	10-Mar-16	Lower Similkameen Community Forest	Directors advise Lower Similkameen Community Forests Ltd. and Lower Similkameen Community Forests Limited Partnership of the Regional District of Okanagan Similkameen (RDOS) intent to withdraw from its interest therein; and THAT negotiation for the sale/transfer of the RDOS shares and/or units be undertaken with the remaining partner(s).	70%
B	20-Sep-12	Building Infraction A05881.500 Lot 395A Plan 1957 DL2450S (no civic address)	commence injunctive action	IN PROGRESS
B	7-Nov-13	Building Violation H00053.160 289 Bettes Tulameen	commence injunctive action	IN PROGRESS
B	19-Nov-15	Building Violation.- 10505 62nd Avenue (expired permit)	Section 695 of the Local Government Act and Section 57 of the Community Charter (made applicable to Regional Districts by Section 695 of the LGA) be filed against the title of lands described as Lot A Plan KAP2179 District Lot 2450s SDYD Portion L 567 Except Plan H13469 that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and THAT injunctive action be commenced	IN PROGRESS
B	11-Feb-16	Building Violation: Area F 365 Callan Road (365 Highway 97)	THAT a Notice on Title pursuant to the Local Government Act and the Community Charter be filed against the title of lands described as Lot A Plan EPP5204 District Lot 2695 that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and THAT injunctive action be commenced	IN PROGRESS
B	11-Feb-16	Building Violation: Area H 100 Pasayten Valley Road	THAT a Notice on Title pursuant to the Local Government Act and the Community Charter be filed against the title of lands described as Lot A District Lot 901 Plan KAP77345 YDYD that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and THAT injunctive action be commenced.	IN PROGRESS

Report on Outstanding Board Action items outstanding Q1 2016

Dept.	Mtg Date	Title	Resolution	Status
B	11-Feb-16	Building Violation: Area H 100 Pasayten Valley Road.	THAT a Notice on Title pursuant to the Local Government Act and the Community Charter be filed against the title of lands described as Lot A District Lot 901 Plan KAP77345 YDYD that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and THAT injunctive action be commenced.	IN PROGRESS
B	11-Feb-16	Building Violation: Area H 5341 Princeton - Summerland Road	THAT a Notice on Title pursuant to the Local Government Act and the Community Charter be filed against the title of lands described as Lot 6 District Lot 2089 Plan 32438 KDYD that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and THAT injunctive action be commenced	IN PROGRESS
B	25-Feb-16	Building Violation (Area H)- 104 Snowpatch Road	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 B District Lot 515 Plan KAP77536 YDYD that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and THAT injunctive action be commenced.	IN PROGRESS
B	10-Mar-16	Building Violation 331 Oak Ave. Kaleden Area D.	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 A Plan KAP44885 District Lot 105s SDYD that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and THAT injunctive action be commenced.	0%
CS	16-Oct-14	Donation of Parkland in Electoral Area H	Board of Directors acknowledge receipt of the donation of land and refer it to Administration for due diligence.	IN PROGRESS

Report on Outstanding Board Action items outstanding Q1 2016

Dept.	Mtg Date	Title	Resolution	Status
CS	22-Jan-15	Foreshore Application Skaha Lake	THAT the RDOS makes application to the Province of British Columbia for unsurveyed foreshore being part of the bed of Skaha Lake legally described as Lot 3 Plan KAS1595 DL 337 SDYD and Lot B Plan KAP64527 DL 2883S SDYD in Okanagan Falls for a period of 30 years; AND THAT the Chair and Chief Administrative Officer be authorized to execute the institutional Lease with the Province of British Columbia if successful.	IN PROGRESS
CS	3-Sep-15	To establish a swimming area in Manitou Park Naramata	THAT the Regional District of Okanagan-Similkameen make application to the Province of British Columbia for unsurveyed foreshore being part of the bed of Okanagan Lake and fronting Manitou Park legally described as Lot A Plan KAP65517 DL 210 SDYD in Naramata for a period of 30 years; and THAT the Chair and Chief Administrative Officer be authorized to execute the institutional Lease with the Province of British Columbia if successful. - CARRIED	IN PROGRESS
CS	17-Dec-15	Fairview Heritage Townsite Licence of Occupation - Renewal	THAT the Board of Directors defer consideration of the renewal of the License of Occupation over Lots 6-11 of Plan 7235 together with Lots 4 and 5 of Plan 5881 all of Section 12 Township 54 Osoyoos Division Yale District	IN PROGRESS
CS	17-Dec-15	Director Schafer motion	THAT the Regional District of Okanagan-Similkameen continue to pursue long term tenure over the Electoral Area C ₂ KVR right of way as a future transportation corridor; and further THAT the Regional District of Okanagan-Similkameen also pursue long term tenure on the Okanagan River Channel Trail within Electoral Area C ₂	IN PROGRESS
CS	10-Mar-16	Renew the License of Occupation for heritage and ecological cultural discovery centre	Renew the License of Occupation for heritage and ecological cultural discovery centre purposes over Lots 6-11 of Plan 7235 together with Lots 4 and 5 of Plan 5881 all of Section 12 Township 54 Osoyoos Division Yale District containing 31.3 hectares for a period of 30 years; and further THAT the Board authorize the Chair and Chief Administrative Officer to execute the License of Occupation.	IN PROGRESS

Report on Outstanding Board Action items outstanding Q1 2016

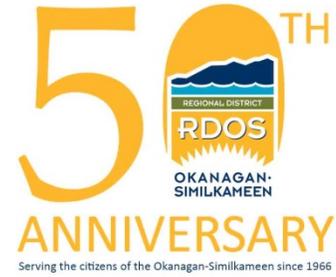
Dept.	Mtg Date	Title	Resolution	Status
CS	10-Mar-16	KVR Licence of Occupation from Osprey Lake to Brookmere	THAT the Board of Directors authorize the Chair and Chief Administrative Officer to execute the 30 year License of Occupation of the KVR from Osprey Lake to Brookmere; and further THAT the Board of Directors authorized staff to negotiate and enter in to an extra territorial service agreement with the Thomson-Nicola Regional District for the maintenance and minor improvements of the Licence of Occupation area north of the RDOS boundary.	IN PROGRESS
E	21-Sep-06	Campbell Mountain Sanitary Landfill Buffer/Setback Requirements	Ongoing studies. Waiting for Province. Currently with MOE.	IN PROGRESS
P	19-Feb-15		Director Siddon made a reference to a Partners in Climate Change group and suggested we should be a member.	IN PROGRESS
P	25-Feb-16	Plan Committee - Animal Control; Decommissioning of a dwelling unit policy	THAT Administration be directed to prepare an Animal Control Bylaw; and THAT it be presented to the Committee for further discussion THAT staff be directed to initiate a review of the Decommissioning of a Dwelling Unit Policy and amendment to the Electoral Area Zoning Bylaws to address existing concerns.	IN PROGRESS
P	7-Apr-16	Consultant for Regional Growth Strategy Review Phase 2	review of the Sub-Regional Growth Strategy (RGS) be put out to tender	IN PROGRESS
P PW	20-Jan-11	Willowbrook Water System Transfer Request	apply for Restructure Implementation Grant. Investigate feasibility of transferring the Willowbrook Utilities water system to RDOS	IN PROGRESS
P PW	2-Jul-15	Environment and Infrastructure Committee - June 18 2015	THAT the Regional District of Okanagan-Similkameen apply for substituted requirements to the Landfill Gas Management Regulation to allow for diversion of organics and bio-cover at the Campbell Mountain Landfill in place of Landfill Gas Collection.	IN PROGRESS
P PW	10-Mar-16	Campbell Mountain Landfill Site Investigation & Okanagan Falls Landfill Monitoring Wells	Site Regulation Phase 2 Site Investigation at Campbell Mountain Landfill and the Monitoring Well Drilling at Okanagan Falls Landfill to	IN PROGRESS
PW	15-Oct-15	Okanagan Falls Development Cost Charge Bylaw Amendment	Sanitary Sewer Development Cost Charge Amendment Bylawâ€¦be read a First Second and Third time.	IN PROGRESS

Report on Outstanding Board Action items outstanding Q1 2016

Dept.	Mtg Date	Title	Resolution	Status
PW	24-Mar-16	Odour Modelling of Potential Private Compost Sites	sole source the odour modelling of three (3) potential compost facility sites to Tetra Tech EBA for the amount of \$26 500 plus GST	0%

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: April 28, 2016
RE: Local Government Awareness Week



For Information

Reference:

Local Government Awareness week is a program of the Union of British Columbia Municipalities, working in partnership with a number of other public sector organizations. The week provides an opportunity for British Columbia citizens and students to learn more about how local governance works.

<http://www.lgaw.bc.ca/>

Business Plan Objective:

Optimize Customer Experience

- **To foster dynamic and effective community relationships**

Background:

Local Government Awareness week will take place May 15 through 21, 2016. The Regional District of Okanagan-Similkameen (RDOS) will be honoring this week by inviting students in grades 10 and 11 who are in Leadership Programs or sit on Student Council to attend the RDOS Board meeting on Thursday, May 19, 2016.

The invitation was sent out to all high schools within the region, with students from Penticton High and Summerland High accepting, to date. The students will have an opportunity to introduce themselves, meet the Board of Directors, and observe the proceedings of an RDOS Committee and Board day. Students will have an opportunity at lunch time and at the end of the day to ask questions and have dialogue with Board members. Board members are encouraged to offer suggestions as well, on how to make the day more meaningful for these youth, who have shown an interest in learning more about Local Government.

The RDOS is partnering with various member municipalities to promote the week, as well. Static informational displays will also be located in Oliver and Keremeos and staff are excited to join in on the City of Penticton's Local Government Awareness week day in Gyro Park. The RDOS will have at least one booth showcasing the regional local government. Director members are encouraged to join in with staff and participate in these initiatives.

Analysis:

Local Government is the closest level of government to citizens and has a role in encouraging active, engaged citizenship. While many forces that shape our lives today are global in nature, it is at the local government level that many of the policies and programs that most directly affect local citizens are made. Young people, more than any other population group are grounded in place, or "local". A range of RDOS functions have a

primary impact on youth in the region, including land-use planning, emergency services, park and trails, libraries, bylaws and infrastructure.

Local Government Awareness Week is an opportunity for RDOS Directors to engage with student youth and to hopefully inspire them to think about local government.

Communication Strategy:

An information release and photos will be taken to share these initiatives with our citizens.

Respectfully submitted:

"Nona Lynn"

N. Lynn, Administrative Assistant

Reviewed and endorsed:

"Christy Malden"

C. Malden, Mgr. Legislative Services

**2016 Corporate Action Plan
Q1 Report**

Dashboard

#	Objective	Status	Points Available	KSD Total	Page
1.1.1	By providing the Board with accurate, current financial information.		5	15	5
1.1.2	By being an effective local government		3		5
1.2.1	By implementing the 2016 joint occupational health and safety action plan		4		6
1.2.2	By implementing the 2016 Wellness Plan.		1		6
1.3.1	By implementing the 2016 Organizational Development Plan		2		6
2.1.1	By promoting regional district facilities and services		5	15	7
2.2.1	By implementing the 2016 Phase of the Community Relations Program		4		7
2.3.1	By introducing a process of continuous improvement into the organization		6		7
3.1.1	By developing a Regional Heritage Service		2	55	8
3.1.2	By implementing the 2016 Phase of the Regional Transit Future Plan		3		8
3.1.3	By developing a Regional Fire Service Master Plan		3		8
3.1.4	By implementing the Regional Trails Program		8		9
3.1.5	By Undertaking a Park Development Plan for Naramata, Okanagan Falls and Kaleden		3		9
3.1.6	By implementing the 2016 Phase of the Parks Program		4		9
3.1.7	By supporting the Okanagan Falls Affordable Housing initiative		2		10
3.2.1	By Developing an Asset Management Plan		2		10
3.2.2	By updating the Naramata Water System Development Cost Charge Bylaw		2		10
3.2.3	By undertaking Phase 3 of the Okanagan Falls Downtown Revitalization process.		2		11
3.3.1	By adopting the Electoral Area "D-1" official community plan		1		11
3.3.2	By adopting an Area Structure Plan for Gallagher Lake.		2		11

3.3.3	By developing a consolidated Okanagan Valley Zoning Bylaw.		3		11
3.3.4	By commencing the Electoral Area "F" official community plan review		2		12
3.3.5	By conducting the regulatory 5-Year Regional Growth Strategy Review		2		12
3.3.6	By undertaking Phase III of the Similkameen Valley Watershed Strategy		4		12
3.3.7	By implementing the 2016 phase of the Solid Waste Management Plan		6		13
3.3.8	By bringing Kaleden and Skaha Estates into the Okanagan Falls Waste Water Treatment System		1		13
3.3.9	By purchasing and constructing a wetlands filtration system for the Okanagan Falls Waste Water Treatment Plant		3		13
4.1.1	By maintaining, evaluating and executing the Strategic Planning and Enterprise Risk Management Programs.		3	15	14
4.2.1	By organizing regional and sub-regional Community to Community meetings in 2016.		2		14
4.2.2	By implementing the terms of the First Nations Protocol Agreement		4		15
4.2.3	By facilitating partnerships within the Regional District		1		15
4.3.1	To assist the Board to operate in an effective manner		1		16
4.3.2	To support a governance review for Electoral Area "D"		2		16
4.4.1	By ensuring all bylaws and policies are kept in a current and useful form and content.		2		16
		Total	100	100	

Progress Colour Key:

No Issues	GREEN
Minor issue(s)	YELLOW
Significant issue(s)	RED

For the full detail on each corporate objective refer to the appropriate # or page # in the document attached hereto.

2016 Corporate Action Plan
Q1 Report
25 April 2016

Corporate Action Plan Adopted by the Board on 10 March 2016
Corporate Action Plan Reviewed at Corporate Services Committee 25 February 2016
2016 Business Plan Adopted by the Board of Directors on 17 December 2015

Definitions:

CAO = Chief Administrative Officer
MCS = Manager of Community Services
MDS = Manager of Development Services
MFS = Manager of Financial Services
MHR = Manager of Human Resources
MIS = Manager of Information Systems
MLS = Manager of Legislative Services
MPW = Manager of Public Works

Status Colour Key:

Q1 – Black

Q2 – Red

Q3 - Blue

Q4 - Green

KSD 1 HIGH PERFORMING ORGANIZATION					
Goal 1.1 To Be an Effective, Fiscally Responsible Organization					
Objective 1.1.1 - By providing the Board with accurate, current financial information.					
#	Points	ACTION	WHO	WHEN	STATUS
1.1.1.1	1	The Board receives a variance report	MFS	quarterly	• Will commence in Q2
1.1.1.2	1	Receipt of an unqualified independent audit for 2015	MFS	Q2	• Presentation to the Board in May
1.1.1.3	3	Successfully meet budget at year-end	CAO	Q4	•

Objective 1.1.2 - By being an effective local government					
#	Points	ACTION	WHO	WHEN	STATUS
1.1.2.1	1	Implement the 2016 phase of the Internal Communications Plan	MLS	Q1	• Complete
1.1.2.2	1	Develop a Business Continuity Plan	MLS	Q4	•
1.1.2.3	1	Leverage technology for effectiveness and efficiencies by benchmarking local governments to determine best practice in the use of technology	MIS	Q4	•

Goal 1.2 To Be a Healthy and Safe Organization					
Objective 1.2.1 By implementing the 2016 joint occupational health and safety action plan					
#	Points	ACTION	WHO	WHEN	STATUS
1.2.1.1	1	• Review and implement revisions to safe work procedures for all departments within the organization	MHR	Q4	•
1.2.1.2	1	• Completion of the 2016 joint occupational health and safety action plan	MHR	Q4	•

Objective 1.2.2 By implementing the 2016 wellness plan					
#	Points	ACTION	WHO	WHEN	STATUS
1.2.2.1	1	• Implement the 2016 Phase of the Wellness Plan	MHR	Q4	•

Goal 1.3 To Cultivate a High Performing Organizational Culture					
Objective 1.3.1 By implementing the 2016 Organizational Development Plan					
#	Points	ACTION	WHO	WHEN	STATUS
1.3.1.2	1	Organize an employee committee to review the 2015 Perception Survey results and develop an action plan to make an intervention into the organization	MHR	Q2	• Complete
1.3.1.3	1	Improved results on the 2016 Survey over 2015 Survey	MHR	Q4	•

KSD 2 – TO OPTIMIZE THE CUSTOMER EXPERIENCE					
Goal 2.1 To Increase Public Awareness of RDOS Services					
Objective 2.1.1 - By promoting regional district facilities and services					
#	Points	ACTION	WHO	WHEN	Status
2.1.1.1	1	• Present an acquisition plan to the Board for increased signage of RDOS facilities and properties	MLS	Q4	•
2.1.1.2	1	• Promote Local Government Awareness Week	MLS	Q2	• Program organized for May 2016
2.1.1.3	3	• Implement the 50 th Anniversary Program	MLS	Q1	• Complete

Goal 2.2 To Foster Dynamic and Effective Community Relationships					
Objective 2.2.1 By implementing the 2016 Phase of the Community Relations Program					
#	Points	ACTION	WHO	WHEN	Status
2.2.1.1	2	Organize an open house, public meeting or tour in each electoral area.	MLS	Q4	•
2.2.1.2	2	Actively seek interaction opportunities at Home Shows, events, booths, etc.	MLS	2016	•

Goal 2.3 To Meet Public Needs Through the Provision and enhancement of Key Services					
Objective 2.3.1 By introducing a process of continuous improvement into the organization					
#	Points	ACTION	WHO	WHEN	Status
2.3.1.1	2	Complete the Zoning Amendment Work Plan from the 2015 Kaizen	MDS	Q4	•
2.3.1.2	3	Conduct two Kaizen's in 2016	MHR	Q3	• Completed 5S Stationary Room Kaizen in March 2016 •
2.3.1.3	1	Train staff on Continuous Improvement/ Process mapping at the 2016 Staff Business Meeting	MHR	Q2	• Complete 5 April 2016

KSD 3 - BUILDING A SUSTAINABLE REGION					
Goal 3.1 To Develop a Socially Sustainable Region					
Objective 3.1.1 By developing a Regional Heritage Service					
#	Points	ACTION	WHO	WHEN	Status
3.1.1.1	1	Establish a Regional Heritage Service	MCS	Q1	• Complete
3.1.1.2	1	Implement the 2016 phase of the Regional Heritage Plan	MCS	Q4	•

Objective 3.1.2 - By implementing the 2016 Phase of the Regional Transit Future Plan					
#	Points	ACTION	WHO	WHEN	Status
3.1.2.1	2	Investigate a governance structure for a regional transit strategy	MCS	Q1	• In progress
3.1.2.2	1	Initiate a Regional Partnership for Public Transit	MCS	Q4	•

Objective 3.1.3: By developing a Regional Fire Service Master Plan					
#	Points	ACTION	WHO	WHEN	STATUS
3.1.3.1	1	Develop a Terms of Reference for a Master Plan	MCS	Q3	•
3.1.3.2	2	Award and administer the contract for the development of the Plan	MCS	Q4	•

Objective 3.1.4 By implementing the Regional Trails Program					
#	Points	ACTION	WHO	WHEN	Status
3.1.4.1	3	Implement the 2016 KVR trail improvements	MCS	Q4	•
3.1.4.2	3	Implement the 2016 Similkameen Rail trail upgrades	MCS	Q4	•
3.1.4.3	2	Secure Provincial tenure for the KVR trail – Vaseux Lake phase	MCS	Q2	•

Objective 3.1.5: By Undertaking a Park Development Plan for Naramata, Okanagan Falls and Kaleden					
#	Points	ACTION	WHO	WHEN	STATUS
3.1.5.1	1	• Develop a Terms of Reference for a Development Plan	MCS	Q2	•
3.1.5.2	1	• Retain design consultant	MCS	Q2	•
3.1.5.3	1	• Commence Park Plan Design	MCS	Q3	•

Objective 3.1.6 - By implementing the 2016 Phase of the Parks Program					
#	Points	ACTION	WHO	WHEN	Status
3.1.6.1	1	• Develop the Area A Reflection Point Park	MCS	Q3	•
3.1.6.2	1	• Investigate the Kaleden Hotel Regional Park upgrade;	MCS	Q3	•
3.1.6.3	1	• Parkland acquisition in Area E	MCS	Q3	•
3.1.6.4	1	• Mariposa Park & Tennis Court upgrades in Area F	MCS	Q4	•

Objective 3.1.7: By supporting the Okanagan Falls Affordable Housing initiative					
#	Points	ACTION	WHO	WHEN	STATUS
3.1.7.1	1	<ul style="list-style-type: none"> Facilitate consolidation of a land parcel to house the project 	MCS	Q2	•
3.1.7.2	1	<ul style="list-style-type: none"> Work with the Ministry Responsible for Housing to get an approved project. 	MCS	Q3	•

Goal 3.2 To Develop an Economically Sustainable Region					
Objective: 3.2.1: By Developing an Asset Management Plan					
#	Points	ACTION	WHO	WHEN	STATUS
3.2.1.1	1	<ul style="list-style-type: none"> Apply for an Asset Management Plan Grant 	MFS	Q1	• In progress
3.2.1.2	1	<ul style="list-style-type: none"> Investigate best practices for the development of an Asset Management Plan 	MFS	Q2	•

Objective: 3.2.2: By updating the Naramata Water System Development Cost Charge Bylaw					
#	Points	ACTION	WHO	WHEN	STATUS
3.2.2.1	1	<ul style="list-style-type: none"> Develop a draft bylaw for presentation to the Naramata Water Advisory Commission 	MPW	Q3	•
3.2.2.2	1	<ul style="list-style-type: none"> Submit a bylaw to the Board for consideration 	MPW	Q4	•

Objective: 3.2.3: By undertaking Phase 3 of the Okanagan Falls Downtown Revitalization process.					
#	Points	ACTION	WHO	WHEN	STATUS
3.2.3.1	1	<ul style="list-style-type: none"> Submit the Phase II Report to the Board 	MDS	Q1	<ul style="list-style-type: none"> Pending
3.2.3.2	1	<ul style="list-style-type: none"> Commence the process to entrench the policies in the D-2 OCP 	MDS	Q2	<ul style="list-style-type: none">

Goal 3.3 By Developing an Environmentally Sustainable Region					
Objective: 3.3.1: By adopting the Electoral Area "D-1" official community plan					
#	Points	ACTION	WHO	WHEN	STATUS
3.3.1.1	1	<ul style="list-style-type: none"> Present final plan to the Board for adoption 	MDS	Q2	<ul style="list-style-type: none">

Objective: 3.3.2: By developing an Area Structure Plan for Gallagher Lake.					
#	Points	ACTION	WHO	WHEN	STATUS
3.3.2.1	2	<ul style="list-style-type: none"> Present the Bylaw to the Board for consideration 	MDS	Q2	<ul style="list-style-type: none">

Objective: 3.3.3: By developing a consolidated Okanagan Valley Zoning Bylaw.					
#	Points	ACTION	WHO	WHEN	STATUS
3.3.3.1	3	<ul style="list-style-type: none"> Present the draft amending bylaw to the Board 	MDS	Q2	<ul style="list-style-type: none">

Objective: 3.3.4: By commencing the Electoral Area "F" official community plan review					
#	Points	ACTION	WHO	WHEN	STATUS
3.3.4.1	1	<ul style="list-style-type: none"> Conduct background research to commence the review and update of the Area F OCP. 	MDS	Q4	•
3.3.4.2	1	<ul style="list-style-type: none"> Establish an OCP Review Committee 	MDS	Q4	•

Objective: 3.3.5: By conducting the regulatory 5-Year Regional Growth Strategy Review					
#	Points	ACTION	WHO	WHEN	STATUS
3.3.5.1	2	<ul style="list-style-type: none"> Commence the Legislative review process and report to the Board quarterly on progress 	MDS	Q2	• Contract awarded on April 7 th

Objective: 3.3.6: By undertaking Phase III of the Similkameen Valley Watershed Strategy					
#	Points	ACTION	WHO	WHEN	STATUS
3.3.6.1	2	<ul style="list-style-type: none"> Conduct public consultation; work with LSIB to develop a historical and cultural perspective of the importance of water in the Similkameen Valley 	MPW	Q2	•
3.3.6.2	2	<ul style="list-style-type: none"> Complete the Phase III Report 	MPW	Q3	•

Objective: 3.3.7: By implementing the 2016 phase of the Solid Waste Management Plan					
#	Points	ACTION	WHO	WHEN	STATUS
3.3.7.1	2	<ul style="list-style-type: none"> Develop diversion of food waste strategy 	MPW	Q3	•
3.3.7.2	1	<ul style="list-style-type: none"> Introduce a Business and Multi-family recycling program 	MPW	Q3	•
3.3.7.3	1	<ul style="list-style-type: none"> Complete the Operations/Design/Closure Plan 	MPW	Q4	•
3.3.7.4	2	<ul style="list-style-type: none"> Pilot a Bio-cover methane mitigation project to achieve approval for substituted requirements permit. 	MPW	Q4	<ul style="list-style-type: none"> Met with MoE staff in March 2016 •

Objective: 3.3.8: By bringing Kaleden and Skaha Estates into the Okanagan Falls Waste Water Treatment System					
#	Points	ACTION	WHO	WHEN	STATUS
3.3.8.1	1	<ul style="list-style-type: none"> Complete the detail design of a sewerage collection system for Kaleden and Skaha Estates 	MPW	Q2	•
3.3.8.2	Grant	<ul style="list-style-type: none"> Initiate public assent process to establish a Service to attach to the Okanagan Falls Wastewater Treatment Plant 	MPW		•

Objective: 3.3.9: By purchasing and constructing a wetlands filtration system for the Okanagan Falls Waste Water Treatment Plant					
#	Points	ACTION	WHO	WHEN	STATUS
3.3.9.1	3	<ul style="list-style-type: none"> Purchase land Design Wetlands Commence the process to construct wetlands 	MPW	Q1 Q3 Q4	<ul style="list-style-type: none"> Complete •

KSD 4 – TO PROVIDE GOVERNANCE & OVERSIGHT IN A REPRESENTATIVE DEMOCRACY					
Goal 4.1 To Execute a Well-Defined Strategic Planning Cycle					
Objective: 4.1.1: By maintaining, evaluating and executing the Strategic Planning and Enterprise Risk Management Programs.					
#	Points	ACTION	WHO	WHEN	STATUS
4.1.1.1	1	Development of the 2017-2021 Strategic Plan	CAO	Q3	•
4.1.1.2	1	Development of the 2017 Corporate Business Plan	CAO	Q3	•
4.1.1.3	1	Review and update the Enterprise Risk Management Register	CAO/ MIS	Quarterly	•

Goal 4.2 To Pursue Partnerships with all Member Municipalities, Electoral Areas, Indian Bands and Other Levels of Government					
Objective: 4.2.1: By organizing regional and sub-regional Community to Community meetings in 2016.					
#	Points	ACTION	WHO	WHEN	STATUS
4.2.1.1	1	• Organize and host a C2C Forum.	MLS	Q4	• Complete
4.2.1.2	1	• Apply for grants to host C2C meetings in 2017	MLS	Q2	• Complete

Objective: 4.2.2: By implementing the terms of the First Nations Protocol Agreement					
#	Points	ACTION	WHO	WHEN	STATUS
4.2.2.1	2	<ul style="list-style-type: none"> Support regular joint council and steering committee meetings to promote good relations in the Regional District 	MLS	Q4	•
4.2.2.2	1	<ul style="list-style-type: none"> Implement the 2016 actions identified in the Joint Council Action Plan 	MLS	Q4	•
4.2.2.3	1	<ul style="list-style-type: none"> Coordinate and support the FN Referrals sub-committee 	MDS	Q4	•

Objective: 4.2.3: By facilitating partnerships within the Regional District					
#	Points	ACTION	WHO	WHEN	STATUS
4.2.3.1	0	Organize regular Regional CAO meetings in 2016	CAO	Q4	<ul style="list-style-type: none"> Monthly meetings commenced in January 2016 •
4.2.3.2	1	Investigate partnership opportunities to leverage operational efficiencies	CAO	Q4	•

Goal 4.3 To Promote Board and Chair Effectiveness					
Objective: 4.3.1: By assisting the Board to operate in an effective manner					
#	Points	ACTION	WHO	WHEN	STATUS
4.3.1.1	1	<ul style="list-style-type: none"> By updating the Board intranet and Board action tracker. 	MIS	Q2	<ul style="list-style-type: none">

4.3.2: By supporting a governance review for Electoral Area "D"					
#	Points	ACTION	WHO	WHEN	STATUS
4.3.2.1	1	<ul style="list-style-type: none"> Provide administrative support to the Area D Governance Committee 	MLS	Q2	<ul style="list-style-type: none"> Ongoing Consultant preparing draft report
4.3.2.2	1	<ul style="list-style-type: none"> Submit a report to the Board prior to year-end 2016 	MLS	Q4	<ul style="list-style-type: none">

Goal 4.4 To Develop a Responsive, Transparent, Effective Corporation					
Objective: 4.4.1: By ensuring all bylaws and policies are kept in a current and useful form and content.					
#	Points	ACTION	WHO	WHEN	STATUS
4.4.1.1	1	<ul style="list-style-type: none"> Review RDOS Bylaws and Policies in 2016 for relevancy and currency and bring revisions to the Board for discussion 	MLS	Q4	<ul style="list-style-type: none">
4.4.1.2	1	<ul style="list-style-type: none"> Ensure all irrigation district bylaws have been transferred to RDOS format 	MLS	Q3	<ul style="list-style-type: none">



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Environment and Infrastructure Committee

Thursday, April 28, 2016

1:30 pm

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Environment and Infrastructure Committee Meeting of April 28, 2016 be adopted.

B. Delegation

Deb Thorneycroft, Okanagan Upcycle Resource Society

Ms. Thorneycroft will provide the committee with an update of the Society's activities and request to use a portion of the Okanagan Falls landfill site as a backup storage yard. Additionally, the Society is looking for a new retail location for their new upcycle centre.

C. First Quarter Activity Report

D. Wildfire Protection Program Okanagan Falls Sanitary Landfill

RECOMMENDATION 2

THAT the Board of Directors support the application for operational funding for Fuel Management Prescription for the Okanagan Falls Sanitary Landfill.

E. ADJOURNMENT

ADMINISTRATIVE REPORT

TO: Environment and Infrastructure Committee
FROM: B. Newell, Chief Administrative Officer
DATE: April 28, 2016
RE: Public Works – First Quarter Activity Report – For Information Only



1.0 PUBLIC WORKS

ACTIVITIES FOR Q1 2016:

SOLID WASTE

- Apex Mountain Transfer Station design RFP released and awarded to McElhanney Engineering.
- Organic Feasibility Study – Steering Committee analysing public and private sites.
- Campbell Mountain Landfill Gas – Met with MOE regarding substituted requirement application submission. Awaiting MOE reply.
- Campbell Mountain Landfill Leachate – Consultant hired to install downstream monitoring wells.
- Campbell Mountain Landfill Closure Plan – Consultant hired, work commenced, submission required at end of June 2016 to MOE.
- Compost Bin sale conducted in partnership with 9 businesses and two municipalities.
- Spring composting workshops commenced.
- Award and implementation of new software program for all RDOS Landfills
- Request for Qualifications for House Hold Waste Service Provider issued.
- Working with TNRD, RDNO & CSRD on issuance in April of an RFP for Asphalt Shingle Recycling.
- Workplace Hazard Assessment conducted at Campbell Mountain Landfill.

WATER

- West Bench – second reservoir installed. West Bench Water Conservation Plan completed.
- Faulder – Uranium system installed, system flushing required, IHA approval awaiting. Faulder Water Conservation Plan and Faulder Wellhead Protection Plan completed.
- Olalla – Design completed for water main replacement. Tender in April.
- Naramata – Water Meter Pilot Project Summary presentation completed.
- Willowbrook – AAP completed and positive result. Acquisition agreement proceeding for completion in May.

SEWER

- OK Falls Wetlands – ALC approval received. Purchase agreement completed in April. RFP for design to be initiated by end of Q2.
- Skaha Estates & Kaleden sewer expansion – Preliminary designs updated, held a meeting with the sewer committee (composed of residents from the communities) and prepared for public

meetings to be held April 12 and 13 to generate feedback from the communities. Preparation of the grant application for the second intake of the New Building Canada Fund – Small Communities Fund program was initiated. Application is due April 28, 2016.

OTHER PROJECTS/PROGRAMS

- Similkameen Valley Watershed Master Plan – Phase 3 - RFP closed. Board report submitted for April 28th recommending award to Associated Environmental.
- RDOS Main office building renovation in final stages. Anticipated end date by mid-May for all employees to be moved into their new spaces.
- RBC Blue Water Project Grant applied for.
- OBWB Water Conservation and Quality Improvement Grants applied for. One received-Drought and Flood Risk Management and Mitigation Plan project for \$20,000.

Respectfully submitted:

Roger Huston

R. Huston, Public Works Manager

ADMINISTRATIVE REPORT

TO: Environment and Infrastructure Committee
FROM: B. Newell, Chief Administrative Officer
DATE: April 28, 2016
RE: Wildfire Protection Program Okanagan Falls Sanitary Landfill



Administrative Recommendation:

THAT the Board of Directors support the application for operational funding for Fuel Management Prescription for the Okanagan Falls Sanitary Landfill.

