



# REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Thursday, October 20, 2016

RDOS Boardroom – 101 Martin Street, Penticton

## SCHEDULE OF MEETINGS

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9:00 am	-	9:15 am	Planning and Development Committee
9:15 am	-	10:45 am	Corporate Services Committee
10:45	-	11:00 am	Environment and Infrastructure Committee
11:00 am	-	11:45 am	Community Services Committee
11:45 am	-	12:00 pm	Protective Services Committee
12:00 pm	-	12:30 pm	Lunch
12:30 pm	-	2:30 pm	RDOS Board

*"Mark Pendergraft"*

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Mark Pendergraft  
RDOS Board Chair

### Advance Notice of Meetings:

- November 3 Inaugural RDOS Board Meeting
- November 17 Budget Meeting/RDOS Board/OSRHD Board/Committee Meetings
- December 1 Budget Meeting/RDOS Board/Committee Meetings
- December 2 Budget Meeting
- December 8 Budget Meeting (if required)
- December 15 RDOS Board/OSRHD Board/Committee Meetings



# REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Planning and Development Committee

Thursday, October 20, 2016

9:00 a.m.

## REGULAR AGENDA

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A. APPROVAL OF AGENDA

**RECOMMENDATION 1**

THAT the Agenda for the Planning and Development Committee Meeting of October 20, 2016 be adopted.

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B. "Kaizen" Review Process, Rezoning Applications – For Information Only

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C. Third Quarter Activity Report – For Information Only

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D. ADJOURNMENT

# ADMINISTRATIVE REPORT

**TO:** Planning and Development Committee  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** October 20, 2016  
**RE:** "Kaizen" Review Process – Rezoning Applications



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## Administrative Recommendation:

For Information.

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## Purpose:

Purpose of this report is to update the Board on the implementation of the recommendations of the Kaizen process review of zoning bylaw amendments.

## Business Plan Objective:

Kaizen process listed as a 2016 project under High Performing Organization.

## Background:

In the 2016 Budget, the Board supported funding to introduce the Lean Sensei program to the RDOS. Lean is a methodology for "Accountability in a No Blame Environment". In simple terms Lean is a process to:

- Develop and follow standard work
- Work productively and minimize waste
- Handle or communicate abnormalities
- Participate in process improvement
- Update / train new work standards
- Respect the customer / Act on problems

In October of 2015, a team from Valley First led a 3 day Kaizen, a Japanese term for "good change" associated with a process for continuous improvement – a review of the Zoning Bylaw Amendment Process with the intent of finding efficiencies, reducing the time needed and improving customer service and transparency.

A presentation on the outcomes of this process was presented to the Planning and Development (P&D) Committee on November 5, 2015.

## Analysis:

The process improvements identified at the P&D Committee meeting of November 5, 2015, were put into 4 categories, and a status report for each of these is provided below (sample documents are also attached).

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1. Intake Process: Goal is to make information about the Bylaw Amendment process and applications forms easier to understand by providing more details. Work completed includes:
- . redrafting of Bylaw Amendment Brochure;
  - . redrafting of Bylaw Amendment application Form;
  - . preparation of Rezoning Applications process brochure;
  - . preparation of a QEP list and brochure;
  - . Inquiries Tool (Wizard) where counter staff can prepare a report for the customer with all relevant development requirements; and
  - . requirement for complete applications.

Work to be completed:

- ∅ automated Inquiry Tool (with assistance from IS Department);
- ∅ setting up of on-line application portal (with assistance from IS Department); and
- ∅ drafting of Terms of Reference for professional reports and role of professionals.

2. Advisory Planning Commissions: Goal to improve the function of the APCs. Work completed includes:

- . Education Workshop was held April of 2015 in Ok Falls with reps from all APC's;
- . minutes template circulated with 1 week deadline;
- . minutes now attached to Board agendas;
- . agreement for flexible meeting dates when needed; and
- . APC issue follow-up.

Work to be completed:

- ∅ N/A (all identified tasks are complete).

3. File Management: Goal to streamline application processing. Work completed includes:

- . improved communication with the applicant / owner;
- . closing inactive files;
- . consistent processing steps used by all staff;
- . sending out external agency referrals earlier in the application process;
- . maps now prepared by GIS staff to facilitate incorporation into database after adoption;
- . more efficient internal review of staff reports; and
- . improve disclosure of application status and material on RDOS website:
  - o Planning Department web-pages have been completely revised;
  - o each application now has its own dedicated page;

- 
- these pages include an interactive map, copies of application materials, links to applicable Board reports and minutes, APC reports and minutes, current status of an application and upcoming steps; and
  - a summary list of all completed rezoning applications by Electoral Area since November 6, 2008 (completion of land use bylaw Repeal & Re-enactment Process), has been created.

Work to be completed:

- ∅ upgrade internal Application Tracker so that it will automatically update the application status on the applicable web-page (with assistance from IS Department).

4. Public Hearings: Goal to achieve time efficiencies and more effective public consultation. Work completed includes:

- Staff report to P&D Committee outlining a number of process to be considered on a trial basis. These changes involving holding public meetings prior to APCs, waiving of Hearings for very minor amendments, and holding of some hearings at the Board in Penticton;
- scheduling of Public Hearing occurring earlier in process; and
- Public Hearing Reports to be made more concise.

Work to be completed:

- ∅ year-end report to Board to review effectiveness of changes;
- ∅ receive Board input regarding proposed changes; and
- ∅ formalize process revisions in amendments to the Development Procedures Bylaw No. 2500, 2011.

#### Summary:

The Kaizen process has proven to be an effective tool in enhancing accountability, empower employees, reducing waste and valuing the customer. The RDOS has a program for a number of Kaizens for internal procedures and offers the service to member municipalities.

#### **Communication Strategy:**

- Penticton Herald feature article; and
- Circulate key changes to local consultants and frequent customers

**Respectfully submitted:**

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D. Butler, Development Services Manager

## ADMINISTRATIVE REPORT

**TO:** Planning & Development Committee  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** October 20, 2016  
**RE:** Third Quarter Activity Report – For Information Only

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### 1.0 DEVELOPMENT SERVICES DEPARTMENT

#### 1.1 PLANNING

See Attachment No. 1 for number of Planning Applications / Referrals received as of September 30, 2016.

##### Q3 Activities

- . Finalized revised proposed Environmentally Sensitive Development Permit (ESDP) Guidelines for Electoral Areas "A", "C", "D", "E" and "F" and worked on Map Schedules for Official Community Plans (as per "Keeping Nature in Our Future)
- . Worked with Consultant on 5 Year Regional Growth Strategy Review project and organized Board presentation by Provincial RGS staff;
- . First and second reading of "D-1" Community Plan.
- . Retain consultant for Okanagan Falls Town Centre Plan, Phase 3.
- . Conservation Service Area – public information
- . Adoption of zoning bylaw amendments for manufacture housing
- . Zoning Amendment Process Kaizen; work on Inquiries Wizard, brochures, application forms; file management items such as new GIS maps, redesign of web site and work on on-line application tracker
- . Attend several First Nations Referrals Workshops;
- . Coordinate with Public Works on the Twin Lakes Development Variance Permit for water requirements;
- . Housekeeping amemdments Okanagan Falls commercial zones;
- . Report on proposed Agricultural zone amendments for livestock, kennels, building setbacks and limited agriculture in Small Holdings zones;
- . Report on Area "H" boundary changes and related zoning and OCP amendments;
- . Gallagher Lake Area Plan - Public Open House and Final Plan,.
- . Continue to provide planning services to Oliver and Keremeos, including work on a major development application in Oliver and new Oliver Community Plan;

- Work with Carpool organization and local government partners to advise the public of the service;
- 42 planning reports to the Board / Planning Committee and 10 reports for Advisory Planning Committee meetings.

### **Planned Activities for Q4 - 2016**

- Final Adoption of Official Community Plan for Electoral Area "D-1";
- Adoption of Gallagher Lake Area Plan;
- Adoption of Environmentally Sensitive Development Permit Area Community Plan Amendments;
- Okanagan Falls Town Centre Plan – consultation with property owners and work on Community Plan amendments;
- Participation in Strategic Planning and Budget process;
- Provide planning services to Oliver and Keremeos;
- Regional Growth Strategy, work on project and consultation with Technical Committee.

## **1.2 BUILDING INSPECTIONS**

- Permits are being applied for and issued at a higher rate than 2015 (which was a record year).
- to end of August we have issued 375 permits and accepted 362 applications for building permits. Last year for the same period we had accepted 335 applications.
- We have issued 53 permits in Kennedy Lake this year for a total of 192. Only 6 permits remain to be issued.
- Ongoing work and review of policies and procedures.

See Attachment No. 2 for the summary of issued Building Permits for the 2016 2<sup>nd</sup> quarter.

## **1.3 BYLAW ENFORCEMENT**

### **Activity Highlights:**

- **Q3 Enforcement Activity**
  - ∅ Ticket Tracking Database has been completed
  - ∅ Dog Control Bylaw has been drafted
  - ∅ Animal Control Bylaw has been drafted for Areas "B" and "G"
  - ∅ Exploration of purchase of Complaint Tracking Software to streamline process ongoing
  - ∅ Fourteen (14) files opened
  - ∅ Forty (40) files closed

**REGIONAL DISTRICT OKANAGAN-SIMILKAMEEN  
SUMMARY OF ENFORCEMENT - 3rd QUARTER 2016**

**ACTIVE FILES TO DATE (processed in office)**

ELECTORAL AREA	A	B	C	D	E	F	G	H	TOTAL
Land Use	3	n/a	9	17	2	8	n/a	6	45
Untidy & Unsightly	n/a	n/a	3	3	1	1	2	3	13
Other				1					2
<b>TOTAL</b>	<b>3</b>	<b>n/a</b>	<b>12</b>	<b>21</b>	<b>3</b>	<b>10</b>	<b>2</b>	<b>9</b>	<b>60</b>

**ANIMAL CONTROL**

ELECTORAL AREA	A	B	C	D	E	F	G	H	TOTAL
Complaints	13	3	21	16	10	2	7	n/a	72
Tickets	0	0	0	0	0	1	0	n/a	1

**NOISE COMPLAINTS**

ELECTORAL AREA	A	B	C	D	E	F	G	H	TOTAL
Complaints	n/a	n/a	7	23	3	14	n/a	6	53
Tickets	n/a	n/a	0	2	0	0	n/a	0	2

**MISC TICKETS ISSUED**

- **Enforcement Activity Planned for 4th Quarter, 2016**
  - Ø Initiate review of Untidy and Unsightly Premises Bylaws – One bylaw for all participating Electoral Areas
  - Ø Continue with moving files into EDMS
  - Ø Processing older files is ongoing
  - Ø Input outstanding ticket information into new ticketing tracking
  - Ø Notify current holders of 2016 licences that 2017 tags are available Dec 12
  - Ø Rescind and replace dated bylaws to recognize new Animal Shelter facilities
  - Ø Amend schedules to BON Bylaw to recognize new Dog Control Bylaw
  - Ø Amend schedules to BON Bylaw to recognize new Animal Control Bylaw
  - Ø Work with Public Works staff to initiate review of Apex Mountain Waste Transfer Station Bylaw for inclusion into BON Bylaw

**1.4 SUBDIVISION SERVICING**

**3<sup>rd</sup> Quarter Activities:**

- **Subdivision Referrals**
  - Ø 10 referrals received for 2016 to date
  - Ø 54 referrals ongoing and pending applicants' action
- **Ongoing Major Subdivisions:**
  - Ø Twin Lakes Golf Resort – DVP to the Subdivision Bylaw registered



- ✓ Developer submitted revised plan for 50 units. Staff are in discussion with Developer.
- Ø Reflection Point
  - ✓ – Phase 2 - 20 strata lots –Letter of Requirement issued – pending developer
- Ø Naramata Benchlands
  - ✓ Revised subdivision plan for Phase 2 – 42 strata lots–revised Letter of Requirement issued – pending developer. Water System review needed.
  - ✓ Phase 3 nearing registration (large lot subdivision)
- Ø Kettle Ridge - Phase 2 - 19 fee simple lots
  - ✓ Letter of Requirement issued – pending developer
  - ✓ Water System review needed pending
  - ✓ Water Service Area Petition
- Ø Kettle Ridge - Phase 3 - 31 fee simple lots
  - ✓ Review of subdivision desing needed
- Ø St Andrews - Phase 4 - 25 strata lots
  - ✓ Pending revised subdivision plan
- Ø Shuttleworth Properties - 7 (industrial) lots
  - ✓ Letter of Requirement issued
- Ø Bassett Avenue Subdivision, 6 lots
  - ✓ Under subdivision construction

**Other Projects:**

- Ø Service Area Petitions
  - ✓ Gallagher Lake water and sewer
- Ø Planning development application referrals
- Ø Gallagher Lake: Area Plan and water and sanitary service areas
- Ø (Subdivision) Works and Services Bylaw
- Ø Water and Sewer Regulatory Bylaws review

**Planned Activities for 4<sup>th</sup> Quarter:**

**Ongoing or Planned:**

- Ø Major Subdivisions
  - ✓ Twin Lakes Golf Resort
  - ✓ Naramata Benchlands, Phase 2
  - ✓ Reflection Point, Phase 2

- ✓ Kettle Ridge, Phase 2 and 3
- ✓ St Andrews, Phase 4
- ✓ Shuttleworth Properties
- ✓ Bassett Avenue Subdivision
- ✓ Acherman subdivision
- ✓ Willow Beach (proposed zoning and subdivision)
- Ø Assist with finalizing Naramata DCC and Capital Plan
- Ø Gallagher Lake Area
  - ✓ Petitions for sewer and water service area, west side of Hwy 97
  - ✓ Meet with Osoyoos Indian Band to discuss water and sewer
- Ø (Subdivision) Works and Services Bylaw review
- Ø Water and Sewer Regulatory Bylaws review

**Respectfully Submitted,**

*Donna Butler*

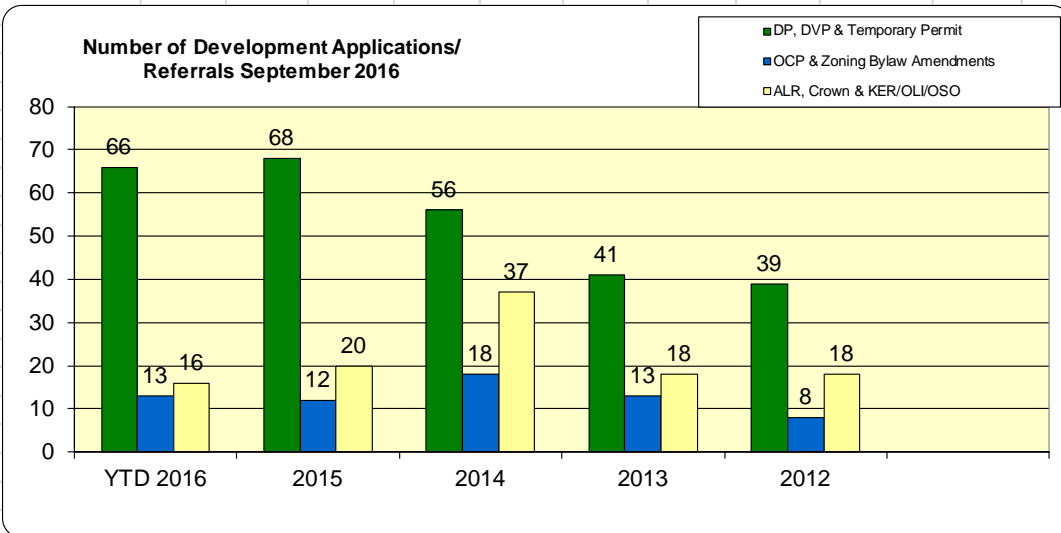
Donna Butler, Development Services Manager

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

## Attachment No. 1 - Number of Development Applications / Referrals

Number of Development Applications / Referrals September 2016 Year to Date

	Month								Total	YTD 2016	2015	2014	2013	2012
	A	B	C	D	E	F	G	H						
Develop Permit & DVP	1			1	1			1	4					
Temp. Industr				1		1			2					
DP, DVP & Temporary Permit									6	66	68	56	41	39
Zoning				2					2					
OCP/ZONING									0					
OCP & Zoning Bylaw Amendments									2	13	12	18	13	8
ALR		1							1					
Crown Land									0					
KER/OLI/OSO									0					
ALR, Crown & KER/OLI/OSO									1	16	20	37	18	18



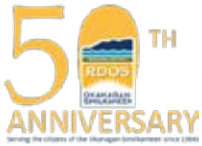
Attachment No. 2 – Summary of Building Permits Issued to Date, 2016

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

NUMBER OF PERMITS ISSUED										
DESCRIPTION	A	C	D	E	F	H	TOTAL	2016	2015	KL
RENEWAL/DEFICIENCY							0	20	35	
S.F.D.	1	1	5	2		1	10	59	50	
MOBILE/MANU HOMES	1	3	1			1	6	22	18	
CABINS/REC						6	6	34	26	6
SEMI-DETACHED, DUPLEX, MULTI							0	2	1	
DEMOLITION / MOVE				1	1	1	3	17	11	
ACCESSORY USES	3		5	2	1	7	18	102	133	5
ADDITIONS / REPAIRS / PLUMBING	2		6	3	1	2	14	82	82	
COMMERCIAL		2		1			3	18	8	
INDUSTRIAL							0	1	0	
FARM BUILDING										
EXEMPTION		1		1		1	3	14	16	
INSTITUTIONAL							0	1	2	
SOLID FUEL APPLIANCE							0	3	1	
<b>MONTHLY TOTAL</b>	<b>7</b>	<b>7</b>	<b>17</b>	<b>10</b>	<b>3</b>	<b>19</b>	<b>63</b>	<b>375</b>	<b>383</b>	<b>11</b>
<b>YEAR TO DATE 2016</b>	<b>34</b>	<b>46</b>	<b>100</b>	<b>49</b>	<b>26</b>	<b>120</b>	<b>375</b>			<b>53</b>
<i>SAME MONTH 2015</i>	<i>4</i>	<i>7</i>	<i>10</i>	<i>4</i>	<i>5</i>	<i>44</i>	<i>74</i>			
<i>YEAR TO DATE 2015</i>	<i>27</i>	<i>41</i>	<i>82</i>	<i>44</i>	<i>25</i>	<i>164</i>	<i>383</i>			

DOLLAR VALUE OF PERMITS										
DESCRIPTION	A	C	D	E	F	H	TOTAL	TOTAL YEAR	KL	
RENEWAL/DEFICIENCY							\$0	\$112,800		
S.F.D.	\$253,290	\$321,970	\$1,498,145	\$706,525		\$164,110	\$2,944,040	\$17,919,398		
MOBILE/MANU HOMES	\$149,040	\$618,170	\$238,980			\$216,270	\$1,222,460	\$4,201,982		
CABINS/REC						\$286,605	\$286,605	\$1,188,195	\$286,605	
SEMI-DETACHED, DUPLEX, MULTI							\$0	\$1,879,370		
DEMOLITION / MOVE				\$1,000	\$1,000	\$1,000	\$3,000	\$15,000		
ACCESSORY USES	\$96,960		\$280,240	\$21,335	\$25,000	\$118,985	\$542,520	\$2,713,761	\$66,185	
ADDITIONS / REPAIRS / PLUMBING	\$110,400		\$141,680	\$350,575	\$36,000	\$15,280	\$653,935	\$3,233,817		
COMMERCIAL		\$317,160		\$133,985			\$451,145	\$3,130,585		
INDUSTRIAL							\$0	\$4,188,755		
FARM BUILDING										
EXEMPTION							not valued / no revenue			
INSTITUTIONAL							\$0	\$15,360		
SOLID FUEL APPLIANCE							\$0	\$3,000		
<b>MONTHLY TOTAL</b>	<b>\$609,690</b>	<b>\$1,257,300</b>	<b>\$2,159,045</b>	<b>\$1,213,420</b>	<b>\$62,000</b>	<b>\$802,250</b>	<b>\$6,103,705</b>	<b>\$38,602,023</b>	<b>\$352,790</b>	
<b>YEAR TO DATE 2016</b>	<b>\$2,887,622</b>	<b>\$7,363,715</b>	<b>\$17,153,996</b>	<b>\$4,098,733</b>	<b>\$1,165,872</b>	<b>\$5,932,085</b>	<b>\$38,602,023</b>		<b>\$1,596,880</b>	
<i>SAME MONTH 2015</i>	<i>\$768,675</i>	<i>\$495,055</i>	<i>\$634,574</i>	<i>\$301,725</i>	<i>\$295,980</i>	<i>\$2,137,610</i>	<i>\$4,633,619</i>			
<i>YEAR TO DATE 2015</i>	<i>\$3,192,820</i>	<i>\$2,770,264</i>	<i>\$8,786,430</i>	<i>\$5,619,143</i>	<i>\$3,976,130</i>	<i>\$5,507,877</i>	<i>\$29,852,664</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	\$0.00		
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	\$15,209.80	\$0.00		
MAY	\$38,836.72	\$42,136.91	\$30,849.83	\$43,054.17	\$47,678.54	\$34,819.01	\$88,336.89	\$1,143.10		
JUNE	\$48,302.07	\$46,768.25	\$44,166.92	\$42,069.21	\$78,964.49	\$62,473.80	\$105,215.54	\$5,500.30		
JULY	\$29,173.69	\$39,690.56	\$57,024.83	\$46,889.56	\$48,610.54	\$93,218.43	\$70,891.24	\$13,942.98		
AUGUST	\$17,514.63	\$37,792.51	\$58,020.08	\$35,669.63	\$41,182.51	\$59,620.80	\$73,568.01	\$6,255.78		
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				
<b>TOTAL</b>	<b>\$437,636.30</b>	<b>\$394,617.63</b>	<b>\$398,199.32</b>	<b>\$346,070.90</b>	<b>\$494,994.53</b>	<b>\$627,180.85</b>	<b>\$462,137.29</b>	<b>\$27,367.16</b>		



# REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Corporate Services Committee

Thursday, October 20, 2016

9:15 a.m.

