



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Thursday, February 02, 2017
RDOS Boardroom – 101 Martin Street, Penticton

SCHEDULE OF MEETINGS

9:00 am	-	10:15 am	Corporate Services Committee [Page 2]
10:15 am	-	11:15 am	Environment and Infrastructure Committee [Page 27]
11:15 am	-	12:15 pm	RDOS Board [Page 35]
12:15 pm	-	12:45 pm	Lunch

"Karla Kozakevich"

Karla Kozakevich
RDOS Board Chair

Advance Notice of Meetings:

February 16, 2017	RDOS Board/OSRHD Board/Committee Meetings
March 02, 2017	RDOS Board/Committee Meetings
March 16, 2017	RDOS Board/OSRHD Board/Committee Meetings
April 06, 2017	RDOS Board/Committee Meetings
April 20, 2017	RDOS Board/OSRHD Board/Committee Meetings
May 04, 2017	RDOS Board/Committee Meetings
May 18, 2017	RDOS Board/OSRHD Board/Committee Meetings



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Corporate Services Committee

Thursday, February 02, 2017

9:00 a.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Corporate Services Committee Meeting of February 02, 2017 be adopted.

B. Exempt Position Compensation [Page 4]

The Board appointed an Exempt Compensation Sub-Committee at the Meeting of 15 December 2016 to review the external exempt position compensation survey results. The Sub-Committee is now ready to report.

RECOMMENDATION 2

That the CAO be delegated authority to develop a compensation plan to bring exempt position salaries into compliance with the following principles.

1. The Regional District aspires to pay the exempt group of employees fairly.
 2. Fairly is defined as setting pay for exempt positions at a comparable level to matched positions within an approved benchmark group, as determined by a survey conducted every 3rd year.
 3. The compensation range shall not exceed the 50th percentile compared to market.
 4. No incumbent employee will have their salary reduced due to a change in the market, but those employees in a salary band above market will be red-circled until the position catches up to market.
 5. The Regional District is interested in maintaining a level of compensation that is able to attract and retain qualified employees, but does not wish to be a leader in establishing pay within the region.
 6. In those interim years between surveys, exempt position wages will be increased annually based on the higher of the Consumer Price Index (BC) or the annual BCGEU increase;
 7. The Chief Administrative Officer is the sole Officer of the Corporation, serving at the pleasure of the Board, and compensation is set separately for that position; not influenced by the Exempt Position Compensation Strategy.
 8. One percent of the exempt staff salaries is available to the CAO to incent performance against the Business Plan.
 9. All adjustments to exempt compensation for 2017 will be made within the proposed 2017 budget.
-

C. Board Year-End Reception – For Discussion

D. 2017 Corporate Action Plan [Page 8]

This items was deferred from the January 19, 2017 Corporate Services Committee meeting.

RECOMMENDATION 3

THAT the 2017 Corporate Action Plan be accepted as presented at Corporate Services on February 2, 2017.

E. ADJOURNMENT

ADMINISTRATIVE REPORT

TO: Corporate Services Committee

FROM: B. Newell, Chief Administrative Officer

DATE: February 2, 2017

RE: Exempt Compensation Philosophy and Procedure

Administrative Recommendation:

That the CAO be delegated authority to develop a compensation plan to bring exempt position salaries into compliance with the following principles.

1. The Regional District aspires to pay the exempt group of employees fairly.
2. Fairly is defined as setting pay for exempt positions at a comparable level to matched positions within an approved benchmark group, as determined by a survey conducted every 3rd year.
3. The compensation range shall not exceed the 50th percentile compared to market.
4. No incumbent employee will have their salary reduced due to a change in the market, but those employees in a salary band above market will be red-circled until the position catches up to market.
5. The Regional District is interested in maintaining a level of compensation that is able to attract and retain qualified employees, but does not wish to be a leader in establishing pay within the region.
6. In those interim years between surveys, exempt position wages will be increased annually based on the higher of the Consumer Price Index (BC) or the annual BCGEU increase;
7. The Chief Administrative Officer is the sole Officer of the Corporation, serving at the pleasure of the Board, and compensation is set separately for that position; not influenced by the Exempt Position Compensation Strategy.
8. One percent of the exempt staff salaries is available to the CAO to incent performance against the Business Plan.
9. All adjustments to exempt compensation for 2017 will be made within the proposed 2017 budget.