Reference:

The Strategic Wildfire Prevention Initiative is a suite of funding programs administered by UBCM and managed through the Provincial Fuel Management Working Group. Since 2004, the initiative has supported communities to mitigate risk from wildfire in wildfire urban interface.

Background:

The RDOS has been participating in the UBCM Program for a number of years through the Community Services Department. In late February RDOS Staff met with John Davies RFP, Valhalla Consulting Inc. to carry out a preliminary assessment of the Okanagan Falls Sanitary Landfill Wildfire Interface Zone. It was determined that prescriptive wildfire mitigation measures would be of great benefit in the reduction of risk of fire expansion onto or off the site.

Analysis:

The preparation of the Application and supporting data is estimated to be at a cost of \$14,000. If successful, the grant funded portion of the cost is \$11,500 with the RDOS responsible for \$3,500 of the cost. This money would be allocated under the Consultants Line Item 1-2-3500-3000.

Alternatives:

Not endorse or support the application

Communication Strategy: In order to qualify for funding, local government applicants must consult with the MFLNRO's Fuel Management Specialist and First Nations applicants with a FNESS Fuel Management Liaison, these initiatives will be undertaken.

Respectfully submitted:

R. Huston, Public Works Manager



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Community Services Committee

Thursday, April 28, 2016

2:15 pm

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Community Services Committee Meeting of April 28, 2016 be adopted.

B. First Quarter Activity Report

C. ADJOURNMENT

ADMINISTRATIVE REPORT

TO: Community Services Committee
FROM: B. Newell, Chief Administrative Officer
DATE: April 28, 2016
RE: First Quarter Activity Report – For Information Only



COMMUNITY SERVICES DEPARTMENT

Parks, Recreation, Heritage, Culture, Transit and Rural Projects

Activities for Q12016

Parks, Recreation and Trails

- Continued discussions with land managers on the Summerland to Faulder KVR trail planning process
- Continued the KVR trail development planning process, budgets and mapping.
- Osoyoos lake park revegetation
- Began Kaleden Pioneer Park accessible washroom project
- KVR Skaha Lake project scope assessments
- Bike BC grant Application
- Naramata Creek Bridge Replacement
- License of Occupation for Osprey Lake to Brookemere
- Began the West Bench Selby Park washroom installation including septic field, concrete work and plumbing
- Park Planning and Design EOI for Okanagan Falls, Heritage Hills, Kaleden and Naramata.
- Kobau Park Maintenance Request for Proposals
- Conducted the Second phase of the Area H Parkland dedication environmental analysis.
- Scheduled and organized 19 Winter recreation programs for Okanagan Falls and Kaleden and coordinated 7 Special Events. Offered the TIME PROGRAM for balance and mobility challenged individuals in partnership with Penticton Hospital.

Rural Projects

- Researched best management policies on land procurement due diligence processes
- Continued to support the Penticton Indian Band council on the Feral Horse issue
- Renewed the Oliver Parks and Recreation Society Management Agreement
- Began a process to formalize use agreement with the Naramata Old Age Pensioners for building management

Area “D” Community Service Office

- Organized community 12th Night Event.
- Received Town Centre Revitalization Final Report and had a meeting with MoTI.
- South Skaha Housing held AGM and elected their Executive, as well as submitted three grant applications.
- Started initiatives related to Age Friendly benches and business projects.
- Distributed business survey to 84 Area “D” businesses and developed summary report.
- Assisted with Area “D” Governance study (newsletters, public meetings).
- Updated okfalls.ca website and edited 2016 Relocation Guide.
- Participated in Sewer Extension Committee meetings, Apex Property Owners Association annual general meeting coupled with RDOS presentation on Solid Waste Transfer Station.

Transit, Heritage and Culture

- Initiated a Regional Heritage Conservation Program bylaw and presented to 5 municipalities
- Established an archival photo database in EDMS
- Began cursory work on a Regional Transit governance model
- Applied for infrastructure improvement grant for the Area D East transit route
- New transit signage and info boards for Okanagan Falls and Kaleden

Planned Activities for Q2 2016

Parks, Recreation and Trails

- Continue with the KVR/Okanagan River Channel trail development planning for Areas A&C
- Complete final construction of the West Bench Selby Park washroom
- Complete the Kaleden Pioneer Park washroom renovation
- Park start ups
- Planning and design for KVR replacement to dead man lake.
- RFP for Skaha Lake KVR redevelopment
- Extra Territorial Service Agreement for KVR with in TNRD.
- Installation of information boards at Selby Park
- Recreation programming Okanagan Falls/Kaleden for Spring includes: five special events, ongoing programming and registration for baseball, soccer, handball, gymnastics and preschool sports.

Rural Projects

- Renewal of OIB Recreation Service Agreement
- Complete final grant reporting for the West Bench Veterans Tribute Project at Selby Park
- Finalize due diligence on the Area H parkland acquisition and begin transfer process, pending results from environmental assessment
- Present first draft of the RDOS Volunteer Handbook to Parks Commissions
- Facilitate South Skaha Housing project meeting with Society and BC Housing
- Undertake an Expression of Interest for park planning in Area D and E

Area “D” Community Service Office

- Community Sewer – Kaleden and Skaha Estates open houses.
- Area “D” Pitch-In Week held April 11 – 15
- Assist with development of Okanagan Falls Wetlands project.
- Support South Skaha Housing Society
- Review and collaborate with community and partners (MOTI, OKID, BC Transit) on bench dedication programs (Age Friendly Benches..
- Hire contractor for Age Friendly Business project.
- Support Governance Committee on recommended options and distribution of Survey #2.
- Support Planning and Development in relation to Town Centre Revitalization – property owners, RDOS Board approval of final report and rezoning next steps.

Transit, Heritage and Culture

- Area “D” East transit service review
- Creation of a Community Guide to Heritage
- Creation of Heritage Calendar of Events
- Participation and promotion of Heritage Week 2016
- Continue to work with the Granite Creek Preservation Society on interpretation at the Townsite
- Investigate the establishment of a Heritage Advisory Committee
- Present a Regional Transit Advisory Committee terms of reference for Board support

Respectfully submitted:



M. Woods, Manager of Community Services



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BOARD of DIRECTORS MEETING

Thursday, April 28, 2016, 2015

2:30 pm

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

THAT the Agenda for the RDOS Board Meeting of April 28, 2016 be adopted.

1. Consent Agenda – Corporate Issues

a. Corporate Services Committee – April 7, 2016

THAT the Minutes of the April 7, 2016 Corporate Services Committee be received.

THAT the Board approve an annual closure of the RDOS office at 101 Martin Street for the three days between Christmas and New Year's.

b. Community Services Committee – April 7, 2016

THAT the Minutes of the April 7, 2016 Community Services Committee be received.

c. Protective Services Committee – April 7, 2016

THAT the Minutes of the April 7, 2016 Protective Services Committee be received.

THAT staff research existing service arrangements for delivery of Victim Services in other Regional Districts and report back to the Committee with options.

d. RDOS Regular Board Meeting – April 7, 2016

THAT the minutes of the April 7, 2016 RDOS Regular Board meeting be adopted.

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)

THAT the Consent Agenda – Corporate Issues be adopted.

2. Consent Agenda – Development Services

a. Development Variance Permit Application, D. & R. Keith, 805 Vedette Drive, Electoral Area "F"

i. Permit

THAT the Board of Directors approve Development Variance Permit No. F2016.003–DVP.

b. Development Variance Permit Application, M. & A. Wolleben, 3165 Juniper Drive, Electoral Area “E”

i. Permit

THAT the Board of Directors approve Development Variance Permit No. E2016.018–DVP.

RECOMMENDATION 3 (Unweighted Rural Vote – Simple Majority)

THAT the Consent Agenda – Development Services be adopted.

B. DEVELOPMENT SERVICES – Rural Land Use Matters

1. Okanagan Falls Town Centre Plan

To review the Phase 1 and 2 components of the Okanagan Falls Town Centre Plan

RECOMMENDATION 4 (Unweighted Rural Vote – Simple Majority)

THAT the Phase 2 Okanagan Falls Town Centre Revitalization Visioning Exercise report, dated December 2015, be accepted as a guide for future policy planning for the community.

2. Zoning Bylaw Amendment – Electoral Areas “A”, “C”, “D”, “E”, “F” & “H”

a. Bylaw No. 2730

b. Responses Received

To update the regulations that pertain to the development of “accessory buildings and structures” by clarifying the use of such structures (i.e. no living facilities) as well as the number and size of washrooms and showers that may be installed. These amendments are being pursued in conjunction with an update of the Board’s Policy on the decommissioning of a dwelling unit.

RECOMMENDATION 5 (Unweighted Rural Vote – Simple Majority)

THAT Bylaw No. 2730, 2016, Regional District of Okanagan-Similkameen Update of General Regulations for Accessory Structures Amendment Bylaw be read a first and second time; and,

RECOMMENDATION 6 (Unweighted Corporate Vote – Simple Majority)

THAT the holding of a public hearing be scheduled for the Regional District Board meeting of May 19, 2016; and,

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

-
- 3. Voluntary Discharge of Land Use Contract No. LU-3-D; and Zoning Bylaw Amendment, P. Kerr, 130 Apple Court, Electoral Area “D”**
- a. Bylaw No. 2455.25
 - b. Responses Received

To discharge the LUC and to introduce a Small Holdings Five Site Specific (SH5s) Zone

RECOMMENDATION 7 (Unweighted Corporate Vote – Simple Majority)

THAT Bylaw No. 2455.25, 2016, Electoral Area “D” Zoning Amendment Bylaw be read a first and second time;

THAT pursuant to sub-section 464 of the *Local Government Act*, the Regional District Board resolves to waive the holding of a public hearing for Zoning Amendment Bylaw 2455.25, 2016; and,

THAT pursuant to sub-section 467 of the *Local Government Act*, staff give notice of the waiving of the public hearing for Zoning Amendment Bylaw 2455.25, 2016.

- 4. OCP and Zoning Bylaw Amendment, Palomino Estates, 4800 North Naramata Road, Electoral Area “E”**
- a. Bylaw No. 2458.09
 - b. Bylaw No. 2459.18
 - c. Public Hearing Report – April 13, 2016
 - d. Responses Received

To reflect a boundary line adjustment subdivision between two parcels

RECOMMENDATION 8 (Unweighted Corporate Vote – Simple Majority)

THAT the public hearing report be received.

RECOMMENDATION 9 (Unweighted Rural Vote – 2/3 Majority)

THAT Bylaw No. 2458.09, 2016, Electoral Area “E” Official Community Plan Amendment Bylaw and Bylaw No. 2459.18, 2016, Electoral Area “E” Zoning Amendment Bylaw be read a third time and adopted.

5. **Official Community Plan and Zoning Bylaw Amendment, P. Duttenhoffer, 1916 Kennedy Lake Road, Electoral Area “H”**
- a. Bylaw No. 2497.06
 - b. Bylaw No. 2498.08
 - c. Schedule Y-2/“Schedule 4 Kennedy Lake Recreational Use Area”

To formalise the existence of recreational units that have been placed on the subject property

RECOMMENDATION 10 (Unweighted Rural Vote – Simple Majority)

THAT Bylaw No. 2497.06, 2016, Electoral Area “H” Official Community Plan Amendment Bylaw and Bylaw No. 2498.08, 2016, Electoral Area “H” Zoning Amendment Bylaw be read a first and second time and proceed to a public hearing;

AND THAT the Board considers the process, as outlined in the report from the Chief Administrative Officer dated April 28, 2016, 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 has considered Amendment Bylaw No. 2497.06, 2016, in conjunction with its Financial and applicable Waste Management Plans;

RECOMMENDATION 11 (Unweighted Corporate Vote – Simple Majority)

THAT the holding of the public hearing be delegated to Director Coyne or delegate;

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

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

C. ENGINEERING SERVICES

1. **Similkameen Valley Watershed Plan – Phase 3**

RECOMMENDATION 12 (Weighted Corporate Vote – Majority)

THAT the Board approve the award of Phase 3 of the Similkameen Valley Watershed Plan project to Associated Environmental Consultants Inc. at a cost of \$139,215.00 plus GST.

D. COMMUNITY SERVICES – Recreation Services**1. Kaleden Parks & Recreation Commission Appointment**

RECOMMENDATION 13 (Unweighted Corporate Vote – Simple Majority)

THAT the Board appoint Jennifer Charlish as a member of the Kaleden Parks & Recreation Commission.

2. Okanagan Falls Parks & Recreation Commission Rescinding Appointment

RECOMMENDATION 14 (Unweighted Corporate Vote – Simple Majority)

THAT the Board rescind the appointment Julie Feller from the Okanagan Falls Parks & Recreation Commission;

AND THAT a letter is forwarded to Ms. Feller thanking her for her contribution to the Okanagan Falls Parks & Recreation Commission.

E. OFFICE OF THE CAO**1. Advisory Planning Commission Resignations**

RECOMMENDATION 15 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors accept the resignation of Mike Bland and Ed Melenka as members of the Electoral Area “D” Advisory Planning Commission; and

THAT a letter be forwarded to Mr. Bland and to Mr. Melenka thanking each of them for their contribution to the Electoral Area “D” Advisory Planning Commission.

2. Mailing and Folding Machines

To replace the existing Inserter/Folder and the existing Mail System, both of which have reached the end of their service agreements and warrantee period with more efficient, cost effective systems.

RECOMMENDATION 16 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors approve a liability under [Section 175](#) of the Community Charter authorizing the purchase of the NeoPost DS-75 Inserter/Folder in the amount of \$19,883 and the IS-480 Mail System in the amount of \$6,870 with no provision for renewal.

3. Naramata Fire Prevention and Suppression Local Service Establishment Amendment Bylaw No. 2733, 2016

- a. Bylaw No. 2733
- b. Map

To amend the service establishment bylaw by extending the boundaries of the existing service area.

RECOMMENDATION 17 (Unweighted Corporate Vote – Simple Majority)

THAT Naramata Fire Prevention and Suppression Local Service Establishment Amendment Bylaw No. 2733, 2016 be given first, second and third readings, and that the bylaw be forwarded to the Inspector of Municipalities prior to obtaining approval of the electorate within the area joining the existing service area; and further,

THAT approval of the electorate within the area joining the existing service area be obtained by the alternative approval process.

F. CAO REPORTS

G. OTHER BUSINESS

1. Chair's Report

2. Board Representation

- a. Municipal Finance Authority (MFA) - *Pendergraft*
 - b. Okanagan Basin Water Board (OBWB) – *McKortoff, Martin, Waterman*
 - a) April 2016 report
 - c. Okanagan-Kootenay Sterile Insect Release Board (SIR) - *Bush*
 - d. Okanagan Regional Library (ORL) - *Kozakevich*
 - e. Okanagan Film Commission (OFC) - *Jakubeit*
 - f. Southern Interior Beetle Action Coalition (SIBAC) - *Armitage*
 - g. Southern Interior Municipal Employers Association (SIMEA) - *Kozakevich*
 - h. Southern Interior Local Government Association (SILGA) – *Konanz*
 - i. Starling Control - *Bush*
 - j. UBC Water Chair Advisory Committee – *Bauer*
 - k. Sustainable Rural Practice Communities Committee – *Sue McKortoff*
-

3. Directors Motions

4. Board Members Verbal Update

H. ADJOURNMENT



**Minutes are in DRAFT form and are subject
to change pending approval by Regional District Board**

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Corporate Services Committee

Thursday, April 7, 2016

9:30 a.m.

Minutes

MEMBERS PRESENT:

Chair M. Pendergraft, Electoral Area "A"
Vice Chair A. Jakubeit, City of Penticton
Director F. Armitage, Town of Princeton
Director M. Bauer, Village of Keremeos
Director T. Boot, District of Summerland
Director M. Brydon, Electoral Area "F"
Director G. Bush, Electoral Area "B"
Director E. Christensen, Electoral Area "G"
Director B. Coyne, Electoral Area "H"

Director R. Hovanes, Town of Oliver
Director H. Konanz, City of Penticton
Director K. Kozakevich, Electoral Area "E"
Director A. Martin, City of Penticton
Director S. McKortoff, Town of Osoyoos
Director T. Schafer, Electoral Area "C"
Director T. Sayeed, Alt. City of Penticton
Director T. Styffe, Alt. Electoral Area "D"
Director P. Waterman, District of Summerland

MEMBERS ABSENT:

Director T. Siddon, Electoral Area "D"

Director J. Sentes, City of Penticton

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 Corporate Services Committee Meeting of April 7, 2016 be adopted. - **CARRIED**

B. Annual Christmas Closure

RECOMMENDATION 2

It was MOVED and SECONDED

THAT the Board approve an annual closure of the RDOS office at 101 Martin Street for the three days between Christmas and New Year's. - **CARRIED**

C. ADJOURNMENT

By consensus, the meeting adjourned at 9:38 a.m.

APPROVED:

CERTIFIED CORRECT:

M. Pendergraft
RDOS Board Chair

B. Newell
Corporate Officer



**Minutes are in DRAFT form and are subject
to change pending approval by Regional District Board**

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Community Services Committee

Thursday, April 7, 2016

9:03 a.m.

Minutes

MEMBERS PRESENT:

Chair K. Kozakevich, Electoral Area "E"
Vice Chair R. Hovanes, Town of Oliver
Director F. Armitage, Town of Princeton
Director M. Bauer, Village of Keremeos
Director T. Boot, District of Summerland
Director M. Brydon, Electoral Area "F"
Director G. Bush, Electoral Area "B"
Director E. Christensen, Electoral Area "G"
Director B. Coyne, Electoral Area "H"

Director A. Jakubeit, City of Penticton
Director H. Konanz, City of Penticton
Director A. Martin, City of Penticton
Director S. McKortoff, Town of Osoyoos
Director M. Pendergraft, Electoral Area "A"
Director T. Schafer, Electoral Area "C"
Director T. Sayeed, Alt. City of Penticton
Director T. Styffe, Alt. Electoral Area "D"
Director P. Waterman, District of Summerland

MEMBERS ABSENT:

Director T. Siddon, Electoral Area "D"

Director J. Sentes, City of Penticton

STAFF PRESENT:

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

M. Woods, Manager of Community Services

A. APPROVAL OF AGENDA

RECOMMENDATION 1

IT WAS MOVED AND SECONDED

THAT the Agenda for the Community Services Committee Meeting of April 7, 2016 be adopted. - **CARRIED**

B. Parks and Recreation Commission Bylaw

1. Bylaw No. 2732

RECOMMENDATION 2

It was MOVED and SECONDED

THAT the Board give 1st Reading to Bylaw 2732, 2016, a bylaw of the Regional District to establish a Terms of Reference for Parks and Recreation Commissions; and,

THAT Administration be authorized to consult with Parks and Recreation Commissions prior to returning the bylaw for 2nd Reading. - **CARRIED**

C. ADJOURNMENT

By consensus, the Community Services Committee meeting of April 7, 2016 adjourned at 9:29 a.m.

APPROVED:

CERTIFIED CORRECT:

K. Kozakevich
Community Services Committee Chair

B. Newell
Chief Administrative Officer



**Minutes are in DRAFT form and are subject
to change pending approval by Regional District Board**

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Protective Services Committee

Thursday, April 7, 2016

9:38 a.m.

Minutes

MEMBERS PRESENT:

Chair A. Jakubeit, City of Penticton	Director R. Hovanes, Town of Oliver
Vice Chair T. Schafer, Electoral Area "C"	Director H. Konanz, City of Penticton
Director F. Armitage, Town of Princeton	Director K. Kozakevich, Electoral Area "E"
Director M. Bauer, Village of Keremeos	Director A. Martin, City of Penticton
Director T. Boot, District of Summerland	Director S. McKortoff, Town of Osoyoos
Director M. Brydon, Electoral Area "F"	Director M. Pendergraft, Electoral Area "A"
Director G. Bush, Electoral Area "B"	Director T. Sayeed, Alt. City of Penticton
Director E. Christensen, Electoral Area "G"	Director T. Styffe, Alt. Electoral Area "D"
Director B. Coyne, Electoral Area "H"	Director P. Waterman, District of Summerland

MEMBERS ABSENT:

Director T. Siddon, Electoral Area "D"	Director J. Sentes, City of Penticton
--	---------------------------------------

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 April 7, 2016 be adopted. - **CARRIED**

B. Victim Services

1. Letter from Town of Osoyoos – March 15, 2016
2. Victim Services Agreement

It was MOVED and SECONDED

THAT staff research existing service arrangements for delivery of Victim Services in other Regional Districts and report back to the Committee with options. - **CARRIED**

C. ADJOURNMENT

By consensus, the Protective Services Committee meeting of April 7, 2016 adjourned at 10:05 a.m.

APPROVED:

CERTIFIED CORRECT:

A. Jakubeit
Protective Services Committee Chair

B. Newell
Chief Administrative Officer



**Minutes are in DRAFT form and are subject
to change pending approval by Regional District Board**

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BOARD of DIRECTORS MEETING

Minutes of the Board Meeting of the Regional District of Okanagan-Similkameen (RDOS) Board of Directors held at 10:06 a.m. Thursday, April 7, 2016 in the Boardroom, 101 Martin Street, Penticton, British Columbia.

MEMBERS PRESENT:

Chair M. Pendergraft, Electoral Area "A"
Vice Chair A. Jakubeit, City of Penticton
Director F. Armitage, Town of Princeton
Director M. Bauer, Village of Keremeos
Director T. Boot, District of Summerland
Director M. Brydon, Electoral Area "F"
Director G. Bush, Electoral Area "B"
Director E. Christensen, Electoral Area "G"
Director B. Coyne, Electoral Area "H"

Director R. Hovanes, Town of Oliver
Director H. Konanz, City of Penticton
Director K. Kozakevich, Electoral Area "E"
Director A. Martin, City of Penticton
Director S. McKortoff, Town of Osoyoos
Director T. Schafer, Electoral Area "C"
Director T. Sayeed, Alt. City of Penticton
Director T. Styffe, Alt. Electoral Area "D"
Director P. Waterman, District of Summerland

MEMBERS ABSENT:

Director J. Sentes, City of Penticton

Director T. Siddon, Electoral Area "D"

STAFF PRESENT:

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

R. Huston, Manager of Public Works
M. Woods, Manager of Community Services

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 April 7, 2016 be adopted. - **CARRIED**

1. Consent Agenda – Corporate Issues

- a. Planning and Development Committee – March 24, 2016
THAT the Minutes of the March 24, 2016 Planning and Development Committee be received.
- b. Protective Services Committee – March 24, 2016
THAT the Minutes of the March 24, 2016 Protective Services Committee be received.
- c. RDOS Regular Board Meeting – March 24, 2016
THAT the minutes of the March 24, 2016 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**

B. DEVELOPMENT SERVICES – Rural Land Use Matters

1. Temporary Use Permit Application — L. & P. Riccio, 3055 Hayman Rd., Naramata, Electoral Area “E”
 - a. Permit
 - b. Responses Received

RECOMMENDATION 3 (Unweighted Rural Vote – Simple Majority)**It was MOVED and SECONDED**

THAT the Board of Directors approve Temporary Use Permit No. E2016.006-TUP.

CARRIED

2. Development Variance Permit Application — R. and M. Lesnoski, 513 Sunglo Drive, Electoral Area “F”
 - a. Permit
 - b. Responses Received

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

THAT the Development Variance Permit No. F2016.009–DVP application be referred to the Advisory Planning Commission. - **CARRIED**

3. Consultant for Regional Growth Strategy Review – Phase 2

RECOMMENDATION 5 (Weighted Corporate Vote – Majority)**It was MOVED and SECONDED**

THAT the review of the Sub-Regional Growth Strategy (RGS) be put out to tender.

CARRIED

Opposed: Directors Kozakevich, Coyne

C. COMMUNITY SERVICES – Recreation Services

1. Kaleden Parks & Recreation Commission Appointments

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

THAT the Board rescind the appointment of Kim Denis from the Kaleden Parks & Recreation Commission;

AND THAT a letter is forwarded to Ms. Denis thanking her for her contribution to the Kaleden Parks & Recreation Commission;

AND THAT the Board re-appoint the following people as members of the Kaleden Parks & Recreation Commission for the periods indicated:

Name	Term	Expires
Paul Chahil	2 years	March 31, 2018
Wendy Busch	2 years	March 31, 2018
Bruce Ramage	2 years	March 31, 2018
Jaynie Molloy	2 Years	March 31, 2018

CARRIED

2. Similkameen Parks & Recreation Commission Appointment

RECOMMENDATION 7 (Unweighted Corporate Vote – Simple Majority)**It was MOVED and SECONDED**

THAT the Board re-appoint Wendy Stewart as a member of the Similkameen Parks & Recreation Commission for a two-year term ending December 31, 2017; and,

THAT the Board rescind the appointment of Peggy Boucher and Jodie Carter from the Similkameen Parks & Recreation Commission; and,

THAT a letter is forwarded to Ms. Boucher and Ms. Carter thanking them for their contribution to the Similkameen Parks & Recreation Commission. - **CARRIED**

3. KVR Grant Application - BikeBC Funding

RECOMMENDATION 8 (Unweighted Corporate Vote – Simple Majority)**It was MOVED and SECONDED**

THAT the Board of Directors support the application to the BikeBC Funding Program for further development of the Skaha Lake KVR Trail. - **CARRIED**

D. COMMUNITY SERVICES – Rural Projects

1. Fairview Heritage Townsite Licence of Occupation - Renewal

RECOMMENDATION 9 (Unweighted Corporate Vote – Simple Majority)
It was MOVED and SECONDED

THAT the Board of Directors renew the License of Occupation for heritage and ecological cultural discovery centre purposes over Lots 6-11 of Plan 7235 together with Lots 4 and 5 of Plan 5881 all of Section 12, Township 54, Osoyoos Division Yale District, containing 31.3 hectares, for a period of 30 years; and further,

THAT the Board authorize the Chair and Chief Administrative Officer to execute the License of Occupation. - **CARRIED**

E. CAO REPORTS

1. Verbal Update
-

F. OTHER BUSINESS

1. Chair's Report
-

2. Directors Motions
-

3. Board Members Verbal Update
-

G. ADJOURNMENT

By consensus, the meeting adjourned at 11:10 a.m.

APPROVED:

CERTIFIED CORRECT:

M. Pendergraft
RDOS Board Chair

B. Newell
Corporate Officer

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: April 28, 2016
RE: Development Variance Permit Application — Electoral Area “F”



Administrative Recommendation:

THAT the Regional Board approve Development Variance Permit No. F2016.003–DVP.

Purpose: To replace an existing carport with a new, larger garage in the same location as the existing structure.

Owners: David & R. Jean Keith Agent: NA Folio: F-07375.005

Civic: 805 Vedette Drive Legal: Lot 1, District Lot 5076, ODYD, Plan 19409

OCP: Small Holdings (SH) Zone: Small Holdings Five (SH5)

Requested Variances: to vary the minimum front parcel line setback from 9.0 metres to 2.2 metres; and, to vary the minimum exterior side parcel line setback from 4.5 metres to 0.57 metres.

Proposed Development:

This application proposes a number of variances to the provisions of Electoral Area “F” Zoning Bylaw No. 2461, 2008, in order to facilitate the replacement of an existing carport with a new, larger garage in the same location as the existing structure. Specifically, the applicant is seeking:

- to reduce the minimum front parcel line setback for an accessory building from 9.0 metres to 2.2 metres, as measured to the outermost projection; and,
- to reduce the minimum exterior side parcel line setback for an accessory building from 4.5 metres to 0.57 metres, as measured to the outermost projection.

The applicant has stated the following in support of their application:

- The desired location is hardly visible from both Bartlett Drive and Vedette Drive as it is screened by cedar hedges;
- The terrain of the property further hides the proposed location from view as the slope of the land runs down from Vedette Drive towards the east. There is a rock wall 5 - 6 feet in height at the southwestern edge of the property, resulting in the base of the proposed structure being approximately 8 feet below the grade of the surrounding roads;
- The location of the dwelling is such that a garage addition to the west side of the house would not be possible, given the 9.0 metre setback requirement;
- The presence of fruit trees north of the dwelling leave limited room for a garage addition on the north side of the house;

-
- The construction of a garage on the southeast portion of the property would require the addition of a significant amount of fill to level the ground surface as well as the removal of a yew tree and cedar trees which provide privacy and noise/wind/dust reduction; and,
 - The northeastern portion of the property contains the septic field as well as a large evergreen tree, which are impediments to placing the proposed structure in that location.

Site Context:

The subject property is approximately 2,036 m² in area and is situated on the northwest corner of Vedette Drive and Bartlett Drive. The surrounding pattern of development is generally characterised by similar low density residential uses.

Background:

The subject property was created by a subdivision deposited in the Land Title office on September 9, 1969. There is no building permit on file for original construction of the single family dwelling; however, the applicant has indicated that it was constructed in approximately 1954. Building permits for additions to the dwelling were issued in 1977, 1982, and 2013.

Under the Electoral Area “F” Zoning Bylaw No. 2461, 2008, the subject property is zoned Small Holdings Five (SH5), which permits “accessory buildings and structures” as a permitted use.

At Section 10.8.7(b)(i) of the Zoning Bylaw, the minimum front parcel line setback is 9.0 metres, and at Section 10.8.7(b)(iv) of the Zoning Bylaw, the minimum exterior side parcel line setback is 4.5 metres.

As the proposed addition is to be situated within 4.5 metres of a road reserve, Ministry of Transportation and Infrastructure approval is required prior to Board consideration (as per the requirements of the Regional District’s Development Procedures Bylaw). The Ministry approved the proposed variance on January 20, 2016.

At the March 24, 2016 meeting, the Board directed that the subject application be referred to the Electoral Area “F” Advisory Planning Commission (APC). At its April 7, 2016 meeting, the APC recommended that the RDOS Board of Directors approve the application.

Public Process:

Adjacent property owners will have received notification of this application with written comments regarding the proposal being accepted until 12:00 noon on Thursday, March 17, 2016.

Analysis:

When assessing variance requests a number of factors are generally taken into account and these include the intent of the zoning; the presence of any potential limiting physical features on the subject property; established streetscape characteristics; and whether the proposed development will have a detrimental impact upon the amenity of the area and/or adjoining uses.

In considering this proposal, a garage is seen to be an accessory structure related to the residential use of the property and is therefore consistent with the zoning.

Generally, development within a front setback is considered to represent poor streetscape design. However, in this instance, the structure would be almost completely invisible from the road given the

presence of cedar hedges along both Bartlett Drive and Vedette Drive. Further, as the lot slopes downward from the road, a significant portion of the structure would be located below the level of the road. As such, it is not anticipated that the proposed reduction in the front and exterior side parcel line setbacks to allow for the replacement of the carport with a new garage would adversely impact upon the amenity of the area, adjoining uses, or streetscape characteristics.

Given limiting features on the property such as the location of the septic field and presence of mature vegetation (cedar, evergreen, yew, and fruit trees) which present barriers to placing a replacement structure elsewhere on the property, Administration considers the proposed garage location to be reasonable.

Alternatives:

- .1 THAT the Regional Board deny Development Variance Permit No. F2016.003–DVP; or

Respectfully submitted:



S. Lightfoot, Planning Technician

Endorsed by:



C. Garrish, Planning Supervisor

Endorsed by:



D. Butler, Development Services Manager

Attachments: No. 1 – Applicant’s Site Photos

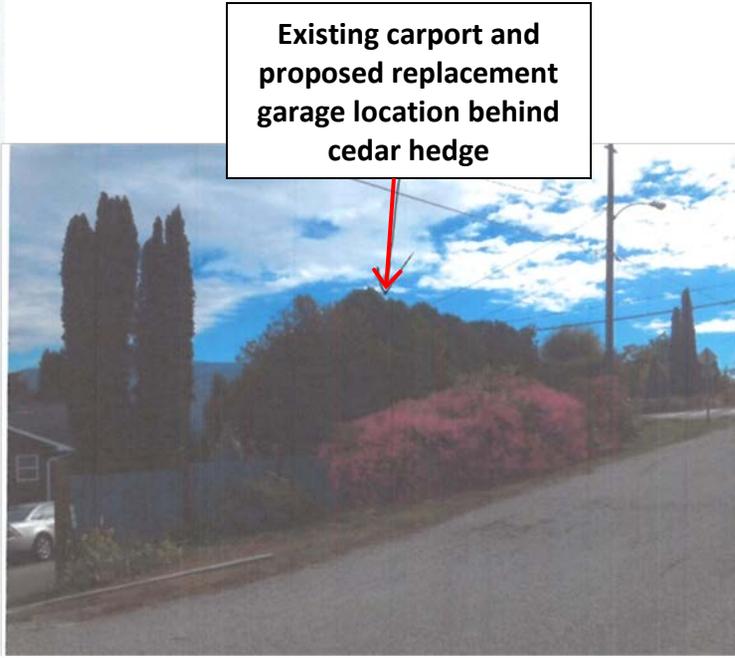
Attachment No. 1 – Applicant's Site Photos



View of existing carport facing west



View of existing carport facing south



Existing carport and proposed replacement garage location behind cedar hedge



Development Variance Permit

FILE NO.: F2016.003-DVP

Owner: David & R. Jean Keith

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 1, District Lot 5076, ODYD, Plan 19409

Civic Address: 805 Vedette Drive

Parcel Identifier (PID): 008-052-191 Folio: F-07375.005

CONDITIONS OF DEVELOPMENT

6. The land specified in Section 5 may be developed in accordance with the following variances to the Electoral Area "F" Zoning Bylaw No. 2461, 2008, in the Regional District of Okanagan-Similkameen:
 - a) The minimum front parcel line setback for an accessory building or structure, as prescribed at Section 10.8.7(b)(i), is varied :
 - i) from: 9.0 metres
 - to: 2.2 metres, as measured to the outermost projection and as shown on Schedule 'B'.