## REGULAR AGENDA

- 
- A. APPROVAL OF AGENDA  
**RECOMMENDATION 1**  
THAT the Agenda for the Corporate Services Committee Meeting of October 20, 2016 be adopted.
- 
- B. Lower Similkameen Community Forest Corporation
- 
- C. 2016 Corporate Action Plan
- 
- D. Q3 Budget Variance Analysis Report – For Information Only
- 
- E. Third Quarter Activity Report – For Information Only
- 
- F. Social Media Update – For Information Only
- 
- G. Board Action Tracking
- 
- H. ADJOURNMENT

**2016 Corporate Action Plan  
Q3 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.	GREEN	3		11
3.3.4	By commencing the Electoral Area "F" official community plan review	RED	2		12
3.3.5	By conducting the regulatory 5-Year Regional Growth Strategy Review	GREEN	2		12
3.3.6	By undertaking Phase III of the Similkameen Valley Watershed Strategy	YELLOW	4		12
3.3.7	By implementing the 2016 phase of the Solid Waste Management Plan	GREEN	6		13
3.3.8	By bringing Kaleden and Skaha Estates into the Okanagan Falls Waste Water Treatment System	RED	1		13
3.3.9	By purchasing and constructing a wetlands filtration system for the Okanagan Falls Waste Water Treatment Plant	RED	3		13
4.1.1	By maintaining, evaluating and executing the Strategic Planning and Enterprise Risk Management Programs.	GREEN	3	15	14
4.2.1	By organizing regional and sub-regional Community to Community meetings in 2016.	GREEN	2		14
4.2.2	By implementing the terms of the First Nations Protocol Agreement	GREEN	4		15
4.2.3	By facilitating partnerships within the Regional District	GREEN	1		15
4.3.1	To assist the Board to operate in an effective manner	GREEN	1		16
4.3.2	To support a governance review for Electoral Area "D"	GREEN	2		16
4.4.1	By ensuring all bylaws and policies are kept in a current and useful form and content.	GREEN	2		16
		<b>Total</b>	<b>100</b>	<b>100</b>	

<b>Progress Colour Key:</b>	
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**  
**Q3 Report**  
**October 20, 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

<b>KSD 1 HIGH PERFORMING ORGANIZATION</b>					
<b>Goal 1.1 To Be an Effective, Fiscally Responsible Organization</b>					
<b>Objective 1.1.1 - By providing the Board with accurate, current financial information.</b>					
<b>#</b>	<b>Points</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>STATUS</b>
1.1.1.1	1	The Board receives a variance report	MFS	quarterly	<ul style="list-style-type: none"> <li>Will commence in Q2</li> <li>Q2 Variance report to Board July 21<sup>st</sup></li> <li>Q3 Variance report to Board Oct 20<sup>th</sup></li> </ul>
1.1.1.2	1	Receipt of an unqualified independent audit for 2015	MFS	Q2	<ul style="list-style-type: none"> <li>Presentation to the Board in May</li> <li>Complete -2015 audit to Board May 5<sup>th</sup></li> </ul>
1.1.1.3	3	Successfully meet budget at year-end	CAO	Q4	<ul style="list-style-type: none"> <li>In Progress</li> </ul>

<b>Objective 1.1.2 - By being an effective local government</b>					
<b>#</b>	<b>Points</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>STATUS</b>
1.1.2.1	1	Implement the 2016 phase of the Internal Communications Plan	MLS	Q1	<ul style="list-style-type: none"> <li>Complete</li> </ul>
1.1.2.2	1	Develop a Business Continuity Plan	MLS	Q4	<ul style="list-style-type: none"> <li>Benchmarking complete</li> <li>Move BCP development to 2017</li> </ul>
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	<ul style="list-style-type: none"> <li>Complete</li> </ul>

<b>Goal 1.2 To Be a Healthy and Safe Organization</b>					
<b>Objective 1.2.1 By implementing the 2016 joint occupational health and safety action plan</b>					
<b>#</b>	<b>Points</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>STATUS</b>
1.2.1.1	1	<ul style="list-style-type: none"> <li>Review and implement revisions to safe work procedures for all departments within the organization</li> </ul>	MHR	Q4	Complete <ul style="list-style-type: none"> <li>Revisions to SWPs reviewed, a new template was created, SWPs were updated to include risk assessment analysis and applicable staff trained in completing risk assessments.</li> </ul>
1.2.1.2	1	<ul style="list-style-type: none"> <li>Completion of the 2016 joint occupational health and safety action plan</li> </ul>	MHR	Q4	<ul style="list-style-type: none"> <li>Q3 update - 75% complete</li> </ul>

<b>Objective 1.2.2 By implementing the 2016 wellness plan</b>					
<b>#</b>	<b>Points</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>STATUS</b>
1.2.2.1	1	<ul style="list-style-type: none"> <li>Implement the 2016 Phase of the Wellness Plan</li> </ul>	MHR	Q4	<ul style="list-style-type: none"> <li>80% complete</li> </ul>

<b>Goal 1.3 To Cultivate a High Performing Organizational Culture</b>					
<b>Objective 1.3.1 By implementing the 2016 Organizational Development Plan</b>					
<b>#</b>	<b>Points</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>STATUS</b>
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	<ul style="list-style-type: none"> <li>Committee recruited</li> <li>Action Plan completed</li> </ul>
1.3.1.3	1	Improved results on the 2016 Survey over 2015 Survey	MHR	Q4	<ul style="list-style-type: none"> <li>2016 Survey scheduled for Nov.</li> </ul>

<b>KSD 2 – TO OPTIMIZE THE CUSTOMER EXPERIENCE</b>					
<b>Goal 2.1 To Increase Public Awareness of RDOS Services</b>					
<b>Objective 2.1.1 - By promoting regional district facilities and services</b>					
<b>#</b>	<b>Points</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>Status</b>
2.1.1.1	1	Present an acquisition plan to the Board for increased signage of RDOS facilities and properties	MLS	Q4	<ul style="list-style-type: none"> <li>For submission in the 2017 Budget</li> </ul>
2.1.1.2	1	Promote Local Government Awareness Week	MLS	Q2	<ul style="list-style-type: none"> <li>Program organized for May 2016</li> <li>complete</li> </ul>
2.1.1.3	3	Implement the 50 <sup>th</sup> Anniversary Program	MLS	Q1	<ul style="list-style-type: none"> <li>Complete</li> </ul>

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

<b>Goal 2.3 To Meet Public Needs Through the Provision and enhancement of Key Services</b>					
<b>Objective 2.3.1 By introducing a process of continuous improvement into the organization</b>					
<b>#</b>	<b>Points</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>Status</b>
2.3.1.1	2	Complete the Zoning Amendment Work Plan from the 2015 Kaizen	MDS	Q4	· In Progress
2.3.1.2	3	Conduct two Kaizen's in 2016	MHR	Q3	<ul style="list-style-type: none"> <li>· Completed 5S Stationary Room Kaizen in March 2016</li> <li>· Completed Cycle Time Customer Service Kaizen in OK Falls in May 2016</li> <li>· Decision Making Process Kaizen planned for Q4</li> </ul>
2.3.1.3	1	Train staff on Continuous Improvement/ Process mapping at the 2016 Staff Business Meeting	MHR	Q2	· Business Meeting held w/continuous improvement focus on 5 April 2016

<b>KSD 3 - BUILDING A SUSTAINABLE REGION</b>					
<b>Goal 3.1 To Develop a Socially Sustainable Region</b>					
<b>Objective 3.1.1 By developing a Regional Heritage Service</b>					
#	Points	ACTION	WHO	WHEN	Status
3.1.1.1	1	Establish a Regional Heritage Service	MCS	Q1	<ul style="list-style-type: none"> <li>Sub-Regional Service Complete</li> </ul>
3.1.1.2	1	Implement the 2016 phase of the Regional Heritage Plan	MCS	Q4	<ul style="list-style-type: none"> <li>40%</li> <li>Plan Coordinator vacancy slowed us down</li> </ul>

<b>Objective 3.1.2 - By implementing the 2016 Phase of the Regional Transit Future Plan</b>					
#	Points	ACTION	WHO	WHEN	Status
3.1.2.1	2	Investigate a governance structure for a regional transit strategy	MCS	Q1	<ul style="list-style-type: none"> <li>In progress</li> <li>Will continue work; refer to Q4</li> <li>Additional meeting in Q4</li> </ul>
3.1.2.2	1	Initiate a Regional Partnership for Public Transit	MCS	Q4	<ul style="list-style-type: none"> <li>CAO lead coordination</li> <li>Progressing in Phases</li> </ul>

<b>Objective 3.1.3: By developing a Regional Fire Service Master Plan</b>					
#	Points	ACTION	WHO	WHEN	STATUS
3.1.3.1	1	Develop a Terms of Reference for a Master Plan	MCS	Q3	<ul style="list-style-type: none"> <li>Complete</li> </ul>
3.1.3.2	2	Award and administer the contract for the development of the Plan	MCS	Q4	<ul style="list-style-type: none"> <li>Complete</li> <li>Work Underway</li> </ul>

<b>Objective 3.1.4 By implementing the Regional Trails Program</b>					
<b>#</b>	<b>Points</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>Status</b>
3.1.4.1	3	Implement the 2016 KVR trail improvements	MCS	Q4	· Complete
3.1.4.2	3	Implement the 2016 Similkameen Rail trail upgrades	MCS	Q4	· Complete
3.1.4.3	2	Secure Provincial tenure for the KVR trail – Vaseux Lake phase	MCS	Q2	· In progress · UBCM meeting pending · Met with Minister and Sr. Staff at UBCM

<b>Objective 3.1.5: By Undertaking a Park Development Plan for Naramata, Okanagan Falls and Kaleden</b>					
<b>#</b>	<b>Points</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>STATUS</b>
3.1.5.1	1	· Develop a Terms of Reference for a Development Plan	MCS	Q2	· Complete
3.1.5.2	1	· Retain design consultant	MCS	Q2	· Complete
3.1.5.3	1	· Commence Park Plan Design	MCS	Q3	· In Progress 80% · Plan to complete in Q4

<b>Objective 3.1.6 - By implementing the 2016 Phase of the Parks Program</b>					
#	Points	ACTION	WHO	WHEN	Status
3.1.6.1	1	• Develop the Area A Reflection Point Park	MCS	Q3	• Complete
3.1.6.2	1	• Investigate the Kaleden Hotel Regional Park upgrade;	MCS	Q3	• In Progress
3.1.6.3	1	• Parkland acquisition in Area E	MCS	Q3	• Complete
3.1.6.4	1	• Mariposa Park & Tennis Court upgrades in Area F	MCS	Q4	• 50% • Complete

<b>Objective 3.1.7: By supporting the Okanagan Falls Affordable Housing initiative</b>					
#	Points	ACTION	WHO	WHEN	STATUS
3.1.7.1	1	• Facilitate consolidation of a land parcel to house the project	MCS	Q2	• In Progress • S. Okanagan Housing Society
3.1.7.2	1	• Work with the Ministry Responsible for Housing to get an approved project.	MCS	Q3	• In Progress • Application submitted to Province • Ministry supportive if conditions are met

<b>Goal 3.2 To Develop an Economically Sustainable Region</b>					
<b>Objective: 3.2.1: By Developing an Asset Management Plan</b>					
#	Points	ACTION	WHO	WHEN	STATUS
3.2.1.1	1	• Apply for an Asset Management Plan Grant	MFS	Q1	• Complete • Grant awarded in Q3 • Report of Plan to Board in Q4.



3.2.1.2	1	· Investigate best practices for the development of an Asset Management Plan	MFS	Q3	· Work continues with consultant to investigate needs/data for AMP
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Objective: 3.2.2: By updating the Naramata Water System Development Cost Charge Bylaw					
#	Points	ACTION	WHO	WHEN	STATUS
3.2.2.1	1	· Develop a draft bylaw for presentation to the Naramata Water Advisory Commission	MPW	Q3	· Draft submitted by consultant to staff. Oct. 18 presentation to NWAC.
3.2.2.2	1	· Submit a bylaw to the Board for consideration	MPW	Q4	· Presentation to the Board in 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	· Submit the Phase II Report to the Board	MDS	Q1	· Complete
3.2.3.2	1	· Commence the process to entrench the policies in the D-2 OCP	MDS	Q2	· Consultant retained · Rural Dividend Grant applied for · Presentation to the Board in Q4

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	· Present final plan to the Board for adoption	MDS	Q4	· Draft Bylaw receives 1 <sup>st</sup> & 2 <sup>nd</sup> Reading · Public Hearing scheduled

<b>Objective: 3.3.2: By developing an Area Structure Plan for Gallagher Lake.</b>					
<b>#</b>	<b>Points</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>STATUS</b>
3.3.2.1	2	<ul style="list-style-type: none"> <li>Present the Bylaw to the Board for consideration</li> </ul>	MDS	Q4	<ul style="list-style-type: none"> <li>1<sup>st</sup> and 2<sup>nd</sup> Reading</li> <li>Public Hearing scheduled</li> </ul>

<b>Objective: 3.3.3: By developing a consolidated Okanagan Valley Zoning Bylaw.</b>					
<b>#</b>	<b>Points</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>STATUS</b>
3.3.3.1	3	<ul style="list-style-type: none"> <li>Present the draft amending bylaw to the Board</li> </ul>	MDS	Q2	<ul style="list-style-type: none"> <li>Various zoning bylaw problems, such as accessory bldgs., manufactured housing, livestock, carriage houses, being addressed individually. Overall project moved to Q4</li> <li>Complete</li> </ul>

<b>Objective: 3.3.4: By commencing the Electoral Area "F" official community plan review</b>					
<b>#</b>	<b>Points</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>STATUS</b>
3.3.4.1	1	<ul style="list-style-type: none"> <li>Conduct background research to commence the review and update of the Area F OCP.</li> </ul>	MDS	Q4	<ul style="list-style-type: none"> <li>Carry Forward to 2017</li> </ul>
3.3.4.2	1	<ul style="list-style-type: none"> <li>Establish an OCP Review Committee</li> </ul>	MDS	Q4	<ul style="list-style-type: none"> <li></li> </ul>

<b>Objective: 3.3.5: By conducting the regulatory 5-Year Regional Growth Strategy Review</b>					
<b>#</b>	<b>Points</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>STATUS</b>
3.3.5.1	2	<ul style="list-style-type: none"> <li>Commence the Legislative review process and report to the Board quarterly on progress</li> </ul>	MDS	Q2	<ul style="list-style-type: none"> <li>Contract awarded on April 7<sup>1</sup></li> <li>Ongoing</li> <li>In Progress</li> </ul>

<b>Objective: 3.3.6: By undertaking Phase III of the Similkameen Valley Watershed Strategy</b>					
<b>#</b>	<b>Points</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>STATUS</b>
3.3.6.1	2	<ul style="list-style-type: none"> <li>Conduct public consultation; work with LSIB to develop a historical and cultural perspective of the importance of water in the Similkameen Valley</li> </ul>	MPW	Q3	<ul style="list-style-type: none"> <li>Met with LSIB (ongoing)</li> <li>In Progress</li> </ul>
3.3.6.2	2	<ul style="list-style-type: none"> <li>Complete the Phase III Report</li> </ul>	MPW	Q4	<ul style="list-style-type: none"> <li></li> </ul>

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

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

<b>Objective: 3.3.9: By purchasing and constructing a wetlands filtration system for the Okanagan Falls Waste Water Treatment Plant</b>					
<b>#</b>	<b>Points</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>STATUS</b>
3.3.9.1	3	<ul style="list-style-type: none"> <li>Purchase land</li> <li>Design Wetlands</li> <li>Commence the process to construct wetlands</li> </ul>	MPW	Q1 Q3 Q4	<ul style="list-style-type: none"> <li>Complete</li> <li>RFP progressed</li> <li>Move to 2017</li> </ul>

<b>KSD 4 – TO PROVIDE GOVERNANCE &amp; OVERSIGHT IN A REPRESENTATIVE DEMOCRACY</b>					
<b>Goal 4.1 To Execute a Well-Defined Strategic Planning Cycle</b>					
<b>Objective: 4.1.1: By maintaining, evaluating and executing the Strategic Planning and Enterprise Risk Management Programs.</b>					
<b>#</b>	<b>Points</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>STATUS</b>
4.1.1.1	1	Development of the 2017-2021 Strategic Plan	CAO	Q3	· Strategic Planning Process underway
4.1.1.2	1	Development of the 2017 Corporate Business Plan	CAO	Q4	· Underway · Introduced Inter-dependency workshop into the cycle
4.1.1.3	1	Review and update the Enterprise Risk Management Register	CAO/ MIS	Quarterly	· Complete

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

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

<b>Objective: 4.2.3: By facilitating partnerships within the Regional District</b>					
<b>#</b>	<b>Points</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>STATUS</b>
4.2.3.1	0	Organize regular Regional CAO meetings in 2016	CAO	Q4	<ul style="list-style-type: none"> <li>Mtg. 6 April 2016</li> <li>Next Meeting 13 July 2016</li> <li>Meeting 28 Oct. 2016</li> </ul>
4.2.3.2	1	Investigate partnership opportunities to leverage operational efficiencies	CAO	Q4	<ul style="list-style-type: none"> <li>RDOS to participate in the "Shared Services" pilot study.</li> <li>Consultant selected</li> <li>Process underway</li> </ul>

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

<b>4.3.2: By supporting a governance review for Electoral Area "D"</b>					
<b>#</b>	<b>Points</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>STATUS</b>
4.3.2.1	1	<ul style="list-style-type: none"> <li>Provide administrative support to the Area D Governance Committee</li> </ul>	MLS	Q2	<ul style="list-style-type: none"> <li>Ongoing</li> <li>Consultant preparing draft report</li> <li>Complete</li> </ul>
4.3.2.2	1	<ul style="list-style-type: none"> <li>Submit a report to the Board prior to year-end 2016</li> </ul>	MLS	Q4	<ul style="list-style-type: none"> <li>Presented to Board 6 Oct 2016</li> </ul>

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

## ADMINISTRATIVE REPORT

**TO:** Corporate Services Committee  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** October 20, 2016  
**RE:** Q3 Budget Variance Analysis Report – For Information Only

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**Purpose:** A key responsibility for the Board of Directors is to provide oversight on the financial position of the corporation. In addition to the development and approval of the annual business plan and budget, is a quarterly review of the variance between the Income Statement and the Budget. Administration provides this to the Board in a narrative format with forecasts to year-end

### **Business Plan Objective:**

*1.1.1 By providing the Board with accurate, current financial information.*

### **Analysis:**

Managers have reviewed the actual revenues and expenditures as of September 30, 2016 and provided a forecast to year-end in order to identify significant variances to the annual budget. This process helps us to mitigate potential problems and/or identify opportunities for reallocation of unused funds within individual budgets.

Variance analysis requires many assumptions and predictions. Actual year end variances will not be known for certain until our audit process is complete in March 2017. However, potential areas of concern have been identified and will be monitored closely with every attempt being made to mitigate any deficit situations before year end. The following is a brief explanation of potential issues.

### **General Government and Electoral Area Administration:**

We foresee no unexpected overages in this area and expect General Government to remain within its \$2.46M budget for 2016. The office renovation is complete and is on budget at \$629,000.

Electoral Administration is trending on budget and it is anticipated that the service will come in slightly under its \$1.51M budget to end 2016 with a small surplus of approximately \$30,000.

### **Development Services**

#### **Building Inspection**

Permit revenues are trending at higher than anticipated. The budget total for building permit revenue is \$492,000. Actuals to date for the first nine months of the year are \$496,000.

Historically, surplus permit revenues in any given year are placed into deferred revenue accounts and held to smooth out taxation levels to sustain the service in slower growth years. There is potential for approximately \$100,000 in surplus revenues for 2016.



## Bylaw

Bylaw is anticipated to end 2016 with a small surplus of approximately \$20,000 due to the flow through of prior year surplus amounts from 2015.

## Public Works & Engineering Refuse/Landfills/Recycling

All departments are currently trending on budget and no significant negative variances are expected.

It is anticipated Oliver Landfill will end 2016 with a surplus of approximately \$40,000 due to the flow through of prior year surplus amounts from 2015.

Campbell Mountain landfill (CMLF) is predicted to end 2016 with approximately \$2.7M in tipping fees which is slightly higher than the budgeted tipping fee revenues of \$2.6M. It is anticipated there will be sufficient revenues to meet the budgeted transfers to the Capital, Impairment and Closure reserves. A summary of the CMLF reserves is as follows:

Reserve	Balance Dec 2015	2016 Transfer	Est Balance Dec 2016 (excluding interest earned)	Recommended AECOM Lifecycle Report 2016 Balance
Capital	\$1,125,440	\$500,000*	\$1,625,440	\$2,711,930
Environmental Impairment	\$1,366,882	\$110,000	\$1,476,882	\$1,468,716
Closure	\$5,732,967	\$228,000	\$5,960,967	\$5,926,208

\*Budget \$50,000 – increase actual transfer to meet upcoming capital needs and catch up on prior years where transfers were not possible due to deficit position and move toward recommended annual transfer amount

The Capital Reserve transfer has been increased as the 2011 AECOM Lifecycle costing report suggests an average annual transfer of approximately \$1.1M annually over the lifecycle of the model and the estimated balance is lower than the recommended balance for the end of 2016. With the exception of the Capital reserve, reserve balances are reasonably close to the recommended lifecycle costing report balances for 2016.

Substantial future capital needs will require increased budgeted transfers to reserves in upcoming years which may only be possible with increased tipping fees.

## OK Falls Sewer

The service ended 2015 with a smaller than anticipated surplus of approximately \$150,000. Expenditures will continue to be monitored closely to try and mitigate the shortfall where possible but projections indicate a year end deficit of approximately \$50,000.

## Water Services

The majority of water services are trending on budget and no significant negative variances are expected at this time.

## Community Services

### Fire Services

All services are trending on budget and we are not expecting any significant variances at 2016 year end.

**Recreation Services**

Okanagan Falls Recreation had a larger than anticipated deficit from 2015 of approximately \$40,000. Expenses are being monitored to try and mitigate that deficit carryover but projections indicate that the majority of this deficit will carry through 2016 and the service will end the year with a deficit of approximately \$35,000.

All other recreation services appear to be trending on par and most are anticipated to end the year with small surpluses.

**Regional Trails**

Despite the fact that Regional Trails ended 2015 with a smaller than anticipated surplus of approximately \$8,000, it is estimated they will end the year with a small surplus of approximately \$10,000.

**Respectfully submitted:**

*"Sandy Croteau"*

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S. Croteau, Finance Manager

## ADMINISTRATIVE REPORT

**TO:** Corporate Services Committee  
**FROM:** Bill Newell, Chief Administrative Officer  
**DATE:** October 20, 2016  
**RE:** Third Quarter Activity Report – For Information Only

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### 1.0 OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER/LEGISLATIVE SERVICES

#### 2016 Q3 Activities

- Hosted FN Steering Committee/ Referrals Committee meetings
- Completed Electoral Area “D” Governance Study process and presented recommendations to the Board
- Electronic Document Management System (EDMS)
  - Commenced populating Public Works Department, Finance documents, OCAO documents and moved policies to EDMS
- Revamped Citizen Survey questions for 2017 Survey in partnership with Community Foundation
- Commenced 2017 Strategic Planning Process and Cycle; including the Administrative Workshop and Interdependency Workshop.
- Organized the South Okanagan/Similkameen CAO Group Meeting
- 3<sup>rd</sup> Quarter AAPs:
  - Area E parkland
  - Regional Economic Development
  - Naramata Fire Service Extension
  - South Okanagan Transit System
  - Willowbrook Water
- Petition process for Husula Highlands
- Coordinated UBCM Briefing Notes and meeting preparations
- Continued ongoing review of Corporate bylaws

#### 2016 Q4 Planned Activities

- Implement the Interdependency Workshop
- Organize Legislative Workshop/ Board Inaugural Meeting
- Organize Board Strategic Planning Workshop
- Presentation to the BC Select Committee on Finance and Government Services
- Organize the Fall CAO Group Meeting
- 4<sup>th</sup> Quarter Anticipated AAPs
  - Loose Bay
  - Environmental Conservation
  - Library Contribution Areas B, G, and Keremeos
  - Victim Assistance Areas A, C, D, E, F
- O/CAO 2017 Budget preparation
- Commence implementation of Area “D” Governance Study recommendations

- Developed Business Continuity Implementation Plan
- Host information meeting for Upper Carmi residents
- Participate in LSIB Open House

## **2.0 INFORMATION SERVICES DEPARTMENT**

### **2016 Q3 – Activities**

- Update internet applications to new HTML5 format
  - launch new internal parcels application for RDOS staff
  - Build internal parcels application for participating member municipalities
- Electronic Document Management System (EDMS)
  - Move Health and Safety documents to EDMS
  - Roll out EDMS for Public Works Department so start managing documents in EDMS
  - Start work on moving Finance documents to EDMS.
  - Start work on moving OCAO documents to EDMS.
- Move Electoral Area Boundaries to new locations on mapping
- Support with upgrade of Vadim (Financial) software
- Purchase and test MS Office 2016 software.
- Received and quality control of updated orthos and DEM's (Digital elevation model) and contours for RDOS landfills
- Create tracker for Bylaw Enforcement ticketing
- Create mobile GPS app for public works staff to audit curbside recycling program
- Organize Strategic Planning workshop (admin)
- Roll out new Board Action Tracker for staff
- Roll out new Intranet for Board
- Start working with Planning on new online functionality regarding zoning as part of 2015 Kaizen.

### **2016 Q4 – Planned Activities**

- Update internet applications to new HTML5 format
  - launch new internal parcels application for participating member municipalities
  - research upgrade of ESRI software
- Electronic Document Management System (EDMS)
  - Move Public Works Department to managing documents in EDMS
  - Start work on moving Finance documents to EDMS.
  - Start work on moving OCAO documents to EDMS.
  - Upgrade EDMS software to current version.
- Move Electoral Area Boundaries to new locations on mapping
- Complete work on ESDP area mapping for Planning
- Staff training for MS Office 2016 software
- Upgrade MS Office software to 2016 for all staff
- Update of Development Tracker so Planning staff can record status of application
- Roll out public website app so public (and Board) can see status of specific zoning amendment application
- Organize Strategic Planning workshop (Board)
- Prepare IS budget
- Update of Wellness Points tracker

- Replace GIS Assistant position
- Move backup virtual server to off-site location
- Set up new wireless hardware at 101 Martin St.

### **3. FINANCE DEPARTMENT**

#### **Q3-2016 Activities:**

- Presented Q2 Budget Variance reporting to Board
- Presented Fleet replacement policy to Board
- Collaborated on updating of contract templates
- Worked with Community Services on establishing fire department benefits eligibility criteria
- Assisted Public Works with Asset Management Planning investigation
- Implemented Vadim upgrades
- Began EDMS implementation for donations
- Set up Willowbrook Water Service
- Assisted Public Works in working with consultant for West Bench Water rate structure setup
- Revised and distributed 2017 Budget guidelines

#### **2016 Q4 Planned Activities**

- Create audit work plan for internal Recreation Facilities audit
- Purchasing policy review and revisions as needed
- Asset Management Planning investigation information to Board
- Vadim upgrade training
- Continue EDMS implementation for payment plans and year end working papers
- Continued assistance to Public Works for West Bench Water rate structure public consultation process
- 2017 Budget development and Budget workshops with Board
- Prepare for 2016 interim audit
- Present Q3 Budget Variance reporting to Board
- Participate in Strategic planning and Inter-dependency workshops

### **3.0 HUMAN RESOURCES DEPARTMENT**

#### **2016 Q3 Activities**

- 2017 Human Resources budget developed and submitted
- Strategic planning and interdependency meeting preparation and participation
- Committee for Organizational Development (COED) Action Plan implementation in progress, including an employee site tour of selected RDOS facilities in September 2016
- Launched an external compensation review for exempt positions
- Completed review of all HR Board Policies
- Administrative Directive (EDO/MWW) reviewed and updated at Labour / Management
- Revised and updated Employee Handbook

- Completed recruitment and selection for the following RDOS positions: Scale Attendant casual (PW), Summer Student temporary f/t (CS), Rural Projects Coordinator regular f/t (CS), Utilities Foreman regular f/t (PW).