Background:

Following the 2013 survey that indicated the Regional District was paying below market for exempt positions compared to similar organizations, the Board indicated an interest in conducting a compensation survey every three years to stay competitive.

2016 Market Survey:

On September 15, 2016 the Board adopted the following organizations to benchmark against:

Central Kootenay Regional District	Village of Keremeos
Columbia Shuswap Regional District	Town of Oliver
Comox Valley Regional District	Town of Osoyoos
East Kootenay Regional District	City of Penticton
North Okanagan Regional District	Town of Princeton
	District of Summerland

These organizations were selected to include member municipalities along with regional districts determined to be similar to RDOS based on a number of variables used to select matches for the 2010 Operational Audit, such as those with a similar population, similar budget, similar number of employees, provide similar services, etc.

The Corporate Services Committee received the results of the 2016 survey on December 15th, 2016 and were concerned that we had fallen out of compliance with our adopted principles. A Compensation Sub-committee was formed to review the results and report back to the Board. In summary, the RDOS is currently paying below market for exempt positions and is experiencing retention, recruitment and compression issues.

Analysis:

The Compensation Sub-Committee met on January 5th and 19th.

Respectfully submitted:

Marnie Manders, CPHR

M. Manders, Manager of Human Resources

Attachment: 2016 Exempt Position Compensation Survey Results

Overview of Exempt Compensation following detailed regression analysis and review:

Classification	Current Range		Raw Data - Market Salary	Salary at Market - After Analysis	Proposed Salary 2017	Number of Position	Impact to Budget
	Min	Max					
10	137,774	152,431	149,440	149,341	149,341	1	784
9	121,463	134,385	--	132,809	--	--	--
8	107,683	119,138	--	118,842	--	--	--
7	96,082	106,304	107,147	107,084	104,943	4	29,533
6	86,802	96,036	100,253	97,678	95,724	3	15,761
5	78,646	87,013	--	89,412	--	--	--
4	71,897	79,545	88,658	82,571	80,919	2	8,867
3	66,553	73,633	71,322	77,155	75,612	1	4,811
2	61,983	68,577	88,409	72,523	71,073	1	2,496
1	58,046	64,221	64,637	68,533	67,162	2	14,527
Total Impact to Budget							76,778

2017 Corporate Action Plan

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		2		5
1.2.1	By implementing the 2017 joint occupational health and safety action plan		4		6
1.2.2	By implementing the 2017 Wellness Action Plan.		1		6
1.3.1	By developing and implementing an Organizational Development Plan		3		7
2.1.1	By promoting regional district facilities and services		6	20	7
2.2.1	By developing and implementing a community relations program		6		8
2.3.1	By introducing a process of continuous improvement into the organization		8		8
3.1.1	By implementing the regional transit future plan		3	50	9
3.1.2	By developing a regional fire service master plan		2		9
3.1.3	By establishing a Naramata Fire Service Satellite Fire Hall		2		9
3.1.4	By developing the Erris Volunteer Fire Department		3		10
3.1.5	By implementing the regional trails program		5		10
3.1.6	By implementing the 2017 Phase of the Parks Program		5		11
3.1.7	By providing public recreational opportunities		2		11
3.1.8	By constructing a pedestrian pathway in Okanagan Falls		2		12
3.1.9	Investigate energy options		1		12
3.2.1	By developing an Asset Management Plan		3		12
3.2.2	By updating the Naramata Water System Development Cost Charge Bylaw		2		12
3.3.1	By commencing the Electoral Area "F" Official Community Plan review		2		13
3.3.2	By conducting a Bylaw Enforcement Policy Review.		2		13