- b) The minimum exterior side parcel line setback for an accessory building or structure, as prescribed at Section 10.8.7(b)(iv), is varied:
 - i) from: 4.5 metres
 - to: 0.57 metres, as measured to the outermost projection and as shown on Schedule 'B'.

7. **COVENANT REQUIREMENTS**

- a) Not Applicable

8. **SECURITY REQUIREMENTS**

- a) Not applicable

9. **EXPIRY OF PERMIT**

The development shall be carried out according to the following schedule:

- (a) In accordance with Section 504 of the *Local Government Act* and subject to the terms of the permit, if the holder of this permit does not substantially start any construction with respect to which the permit was issued within two (2) years after the date it was issued, the permit lapses.
- (b) Lapsed permits cannot be renewed; however, an application for a new development permit can be submitted.

Authorising resolution passed by the Regional Board on _____, 2016.

B. Newell, Chief Administrative Officer

Regional District of Okanagan-Similkameen

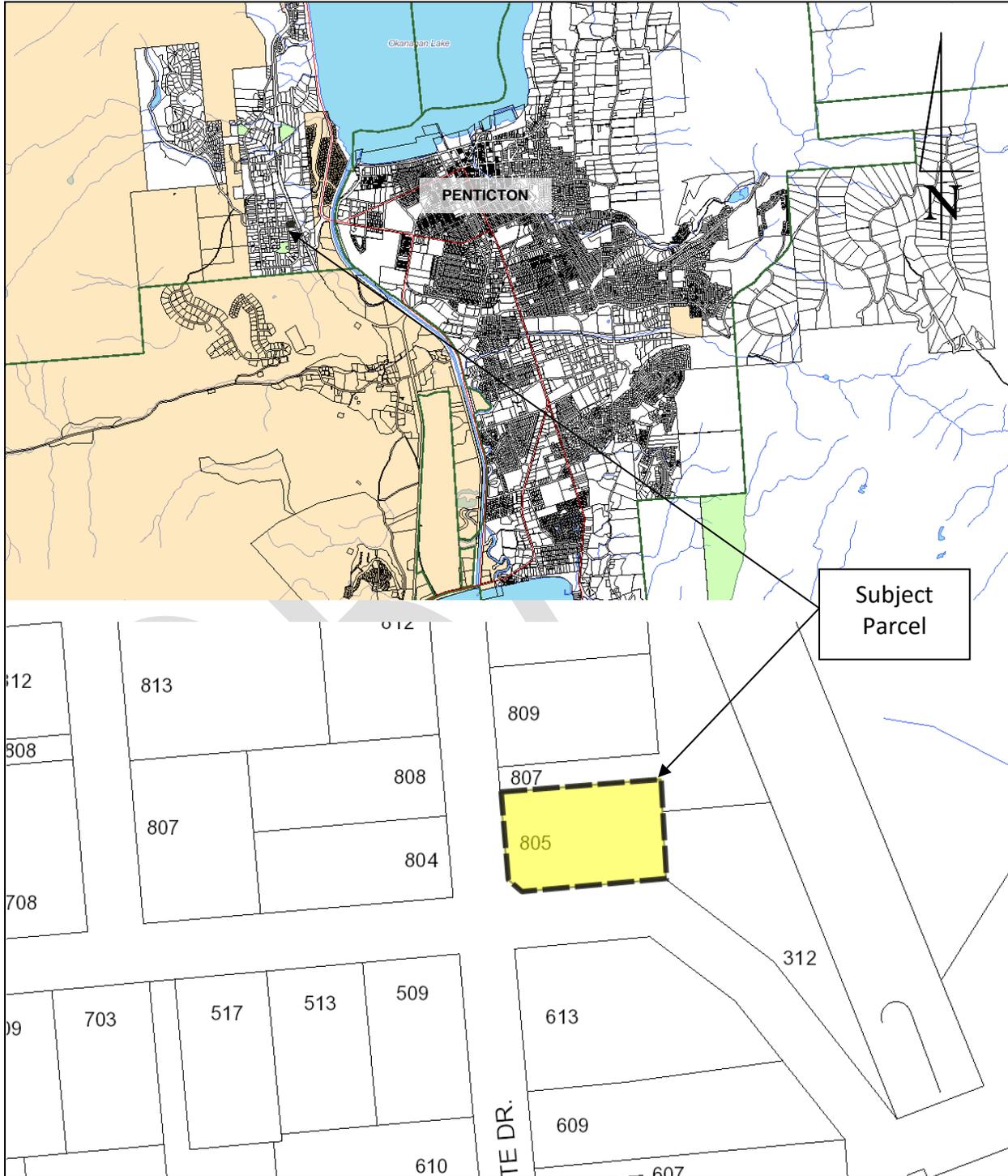
101 Martin St, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax (250) 492-0063



Development Variance Permit

File No. F2016.003-DVP

Schedule 'A'



Regional District of Okanagan-Similkameen

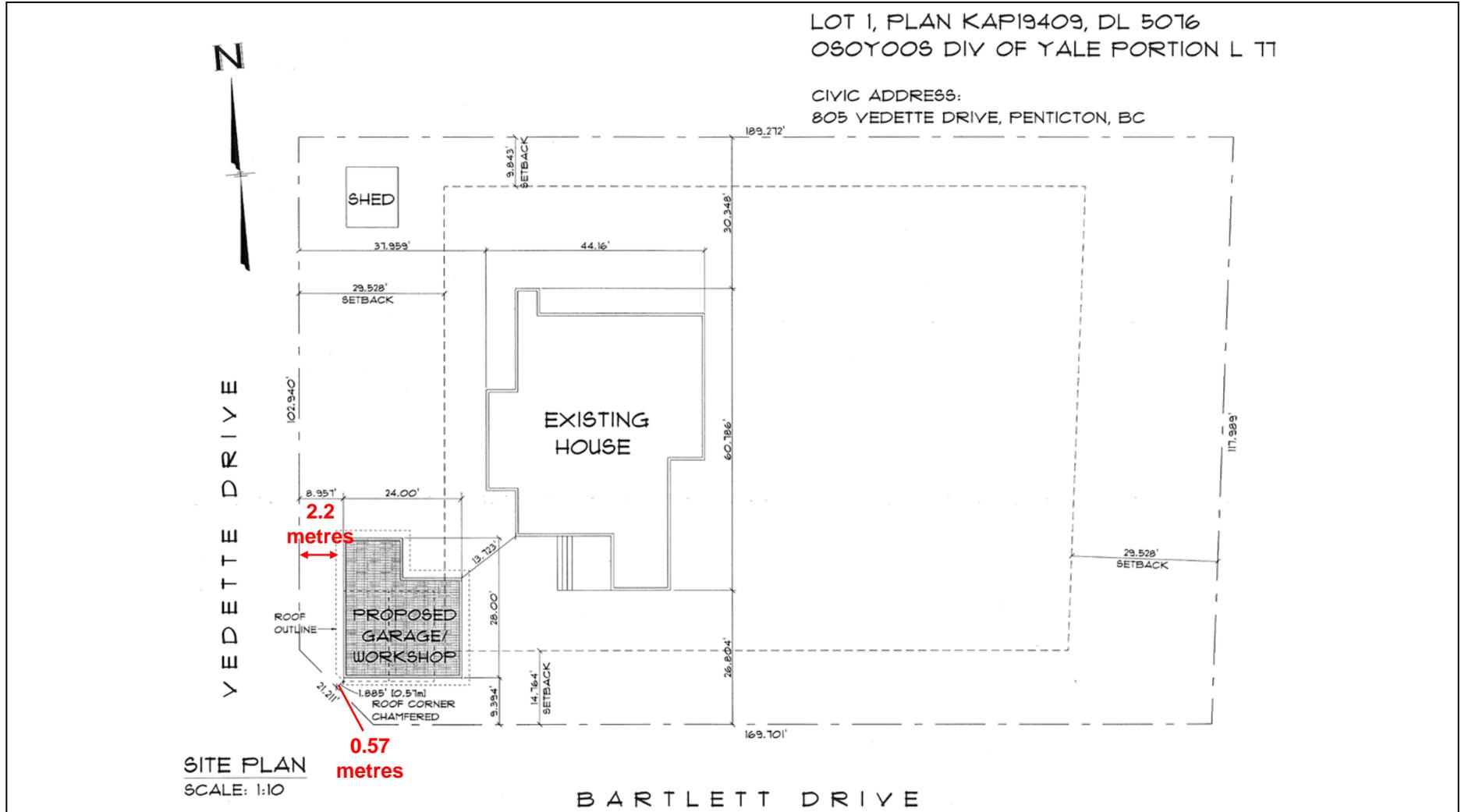
101 Martin St, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax (250) 492-0063



Development Variance Permit

File No. F2016.003-DVP

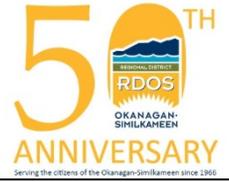
Schedule 'B'



Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC V2A 5J9

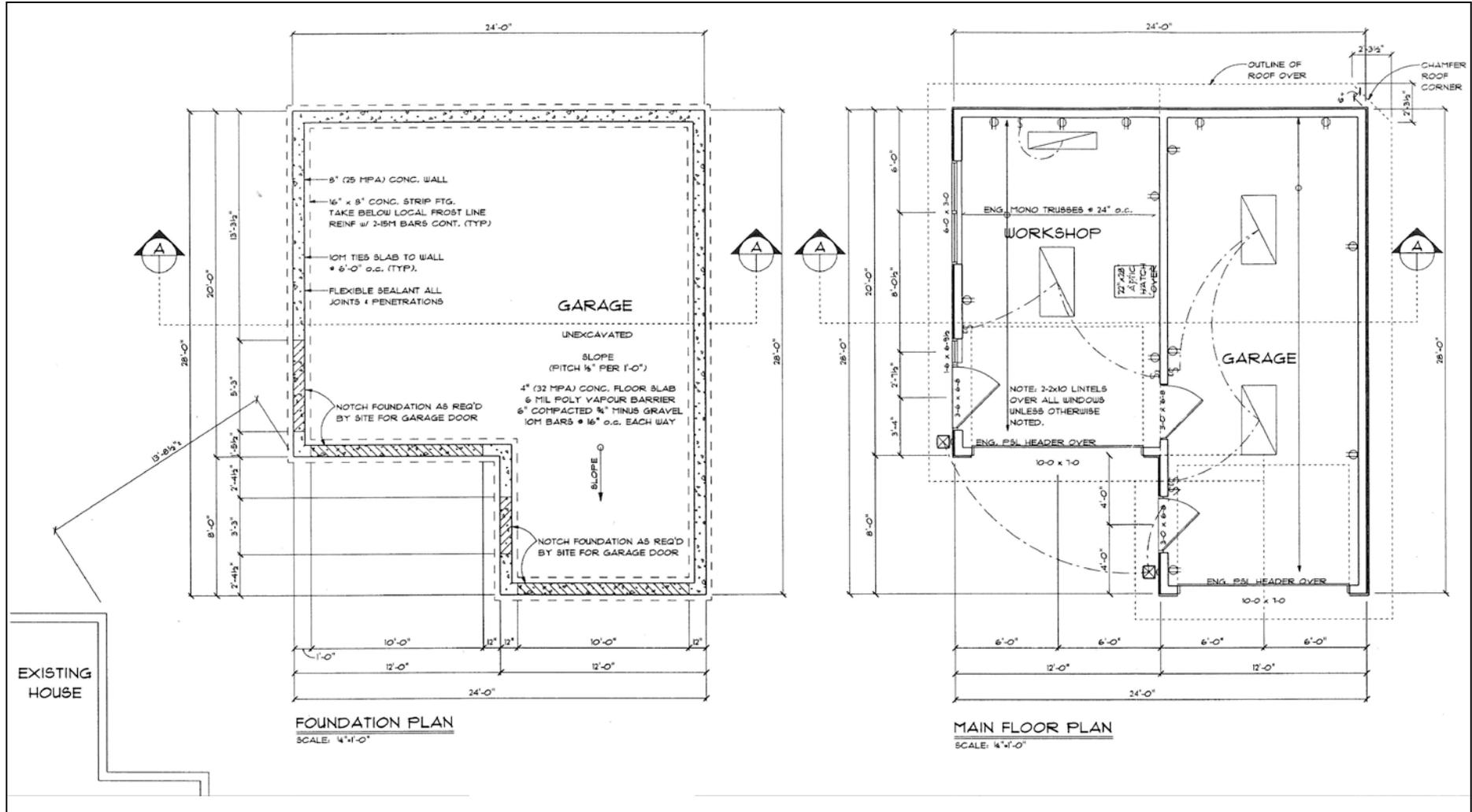
Tel: (250) 492-0237 Fax (250) 492-0063



Development Variance Permit

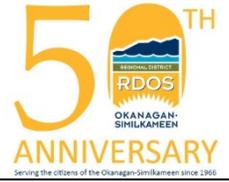
File No. F2016.003-DVP

Schedule 'C'



Regional District of Okanagan-Similkameen

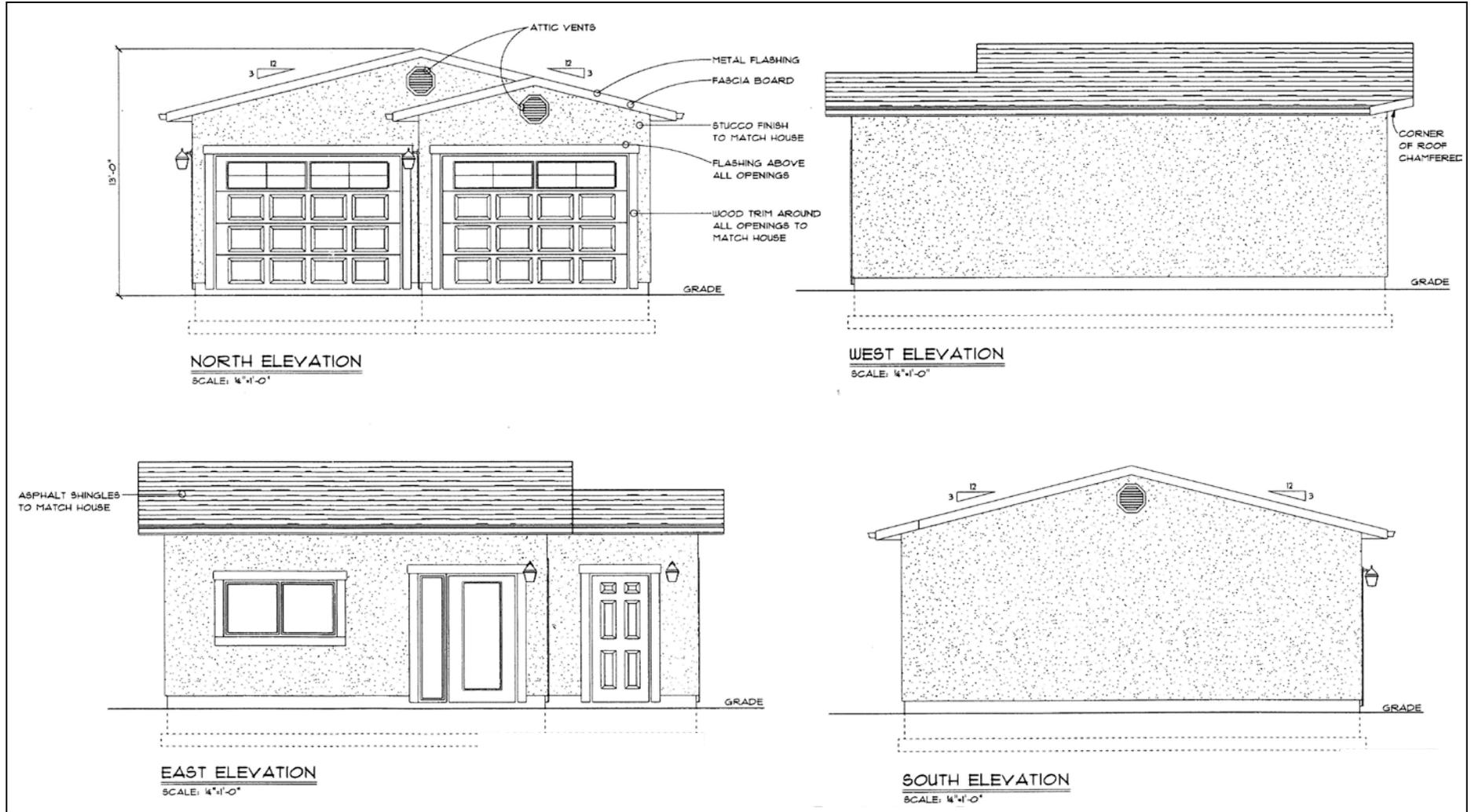
101 Martin St, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax (250) 492-0063



Development Variance Permit

File No. F2016.003-DVP

Schedule 'D'



File No. F2016.003-DVP

Page 6 of 6

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: April 28, 2016
RE: Development Variance Permit Application — Electoral Area “F”



Administrative Recommendation:

THAT the Regional Board approve Development Variance Permit No. E2016.018–DVP.

Purpose: To construct a workshop on the property.

Owners: Maik & Anna Wolleben Agent: NA Folio: E-01933.660

Civic: 3165 Juniper Drive Legal: Lot 2, District Lot 266, SDYD, Plan 39449

OCP: Low Density Residential (LR) Zone: Residential Single Family One (RS1)

Requested Variances: to vary the minimum interior side parcel line setback from 3.0 metres to 1.7 metres.

Proposed Development:

This application seeks to reduce the minimum interior side parcel line setback for an accessory building from 3.0 metres to 1.7 metres (as measured to the outermost projection) to allow for the construction of a workshop.

The applicant has stated the following in support of their application:

- The workshop would be the same height as the existing dwelling and would not block the views of the neighbouring property;
- The slope at the rear of the property is an impediment to building in that location;
- Placing the structure in the front yard would negatively affect the streetscape as neighbouring properties do not have accessory buildings in their front yard; and,
- There is little vegetation and no trees at the proposed location therefore environmental quality will not be affected.

Site Context:

The subject property is approximately 2,391 m² in area. It is situated on the north side of Juniper Drive and borders Naramata Creek Regional Park at its rear boundary. The surrounding pattern of development is generally characterised by similar low density residential uses to the west, south, and east, and park to the north.

Background:

The subject property was created by a subdivision deposited in the Land Title office on April 8, 1988. A single detached dwelling was moved onto the property in 1990 and the carport addition was constructed in 1991.

Under the Electoral Area “E” Zoning Bylaw No. 2459, 2008, the subject property is zoned Residential Single Family One (RS1), which permits “accessory buildings and structures” as a permitted use.

At Section 11.1.6(b)(iv) of the Zoning Bylaw, the minimum interior side parcel line setback is 3.0 metres.

Public Process:

Adjacent property owners will have received notification of this application with written comments regarding the proposal being accepted until 12:00 noon on Thursday, April 21, 2016.

Analysis:

When assessing variance requests a number of factors are generally taken into account and these include the intent of the zoning; the presence of any potential limiting physical features on the subject property; established streetscape characteristics; and whether the proposed development will have a detrimental impact upon the amenity of the area and/or adjoining uses.

In considering this proposal, a workshop is seen to be an accessory structure related to the residential use of the property and is therefore consistent with the zoning.

Administration recognizes that the slope at the rear of the property limits the buildable area behind the dwelling, and that constructing the workshop between the dwelling and the front setback could detract from the streetscape.

The location and height of the proposed structure are not anticipated to adversely impact upon the amenity of the area and/or adjoining uses given that the proposed structure would be the same height as the existing dwelling (approximately 3.0 metres) and would not block the views of the neighbouring property.

Alternatives:

- .1 THAT the Regional Board deny Development Variance Permit No. E2016.018–DVP; or
- .2 THAT the Regional Board defers making a decision and directs that the proposal be considered by the Electoral Area “E” Advisory Planning Commission (APC).

Respectfully submitted:



S. Lightfoot, Planning Tech.

Endorsed by:



C. Garrish, Planning Supervisor

Endorsed by:



D. Butler, Development Services Manager

Attachments:

No. 1 – Site Photo (Google Streetview)

Attachment No. 1 – Site Photo (Google Streetview)



Proposed workshop location behind existing carport (to be removed).

Development Variance Permit

FILE NO.: E2016.018-DVP

Owners: Maik & Anna Wolleben

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 2, Plan KAP39449, DL 266, SDYD

Civic Address: 3165 Juniper Drive

Parcel Identifier (PID): 010-555-285 Folio: E-01933.660

CONDITIONS OF DEVELOPMENT

6. The land specified in Section 5 may be developed in accordance with the following variances to the Electoral Area "E" Zoning Bylaw No. 2459, 2008, in the Regional District of Okanagan-Similkameen:
 - a) The minimum interior side parcel line setback for an accessory building or structure, as prescribed at Section 11.1.6(b)(iv), is varied :
 - i) from: 3.0 metres
 - to: 1.7 metres, as measured to the outermost projection and as shown on Schedule 'B'.

7. **COVENANT REQUIREMENTS**

a) Not Applicable

8. **SECURITY REQUIREMENTS**

a) Not applicable

9. **EXPIRY OF PERMIT**

The development shall be carried out according to the following schedule:

- (a) In accordance with Section 504 of the *Local Government Act* and subject to the terms of the permit, if the holder of this permit does not substantially start any construction with respect to which the permit was issued within two (2) years after the date it was issued, the permit lapses.
- (b) Lapsed permits cannot be renewed; however, an application for a new development permit can be submitted.

Authorising resolution passed by the Regional Board on _____, 2016.

B. Newell, Chief Administrative Officer

Regional District of Okanagan-Similkameen

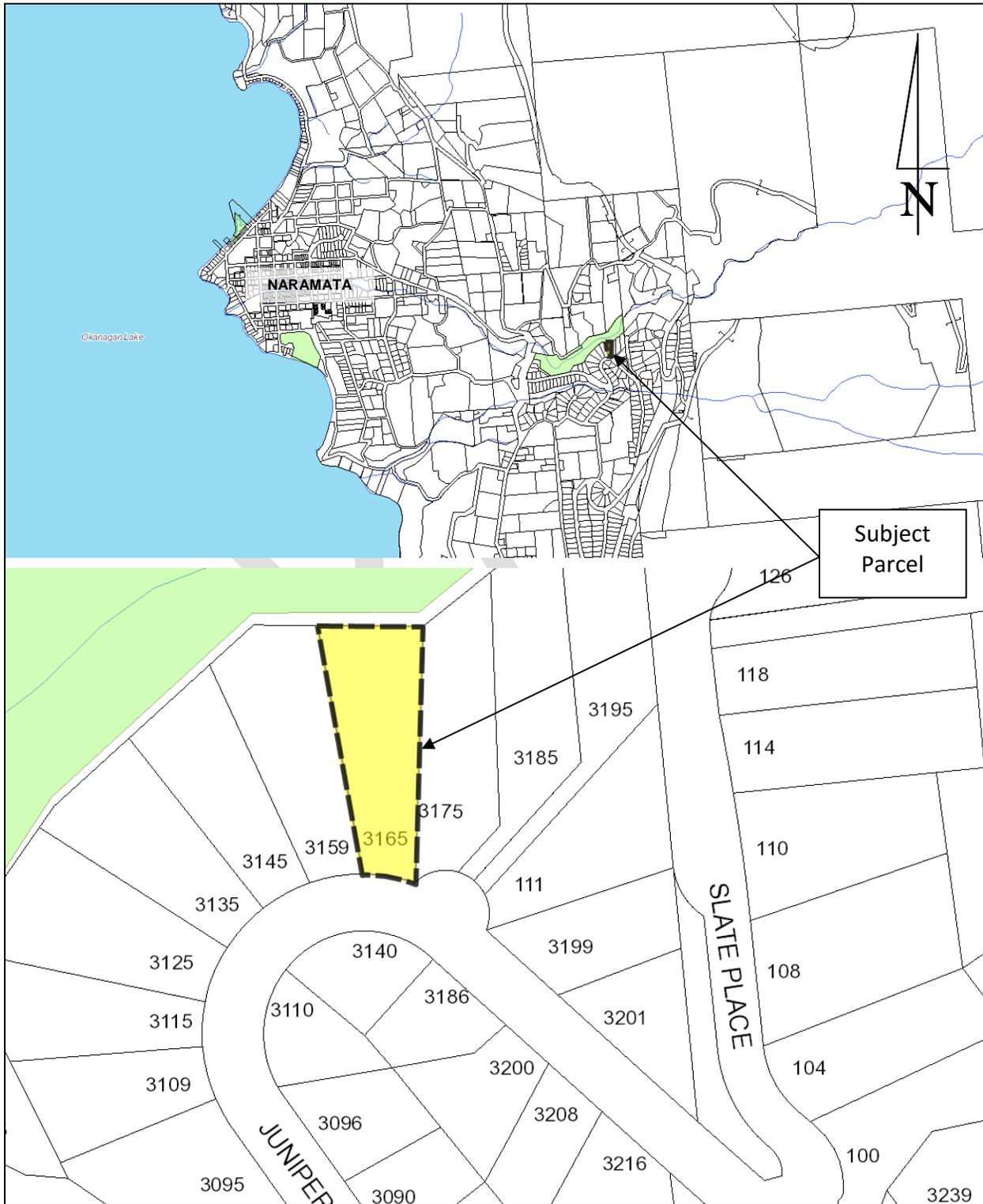
101 Martin St, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax (250) 492-0063



Development Variance Permit

File No. E2016.018-DVP

Schedule 'A'



Regional District of Okanagan-Similkameen

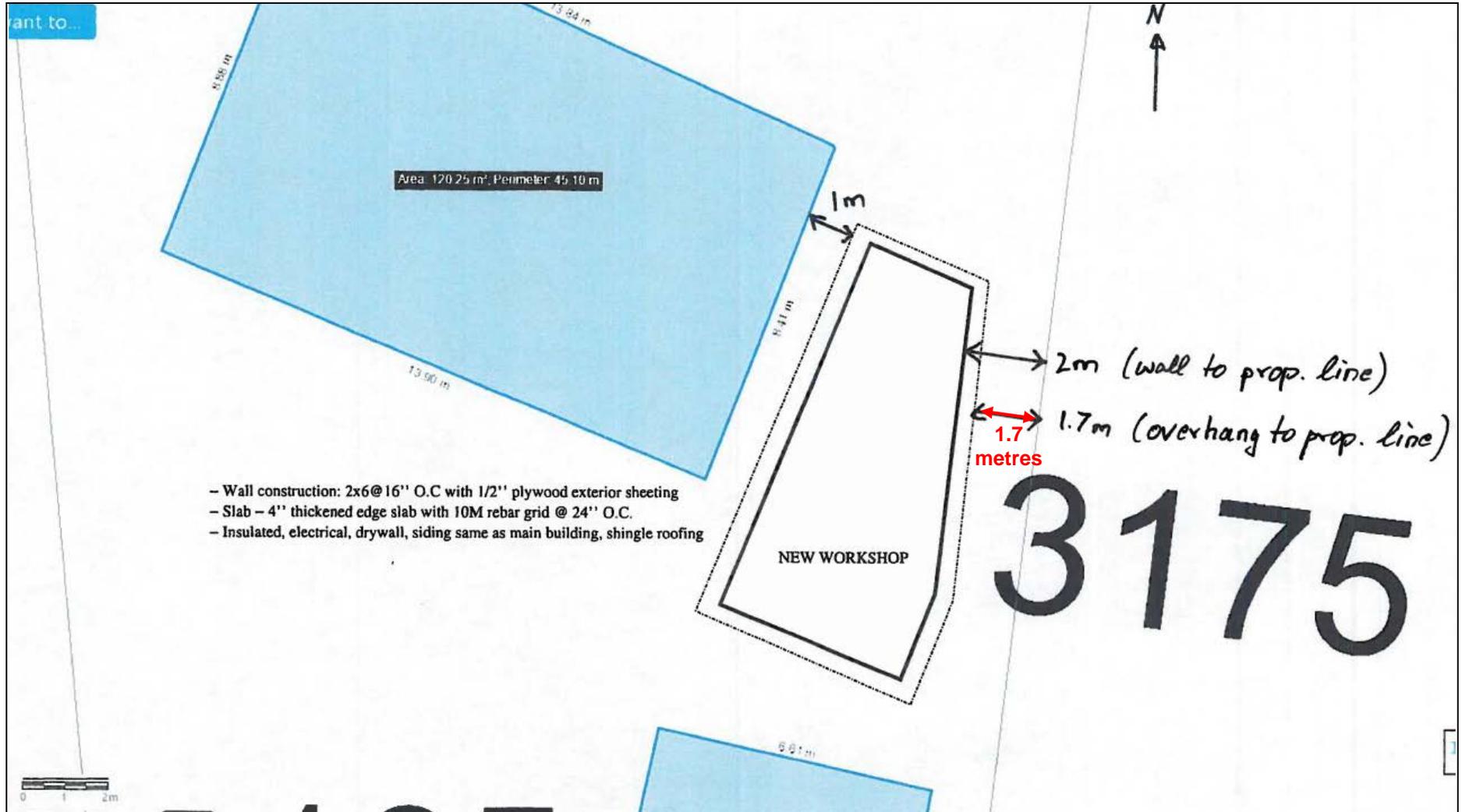
101 Martin St, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax (250) 492-0063



Development Variance Permit

File No. E2016.018-DVP

Schedule 'B'



Regional District of Okanagan-Similkameen

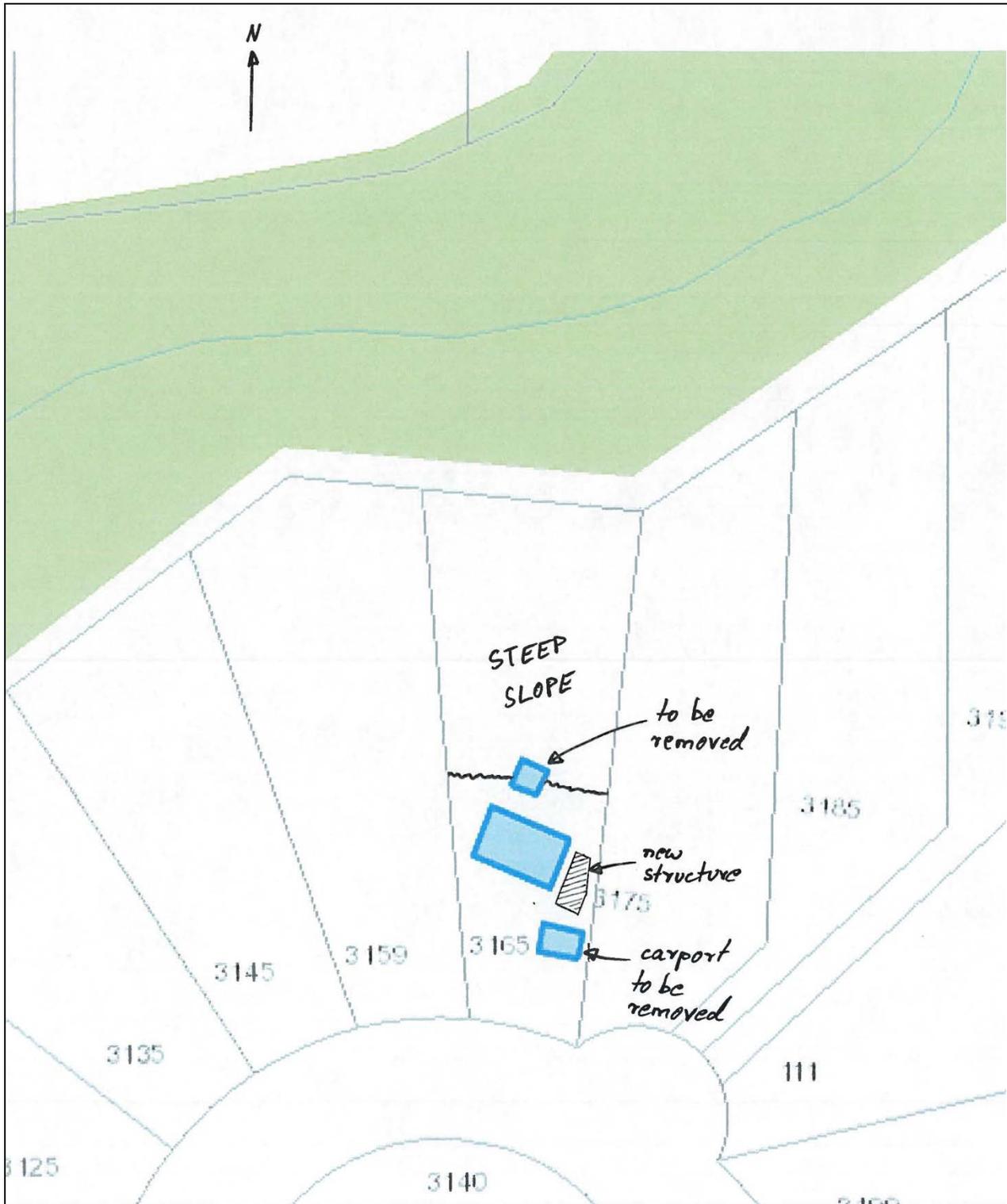
101 Martin St, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax (250) 492-0063



Development Variance Permit

File No. E2016.018-DVP

Schedule 'C'



Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax (250) 492-0063



Development Variance Permit

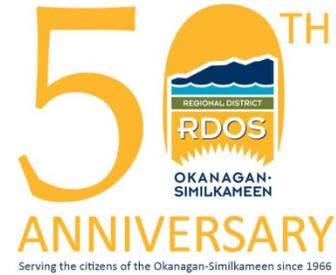
File No. E2016.018-DVP

Schedule 'D'



ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: April 28, 2016
RE: Okanagan Falls Town Centre Plan



Administrative Recommendation:

THAT the Phase 2 Okanagan Falls Town Centre Revitalization Visioning Exercise report, dated December 2015, be accepted as a guide for future policy planning for the community.