### **2016 Q4 Planned Activities**

- Organize and conduct 2016 COED staff perception survey with all employees
- Finalize external compensation review for exempt positions
- Kaizen event on Decision Making Guidelines scheduled for October
- Recruit Manager of Finance
- Begin annual 360 degree performance evaluations for management and supervisory staff
- Update organizational chart and post on EDMS
- Create a Bullying and Harassment training program for roll out to all fire departments
- Continue gathering and updating MSDS sheets as per WorkSafeBC requirements
- Plan and organize Long Service Award luncheon
- Job Evaluation Program (JEP) maintenance process for BCGEU job descriptions
- Update Wellness points tracking system
- Complete 2017 Wellness planning session
- Continue to provide HR assistance to external departments as required.

## ADMINISTRATIVE REPORT

**TO:** Corporate Services Committee  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** September 15, 2016  
**RE:** Social Media Update

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### For Information

#### History:

At the June 18, 2015 Board meeting the Board of Directors adopted the Information Systems Use and Social Media Policy. The RDOS at that point had approved Social Media accounts such as Facebook, Twitter and YouTube which are operated internally by staff designated by the CAO or a CAO approved designate. The RDOS Social Media sites are public forums and platforms for information releases which can include the following: utility advisories, emergency services, public hearings, bylaw announcements, information releases, events, photos, maps, reports and other information deemed pertinent and approved for public viewing by designated staff. Comments to the RDOS Social Media sites are currently disabled as there is not a dedicated resource to monitor the sites.

Some of the benefits of social media to the RDOS are improved customer service, efficient and effective distribution of information, increased customer awareness, low marketing costs, and a richer customer experience.

#### Analysis:

##### Facebook Stats

as of September 1, 2016

The RDOS Facebook page launched August 26, 2015.

Total RDOS Facebook page Likes: 272

A **Facebook Like** is a click on the story viewers make that indicates they enjoy what they are seeing or reading.



Over the past year, the traffic to the RDOS Facebook page has steadily increased.

**Average Post Reach: 80**

A **Post Reach** is the number of people a Facebook post has been served to.



**Reach**

The RDOS Facebook page is reaching people around the world. Over the last 28 days, our posts have reached 6,111 people from Canada, 201 people from the United States, 117 people from the United Kingdom, and further.

In our region we have reached 1,695 people living in Penticton, 377 people living in Summerland, 361 people living in Princeton, 103 people living in Oliver, and further.

Country	People Reached	City	People Reached	Language	People Reached
Canada	6,111	Penticton, BC, Canada	1,695	English (US)	5,820
United States of America	201	Summerland, BC, Can...	377	English (UK)	681
United Kingdom	117	Princeton, BC, Canada	361	Slovak	60
Slovakia	88	Kelowna, BC, Canada	327	German	34
Australia	36	Calgary, AB, Canada	224	French (Canada)	28
Netherlands	23	Vancouver, BC, Canada	189	French (France)	25
Germany	20	West Kelowna, BC, Ca...	117	Dutch	18
France	18	Oliver, BC, Canada	103	Spanish	17
Ireland	14	Edmonton, AB, Canada	98	Czech	15
Austria	14	Surrey, BC, Canada	91	English (Pirate)	5



## Posts

The RDOS Facebook post which has thus far reached the highest number of people was the KVR Trail Resurfacing Notice post of August 26, 2016, which reached 4,913 people. The second highest post thus far is the RDOS Newsletter, Regional Connections of July 6, 2016, which reached 1028 people.

## Posts by RDOS Department since August 26, 2015

Community Services - 49 Facebook posts  
Office of the CAO – 45 Facebook posts  
Public Works – 39 Facebook posts  
Development Services – 25 Facebook posts  
Finance – 1 Facebook post  
Human Resources – 1 Facebook post  
Information Services – 1 Facebook post

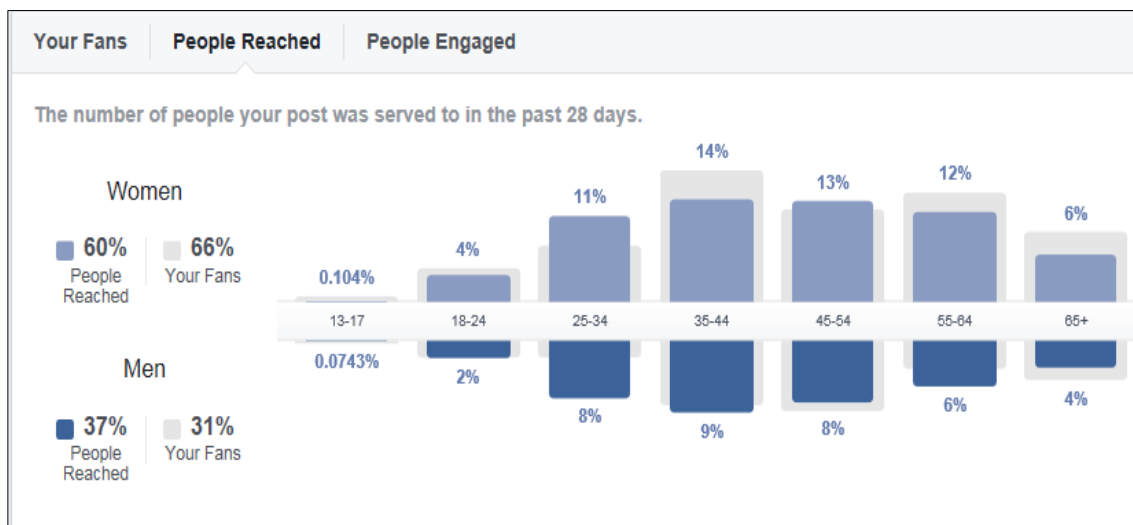
## Facebook Demographics

The number of people your post was served to in the past 28 days.

Female 63%

Male 34%

The highest age group that RDOS posts have reached in the last 28 days is 25 years to 34 years.



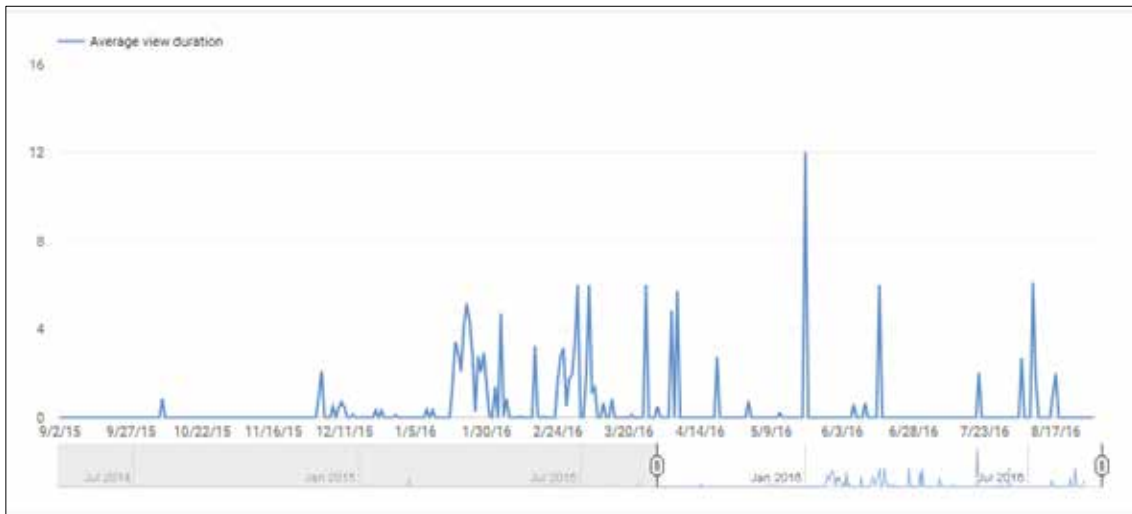
## YouTube Stats

as of September 1, 2016

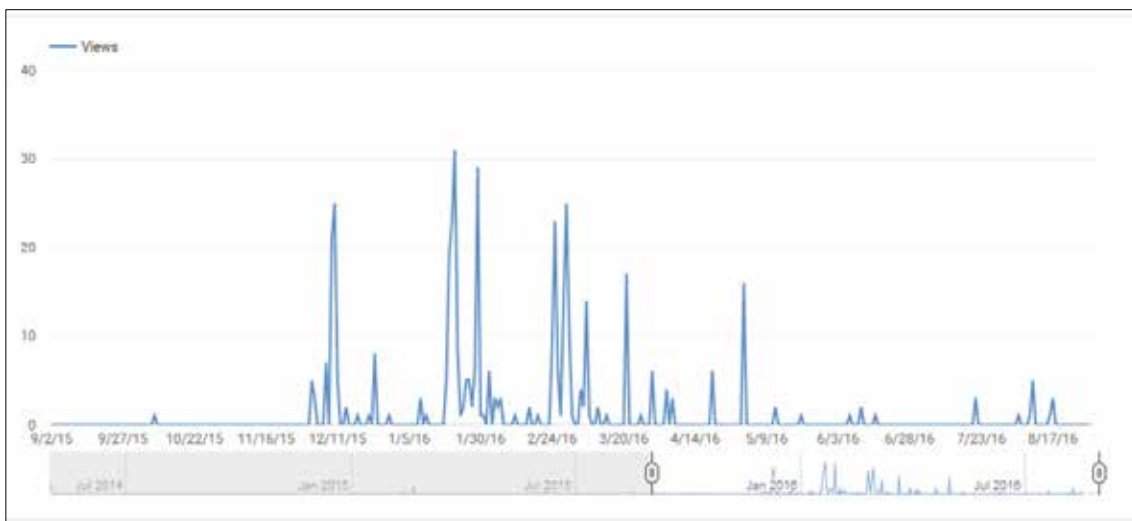
The RDOS YouTube page launched April 30, 2014

Over the last year the RDOS YouTube channel has been watched for a 13 hours and 51 minutes.

Over the last year the RDOS YouTube channels average view duration is 1 minute and 53 seconds.



Over the last year the RDOS YouTube channel has been viewed 427 times.



## YouTube Reach

97% of the RDOS YouTube channel viewers are from Canada, 2.9% are from the United States.

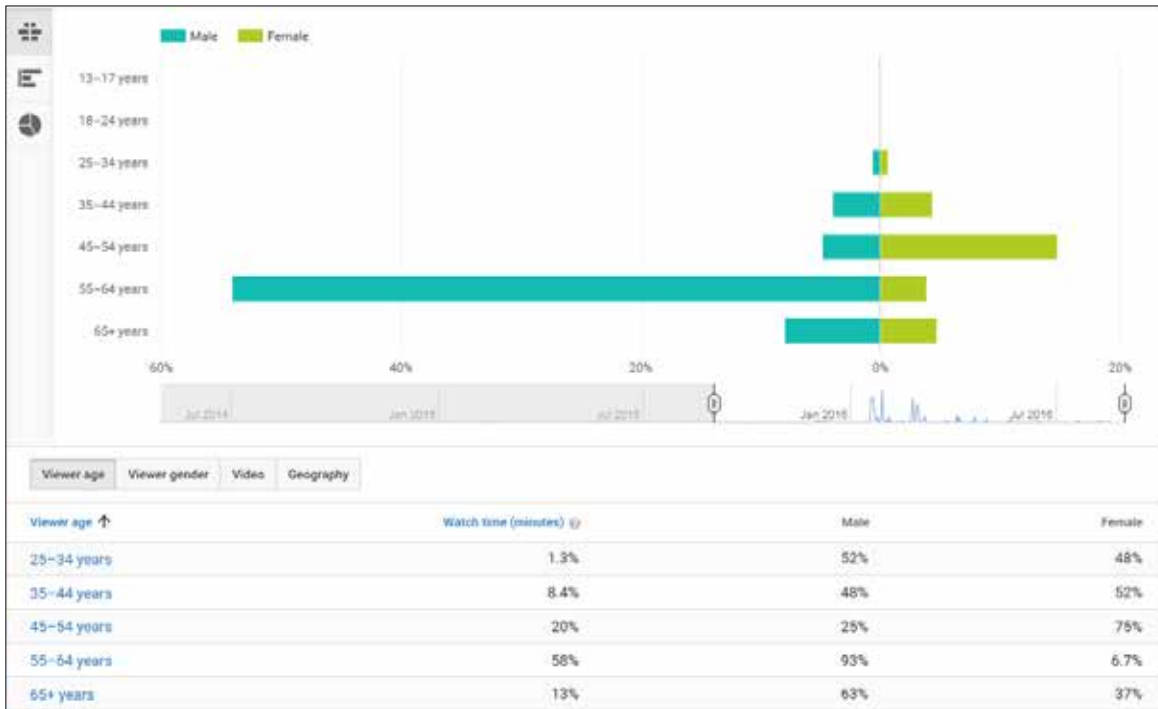
## YouTube Demographics

RDOS YouTube Channel viewers over the last year.

Female 28%

Male 72%

The highest age group of RDOS YouTube viewers are 55 through 64 year olds.



## Business Plan Objective:

The RDOS is working hard to be a high performing organization and to develop an organization climate where innovation, customer focus and responsiveness and employee effectiveness are values. By embracing social media the RDOS is connecting to and building relationships with its citizens. Social media is assisting the RDOS in keeping customers informed and alerting them to problems or events. Social media communicates prompt and professional RDOS messaging to citizens.

## Analysis:

One of the most powerful reasons social media is helping the RDOS is building the RDOS brand. This helps citizens to know what the RDOS is doing. By continuing to share important content we can build a reputation for the organization around RDOS values.

Social Media is helping to cultivate the RDOS community. When followers become part of our social media community, we gain access to them, and can engage with citizens on an ongoing basis. Social Media enables us to remind citizens over and over again about what the RDOS has to offer. As the RDOS Social Media following increases, our influence grows. Having a substantial social media audience, creates a snowball effect that will increase our organizations transparency and trust by citizens. Social Media has been and continues to be a

perfect opportunity to showcase the work being done at the RDOS.

**Potential Next Steps:**

Currently, comments to the RDOS Social Media sites are disabled. Citizens are able to make a comment on the RDOS Facebook site, but the comments aren't seen by the public and can only be seen by the RDOS administrators.

To date, we have had 8 comments on the RDOS Facebook page. The comments have generally been questions about particular posts. Such as a question about future information sessions regarding the future of parks in Kaleden, and a question regarding an information meeting in Husula.

In order to provide the best customer service possible, the RDOS should to make customers feel heard. If the RDOS begins to respond to questions on social media we will build a positive reputation with our citizens. Currently there is not a dedicated resource to monitor the social media sites. We may be able to post a disclaimer on the RDOS Facebook site which will explain that citizens may not get a response immediately such as:

*"Thank you for getting in touch! We appreciate your comments or questions. We will get back to you as soon as possible. If your inquiry is urgent please contact the RDOS office at [info@rdos.bc.ca](mailto:info@rdos.bc.ca) or 250-492-0237".*

It is possible that some comments may be complaints about the RDOS. Often times an unhappy customer actually cares more about just feeling like they've been understood. By providing good customer service and making customers feel heard we can minimize any negative publicity. An unhappy customer can be transformed into a satisfied one. Unhappy customers can be an invaluable resource for providing honest information about the RDOS, which is information we need in order to improve. Not all comments need to be responded to if there is not a clear way to answer a question or help a customer.

In the future, the RDOS should consider allowing comments on the Facebook page.

**Respectfully submitted:**

*"Nona Lynn"*

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N. Lynn, Administrative Assistant

**Endorsed by:**

*"Christy Malden"*

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Christy Malden, Manager of Legislative Services



# REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Environment and Infrastructure Committee

Thursday, October 20, 2016

10:45 a.m.

## REGULAR AGENDA

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A. APPROVAL OF AGENDA

**RECOMMENDATION 1**

THAT the Agenda for the Environment and Infrastructure Committee Meeting of October 20, 2016 be adopted.

---

B. Third Quarter Activity Report – For Information Only

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C. ADJOURNMENT

## ADMINISTRATIVE REPORT

TO: Environment and Infrastructure Committee  
FROM: B. Newell, Chief Administrative Officer  
DATE: October 20, 2016  
RE: Third Quarter Activity Report – For Information Only

---



### 1.0 PUBLIC WORKS

#### ACTIVITIES FOR Q3 2016:

##### SOLID WASTE

- Apex Mountain Transfer Station design work progressing.
- Campbell Mountain Landfill Gas –Received MOE reply on substituted requirement application rules; bench scale column testing with University of Calgary completed; preparing for installation of biocover test plots.
- Campbell Mountain Landfill Leachate – Second monitoring well drilled and leachate impact discovered; Preparation for drilling of third downstream monitoring well in early Q4; continue requirements under Contaminated Site Regulations.
- Campbell Mountain Landfill Design Operations and Closure Plan –Report completed and submitted to MOE for June 2016 for approval; Design work and tender preparation is underway for drainage system, leachate collection system and biocover system.
- Organic Feasibility Study – Completion of Triple Bottom Line analysis of public and private sites; preferred sites determined and discussions have been initiated with property owner. Presentation to Board.
- WildSafeBC Program actively underway with addition of summer ambassador working throughout the region

##### WATER

- Faulder – Uranium system installed, system flushed, IHA approval pending. Working with contractor for deficiencies.
- Faulder – Expression of Interest for UV treatment issued and closed.
- Olalla – Tender awarded and construction underway.
- Faulder/Olalla/Naramata/West Bench SCADA and communications upgrades complete, working with contractor on deficiencies.
- Regional Water Use Regulation and Conservation Bylaw-RFP for phase 2 issued and awarded. Work has commenced.
- Missezula Lake Water Works District – Contacted by trustees for RDOS ownership in 2017. Staff toured system.
- Naramata – back-up power supply design complete; tender closed in August; construction work awarded in mid September; preparations to commence work are underway.
- Naramata – South Lake Pump House decommissioning has been completed
- Naramata – Retroactive Right of Way acquisition for water main.
- Sun Valley Improvement District – Order in Council to dissolve SVID and move to RDOS

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initiated and approved.

- Willowbrook – Operations of Willowbrook water system commenced on July 1; Continued work on Crown Land Tenure for road access to the reservoir site.
- West Bench – Consultant hired for water rate review and presented status of project to the Board. Working with residents who have continuous leaks that appear on monthly meter reports, in order to tighten up their systems and reduce excessive water use or costs to homeowners.
- Loose Bay Memorandum of Understanding underway.

## **SEWER**

- Okanagan Falls Wetland-Project has initiated; Preparation of RFP document underway for early Q4 release.
- Skaha Estates & Kaleden sewer expansion – Waiting for a response from the New Building Canada Fund – Small Communities Fund program.

## **OTHER PROJECTS/PROGRAMS**

- Similkameen Valley Watershed Master Plan – Phase 3 - project commenced. Consultant met with agricultural stakeholders.
- OBWB Drought and Flood Risk Mitigation and Management Plan Phases 1 and 2 – RFP for the gap analysis issued, to close at end of Q3.
- RBC Blue Water Project Grant successfully applied for – Riparian Area regulations and rehabilitation workshops.
- RBC Blue Water Project Grant – Quagga and Zebra Mussel Prevention continuing throughout the region with mobile unit.
- Asset Management Plan – work is underway with consultant and will be completed in early Q4.

## **2.0 PUBLIC WORKS**

### **ACTIVITIES FOR Q4 2016:**

#### **SOLID WASTE**

- Apex Mountain Transfer Station - Complete Fortis design. Public consultation. Tendering in Q1 (2017), construction scheduled for Q2 and Q3 of 2017.
- Organic Feasibility Study – Presentation to Board of preferred strategy for Organics Management and start of public consultation to review strategy.
- Campbell Mountain Landfill Gas –Construction of two bio-cover test plots and a control plot for larger scale testing/sampling.
- Campbell Mountain Landfill Leachate – Install third downstream monitoring well. Design for leachate capture system will be completed.
- Campbell Mountain Landfill Closure Plan – Complete design work for leachate collection system and drainage system. Biocover design completion will wait until approval is received for substituted requirements from MOE.

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## **WATER**

- Faulder –complete deficiencies, install booster station back-up generator. Obtain IHA and connect the new well to the distribution system.
- Olalla – Complete construction.
- Faulder/Olalla/Naramata/West Bench SCADA-complete deficiencies.
- Regional Water Use Regulation and Conservation Bylaw-continue work.
- Naramata Juniper Reservoir Watermain Upgrade-Issue RFP for the design and construction services.
- Naramata Back-up Generators – Project work commences on work required for installation of back-up generators.
- Willowbrook –Finalize Crown Tenure.
- West Bench – preliminary water rate presentation to Board. Open House for West Bench residents. Completion of residential leak detection project; prior to billing

## **SEWER**

- Okanagan Falls Wetland- issue RFP for detailed design; additional funding sources will be sought for construction.

## **OTHER PROJECTS/PROGRAMS**

- Similkameen Valley Watershed Master Plan – Phase 3 - project complete.
- OBWB Drought and Flood Risk Mitigation and Management Plan Phases 1 and 2 – Work will continue on plan.
- Asset Management Plan – report will be completed and available for use during budgeting process to allocate funds for next steps in Asset Management.

**Respectfully submitted:**

*Roger Huston*

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R. Huston, Public Works Manager





# REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Community Services Committee

Thursday, October 20, 2016

11:00 a.m.

## REGULAR AGENDA

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**A. APPROVAL OF AGENDA**

**RECOMMENDATION 1**

THAT the Agenda for the Community Services Committee Meeting of October 20, 2016 be adopted.

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**B. Delegation**

Angelique Wood, Coordinator, Okanagan Similkameen Healthy Living Coalition

Lynn Kruger, Health Manager, Penticton Indian Band

Ms. Wood and Ms. Kruger will address the board to present an overview of food security/food systems.

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**C. Third Quarter Activity Report – For Information Only**

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**D. ADJOURNMENT**

## ADMINISTRATIVE REPORT

**TO:** Community Services Committee  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** October 20, 2016  
**RE:** Third Quarter Activity Report – For Information Only

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### COMMUNITY SERVICES DEPARTMENT

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

#### Activities for Q3 2016

##### **Parks, Recreation and Trails**

- Initiated design for the KVR trail replacement project from Road 21 to Osoyoos Lake – 2015 Canada 150 Grant
- Initiated construction of Skaha Lake KVR trail re-development and resurface project
- Developed a terms of reference document to address ecosystem and habitat values for the development of the KVR trail from Osoyoos Lake to Vaseux Lake
- Construction of the Alder Avenue KVR trail access in Kaleden
- Worked with Parks and Recreation Commissions to establish strategic priorities for 2017
- Continued with land acquisition process adjacent to Creek Park in Naramata
- Completed off leash dog park fencing in Okanagan Falls
- Completed brush removal and pruning in preparation for the Skaha Lake KVR resurfacing project
- Continued with park planning and design process for Okanagan Falls, Heritage Hills, Kaleden and Naramata including: Rec Commission input sessions, public surveys and preliminary designs
- Installed benches in Osoyoos Lake park
- Provided high season maintenance activities 7 days per week for 16 parks, 22 beach access parks and 250km of Regional trails
- Completed the installation of a restroom and supporting utilities in Selby Park at Westbench
- Scheduled Fall Recreation programs in Kaleden and Okanagan Falls for Adult Fitness and Kid's Programs
- Established a service for delivery of bylaw enforcement patrol services for the Naramata Parks system

##### **Rural Projects**

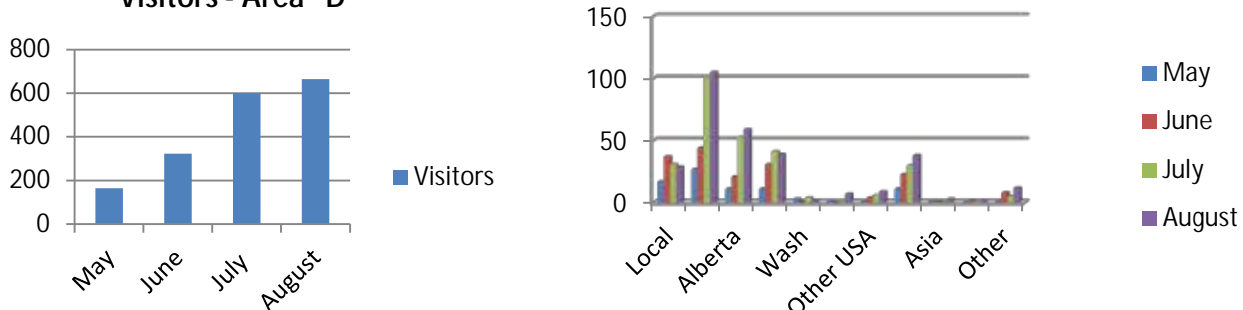
- Completed a building management agreement with the Naramata Old Age Pensioners Society
- Initiated next steps with the Province to complete a License of Occupation for the Manitou Park foreshore in Naramata
- Reached agreement on terms of Coalmont parkland donation, forwarded to solicitor to formalize land donation agreement

##### **Electoral Area "D" Community Service Office**

- Participated in a Lean Kaizen which merged Area D - Community Services and Recreation offices

- Administered 715 phone calls, 678 walk-ins and hosted 61 meetings in the 12 months
- Supported the collection of over 1100 signatures for a Pedestrian Controlled crossing of Hwy 97 at Cedar Street in Okanagan Falls for presentation at UBCM
- Completed 30 Age Friendly business assessments and submitted proposed transit bench locations for Ministry of Transportation approval
- Hosted HRVA Workshop in Okanagan Falls for residents and businesses
- Continued to provide support for implementation of phase 3 of the Okanagan Falls Town Centre Revitalization project
- Hosted a Rural Dividend Fund presentation and participated on Committee for Foreign Direct Investment Strategy
- Utilized the Canada Summer Jobs grant to assist with visitor center, heritage and recreation programs in Area D

Visitors - Area "D"



### Transit, Heritage and Culture

- Reached consensus between the Granite Creek Preservation Society and the Province of B.C. to proceed with the License of Occupation for the Granite Creek Townsite and Cemetery
- Published advertisement seeking nominations of heritage sites and participants for Statement of Significance workshops
- 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 Q4 2016

#### Parks, Recreation and Trails

- Continue with the KVR/Okanagan River Channel trail development planning for Areas A&C
- Complete resurfacing and improvements of KVR trail along Skaha Lake north of Kaleden
- Finalize park planning and concept plans for Commissions and Board approval (Naramata, Kaleden, Okanagan Falls & Heritage Hills)
- Support Parks and Recreation Commissions to establish strategic priorities and costing for submission to the 2017 Board Budget committee
- Continue with the development of a Parks and Recreation Commission orientation package including meeting agenda/minute templates and project/service requests forms
- Advertise publicly for Parks and Recreation Commission membership
- Parks and trails fall projects and winterization

- 
- Repair of KVR trail trestles north of Tulameen
  - Install domestic waterlines to “Zamboni” Shed and washroom in Tulameen
  - Landscape Westbench water reservoir site
  - Landscaping at Lions parks in Okanagan Falls
  - Undertake playground renovation and surfacing at Mariposa Park Westbench
  - Design and Tender of the KVR trail replacement from Road 18 to Osoyoos Lake – 2015 Canada 150 Grant
  - Complete final design for KVR Trailhead signage – 2016 Canada 150 Grant submission

### **Rural Projects**

- Finalize the RDOS Volunteer Handbook, work order and project charter template and agenda/minutes templates for Parks and Recreation Commissions
- Finalize Park Donation Guidelines
- Work with the Anarchist Mountain Community Association on infrastructure upgrades at Sasquatch Pond Park
- Complete the property transfer of the Electoral Area H - Coalmont land donation
- Complete the property transfer and supporting use agreements with SD 67 for the portion of Naramata Elementary School lands
- Complete a Use Agreement with the Tulameen Community Club for ongoing operations of community recreation facilities

### **Area “D” Community Service Office**

- Complete the Age Friendly Business project
- Submit a grant application for Rural Dividend Fund – Town Centre Revitalization
- Establish and promote Recreation Programs for the winter
- Complete the Kaleden older adult active sampler series

### **Transit, Heritage and Culture**

- Complete the License of Occupation for the Granite Creek Townsite and Cemetery
- Continued work with the Granite Creek Preservation Society on interpretation at the Townsite
- Continue discussions with partners on the South Okanagan Transit Service
- Continued research on the transition of partner Annual Operating Agreements to a Master Annual Operating Agreement
- Hosting Statement of Significance Workshop(s) with heritage stakeholders
- Completing Statements of Significance for three heritage sites
- Engagement with heritage stakeholders to promote heritage events via the RDOS website

**Respectfully submitted:**



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M. Woods, Manager of Community Services



# REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Protective Services Committee

Thursday, October 20, 2016

11:45 a.m.