3.3.3	By completing a new Water Regulatory and Conservation Bylaw		4		13
3.3.4	By implementing the 2017 Phase of the Solid Waste Management Plan		7		14
3.3.5	By bringing Kaleden and Skaha Estates into the Okanagan Falls Waste Water Treatment System		3		14
3.3.6	By constructing a wetlands filtration system for the Okanagan Falls Waste Water Treatment Plant		1		15
3.3.7	Set out the Regional District responsibility for orphan dikes		1		15
3.3.8	Establish a position around Uplands Water Storage		0		15
4.1.1	By maintaining, evaluating and executing the Strategic Planning and Enterprise Risk Management Programs.		3	15	16
4.2.1	By organizing government to government meetings		2		16
4.2.2	By implementing the terms of the First Nations Protocol Agreement		2		17
4.3.1	By assisting the Board to operate in an effective manner		3		17
4.3.2	By supporting a governance review for Electoral Area "D"		2		17
4.4.1	By ensuring all existing bylaws and policies are kept in a current and useful form and content.		3		18
		Total	100	100	

Progress Colour Key:

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

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

2017 Corporate Action Plan

Corporate Action Plan Adopted by the Board on 2 February 2017
Corporate Action Plan Reviewed at Corporate Services Committee 19 January 2017
2017 Business Plan Adopted by the Board of Directors on 15 December 2015

Definitions:

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

Status Colour Key:

Q1 – Black

Q2 – Red

Q3 - Blue

Q4 - Green

KSD 1 HIGH PERFORMING ORGANIZATION					
Goal 1.1 To Be a Fiscally Responsible Organization					
Objective 1.1.1 - By providing the Board with accurate, current financial information.					
#	Points	ACTION	WHO	WHEN	STATUS
1.1.1.1	2	Develop a new document for the Board in the form of a Management Discussion and Analysis Report, including comparative metrics	MFS		.
1.1.1.2	1	Receipt of an unqualified independent audit for 2016	MFS		.
1.1.1.3	2	Meet Budget at the end of the year	MFS		.

Objective 1.1.2 - By being an effective local government					
#	Points	ACTION	WHO	WHEN	STATUS
1.1.2.1	1	Develop a Business Continuity Plan for 101 Martin St	MLS		.
1.1.2.2	1	Participate in the Shared Services Project with other regional local government/education entities	MLS		.

Goal 1.2 To Be a Healthy and Safe Organization					
Objective 1.2.1 By implementing the 2017 joint occupational health and safety action plan					
#	Points	ACTION	WHO	WHEN	STATUS
1.2.1.1	2	Develop a plan for the Safe Work procedures and implement the 2017 phase	MHR	Q4	.
1.2.1.2	2	Keep the RDOS injury rate below the average for our classification unit (WorkSafeBC)	MHR	Q4	.

Objective 1.2.2 By implementing an employee wellness program					
#	Points	ACTION	WHO	WHEN	STATUS
1.2.2.1	1	Implement the 2017 Phase of the Employee Wellness Action Plan	MHR	Q4	.

Goal 1.3 To Cultivate a High Performing Organizational Culture					
Objective 1.3.1 By developing and implementing an Organizational Development Plan					
#	Points	ACTION	WHO	WHEN	STATUS
1.3.1.1	1	Update the Communications Plan and implement the 2017 phase	MLS	Q2	.
1.3.1.2	1	Organize All Staff Business Meeting with topic relevant to staff perception survey results.	MHR		.
1.3.1.3	1	Improved results on the 2017 Survey over 2016 Survey	MHR	Q4	.

KSD 2 FOCUS ON THE CUSTOMER EXPERIENCE					
Goal 2.1 To Increase Public Awareness of RDOS Services					
Objective 2.1.1 - By promoting regional district facilities and services					
#	Points	ACTION	WHO	WHEN	Status
2.1.1.1	1	Promote Local Government Awareness Week	MLS	Q4	.
2.1.1.2	2	Complete the 2017 citizen survey and develop a schedule for implementing recommendations	MLS	Q2	.
2.1.1.3	1	Investigate setting up a “panel” for use as a rolling survey program	MLS		.
2.1.1.4	1	Improve communications by advertising in local community hot spots such as store bulletin boards and coffee shops, going beyond newspaper advertisements	MLS		.
2.1.1.5	1	Continue weekly articles	MLS	Q1	.