Purpose:

To review the Phase 1 and 2 components of the Okanagan Falls Town Centre Plan.

Reference:

Area D-2 Community Plan

Business Plan Objective:

Phase 3 of the Town Centre Plan, subject to funding

Background:

In 2013, the new Area D-2 Community Plan was adopted. A key objective of this plan is to “enhance the vibrancy and attractiveness of Okanagan Falls by supporting a variety of revitalization and beautification programs.” The Plan also supports concentrating new residential development into the community to create a compact urban form and focuses on waterfront parks and enhanced pedestrian circulation.

In early 2014, the RDOS commissioned a process to develop a design-focused economic revitalization plan and implementation strategy for Okanagan Falls Town Centre. The objective of this project is to reverse the fortunes of Ok Falls through public and private investments and partnerships, streetscape improvements and quality urban design to make the town centre an enticing place to live, work and play for local residents and visitors.

Analysis:

PHASE 1

Phase 1 completed in June 2014, analyzed the current situation and engaged the public in exploring opportunities to revitalize the Ok Falls town centre. A set of key planning principles were developed as follows:

- Highway 97 to remain a major transportation corridor through the town centre
- A mixed-use “place magnet “ to serve as the town centre focal point
- Skaha Lake waterfront to serve as the greatest asset and to be enhanced as the second “place magnet”
- Secure uninterrupted public pedestrian lakefront access
- Create an urban agricultural/local food hub
- Develop integrated pedestrian and cycling networks
- Build on existing strengths and assets

- Support residential densification in and around the town centre

Two alternative preliminary revitalization scenarios were developed in Phase 1.

Scenario A: Focuses on Hwy 97. Proposes improvements to Hwy/Main St. intersection. Focuses new tourist commercial uses on highway. Highway 97 with frontage road on north side. Place magnet at west end of town. Support resort development at foot of Willow Street.

Scenario B: Focuses visitor type development north of highway. Locates wine centre/visitor centre/civic centre plaza on Flea Market site facing northerly extension of Willow St. Support redevelopment of key sites at foot of Willow St. and at Flea Market site. Explore public moorage/on-water activities.

A community consensus developed around the advancement of Scenario B.

PHASE 2

Phase 2 of the project involved a design charrette on two days in September 2015. A charrette is an intensive, interactive physical planning and design workshop where consultants work with the public and stakeholders to develop preliminary design concept for an area. The public session was held in day one of the charrette. On the second day consultants developed the concepts and presented to about 65 people at the end of the day. An Illustrative Plan (attached) was developed to show key planning and design ideas generated in the charrette and to further elaborate on the principles established in Phase 1. This Plan shows what the town centre could look like when all sites are redeveloped in the future. It is not intended to be definitive or rigid and would be subject modification as development opportunities arise in future. An important aspect of the plan is to reorient the town centre away from Highway 97 and toward Skaha Lake and to provide view and pedestrian corridors between the new Place Magnet on Highway 97 and the waterfront. The project also includes a Land Use Plan, Road Network Plan and Walking & Cycling Network Plan.

It was recommended that the Phase 3 project include a revision of concepts into policies, planning goals and Development Permit guidelines and that would be adopted into the Area D-2 Community Plan and that the zoning of Town Centre area be reviewed. It was also suggested that partnerships, review of funding opportunities and strategies to engage with the Ministry of Transportation be undertaken.

Consultation

A questionnaire was circulated at a Town Hall meeting held in the fall of 2015 and 24 responses were received. Sixty-seven per cent (67%) of respondents supported moving forward with Phase 3 of the Plan, while 25% were not in support and 8% did not respond. There were many comments of support and numerous suggestions for changes to the Concept Plan. A number of questionnaires (10) were submitted after the public meeting from the public who were not in support of the Plan – resulting an even number of respondents who are supporting and who are not supporting the Concept Plan.

One of the main property owners, R. Agur has expressed concerns about some of the components of the Illustrative Plan and the impact on the future development of the Holiday Beach Resort motel site and the RV park, both located on 7th Avenue. The main concerns relate to the proposed public corridors through the sites, the proposed orientation of new development toward the corridors (not the lake) and height restrictions. There have also been comments submitted that the amount of new commercial development proposed in the Plan is unrealistic. The owner retained consultants and presented an “Alternative Of Falls Town Centre Plan” that focused redevelopment in the Cedar Road / IGA Mall / Kenyon Park area including a large plaza on the Mall property. While there is merit to enhancing the Cedar Road entrance to Okanagan Falls, this concept has not been vetted through the Phase 1 and 2 processes and is not consistent with the overall design objectives for the Town Centre Plan. The owner has been advised that the Illustrative Plan is a concept at this time and that there will further opportunities in the Phase 3 project to discuss details and resolve concerns.

Alternatives:

1. Support the directions outlined in the Town Centre Plan
2. Not support the directions outlined in the Town Centre Plan

Respectfully submitted:

"Donna Butler"

D. Butler, Development Services Manager

Okanagan Falls Town Centre Revitalization Plan



Regional District of Okanagan-Similkamcon
Okanagan Falls Town Centre Revitalization Plan

November 2015

ILLUSTRATIVE PLAN

CC J/INTERPOINT COMMUNICATIONS / U-BAN FORUM ASSOCIATES

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: April 28, 2016
RE: Zoning Bylaw Amendment – Electoral Areas “A”, “C”, “D”, “E”, “F” & “H”



Administrative Recommendation:

THAT Bylaw No. 2730, 2016, Regional District of Okanagan-Similkameen Update of General Regulations for Accessory Structures Amendment Bylaw be read a first and second time;
AND THAT the holding of a public hearing be scheduled for the Regional District Board meeting of May 19, 2016;
AND THAT staff give notice of the public hearing in accordance with the requirements of the *Local Government Act*.

Purpose:

The proposed amendments to the Electoral Area Zoning Bylaws seek to update the regulations that pertain to the development of “accessory buildings and structures” by clarifying the use of such structures (i.e. no living facilities) as well as the number and size of washrooms and showers that may be installed. These amendments are being pursued in conjunction with an update of the Board’s Policy on the decommissioning of a dwelling unit.

Background:

At its meeting of February 11, 2016, the Planning and Development (P&D) Committee considered an administrative report outlining a number of concerns associated with the Regional District’s provisions for the decommissioning of dwelling units (i.e. carriage houses in the West Bench, or accessory dwellings on sub-minimal rural parcels).

The Committee resolved to direct staff to “initiate a review of the Decommissioning of a Dwelling Unit Policy and amendment to the Electoral Area Zoning Bylaws to address existing concerns.”

Referrals:

Approval from the Ministry of Transportation and Infrastructure (MoTI) is required as the proposal will affect lands situated within 800 metres of a controlled area (i.e. Highways 3 & 97).

Analysis:

Administration considers the current policy pertaining to the decommissioning of a dwelling unit to be ineffective in supporting zoning regulations prohibiting second dwelling units, and further results in significant staff time and resources being spent by planning, building and bylaw enforcement in assessing questionable plans or seeking compliance where structures have been converted to residential use after the fact (through the mere addition of a stove).

In order to address this, Administration is recommending the current *Requirements for Decommissioning a Dwelling Policy* be replaced *and* that a number of amendments to the Electoral Area Zoning Bylaws be made in order to remove certain ambiguities and to clarify the purpose of “accessory building and structures” for the benefit of staff, the public and developers.

Specifically, that the following wording be included at Section 7.13 (Accessory Buildings and Structures) of each of the Electoral Area Zoning Bylaws:

- No accessory building or structure shall contain bedrooms, sleeping facilities or other living facilities; showers and bathtubs, with the exception of an accessory building or structure in the RA, AG1, AG2, AG3 and LH Zones where one (1) shower is permitted.
- The maximum number of bathrooms permitted in an accessory building or structure shall be one (1) and shall not exceed a maximum floor area of 3.0 m², with the exception of an accessory building or structure in the RA, AG1, AG2, AG3 and LH Zones where the maximum floor area of a bathroom may be 6.0 m².

Further to direction provided by the P&D Committee on February 11, 2016, Administration is proposing that the current *Requirements for Decommissioning a Dwelling Policy* (2012) be rescinded and replaced with the *Decommissioning of a Dwelling Unit Policy* (2016) following the possible adoption of these zoning amendments (which *could* occur at the Board’s meeting of June 2, 2016).

Alternative:

THAT Bylaw No. 2730, 2016, Regional District of Okanagan-Similkameen Update of General Regulations for Accessory Structures Amendment Bylaw, be denied.

Respectfully submitted:



C. Garrish, Planning Supervisor

Endorsed by:

Donna Butler

D. Butler, Development Services Manager

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2730, 2016

**A Bylaw to amend the Electoral Areas “A”, “C”, “D-1”, “D-2”, “E”, “F” and “H”
Regional District of Okanagan-Similkameen Zoning Bylaws**

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

1. This Bylaw may be cited for all purposes as the “Regional District of Okanagan-Similkameen Update of General Regulations for Accessory Structures Amendment Bylaw No. 2730, 2016.”

Electoral Area “A”

2. The “Electoral Area “A” Zoning Bylaw No. 2451, 2008” is amended by:
 - i) replacing Section 7.13 (Accessory Buildings and Structures) in its entirety with the following:

7.13 Accessory Buildings and Structures

- .1 All buildings or structures attached to a principal building by a common wall and roof are deemed to be a portion of the principal building.
- .2 When not attached, no part of any building shall be closer than 1.0 metre to another building.
- .3 No accessory building or structure shall contain showers and bathtubs, bedrooms, sleeping facilities or other living facilities, with the exception of an accessory building or structure in the RA, AG1, AG2 and LH Zones where one (1) shower is permitted.

- .4 The maximum number of bathrooms permitted in an accessory building or structure shall be one (1) and shall not exceed a maximum floor area of 3.0 m², with the exception of an accessory building or structure in the RA, AG1, AG2 and LH Zones where the maximum floor area of a bathroom may be 6.0 m².
- .5 No accessory building or structure shall be situated on a parcel unless:
 - a) a principal building has already been erected on the same lot;
 - b) a principal building will be erected simultaneously with the accessory building or structure on the same lot; or
 - c) the accessory building or structure does not exceed 10.0 m² in area, one storey in building height, and is limited to one (1) per parcel.

Electoral Area "C"

3. The "Electoral Area "C" Zoning Bylaw No. 2453, 2008" is amended by:

- i) replacing Section 7.13 (Accessory Buildings and Structures) in its entirety with the following:

7.13 Accessory Buildings and Structures

- .1 All buildings or structures attached to a principal building by a common wall and roof are deemed to be a portion of the principal building.
- .2 When not attached, no part of any building shall be closer than 1.0 metre to another building.
- .3 No accessory building or structure shall contain showers and bathtubs, bedrooms, sleeping facilities or other living facilities, with the exception of an accessory building or structure in the RA, AG1, AG2 and LH Zones where one (1) shower is permitted.
- .4 The maximum number of bathrooms permitted in an accessory building or structure shall be one (1) and shall not exceed a maximum floor area of 3.0 m², with the exception of an accessory building or structure in the RA, AG1, AG2 and LH Zones where the maximum floor area of a bathroom may be 6.0 m².
- .5 No accessory building or structure shall be situated on a parcel unless:
 - a) a principal building has already been erected on the same lot;

- b) a principal building will be erected simultaneously with the accessory building or structure on the same lot; or
- c) the accessory building or structure does not exceed 10.0 m² in area, one storey in building height, and is limited to one (1) per parcel.

Electoral Area “D-1”

4. The “Electoral Area “D” Zoning Bylaw No. 2457, 2008” is amended by:

- i) replacing Section 7.13 (Accessory Buildings and Structures) in its entirety with the following:

7.13 Accessory Buildings and Structures

- .1 All buildings or structures attached to a principal building by a common wall and roof are deemed to be a portion of the principal building.
- .2 When not attached, no part of any building shall be closer than 1.0 metre to another building.
- .3 No accessory building or structure shall contain showers and bathtubs, bedrooms, sleeping facilities or other living facilities, with the exception of an accessory building or structure in the RA, AG1, AG2 and LH Zones where one (1) shower is permitted.
- .4 The maximum number of bathrooms permitted in an accessory building or structure shall be one (1) and shall not exceed a maximum floor area of 3.0 m², with the exception of an accessory building or structure in the RA, AG1, AG3 and LH Zones where the maximum floor area of a bathroom may be 6.0 m².
- .5 No accessory building or structure shall be situated on a parcel unless:
 - a) a principal building has already been erected on the same lot;
 - b) a principal building will be erected simultaneously with the accessory building or structure on the same lot; or
 - c) the accessory building or structure does not exceed 10.0 m² in area, one storey in building height, and is limited to one (1) per parcel.

Electoral Area “D-2”

5. The “Electoral Area “D” Zoning Bylaw No. 2455, 2008” is amended by:

- i) replacing Section 7.13 (Accessory Buildings and Structures) in its entirety with the following:

7.13 Accessory Buildings and Structures

- .1 All buildings or structures attached to a principal building by a common wall and roof are deemed to be a portion of the principal building.
- .2 When not attached, no part of any building shall be closer than 1.0 metre to another building.
- .3 No accessory building or structure shall contain showers and bathtubs, bedrooms, sleeping facilities or other living facilities, with the exception of an accessory building or structure in the RA, AG1, AG2 and LH Zones where one (1) shower is permitted.
- .4 The maximum number of bathrooms permitted in an accessory building or structure shall be one (1) and shall not exceed a maximum floor area of 3.0 m², with the exception of an accessory building or structure in the RA, AG1, AG3 and LH Zones where the maximum floor area of a bathroom may be 6.0 m².
- .5 No accessory building or structure shall be situated on a parcel unless:
 - a) a principal building has already been erected on the same lot;
 - b) a principal building will be erected simultaneously with the accessory building or structure on the same lot; or
 - c) the accessory building or structure does not exceed 10.0 m² in area, one storey in building height, and is limited to one (1) per parcel.

Electoral Area “E”

6. The “Electoral Area “E” Zoning Bylaw No. 2459, 2008” is amended by:

- i) replacing Section 7.13 (Accessory Buildings and Structures) in its entirety with the following:

7.13 Accessory Buildings and Structures

- .1 All buildings or structures attached to a principal building by a common wall and roof are deemed to be a portion of the principal building.
- .2 When not attached, no part of any building shall be closer than 1.0 metre to another building.

- .3 No accessory building or structure shall contain showers and bathtubs, bedrooms, sleeping facilities or other living facilities, with the exception of an accessory building or structure in the RA, AG1, AG2 and LH Zones where one (1) shower is permitted.
- .4 The maximum number of bathrooms permitted in an accessory building or structure shall be one (1) and shall not exceed a maximum floor area of 3.0 m², with the exception of an accessory building or structure in the RA, AG1 and LH Zones where the maximum floor area of a bathroom may be 6.0 m².
- .5 No accessory building or structure shall be situated on a parcel unless:
 - a) a principal building has already been erected on the same lot;
 - b) a principal building will be erected simultaneously with the accessory building or structure on the same lot; or
 - c) the accessory building or structure does not exceed 10.0 m² in area, one storey in building height, and is limited to one (1) per parcel.

Electoral Area "F"

7. The "Electoral Area "F" Zoning Bylaw No. 2461, 2008" is amended by:

- i) replacing Section 7.13 (Accessory Buildings and Structures) in its entirety with the following:

7.13 Accessory Buildings and Structures

- .1 All buildings or structures attached to a principal building by a common wall and roof are deemed to be a portion of the principal building.
- .2 When not attached, no part of any building shall be closer than 1.0 metre to another building.
- .3 No accessory building or structure shall contain showers and bathtubs, bedrooms, sleeping facilities or other living facilities, with the exception of an accessory building or structure in the RA, AG1, AG2 and LH Zones where one (1) shower is permitted.
- .4 The maximum number of bathrooms permitted in an accessory building or structure shall be one (1) and shall not exceed a maximum floor area of 3.0 m², with the exception of an accessory

building or structure in the RA, AG1, AG3 and LH Zones where the maximum floor area of a bathroom may be 6.0 m².

- .5 No accessory building or structure shall be situated on a parcel unless:
 - a) a principal building has already been erected on the same lot;
 - b) a principal building will be erected simultaneously with the accessory building or structure on the same lot; or
 - c) the accessory building or structure does not exceed 10.0 m² in area, one storey in building height, and is limited to one (1) per parcel.

Electoral Area “H”

8. The “Electoral Area “F” Zoning Bylaw No. 2461, 2008” is amended by:

- i) replacing Section 7.12 (Accessory Buildings and Structures) in its entirety with the following:

7.12 Accessory Buildings and Structures

- .1 All buildings or structures attached to a principal building by a common wall and roof are deemed to be a portion of the principal building.
- .2 When not attached, no part of any building shall be closer than 1.0 metre to another building.
- .3 No accessory building or structure shall contain showers and bathtubs, bedrooms, sleeping facilities or other living facilities, with the exception of an accessory building or structure in the RA, AG1, AG2 and LH Zones where one (1) shower is permitted.
- .4 The maximum number of bathrooms permitted in an accessory building or structure shall be one (1) and shall not exceed a maximum floor area of 3.0 m², with the exception of an accessory building or structure in the RA, AG3, LH1 and LH2 Zones where the maximum floor area of a bathroom may be 6.0 m².
- .5 No accessory building or structure shall be situated on a parcel unless:
 - a) a principal building has already been erected on the same lot;
 - b) a principal building will be erected simultaneously with the accessory building or structure on the same lot; or

- c) the accessory building or structure does not exceed 10.0 m² in area, one storey in building height, and is limited to one (1) per parcel.

READ A FIRST AND SECOND TIME this ____ day of _____, 2016.

PUBLIC HEARING HELD this ____ day of _____, 2016.

READ A THIRD TIME this ____ day of _____, 2016.

I hereby certify the foregoing to be a true and correct copy of the “Regional District of Okanagan-Similkameen Update of General Regulations for Accessory Structures Amendment Bylaw No. 2730, 2016,” as read a Third time by the Regional Board on this ____ day of ____, 2016.

Dated at Penticton, BC this __ day of ____, 2016

Corporate Officer

Approved pursuant to Section 52(3) of the *Transportation Act* this ____ day of _____, 2016.

For the Minister of Transportation & Infrastructure

ADOPTED this ____ day of _____, 2016.

Board Chair

Chief Administrative Officer

Lauri Feindell

Subject: FW: bylaw Referral - X2016.013-ZONE (Decommissioning Amendments)
Attachments: Draft Policy - Decommissioning a Dwelling Unit.pdf; 2730 (Decommissioning Amendments).pdf; X2016.013-ZONE (Decommissioning Amendments).pdf

From: Diane Vaykovich [<mailto:dvaykovich@oliver.ca>]
Sent: March 14, 2016 3:02 PM
To: Christopher Garrish; Planning
Subject: FW: bylaw Referral - X2016.013-ZONE (Decommissioning Amendments)

Does not appear to affect Town of Oliver; if you wish to concur as our Planning Consultant.

Thanks Chris.

Diane Vaykovich | Corporate Officer
Town of Oliver
Direct: 250-485-6207
Email: dvaykovich@oliver.ca



Lauri Feindell

Subject: FW: bylaw Referral - X2016.013-ZONE (Decommissioning Amendments)

From: Christopher Garrish
Sent: March 16, 2016 10:34 AM
To: Lauri Feindell
Subject: FW: bylaw Referral - X2016.013-ZONE (Decommissioning Amendments)

From: Collins, Martin J ALC:EX [<mailto:Martin.Collins@gov.bc.ca>]
Sent: March-10-16 2:47 PM
To: Christopher Garrish
Subject: FW: bylaw Referral - X2016.013-ZONE (Decommissioning Amendments)

Chris

The ALC has no objection to the bylaws as proposed.

Regards

Martin Collins
Regional Planner
Agricultural Land Commission
#133 4940 Canada Way
Burnaby, BC, V5G 4K6
martin.collins@gov.bc.ca
604-660-7021



RESPONSE SUMMARY

AMENDMENT BYLAW NO. 2730

Approval Recommended for Reasons Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to Conditions Below

Approval Not Recommended Due to Reasons Outlined Below

Mike Gane, Chair commented as follows:

"Who is policing this during the investigation and who is policing after? Remove the stove and place it back in after the inspection...back in business..."

Bruce Shepherd's comments below have to do with clarifying the wording in the bylaw:

(1) "...No accessory building or structure shall contain bedrooms, sleeping facilities or other living facilities; or showers and bathtubs, with the exception of an accessory building or structure in the RA, AG1, AG2 and LH Zones where one (1) shower is permitted."

(2) Why is the term "bathroom" used when bathtubs are not permitted? Could be source of confusion, especially for those not proficient in English. Suggest use of alternative term such as "washroom".

Signature: Cheryl E. Dalla

Signed By: CHERYL HALLA

Agency: Kaledon Irrigation District

Title: Financial/Corporate Administrator

Date: March 24, 2016



Lauri Feindell

From: Beaupre, John <John.Beaupre@interiorhealth.ca>
Sent: April 13, 2016 10:20 AM
To: Planning; Christopher Garrish
Subject: Amendment to Zoning Bylaws - Excluding Uses and Limiting Bathroom Space - RDOS
File: X2016.013-ZONE

Attention Christopher Garrish, MCIP RPP
Regional District of Okanagan-Similkameen
101 Martin Street, Penticton BC
V2A 5J9

Dear Mr. Garrish:

Re: Proposed Zoning Amendments Which Exclude Bedrooms, Showers and Bathtubs and Limits the Extent of Bathroom Space.

Thank you for the opportunity to provide comment on the above referenced proposed Bylaw Amendments to the Electoral Area "A", "C", "D-1", "D-2", "E", "F" and "H" Zoning Bylaws.

In instances where existing dwelling units are to be decommissioned as dwelling units but one bathroom will be left functional in the structure logic would dictate that any onsite sewerage dispersal system and water supply in use would remain to service the remaining bathroom.

However in instances where the dwelling being decommissioned is to be completely demolished consideration should be given to permanently decommissioning the sewerage system and water supply system that were servicing the dwelling unless they are still servicing another compliant dwelling or structure.

Please contact me with any questions you may have.

Thank you.

John C. Beaupre, C.P.H.I.(C)
Environmental Health Officer
Interior Health Authority
Penticton Health Protection
3090 Skaha Lake Road, Penticton, BC, V2A 7H2
Bus: (250) 770-5540
Direct: (250) 492-4000 Ext: 2744
Cell: (250) 809-7356
Fax: (250) 493-0041
Email: john.beaupre@interiorhealth.ca
Web: www.interiorhealth.ca

This Email message, including any attachments, are intended solely for the use of the individual or entity to whom it is addressed and may contain information that is confidential and/or privileged. Any distribution, copying, disclosure, or other use is strictly



In response, the Regional District adopted Amendment Bylaw No. 2455.19, 2015, at its meeting of January 21, 2016, which enacted the “early termination” of the LUC and its replacement with a new SH5s Zone.

All property owners in the Heritage Hills and Lakeshore Highlands neighbourhoods were afforded an opportunity to participate in a separate “voluntary discharge” process to remove the LUC (completed on December 17, 2015). Only one property owner availed themselves of this opportunity, and all other properties — including the subject property — were thus included in the “early termination” amendment bylaw process.

Importantly, LUC’s terminated under Section 548 of the *Local Government Act* are not removed from a property for “at least one year after the date the bylaw is adopted”. In the context of the subject property, this would be January 22, 2017.

In addition, the Regional District cannot, under the Act, issue a TUP for a property that is the subject of an LUC. Therefore, to have the separate TUP application considered by the Board, the LUC needs to be voluntarily discharged.

Referrals:

Referral comments on this proposal have been received from the Penticton Indian Band (PIB), Ministry of Forest, Lands and Natural Resource Operations (Archaeological Branch) and the Interior Health Authority (IHA) and these are included as a separate item on the Board Agenda.

At its meeting of April 12, 2016, the Electoral Area “D” Advisory Planning Commission (APC) resolved to recommend to the Regional District Board that the proposed LUC termination and rezoning to SH5s be approved.

Approval from the Ministry of Transportation and Infrastructure (MoTI) is not required as the proposal is situated beyond 800 metres of a controlled area (i.e. Highway 97).

Analysis:

The applicant’s request to have the LUC that applies to their property removed ahead of the January 22, 2017, termination date is largely seen to be an administrative matter that will allow the Regional District Board to consider a separate TUP application.

Administration notes that the requested SH5s Zone is the same as that adopted by the Board at its meeting of January 21, 2016, and is, therefore, wholly consistent with the strategic direction established by the Board.

For these reasons, Administration fully supports the requested discharge and rezoning, and due to its consistency with the underlying Official Community Plan (OCP) Bylaw designation as well as the Board’s recent resolution to terminate LUC No. LU-3-D — which was the subject of a public hearing held on December 9, 2015 — Administration is recommending that public hearing for this amendment bylaw be waived.

Alternatives:

1. THAT Bylaw No. 2455.25, 2016, Electoral Area “D” Zoning Amendment Bylaw be read a first and second time;
THAT a public hearing be scheduled for the Board meeting of May 19, 2016;

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

2. THAT Bylaw No. 2455.25, 2016, Electoral Area "D" Zoning Amendment Bylaw be read a first and second time and proceed to a public hearing;

THAT the holding of the public hearing be delegated to Director Siddon or delegate;

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

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

OR

3. THAT Bylaw No. 2455.25, 2016, Electoral Area "D" Zoning Amendment Bylaw be denied.

Respectfully submitted:



C. Garrish, Planning Supervisor

Endorsed by:



D. Butler, Development Services Manager

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2455.25, 2015

**A Bylaw to partially discharge Land Use Contract No. LU 3 D and
to amend the Electoral Area "D" Zoning Bylaw No. 2455, 2008**

WHEREAS pursuant to s. 546 of the *Local Government Act*, a local government may, by bylaw, discharge a land use contract that applies to land within the jurisdiction of the local government; and

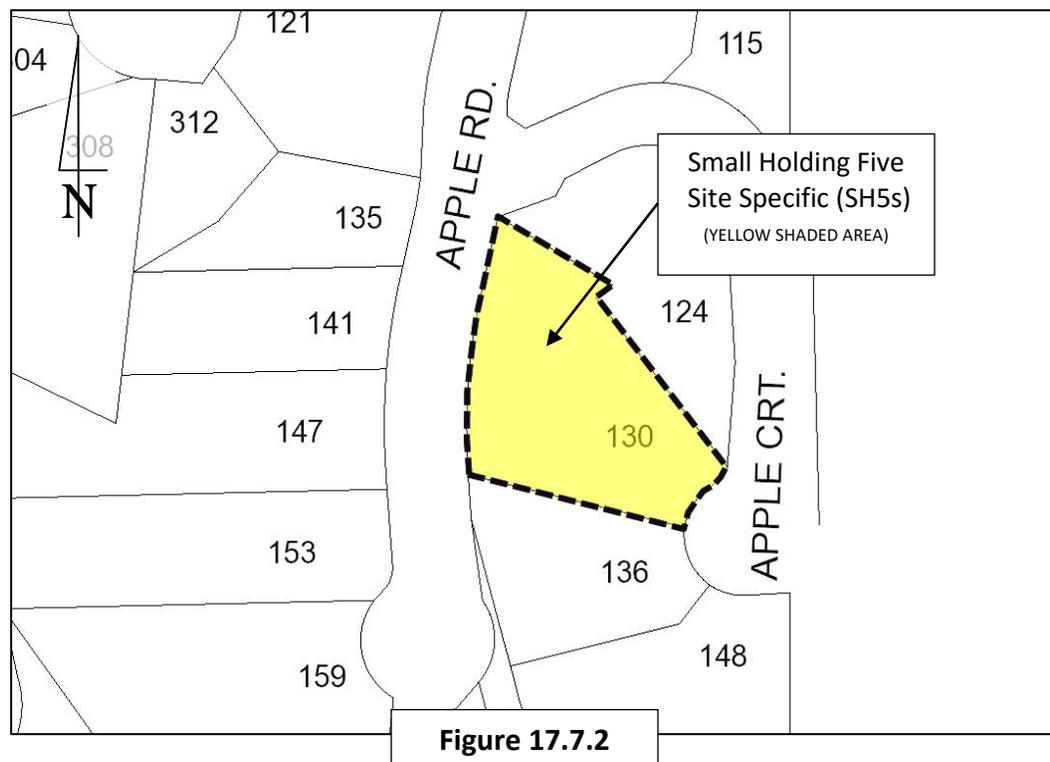
WHEREAS the registered owner of the lands described in sections 2 of this bylaw has agreed to the discharge of the land use contract that applies to their respective lands;

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" Land Use Contract Discharge and Zoning Amendment Bylaw No. 2455.25, 2015".
2. The Land Use Contract No. LU-3-D, registered in the Kamloops Land Title Office under charge number LB416202 against title to the land described as Lot 3, Plan KAS2658, District Lot 2710, SDYD, and shown shaded yellow on the attached Schedule 'Y-1' (which forms part of this Bylaw), is discharged in respect of that land and the authorized signatories of the Regional District may execute the discharge agreement attached to this bylaw as Schedule 'Z-1'.
3. The land described in section 2 is zoned Small Holdings Five Site Specific (SH5s) in Regional District of Okanagan-Similkameen, Electoral Area "D" Zoning Bylaw No. 2455, 2008 and the Zoning Map, being Schedule '2' of the Electoral Area "D" Zoning Bylaw No. 2455, 2008, is amended accordingly.

4. The Electoral Area “D” Zoning Bylaw No. 2455, 2008, is amended by:
- a) adding a new sub-section 17.7.2, under “Site Specific Small Holdings Five (SH5s) Provisions” to read as follows:

- .2 In the case of land shown shaded yellow on Figure 17.7.2:
- i) the following principal use and no others shall be permitted on the land:
- .1 “single detached dwelling”
- ii) the following accessory uses and no others shall be permitted on the land:
- .1 “secondary suite, subject to Section 7.12”;
- .2 “home occupations, subject to Section 7.17”;
- .3 “bed and breakfast operation, subject to Section 7.19”; and
- .4 “accessory buildings and structures, subject to Section 7.13”.
- iii) despite Section 10.7.9, the maximum parcel coverage shall be 35%.



READ A FIRST AND SECOND TIME this ____ day of _____, 2016.

PUBLIC HEARING held on this ____ day of _____, 2016.

READ A THIRD TIME this ____ day of _____, 2016.

ADOPTED this ____ day of _____, 2016.