## REGULAR AGENDA

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A. APPROVAL OF AGENDA

**RECOMMENDATION 1**

THAT the Agenda for the Protective Services Committee Meeting of October 20, 2016 be adopted.

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B. Third Quarter Activity Report – For Information Only

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C. ADJOURNMENT

## ADMINISTRATIVE REPORT

**TO:** Protective Services Committee  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** October 20, 2016  
**RE:** Third Quarter Activity Report – For Information Only

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### COMMUNITY SERVICES DEPARTMENT

#### Fire Services, Emergency Management, Policing, 911

##### Activities in Q3 2016:

- Continued implementation of the Regional Fire Radio Communications upgrade project
- Policy research/ development/ review:
  - Fire Department Vehicle and Equipment Use
- Continuing with public ascent process for expansion of the Naramata Fire Service boundary
- Completed the final costing and approval for new fire truck apparatus for Naramata and Tulameen Fire Departments
- Reviewed terms of reference for Fire Master Plan with the Regional Chiefs
- Reviewed the Provincial Response Claim Procedures and Eligibility policy for 2016 Fire Season
- Delivered a HRVA Workshop in Okanagan Falls

##### Planned Activities for Q4 2016:

- Final reporting to the Board for the Regional Fire Radio Communications upgrade project
- Present the Fire Department Vehicle and Equipment Use Policy to the Board for consideration
- Review the Burning Bylaw and enforcement practices with the Regional Fire Chiefs Committee
- Complete an update to the RDOS Emergency Management staffing plan
- Complete terms of reference and undertake RFP for Regional Fire Master
- Continue with land acquisition and building planning process in support of the Naramata Fire Service boundary expansion
- Conduct Hazard Risk and Vulnerability Assessment workshop at Apex Village
- Conduct "FireSmart" awareness workshops – Faulder community, White Lake Basin Biodiversity Ranch and Apex Village

##### **Respectfully submitted:**

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M. Woods, Manager of Community Services



# REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

## BOARD of DIRECTORS MEETING

Thursday, October 20, 2016

12:30 p.m.

### REGULAR AGENDA

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#### A. APPROVAL OF AGENDA

**RECOMMENDATION 1** (Unweighted Corporate Vote – Simple Majority)

**THAT the Agenda for the RDOS Board Meeting of October 20, 2016 be adopted.**

##### 1. Consent Agenda – Corporate Issues

###### a. Corporate Services Committee – October 6, 2016

*THAT the Minutes of the October 6, 2016 Corporate Services Committee be received.*

*THAT the Regional District of Okanagan Similkameen proceed with an application for a boundary change for Electoral Area “D”; dividing the area into two parts consistent with Official Community Plan Service Areas D1 and D2.*

###### b. RDOS Regular Board Meeting – October 6, 2016

*THAT the minutes of the October 6, 2016 RDOS Regular Board meeting be adopted.*

**RECOMMENDATION 2** (Unweighted Corporate Vote – Simple Majority)

**THAT the Consent Agenda – Corporate Issues be adopted.**

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##### 2. Consent Agenda – Development Services

###### a. Development Permit Application (Industrial) – WW Logging, 1900 Oliver Ranch Road, Electoral Area “D”

###### i. Permit No. D2016.084-IDP

*THAT the Board of Directors approve Development Permit No. D2016.084-IDP.*

**RECOMMENDATION 3** (Unweighted Rural Vote – Simple Majority)

**THAT the Consent Agenda – Development Services be adopted.**

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**B. DEVELOPMENT SERVICES – Rural Land Use Matters**

1. **Zoning Bylaw Amendment – Large Holdings Two (LH2) Electoral Area “D-1”**
  - a. Bylaw No. 2457.15, 2016

That the Regional District Board initiate an amendment to the Electoral Area “D-1” Zoning Bylaw No. 2457, 2008, in order to include a new Large Holdings Two (LH2) Zone into the zoning bylaw with an 8 ha minimum parcel size requirement and; secondly, to rezone three specific properties to LH2.

The new LH2 zone is being introduced in conjunction with the Draft Electoral Area “D-1” Official Community Plan Bylaw currently at second reading.

**RECOMMENDATION 4** (Unweighted Rural Vote – Simple Majority)

**THAT** Bylaw No. 2457.15, 2016, Electoral Area “D” Zoning Amendment Bylaw be read a first and second time and proceed to a public hearing; and,

**THAT** the holding of the public hearing be scheduled for November 16, 2016 in conjunction with the Electoral Area “D-1” OCP Bylaw No. 2683, 2016 public hearing; and further,

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

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2. **Zoning Bylaw Amendment – South Okanagan Ventures, Ltd., Electoral Area “C”**
  - a. Bylaw No. 2453.29, 2016
  - b. Responses received

To facilitate the development of 27 new modular home sites.

**RECOMMENDATION 5** (Unweighted Rural Vote – Simple Majority)

**THAT** Bylaw No. 2453.29, 2016, Electoral Area “C” Zoning Amendment Bylaw be read a first and second time and proceed to a public hearing; and,

**THAT** the holding of the public hearing be delegated to Director Schafer or delegate; and further,

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

**THAT** staff give notice of the public hearing in accordance with the requirements of the *Local Government Act*; and further,

**THAT** prior to adoption of Bylaw No. 2453.29, 2016, the applicant submit written confirmation of approval to connect to community water and sewer services.

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## C. FINANCE

### 1. Clean Water and Wastewater Fund Applications

A requirement of the Canada-British Columbia Clean Water and Wastewater Fund application process is submission of a supporting Board resolution committing the Regional District to contribute its share of the eligible project costs and all of the ineligible costs, and from what funding source.

**RECOMMENDATION 6** (Weighted Corporate Vote – Majority)

**THAT the Board of Directors endorse the 2017 Naramata Water System Rehabilitation and Expansion project and commit to the use of Capital Reserve funds for the Regional District’s funding portion under the Canada-British Columbia Clean Water and Wastewater Fund; and,**

**THAT the Board of Directors endorse the 2017 Olalla Water System Rehabilitation project and commit to the use of Area “G” Community Funds for the Regional District’s funding portion under the Canada-British Columbia Clean Water and Wastewater Fund; and further,**

**THAT the Board of Directors endorse the 2017 Willowbrook Water System Rehabilitation project and commit to the use of Area “C” Community Funds for the Regional District’s funding portion under the Canada-British Columbia Clean Water and Wastewater Fund; and further,**

**THAT the Board of Directors endorse the 2017 Sunvalley Water System Upgrade project and commit to the use of Reserve Funds for the Regional District’s funding portion under the Canada-British Columbia Clean Water and Wastewater Fund; and further,**

**THAT the Board of Directors endorse the 2017 Okanagan Falls Sewer System Upgrade project and commit to the use of Reserve funds for the Regional District’s funding portion under the Canada-British Columbia Clean Water and Wastewater Fund.**

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### 2. Canada 150 Fund – Heritage Conservation

To secure Federal funding for heritage conservation activities at two heritage sites.

**RECOMMENDATION 7** (Unweighted Corporate Vote – Simple Majority)

**THAT the Board of Directors support the application to the Canada 150 Fund Program for heritage conservation activities in the Granite Creek Townsite and Cemetery as well as the West Bench Area.**

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**D. OFFICE OF THE CAO****1. Board Procedure Bylaw Amendment****a. Bylaw No. 2620.03, 2016**

To keep the Board Procedure Bylaw consistent with Provincial legislation.

**RECOMMENDATION 8** (Unweighted Corporate Vote – 2/3 Majority)

**THAT Bylaw No. 2620.03, 2016 Regional District of Okanagan-Similkameen Regional Board Procedure Amendment Bylaw be read a first, second and third time and adopted.**

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**2. Naramata Water Advisory Committee Resignation**

**RECOMMENDATION 9** (Unweighted Corporate Vote – Simple Majority)

**THAT the Board of Directors accept the resignation of Chris Blann from the Naramata Water Advisory Committee and rescind his appointment to the Committee; and further**

**THAT a letter be forwarded to Mr. Blann thanking him for his contribution.**

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**3. Alternate Director for Electoral Area “E” – For Information Only**

To advise the Board of Directors that Director Kozakevich has appointed Amanda Doyle-Fleishman as the new Alternate Director for Electoral Area “E”.

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**4. Olalla Local Community Commission Appointment**

**RECOMMENDATION 10** (Unweighted Corporate Vote – Simple Majority)

**THAT the Board of Directors rescind the appointment of Georgianne Sanders to the Olalla Local Community Commission; and,**

**THAT a letter be forwarded to Ms. Sanders thanking her for her contribution to the Olalla Local Community Commission; and further,**

**THAT the Board of Directors appoint Beverly Stewart to the Olalla Local Community Commission for the remainder of a four year term ending with the next local government election in October 2018.**

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**5. Environmental Conservation Service Alternative Approval Process**

- a. Notice
- b. Elector Response Form
- c. Bylaw No. 2690, 2016

**RECOMMENDATION 11** (Unweighted Corporate Vote – Simple Majority)

**THAT the deadline for submitting elector response forms in relation to Bylaw No. 2690, 2016 to the Manager of Legislative Services is no later than 4:30 pm on December 5, 2016; and,**

**THAT the elector response form attached to the report dated October 20, 2016 be the approved form for Bylaw No. 2690, 2016 alternative approval process; and**

**THAT the total number of eligible electors to which the alternative approval process applies is 56,025; and,**

**THAT the number of elector responses required to prevent the bylaw from proceeding without a referendum is 5,603.**

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**E. CAO REPORTS**

1. Verbal Update

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**F. OTHER BUSINESS**

1. Chair's Report

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**2. Board Representation (only for the third Thursday of the month)**

- a. Municipal Finance Authority (MFA) - *Pendergraft*
  - b. Okanagan Basin Water Board (OBWB) – *Hovanes, McKortoff, Waterman*
    - i. October Report
  - c. Okanagan-Kootenay Sterile Insect Release Board (SIR) - *Bush*
  - d. Okanagan Regional Library (ORL) - *Kozakevich*
  - e. Okanagan Film Commission (OFC) – *Jakubeit*
  - f. Rural Practices - *McKortoff*
  - g. Southern Interior Beetle Action Coalition (SIBAC) - *Armitage*
  - h. Southern Interior Municipal Employers Association (SIMEA) - *Kozakevich*
  - i. Southern Interior Local Government Association (SILGA) – *Kozakevich*
  - j. Starling Control - *Bush*
  - k. UBC Water Chair Advisory Committee – *Bauer*
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### 3. Directors Motions

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### 4. Board Members Verbal Update

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## G. CLOSED SESSION

### **RECOMMENDATION 12** (Unweighted Corporate Vote – Simple Majority)

THAT in accordance with Section 90(1)(c), (e), (i), & (k) of the *Community Charter*, the Board close the meeting to the public on the basis of labour relations or other employee relations; the acquisition, disposition or expropriation of land or improvements if the Board considers that disclosure could reasonably be expected to harm the interests of the Regional District; the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and negotiations and related discussions respecting the proposed provision of a regional services that are at their preliminary stages and that, in the view of the Board, could reasonably be expected to harm the interests of the Regional District if they were held in public.

#### 1. Receipt of Closed Session Minutes

- a. October 15, 2015 RDOS Board Meeting – Closed Session
- b. November 5, 2015 Corporate Services Committee – Closed Session
- c. November 5, 2015 Environment and Infrastructure Committee – Closed Session
- d. March 10, 2016 Corporate Services Committee – Closed Session
- e. May 19, 2016 Corporate Services Committee – Closed Session
- f. August 4, 2016 Environment and Infrastructure Committee – Closed Session
- g. September 1, 2016 Protective Services Committee – Closed Session
- h. September 15, 2016 Corporate Services Committee – Closed Session

### **RECOMMENDATION 13** (Unweighted Corporate Vote – Simple Majority)

THAT the closed session minutes of the November 5, 2015 Corporate Services Committee; November 5, 2015 Environment and Infrastructure Committee; March 10, 2016 Corporate Services Committee; May 19, 2016 Corporate Services Committee; August 4, 2016 Environment and Infrastructure Committee; September 1, 2016 Protective Services Committee and the September 15, 2016 Corporate Services Committee be received; and,

THAT the closed session minutes of the October 15, 2015 Board Meeting be adopted.

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## 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, October 6, 2016

9:00 a.m.

## Minutes

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#### 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 L. Allison, Alt. Electoral Area "H"

Director R. Hovanes, Town of Oliver  
Director H. Konanz, City of Penticton  
Director K. Kozakevich, Electoral Area "E"  
Director S. McKortoff, Town of Osoyoos  
Director J. Sentes, City of Penticton  
Director T. Schafer, Electoral Area "C"  
Director T. Siddon, Electoral Area "D"  
Director P. Waterman, District of Summerland

#### MEMBERS ABSENT:

Director B. Coyne, Electoral Area "H"

Director A. Martin, City of Penticton

#### STAFF PRESENT:

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

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#### A. APPROVAL OF AGENDA

##### **RECOMMENDATION 1**

By consensus, the Agenda for the Corporate Services Committee Meeting of October 6, 2016 was adopted.

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#### B. Electoral Area "D" Governance Study

Bob Daly, Governance Study Committee Chair, was in attendance.

##### **RECOMMENDATION 2**

##### **It was MOVED and SECONDED**

THAT the Regional District of Okanagan Similkameen proceed with an application for a boundary change for Electoral Area "D"; dividing the area into two parts consistent with Official Community Plan Service Areas D1 and D2.

##### **CARRIED**

Opposed: Director Konanz

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#### C. Interior Region Healthy Communities Forum Registration

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**D. ADJOURNMENT**

By consensus, the meeting adjourned at 10:03 a.m.

APPROVED:

CERTIFIED CORRECT:

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M. Pendergraft  
RDOS Board Chair

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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 BOARD of DIRECTORS MEETING**

Minutes of the Board Meeting of the Regional District of Okanagan-Similkameen (RDOS) Board of Directors held at 10:11 a.m. Thursday, October 6, 2016 in the Boardroom, 101 Martin Street, Penticton, British Columbia.

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### **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 L. Allison, Alt. Electoral Area "H"

Director R. Hovanes, Town of Oliver  
Director H. Konanz, City of Penticton  
Director K. Kozakevich, Electoral Area "E"  
Director S. McKortoff, Town of Osoyoos  
Director J. Sentes, City of Penticton  
Director T. Schafer, Electoral Area "C"  
Director T. Siddon, Electoral Area "D"  
Director P. Waterman, District of Summerland

### **MEMBERS ABSENT:**

Director B. Coyne, Electoral Area "H"

Director A. Martin, City of Penticton

### **STAFF PRESENT:**

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

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## **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 October 6, 2016 be adopted. -

#### **CARRIED**

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## **1. Consent Agenda – Corporate Issues**

### **a. Corporate Services Committee – September 15, 2016**

*THAT the Minutes of the September 15, 2016 Corporate Services Committee be received.*

*THAT the Regional District register to appear before the Finance and Government Services Committee on September 26, 2016 or October 4.*

*THAT the Board of Directors appoint two Directors to participate in the Request for Decision Guidelines Kaizen on October 11, 12, and 13, 2016; and further,*

*THAT the Board of Directors support the inclusion of participants from a Regional District Water Committee, Recreation Commission and Advisory Planning Commission; and further,*

*THAT the Board of Directors support the inclusion of participants from local media in both the October 11, 2016 Kaizen training session and the October 13, 2016 Kaizen outcome presentation.*

- b. Environment and Infrastructure Committee – September 15, 2016  
*THAT the Minutes of the September 15, 2016 Environment and Infrastructure Committee be received.*
- c. Planning and Development Committee – September 15, 2016  
*THAT the Minutes of the September 15, 2016 Planning and Development Committee be received.*
- d. Protective Services Committee – September 15, 2016  
*THAT the Minutes of the September 15, 2016 Protective Services Committee be received.*
- e. RDOS Regular Board Meeting – September 15, 2016  
*THAT the minutes of the September 15, 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**

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**2. Consent Agenda – Development Services**

- a. Development Variance Permit Application - Y. Leung, 2760 Winifred Road, Electoral Area "E"
  - i. Permit No. E2016.085-DVP  
*THAT the Board of Directors approve Development Variance Permit No. E2016.085-DVP.*
- b. Development Variance Permit Application – Daydreamer Wines Inc., 1305 Smethurst Road, Electoral Area "E"
  - i. Permit No. E2016.087-DVP
  - ii. Responses Received  
*THAT the Board of Directors approve Development Variance Permit No. E2016.087-DVP.*
- c. Temporary Use Permit Application – J. & E. Reichert, 256 Copper Mountain Road, Electoral Area "H"
  - i. Permit No. H2016.086-TUP  
*THAT the Board of Directors approve Temporary Use Permit No. H2016.086-TUP.*



**RECOMMENDATION 3 (Unweighted Rural Vote – Simple Majority)****IT WAS MOVED AND SECONDED**

THAT the Consent Agenda – Development Services be adopted. - **CARRIED**

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**B. DEVELOPMENT SERVICES – Building Inspection****1. Folio H6-01344.000, 1840 Highway 3 (Building Violation)**

The homeowner was in attendance and addressed the Board.

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

THAT a Section 302 Notice on Title, pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* (made applicable to Regional Districts by Section 302 of the LGA), be filed against the title of lands described as District Lot 3954S except Plan H10294, SDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and further,

THAT injunctive action be commenced.

**CARRIED**

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**C. DEVELOPMENT SERVICES – Rural Land Use Matters**

1. Gallagher Lake Area Plan
  - a. Bylaw No. 2452.16, 2016
  - b. Appendix 1 to the Electoral Area “C” Zoning Bylaw No. 2452, 2008
  - c. Schedule B – Oliver Rural Official Community Plan Bylaw No. 2452, 2008
  - d. Bylaw No. 2453.30, 2016 - Draft
  - e. Responses Received

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

THAT Bylaw No. 2452.16, 2016, Electoral Area “C” Official Community Plan and Bylaw No. 2453.30, 2016, Electoral Area “C” Zoning Amendment Bylaw be read a first and second time and proceed to a public hearing; and further;

THAT the Board of Directors considers the process, as outlined in the report from the Chief Administrative Officer dated October 6, 2016, to be appropriate consultation for the purpose of Section 475 of the *Local Government Act*; and further;

THAT, in accordance with Section 477 of the *Local Government Act*, the Board of Directors has considered Amendment Bylaw No. 2683, 2016, in conjunction with its Financial and applicable Waste Management Plans.

**CARRIED**

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

THAT the holding of the public hearing be delegated to Director Schafer or delegate; and further;

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

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

**CARRIED**

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**D. PUBLIC WORKS**

1. Contract Extension Agreement – Collection, Transportation, and Processing of Recyclable Gypsum

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

THAT the Board of Directors award a two-year contract extension for the collection, transportation, and processing of recyclable gypsum to Sivan Enterprises Ltd. at a revised rate from \$119.00 per metric tonne to \$124.00 per metric tonne. - **CARRIED**

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2. Establishment of Natural Gas Service for the Husula Highlands Neighborhood – For Information Only
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**E. COMMUNITY SERVICES – Recreation Services**

1. Naramata Parks & Recreation Commission Rescinding Appointment

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

THAT the Board of Directors rescind the appointment of Darren Rettie from the Naramata Parks & Recreation Commission; and further,

THAT a letter is forwarded to Mr. Rettie thanking him for his contribution.

**CARRIED**

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**F. COMMUNITY SERVICES – Rural Projects**

1. BC Rural Dividend Fund – Phase 3 Town Centre Revitalization

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

THAT the Board of Directors support the application to the Rural Dividend Funding Program for Phase 3 of the Okanagan Falls Town Centre Revitalization Plan.

**CARRIED**

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**G. OFFICE OF THE CAO**

1. Naramata Fire Prevention and Suppression Local Service Establishment Amendment Bylaw
  - a. Bylaw No. 2733, 2016
  - b. Naramata Fire District Proposed Boundary Extension Map

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

THAT Bylaw No. 2733, 2016 Naramata Fire Prevention and Suppression Local Service Establishment Amendment Bylaw be adopted. - **CARRIED**

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2. 2016 UBCM Update – For Information Only
- 

**H. CAO REPORTS**

1. Verbal Update
- 

**I. OTHER BUSINESS**

1. Chair's Report
- 

2. Directors Motions
- 

3. Board Members Verbal Update
-

**J. ADJOURNMENT**

By consensus, the meeting adjourned at 11:31 a.m.

APPROVED:

CERTIFIED CORRECT:

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M. Pendergraft  
RDOS Board Chair

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B. Newell  
Corporate Officer

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**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** October 20, 2016  
**RE:** Development Permit Application (Industrial) — Electoral Area “D”

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**Administrative Recommendation:**

**THAT the Board of Directors approve Development Permit No. D2016.084-IDP.**

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Purpose: To allow for a proposed RV storage facility on the property

Owner: WW Logging Agent: Shawn Robinson Folio: D-06809.050

Civic: 1900 Oliver Ranch Rd., Okanagan Falls Legal: Lot A, DL 2710, SDYD, Plan 27197, Except Plan 31991

OCP: Industrial (I) Zone: Industrial (Light) One (I1)

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**Proposed Development:**

This application is for a form and character development permit related to the Industrial Development Permit (IDP) Area as outlined in Section 24.7 of the Electoral Area “D” East Skaha, Vaseux Official Community Plan (OCP) Bylaw No. 2603, 2013.

The property owners are proposing to construct a new RV storage shelter and a wash bay on the subject property. Specifically, the development will involve uncovered RV storage, a 5.9 metre high 15 metre x 30 metre covered unenclosed RV storage structure, and a 5.9 metre high 6 metre x 15 metre covered unenclosed wash bay, with 1.8 metre and 2.4 metre high fences around the perimeter of the development.