Goal 2.2 To Foster Dynamic and Effective Community Relationships					
Objective 2.2.1 By developing and implementing a community relations program					
#	Points	ACTION	WHO	WHEN	Status
2.2.1.1	2	Develop a community relations plan and implement the 2017 phase	MLS		.
2.2.1.2	2	Organize an open house, public meeting or tour in each electoral area.	MLS		.

Goal 2.3 To Meet Public Needs Through the Provision and enhancement of Key Services					
Objective 2.3.1 By introducing a process of continuous improvement into the organization					
#	Points	ACTION	WHO	WHEN	Status
2.3.1.1	2	Facilitate two Kaizens under the Lean Management Program	MHR		.
2.3.1.2	1	Review RDOS Bylaws and Policies for relevancy and currency	MLS		.
2.3.1.3	3	Ensure all irrigation district bylaws have been transferred to RDOS format	MLS		.
2.3.1.4	1	Conduct a "Lessons Learned" exercise at end of all projects and exit surveys for all departing staff	SMT		.
2.3.1.5	1	Implement the actions identified in the 2017 Request for Decision Kaizen	MHR		.

KSD 3 - BUILDING A SUSTAINABLE REGION					
Goal 3.1 To Develop a Socially Sustainable Region					
Objective 3.1.1 By implementing the regional transit future plan					
#	Points	ACTION	WHO	WHEN	Status
3.1.1.1	1	Develop an annual program under the Transit Future Plan and implement the 2017 phase	MCS		.
3.1.1.2	1	Transfer operations of the South Okanagan Transit Service from the Town of Osoyoos to the RDOS	MCS		.
3.1.1.3	1	Develop a marketing program for existing services	MCS		.

Objective 3.1.2 - By developing a regional fire service master plan					
#	Points	ACTION	WHO	WHEN	Status
3.1.2.1	1	Present a Fire Service Master Plan to the Board	MCS		.
3.1.2.2	1	Ensure that regional fire chiefs are involved in the development of the plan	MCS		.

Objective 3.1.3: By establishing a Naramata Fire Service Satellite Fire Hall					
#	Points	ACTION	WHO	WHEN	STATUS
3.1.3.1	1	Acquire an appropriate site for the satellite fire hall	MCS		.
3.1.3.2	1	Finalize building site design and contract for construction	MCS		.

Objective 3.1.4 By developing the Erris Volunteer Fire Department					
#	Points	ACTION	WHO	WHEN	Status
3.1.4.1	1	Undertake the Fire Underwriter study of proposed service	MCS	Q4	.
3.1.4.2	1	Carry out a service establishment process	MCS	Q4	.
3.1.4.3	1	Provide an orientation for the Department Members to ensure compliance with RDOS standards	MCS	Q2	.

Objective 3.1.5: By implementing the regional trails program					
#	Points	ACTION	WHO	WHEN	STATUS
3.1.5.1	1	Construct the KVR Trail South Spur section from Road 18 to Osoyoos Lake	MCS		.
3.1.5.2	1	Assist the Province with a critical habitat inventory management plan for the KVR trail from Vaseux Lake to Osoyoos	MCS		.
3.1.5.3	1	Pursue Provincial tenure for the KVR trail – Area A and C phase	MCS		.
3.1.5.4	1	Pursue tenure for the KVR trail – OIB phase	MCS		.
3.1.5.5	1	Work with senior levels of government to secure tenure for the KVR trail – Vaseux Lake phase	MCS		.

Objective 3.1.6 - By implementing the 2017 Phase of the Parks Program					
#	Points	ACTION	WHO	WHEN	Status
3.1.6.1	1	Implement a 2017 parks improvement program	MCS		.
3.1.6.2	1	Implement the service establishment process for an Electoral Area H parks service	MCS		.
3.1.6.3	1	Update Regional and Community parks bylaws	MCS		.
3.1.6.4	1	Pursue a Contribution Agreement and Facility Use Agreement with the Tulameen Community Club	MCS		.
3.1.6.5	1	Review the Princeton/ Area H Park Contribution Service	MCS		.