Board Chair

Corporate Officer

Regional District of Okanagan-Similkameen

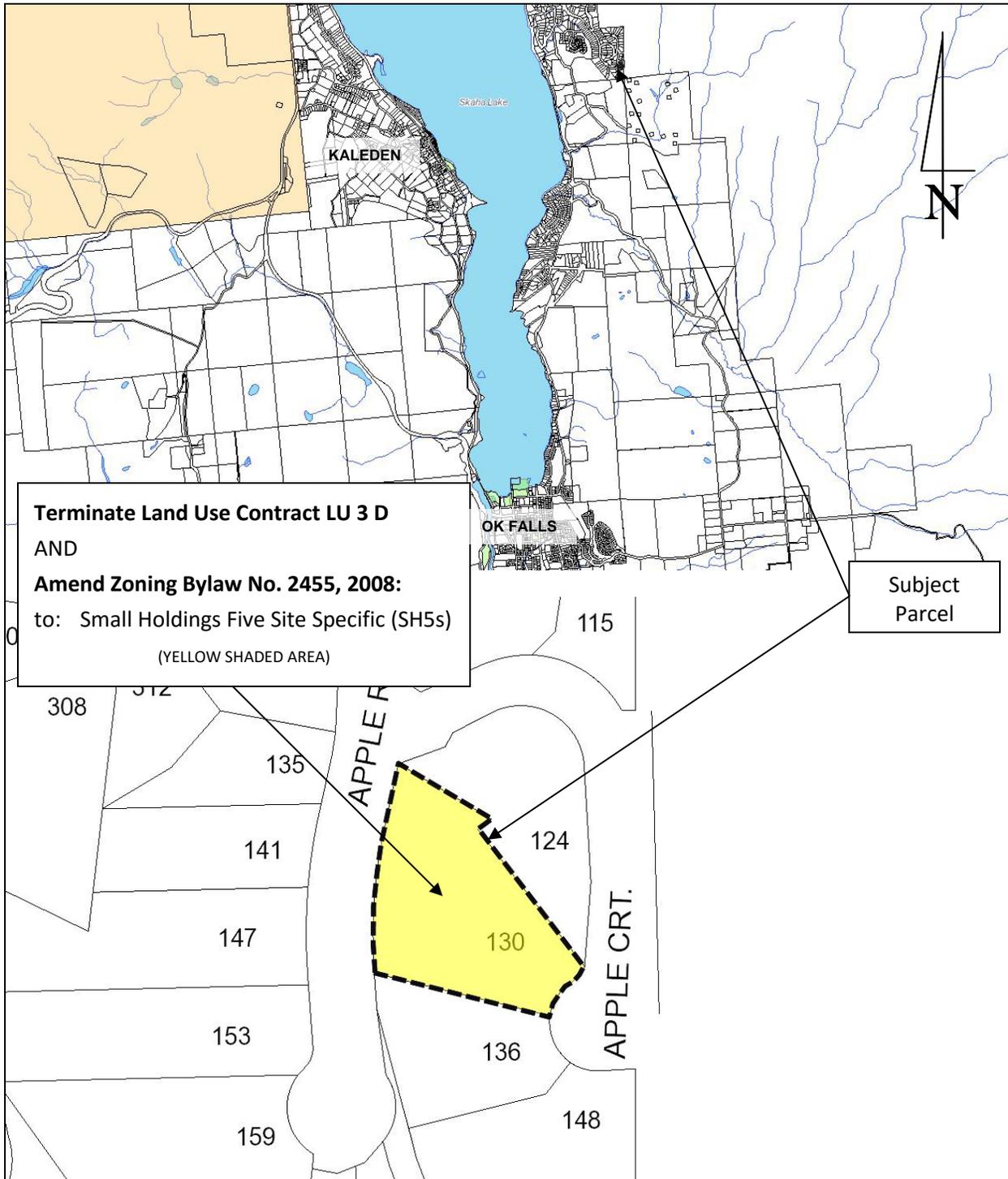
101 Martin St, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax (250) 492-0063



Amendment Bylaw No. 2455.25, 2016

File No. D2016.019-ZONE

Schedule 'Y-1'



Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax (250) 492-0063



Amendment Bylaw No. 2455.25, 2016

File No. D2016.019-ZONE

Schedule 'Z-1'



LAND USE CONTRACT DISCHARGE AGREEMENT

Regional District of Okanagan-Similkameen

WHEREAS on December 22, 1972 the Okanagan-Similkameen Regional District entered into a land use contract with William Eric Bomford in respect of (1) SL45, DL2710, SDYD, Plan 1189 Except Plans 14107, 17357, 19076 and 21364; (2) SL29, DL2710, SDYD, Plan 1189 Shown on Plan B4249 Except Plan 21364; (3) SL29, DL2710, SDYD, Plan 1189 Except Part Shown on Plan B4249; and (4) DL3967, SDYD, Except Plan 14107 and Part Shown as Road on Plan 21364 (the "Land"), which land use contract was authorized by Electoral Area 'D' Zoning Bylaw No. 100 Amendment Bylaw No. 158, 1972 and registered in the Kamloops Land Title Office under No. J10071 (the "Land Use Contract"); and

WHEREAS the Land was subsequently subdivided by Plan KAS2658 deposited in the Kamloops Land Title Office on May 26, 2004; and

WHEREAS on June 13, 2006, Pamela Kerr (the "Owner") became the owner of Lot 3 Plan KAS2658, District Lot 2710, SDYD, together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on form 1 or v, as appropriate, ("Lot 3"); and

WHEREAS the Regional District and the Owner wish to discharge the Land Use Contract in respect of Lot 3; and

WHEREAS under Section 930 of the *Local Government Act* a land use contract that is registered in a land title office may be discharged by bylaw, with the agreement of the local government and the owner of any parcel of land that is described in the bylaw as being covered by the amendment; and

WHEREAS the Regional District has held a public hearing in accordance with Sections 890 to 894 of the *Local Government Act* and has authorized the execution of this Agreement by Electoral Area "D" Land Use Contract Discharge and Zoning Amendment Bylaw No. 2455.20, 2015;

THIS AGREEMENT is evidence that, in consideration of the premises and the sum of one dollar paid to the Regional District by the Owner, the receipt and sufficiency of which are acknowledged by the Regional District, the Owner and the Regional District agree that the Land Use Contract is discharged in relation to Lot 3.

Pamela Kerr

Authorized Signatory:

REGIONAL DISTRICT OF OKANAGAN SIMILKAMEEN

By its authorized signatories:

Board Chair:

Corporate Officer:

Amendment Bylaw No. 2455.25, 2016

(D2016.019-ZONE)

Page 5 of 5

Lauri Feindell

From: Cooper, Diana FLNR:EX <Diana.Cooper@gov.bc.ca>
Sent: March 30, 2016 3:47 PM
To: Planning
Subject: amendment bylaw referral D2016.019 ZONE

Hello Planning Folks at the Regional District of Okanagan-Similkameen!

Thank you for your referral regarding 130 Apple Court, Heritage Hills, PID 025946684, STRATA L 3 DL 2710 SIMILKAMEEN DIVISION YALE DISTRICT STRATA PL KAS2658 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPTN TO THE UNIT ENTITLEMENT OF THE STRATA L SHWN ON FORM V. According to Provincial records, there are no known archaeological sites recorded on the subject property. However, archaeological potential modeling indicates there is the possibility for unknown/unrecorded archaeological sites to exist on the property.

Archaeological sites (both recorded and unrecorded, disturbed and intact) are protected under the *Heritage Conservation Act* and must not be altered or damaged without a permit from the Archaeology Branch.

Prior to any land alterations (*e.g.*, addition to home, property redevelopment, extensive landscaping, service installation), an Eligible Consulting Archaeologist should be contacted to review the proposed activities and, where warranted, conduct a walk over and/or detailed study of the property to determine whether the work may impact protected archaeological materials. An Eligible Consulting Archaeologist is one who is able to hold a Provincial heritage permit that allows them to conduct archaeological studies. Ask an archaeologist if he or she can hold a permit, and contact the Archaeology Branch (250-953-3334) to verify an archaeologist's eligibility. Consulting archaeologists can be contacted through the BC Association of Professional Archaeologists (www.bcapa.ca) or through local directories.

If the archaeologist determines that development activities will not impact any archaeological deposits, then a permit is not required. Occupying an existing dwelling or building without any land alterations does not require archaeological study or permitting.

In the absence of a confirmed archaeological site, the Archaeology Branch cannot require the proponent to conduct an archaeological study or obtain a permit prior to development. In this instance it is a risk management decision for the proponent.

If any land-altering development is planned and proponents choose not to contact an archaeologist prior to development, owners and operators should be notified that if an archaeological site is encountered during development, activities **must** be halted and the Archaeology Branch contacted at 250-953-3334 for direction. If an archaeological site is encountered during development and the appropriate permits are not in place, proponents will be in contravention of the *Heritage Conservation Act* and likely experience development delays while the appropriate permits are obtained.

Please review the screenshot of the property below (outlined in yellow). If this does not represent the property listed in the referral please contact me. The general area within which this property is located has moderate potential for unknown/unrecorded archaeological deposits, which is what the beige overlay on the screenshot below is indicating.

Please let me know if you have any questions or concerns.

Kind regards,

Diana





Diana Cooper | Archaeologist/Archaeological Site Inventory Information and Data Administrator

Archaeology Branch | Ministry of Forests, Lands and Natural Resource Operations
Unit 3 - 1250 Quadra St, Victoria BC V8W 2K7 | PO Box 9816 Stn Prov Govt, Victoria BC V8W 9W3
Phone: 250-953-3343 | Fax: 250-953-3340 | Website: <http://www.for.gov.bc.ca/archaeology/>

Lauri Feindell

From: Beaupre, John <John.Beaupre@interiorhealth.ca>
Sent: April 1, 2016 11:29 AM
To: Planning; Christopher Garrish
Subject: Discharge of Land Use Contract and Zone to SH5s - RDOS File: D2016.019-ZONE

Attention Christopher Garrish, MCIP RPP
Regional District of Okanagan-Similkameen
101 Martin Street, Penticton BC
V2A 5J9

Dear Mr. Garrish:

Re: Discharge of Land Use Contract (LUC) No. LU-3-D from the property at 130 Apple Court, Heritage Hills

Thank you for the opportunity to provide comment on the above referenced LUC discharge.

This office's interests are essentially unaffected by the above referenced LUC discharge and as such we have no concern or objection to discharging the LUC and introducing a Small Holdings Five Site Specific (SH5s) Zone on the subject property under the Electoral Area "D-2" Zoning Bylaw No. 2455, 2008.

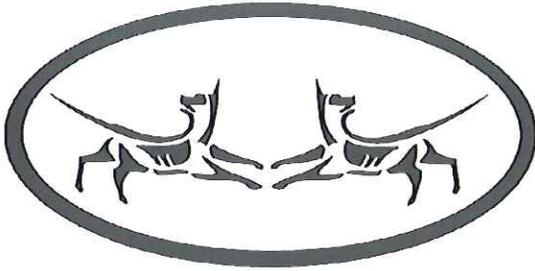
Please contact me with any questions you may have.

Thank you.

John C. Beaupre, C.P.H.I.(C)
Environmental Health Officer
Interior Health Authority
Penticton Health Protection
3090 Skaha Lake Road, Penticton, BC, V2A 7H2
Bus: (250) 770-5540
Direct: (250) 492-4000 Ext: 2744
Cell: (250) 809-7356
Fax: (250) 493-0041
Email: john.beaupre@interiorhealth.ca
Web: www.interiorhealth.ca

This Email message, including any attachments, are intended solely for the use of the individual or entity to whom it is addressed and may contain information that is confidential and/or privileged. Any distribution, copying, disclosure, or other use is strictly prohibited. If you are not the intended recipient or have received this Email in error, please notify the sender immediately and permanently delete the message unread, including any attachments.





Penticton Indian Band

Natural resource Department
R.R. #2, Site 80, Comp.19
Penticton, B.C. CAN
V2A 6J7

Telephone: 250-492-0411 Fax: 250-493-2882

WITHOUT PREJUDICE AND NOT TO
BE CONSTRUED AS CONSULTATION

April-05-16

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

Referral ID: 2016-03-30 ZON 1631

RTS #: 1631

Date: March-30-16

Reference #: BYLW2455.25 D2016.019-ZONE

Summary: facilitate the "voluntary discharge" of Land Use Contract (LUC) No. LU-3-D from the property at 130 Apple Court, Heritage Hills; Temporary Use Permit; Small Holdings Five Site Specific.

Attention: Christopher Garrish

RE: Request for a 60 (sixty) day extension

Thank you for the above application that was received on April-05-16.

This letter is to inform you that due to current levels of internal capacity, we are unable to review your referral in your proposed timeline. With additional time, Penticton Indian Band will be able to ensure that an informed review process will occur. We are setting the new timeline to be 60 days from the existing timeline.

Most recently, the Supreme Court of Canada in the Tsilquot'in case confirmed that the province has been applying an incorrect and restrictive test to the determination of Aboriginal Title, and that Aboriginal Title includes the exclusive right of a First Nation to decide how that land is used and the right to benefit economical from those uses.

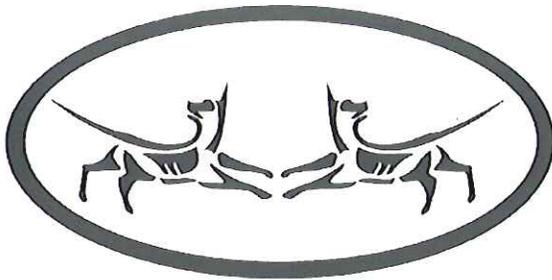
Please note that not receiving a response regarding a referral from Penticton Indian Band in the pre-application, current or post-application stage does not imply our support for the project.

I appreciate your co-operation.

Limlæmt,

Lavonda Nelson
Data Management Clerk





Penticton Indian Band

Natural Resource Department
R.R. #2, Site 80, Comp.19
Penticton, B.C. CAN
V2A 6J7

Telephone: 250-492-0411 Fax: 250-493-2882

April-05-16

WITHOUT PREJUDICE AND NOT TO
BE CONSTRUED AS CONSULTATION

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

Referral ID: 2016-03-30 ZON 1631

RTS #: 1631

Date: March-30-16

Reference #: BYLW2455.25 D2016.019-ZONE

Summary: facilitate the "voluntary discharge" of Land Use Contract (LUC) No. LU-3-D from the property at 130 Apple Court, Heritage Hills; Temporary Use Permit; Small Holdings Five Site Specific.

ATTENTION: Christopher Garrish

We are in receipt of the above referral. The proposed activity is located within Okanagan Nation Territory and the PIB Area of Responsibility. All lands and resources within the vicinity of this referral are subject to our unextinguished Aboriginal Title and Rights.

The Supreme Court of Canada in the *Tsilhqot'in* case has confirmed that the province and Canada have been applying an incorrect and impoverished view of Aboriginal Title, and that Aboriginal Title includes the exclusive right of Indigenous People to manage the land and resources as well as the right to benefit economically from the land and resources. The Court therefore concluded that when the Crown allocates resources on Aboriginal title lands without the Indigenous peoples' consent, it commits a serious infringement of constitutionally protected rights that will be difficult to justify.

Penticton Indian Band has specific referral processing requirements for both government and proponents which are integral to the exercise of our Rights to manage our lands and resources and to ensuring that the Crown can meet its duty to consult and accommodate our Rights, including our Aboriginal Title and management Rights. There is a cost associated with PIB referral processing and engagement. In accordance with PIB policy, proponents are required to pay a processing fee for each referral. This fee is as follows:

	SubTotal	Tax	Total
Admin (12%)	\$ 52.50	\$ 0.00	\$ 52.50
G.I.S. Tracking and Review (GIS Project Technican)	\$ 110.00	\$ 0.00	\$ 110.00
R.T.S. Data Entry (Technical Services)	\$ 80.00	\$ 0.00	\$ 80.00
Referral Assessment (Band Administrator)	\$ 67.50	\$ 0.00	\$ 67.50
Referral Coordination (Referrals Coordinator)	\$ 190.00	\$ 0.00	\$ 190.00
Total	\$ 500.00	\$ 0.00	\$ 500.00

¹The area over which PIB asserts Aboriginal Rights and Title under Section 35 of the Constitution Act, 1982



INVOICE AMOUNT FOR PRELIMINARY OFFICE REVIEW \$500.00

Please make cheque payable to Penticton Indian Band. re: P.C.132 RTS #1631

This fee must be paid within 30 days. Proper consultation and consideration of potential impacts cannot occur without the appropriate resources therefore it is only with payment that proper consultation can begin and the proposed activity/development can be fully reviewed.

Upon receipt of the processing fee, we will commence our review. You may then expect to receive a letter from us notifying you of the results of our review of potential impacts of the project within 30 to 90 days.

If the proposed activity requires a more in-depth review, Penticton Indian Band will notify the proponent and all parties will negotiate a memorandum of agreement regarding a process for review of the proposed activity.

Please note that our participation in the referral and consultation process does not define or amend PIB's Aboriginal Rights and Title, or limit any priorities afforded to Aboriginal Rights and Title, nor does it limit the positions that we may take in future negotiations or court actions.

If you require further information or clarification, please do not hesitate to contact me.

limlmt,

Lavonda Nelson
Data Management Clerk

¹The area over which PIB asserts Aboriginal Rights and Title under Section 35 of the Constitution Act, 1982

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: April 28, 2016
TYPE: Official Community Plan & Zoning Bylaw Amendment



THAT Bylaw No. 2458.09, 2016, Electoral Area “E” Official Community Plan Amendment Bylaw and Bylaw No. 2459.18, 2016, Electoral Area “E” Zoning Amendment Bylaw be read a third time and adopted.

Purpose: Rezoning to reflect a boundary line adjustment subdivision between two parcels

Owners: Lot 1: Palomino Estates Ranch & Vineyard Lot 2: D & W Rylands

Agent: Ecora Engineering Civic: 4800 North Naramata Road

Legals: Lots 1 & 2, DL 221 and 3314, SDYD, Plan EPP57777 Folio: E02296.006 & E07146.001

OCP: Lot 1 - Small Holdings (SH)/ Resource Area (RA) Proposed OCP: Lot 1 - Small Holdings (SH)
Lot 2 - Resource Area (RA) Lot 2 - Resource Area (RA)

Zoning: Lot 1 - Residential Single Family One (RS1)/ Resource Area (RA) Proposed Zoning: Lot 1 - Small Holdings Five (SH5)
Lot 2 - Resource Area (RA) / Residential Single Family One (RS1) Lot 2 - Resource Area (RA)

Proposal:

This application proposes to amend the zoning boundaries of the subject properties to reflect a recent lot line adjustment subdivision completed to provide access to the ‘Lot 2’ property.

Specifically, the proposal is to amend the OCP and Zoning Bylaw from Residential Single Family One (RS1) to a Small Holdings Five (SH5) zone for the new ‘Lot 1’ and to undertake a textual amendment to the OCP to accommodate parcel sizes of 2,020 m² in the SH designation. It is also proposed to amend the OCP and Zoning Bylaw for ‘Lot 2’, from part RS1 to part Resource Area (RA).

Site Context:

The subject properties are 13.07 ha (Lot 1) and 61.18 ha (Lot 2) in size and are located on the east side of North Naramata Road. Lot 1 is currently vacant. Lot 2 currently has a dwelling unit, a yurt and accessory structure on site. Lot 2 is also divided by the Kettle Valley Railway Plan.

The surrounding pattern of development to the west is generally characterised as agricultural properties within the ALR on average about 2.0 ha in size. To the east are large vacant RA parcels.

Immediately to the north are two properties zoned RS1, being 0.9 ha and 0.8 ha in size; these were subdivided in 2005. Further along North Naramata Rd there several properties zoned as SH2, SH3 and SH4 that were subdivided in 2001.

Background:

At its meeting of March 9, 2016, the Electoral Area “E” Advisory Planning Commission (APC) resolved to recommend to the RDOS Board that the proposed rezoning be approved.

At its meeting of March 24, 2016, the Regional District Board resolved to approve first and second reading of the amendment bylaws and directed that a public hearing be scheduled.

A Public Hearing was held on April 13, 2016, where approximately 10 members of the public attended.

All comments received through the public process, including APC minutes are compiled and included as a separate item on the Board Agenda.

Referrals:

Approval from the Ministry of Transportation and Infrastructure (MoTI) is not required as the proposal is situated beyond 800 metres of a controlled area.

Analysis:

In considering this proposal, Administration notes that the boundary adjustment did not increase the overall amount of land available for residential development. It is also noted that the proposal includes amending the minimum parcel size for development from 1,010 m² to 2,020 m² as reflected in the change from RS1 to SH5.

The OCP supports a strategy of directing low and medium residential development to the Naramata townsite while it directs to retain and enhance the character of rural holdings. This proposal is seen to align with the direction supported in the OCP.

Administration generally supports the proposed rezoning for the parcels created through a lot adjustment subdivision, for the above reasons, in particular that it is replacing the RS1 zone, seen to be more appropriate in areas with greater density potential, with a SH5 zone that better reflects the rural residential along North Naramata Road.

Alternative:

THAT first and second reading of Bylaw No. 2458.09, 2016, Electoral Area “E” Official Community Plan Amendment Bylaw and Bylaw No. 2459.18, 2016, Electoral Area “E” Zoning Amendment Bylaw be rescinded and the bylaws abandoned.

Respectfully submitted:

E. Riechert, Planner

Endorsed by:

C. Garrish, Planning Supervisor

Endorsed by:

D. Butler, Development Services Manager

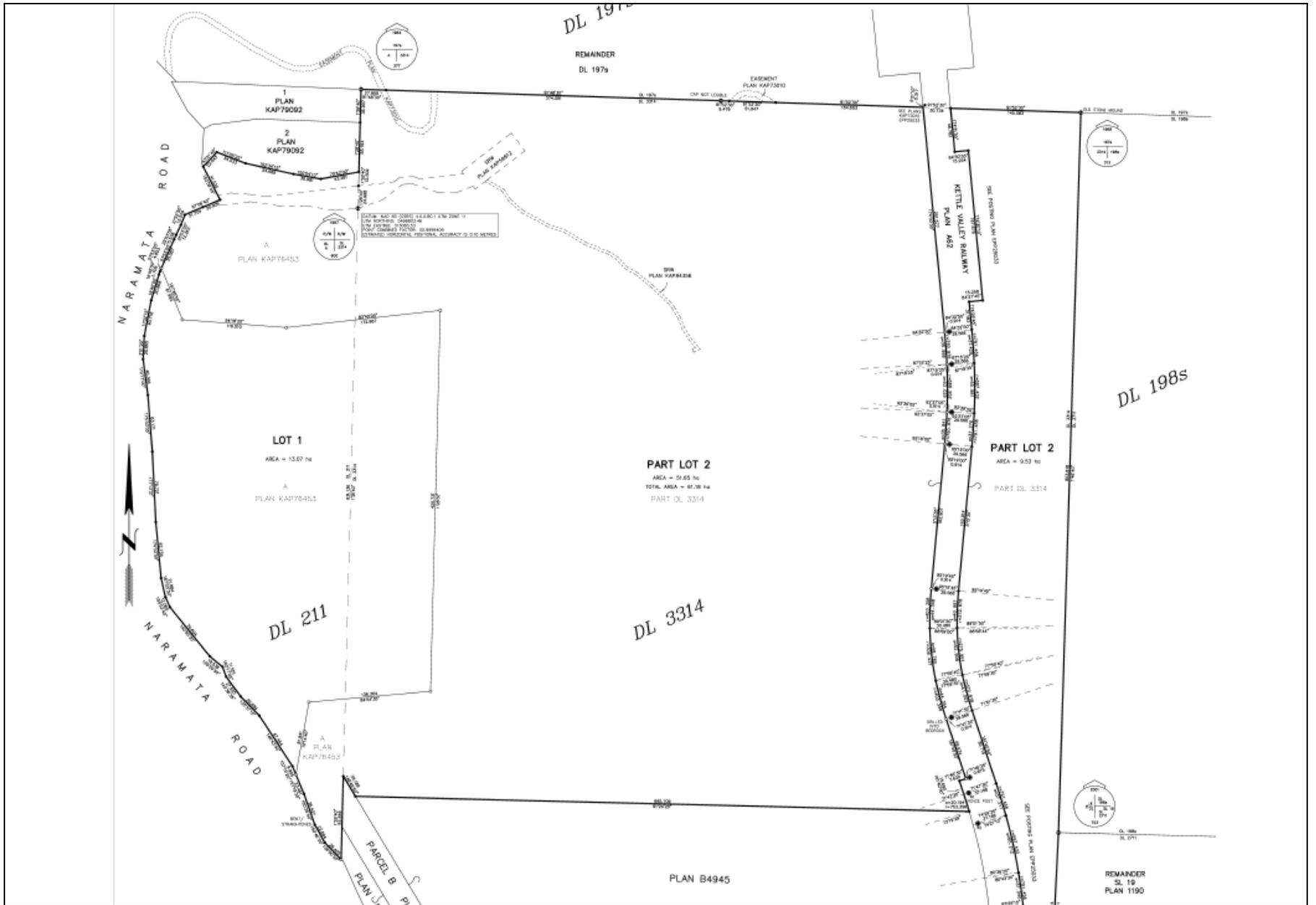
Attachments: No. 1 – Google Earth Photo

No. 2 – Survey Plan

Attachment No. 1 — Google Earth Photo



Attachment No. 2 — Survey Plan EPP57777



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
BYLAW NO. 2458.09, 2016

**A Bylaw to amend the Electoral Area “E”
Official Community Plan Bylaw No. 2458, 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 “E” Official Community Plan Amendment Bylaw No. 2458.09, 2016.”
2. The Official Community Plan Bylaw Map, being Schedule ‘B’ of the Electoral Area “E” Official Community Plan Bylaw No. 2458, 2008, is amended by changing the land use designation on an approximately 4.03 hectare part of the land described as Lot 1, District Lot 221 and 3314, SDYD, Plan EPP5777 and shown shaded yellow on Schedule ‘X-2’, which forms part of this Bylaw, from Resource Area (RA) to Small Holdings (SH).
3. The Official Community Plan Bylaw Map, being Schedule ‘B’ of the Electoral Area “D” Official Community Plan Bylaw No. 2458, 2008, is amended by changing the land use designation on approximately 4.02 hectare parts of the land described as Lot 2, District Lot 221 and 3314, SDYD, Plan EPP5777, and shown shaded yellow on Schedule ‘X-3’, which forms part of this Bylaw, from Small Holdings (SH) to Resource Area (RA).
4. The Electoral Area “E” Official Community Plan Bylaw No. 2458, 2008, is amended by:

- (i) Replacing Policy 10.3.1 under Rural Holdings with: “Establishes that Small Holdings designations provide for a rural or semi-rural, country residential lifestyle ranging in minimum parcel size from 0.2 ha to 4.0 ha, subject to servicing requirements.”

READ A FIRST AND SECOND TIME this 24th day of March, 2016.

PUBLIC HEARING held on this 13th day of April, 2016.

READ A THIRD TIME AND ADOPTED this ___ day of _____, 2016.

Board Chair

Corporate Officer

Regional District of Okanagan-Similkameen

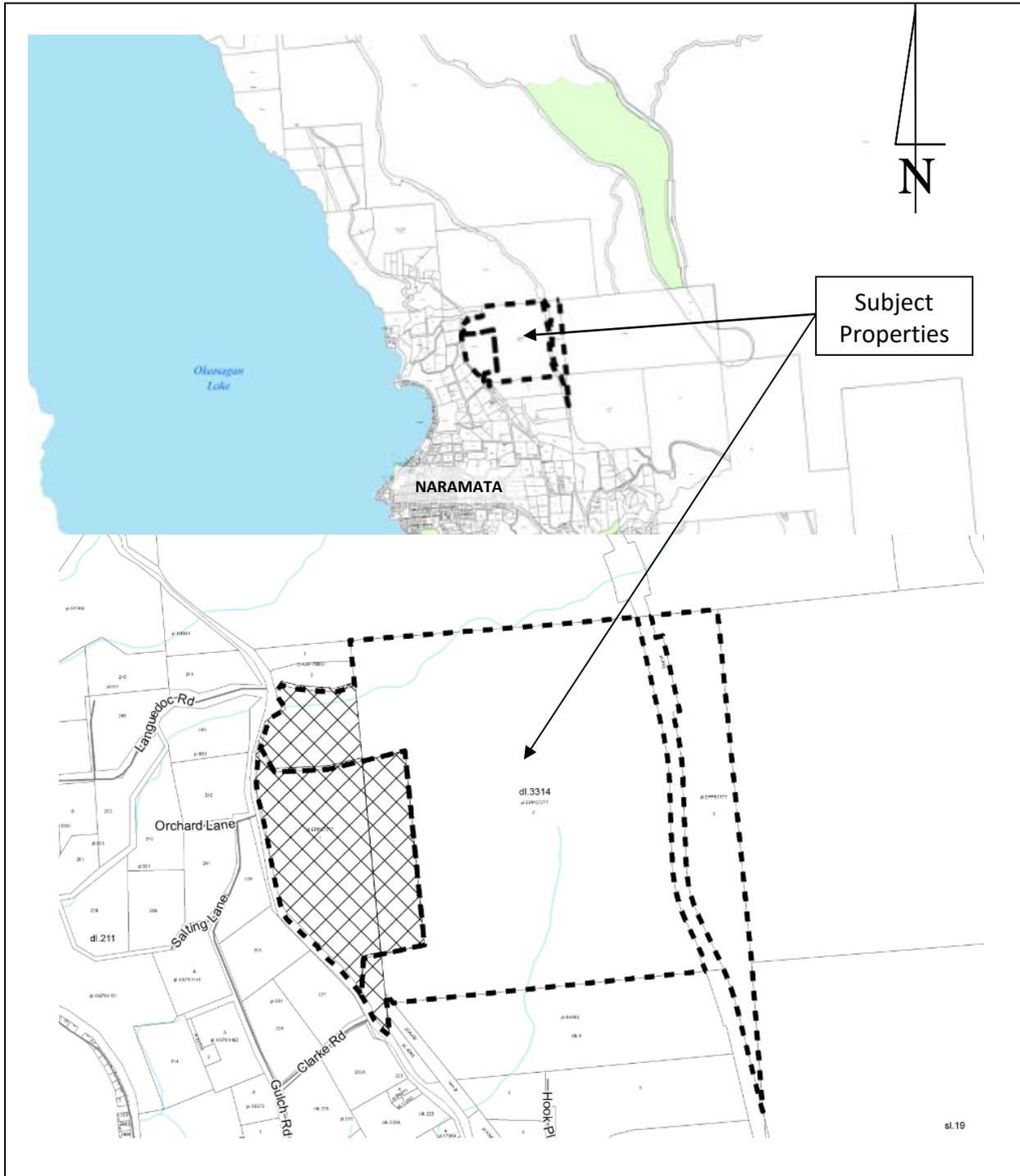
101 Martin St, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax (250) 492-0063



Amendment Bylaw No. 2458.09, 2016

Project No: E2016.004-ZONE

Schedule 'X-1'



Regional District of Okanagan-Similkameen

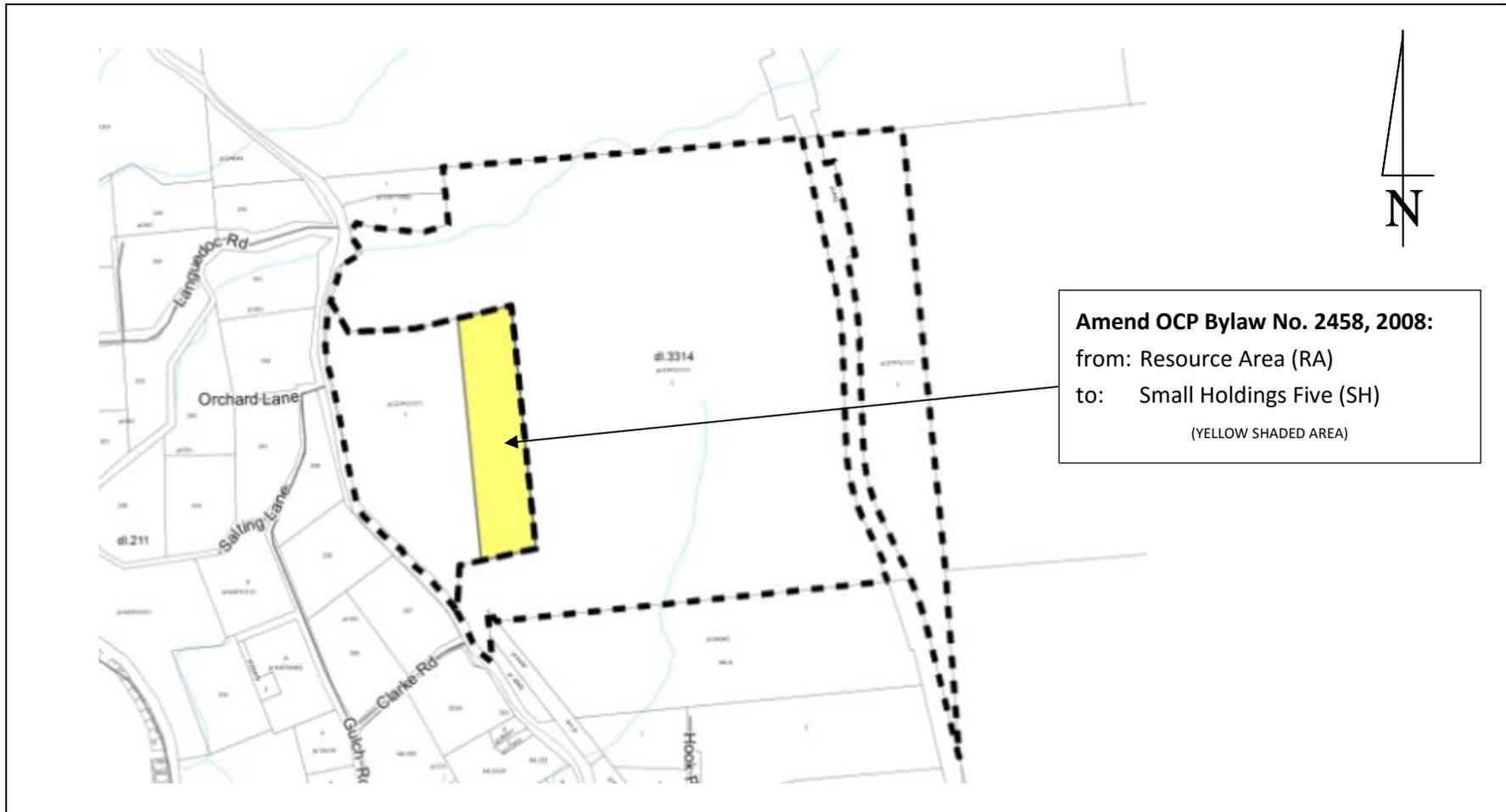
101 Martin St, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax (250) 492-0063