**Site Context:**

The subject property is approximately 3.8 ha in size and is situated on the west side of Oliver Ranch Road in Okanagan Falls. Neighbouring properties are characterized as residential to the west, agricultural to the east, and industrial to the northeast and south.

The property is largely undeveloped, with the only structure on the property being a water pump house. The subject property is within the OK Falls Fire Protection area.

**Background:**

Under the Electoral Area “D” East Skaha, Vaseux Official Community Plan Bylaw No. 2603, 2013, the subject property has been designated as Industrial (I) and is also situated within the Industrial Development Permit (IDP) and Environmentally Sensitive Development Permit (ESDP) Areas.

The IDP has two main objectives: one is to ensure future development revitalizes and enhances industrial activity through the promotion of attractive design that meets the needs of the industry; and two, the protection of the Okanagan Falls aquifer.

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Under the Electoral Area “D” East Skaha, Vaseux Zoning Bylaw No. 2455, 2008, the property is zoned Industrial (Light) One Zone (I1).

The Board is asked to be aware that a concurrent ESDP Area application has been submitted to the Regional District for the subject property and is being processed in accordance with the *Delegation of Local Government Authority Bylaw No. 2509, 2010*, which delegates authority to sign and issue ESDPs to the Development Services Manager.

**Public Process:**

Where no variances have been requested, the Regional District does not provide notification of the Development Permit.

**Analysis:**

The OCP guidelines for an Industrial Development Permit area encourage new development that helps to revitalize and enhance industrial activity with the promotion of attractive design that meets the needs of industry and is compatible with surrounding developments.

The Development Permit area is also identified to be part of the Aquifer Protection area delineated in the *Source Water Assessment and Protection Plan for Okanagan Fall Irrigation District*. Care must be taken in the storage, handling, manufacturing and use of products to avoid contamination of the underlying aquifer.

The Form and Character guidelines in OCP provide design features for buildings, parking and access, and landscaping and screening, and are assessed below:

1. Building and Structures

Buildings should be finished in painted metal, wood or textured concrete and buildings should be finished consistently on all elevations.

- In this case, the buildings are proposed to have painted metal roofing with consistent appearance on all elevations.

2. Parking and Access

In addition to the parking requirements set in the Electoral Area “D-2” Zoning Bylaw, parking should be broken into smaller groups divided by and surrounded by landscaping. Loading areas should be located away from street frontages and buffered from public view.

- In this case, given the location of the ESA 1 zones, the development is located away from the street frontage and buffered from public view by the ornamental fencing around the perimeter of the development. The parking requirements are not seen to be relevant to the proposed development.

3. Landscaping and Screening

Landscaping should present a pleasing street image, provide definition for pedestrian corridors, soften the transition between adjacent land uses, and create focal points into and out of the site. Landscaping should be of substantial proportion to ensure compatible transition to abutting residential and other users. The scale and location should complement the scale and massing of buildings and the selection of plant materials should be based on drought tolerance and

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indigenous species. Supplementary screening should also be provided for outdoor storage, waste containers, heating and cooling equipment and other service areas.

- . In this case, the existing vegetation along the western edge of the property (the ESA 1 zones) provides screening between the residential area and the proposed development, and the mitigation plantings will provide additional screening along the western edge of the property. In addition, the proposed development area is on the eastern portion of the property, and will be setback significantly from the neighbouring residential properties. The wrought iron ornamental fence along the neighbouring property line to the east and at the north edge of the development will screen the development from the road and neighbouring industrial property to the south.

#### 4. Aquifer Protection

All applications for an Industrial Development Permit should be accompanied by a report certified by a Professional Engineer or Geoscientist registered in BC and experienced in hydrogeological investigations if the proposed development will include any of the purposes or activities listed in Schedule 2 of the *Contaminated Sites Regulation* (BC Reg 375/96), as amended. The purpose of the report is to ensure that hazardous materials storage and handling procedures, facility design and operation will not compromise the integrity of the underlying aquifer.

- . In this case, a report was not required, as the proposed development does not include any of the purposes or activities listed in Schedule 2 of the *Contaminated Sites Regulation* (BC Reg 375/96), as amended.

In summary, Administration is satisfied that the objectives and guidelines outlined in the Industrial Development Permit as outlined in Section 24.7 of the Electoral Area "D" East Skaha, Vaseux Official Community Plan (OCP) Bylaw No. 2603, 2013 have been met.

#### **Alternatives:**

1. THAT the Board of Directors deny Development Permit No. D2016.084-IDP.
2. That the Board of Directors defers making a decision and directs that the proposal first be reviewed by the Electoral Area "D" Advisory Planning Commission (APC).

**Respectfully submitted:**

**Endorsed By**

**Endorsed By**



Donna Butler

S. Lightfoot, Planning Technician

C. Garrish, Planning Supervisor

D. Butler, Dev. Services Manager



# Development Permit

## Industrial

FILE NO.: D2016.084-IDP

Owner: W W Logging Ltd.  
Suite 100 166 Main Street  
Penticton, BC

Agent: Shawn Robinson  
1964 Oliver Ranch Road  
Okanagan Falls, BC V0H 1R2

### GENERAL CONDITIONS

1. This Development Permit is amended subject to compliance with all of the bylaws of the Regional District 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 Permit is not a Building Permit.

### APPLICABILITY

5. This Development Permit applies to, and only to, those lands, including any and all buildings, structures and other development thereon, within the Regional District as shown on Schedules 'A', 'B', 'C', and 'D', and as described below:

Legal Description: Lot A, DL 2710, SDYD, Plan 27197, Except Plan 31991

Civic Address: 1900 Oliver Ranch Road, Okanagan Falls

Parcel Identifier (PID): 004-858-131 Folio: D-06809.050

### CONDITIONS OF DEVELOPMENT

6. In accordance with Sections 24.7 of the Electoral Area "D" Official Community Plan Bylaw No. 2603, 2013, the land specified in Section 5 may be developed in accordance with the following conditions:
  - a) That the proposed RV storage structure and wash bay are constructed in accordance with the plans attached as Schedule 'B', 'C' and 'D'.



## COVENANT REQUIREMENTS

7. Not required.

## SECURITY REQUIREMENTS

8. Not required.

## EXPIRY OF PERMIT

9. The development shall be carried out according to the following schedule:
- a) In accordance with Section 504 of the *Local Government Act* and subject to the terms of the permit, if the holder of this permit does not substantially start any construction with respect to which the permit was amended 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.

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B. Newell, Chief Administrative Officer

# Regional District of Okanagan-Similkameen

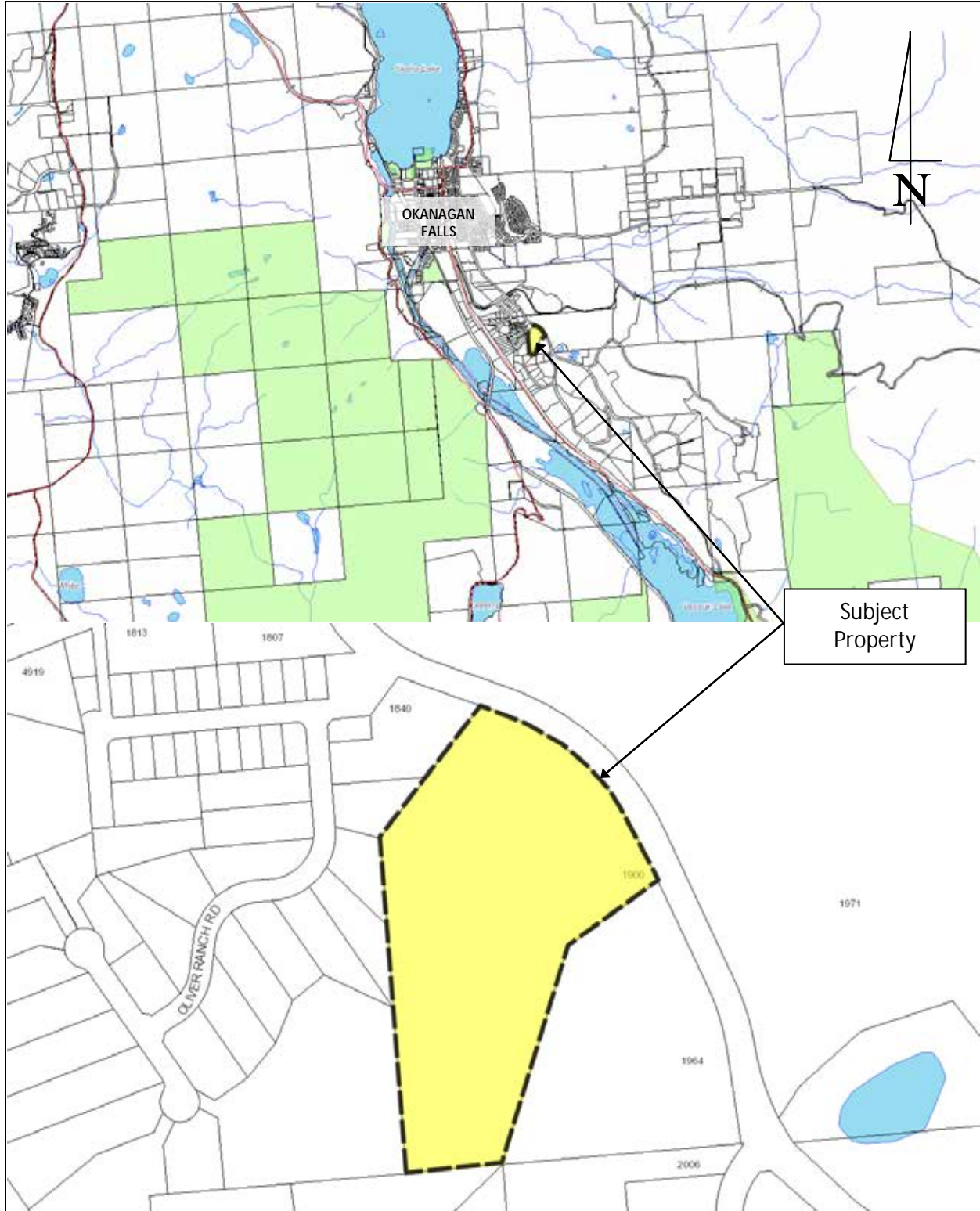
101 Martin St, Penticton, BC V2A 5J9  
Tel: (250)492-0237 Fax (250)492-0063



Industrial Development Permit

File No. E2016.084-IDP

Schedule 'A'



# Regional District of Okanagan-Similkameen

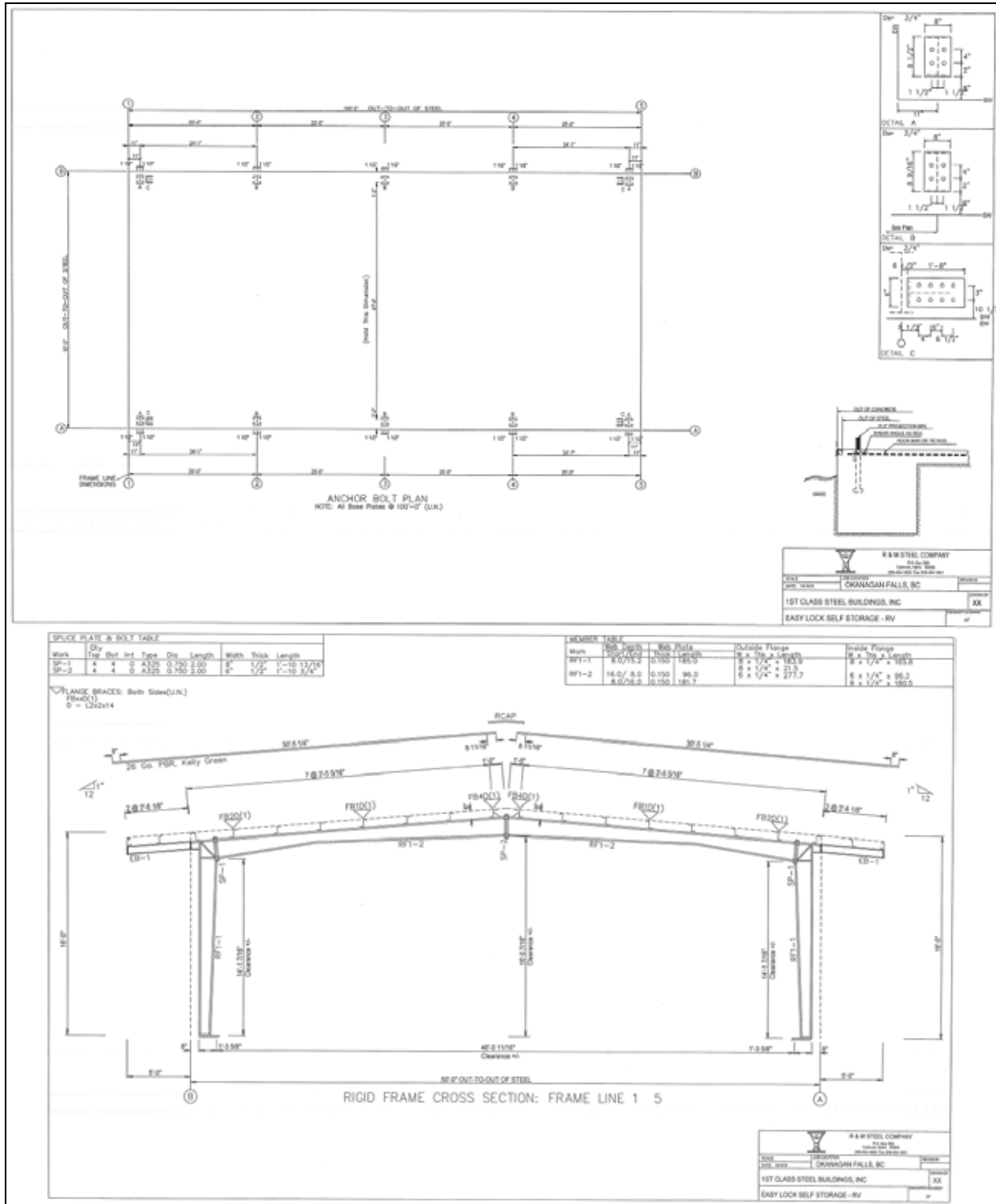
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 Tel: (250) 492-0237 Fax (250) 492-0063



Industrial Development Permit

File No. E2016.084-IDP

## Schedule 'B'



# Regional District of Okanagan-Similkameen

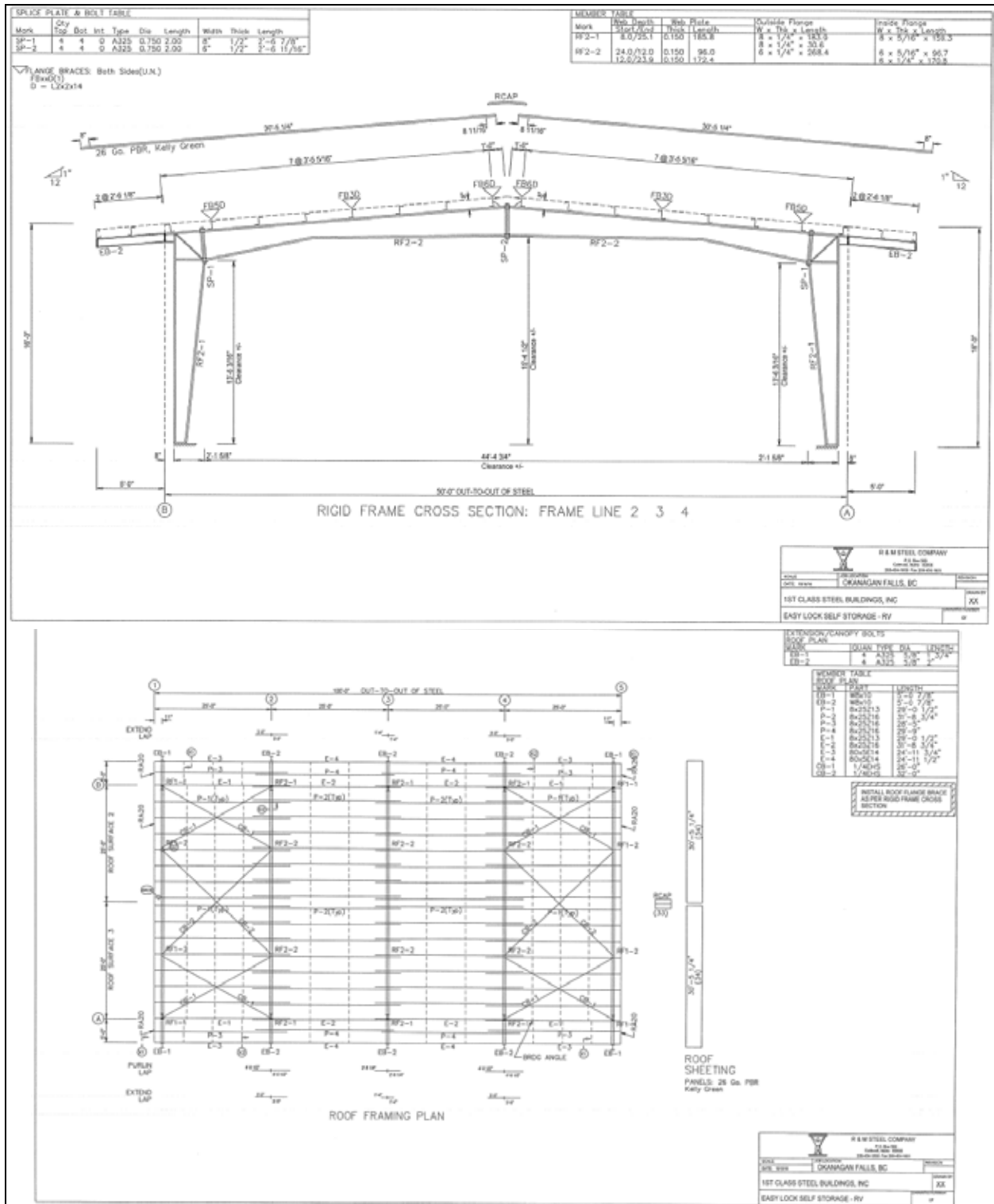
101 Martin St, Penticton, BC V2A 5J9  
 Tel: (250) 492-0237 Fax (250) 492-0063



Industrial Development Permit

File No. E2016.084-IDP

## Schedule 'C'



# Regional District of Okanagan-Similkameen

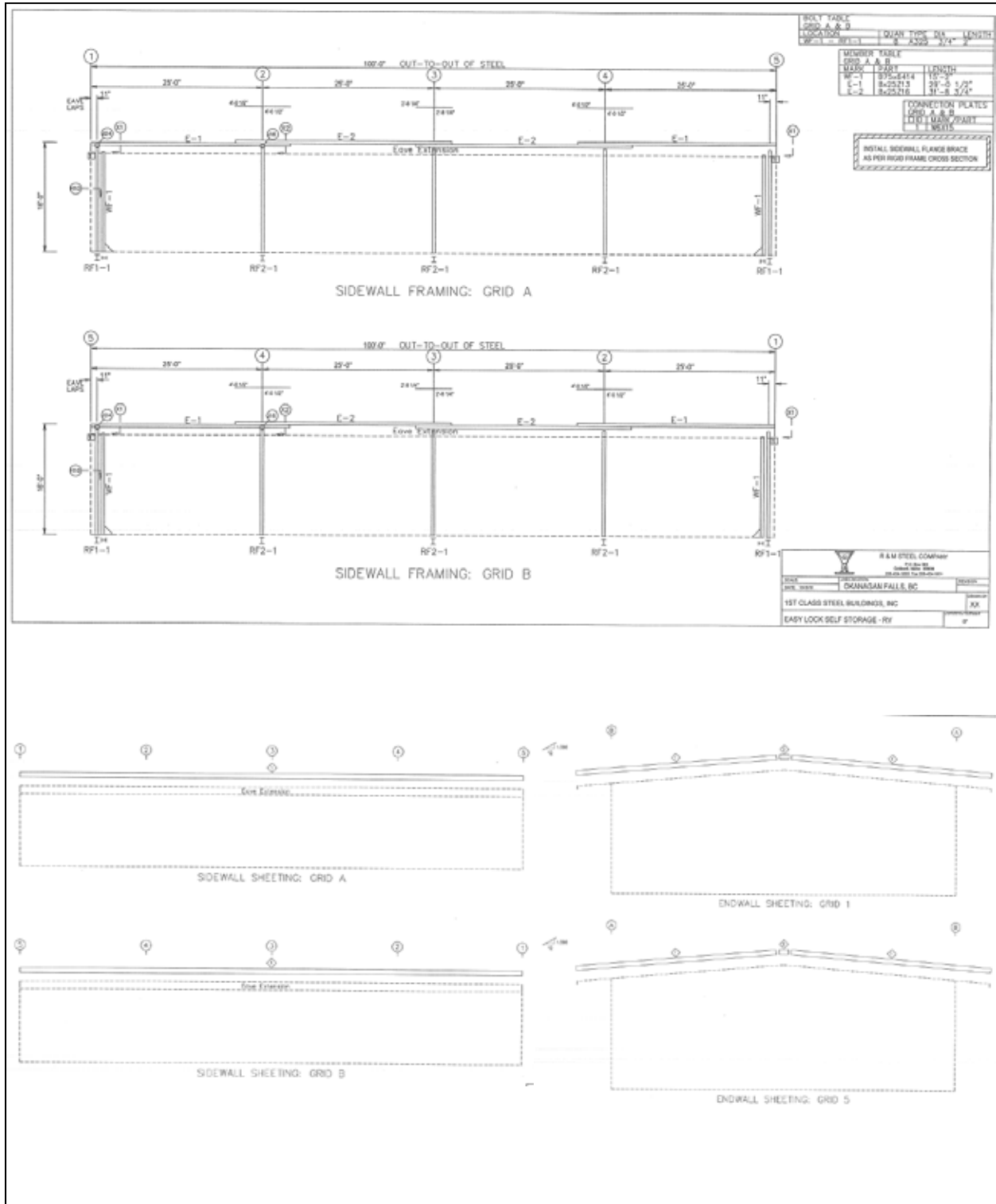
101 Martin St, Penticton, BC V2A 5J9  
 Tel: (250) 492-0237 Fax (250) 492-0063



Industrial Development Permit

File No. E2016.084-IDP

## Schedule 'D'



## ADMINISTRATIVE REPORT

**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** October 20, 2016  
**RE:** Zoning Bylaw Amendment — Electoral Area “D-1”  
Large Holdings Two (LH2)



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### Administrative Recommendation:

**THAT** Bylaw No. 2457.15, 2016, Electoral Area “D” Zoning Amendment Bylaw be read a first and second time and proceed to a public hearing;

**AND THAT** the holding of the public hearing be scheduled for November 16, 2016 in conjunction with the Electoral Area “D-1” OCP Bylaw No. 2683, 2016 public hearing;

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

---

### Proposal:

That the Regional District Board initiate an amendment to the Electoral Area “D-1” Zoning Bylaw No. 2457, 2008, in order to include a new Large Holdings Two (LH2) Zone into the zoning bylaw with an 8 ha minimum parcel size requirement and; secondly, to rezone three specific properties to LH2.

The new LH2 zone is being introduced in conjunction with the Draft Electoral Area “D-1” Official Community Plan Bylaw currently at second reading.

### Site Context:

The three properties that will be specifically rezoned to Large Holdings Two (LH2) at this time are on Green Mountain Road near the junction of Apex Mountain Road. The parcels range from 25.7 ha to 41.1 ha in size. The properties are currently being used as rural residential and ranching.

Surrounding pattern of development is characterized as large rural properties with some farming and ranching.

### Background:

Under the Electoral Area “D-1” Zoning Bylaw No. 2457, 2008, the subject properties are zoned part Resource Area (RA); Agriculture Three (AG3); Small Holdings Three (SH3) and Commercial Recreation (CR). The current Large Holdings (LH) Zone requires only a minimum parcel size of 4 ha while the RA, AG3 and CR zones require a 20 ha minimum parcel size.

During the “D-1” OCP review and updating process there was a request from members of the Green Mountain Road area to allow for further subdivision of their properties. This notion was supported by the OCP Citizens Committee, although Planning staff did not support this direction. An update for D-1 OCP review process was brought to the October 15, 2015 Planning & Development meeting; however, no specific direction was provided on this particular issue.

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In finding a resolution calculations were done on all the potential new parcels and number of dwelling units possible under current zoning for this particular area. Two of the properties have the potential for significant development, one zoned as SH3 being 26.6 ha in size has the ability to create up to 25 new parcels and the second, 41.2 ha in area is zoned Commercial Recreation (CR) and has the potential to construct up to 36 dwelling units.

Given the overall potential density a solution was found that involved the replacement of zoning on three of the parcels to a new LH2 zone that would act to potentially disperse density over a greater area. In this way, there is no overall net gain on number of potential new parcels and yet still provides the owners with previously higher density zone the ability to develop a more rural subdivision.

The new OCP proposes to designate Large Holdings (LH) over 17 nearby properties, but only three of these will be zoned as LH2 in order to amend the existing higher density zoning. All other properties will still be required to apply to rezone should the owners wish to subdivide and are assessed on their own merits and on a site specific basis.