Objective 3.1.7: By providing public recreational opportunities					
#	Points	ACTION	WHO	WHEN	STATUS
3.1.7.1	1	Carry out the 2017 Recreation and Wellness Programs under the guidance of the Recreation Advisory Commissions	MCS		.
3.1.7.2	1	Implement a Regional approach to booking Recreation Programs, Facilities and Events, e.g. common calendar between Rec programs	MCS		.

Objective 3.1.8: By constructing a pedestrian pathway in Okanagan Falls					
#	Points	ACTION	WHO	WHEN	STATUS
3.1.8.1	1	Undertake the design, consultation and permitting phases	MCS		.
3.1.8.2	1	Complete final design and submit for 2018 Budget consideration between Rec programs	MCS		.

Objective 3.1.9: Investigate energy options					
#	Points	ACTION	WHO	WHEN	STATUS
3.1.9.1	1	Research and report on solar and wind power advancements	MCS		.

Goal 3.2 To Develop an Economically Sustainable Region					
Objective: 3.2.1: By Developing an Asset Management Plan					
#	Points	ACTION	WHO	WHEN	STATUS
3.2.1.1	1	Investigate options for asset management systems and which would be appropriate for the Regional District	MPW		.
3.2.1.2	2	Present the Asset Management Plan to the Board	MPW		.

Objective: 3.2.2: By updating the Naramata Water System Development Cost Charge Bylaw					
#	Points	ACTION	WHO	WHEN	STATUS
3.2.2.1	2	Determine methodology and rescind development cost charge bylaw	MPW		.

Goal 3.3 By Developing an Environmentally Sustainable Region					
Objective: 3.3.1: By commencing the Electoral Area "F" Official Community Plan review					
#	Points	ACTION	WHO	WHEN	STATUS
3.3.1.1	1	Citizen Committee appointments, project Inventory, Issue identification, constraints and opportunities, Background Report	MDS		.
3.3.1.2	1	Community engagement, Draft Plan	MDS		.

Objective: 3.3.2: By conducting a Bylaw Enforcement Policy Review					
#	Points	ACTION	WHO	WHEN	STATUS
3.3.2.1	1	Review Best Practices for bylaw enforcement and compare to current RDOS procedures and policies	MDS		.
3.3.2.2	1	Identify gaps and prepare revised procedures and polices	MDS		.

Objective: 3.3.3: By completing a new Water Regulatory and Conservation Bylaw					
#	Points	ACTION	WHO	WHEN	STATUS
3.3.3.1	2	Conduct literature search and benchmarking exercise	MPW		.
3.3.3.2	2	Develop a draft bylaw for discussion and present final version	MPW		.

Objective: 3.3.4: By implementing the 2017 Phase of the Solid Waste Management Plan					
#	Points	ACTION	WHO	WHEN	STATUS
3.3.4.1	2	Complete site analysis, procurement and design of the new organics processing facility	MPW		.
3.3.4.2	2	Complete the procurement for Curbside service beginning in July 2018	MPW		.
3.3.4.3	2	Pilot a Bio-cover methane mitigation project to achieve approval for substituted requirements permit.	MPW		.
3.3.4.4	1	Develop the Keremeos landfill closure plan	MPW		.

Objective: 3.3.5: By bringing Kaleden and Skaha Estates into the Okanagan Falls Waste Water Treatment System					
#	Points	ACTION	WHO	WHEN	STATUS
3.3.5.1		Initiate the public assent process to establish a Service to attach to the Okanagan Falls Wastewater Treatment Plant	MPW		.
3.3.5.2		Complete the detail design of a sewerage collection system for Kaleden and Skaha Estates	MPW		.
3.3.5.3	1	Actively search for a grant to move this project forward	MPW	Q2	.

Objective: 3.3.6: By constructing a wetlands filtration system for the Okanagan Falls Waste Water Treatment Plant					
#	Points	ACTION	WHO	WHEN	STATUS
3.3.6.1	1	Complete the design and pursue funding for a Wetland system	MPW		.

Objective: 3.3.7: Set out the Regional District responsibility for orphan dikes					
#	Points	ACTION	WHO	WHEN	STATUS
3.3.7.1		Conduct an inventory of orphan dikes within the regional district and present a discussion paper to the Board identifying liability when/if there is flooding or disaster related to the dikes			.