Amendment Bylaw No. 2458.09, 2016

Project No: E2016.004-ZONE

Schedule 'X-2'



Regional District of Okanagan-Similkameen

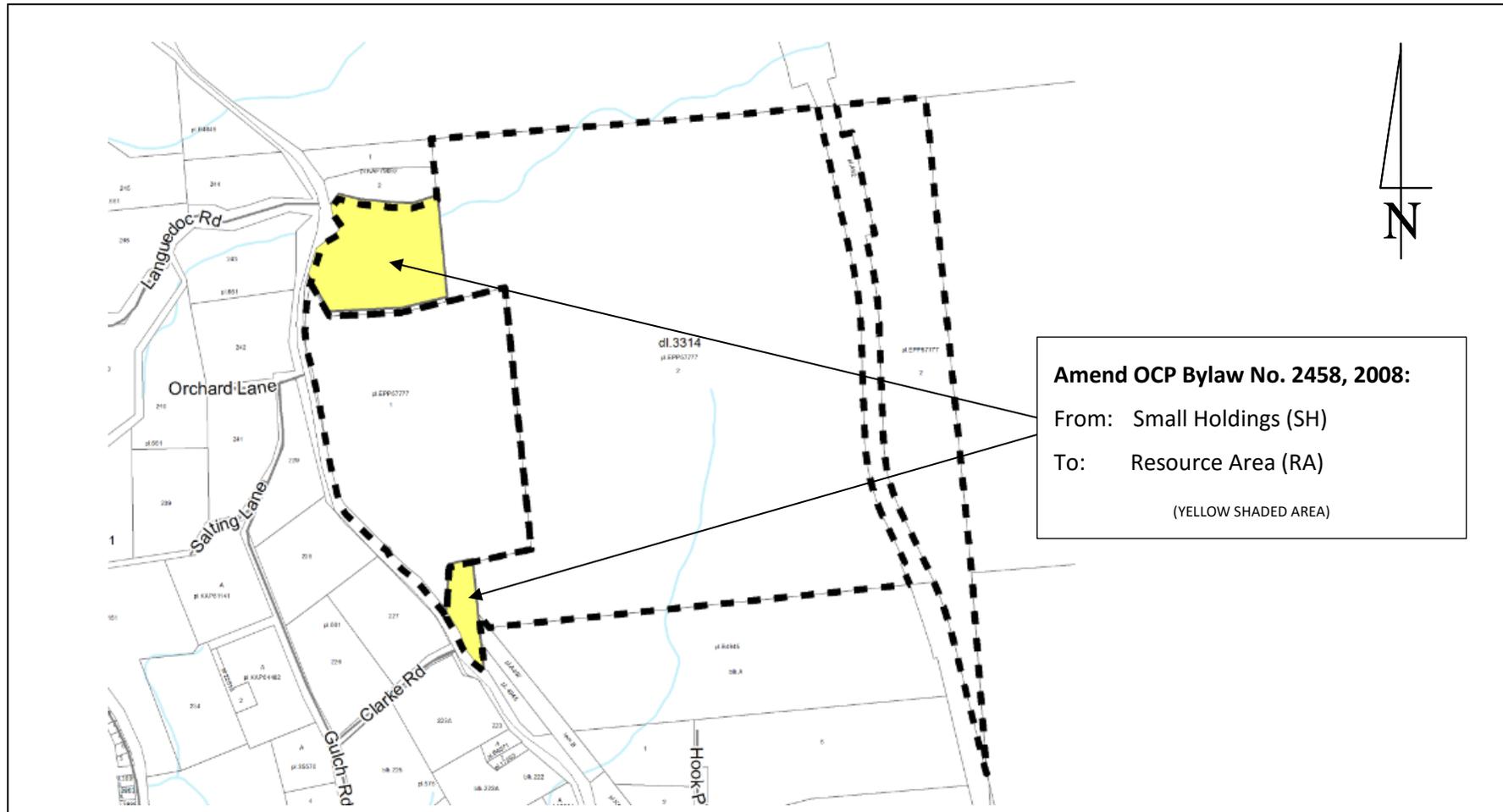
101 Martin St, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax (250) 492-0063



Amendment Bylaw No. 2458.09, 2016

Project No: E2016.004-ZONE

Schedule 'X-3'



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2459.18, 2016

A Bylaw to amend the Electoral Area “E” Zoning Bylaw No. 2459, 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 “E” Zoning Amendment Bylaw No. 2459.18, 2016.”
2. The Zoning Map, being Schedule ‘2’ of the Electoral Area “E” Zoning Bylaw No. 2459, 2008, is amended by changing the land use designation on an approximately 4.03 hectare part of the land described as Lot 1, District Lot 221 and 3314, SDYD, Plan EPP5777 and shown shaded yellow on Schedule ‘Y-2’, which forms part of this Bylaw, from Resource Area (RA) to Small Holdings Five (SH5).
3. The Zoning Map, being Schedule ‘2’ of the Electoral Area “E” Zoning Bylaw No. 2459, 2008, is amended by changing the land use designation on an approximately 4.02 hectare parts of the land described as Lot 2, District Lot 221 and 3314, SDYD, Plan EPP5777 and shown shaded yellow on Schedule ‘Y-3’, which forms part of this Bylaw, from Residential Single Family One (RS1) to Resource Area (RA).
4. The Zoning Map, being Schedule ‘2’ of the Electoral Area “E” Zoning Bylaw No. 2459, 2008, is amended by changing the land use designation on an approximately 13.6 hectare part of the land described as Lot 1, District Lot 221 and 3314, SDYD, Plan EPP5777 and shown shaded yellow on Schedule ‘Y-4’, which forms part of this Bylaw, from Residential Single Family One (RS1) to Small Holdings Five (SH5).

READ A FIRST AND SECOND TIME this 24th day of March, 2016.

PUBLIC HEARING held on this 13th day of April, 2016.

READ A THIRD TIME AND ADOPTED this ____ day of _____, 2016.

Board Chair

Corporate Officer

Regional District of Okanagan-Similkameen

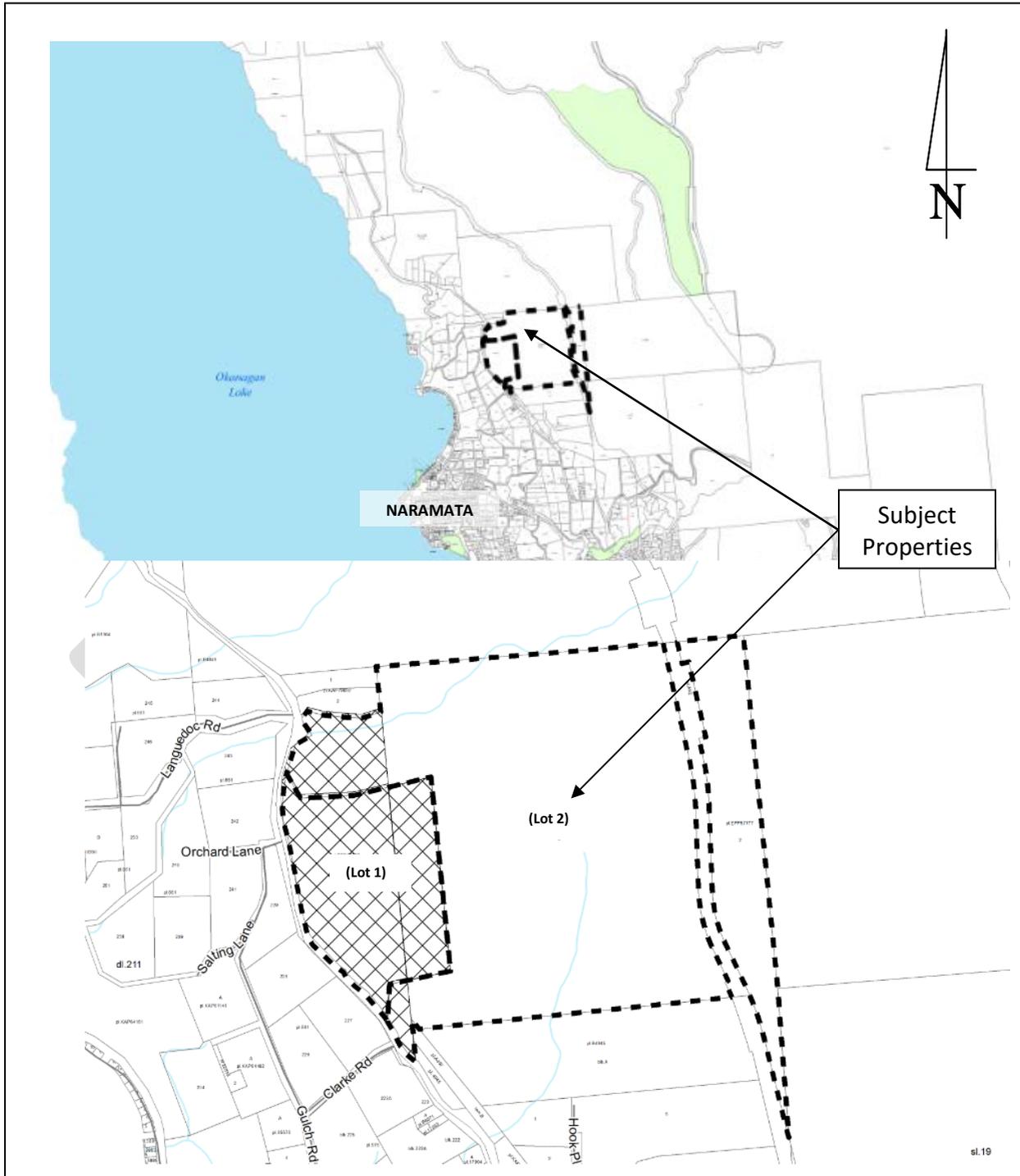
101 Martin St, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax (250) 492-0063



Amendment Bylaw No. 2459.18, 2016

Project No: E2016.004-ZONE

Schedule 'Y-1'



Regional District of Okanagan-Similkameen

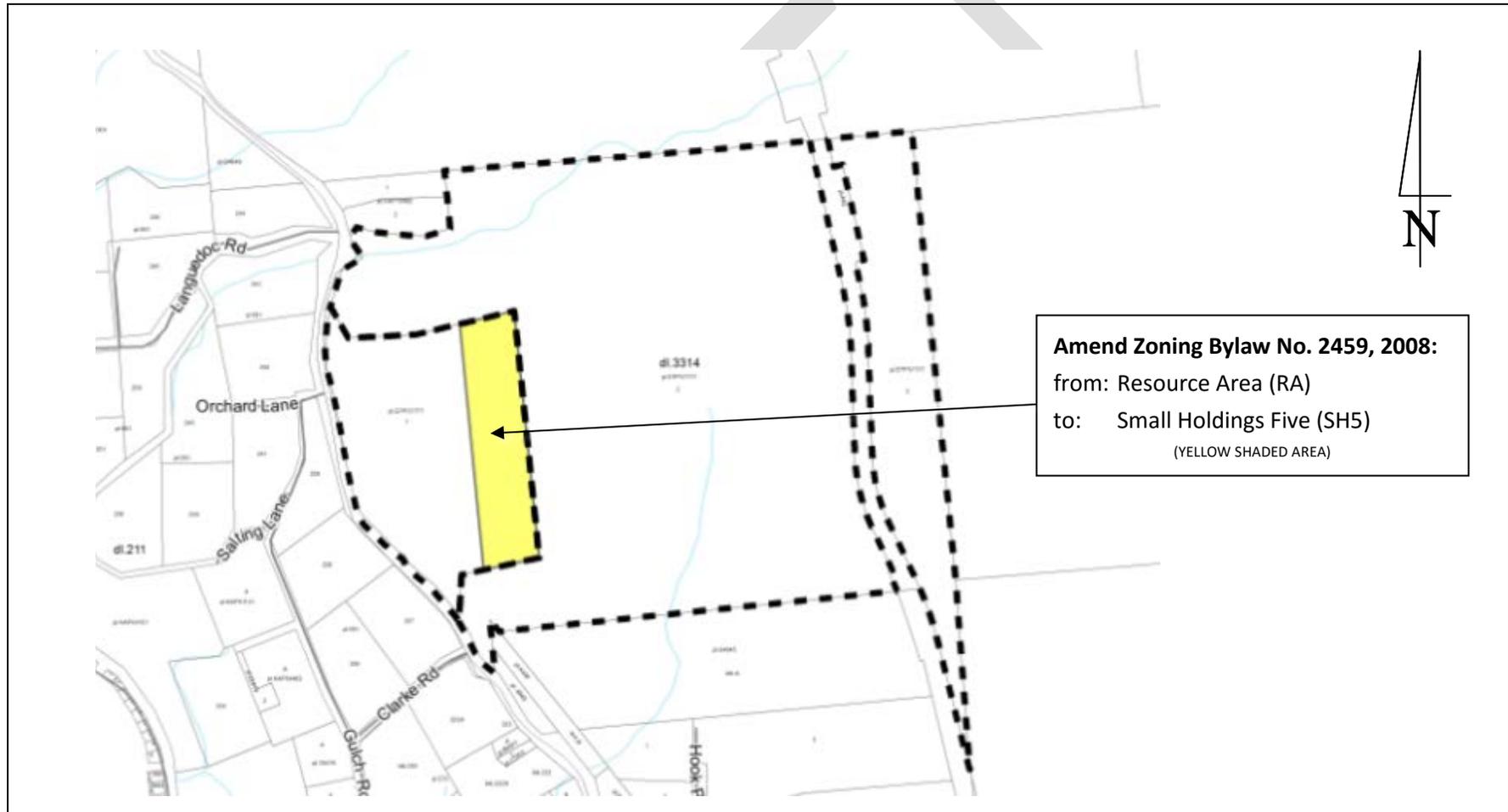
101 Martin St, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax (250) 492-0063



Amendment Bylaw No. 2459.18, 2016

Project No: E2016.004-ZONE

Schedule 'Y-2'



Regional District of Okanagan-Similkameen

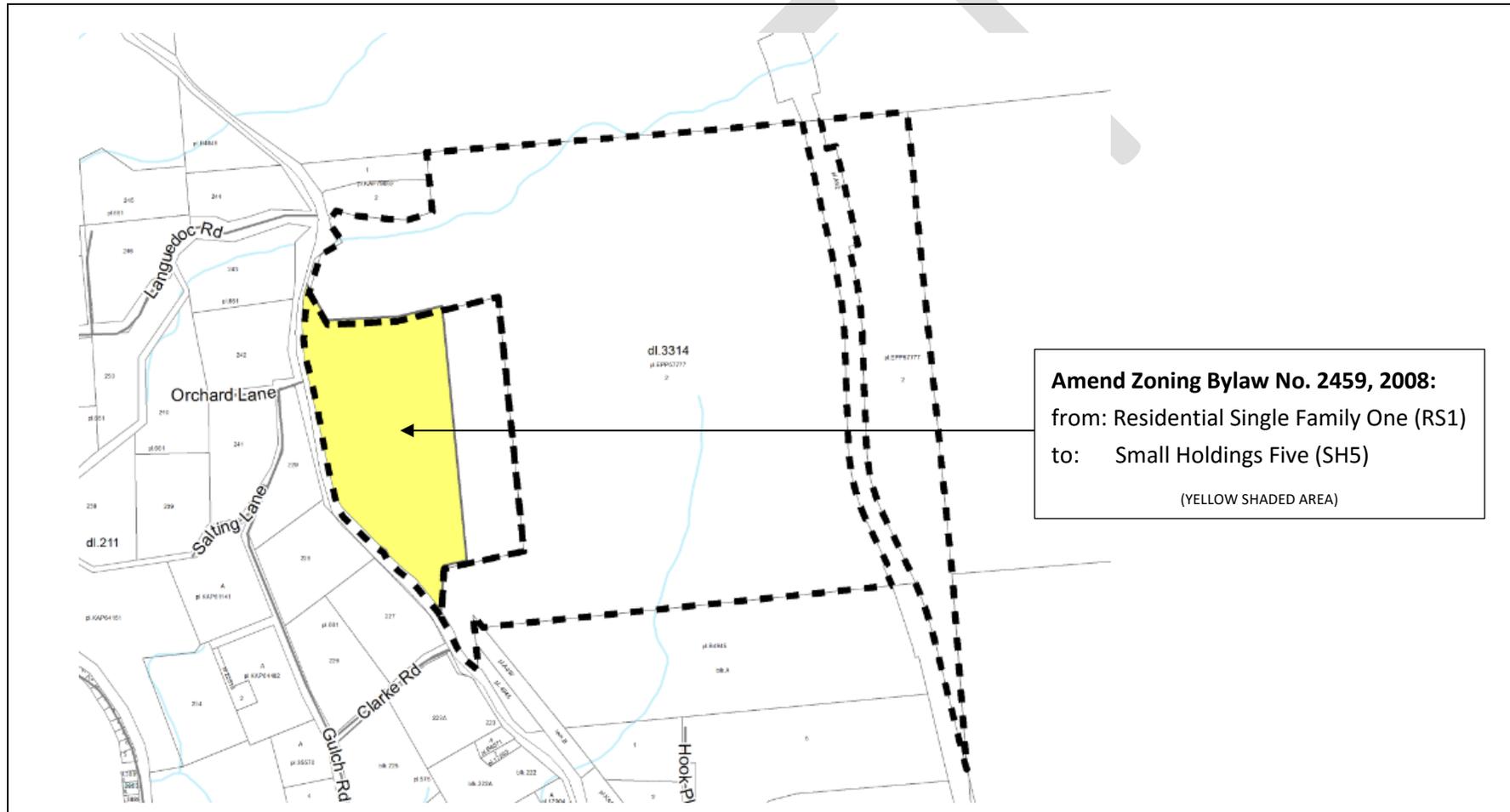
101 Martin St, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax (250) 492-0063



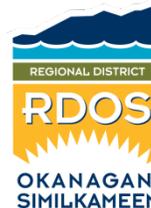
Amendment Bylaw No. 2459.18, 2016

Project No: E2016.004-ZONE

Schedule 'Y-4'



PUBLIC HEARING REPORT



TO: Regional Board of Directors

FROM: Chair Karla Kozakevich, Electoral Area “E”

DATE: April 13, 2016

RE: Public Hearing Report on Amendment Bylaw Nos. 2458.09 and 2459.18, 2016

Purpose of Amendment Bylaw:

The purpose of the amendment bylaws are to amend the Electoral Area “E” Official Community Plan Bylaw No. 2458, 2008 to designate portions of the subject properties from Resource Area (RA) to Small Holdings (SH) and from Small Holdings (SH) to Resource Area (RA); and to amend the text under the Policy 10.3.1, Rural Holdings, to establish a range of parcel sizes from 0.2 ha to 4.0 ha.; and to amend the Electoral Area “E” Zoning Bylaw No. 2459, 2008 to designate portions of the subject properties from Resource Area (RA) to Small Holdings Five (SH5); and from Residential Single Family One (RS1) to Resource Area (RA); and from Residential Single Family One (RS1) to Small Holdings five (SH5).

Public Hearing Overview:

The Public Hearing for Amendment Bylaw Nos. 2458.09 and 2459.18, 2016

- convened on Wednesday, April 13, 2016, at 7:00 pm, at the Naramata Old Age Pensioners Hall, Naramata, BC;

There were ten (10) members of the public present.

Members of the Regional District Board present were:

- Chair Karla Kozakevich

Members of the Regional District staff present were:

- Evelyn Riechert, Planner
- Gillian Cramm, Recording Secretary

Chair Kozakevich called the Public Hearing to order at 7:01 pm at the Naramata Old Age Pensioners Hall, Naramata, BC.

Pursuant to Section 464, 465 & 468 of the *Local Government Act* in order to consider Amendment Bylaw Nos. 2458.09 & 2459.18, 2016.

In accordance with Section 466, the time and place of the public hearing was advertised in the March 30 and April 6, 2016, editions of the Penticton Western News.

Copies of reports and correspondence received related to Amendment Bylaw Nos. 2458.09 & 2459.18, 2017, were available for viewing at the Regional District office during the required posting period.

Summary of Representations:

There were no written briefs submitted at the public hearing.

Chair Kozakevich 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.

E. Riechert, Planner, outlined the proposed amendment bylaws.

Chair Kozakevich asked if anyone wished to speak to the proposed bylaw.

Joe Hart enquired about septic requirements and minimum lots sizes.

Tony Murray asked about the existing path of the creek.

Craig Henderson stated that he supported the application.

Alice Hancock asked about the purpose of the rezoning.

Chair Kozakevich asked a second time if there was anyone who wished to speak further to the proposed bylaw.

Chair Kozakevich 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 **7:18** p.m.

Recorded by:

G. Cramm

Gillian Cramm
Recording Secretary

Confirmed:

ERiechert

Evelyn Riechert
Planner

Confirmed:

Karla Kozakevich

Karla Kozakevich
Chair

RESPONSE SUMMARY

AMENDMENT BYLAW NOS. 2458.09, 2016 & 2459.09, 2016

- | | |
|---|---|
| <input type="checkbox"/> Approval Recommended for Reasons Outlined Below | <input checked="" type="checkbox"/> Interests Unaffected by Bylaw |
| <input type="checkbox"/> Approval Recommended Subject to Conditions Below | <input type="checkbox"/> Approval Not Recommended Due to Reasons Outlined Below |

Signature: John C. Beaupré
Agency: Interior Health Authority
Date: March 15, 2016

Signed By: John C. Beaupré
Title: Environmental Health Officer





February 26, 2016

File: 58000-20/201621
Your file: E2016.004-ZONE
Bylaws 2459.18; 2458.09

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

Attention: Evelyn Riechert

Re: Zoning Amendment for Lot A, DL 211, SDYD Plan KAP76453, except Plan KAP79092 and DL 3314, SDYD except Plans A62, B3472, A497 and 661 located on the east side of North Naramata Road (4800 North Naramata Road)

The Ecosystems Section of the Ministry of Forests, Lands, and Natural Resource Operations (FLNR) has reviewed the above noted referral.

Based on the information provided, the proposed activity has the potential to impact environmental values.

Our expectation is that prior to agency approval, an assessment of values occurs and that mitigation is included in the final proposal to ensure minimal impacts to those values.

We recommend that the proponent retain a qualified professional (QP) to conduct an environmental assessment of the site prior to development in order to assess the environmental values present, determine the potential for adverse effects to environmental values as a result of development, and develop value-specific mitigation measures to avoid or limit adverse effects.

The QP review is to include: Conservation Data Centre (CDC) Species at Riskⁱ, Wildlife Species Inventory (WSI)ⁱⁱ, Conservation Landsⁱⁱⁱ, Okanagan Shuswap Land and Resource Management Plan (LRMP)^{iv} (wildlife/habitat RMZs), streams, fish occurrences, Ungulate Winter Range (UWR)^v, Wildlife Habitat Areas (WHA)^{vi}, Terrestrial Ecosystem Mapping (TEM), Biodiversity Conservation Strategy^{vii,viii}, etc.

Inventory methods should follow provincial Resources Information Standards Committee (RISC) standards^{ix}. In addition, species at risk occurrences should be reported to the B.C. Conservation Data Centre (CDC) using standard forms^x.



Provincial guidance for considering environmental values, including a bio-inventory terms of reference, are provided in FLNR's document *Develop with Care 2014: Environmental Guidelines for Urban & Rural Land Development in British Columbia*^{xi}. Section 3 of this document describes the objectives, requirements, and guidelines for good environmental development and management at the site level. Section 4 describes the objectives, legal requirements, and guidelines for land development near environmentally valuable resources, which can include endangered species, sensitive ecosystems or specialized habitats. Section 5.7 provides regional guidelines for the Thompson Okanagan Region.

Additional guidance for mitigating adverse effects to environmental values is provided in British Columbia's *Environmental Mitigation Policy*^{xii}.

Environmental values recorded as part of the environmental assessment, as well as appropriate mitigation for the specific environmental values identified, should be reported to the undersigned for consideration as part of this referral.

It is the proponent's responsibility to ensure his/her activities are in compliance with all relevant legislation, including the *Water Act* and the *Wildlife Act*.

Please contact the Robert Stewart at Robert.Stewart@gov.bc.ca or 250-490-8200 if you have further questions, require additional information or cannot follow the recommendations provided in this referral response.

Yours truly,



Grant Furness
Ecosystems Section Head

GF/cl

ⁱ <http://www.env.gov.bc.ca/cdc/>

ⁱⁱ <http://www.env.gov.bc.ca/wildlife/wsi/index.htm>

ⁱⁱⁱ <http://www.env.gov.bc.ca/fw/habitat/conservation-lands/>

^{iv} <https://www.for.gov.bc.ca/tasb/SLRP/plan70.html>

^v <http://www.env.gov.bc.ca/wld/frpa/uwr/>

^{vi} <http://www.env.gov.bc.ca/wld/frpa/iwms/wha.html>

^{vii} http://a100.gov.bc.ca/appsdata/acat/documents/r42389/BiodiversityStr_1409784064471_9783578053.pdf

^{viii} <http://www.socsp.org/biodiversity/>

^{ix} <https://www.for.gov.bc.ca/hts/risc/pubs/>

^x <http://www.env.gov.bc.ca/cdc/contribute.html>

^{xi} <http://www.env.gov.bc.ca/wld/documents/bmp/devwithcare/index.html>

^{xii} <http://www.env.gov.bc.ca/emop/>

Lauri Feindell

From: Lauri Feindell
Sent: March 10, 2016 10:43 AM
To: Sandy Croteau; Roger Huston
Cc: Cameron Baughen; Evelyn Riechert
Subject: FW: Bylaw Referral E2016.004-ZONE
Attachments: E2458.09 (Wheeler OCP).docx; E2016.004-ZONE (Wheeler).docx; Supporting Rationale.pdf

Good Morning,

[Re: Bylaw 2458.09](#)
(4800 North Naramata Road)

Under Section 447 of 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;**

Please forward comments if you have, and if no comments or concerns, could you also please send a quick email,

Much appreciated,

Lauri



Lauri Feindell

E07146.000

Wieder

From: Cameron Baughen
Sent: March 10, 2016 11:18 AM
To: Lauri Feindell
Subject: RE: Bylaw Referral E2016.004-ZONE

Doesn't affect Solid Waste Management Plan. Don't know if Liquid Waste Plan in effect or 1 hectare policy?

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
Sent: March-10-16 10:43 AM
To: Sandy Croteau; Roger Huston
Cc: Cameron Baughen; Evelyn Riechert
Subject: FW: Bylaw Referral E2016.004-ZONE

Good Morning,

[Re: Bylaw 2458.09](#)
(4800 North Naramata Road)

Under Section 447 of 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:

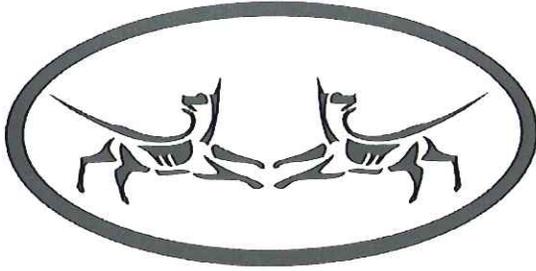
- (a) consider the plan in conjunction with*
 - (i) its financial plan, and*
 - (ii) any waste management plan that is applicable in the municipality or regional district;*

Please forward comments if you have, and if no comments or concerns, could you also please send a quick email,

Much appreciated,

Lauri





Penticton Indian Band

Natural resource Department
R.R. #2, Site 80, Comp.19
Penticton, B.C. CAN
V2A 6J7

Telephone: 250-492-0411 Fax: 250-493-2882

**WITHOUT PREJUDICE AND NOT TO
BE CONSTRUED AS CONSULTATION**

March-29-16

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

Referral ID: 2016-02-11 ZON 1530

RTS #: 1530

Date: February-11-16

Reference #: BL2459.18 2458.09 E2016.004-ZONE

Summary: The subject properties are located on the east side of North Naramata Rd, approximately 1.9 km north of the Robinson Rd intersection. (4800 North Naramata Rd).

Attention: Evelyn Riechert

Re: RTS Invoice #406

We write regarding your failure to pay invoice #406 to conduct a review to obtain additional information in the area of the above referral. To date, no payment has been received and we have therefore been unable to conduct a review of this referral; we must therefore put you on notice that we do not consent, agree or otherwise approve of the activity / development referred to by you in your letter to us dated February-11-16.

Please make cheque payable to Penticton Indian Band. re: P.C. 132 RTS #1530

The Okanagan Nation holds unextinguished aboriginal title to the land and resources within our traditional territory. The above-noted activity / development is within PIB's Area of Responsibility within Okanagan territory and as such, is subject to Okanagan title, jurisdiction, rights and interests, and PIB decision making and responsibility.

Over the last two decades, the Supreme Court of Canada has clarified the law respecting the rights of aboriginal people in British Columbia, which includes the Penticton Indian Band, Okanagan Nation. The Court has clarified that Aboriginal title continues to exist in British Columbia, and is protected by s. 35 of the *Constitution Act, 1982*.

Most recently, in June 2014, the Supreme Court of Canada in the *Tsilhqot'in* case set out the following characteristics and implications of Aboriginal title:

- ◆ Aboriginal title is not limited to intensively used sites; it extends to lands physically occupied and lands over which Indigenous peoples exercised control. Regular use of territories for hunting, fishing, trapping and foraging, with an intention and capacity to control the lands, grounds Aboriginal title.

- ◆ The Crown has no beneficial interest (the right to use, enjoy and profit from the economic development of lands) in Aboriginal title lands and resources; the beneficial interest is held by the Aboriginal title holding group. Allocations of Aboriginal title lands or resources to third parties are serious infringements of Aboriginal title.
- ◆ Aboriginal title includes the right to proactively use and manage the resources.
- ◆ Once Aboriginal title is "established", the constitution prohibits incursions without the consent of the Aboriginal title holders unless the Crown can justify the infringement, which in turn requires a compelling and substantial public purpose as well as consistency with the Crown's fiduciary duty to the Aboriginal title holders, requiring the involvement of the Aboriginal title holding group in decisions.
- ◆ Before Aboriginal title is "established", the only way to ensure certainty is to obtain consent; in the absence of consent, the Crown must consult and accommodate. If consultation or accommodation is inadequate, the Crown decision can be suspended or quashed. Moreover, fulfilling the duty to consult and accommodate does not provide the certainty that consent provides; once Aboriginal title is established, the Crown may be required to cancel projects where there was no consent and the justification test noted above cannot be met.

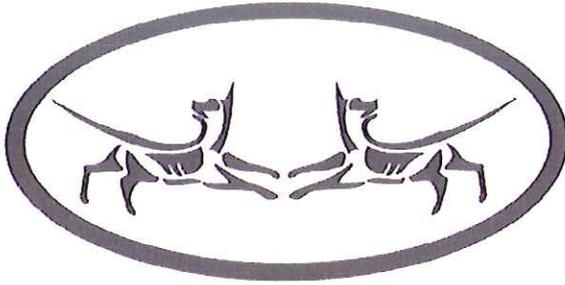
At this time there has been no reconciliation of our interests with those of the Province of British Columbia and Canada and no process in place to adequately recognize and negotiate co-existence or accommodation of our jurisdiction and title. The Province continues to act as though we have no beneficial interest or authority, and it takes for itself the revenues derived from our lands and resources. The payment of the referral fee is necessary in order for us to assess your proposal, assess potential impacts and determine whether it should be approved and if so, on what conditions. Because we are unable to undertake such an assessment, we must at this time advise you that we are opposed to your proposed development/activity.

If you require further information or clarification, please do not hesitate to contact me.

limlmt,

Lavonda Nelson
Data Management Clerk

cc:



Penticton Indian Band

Natural resource Department
R.R. #2, Site 80, Comp.19
Penticton, B.C. CAN
V2A 6J7

Telephone: 250-492-0411 Fax: 250-493-2882

February-16-16

**WITHOUT PREJUDICE AND NOT TO
BE CONSTRUED AS CONSULTATION**

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

RTS #: 1530

Referral ID: 2016-02-11 ZON 1530

Reference #: BL2459.18 2458.09 E2016.004-ZONE

Referral Date: February-11-16

Attention: Evelyn Riechert

We are in receipt of the above referral. The proposed activity is located within Okanagan Nation Territory and the PIB Area of Responsibility. All lands and resources within the vicinity of this referral are subject to our unextinguished Aboriginal Title and Rights.

The Supreme Court of Canada in the *Tsilhqot'in* case has confirmed that the province and Canada have been applying an incorrect and impoverished view of Aboriginal Title, and that Aboriginal Title includes the exclusive right of Indigenous People to manage the land and resources as well as the right to benefit economically from the land and resources. The Court therefore concluded that when the Crown allocates resources on Aboriginal title lands without the Indigenous peoples' consent, it commits a serious infringement of constitutionally protected rights that will be difficult to justify.