There is a list of criteria included in the new OCP on which to assess any new Large Holdings zoning proposals. These criteria include such items as availability of vacant land currently designated as LH, compatibility of the natural environment to support the proposed development and impact on environmentally sensitive lands, capability of accommodating water and sewer, proximity to existing roads and other community services, susceptibility to natural hazards, compatibility to adjacent land users, consideration of visual impacts on hillsides, and the type and timing of development.

#### **Referrals:**

At its meeting of October 11, 2016, The Electoral Area "D" Advisory Planning Commission made a motion to recommend the Board support this rezoning.

No referral comments on this proposal have been received to date.

Approval from the Ministry of Transportation and Infrastructure (MoTI) will not be required as the proposed amendments will affect land situated outside 800 metres of a controlled area.

#### **Analysis:**

In considering this proposal, Administration notes that the new Electoral Area "D-1" OCP Bylaw designates a total of 17 parcels in the Green Mountain Road area as Large Holdings. The original planning concerns relating to this designation change included the precedent setting nature of the proposed parcel size and increased rural subdivision potential that may contradict the goals of growth management in the region.

Countering the above concerns is the specific nature of the existing properties and the long standing zoning over them. The existing zoning in all likelihood would not have been approved under current land use decision making. In addition, neither owner has made efforts to develop their properties to the extent they have been allowed to over the past several decades. Staff has discussed this proposed zoning change with the two property owners and no objections have been raised.

Consequently, by providing an option of an 8 ha minimum parcel size LH2 zone results in the re-distribution of density and still keeps the area as rural in nature. This way the rezoning is not precedent setting because there has been no overall gain in density.

---

For these reasons, Administration therefore supports the need to rezone these particular properties and to create a LH2 zone for the "D-1" area, given the direction of the new OCP.

**Alternative:**

THAT Bylaw No. 2657.15, 2016, Electoral Area "D" Zoning Amendment Bylaw be denied.

Respectfully submitted:

*ERiechert*

E. Riechert, Planner

Endorsed by:



C. Garrish, Planning Supervisor

Endorsed by:

Donna Butler

D. Butler, Dev. Services Manager



**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**

**BYLAW NO. 2457.15, 2016**

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**A Bylaw to amend the Electoral Area "D" Zoning Bylaw No. 2457, 2008**

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

1. This Bylaw may be cited for all purposes as the "Electoral Area "D" Zoning Amendment Bylaw No. 2457.15, 2016."
2. The Official Zoning Bylaw Map, being Schedule '2' of the Electoral Area "D-2" Zoning Bylaw No. 2455, 2008, is amended by changing the land use designation on the lands shown shaded purple on Schedule 'X-1', which forms part of this Bylaw, from Commercial Recreation (CR) to Large Holdings Two (LH2).
3. The Official Zoning Bylaw Map, being Schedule '2' of the Electoral Area "D-2" Zoning Bylaw No. 2455, 2008, is amended by changing the land use designation on the lands shown hatched purple on Schedule 'X-1', which forms part of this Bylaw, from Agricultural Three (AG3s) to Large Holdings Two (LH2).
4. The Official Zoning Bylaw Map, being Schedule '2' of the Electoral Area "D-2" Zoning Bylaw No.2455, 2008, is amended by changing the land use designation on the lands shown hatched lime green on Schedule 'X-1', which forms part of this Bylaw, from Small Holdings Three (SH3) to Large Holdings Two (LH2).
5. The Official Zoning Bylaw Map, being Schedule '2' of the Electoral Area "D-2" Zoning Bylaw No.2455, 2008, is amended by changing the land use designation on the lands shown shaded brown on Schedule 'X-1', which forms part of this Bylaw, from Resource Area (RA) to Large Holdings Two (LH2)



- g) kennels, subject to Section 7.22;
- h) open land recreation;
- i) single detached dwelling or mobile home;
- j) veterinary establishment;

Secondary uses:

- k) accessory dwelling or mobile home, subject to Section 7.11;
- l) secondary suite, subject to Section 7.12;
- m) agri-tourism accommodation, subject to 7.30;
- n) home occupation, subject to Section 7.17
- o) home industry, subject to Section 7.18;
- p) bed and breakfast, subject to Section 7.19; and
- q) accessory buildings and structures, subject to Section 7.13.

**10.5.2 Site Specific Large Holdings Two (LH2s) Provisions:**

- a) see Section 16.25

**10.5.4 Minimum Parcel Size:**

- a) 8 ha, subject to servicing requirements.

**10.5.4 Minimum Parcel Width:**

- a) Not less than 25% of the parcel depth.

**10.5.5 Maximum Number of Dwellings Permitted Per Parcel:**

- a) the number of principal and the number of accessory dwellings or mobile homes permitted per parcel shall be as follows:

Parcel Size	Maximum Number of Accessory Dwellings or Mobile Homes	Maximum Number of Principal Dwellings

Less than 12.0 ha	0	1
12.0 ha or greater	1	1

b) one (1) secondary suite.

#### 10.5.6 Minimum Setbacks:

a) Principal buildings, principal dwellings, accessory dwellings, or accessory buildings and structures, subject to Section 7.22:

- i) Front parcel line 7.5 metres
- ii) Rear parcel line 7.5 metres
- iii) Interior side parcel line 4.5 metres
- iv) Exterior side parcel line 4.5 metres

#### 10.5.7 Maximum Height:

- a) No building or structure shall exceed a height of 10.0 metres;
- b) despite sub-section 10.5.7(a), no "farm building" shall exceed a height of 15.0 metres.

#### 10.5.8 Maximum Parcel Coverage:

- a) 35% for parcels less than 2,020 m<sup>2</sup> in area;
- b) 10% for parcels greater than 2,020 m<sup>2</sup>

vii) replacing Section 13.5 (Commercial Recreation Zone) with the following:

**13.5** *deleted*

viii) replacing Section 16.4 (Site Specific Large Holdings (LHs) Provisions) with the following:

**16.4** **Site Specific Large Holdings One (LH1s) Provisions:**

- ix) replacing the reference under Figure 16.4.1 (Site Specific Large Holdings (LHs) Provisions) to "Large Holdings Site Specific (LHs)" with "Large Holdings One Site Specific (LH1s)".
- x) replacing the reference under Figure 16.4.3 (Site Specific Large Holdings (LHs) Provisions) to "Large Holdings Site Specific (LHs)" with "Large Holdings One Site Specific (LH1s)".
- xi) adding the following as a new sub Section under Section 16.0 (Site Specific Designations):
  - 16.25 Site Specific Large Holdings Two (LH2s) Provisions:**
    - .1 *blank*
- xii) replacing Section 16.19 (Site Specific Rural Recreation (RRs) Provisions) with the following:
  - 16.19 *deleted***

READ A FIRST AND SECOND TIME this \_\_\_ day of \_\_\_\_\_, 2016.

PUBLIC HEARING held on this \_\_\_ day of \_\_\_\_\_, 2016.

READ A THIRD TIME AND ADOPTED this \_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Corporate Officer

# Regional District of Okanagan-Similkameen

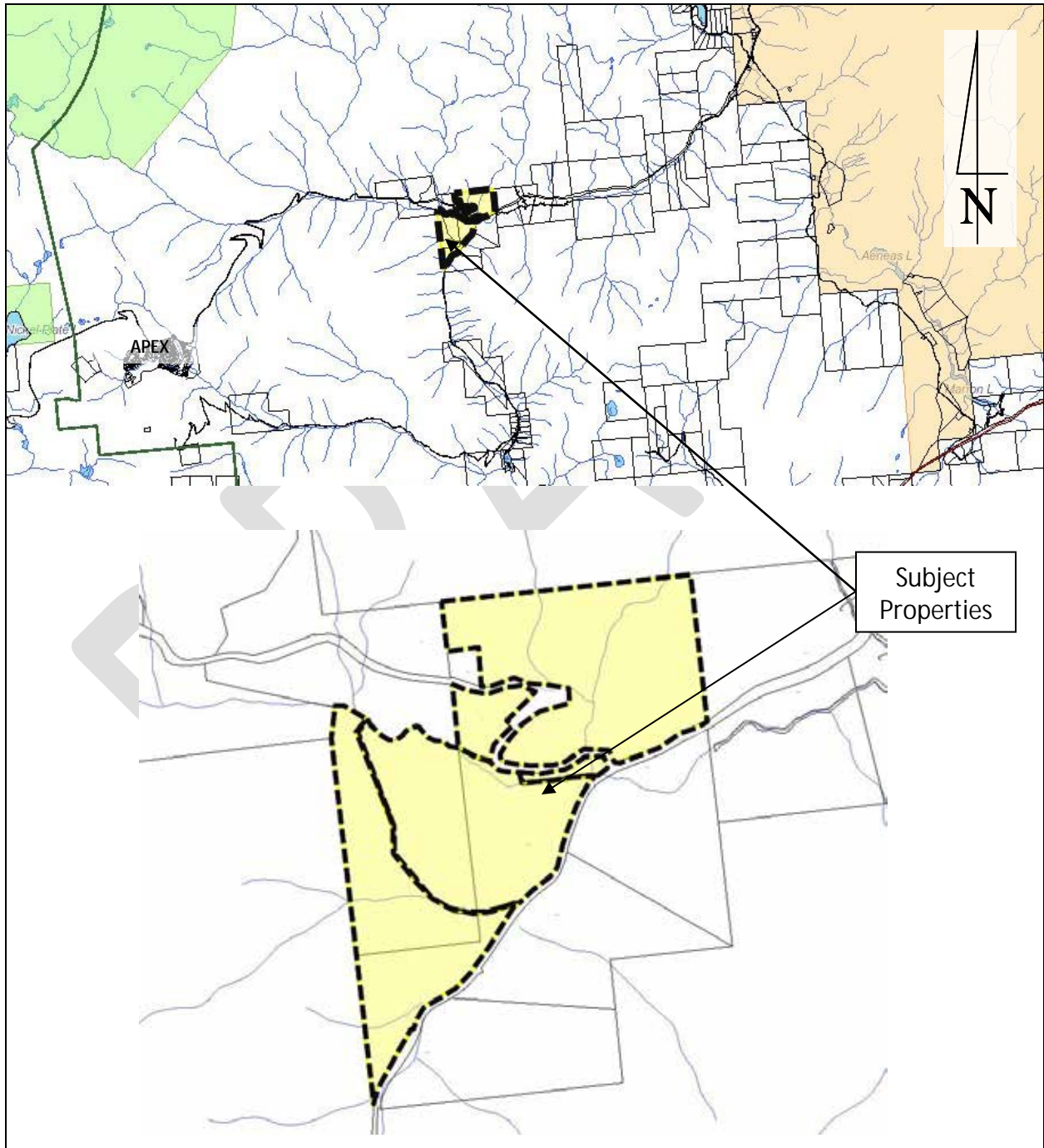
101 Martin St, Penticton, BC, V2A-5J9  
Tel: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Amendment Bylaw No. 2457.15, 2016

Project No: D2016.096-ZONE

## Schedule 'Y'



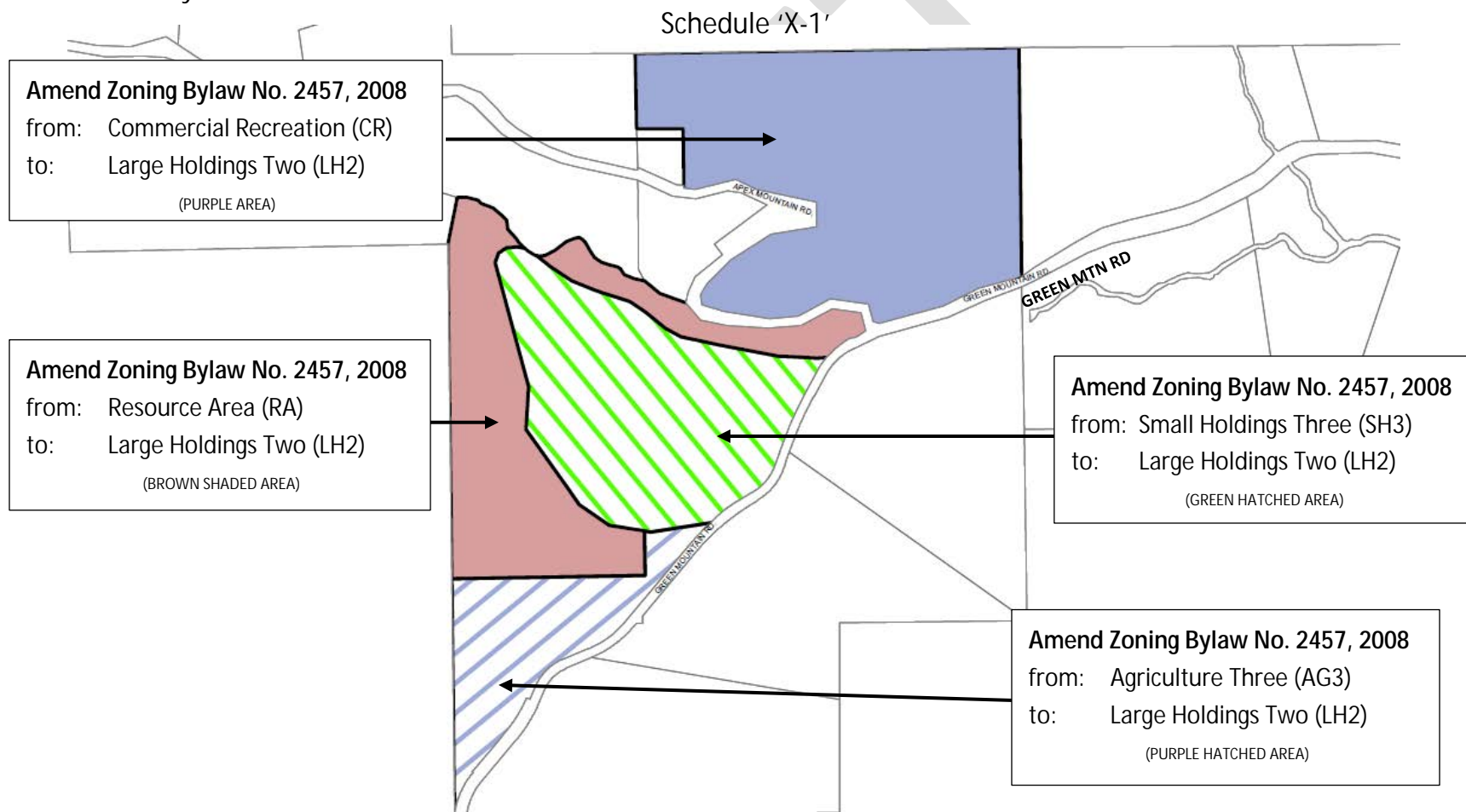
# Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC, V2A-5J9  
Tel: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Amendment Bylaw No. 2457.15, 2016

File No. D2016.096-ZONE



## ADMINISTRATIVE REPORT

**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** October 20, 2016  
**TYPE:** Zoning Bylaw Amendment - Electoral Area "C"



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**THAT** Bylaw No. 2453.29, 2016, Electoral Area "C" 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 Schafer or delegate;

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

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

**AND THAT** prior to adoption of Bylaw No. 2453.29, 2016, the applicant:

- i) submit written confirmation of approval to connect to community water and sewer services.

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**Purpose:** To facilitate the development of 27 new modular home sites

**Owner:** South Okanagan Ventures Ltd      **Agent:** TRUE Consulting (Glen McCrae)      **Folio:** C-01140.000

**Legal:** Lot 4, DL 28s, SDYD, Plan 11959      **Civic:** 8472 Gallagher Lake Frontage Road

**OCP:** Low Density Residential (LR) (draft Gallagher Lake Area Plan)

**Zoning:** Tourist Commercial One (CT1)      **Proposed Zoning:** Residential Manufactured Home (RSM1)

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### Proposal:

This application is seeking to amend a tourist commercial zoned property to one that permits residential modular homes. Specifically, it is being proposed to construct Phase 3 of the Gallagher Lake Village Park that would include 27 new sites for modular homes.

In support of this proposal, the applicant has stated that Phase 3 "complies with all the objectives of the OCP including providing managed growth while protecting the rural lifestyle of the neighbourhood, enhancing environmental & riparian areas and exceeding the standards for manufactured home building design". Further the applicant states that the project will "provide affordable, high quality housing to meet the increased housing demands with the completion of the Okanagan Correctional Centre".

### Site Context:

The subject property is currently going through a legal transition as two properties have been consolidated into what will become the area of the Phase 3 development site. The property is



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approximately 3.0 ha in area and is located on the west side of the Gallagher Lake Frontage Rd, accessed through a panhandle driveway between 8486 and 8464 Gallagher Lake Frontage Road.

The parcel is bound by the Okanagan River channel to the west and Vaseux Creek to the north. To the south there are the earlier phases of the Gallagher Lake Village Park that includes approximately 100 modular home sites. There are properties zoned RSM2 to the north, commercial to the east and RS1 to the south. The subject property currently appears to contain one home and a number of accessory structures, although the Environmental Assessment report indicates that there are three residential dwellings on site.

**Background:**

The South Okanagan Regional Growth Strategy adopted in 2010 designated Gallagher Lake as a Rural Growth Area. Under the *Local Government Act*, once a RGS has been adopted, Official Community Plans must be consistent.

Gallagher Lake has recently undertaken a Local Area Plan that is meant to provide specific guidance on the growth of the community. The community supports the expansion of the Gallagher Lake Village Park and the Plan indicates that the OCP designation for the subject parcel is to be Low Density Residential (LR). Under the current Electoral Area "C" Official Community Plan (OCP) Bylaw No. 2452, 2008, the subject property is designated Commercial (C).

Given the timing of adoption for the new Plan is occurring concurrently to this application, an OCP amendment is not required for the subject application.

There is also an Environmentally Sensitive Development Permit (ESDP) area and Watercourse Development Permit (WDP) area identified on the subject property.

Under the Electoral Area "C" Zoning Bylaw No. 2453, 2008, the subject property is currently zoned Tourist Commercial (CT4) which does not permit a modular home park, therefore requiring rezoning.

The Regional Board of Directors adopted a new Manufactured Home Park Regulations Bylaw No. 2597, 2012 that sets the standards for development of a manufactured home park which the applicant will need to meet prior to the building permit stage.

**Referrals:**

Approval from the Ministry of Transportation and Infrastructure (MoTI) will be required as the proposal is situated within 800 metres of a controlled area.

**Public Process:**

At the July 19, 2016 meeting, the Electoral Area "C" Advisory Planning Commission (APC) passed a motion to recommend to the RDOS Board that the proposed rezoning be approved.

Comments have been received from the Interior Health Authority, Fisheries and Oceans Canada; these are included as a separate item on the Board agenda.

The subject property and use was also a topic of interest for the community through the Gallagher lake Area Plan review project conducted throughout the past year.

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**Analysis:**

In considering this proposal, Administration notes that the proposed Electoral Area "C" Gallagher Lake Area Plan recognizes that the subject property is to be designated as Low Density Residential thereby setting the strategic direction to permit the proposed manufacture home park expansion.

Future growth in the Gallagher Lake area is constrained by the Osoyoos Indian Band land, the location of Highway 97, the Okanagan River channel, and outlying large tracts of land being identified as very environmentally sensitive.

The draft Gallagher Lake Area Plan assessed residential growth opportunities in the area in terms of future capacity. The Plan concludes that there is future capacity to accommodate approximately 765 new residents over the next 30 years. This assessment included the final phase of approximately 30 units within the Gallagher Lake Village Park.

The applicant has indicated that water and sanitary services will be supplied through the Osoyoos Indian Band and Senkulmen Utilities and the development will need to meet the RDOS servicing requirements as outlined in RDOS Manufactured Home Park Regulations Bylaw No. 2597, 2012.

The subject property for the Phase 3 expansion of the Park includes a panhandle section that can access to Gallagher Lake Frontage Road which will also provide for a secondary and emergency access for the entire Park development.

The applicant will be required to obtain both an ESDP and WDP as part of the development process and have included assessments for both with the application. A portion of the property is within the floodplain along the Okanagan River; however, the floodplain area will not be developed and it forms part of the 30 metre buffer proposed from the river.

The change from CT1 to RSM1 would result in a reduction of zoning of future potential for the development of motels, resorts, restaurants and other associated commercial tourist activities. However, the strategic direction outlined in the new Plan focussed commercial activity along the Frontage Road and to the existing tourist commercial facilities on the east side of Highway 97, with the majority of the Plan area to be designated as low density residential.

In summary, Administration feels that the proposed use is suitably located and would not be out of character with the surrounding area uses. Moreover, the proposal is seen to fulfill the policy direction provided by the Gallagher Lake Area Plan.

**Alternative:**

THAT Bylaw No. 2453.29, 2016, Electoral Area "C" Zoning Amendment Bylaw be denied.

Respectfully submitted:

Endorsed by:

Endorsed by:

*E. Riechert*

*CG*

Donna Butler

E. Riechert, Planner

C. Garrish, Planning Supervisor

D. Butler, Dev. Services Manager

Attachments: No. 1 – Aerial View (approximate boundaries)

Attachment No. 1 – Aerial View (approximate boundaries)



**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**

**BYLAW NO. 2453.29, 2016**

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**A Bylaw to amend the Electoral Area "C" Zoning Bylaw No. 2453, 2008**

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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 "C" Zoning Amendment Bylaw No. 2453.29, 2016."
2. The Official Zoning Map, being Schedule '2' of the Electoral Area "C" Zoning Bylaw No. 2453, 2008, is amended by changing the land use designation on the land described as Lot 1, DL 285, SDYD, Plan KAP11388, except Plan KAP68598; and approximately 0.9 ha of Lot A, DL 28s, SDYD, Plan KAP68598, except Plan EPP56154, and shown shaded yellow on Schedule 'Y', which forms part of this Bylaw, from Tourist Commercial (CT1) to Residential Manufactured Home (RSM1).

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.

I hereby certify the foregoing to be a true and correct copy of the "Electoral Area 'C' Zoning Amendment Bylaw No. 2453.29, 2016" as read a Third time by the Regional Board on this \_\_\_ day of \_\_\_, 2016.

Dated at Penticton, BC this \_\_\_ day of \_\_\_, 2016.

\_\_\_\_\_  
Chief Administrative Officer

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

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Corporate Officer

# Regional District of Okanagan-Similkameen

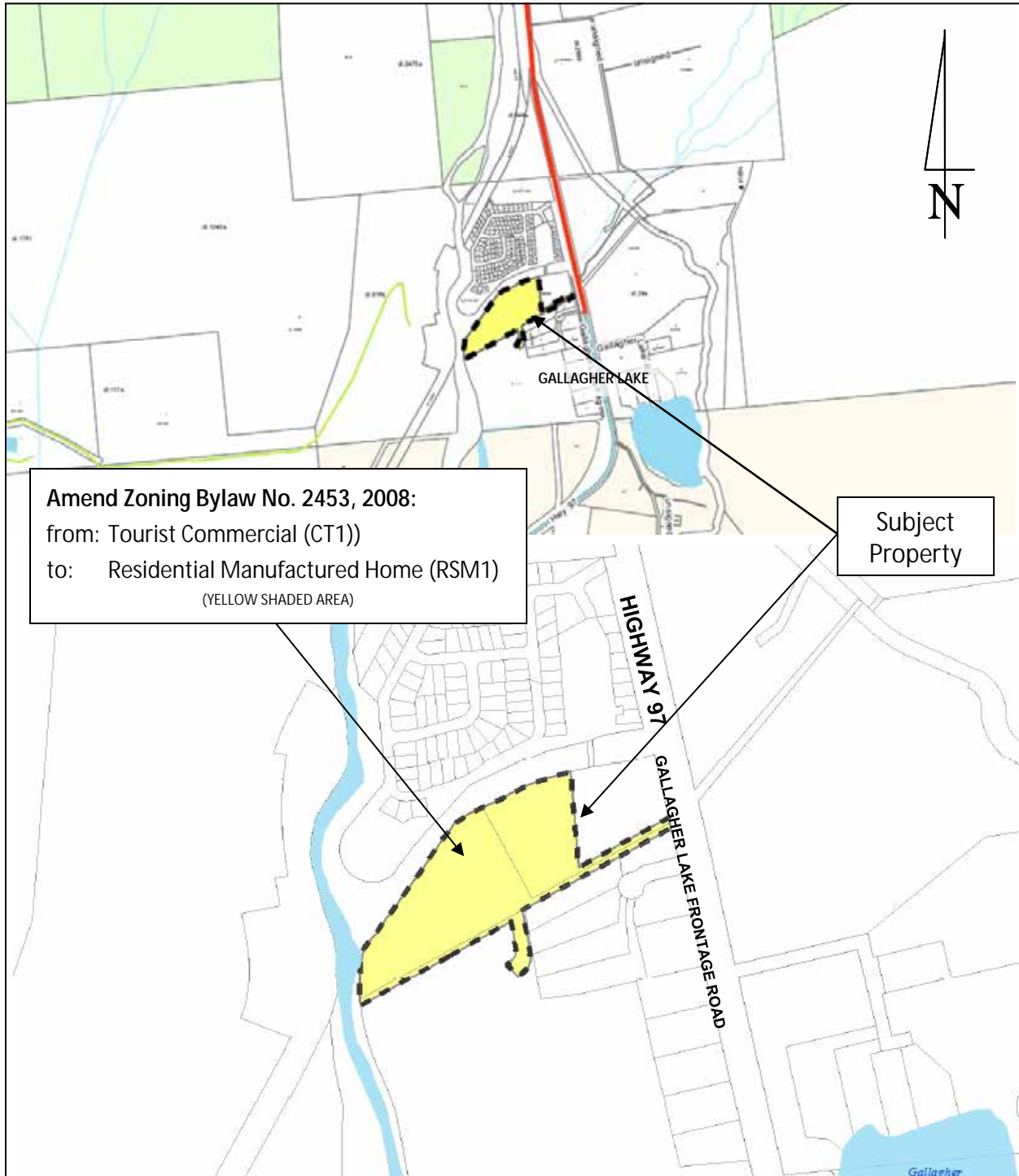
101 Martin St, Penticton, BC V2A 5J9  
Tel: (250) 492-0237 Fax (250) 492-0063



Amendment Bylaw No. 2453.29, 2016

Project No: C2016.066-ZONE

## Schedule 'Y'





Your File #: C2016.066-  
ZONE - S.O.  
Ventures  
c01140.000  
eDAS File #: 2016-04127  
Date: August 24, 2016

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

Attention: Lauri Feindell

**Re: Proposed Zoning Amendment Bylaw for:  
Lot 1, DL28s, SDYD, Plan EPP56154 and Lot 1, DL28s, SDYD, Plan 11388,  
except Plan KAP68667**

Preliminary Approval is granted for the rezoning for one year pursuant to section 52(3)(a) of the *Transportation Act*.