Objective: 3.3.8: Establish a position around Uplands Water Storage					
#	Points	ACTION	WHO	WHEN	STATUS
3.3.8.1		Bring a report to the Board identifying the issue/history/risk of RDOS involvement in uplands water storage	MPW		.

KSD 4 PROVIDE GOVERNANCE & OVERSIGHT IN A REPRESENTATIVE DEMOCRACY					
Goal 4.1 To Execute a Well-Defined Strategic Planning Cycle					
Objective: 4.1.1: By maintaining, evaluating and executing the Strategic Planning and Enterprise Risk Management Programs.					
#	Points	ACTION	WHO	WHEN	STATUS
4.1.1.1	2	Development of the 2018 Corporate Business Plan	CAO	Q4	.
4.1.1.2	1	Review and update the Enterprise Risk Management Register	CAO/ MIS	Quarterly	· Complete

Goal 4.2 To Encourage Partnerships with all Member Municipalities, Electoral Areas, Indian Bands and Other Levels of Government					
Objective: 4.2.1: By organizing government to government meetings.					
#	Points	ACTION	WHO	WHEN	STATUS
4.2.1.1	1	Organize and host a C2C Forum.	MLS	Q2	.
4.2.1.2	1	Organize regular Regional CAO meetings	MLS	Q2	.

Objective: 4.2.2: By implementing the terms of the First Nations Protocol Agreement					
#	Points	ACTION	WHO	WHEN	STATUS
4.2.2.1	1	Support regular joint council and steering committee meetings to promote good relations in the Regional District and report to the Board on highlights	MLS	Q4	.
4.2.2.2	1	Implement the 2016 actions identified in the Joint Council Action Plan	MLS	Q4	.

Goal 4.3 To Promote Board and Chair Effectiveness					
Objective: 4.3.1: By assisting the Board to operate in an effective manner					
#	Points	ACTION	WHO	WHEN	STATUS
4.3.1.1	1	Plan and implement a legislative workshop in 2017	MLS		.
4.3.1.2	1	Enhance relationship with committees/commissions	MLS		.
4.3.1.3	1	Facilitate the Board evaluation	MLS		.

Objective 4.3.2: By supporting a governance review for Electoral Area "D"					
#	Points	ACTION	WHO	WHEN	STATUS
4.3.2.1	2	Develop an implementation plan to address opportunities from the Area "D" governance review	MLS		.

Goal 4.4 To Develop a Responsive, Transparent, Effective Corporation					
Objective: 4.4.1: By ensuring all existing bylaws and policies are kept in a current and useful form and content.					
#	Points	ACTION	WHO	WHEN	STATUS
4.4.1.1	2	Ensure all irrigation district bylaws have been transferred to RDOS format	MLS		.
4.4.1.2	1	Conduct Privacy Impact Assessments on new recreation software, building permit tracker, enforcement ticket tracker, development tracker and Vadim updates	MLS		.



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Environment and Infrastructure Committee

Thursday, February 02, 2017

10:15 a.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Environment and Infrastructure Committee Meeting of February 02, 2017 be adopted.

B. 2017 Campbell Mountain Landfill Capital Projects – For Information Only [Page 28]

C. Negotiation with Princeton Regarding Area 'G' Access Agreement [Page 31]

1. Letter – Princeton Landfill Area "G" [Page 33]

RECOMMENDATION 2

THAT the Board of Directors direct Staff to negotiate a service agreement for the inclusion of a section of Electoral Area 'G' for access to the Princeton Landfill;

AND THAT all properties in Electoral Area 'G' will remain within the Keremeos Landfill and Campbell Mountain service areas until such time the Keremeos Landfill is officially closed.

D. ADJOURNMENT

ADMINISTRATIVE REPORT

TO: Environment and Infrastructure Committee
FROM: B. Newell, Chief Administrative Officer
DATE: Feb. 2, 2017
RE: 2017 Campbell Mountain Landfill Capital Projects – Information Only

Background:

The Campbell Mountain Landfill requires a complex set of upgrades in 2017, some already underway, that will perpetuate into future years or become ongoing programs. The intent is to inform the Board on these issues and forewarn on the impact on cost, revenue and revenue source. Sufficient information is available to predict cost on some projects, but not all. In the end, we need to set a Tipping Fee to entrench in the Fees and Charges Bylaw.