Penticton Indian Band has specific referral processing requirements for both government and proponents which are integral to the exercise of our Rights to manage our lands and resources and to ensuring that the Crown can meet its duty to consult and accommodate our Rights, including our Aboriginal Title and management Rights. There is a cost associated with PIB referral processing and engagement. In accordance with PIB policy, proponents are required to pay a processing fee for each referral. This fee is as follows:

	SubTotal	Tax	Total
Admin (12%)	\$ 52.50	\$ 0.00	\$ 52.50
G.I.S. Tracking and Review (GIS Project Technican)	\$ 110.00	\$ 0.00	\$ 110.00
R.T.S. Data Entry (Technical Services)	\$ 80.00	\$ 0.00	\$ 80.00
Referral Assessment (Band Administrator)	\$ 67.50	\$ 0.00	\$ 67.50
Referral Coordination (Referrals Coordinator)	\$ 190.00	\$ 0.00	\$ 190.00
Total	\$ 500.00	\$ 0.00	\$ 500.00

INVOICE AMOUNT FOR PRELIMINARY OFFICE REVIEW \$500.00

Please make cheque payable to Penticton Indian Band. re: P.C.132 RTS #1530

¹The area over which PIB asserts Aboriginal Rights and Title under Section 35 of the Constitution Act, 1982



This fee must be paid within 30 days. Proper consultation and consideration of potential impacts cannot occur without the appropriate resources therefore it is only with payment that proper consultation can begin and the proposed activity/development can be fully reviewed.

Upon receipt of the processing fee, we will commence our review. You may then expect to receive a letter from us notifying you of the results of our review of potential impacts of the project within 30 to 90 days.

If the proposed activity requires a more in-depth review, Penticton Indian Band will notify the proponent and all parties will negotiate a memorandum of agreement regarding a process for review of the proposed activity.

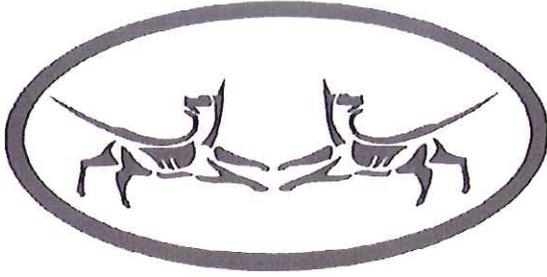
Please note that our participation in the referral and consultation process does not define or amend PIB's Aboriginal Rights and Title, or limit any priorities afforded to Aboriginal Rights and Title, nor does it limit the positions that we may take in future negotiations or court actions.

If you require further information or clarification, please do not hesitate to contact me.

limlɛmt,

Lavonda Nelson
Data Management Clerk

¹The area over which PIB asserts Aboriginal Rights and Title under Section 35 of the Constitution Act, 1982



Penticton Indian Band

Natural resource Department
R.R. #2, Site 80, Comp. 19
Penticton, B.C. CAN
V2A 6J7

Telephone: 250-492-0411 Fax: 250-493-2882

**WITHOUT PREJUDICE AND NOT TO
BE CONSTRUED AS CONSULTATION**

February-16-16

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

RTS #: 1530
Referral ID: 2016-02-11 ZON 1530
Reference #: BL2459.18 2458.09 E2016.004-ZONE
Referral Date: February-11-16

Attention: Evelyn Riechert

RE: Request for a 60 (sixty) day extension

Thank you for the above application that was received on February-15-16.

This letter is to inform you that due to current levels of internal capacity, we are unable to review your referral in your proposed timeline. With additional time, Penticton Indian Band will be able to ensure that an informed review process will occur. We are setting the new timeline to be 60 days from the existing timeline.

Most recently, the Supreme Court of Canada in the Tsilquot'in case confirmed that the province has been applying an incorrect and restrictive test to the determination of Aboriginal Title, and that Aboriginal Title includes the exclusive right of a First Nation to decide how that land is used and the right to benefit economical from those uses.

Please note that not receiving a response regarding a referral from Penticton Indian Band in the pre-application, current or post-application stage does not imply our support for the project.

I appreciate your co-operation.

Limlɛmt,

Lavonda Nelson
Data Management Clerk



Site Context:

The subject parcel is approximately 130 ha in area, is situated on the west side Highway 3 near Copper Mountain.

Background:

It is understood that the genesis of the “Kennedy Lake Resort” originated in the late 1960s following the establishment of a campground use adjacent the lake situated on the property and that this part of the property was subsequently zoned commercial in 1974 in order to recognize the campground use as well as an ancillary residence.

A proposal to rezone the whole of the property to allow for a residential subdivision in 1982 was refused by the Regional District Board and the property owner subsequently “began to lease individual parcels to interested lessees. Development consisted of a few small cabins and permanently parked travel trailers. In time, the ‘resort’, which once was limited to the commercial zoning, increased in area and density resulting in a mixture of cabins and travel trailers with illegal permanent additions and roof shelters.”

In 2005, the Board approved an amendment bylaw which formalised approximately 132 dwelling units then occurring on the property (in the form of cabins and travel trailers) and allowed for an additional 12 units (for a total of 145).

In 2012, the Regional District undertook an informal inventory of the site and determined that approximately 287 units (including RVs) had been constructed.

Enforcement action under the Building Bylaw was subsequently initiated against the property owner and in January of 2014 the BC Supreme Court ruled in favour of the Regional District, ordering that all persons are enjoined and restrained from commencing or continuing any construction on the property except in compliance with the Regional District’s Building Bylaw.

In undertaking enforcement of the Building Bylaw, it has been staff’s perception that lease holders at Kennedy Lake have been co-operative with the Regional District Building Inspection staff and, anecdotally, have expressed a desire to curtail development and improve basic building safety on the property.

Referrals:

Approval from the Ministry of Transportation and Infrastructure (MoTI) is required as the proposal is situated within 800 metres of a controlled area (i.e. Highway 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. 58 has 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.

Public Process:

At its meeting of April 19, 2016, the Electoral Area “H” Advisory Planning Commission (APC) resolved to recommend to the Regional District Board that the proposed amendments be approved subject to the zoning being amended following the formalisation of all existing seasonal cabins so as to reduce the permitted density to the 150 units approved by the 2005 rezoning of the property (i.e. Amendment Bylaw No. 1725.02, 2005).

Administration recommends that consideration by the APC 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*. The Board is asked to be aware that staff held an informal question and answer session with affected users of the Kennedy Lake site on April 19, 2016, and further electronically distributed copies of the amendment bylaw to users prior to 1st reading.

Comments received from external agencies will be included in the Public Hearing Report prepared for this application.

Analysis:

Over the past 15 years, the development of the subject property has occurred in a manner that is inconsistent with the regulations contained in the Zoning Bylaw and has resulted in the creation of a “community” that is now one of the largest in the Electoral Area (by way of comparison, Tulameen comprises approximately 250 residences).

While this “community” has not been provided with basic services such as community water and sewer as it expanded to its current size, Administration recognizes that few people reside at Kennedy Lake on a permanent basis and that many users come for the rustic living conditions offered on the property as well as the surrounding recreational opportunities (and usually reside elsewhere on a permanent basis).

In light of the 2014 decision of the BC Supreme Court in favour of the Regional District’s enforcement against the property owner, the Board could elect to seek compliance with current density restrictions of 150 units in the Zoning Bylaw.

This would, however, require the demolition and/or removal of numerous units and the leaseholders who have invested in these structures — and may not have appreciated the nature of the non-registerable lease agreements they were entering into — could find themselves in the position of bearing the consequences of enforcement actions against the property owner.

Alternately, and in recognition that current lessees may have established units at the site in good faith and without knowledge of zoning bylaw restrictions, the Board could elect to formalize all existing structures (similar to what occurred in 2006). If permitted by zoning, these structures would then be considered against the provisions of the BC Building Code for seasonally occupied buildings (which are more lenient), and it is felt that many of these could meet basic health and safety requirements.

While recommending in favour of formalizing all existing dwellings, Administration is, nevertheless, concerned about the perception of a property owner being rewarded with a significant increase in density after disregarding Regional District bylaws.

Alternative:

THAT Bylaw No. 2497.06, 2016, Electoral Area "H" Official Community Plan Amendment Bylaw and Bylaw No. 2498.08, 2016, Electoral Area "H" Zoning Amendment Bylaw be denied.

Respectfully submitted:



C. Garrish, Planning Supervisor

Endorsed by:

Donna Butler

D. Butler, Development Services Manager

Attachments: No. 1 – Agency Referral List

Attachment No. 1 – Agency Referral List

Referrals to be sent to the following agencies as highlighted with a , prior to the Board considering first reading of Amendment Bylaw No. 2497.06, 2016.

<input checked="" type="checkbox"/>	Agricultural Land Commission (ALC)	<input type="checkbox"/>	Kootenay Boundary Regional District
<input checked="" type="checkbox"/>	Interior Health Authority (IHA)	<input type="checkbox"/>	City of Penticton
<input checked="" type="checkbox"/>	Ministry of Agriculture	<input type="checkbox"/>	District of Summerland
<input checked="" type="checkbox"/>	Ministry of Energy & Mines	<input type="checkbox"/>	Town of Oliver
<input type="checkbox"/>	Ministry of Community, Sport and Cultural Development	<input type="checkbox"/>	Town of Osoyoos
<input checked="" type="checkbox"/>	Ministry of Environment	<input checked="" type="checkbox"/>	Town of Princeton
<input type="checkbox"/>	Ministry of Forest, Lands & Natural Resource Operations	<input type="checkbox"/>	Village of Keremeos
<input type="checkbox"/>	Ministry of Jobs, Tourism and Innovation	<input checked="" type="checkbox"/>	Okanagan Nation Alliance (ONA)
<input checked="" type="checkbox"/>	Ministry of Transportation and Infrastructure	<input type="checkbox"/>	Penticton Indian Band (PIB)
<input type="checkbox"/>	Integrated Land Management Bureau	<input type="checkbox"/>	Osoyoos Indian Band (OIB)
<input type="checkbox"/>	BC Parks	<input checked="" type="checkbox"/>	Upper Similkameen Indian Bands (USIB)
<input type="checkbox"/>	School District #53 (Okanagan Similkameen)	<input checked="" type="checkbox"/>	Lower Similkameen Indian Bands (LSIB)
<input checked="" type="checkbox"/>	School District #58 (Nicola Similkameen)	<input type="checkbox"/>	Environment Canada
<input type="checkbox"/>	School District #67 (Okanagan Skaha)	<input type="checkbox"/>	Fisheries and Oceans Canada
<input type="checkbox"/>	Central Okanagan Regional District	<input checked="" type="checkbox"/>	Archaeology Branch
<input checked="" type="checkbox"/>	Fortis	<input type="checkbox"/>	

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2497.06

**A Bylaw to amend the Electoral Area ‘H’
Official Community Plan Bylaw No. 2497, 2012**

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 ‘H’ Official Community Plan Amendment Bylaw No. 2497.06, 2016.”
2. The Official Community Plan Bylaw Map, being Schedule ‘B’ of the Electoral Area ‘H’ Official Community Plan Bylaw No. 2497, 2012, is amended by changing the land use designation of land described as part of District Lot 889, YDYD, and shown shaded yellow on Schedule ‘X’, which forms part of this Bylaw, from Commercial (C) to Resource Area (RA).
3. The Electoral Area ‘H’ Official Community Plan Bylaw No. 2497, 2012, is amended by:
 - (i) adding the following new Section 8.9 under Section 8.0 (Local Area Policies):

8.9 Kennedy Lake

The genesis of “Kennedy Lake” as a development site is believed to have originated in the late 1960s following the establishment of a campground use adjacent to the lake found on the property. The boundaries of the Kennedy Lake Local Area are as approximately shown on Map 10.

An approximately 16 ha portion of the subject property was subsequently zoned commercial in 1974 in order to recognize the campground use as well as an ancillary residence.

A rezoning proposal to develop the whole of the property to residential in 1982 was refused by the Board and the site was subsequently developed with numerous small cabins and permanently parked travel trailers situated on “lease lots” over the intervening 20 years.

In 2005, the Regional District Board approved an amendment bylaw which formalised approximately 132 dwelling units then found on the site and allowed for an additional 12 units to be constructed (for a total of 145).

An informal inventory of the site undertaken in 2012 determined that approximately 287 units had been constructed and enforcement action was initiated by the Regional District.

Following successful enforcement action, the Regional District Board resolved to apply a comprehensive development zoning to the parcel. This is recognition of the seasonal / recreational residential uses that have existed on the parcel over the past few decades.

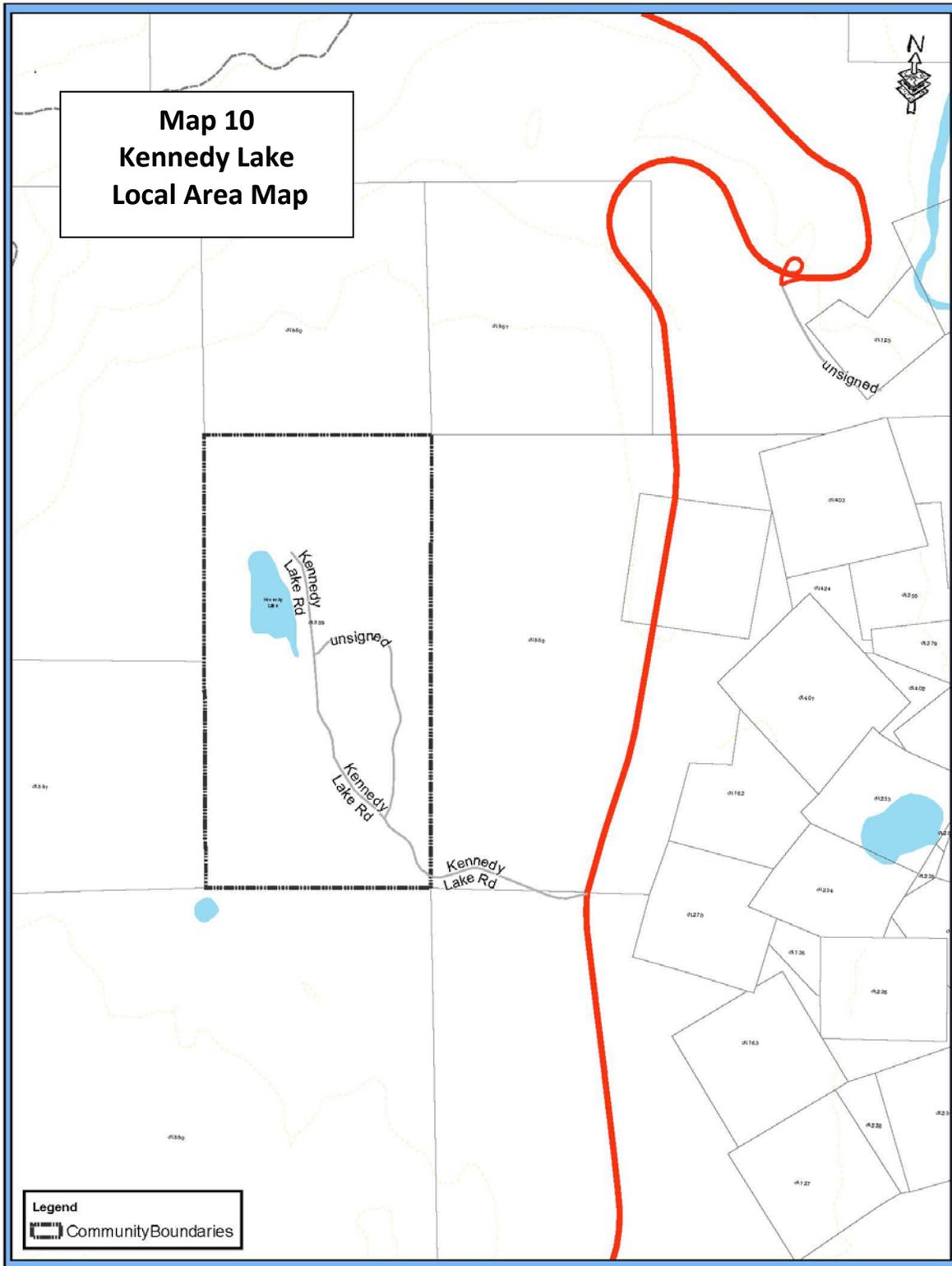
The zoning further aims to allow for the redevelopment of the historical lawful non-conforming uses of the parcel in order to improve building standards and public health and safety, but limits the use of the parcel to its density as of 2016.

Policies

The Regional Board:

- .1 Encourages the incorporation of site planning to minimize the potential for conflict between adjacent land uses (both on- and off-site).
- .2 Encourages the preservation and rehabilitation of environmentally sensitive and riparian lands.
- .3 Discourages any proposed subdivision of the parcel, except where all dwelling units on the parcel are connected to community water and community sewage disposal systems.

- .4 Encourages the province to create an alternate (emergency) egress route from District Lot 889, YDYD to Highway 3.



(ii) adding the following as a new Section 9.3.11 under Section 9.0 (Resource Area) and renumbering any subsequent sections accordingly:

.11 Supports the introduction of a zoning district on District Lot 889, YDYG, in order to:

- a) to recognize the historical lawful non-conforming seasonal and recreational residential uses on the parcel without encouraging the expansion of those uses in the future.
- b) to protect and enhance the natural environment in all proposed development and redevelopment.
- c) to reduce the risks to and increase the safety of current and future occupants of the parcel.

READ A FIRST AND SECOND TIME this __ day of ____, 2016.

PUBLIC HEARING held on this __ day of ____, 2016.

READ A THIRD TIME this __ day of ____, 2016.

ADOPTED this this __ day of ____, 2016.

Board Chair

Corporate Officer

Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC V2A 5J9

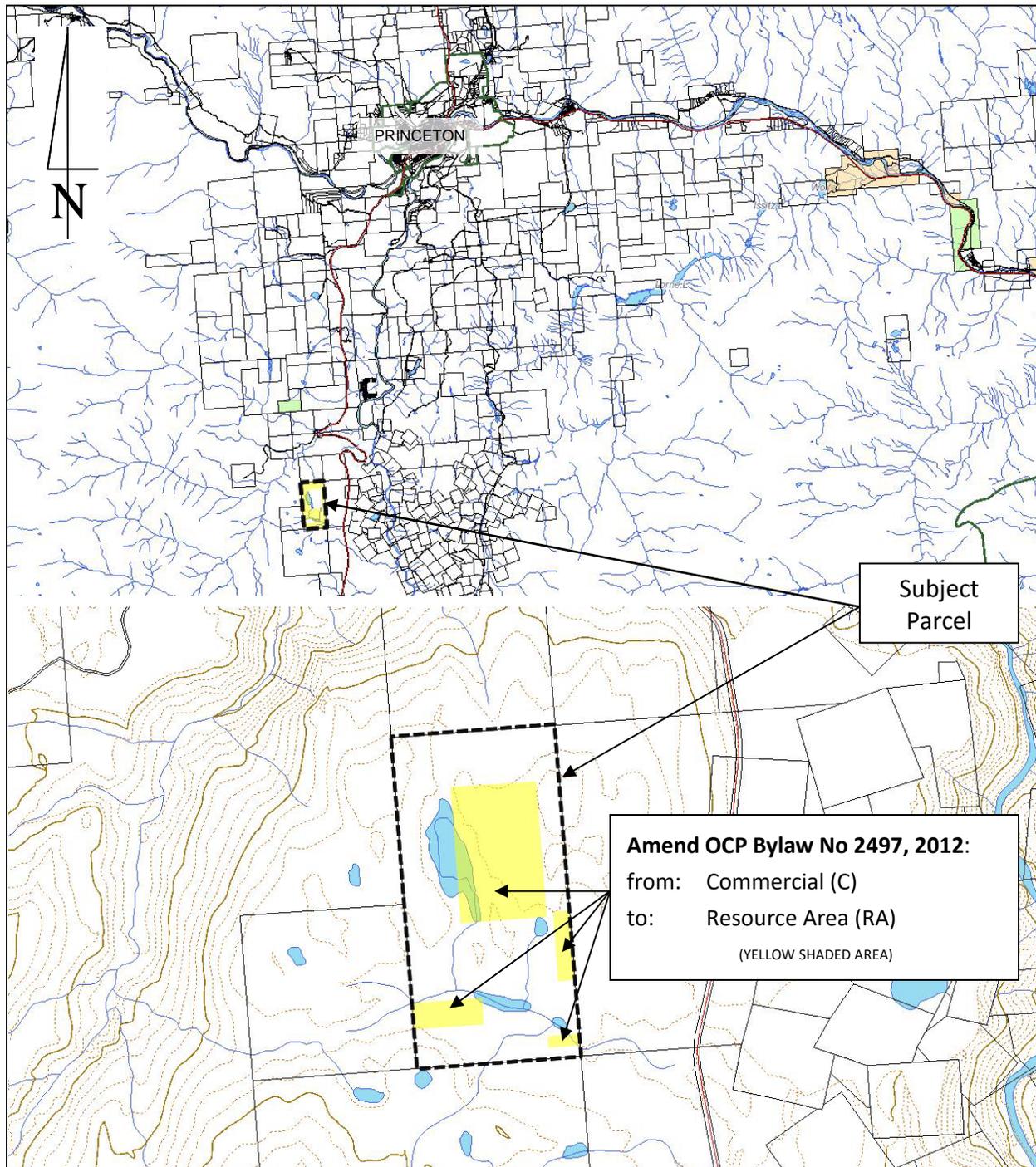
Tel: (250) 492-0237 Fax (250) 492-0063



Amendment Bylaw No. 2497.06, 2014

File No.: H2014.099-ZONE

Schedule 'X'



'H' No. 2497.06, 2016

(H2014.099-ZONE)

Page 5 of 5

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2498.08, 2016

A Bylaw to amend the Electoral Area 'H' Zoning Bylaw No. 2498, 2012

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 “H” Zoning Amendment Bylaw No. 2498.08, 2016.”
2. The Official Zoning Map, being Schedule 2 of the Electoral Area “H” Zoning Bylaw No. 2498, 2012, is amended by changing the land use designation of land described as part of District Lot 889, YDYG, and shown shaded yellow on Schedule ‘Y-1’, which forms part of this Bylaw, from part Resource Area (RA) and part Kennedy Lake Resort (KLR), to Kennedy Lake Comprehensive Development Zone (CD6).
3. The Electoral Area “H” Zoning Bylaw No. 2498, 2012, is amended by:
 - (i) adding a reference at Section 1.2 under Section 1.0 (Title and Application) to read as follows:

Schedule ‘4’ — Kennedy Lake Recreational Use Areas
 - (ii) amending Section 6.1 under Section 6.0 (Creation of Zones) by deleting the reference to “Kennedy Lake Resort Zone KLR” under Commercial Zones and introducing a reference to “Kennedy Lake Comprehensive Development Zone CD6” under a new sub-section entitled Comprehensive Development Zones.

(iii) replacing Section 7.4.2 under Section 7.0 (General Regulations), with the following:

.2 The use of a recreational vehicle as a permanent residence is prohibited in all zones except the RA, LH1, LH2, SH2, SH3, SH4 and CD6.

(iv) adding a new Section 16.0 (Comprehensive Development) to read as follows:

16.0 COMPREHENSIVE DEVELOPMENT

The purpose of a Comprehensive Development (CD) Zone is to allow for the creation of comprehensive, site-specific land use regulations on specified sites within Electoral Area “H” where the circumstances are such that regulation by other zones would be inappropriate or inadequate, having regard to existing physical and environmental constraints.

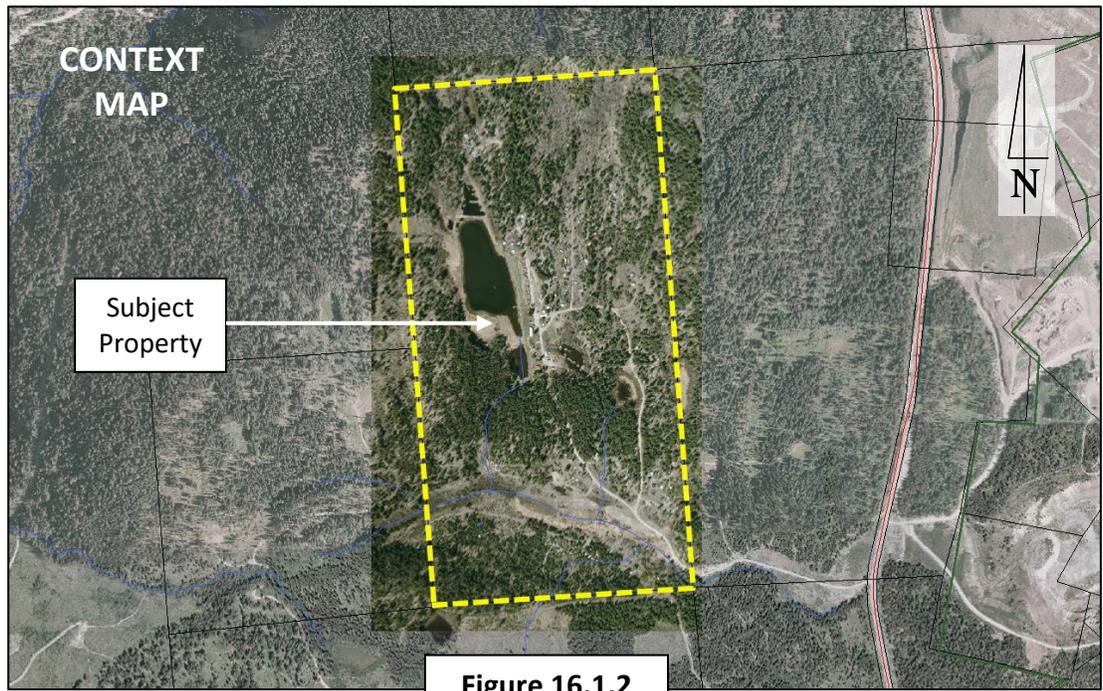
16.1 KENNEDY LAKE COMPREHENSIVE DEVELOPMENT ZONE (CD6)

.1 Purpose

The purpose of the Kennedy Lake Comprehensive Development (CD6) Zone is to create comprehensive, site-specific land use regulations for the parcel — hereinafter referred to as “Kennedy Lake” — located at 1916 Kennedy Lake Road (legally described as District Lot 889, Yale Division of Yale District) in order to bring the use of the property into compliance with the Official Community Plan Bylaw and Zoning Bylaw.

.2 Location

The property is situated approximately 20 km south of the Town of Princeton and is situated west of Highway 3, approximately 2,000 metres to the west of the mining operation at Copper Mountain.



.3 Kennedy Lake Recreational Use Areas

A plan that identifies the Kennedy Lake Recreational Use Areas is included at Schedule '4' to this Bylaw, and forms part of this Bylaw.

.4 Background:

Use of Kennedy Lake for commercial recreation purposes originated in the late 1960's with the establishment of a campground adjacent to the water body of the same name, which predated the introduction of zoning to Electoral Area "H" in 1974.

With the introduction of zoning, an approximately 16.8 hectare (ha) part of Kennedy Lake encompassing the campground use and accessory dwelling was zoned commercial. This commercial zoning would be carried forward over a number of land use bylaw reviews undertaken by the Regional District between 1974 and 1997.

In 1982, an application seeking to rezone the whole of the Kennedy Lake property to residential was submitted to the Regional District. This proposal was ultimately abandoned by the property owner, with a similar proposal submitted in 1985 refused by the Regional District Board.

Completion of the Coquihalla Highway in 1986 significantly altered traffic volumes along Highway 3, resulting in reduced commercial traffic to the

campground operation. To compensate for this loss of business, the property owner increasingly leased individual parts of the property to interested lessees on an annual basis (under the *Land Title Act*, leases greater than 3 years in length trigger the requirement for subdivision). Consequently, what had been only a few small cabins and permanently parked travel trailers expanded in numbers and extent beyond the 16.8 ha area zoned for commercial uses in 1974, and without due regard for the density regulations contained within the current Zoning Bylaws.

In 2005, the Board approved a rezoning of part of the property to “resort” in order to formalise a mix of recreational vehicles and cabins totaling 132 units. The new zoning contained a provision for an additional 10% expansion (145 units).

By 2013, these numbers had increased to approximately 300 units and the Regional District Board initiated legal action to obtain an injunction ceasing further development of the property. This action was successful and led to the consideration of new zoning to be applied to the property.

.5 Definitions:

In this CD zone:

“non-occupancy use area” means the remainder of the parcel used for forest based outdoor recreational purposes, and as shown on Schedule ‘4’ of this Bylaw;

“parcel” means the land shown outlined in a dashed yellow line on Figure 16.1.2 of this Bylaw;

“recreational use area” means the those portions of the parcel reserved for recreational use purposes, and as shown on Schedule ‘4’ of this Bylaw;

“seasonal cabin” means a building or structure that may contain cooking, eating, washroom, living and sleeping facilities, and is primarily used for occasional or seasonal occupancy. A seasonal cabin includes recreational vehicles with structures affixed or adjacent to said recreational vehicle, and excludes unenclosed roof structures supported by columns and decks not greater than 10.0 m² in area and 0.6 metres in height.

.6 Permitted Uses for Recreational Use Area:

Principal Uses:

- a) forest based outdoor recreation;
- b) seasonal cabins;

- c) recreational vehicles; and

Accessory Uses:

- d) accessory buildings and structures, subject to Section 7.11, including unenclosed roof structures supported by columns and decks not greater than 10.0 m² in area and 0.6 metres in height.

Permitted Uses for Non-Occupancy Use Area:

Principal Uses:

- a) forest based outdoor recreation.

Accessory Uses:

- b) Not applicable.

.7 Minimum Parcel Size:

- a) 130 hectares

.8 Maximum Density:

- a) In the “Recreational Use Area” shown on Schedule ‘4’ of this Bylaw, the maximum density shall be as follows:
 - i) in the area shown shaded rose quartz and described as “Block A”, the maximum number of:
 - .1 seasonal cabins shall not exceed 22; and
 - .2 recreational vehicles shall not exceed 17.
 - ii) in the area shown shaded creton blue and described as “Block B”, the maximum number of:
 - .1 seasonal cabins shall not exceed 17; and
 - .2 recreational vehicles shall not exceed 8.
 - iii) in the area shown shaded peony pink and described as “Block C”, the maximum number of:
 - .1 seasonal cabins shall not exceed 19; and
 - .2 recreational vehicles shall not exceed 7.
 - iv) in the area shown shaded olivine yellow and described as “Block D”, the maximum number of:

- .1 seasonal cabins shall not exceed 14; and
 - .2 recreational vehicles shall not exceed 11.
- v) in the area shown shaded steel blue and described as “Block E”, the maximum number of:
 - .1 seasonal cabins shall not exceed 13; and
 - .2 recreational vehicles shall not exceed 5.
- vi) in the area shown shaded indicolite green and described as “Block F”, the maximum number of:
 - .1 seasonal cabins shall not exceed 10; and
 - .2 recreational vehicles shall not exceed 11.
- vii) in the area shown shaded sugilite sky and described as “Block G”, the maximum number of:
 - .1 seasonal cabins shall not exceed 10; and
 - .2 recreational vehicles shall not exceed 3.
- viii) in the area shown shaded lepidolite lilac and described as “Block H”, the maximum number of:
 - .1 seasonal cabins shall not exceed 16; and
 - .2 recreational vehicles shall not exceed 9.
- ix) in the area shown shaded dark gray and described as “Block I”, the maximum number of:
 - .1 seasonal cabins shall not exceed 14; and
 - .2 recreational vehicles shall not exceed 4.
- x) in the area shown shaded light gray and described as “Block J”, the maximum number of:
 - .1 seasonal cabins shall not exceed 14; and
 - .2 recreational vehicles shall not exceed 24.
- xi) in the area shown shaded orange and described as “Block K”, the maximum number of:
 - .1 seasonal cabins shall not exceed 8; and
 - .2 recreational vehicles shall not exceed 9.
- xii) in the area shown shaded coral and described as “Block L”, the maximum number of:

- .1 seasonal cabins shall not exceed 14; and
- .2 recreational vehicles shall not exceed 12.
- xiii) in the area shown shaded tan and described as “Block M”, the maximum number of:
 - .1 seasonal cabins shall not exceed 7; and
 - .2 recreational vehicles shall not exceed 8.
- xiv) in the area shown shaded spruce green and described as “Block N”, the maximum number of:
 - .1 seasonal cabins shall not exceed 9; and
 - .2 recreational vehicles shall not exceed 12.
- xv) in the area shown shaded electron gold and described as “Block O”, the maximum number of:
 - .1 seasonal cabins shall not exceed 6; and
 - .2 recreational vehicles shall not exceed 8.
- xvi) in the area shown shaded solar yellow and described as “Block P”, the maximum number of:
 - .1 seasonal cabins shall not exceed 8; and
 - .2 recreational vehicles shall not exceed 6.
- b) In the “Non-Occupancy Use Area” shown on Schedule ‘4’ of this Bylaw, no seasonal cabins or recreational vehicles shall be permitted.

.9 Maximum Parcel Coverage:

- a) 10%

.10 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 7.5 metres
 - iv) Exterior side parcel line 7.5 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 7.5 metres
- iv) Exterior side parcel line 7.5 metres
- c) despite Section 16.1.10(a)(iii), the minimum interiors side parcel line setback for those buildings labeled 8-10 on Schedule '4' shall be as follows:
 - i) Interior side parcel line 0.0 metres

.11 Maximum Height:

- a) No building or structure shall exceed a height of 7.5 metres, with the exception of those buildings labeled 1-7 on Schedule '4', which shall not exceed a height of 10.0 metres;
- b) No accessory building or structure shall exceed a height of 5.0 metres.