If you have any questions please feel free to call Rob Bitte at (250) 490-2280.

Yours truly,

Rob Bitte  
District Development Technician

Local District Address
Penticton Area Office 102 Industrial Place Penticton, BC V2A 7C8 Canada Phone: (250) 490-8200 Fax: (250) 490-2231





# OSOYOOS INDIAN BAND

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1155, SEN\*POK\*CHIN BOULEVARD, OLIVER BC, V0H 1T8  
PHONE: (250) 498-3444 ~ FAX: (250) 498-6577

## OFFICE REVIEW RESULTS

August-04-16

Referral ID: Bylaw 2453.29  
Reference #: R-77-000673

RTS #852  
Date: July-07-16

True Consulting  
203-570 Raymer Ave  
Kelowna, BC V1Y 4Z5

**Attention:** Glen McCrae

Please find enclosed the results of the Preliminary Office Review of referral Bylaw 2453.29

Based upon the results of our Preliminary Office Review of the proposed activity/development proper consultation and consideration of potential impacts and infringements to our Aboriginal Title and Rights cannot occur without the following recommendations. It is only with these recommendations that proper consultation can begin and the proposed activity/development can be reviewed.

1. The proposed activity/development is in a high potential archeological area. It is recommended that A PFR by a qualified Archaeologist and one OIB field technician be conducted on the proposed area.
2. Due to the increased volume of permanent residential units on what used to be a leisure camping area, and the number of new septic tanks & fields the risk of effluent leaching into the ground water and lake is of concern. We recommend that all units be taken off septic tanks and fields.

Please advise the Osoyoos Indian Band as to your ability to meet the above listed conditions as outlined. Failure to meet these conditions will result in our disapproval and objection of the proposed activity/development .We will not consent, agree or otherwise approve of the activity / development referred to by you in your letter to us dated Date: July-07-16. We respectfully request that you take a proactive approach with respect to both of these issues. To this end, we would like you to come to our office in Oliver and meet with us to discuss how we can move forward in a mutually respectful manner to ensure that all of the due diligence is done with respect to both of these developments.






We communicate this information in good faith; however, this development is located within the Osoyoos Indian Band's traditional territory and the Osoyoos Band holds unextinguished and constitutionally protected section 35(1) Aboriginal Title and Rights to the land and resources throughout its territory. By this, First Nations have made it abundantly clear that they have not discharged the governments of British Columbia or Canada from their fiduciary obligations as the title to the land and resources is not yet settled. Recent court decisions such as the Tsilqot'in land claim have now proven Aboriginal Title exists on the land and that adequate consultation and accommodation of Aboriginal Title and Rights in the land and resources must be considered.

Please note that our participation in the referral and consultation process does not define or amend the Osoyoos Indian Bands 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.

Please contact our referral coordinator, Amanda Anderson at 250-498-3444 ext. 3033, to set up a mutually convenient time for us to meet and discuss.

liml̓əmt,



Yvonne Weinert  
Lands Manager  
Per:  
Chief Clarence Louie  
Osoyoos Indian Band



## OSOYOOS INDIAN BAND

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1155, SEN\*POK\*CHIN BOULEVARD, OLIVER BC, V0H 1T8  
PHONE: (250) 498-3444 ~ FAX: (250) 498-6577

August-04-16

**Invoice: 5100-77-372**  
Referral ID: Bylaw 2453.29  
Reference #: R-77-000673

RTS #852  
Date: July-07-16

True Consulting  
203-570 Raymer Ave  
Kelowna, BC V1Y 4Z5

**Attention:** Glen McCrae

We are in receipt of the above referral. This proposed activity is within the Osoyoos Indian Bands Area of Interest within the Okanagan Nation's Territory, and the lands and resources 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 to 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.

The Osoyoos Indian Band has specific referral processing requirements for both government and proponents, which are integral to the exercise of our management right and to ensuring that the Crown can meet its duty to consult and accommodate our rights, including our Aboriginal title and management right. According to this policy, proponents are required to pay a \$500.00 processing fee for each referral. This fee must be paid within 30 days. Please make the cheque payable to the Osoyoos Indian Band re: RTS invoice: 5100-77-372. 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 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, the Osoyoos Indian Band will notify you and all parties will negotiate a Memorandum of Agreement regarding a process for review of the proposed activity.

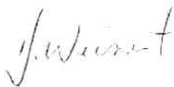


True Consulting  
August-04-16  
Page 2

Please note that our participation in the referral and consultation process does not define or amend the Osoyoos Indian Band'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.

limlæmt,



Yvonne Weinert  
Lands Manager  
Per:  
Chief Clarence Louie  
Osoyoos Indian Band

cc: Regional District of Okanagan-Similkameen (eriechert@rdos.bc.ca)

## RESPONSE SUMMARY

### AMENDMENT BYLAW NO. 2453.29

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

As noted within the Environmental Impact Assessment report prepared by Eco-Matters Consulting, dated May 20, 2016 ("the EIA"), the subject property falls within the area where critical habitat has been identified, or is soon to be formally identified, for two species at risk listed as endangered or threatened under the federal *Species at Risk Act* (SARA).

After critical habitat for a federally-listed species at risk is identified on non-federal lands, Environment and Climate Change Canada will undertake an assessment of the protection measures that are in place to prevent destruction of critical habitat, and will provide the Minister of Environment and Climate Change with this information. In the event that the Minister forms the opinion that the critical habitat is not effectively protected, and if there are no measures under the SARA or other Acts of Parliament to protect the habitat, the SARA (section 61) requires that the Minister recommend to Governor in Council that an order be put in place to bring SARA's prohibitions against destruction of critical habitat on non-federal land into effect for the unprotected portion(s) of critical habitat. If there is a history of provincial or local government approvals that enable, or do not explicitly prohibit, destruction of critical habitat on private land, this could be considered as evidence of a lack of effective protection.

When considering activities within areas identified as critical habitat, it is necessary to review the specifics of what constitutes critical habitat for that species, and what specific activities may result in destruction of that habitat.

The recovery strategy in which Lewis's Woodpecker critical habitat will be identified is expected to be finalized in the near future and is available at the following link: [http://www.registrelep-sararegistry.gc.ca/document/default\\_e.cfm?documentID=2867](http://www.registrelep-sararegistry.gc.ca/document/default_e.cfm?documentID=2867); the critical habitat section begins on page 21. In addition to removal of known **or potential** nest trees (defined in the recovery strategy), significant clearing or destruction of understory vegetation (i.e., grass and shrub layers) or fruit-bearing trees/bushes within 400 m of a known or potential nest tree would be considered destruction of critical habitat for Lewis's Woodpecker. The entire subject property is an area within which critical habitat for this species occurs.

The information contained in the EIA and the Riparian Areas Regulation Assessment Report prepared by Aarde Environmental Ltd, dated June 8, 2016 ("the RAR report") indicate that there are mature ponderosa pine trees and mature cottonwood trees on the property. There is not sufficient detail in the reports to determine whether any of these trees meet the definition of potential nest trees for Lewis's Woodpecker. As such, it is unclear whether the statement in the EIA that "current biophysical conditions do not support this classification" (i.e. identification of critical habitat) is accurate.

However, the EIA recommends that mature ponderosa pine and cottonwoods be retained, which would be consistent with avoiding destruction of critical habitat. In order to avoid future safety concerns with retained cottonwood trees in particular, it would be advisable to ensure any structures are located a safe distance away from retained trees. The EIA and the RAR report further indicate that intact natural habitat (e.g. shrubs) occur within the riparian area adjacent to Vaseux Creek, and that the intent is to avoid development activities in this area, as well as to restore, using native vegetation and weed management, the Streamside Protection and Enhancement Area (SPEA) for both Vaseux Creek and the Okanagan River. The SPEA is identified as a 30m width from top of bank. Retention of existing riparian habitat and restoration activities are also consistent with avoiding destruction of critical habitat. Including berry-producing shrubs (e.g. Saskatoon, chokecherry, currant species) in the planting mix would be beneficial for Lewis's Woodpecker.

The recovery strategy in which critical habitat for Behr's Hairstreak has been identified was finalized on July 7, 2016 and is available at the following link:

[http://www.sararegistry.gc.ca/document/default\\_e.cfm?documentID=2664](http://www.sararegistry.gc.ca/document/default_e.cfm?documentID=2664) ; the critical habitat section begins on page 9. The area within which critical habitat for this species occurs, overlaps with portions of the 30m SPEA as well as a small area near the entrance to the property. The EIA indicates that "the habitat is not suitable for this species" but does not provide further detail. The biophysical attributes that would indicate the presence of critical habitat are outlined on pages 10-12 of the recovery strategy and it is important to note that not all attributes need to be present at the same location in order to be considered critical habitat. However, as for Lewis's Woodpecker, the stated intent to retain mature trees and retain and enhance native vegetation within the SPEA would be consistent with avoiding destruction of critical habitat, should the biophysical attributes be present. Including nectar host plants (e.g. common yarrow) in the planting mix would be beneficial for Behr's Hairstreak.

ECCC has provided RDOS with shapefiles of the area within which critical habitat occurs for these species in the past. Please note shapefiles are now also publicly available for download or online viewing for any species in BC for which critical habitat has been included in a proposed or final recovery strategy, as is the case for the above two species. The link is:

<http://open.canada.ca/en/open-maps> - search for "critical habitat" or by species name.

In addition to the two species listed above, federal recovery strategies are in development for a number of other endangered and threatened SARA-listed species. The mapping of candidate critical habitat is not yet complete, but it is nonetheless likely that critical habitat will be identified for the following species in the next 1-2 years, and all or portions of the area containing critical habitat overlap with the subject property:

- American Badger *jeffersonii* subspecies
- Great Basin Spadefoot
- Pallid Bat
- Western Rattlesnake
- Western Screech-owl *macfarlanei* subspecies
- Western Tiger Salamander, Southern Mountain population (referred to as Blotched Tiger Salamander in provincial documents)

Provincial recovery strategies are available for all the above-listed species at this link: <http://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/species-ecosystems-at-risk/recovery-planning/recovery-planning-documents/recovery-planning-documents>.

Although critical habitat is not identified in the provincial documents, they provide valuable information regarding the habitat requirements of the species, and the threats sections can be used to infer information about what activities will be likely to result in destruction of critical habitat once it is identified.

**Signature:** \_\_\_\_\_ **Signed By:** \_\_\_\_\_

**Agency:** Environment and Climate Change Canada – Canadian Wildlife Service **Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Lauri Feindell**

S.O. VENTURES  
C01140.000

**From:** Danielson, Steven <Steven.Danielson@fortisbc.com>  
**Sent:** July 28, 2016 4:38 PM  
**To:** Planning  
**Subject:** Gallagher Lake Frontage Rd, 8472 RDOS (C2016.066-ZONE)

With respect to the above noted file,

There are FortisBC Inc (Electric) ("FBC(E)") primary distribution and transmission facilities bisecting the proposed entrance road. Bringing electrical service to the proposed lots will require substantial extension work the cost of which may be significant. To date, arrangements have not been completed to meet the requirements to service the proposed subdivision. The applicant is responsible for costs associated with changes to the proposed lots' existing service, if any, as well as the provision of appropriate land rights where required.

Further, it should be noted that proposals for construction within the transmission corridor right of way, including, but not limited to, water, sewer and other utilities must be reviewed and approved by FBC(E) prior to installation for safety and operational purposes. Typically, only crossings will be permitted subject to appropriate conditions. The applicant is responsible for costs related to the detailed review of their proposal in addition to any other costs which may arise or be required related to this development's potential or actual impact on the transmission corridor.

Otherwise, FBC(E) has no concerns with this circulation.

In order to initiate the design process, the customer must call 1-866-4FORTIS (1-866-436-7847). It should be noted that additional land rights issues may arise from the design process but can be dealt with at that time, prior to construction.

If you have any questions or comments, please contact me at your convenience.

Best Regards,

*Steven Danielson,*  
*Contract Land Agent for:*

**Nicholas Mirsky, B.Comm., AACI, P.App.**  
**Supervisor | Property Services | FortisBC Inc.**

2850 Benvoulin Rd  
Kelowna, BC V1W 2E3  
Office: 250.469.8033  
Mobile: 250.718.9398  
Fax: 1.866.636.6171  
[nicholas.mirsky@fortisbc.com](mailto:nicholas.mirsky@fortisbc.com)



CC-APPLICATION

## Lauri Feindell

---

**From:** Cooper, Diana FLNR:EX <Diana.Cooper@gov.bc.ca>  
**Sent:** July 27, 2016 4:00 PM  
**To:** Planning  
**Subject:** RE: Bylaw Referral C2016.066-ZONE

Hello Evelyn and the Planners at RDOS,

Thank you for your referral regarding proposed rezoning for 8472 Gallagher Lake Frontage Road, L 1 DL 285 SIMILKAMEEN DIVISION YALE DISTRICT PL 11388 EXC PL KAP68598, PID 009497889. 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](http://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). The brown/orange colour over the area indicates high potential for unknown/unrecorded archaeological materials.

If this does not represent the property listed in the referral please contact me.

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 Street, Victoria, BC V8W2K7 | PO Box 9816 Stn Prov Govt, Victoria BC V8W9W3  
Phone: 250-953-3343 | Fax: 250-953-3340 | Website: <http://www.for.gov.bc.ca/archaeology/>

**From:** Beaupre, John <John.Beaupre@interiorhealth.ca>  
**Sent:** July 18, 2016 11:27 AM  
**To:** Evelyn Riechert  
**Cc:** Planning  
**Subject:** Zoning Bylaw No. 2453, 2008 Amendment - RDOS File: C2016.006-ZONE

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

Dear Ms. Riechert:

**Re: Amendment of Area C Zoning Bylaw No. 2453, 2008 to Rezone Lot 1, DL 28s, SDYD, Plan EPP56254 and Lot 1, DL 28s, SDYD, Plan 1138, Except Plan KAP68667 From Tourist Commercial (CT1) to Residential Manufactured Home Park Zone (RSM1)**

Thank you for the opportunity to provide comment on the above referenced zoning amendment.

The rezoning of the subject property is to allow for development of 27 new rental pads for modular homes in Phase 3 of the Gallagher Lake Village Park. Given that the new development will be serviced by community sanitary sewer and community water system from Senkulmen Utilities Ltd. this office has no concern or objection to the proposed rezoning.

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](mailto:john.beaupre@interiorhealth.ca)  
Web: [www.interiorhealth.ca](http://www.interiorhealth.ca)

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**From:** FPP.Pac / PPP.Pac (DFO/MPO) <ReferralsPacific@dfo-mpo.gc.ca>  
**Sent:** July 11, 2016 12:32 PM  
**To:** Lauri Feindell; eriechrt@rdos.bc.ca  
**Subject:** RE: Bylaw Referral C2016.066-ZONE

The role of the DFO's Fisheries Protection Program (FPP) is to protect and conserve fish and fish habitat in support of Canada's coastal and inland fisheries resources, and to make regulatory decisions under the fisheries protection provisions of the Fisheries Act. The FPP is specifically responsible for reviewing projects for which a s.35(2) Fisheries Act Authorization is required.

DFO does not have a regulatory role related to the Bylaw Referral: Gallagher Lake Village Park, because it does not directly propose works, undertakings or activities that may result in serious harm to fish.

DFO's Projects Near Water website (<http://www.dfo-mpo.gc.ca/pnw-ppe/index-eng.html>) includes information for proponents on how to comply with the *Fisheries Act*, request a DFO review of a project, and request a *Fisheries Act* authorization.

If you have any further questions about DFO's regulatory process or need general information, contact DFO's Fisheries Protection Program toll free: 1-866-845-6776 or email: [EnquiriesPacific@dfo-mpo.gc.ca](mailto:EnquiriesPacific@dfo-mpo.gc.ca).

Regards,

Larissa Chin

Fisheries Protection Biologist, Fisheries Protection Program  
Fisheries and Oceans Canada | Government of Canada  
[Larissa.Chin@dfo-mpo.gc.ca](mailto:Larissa.Chin@dfo-mpo.gc.ca) | Tel: 604-666-7066

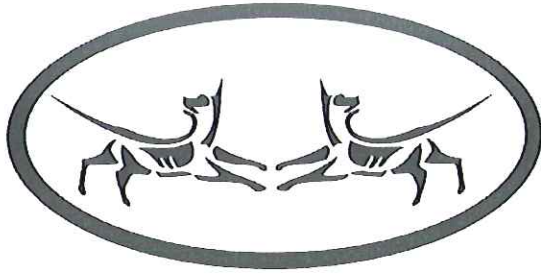
Biologiste de la protection des pêches, La protection des pêches Programme  
Pêches et Océans Canada | Gouvernement du Canada  
[Larissa.Chin@dfo-mpo.gc.ca](mailto:Larissa.Chin@dfo-mpo.gc.ca) | Tél: 604-666-7066

---

**From:** Lauri Feindell [<mailto:lfeindell@rdos.bc.ca>]  
**Sent:** 2016-July-11 11:59 AM  
**To:** [HBE@interiorhealth.ca](mailto:HBE@interiorhealth.ca); PIB Referrals ([referrals@pib.ca](mailto:referrals@pib.ca)); [referrals@oib.ca](mailto:referrals@oib.ca); [onareception@syilx.org](mailto:onareception@syilx.org); [Diana.Cooper@gov.bc.ca](mailto:Diana.Cooper@gov.bc.ca); FLNR DOS Referrals CSNR:EX ([FLNRDOSReferrals@gov.bc.ca](mailto:FLNRDOSReferrals@gov.bc.ca)); [fbclands@fortisbc.com](mailto:fbclands@fortisbc.com); FPP.Pac / PPP.Pac (DFO/MPO); [senkulmen@oib.ca](mailto:senkulmen@oib.ca); 'enviroinfo@ec.gc.ca' ([enviroinfo@ec.gc.ca](mailto:enviroinfo@ec.gc.ca))  
**Subject:** Bylaw Referral C2016.066-ZONE

Re: Bylaw Referral (Bylaw No. 2453.29)  
Lot 1, DL28s, SDYD, Plan Epp56154 and Lot 1, DL28s, SDYD, Plan 11388, except Plan KAP68557 (land in transition)  
8472 Gallagher Lake Frontage Road





## Penticton Indian Band

Natural Resource Department  
R.R. #2, Site 80, Comp.19  
Penticton, British Columbia  
Canada V2A 6J7  
Telephone: 250-492-0411 Fax: 250-493-2882

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

July-14-16

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

**RTS #: 1828**

**Referral ID: 2016-07-11 ZON 1828**

**Reference #: BL C2016.066-Zone**

**Referral Date: July-11-16**

**Summary: 8472 Gallagher Lake Frontage Road; 27 parcels to the mobliehome park, conducting a phase three at Gallagher Lake Village Park.**

**Attention: Lauri Feindell**

The Penticton Indian Band acknowledges receipt of your referral dated July-11-16. The PIB has insufficient information to begin review of your referral. Please provide the information indicated below.

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.

- KMZ file for area of interest
- Shape files of are of interest

Without this information, we cannot make an informed decision and we would have no other alternative but to reject the proposed activity/development. We look forward to your response.

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

Limlëmt,

Lavonda Nelson  
Data Management Clerk



## ADMINISTRATIVE REPORT

**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** October 20, 2016  
**RE:** Clean Water and Wastewater Fund Applications

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### Administrative Recommendation:

**THAT the Board of Directors endorse the 2017 Naramata Water System Rehabilitation and Expansion project and commit to the use of Capital Reserve funds for the Regional District's funding portion under the Canada-British Columbia Clean Water and Wastewater Fund; and**

**THAT the Board of Directors endorse the 2017 Olalla Water System Rehabilitation project and commit to the use of Area "G" Community Funds for the Regional District's funding portion under the Canada-British Columbia Clean Water and Wastewater Fund; and**

**THAT the Board of Directors endorse the 2017 Willowbrook Water System Rehabilitation project and commit to the use of Area "C" Community Funds for the Regional District's funding portion under the Canada-British Columbia Clean Water and Wastewater Fund, and**

**THAT the Board of Directors endorse the 2017 Sunvalley Water System Upgrade project and commit to the use of Reserve Funds for the Regional District's funding portion under the Canada-British Columbia Clean Water and Wastewater Fund, and**

**THAT the Board of Directors endorse the 2017 Okanagan Falls Sewer System Upgrade project and commit to the use of Reserve funds for the Regional District's funding portion under the Canada-British Columbia Clean Water and Wastewater Fund.**

### Purpose:

A requirement of the Canada-British Columbia Clean Water and Wastewater Fund application process is submission of a supporting Board resolution committing the Regional District to contribute its share of the eligible project costs and all of the ineligible costs, and from what funding source.

### Reference:

Canada-British Columbia Clean Water and Wastewater Fund Program Guide

<http://www2.gov.bc.ca/gov/content/governments/local-governments/environmental-infrastructure/local-government-grants/clean-water-and-wastewater-fund>

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

Goal 3.3, under Key Success Driver 3.0 Build a Sustainable Community, states 'to develop an environmentally sustainable region'. The projects fall under building a sustainable region.

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<https://Portal.Rdos.Bc.Ca/Departments/Officeofthecao/Boardreports/2016/20161020 Board Report/Boardreports/C.1.20161020cwwfgrant.Docx>

text.

Page 1 of 2

File No: [Click here to enter](#)

**Background:**

The three water systems, Naramata, Olalla and Willowbrook, all have deficiencies in terms of asset renewal. Naramata has an extensive number of watermains that need replacement and requires several components to more efficiently operate the system, such as Pressure Reducing Valves (PRVs) and a reservoir. Olalla has been undergoing a watermain replacement project over the last several years to eliminate extensive leaks from the aging watermains. A few areas remain to be completed. Willowbrook is a recently acquired water system that has several recommendations for infrastructure upgrades. These include installation of a second well, backup generator, isolation valves and watermain upgrades. Sunvalley water system is also a recently acquired water system that requires some communication and instrumentation upgrades and a backup generator. The Okanagan Falls sewer project will include some upgrades to the existing liftstations, such as adding communications and alarms, and upgrades to a few of the older sewer mains and manholes.

**Analysis:**

The new Canada-British Columbia Clean Water and Wastewater Fund Program Guide discusses the eligible projects. These include projects that increase capacity or lifespan of an asset, improve environmental outcomes or enhance services. The three proposed projects all fit into these objectives.

The Federal government is contributing 50% of eligible expenses, Provincial government is contributing 33% of eligible expenses and the local government needs to contribute 17% of the eligible expenses plus the ineligible expenses.

Some of the important factors to consider with these grant application projects include:

- Application for grant must be submitted by November 23, 2016
- All work on the project must be completed by March 31, 2018
- Regional Districts may submit one application for each community in their area
- Projects must be duly authorized or endorsed by a resolution of the Board
- Funding for the 17% of the Regional District portion must be identified and approved

The four replacement projects were identified by staff as potential projects that could be completed by the funding deadline.

**Alternatives:**

The identified four projects could be rejected as potential projects and/or the Board may add additional potential projects.

**Respectfully submitted:**

*"Lisa Bloomfield"*

---

L. Bloomfield, Engineer

## ADMINISTRATIVE REPORT

**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** October 6, 2016  
**RE:** Canada 150 Fund – Heritage Conservation



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### Administrative Recommendation:

**THAT the Board of Directors support the application to the Canada 150 Fund Program for heritage conservation activities in the Granite Creek Townsite and Cemetery as well as the West Bench Area.**

### Purpose:

To secure Federal funding for heritage conservation activities at two heritage sites.

### Analysis:

The Canada 150 Fund is administered through the Department of Canadian Heritage. The fund encourages Canadians to come together to celebrate our diversity and the 150<sup>th</sup> Anniversary of Confederation.