.12 Maximum Floor Area:

- a) The maximum floor area of a "seasonal cabin" shall not exceed 90 m², with the exception of those buildings labeled 1-7 on Schedule '4', which shall not exceed a maximum floor area of 150.0 m².

- (v) deleting Section 13.4.

READ A FIRST AND SECOND TIME this __ day of ____, 2016.

PUBLIC HEARING held this __ day of ____, 2016.

READ A THIRD TIME this __ day of ____, 2016.

I hereby certify the foregoing to be a true and correct copy of the "Electoral Area 'H' Zoning Amendment Bylaw No. 2498.08, 2016" as read a Third time by the Regional Board on this __ day of ____, 2016.

Dated at Penticton, BC this __ day of ____, 2016.

Corporate Officer

Approved pursuant to Section 52(3) of the *Transportation Act* this __ day of ____, 2016.

For the Minister of Transportation & Infrastructure

ADOPTED this __ day of ____, 2016.

Chair

Corporate Officer

Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC V2A 5J9

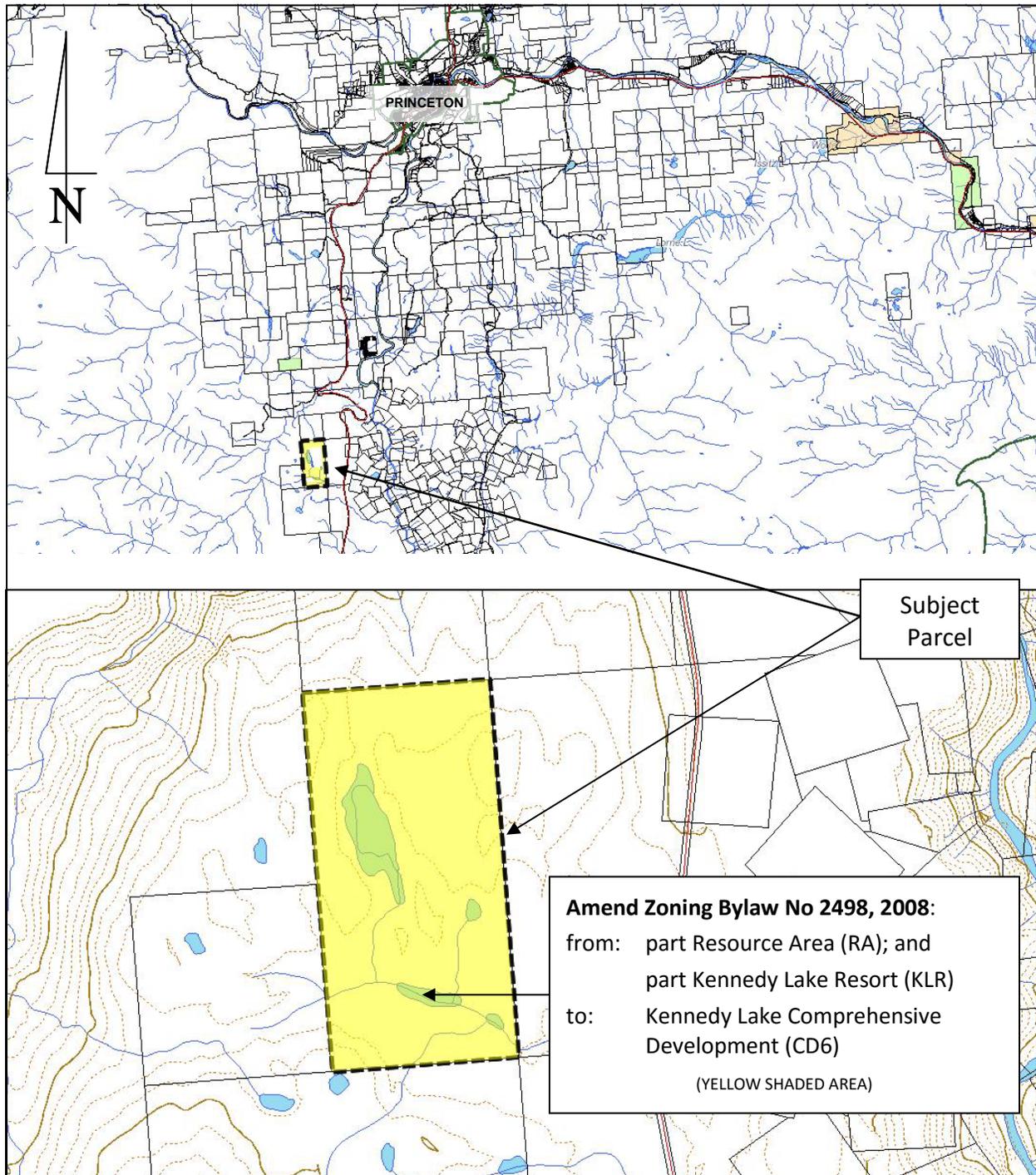
Tel: (250) 492-0237 Fax (250) 492-0063



Amendment Bylaw No. 2498.08, 2016

File No.: H2014.099-ZONE

Schedule 'Y-1'



Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC V2A 5J9

Tel: (250) 492-0237 Fax (250) 492-0063



Amendment Bylaw No. 2498.08, 2016

File No.: H2014.099-ZONE

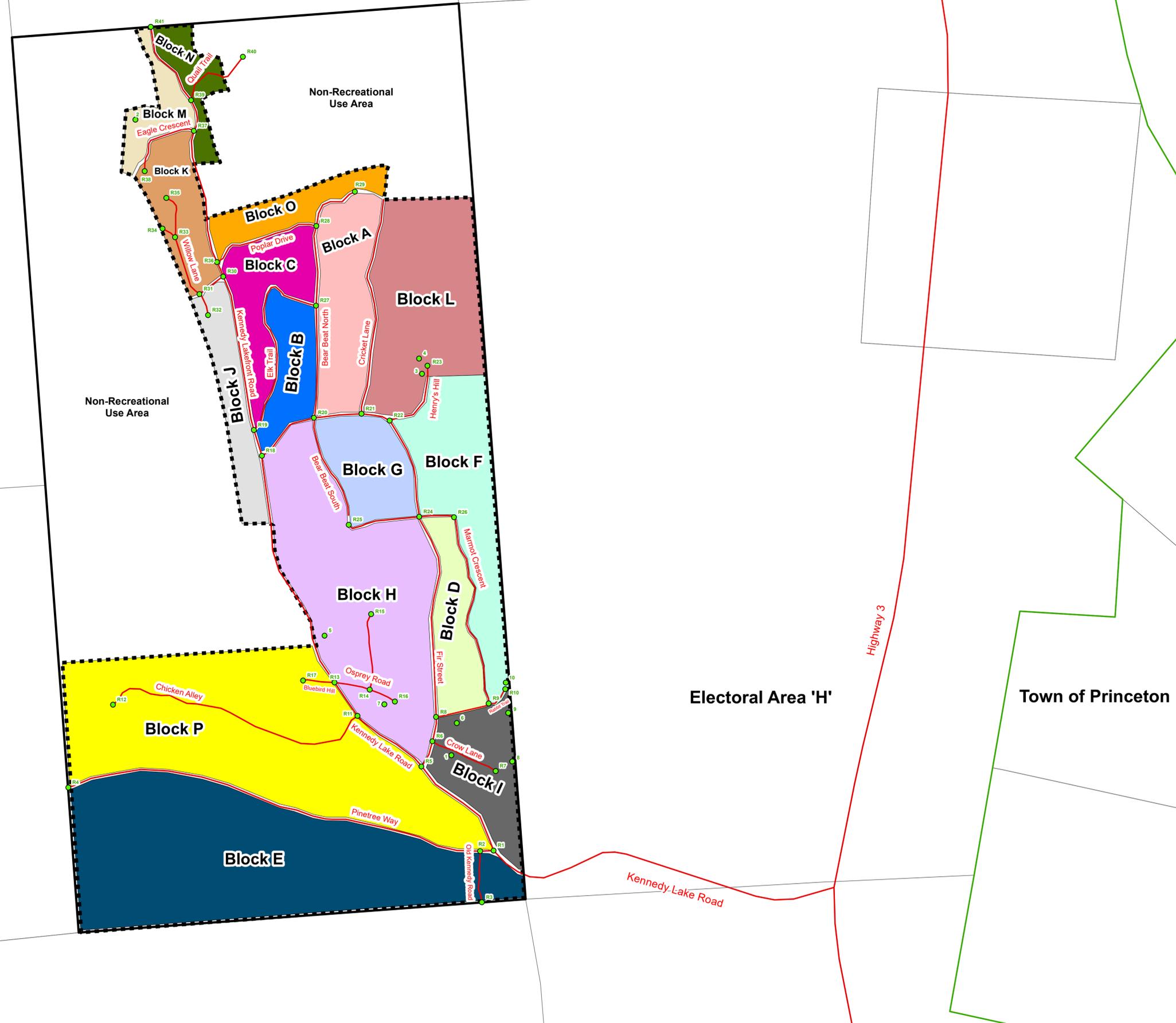
Schedule 'Y-2'

"Schedule '4' — Kennedy Lake Recreational Use Areas"

Legend

-  Subject Parcel
-  Recreational Use Area
-  Non Recreational Use Area
-  Block A
-  Block B
-  Block C
-  Block D
-  Block E
-  Block F
-  Block G
-  Block H
-  Block I
-  Block J
-  Block K
-  Block L
-  Block M
-  Block N
-  Block O
-  Block P
-  Electoral Area Boundary
-  Roads
-  GPS Coordinates

LABEL	LAT	LONG
1	49.340982	-120.579359
2	49.351580	-120.585940
3	49.347146	-120.579363
4	49.347395	-120.579406
5	49.343061	-120.582255
6	49.341492	-120.579165
7	49.341884	-120.580913
8	49.340808	-120.577872
9	49.341594	-120.577880
10	49.342083	-120.577882
R1	49.339400	-120.578501
R2	49.339407	-120.578836
R3	49.338583	-120.578886
R4	49.340936	-120.588846
R5	49.340839	-120.580118
R6	49.341229	-120.579801
R7	49.340673	-120.578299
R8	49.341616	-120.579663
R9	49.341767	-120.578346
R10	49.341977	-120.577909
R11	49.341731	-120.581595
R12	49.342212	-120.587590
R13	49.342296	-120.582095
R14	49.342138	-120.581244
R15	49.343349	-120.581069
R16	49.341915	-120.580651
R17	49.342367	-120.582868
R18	49.346026	-120.583460
R19	49.346451	-120.583608
R20	49.346573	-120.582107
R21	49.346578	-120.580928
R22	49.346434	-120.580249
R23	49.347268	-120.579212
R24	49.344852	-120.579698
R25	49.344809	-120.581451
R26	49.344801	-120.578847
R27	49.348371	-120.581844
R28	49.349649	-120.581684
R29	49.350154	-120.580675
R30	49.348953	-120.584071
R31	49.348701	-120.584686
R32	49.348353	-120.584518
R33	49.349644	-120.585184
R34	49.349798	-120.585476
R35	49.350286	-120.585324
R36	49.349193	-120.584197
R37	49.351328	-120.584520
R38	49.350742	-120.585809
R39	49.351824	-120.584529
R40	49.352458	-120.583176
R41	49.353053	-120.585386



Kennedy Lake Recreational Use Areas
 Schedule '4' Electoral Area 'H' Zoning Bylaw
 No. 2498, 2013.

This is Schedule '4' (Zoning Map) as referenced in the Regional District of Okanagan-Similkameen's Electoral Area 'H' Zoning Bylaw No. 2498, 2013.

Chair _____ Chief Administrative Officer _____



ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: April 28, 2016
RE: Similkameen Valley Watershed Plan – Phase 3



Administrative Recommendation:

THAT the Board approve the award of Phase 3 of the Similkameen Valley Watershed Plan project to Associated Environmental Consultants Inc. at a cost of \$139,215.00 plus GST.

Reference:

Proposal from Associated Environmental Consultants Inc. titled Similkameen Valley Watershed Plan: Phase 3

Business Plan Objective:

2016 Corporate Action Plan

Key Success Drive 3 – Building a Sustainable Region

Objective 3.3.6: Undertaking Phase III of the Similkameen Valley Watershed Strategy

Background:

The Similkameen Valley Planning Society (SVPS) and RDOS are developing a non-regulatory Watershed Plan which will be a guiding document for decision making authorities, resource managers, water users and residents to assist in making informed and integrated decisions. The Similkameen River Watershed Plan (SRWP) is intended to be a living document integrated into local planning documents, bylaws policies and management practices with respect to First Nations, local, regional, provincial and federal governments jurisdictions. The overall framework of the SRWP emphasizes an integrated, holistic, approach that linking water quality and quantity with the economic and social priorities for the watershed.

In 2011, a water planning Scoping Study was completed for the Similkameen Valley. Following the study, a Terms of Reference was developed with stakeholder input and Phase 1 of the SRWP was initiated in 2013. Phase 1 study assembled and catalogued information, identified potential partnerships and funding sources, outlined a SRWP communication plan, identified information gaps and made recommendations to fill those gaps.

Upon review of the Phase 1 study, RDOS decided to move forward in 2015 to fill three high-priority information gaps (Phase 2) in continuing to develop the SRWP. The Phase 2 report was presented to the RDOS Board in November 2015 with the deliverables being:

1. Assessment of water availability and risk of inadequate supply
2. Groundwater – surface water interaction
3. Status and trends analyses of existing water quality data.

In February 2016, RDOS initiated a Request for Proposal for Phase 3 of the SRWP with a closing date of March 29, 2016. Phase 3 will address current and future agricultural water demands from the groundwater and incorporate these findings and, all data gathering from the previous two phases, into a final watershed master plan.

Upon closure of the RFP on March 29, 2016, one submission was received, that being Associated Environmental Consultants Inc. at a price of \$139,215.00 plus GST. This cost is within the remaining budget for this project.

Normally, one submission received would be concerning but, given that Associated Environmental staff delivered all the previous phase reports, this proponent has a solid understanding of the previous scope(s) of work and the ultimate deliverable required. Upon review of their submission, it is concurred that the understanding and ultimate final product of this RFP is well defined.

Alternatives:

The Board could choose to not award the contract.

Communication Strategy:

Denscoth Services Ltd. retained as consultant for public communications on the Similkameen River Watershed Plan.

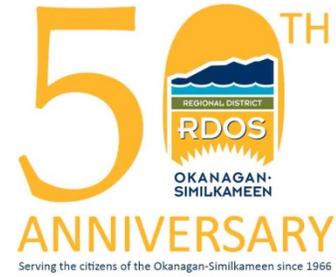
Respectfully submitted:

R. Huston

R. Huston, Public Works Manager

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: April 28, 2016
RE: Kaleden Parks & Recreation Commission Appointment



Administrative Recommendation:

THAT the Board appoint Jennifer Charlish as a member of the Kaleden Parks & Recreation Commission

Reference:

Bylaw 1555, 1997 Kaleden Parks & Recreation Commission Establishment Bylaw.

Analysis:

It is the recommendation of Kaleden Parks and Recreation Commission that Jennifer Charlish be appointed for the remainder of this term.

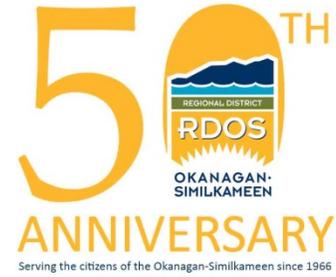
Respectfully submitted:

Justin Shuttleworth

J. Shuttleworth, Park/Facilities Coordinator

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: April 28, 2016
RE: Okanagan Falls Parks & Recreation Commission Rescinding Appointment



Administrative Recommendation:

THAT the Board rescind the appointment Julie Feller from the Okanagan Falls Parks & Recreation Commission;

AND THAT a letter is forwarded to Ms. Feller thanking her for her contribution to the Okanagan Falls Parks & Recreation Commission.

Reference:

Bylaw 2253, 2004 Okanagan Falls Parks & Recreation Commission Establishment Bylaw.

Analysis:

As the Regional District Board appoints members to the Recreation Commission a resolution is required to rescind the appointment of members.

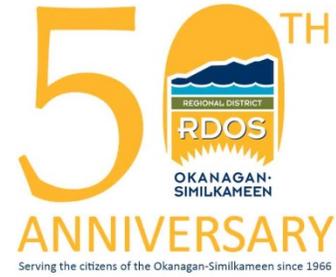
Respectfully submitted:

Justin Shuttleworth

J. Shuttleworth, Park/Facilities Coordinator

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: March 24, 2016
RE: Advisory Planning Commission Resignations



Administrative Recommendation:

THAT the Board of Directors accept the resignation of Mike Bland and Ed Melenka as members of the Electoral Area “D” Advisory Planning Commission; and

THAT a letter be forwarded to Mr. Bland and to Mr. Melenka thanking each of them for their contribution to the Electoral Area “D” Advisory Planning Commission.

Background:

Bylaw 2339, being a bylaw of the Regional District of Okanagan Similkameen, enables the creation of Advisory Planning Commissions for each of our electoral areas and establishes the role of the Commission members in the Regional District planning process.

Section 4 of the Bylaw provides for the retention of commission members, requiring the Board, by resolution, to appoint and accept the resignation of Commission members upon the recommendation of the respective Electoral Area Director.

Analysis:

On March 1, 2016, Administration was advised that that Mr. Mike Bland had advised of his intent to resign as a member of the Electoral Area “D” APC.

Volunteers are critical to the success of the Regional District and the Board wishes to acknowledge the significant contribution provided by each of these civic-minded individuals.

Both of these gentlemen have provided long service to the Electoral Area “D” Advisory Planning Commission, with Mr. Melenka joining the APC in 2008 and Mr. Bland coming on in 2010.

Respectfully submitted:

“Christy Malden”

C. Malden, Manager of Legislative Services

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: April 28, 2016
RE: Mailing and Inserter/Folder Machines



Administrative Recommendation:

THAT the Board of Directors approve a liability under [Section 175](#) of the Community Charter authorizing the purchase of the NeoPost DS-75 Inserter/Folder in the amount of \$19,883 and the IS-480 Mail System in the amount of \$6,870 with no provision for renewal.

Purpose:

To replace the existing Inserter/Folder and the existing Mail System, both of which have reached the end of their service agreements and warrantee period with more efficient, cost effective systems.

Background:

The Regional District sends out approximately 770 pieces of mail each week, including invoices, statements, boil water notices and other critical communications with citizens.

The leases on the existing Mail system and the existing Inserter/Folder have either expired or are about to expire and the machines are nearing the end of their lifecycle; therefore, administration needs to consider new equipment.

In past when new equipment was required, the RDOS would enter into a lease and fund the cost from an ongoing operating budget. The Municipal Finance Authority has developed new criteria for purchase of equipment and requires a Board resolution to enter into a purchase agreement.

In accordance with the RDOS purchasing policy, three quotes were requested. As each brand of machine offers different features, Administration considered the following to be the most important in meeting the day to day needs, therefore the quotes received were evaluated based on:

- cost
- speed of processing
- availability of representative/service person
- Existing compatibility with software
- Ability to manage different sized documents
- Connectivity between the two machines, providing an ability to automate the entire process

Of the three companies approached, two responded to the request and it was determined that Complete Mailing Solutions - NeoPost matched the criteria above the closest.

Analysis:

The current mail system is somewhat manual with staff being required to measure and weigh items to determine the cost of each. Currently, as software updates to the system become available, the supplier must attend the office to manually download the changes, during which time the machine is out of commission. A more advanced system would enable the following:

- a LAN connection which automatically connects to our network, enabling rate change updates, re-credits, system diagnosis and software downloads.
- the ability to electronically weigh and measure items and produce compliant pricing in accordance with Canada Post
- remote diagnostics, minimizing down time and required visits from the supplier;
- faster, more automated processing speeds and online supply ordering

The existing mail system was put into use in April of 2010 and the lease has now expired. A service agreement cannot be entered into, as the lease is complete. This means that ongoing maintenance and repairs will be provided on an hourly basis which is much more costly than through a service agreement.

Costs for the mail system are as follows:

Existing Mail System Costs	New Mail System Costs
\$ 124 per month – basic lease (expired end of 2015)	\$139 per month, including interest and taxes (5 year lease)
\$6,870 – full purchase cost of machine	\$8,500 – full purchase cost of machine
No service agreement – hourly rate for repairs/maintenance	annual service contract – optional (various price options)
\$ 75 per month – meter rental	\$97 per month – meter rental

The existing inserter/folder system was put into use in April of 2011 and is due to expire within the month. During that time it has been used as frequently as weekly. The system is limited in its functionality in comparison to newer systems. A more advanced system could offer:

- higher capacity holder, eliminating the need for staff to stand at the machine, feeding documents and pulling the sealed envelopes;
- can process multiple document sizes, the current system can only handle 8.5 x 11;
- Electronic programming of addresses, bundling of duplicates;
- Customization of inserts per Electoral Area or other grouping criteria

A cost comparison for the system is as follows:

Existing Inserter/Folder System Costs	New Inserter/Folder System Costs
\$ 400 per month – basic lease (expires end of April 2016)	\$398 per month, including interest and taxes (5 years)
\$19,883 – full purchase cost of machine	\$19,750 – full purchase cost of machine
\$ 149 per month – service agreement	\$ 116 per month – optional service agreement

Respectfully submitted:

“Christy Malden”

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: April 28, 2016
RE: Bylaw No. 2733, 2016 Naramata Fire Prevention and Suppression Local Service Establishment Amendment



Administrative Recommendation:

THAT Bylaw No. 2733, 2016 Naramata Fire Prevention and Suppression Local Service Establishment Amendment Bylaw be read a first, second and third time and be forwarded to the Inspector of Municipalities for approval prior to seeking public approval; and further,

THAT the method for obtaining public approval be through an alternative approval process.

Background:

Bylaw No. 1619, 1995 established a service for fire prevention and suppression on certain properties only within a designated portion of Electoral Area "E", in a piecemeal manner, leaving gaps within the area. Over time, many of the properties which were not included in the original adoption of the fire service area bylaw have petitioned in. At this time, administration would like to incorporate all remaining properties within the boundaries of the existing service area which were not originally included in the service. At the same time, several owners of properties outside the existing service area have requested to come into the service as well.

Analysis

Bylaw No 2733, 2016 proposes to complete the inclusion of all properties within the existing service area and expand it by incorporating those properties as outlined on Schedule "A" to the bylaw.

By including these properties into the existing fire service area, through taxation they share the costs, and become eligible for the service if/when an emergency occurs. The Naramata Fire Department is in full support of the application.

Property owners may enter a service area through various methods, including petition or an alternative approval process. Administration is recommending that approval be obtained through the alternative approval process, which allows a thirty day period of time for the owners of those properties being proposed to be brought into the service to register any opposition.

Alternatives:

That the Board of Directors not provide three readings of the bylaw and that it be abandoned.

<https://Portal.Rdos.Bc.Ca/Departments/Officeofthecao/Boardreports/2016/2016-04-28/Boardreports/E3 BL 2733 Naramata Fire>

RPT.Docx File No:

Page 1 of 2

Communication Strategy:

1. A data sheet containing the details of the proposed expanded service area, along with a list of affected addresses will be included on the alternative approval process (AAP) webpage, along with all of the required forms and bylaws.
2. Although the statutory requirement for advertising AAPs is limited to two ads in a single newspaper, it is acknowledged that many residents of smaller communities refer frequently to the small paper or online publications created within those communities. To ensure optimal coverage, the Regional District will advertise this AAP on MyNaramata.com as well as in Penticton newspapers.
3. AAP notices will be posted on community bulletin boards.
4. Staff have developed an informational sheet on the Alternative Approval process, geared specifically towards the public, a copy of which is available on the RDOS website: http://www.rdosmaps.bc.ca/min_bylaws/NewAndEvents/Alternate_Approval_Process/Alternate_Approval_Process_Background_Information.pdf

Respectfully submitted:

“Christy Malden”

C. Malden, Manager of Legislative Services

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
BYLAW NO. 2733, 2016**

**A bylaw to amend the Naramata Fire Prevention and Suppression Local Service
Establishment Bylaw.**

WHEREAS the Board of Directors of the Regional District of Okanagan-Similkameen wishes to proceed under the *Local Government Act*, to amend the boundaries of the service area of the Naramata Fire Prevention and Suppression Local Service Establishment Bylaw No. 1619, 1995;

AND WHEREAS the Board of Directors of the Regional District of Okanagan-Similkameen has obtained the approval of the electorate within the area joining the existing service area, by an alternative approval process in accordance with the *Local Government Act*,

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

1.0 CITATION

1.1 This bylaw may be cited for all purposes as the “Naramata Fire Prevention and Suppression Local Service Establishment Amendment Bylaw No. 2733, 2016”.

2.0 AMENDMENT OF SERVICE

2.1 The service area established by “Naramata Fire Prevention and Suppression Local Service Establishment Bylaw No. 1619, 1995” is amended by adding the properties that are outlined in black on Schedule 'A' which is attached to and forms part of this Bylaw.

READ A FIRST, SECOND, AND THIRD TIME this xx day of xx, 2016.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this xx day of xx, 2016.

RECEIVED APPROVAL OF THE ELECTORATE WITHIN THE AREA JOINING THE EXISTING SERVICE AREA THROUGH ALTERNATIVE APPROVAL this xx day of xx, 2016.

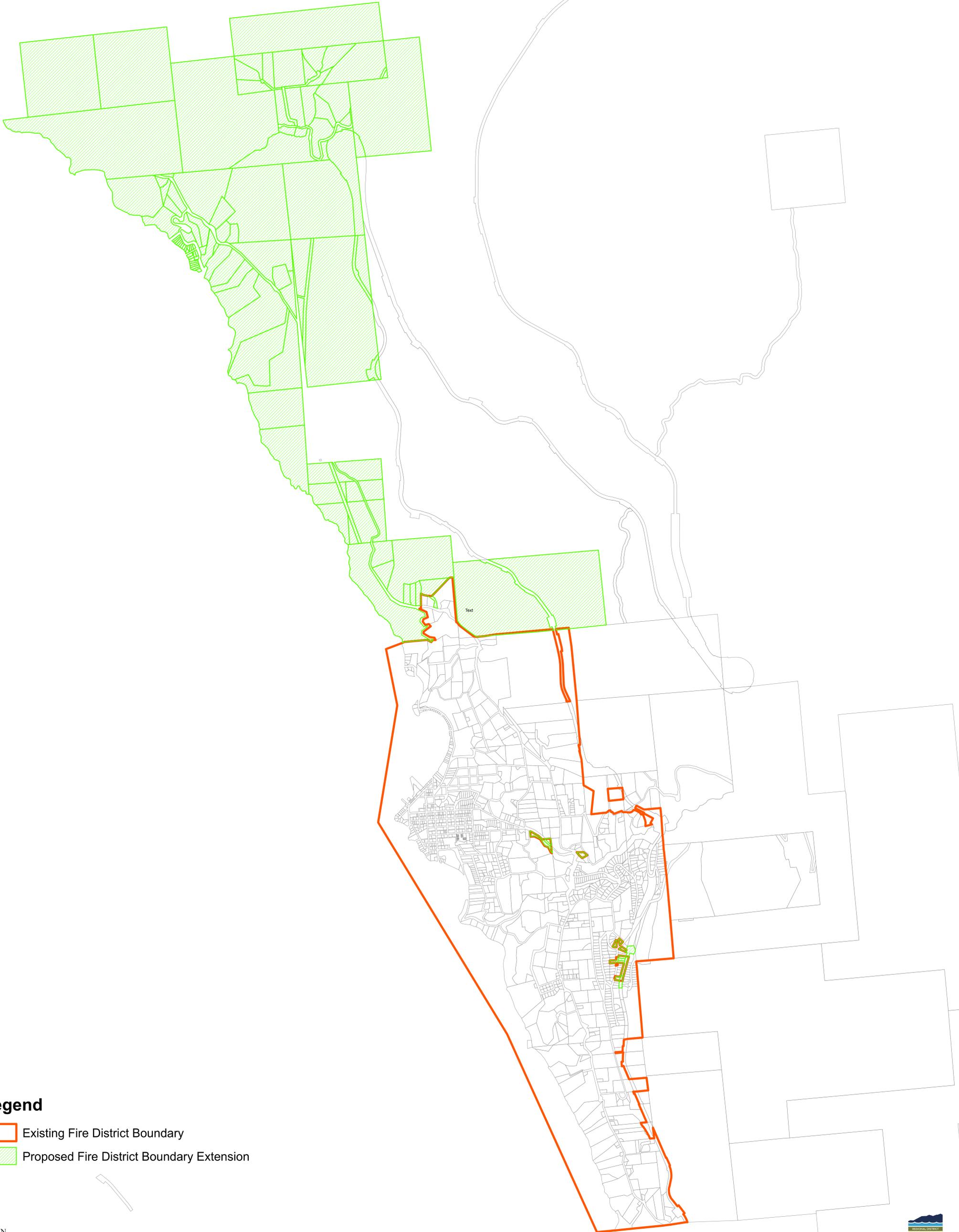
ADOPTED this xx day of xx, 2016

Board Chair

Corporate Officer

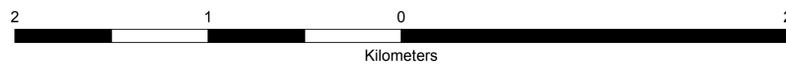
FILED WITH THE INSPECTOR OF MUNICIPALITIES this xx day of xx, 2016.....

Naramata Fire District



Legend

-  Existing Fire District Boundary
-  Proposed Fire District Boundary Extension





Okanagan Basin

WATER BOARD

BOARD REPORT: April 8, 2016

1450 KLO Road, Kelowna, BC V1W 3Z4

P 250.469.6271 F 250.762.7011

www.obwb.ca

OBWB Directors

Doug Findlater - Chair,
Regional District of Central
Okanagan

**Juliette Cunningham - Vice-
Chair,** Regional District of
North Okanagan

Doug Dirk, Regional District of
North Okanagan

Bob Fleming, Regional District
of North Okanagan

Cindy Fortin, Regional District
of Central Okanagan

Tracy Gray, Regional District
of Central Okanagan

Andre Martin, Regional
District of Okanagan-
Similkameen

Sue McKortoff, Regional
District of Okanagan-
Similkameen

Peter Waterman, Regional
District of Okanagan-
Similkameen

To be announced,
Okanagan Nation Alliance

Toby Pike, Water Supply
Association of B.C.

Rob Birtles, Okanagan Water
Stewardship Council

**The next meeting of the OBWB
will be 10 a.m. May 3, 2016 at
Regional District of Central
Okanagan in Kelowna.**

Okanagan Basin Water Board Meeting Highlights

Board approves \$300K for Okanagan water projects: Directors approved 18 projects for funding as part of this year's Water Conservation and Quality Improvement Grant Program. In total, there were 27 applications with a combined ask worth \$495,523. Funded projects include drought plans, mapping of foreshore and sensitive habitat in riparian zones, wetland restoration, a mobile app to document and report damage in watersheds, xeriscape demonstration projects and more. Some \$3.5 million has been awarded to 215 projects throughout the Okanagan since the grant program began in 2006. Details here: www.obwb.ca/?p=9666.

Funding approved for OK Falls land purchase to build wetland: The Water Board will be providing a \$19,344 grant to the Regional District of Okanagan Similkameen towards purchase of land to construct a wastewater treatment wetland. The project falls within the OBWB's Sewage Infrastructure Grant Program. The project will allow OK Falls Wastewater Treatment Plant to discharge to the wetland rather than directly into Okanagan River and alleviate concerns about the impact of endocrine disrupting compounds on fish in the channel. This wetland will ensure another level of water treatment.

Water Board to send province thanks for mussel protection efforts: The board voted to send a letter to the province acknowledging their efforts to ensure eight inspection stations were ready to go for the 2016 boating season. The province announced the program on March 30, noting a \$2 mill. funding commitment from BC Hydro, Fortis BC, Columbia Power and Columbia Basin Trust for staffing, decontamination stations, highway signage, outreach and more. The OBWB has been pressing for inspection stations since 2012. The letter will include a request that permanent funding be secured for the program and that station locations be monitored and evaluated to ensure appropriate protection.

Feds asked to approve science panel on Columbia River Treaty: A letter will be sent to federal Minister of Foreign Affairs Stéphane Dion, supporting a request by scientists with the Canadian Water Resources Association, that a Canadian Science Advisory Panel be created to advise on the Columbia River Treaty (CRT) renewal. The Okanagan and Similkameen tributaries to the Columbia River are not part of the treaty area, however the outcome of negotiations could affect the Okanagan especially as it relates to fisheries.

State of Okanagan water focus of upcoming webinar: The Water Board's annual water supply webinar will be held April 15, 11 a.m. to noon. This free online seminar will include an update on current reservoir levels, snowpack, groundwater and weather forecast. This event will be of particular interest to local government planning and engineering staff, the farm community and fishery managers. Register at <http://tinyurl.com/jmmlhvp>.

For more information, please visit: www.OBWB.ca