The objective of the RDOS is to identify, recognize and conserve its heritage assets. RDOS adopts a values-based understanding of heritage, and supporting heritage projects is an integral part of the Regional Heritage Strategic Plan. Interpretation of RDOS heritage sites can generate awareness of regional heritage, promote a regional heritage identity, facilitate heritage conservation, and generate economic benefits of tourism.

The proposed funding application would support heritage conservation activities within the Granite Creek Historical Townsite and Cemetery as well as the West Bench Area. The former project will introduce interpretive signage to mark a self-guided walking tour through the site of a major placer gold rush of 1885. The latter project proposes to complement existing heritage signage throughout the West Bench Area to unify a single walking corridor. In addition to the existing signage the proposed project will highlight natural history of West Bench ecosystems, along with the cultural significance to First Nations. Additional heritage conservation activities will include advertising materials and fees, site amenities, and one-time operational expenses for inaugural ceremonial events.

### Financial:

The Canada 150 fund can support up to 100% of eligible expenses, therefore no RDOS funding is being requested for this application. RDOS will note in-kind contributions of volunteer hour contributions along with any additional supportive funding that emerges from community partners.

### Alternatives:

**The Board of Directors could choose not to support the application towards Canada 150 Fund Program for Heritage Conservation Activities in the Granite Creek Townsite and Cemetery as well as the West Bench Area.**

### Respectfully submitted:

*Candice Gartner*

---

C. Gartner, Rural Projects Coordinator, Community Services

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## ADMINISTRATIVE REPORT

**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** October 20, 2016  
**RE:** Board Procedure Bylaw Amendment

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### Administrative Recommendation:

**THAT Bylaw No. 2620.03, 2016 Regional District of Okanagan-Similkameen Regional Board Procedure Amendment Bylaw be read a first, second and third time and adopted.**

### Purpose:

The amendment bylaw will keep the Board Procedure Bylaw consistent with Provincial legislation, and enable efficiency in creation of the agenda package.

### Reference:

RDOS Board Procedure Bylaw No. 2620, 2013  
*Local Government Act*

### Background:

The *Local Government Act* was revised effective January 1, 2016. Among the changes was the change to general voting day moving to the 3<sup>rd</sup> Saturday of October in the year of election. This in turn affected the change of the inaugural meeting to be the first meeting held after November 1 of each year.

### Analysis:

It is necessary to amend Section 4.1 of Board Procedure Bylaw No. 2620 in order to comply with changes to the *Local Government Act*.

Additionally, as a result of the Decision Making Kaizen held October 11-13, 2016, Administration determined that entrenching a deadline for receipt of reports to the Board in the Board Procedure Bylaw unnecessarily limits staff's ability to get reports to the Board in a timely fashion. Consequently, Bylaw No. 2620.03 removes reference to a deadline for receipt of agenda items. The amendment bylaw **removes** subsection 6.2 which reads,

"All items or reports for inclusion on the agenda of a meeting of the Regional Board, other than a special Regional Board meeting, must be received by the Office of the Chief Administrative Officer prior to 4:30 pm on the Wednesday two weeks preceding a Thursday meeting. Any item not electronically available or in an agenda-ready format by that deadline shall be held to the next meeting of the Regional Board, unless approved as a late item by the Chief Administrative Officer."

**Alternatives:**

That Bylaw No. 2620, 2013 not be amended.

**Communication Strategy:**

The consolidated version of the Board Procedure Bylaw is available on the RDOS website.

**Respectfully submitted:**

*"Christy Malden"*

---

C. Malden, Manager of Legislative Services

# **REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**

## **BYLAW NO. 2620.03, 2016**

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A bylaw to amend Regional District of Okanagan-Similkameen Regional Board Procedure Bylaw No. 2620, 2013.

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

### **1.0 CITATION**

1.1 This bylaw may be cited for all purposes as the "**Regional District of Okanagan-Similkameen Regional Board Procedure Amendment Bylaw No. 2620.03, 2016**".

### **2.0 INTERPRETATION**

2.1 Section 4.1 of Regional District of Okanagan-Similkameen Regional Board Procedure Bylaw No. 2620, 2013 is hereby amended to read:

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

2.2 Section 6 of Regional District of Okanagan-Similkameen Regional Board Procedure Bylaw No. 2620, 2013 is hereby amended by deleting subsection 6.2 in its entirety and re-numbering the successive subsections of Section 6.

**READ A FIRST, SECOND AND THIRD TIME** this \_\_\_ day of \_\_\_, 2016.

**ADOPTED BY AT LEAST 2/3 OF THE VOTE** this \_\_\_day of \_\_\_, 2016.

---

RDOS Chair

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Corporate Officer

## ADMINISTRATIVE REPORT

**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** October 20, 2016  
**RE:** Naramata Water Advisory Committee resignation

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### Administrative Recommendation:

**THAT the Board of Directors accept the resignation of Chris Blann from the Naramata Water Advisory Committee and rescind his appointment to the Committee;**

**AND THAT a letter be forwarded to Mr. Blann thanking him for his contribution.**

### Reference:

Naramata Water Advisory Committee Terms of Reference  
C. Blann email dated Sept. 14, 2016

### Analysis:

Chris Blann submitted his resignation from the Naramata Water Advisory Committee on September 14, 2016. As the Board of Directors appoints members to the committee, a resolution is required to rescind Mr. Blann's appointment.

### Respectfully submitted:

*"Christy Malden"*

---

C. Malden, Manager of Legislative Services

## ADMINISTRATIVE REPORT

**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** October 20, 2016  
**RE:** Alternate Director for Electoral Area "E"

---



### For information only.

#### **Purpose:**

To advise the Board of Directors that Director Kozakevich has appointed Amanda Doyle-Fleishman as the new Alternate Director for Electoral Area "E".

#### **Reference:**

*Local Government Act*

#### **Background:**

On July 21, 2016, the Board accepted the resignation of Pete Gibbenhuck as Alternate Director for Electoral Area "E". According to the *Local Government Act* section 201(1), the Electoral Area Director must appoint an alternate director who may take the place of, vote and generally act in all matters on behalf of the Director when the Director is absent. The person appointed must have the qualifications necessary to be nominated as a director for the electoral area. The appointment takes effect when two electors who reside in the electoral area have approved the appointment in writing, and the director notifies the Corporate Officer of the appointment.

#### **Analysis:**

Director Kozakevich has advised that she has appointed Amanda Doyle-Fleishman, and has submitted the required nominations to validate that appointment. Ms. Doyle-Fleishman will hold the office of alternate director until a replacement is appointed or until the next general local election, whichever is earlier.

#### **Respectfully submitted:**

*"Christy Malden"*

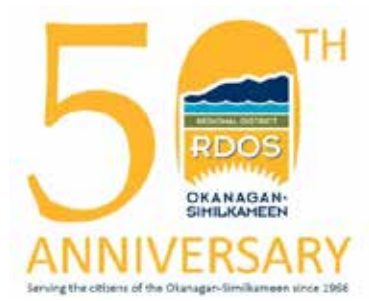
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C. Malden, Manager of Legislative Services

## ADMINISTRATIVE REPORT

**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** October 20, 2016  
**RE:** Olalla Local Community Commission Appointment

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### Administrative Recommendation:

**THAT the Board of Directors rescind the appointment of Georgianne Sanders to the Olalla Local Community Commission; and,**

**THAT a letter be forwarded to Ms. Sanders thanking her for her contribution to the Olalla Local Community Commission; and further,**

**THAT the Board of Directors appoint Beverly Stewart to the Olalla Local Community Commission for the remainder of a four year term ending with the next local government election in October 2018.**

### Reference:

Bylaw No. 1609, 1995 (as amended)

### Analysis:

The Director for Electoral Area "G" has advised administration that Georgianne Sanders is no longer a resident of Olalla. A letter will be forwarded to Ms. Sanders thanking her for her contribution to the Commission.

The Director has recommended that Beverly Stewart, a resident of the service area be appointed to the vacancy resulting from Ms. Sanders departure from the Commission.

### Respectfully submitted:

*"Christy Malden"*

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C. Malden, Manager of Legislative Services

## ADMINISTRATIVE REPORT



**TO:** Board of Directors

**FROM:** B. Newell, Chief Administrative Officer

**DATE:** October 20, 2016

**RE:** Alternative Approval Process for Environmental Conservation Service Establishment Bylaw No. 2690, 2016

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### Administrative Recommendation:

THAT the deadline for submitting elector response forms in relation to Bylaw No. 2690, 2016 to the Manager of Legislative Services is no later than 4:30 pm on December 5, 2016; and,

THAT the elector response form attached to the report dated October 20, 2016 be the approved form for Bylaw No. 2690, 2016 alternative approval process; and

THAT the total number of eligible electors to which the alternative approval process applies is 56,025; and,

THAT the number of elector responses required to prevent the bylaw from proceeding without a referendum is 5,603.

### Reference:

Bylaw No. 2690, 2016  
*Local Government Act*  
*Community Charter*

### History:

Regional District of Okanagan-Similkameen Environmental Conservation Service Establishment Bylaw No. 2690, 2016 received three readings September 1, 2016, and then received approval by the Inspector of Municipalities. Pursuant to Section 345 of the *Local Government Act*, the Board may now proceed with the alternative approval process (AAP).

### Analysis:

Section 345 of the *Local Government Act* and Section 86 of the *Community Charter* outline the requirements of the AAP. The Board must establish a deadline for elector response forms, establish an elector response form and determine the number of eligible electors in the service area.

Staff proposes advertising as follows:

<u>Newspaper</u>	<u>Publication Dates</u>
Penticton Western News	Oct 28 & Nov. 4, 2016
Oliver Chronicle	Nov. 2, 2016

Summerland Review	Nov. 3, 2016
Osoyoos Times	Nov. 2, 2016

The deadline for elector response forms must be thirty days after the second publication date; therefore, the deadline date will be December 5, 2016.

The Regional District does not maintain a voter's list. The Information Services Department has determined the eligible electors within the Regional District. The number of electors in the proposed service area is estimated to be 56,025.

If the number of elector response forms signed is less than 10% of the estimated electors, the Board may consider adopting the bylaw. If the number of elector response forms signed is more than 10% of the estimated eligible electors, the bylaw would require elector assent through referendum.

### **Communication Strategy:**

1. 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 the AAP in Skaha Matters, Oliver Daily News, Osoyoos Daily News and My Naramata websites, as well as the RDOS Facebook page and bi-weekly ad.
2. A data sheet containing the details of the Environmental Conservation Service will be included on the AAP webpage, along with all of the required forms and bylaws.
3. The Ministry of Community, Sport and Cultural Development has developed a guide for local governments in BC on the Alternative Approval Process - [AAP - Guide for Local Governments](#). The guide, although created primarily for Local Government staff and Elected Officials, contains information which is an excellent resource for the public in helping to understand why an AAP is held instead of an Assent vote (referendum).

Staff has developed a more condensed guide geared specifically towards the public and a copy will be available on the AAP webpage.

### **Respectfully submitted:**

*"Christy Malden"*

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C. Malden, Manager of Legislative Services

Attachments: Notice  
Elector Response Form





**ATTENTION RESIDENTS OF ELECTORAL AREAS "A", "C", "D", "E", "F",  
CITY OF PENTICTON, DISTRICT OF SUMMERLAND  
AND TOWN OF OLIVER**

**Regional District of Okanagan-Similkameen Environmental  
Conservation Service Establishment Bylaw No. 2690, 2016**

**Notice of Alternative Approval Process**

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NOTICE IS HEREBY GIVEN pursuant to Section 86 of the Community Charter, that the Board of Directors of the Regional District of Okanagan-Similkameen seek the approval of the electors within the boundaries of the Environmental Conservation Service Area (Electoral Areas "A", "C", "D", "E", "F", the City of Penticton, District of Summerland, and the Town of Oliver) of the Regional District for the adoption of Regional District of Okanagan-Similkameen Environmental Conservation Service Establishment Bylaw No. 2690, 2016.

In general terms, the bylaw would authorize the Regional Board to establish an Environmental Conservation Service in the Regional District for the purpose of undertaking and administering activities, projects, and works that will include water, environment, wildlife, land, and habitat conservation efforts to protect natural areas within the Regional District. The annual maximum amount that may be requisitioned for the cost of the service shall not exceed the greater of \$450,000 or \$0.0372 per thousand dollars of net taxable value of land and improvements in the service area.

The alternative approval process applies to qualified electors within the Environmental Conservation Service Area which is Electoral Areas "A", "C", "D", "E", "F", the City of Penticton, District of Summerland, and the Town of Oliver.

PLEASE TAKE NOTICE THAT the Regional District may proceed with the approval of Regional District of Okanagan-Similkameen Environmental Conservation Service Bylaw No. 2690, 2016 unless at least ten percent (10%) of the qualified electors (those meeting the criteria below) within the Environmental Conservation Service Area indicate their opposition by signing the Elector Response Form.

The Regional District has estimated the total number of qualified electors in the service area to be 56,025 and that 10% of that number, or 5,603 qualified electors, must submit signed Elector Response Forms to prevent the Regional District from adopting the bylaw without the full assent of the electors by referendum.

An elector response form must be in the form established by the Regional District. Elector Response Forms are available from the Regional District office, including by mail, fax, or email, on request or on the Regional District website at [www.rdos.bc.ca](http://www.rdos.bc.ca).

The deadline for delivering the original signed Elector Response Form to the Regional District is 4:30 pm on December 5, 2016.

The only persons entitled to sign an Elector Response Form are those who meet the following criteria:

**Resident electors must:**

- (a) be 18 years of age or older;
- (b) be a Canadian citizen;
- (c) be a resident of British Columbia, for at least 6 months;
- (d) be a resident of the Environmental Conservation Service Area for at least 30 days; and
- (e) not be disqualified by an Provincial enactment, or otherwise disqualified by law, from voting in an election.

**Non-Resident property electors must:**

- (a) not be entitled to register as a resident elector of the Environmental Conservation Service Area;
- (b) be 18 years of age or older;
- (c) be a Canadian citizen;
- (d) be a resident of British Columbia, for at least 6 months;
- (e) be a registered owner of real property in the jurisdiction for at least 30 days;
- (f) not be disqualified by any Provincial enactment or otherwise disqualified by law, from voting in an election; and
- (g) only register as a non-resident property elector in relation to one parcel of real property in a jurisdiction.

The bylaw is available for public inspection at the Regional District Office **101 Martin Street, Penticton, BC V2A 5J9**, during regular office hours, or alternatively, on our website at [www.rdos.bc.ca](http://www.rdos.bc.ca).

For more information on the alternative approval process please contact:

Christy Malden, Manager of Legislative Services  
101 Martin Street, Penticton, BC V2A 2A5  
250-490-4146 1-877-610-3737 [toll free]  
[cmalden@rdos.bc.ca](mailto:cmalden@rdos.bc.ca)



**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN  
ENVIRONMENTAL CONSERVATION SERVICE  
ESTABLISHMENT BYLAW NO. 2690, 2016  
Elector Response Form**

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I am **OPPOSED** to the adoption of Regional District of Okanagan-Similkameen Environmental Conservation Service Bylaw No. 2690, 2016 by the Regional Board of the Regional District of Okanagan-Similkameen, whereby the said bylaw would authorize the Regional Board to establish an Environmental Conservation Service in **Electoral Areas “A”, “C”, “D”, “E”, “F”, the City of Penticton, the District of Summerland and the Town of Oliver (the Environmental Conservation Service Area)** for the purpose of undertaking and administering activities, projects, and works that will include water, environment, wildlife, land, and habitat conservation efforts to protect natural areas within the service area, and

I, the undersigned, hereby certify that:

- I am eighteen years of age or older; and
- I am a Canadian Citizen; and
- I have resided in British Columbia for at least six months; and
- I have resided in, OR have been a registered owner of real property in the Environmental Conservation Service Area for at least 30 days; and
- I am not disqualified by law from voting in local elections; and
- I am entitled to sign this elector response form, and have not previously signed an elector response form related to Bylaw No. 2690, 2016.

<b>ELECTOR'S FULL NAME (print)</b>
<b>RESIDENTIAL ADDRESS<sup>1</sup> (AND mailing address if different from residential address)</b>
<b>SIGNATURE OF ELECTOR</b>

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<sup>1</sup> Non-resident Property Electors must include the address of their property in order to establish their entitlement to sign the petition.



# REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN ENVIRONMENTAL CONSERVATION SERVICE ESTABLISHMENT BYLAW NO. 2690, 2016 Elector Response Form

See the reverse side of this form for further information regarding the petition process.

Pursuant to Section 269 of the *Local Government Act*, the Regional Board of the Regional District of Okanagan-Similkameen is proposing to seek the assent of the electors of the Regional District by alternative approval process in accordance with Section 86 of the *Community Charter*. The question before the electors is whether they are opposed to the adoption of Regional District of Okanagan-Similkameen Environmental Conservation Service Bylaw No. 2690, 2016, which, if adopted, will authorize the Regional Board to establish an Environmental Conservation Service in within **Electoral Areas “A”, “C”, “D”, “E”, “F”, the City of Penticton, the District of Summerland and the Town of Oliver (the Environmental Conservation Service Area)** for the purpose of undertaking and administering activities, projects, and works that will include water, environment, wildlife, land, and habitat conservation efforts to protect natural areas within the Regional District.

## INSTRUCTIONS

1. If you are opposed to the adoption of Bylaw No. 2690, 2016, you can sign an elector response form **if you qualify as an elector of the designated service area.**
2. If you are NOT opposed to the adoption of the bylaw, you need do nothing.
3. To sign an elector response form you MUST meet the qualifications as either a Resident Elector or a Non-Resident (Property) Elector of the Regional District. If you are unsure if you qualify, please contact the Regional District Office at 492-0237.
4. Each Elector Response form may be signed by one elector of the Regional District.

### 1.

All Elector Response Forms must be received by the Regional District on or before 4:30 p.m. on **December 5, 2016** to be considered.

No faxed elector response forms will be accepted; must be **original signatures.**

### 2.

The number of electors in the service area is estimated to be 56,025. If ten (10%) percent [5,603 electors] of the estimated number of electors in the Regional District sign an elector response form in opposition to the adoption of the said bylaw, Regional District cannot adopt the bylaw without receiving the assent of the electors by referendum.

### 3.

For further information, contact:

Christy Malden  
Manager of Legislative Services  
Regional District of Okanagan-Similkameen  
101 Martin Street  
Penticton, BC V2A 5J9  
250-490-4146  
1-877-610-3737 [toll free]  
cmalden@rdos.bc.ca

## **REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**

### **BYLAW NO. 2690, 2016**

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A bylaw to establish an Environmental Conservation Service

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**WHEREAS** a Regional District may, by bylaw, establish and operate a service under the provisions of the *Local Government Act*;

**AND WHEREAS** the Board of the Regional District of Okanagan-Similkameen wishes to establish a service for the purpose of creating an Environmental Conservation Service in the Regional District of Okanagan-Similkameen;

**AND WHEREAS** the Board of Directors resolved by a 2/3 vote that participating area approval be obtained for the entire proposed service area;

**AND WHEREAS** approval of the Electors has been obtained for the entire service area by the alternative approval process, in accordance with the *Local Government Act*;

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

#### **1. CITATION**

- 1.1 This Bylaw may be cited as the "Regional District of Okanagan-Similkameen Environmental Conservation Service Establishment Bylaw No. 2690, 2016".

#### **2. ESTABLISHMENT OF THE SERVICE**

- 2.1 The Service established by this bylaw is for the purpose of establishing an Environmental Conservation Service in the Regional District of Okanagan-Similkameen for the purpose of undertaking and administering activities, projects, and works that will include, but is not limited to, water, environment, wildlife, land, habitat conservation efforts to protect natural areas within the Regional District of Okanagan-Similkameen.

#### **3. BOUNDARIES OF THE SERVICE AREA**

- 3.1 The boundaries of the service area are the boundaries of Electoral Areas "A", "C", "D", "E", "F", the City of Penticton, the District of Summerland, and the Town of Oliver.

#### **4. PARTICIPATING AREA**

- 4.1 The participating areas are Electoral Areas "A", "C", "D", "E", "F", the City of Penticton, District of Summerland, and the Town of Oliver.

#### **5. SERVICE PROVISION**

- 5.1 The Board of Directors may enter into an agreement for the administration of the Environmental Conservation service.

**6. COST RECOVERY**

- 6.1 As provided in the *Local Government Act*, the annual costs of the Service shall be recovered by one or more of the following:
- (a) property value taxes imposed in accordance with Division 3 [*Requisition and Tax Collection*];
  - (b) subject to subsection (2) of section 378, parcel taxes imposed in accordance with Division 3;
  - (c) fees and charges imposed under section 397 [*imposition of fees and charges*];
  - (d) revenues raised by other means authorized under this or another Act;
  - (e) revenues received by way of agreement, enterprise, gift, grant or otherwise.

**7. LIMIT**

- 7.1 The annual maximum amount that may be requisitioned for the cost of the service shall not exceed the greater of \$450,000 or \$0.0372 per thousand dollars of net taxable value of land and improvements in the service area.

**READ A FIRST, SECOND AND THIRD TIME** this 7<sup>th</sup> day of July, 2016.

**THIRD READING RESCINDED** this 1st day of September, 2016

**THIRD READING RE-READ AS AMENDED** this 1<sup>st</sup> day of September 2016

**APPROVED BY THE INSPECTOR OF MUNICIPALITIES** this 11<sup>th</sup> day of October, 2016.

**RECEIVED APPROVAL OF THE ELECTORATE THROUGH AN ALTERNATIVE APPROVAL PROCESS** this \_\_\_ day of \_\_\_, 201\_\_.

**ADOPTED** this \_\_\_ day of \_\_\_, 201\_\_.

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RDOS Board Chair

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Corporate Officer



**Okanagan Basin**  
WATER BOARD

**BOARD REPORT: October 6, 2016**

1450 KLO Road, Kelowna, BC V1W 3Z4

P 250.469.6271 F 250.762.7011

[www.obwb.ca](http://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

**Ron Hovanes,** 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 regular meeting of the  
OBWB will be at 10 a.m. Nov. 1,  
2016 at the Regional District of  
Central Okanagan in Kelowna.**

### **Okanagan Basin Water Board Meeting Highlights**

**Coldstream Creek research suggests human impacts on water:** A preliminary report was presented to the Okanagan Basin Water Board looking at water quality on Coldstream Creek. The report, presented by Bryer Manwell and Trina Koch, is based on 207 water samples taken at about 150 different sites along the creek in 2015 and 2016, including from the creek itself, culverts and tributaries. Among the findings were elevated levels of nitrates and other minerals including chloride and sodium. Some of the high levels are believed to be associated with livestock and road-salting. Livestock watering is also believed to be causing bank erosion affecting water quality. The study, the researchers pointed out, suggests the need for greater control of pollution sources and healthy riparian corridors to help capture and filter contaminants before they reach the creek. The research was funded in part through OBWB Water Conservation and Quality Improvement grants. A final report will be completed later this fall.

**Water Board co-recipient of provincial award:** B.C.'s Ministry of Forests, Lands and Natural Resource Operations' Thompson Okanagan Region Drought Response Team received a provincial award for its work to address the 2015 drought. As part of that team, the OBWB is a co-recipient. The award recognizes the team's work to implement innovative tools in response to the drought, helping mitigate the impact to 32 river systems and ensure a more effective response to future droughts. A video highlighting the project can be found here: <https://youtu.be/9iEtdN2g4x0>. Since the 2015 drought, the OBWB has been working with the province on updating the Thompson-Okanagan Drought Response Implementation Plan. The OBWB has also been developing its own Okanagan Drought Response Strategy, and assisting local water utilities to develop drought plans.

**Make Water Work wraps up, announces winners:** The OBWB's Okanagan WaterWise program has now wrapped up its [Make Water Work](#), outdoor residential water conservation campaign. The initiative is delivered in partnership with local utilities throughout the valley. As part of the campaign, residents are encouraged to Take the Challenge and pledge to Make Water Work more effectively and efficiently and be entered to win a \$6,000 WaterWise yard upgrade. This year's winners are Rob Abbott and Felicia Taylor of Osoyoos. For the past few years, the community with the most pledges collected per capita has also been recognized. This year, the District of Peachland was named "Make Water Work 2016 Champions."

**Social Life of Water exhibit makes Okanagan debut:** A special exhibit, The Social Life of Water, opens Friday, Oct. 7 at the Okanagan Heritage Museum in Kelowna. This exhibit uses art, audio and visual media, and storytelling to explore the diverse meanings that water holds and has held for the many communities, cultures and interest groups in the valley over time. Organizers note that it extends beyond the reaches of a traditional museum display, calling on the community to join in a pertinent discussion, taking visitors through a journey of the Okanagan watershed. In addition to exploring the past and present, the exhibit examines our relationship with water in the future, inviting participants to imagine how a responsible relationship with water might look. The project is a collaborative initiative between Kelowna Museums Society, Okanagan Nation Alliance, UBC Okanagan, Sncewips Heritage Museum and the OBWB. Find details at: [www.kelownamuseums.ca/exhibits/social-life-water/](http://www.kelownamuseums.ca/exhibits/social-life-water/).

**For more information, please visit: [www.OBWB.ca](http://www.OBWB.ca)**