Issues:

- Gas Capture Regulation
- Leachate
- Drainage
- Separate Organics Site development
- Curbside Collection contract expiration
- Curbside collection of compostables
- Carts
- Campbell Mountain Lease Fee
- Environmental Impairment Reserve

Analysis:

Landfill Gas:

Since the implementation of the Landfill Gas Regulation, RDOS has been discussing with the Province the advantages of an alternative gas capture system utilizing bio-cover technology versus the standard active gas capture system. Authorization has been received to conduct a pilot project in 2017 utilizing bio-cover test plots. The deliverable report will detail the success of capturing the landfill gas in the biocover test plots with an end goal of installing a permanent bio-cover system at Campbell Mountain during the landfill closure phases.

LANDFILL GAS PROJECT OPTIONS – CAMPBELL MOUNTAIN LANDFILL

OPTION 1 Bio-Cover with Clay Cap		Tipping Fee Required	OPTION 2 Active Gas Capture with Geo- membrane Cover		Tipping Fee Required
Capital Cost	\$ 16,019,558	\$ 110	Capital Cost	\$ 30,171,853	\$ 120
Closure Cost (To Year 2107)	\$ 9,080,721	\$ 110	Closure Cost (To Year 2107)	\$ 12,482,213	\$ 120
Post Closure (To Year 2137)	\$ 163,065/yr	\$ 110	Post Closure (To Year 2137)	\$ 163,065/yr	\$ 120

It would be beneficial to set tipping fee revenue at the highest cost option to allow for a balanced annual operating budget plus sufficient funds to add to the reserve to complete the capital projects throughout the phased closure program. There is still the threat that the Bio-Cover Option will not be approved.

The cost to implement the Bio-cover pilot project in 2017 will be \$200,000 with funds available in the Capital Reserve.

LEACHATE AND LANDFILL DRAINAGE

PROJECT	2017 EXPENSES	2017 REVENUE (PROPOSED)
Leachate system	\$ 1,000,000	Closure reserve
Drainage system	\$ 1,500,000	Closure reserve
Estimated Capital Costs for 2017	\$ 2,700,000	

Operating Reserve	\$ 87, 228
Environmental Impairment Reserve	\$ 1, 366, 881

ORGANICS DIVERSION

The Organics Management Feasibility Study was completed in 2016. A preferred site was identified and public consultation on that site will commence in 2017. Environmental, archeological and water studies, surveying and appraisals will commence, as will discussion on lease fees and taxes.

It is anticipated that this public consultation will be conducted in conjunction with the public’s interest for using residential wheeled carts in the Regional District rural areas and municipalities outside of Penticton.

The following is included in the Solid Waste Management Plan (Budget 4300) for the investigation into the site for the organic diversion facility development. Revenue for this project will come from prior year surplus and the operational reserve.

ORGANIC SITE DEVELOPMENT	COST
Environmental, Archeological, Water, Survey, Appraisal, Public Consultation	\$ 90,000

Here's What We Don't Know:

1. **Annual lease fee from the City of Penticton**
The City has served notice that they expect to move to market on the lease fee for the CMLF. We don't know the impact of that, yet.
2. **New compost site east of Spiller Road**
We don't know the cost to prepare a site on Campbell Mountain Landfill property for the proposed placement of City of Penticton compost facility. The City will pay for their compost operation relocation but the RDOS must prepare the new site.
3. **Environmental Impairment Reserve**
RDOS is not in compliance with the required balance for the Environmental Impairment Reserve in the lease agreement.
4. **Environmental Impairment Insurance**
The RDOS is required to provide Environmental Impairment Insurance under the lease. Our current policy is \$1M/occurrence to a maximum of \$2M. The Lease requires maximum coverage of \$6.3M, which will cost an additional \$50,000/year.
5. **Curbside Collection Contract**
We don't know what impact the 2018 curbside collection contract will have on customers.
6. **Mechanical Cart Pick-up**
We don't know the impact of providing carts for mixed waste to allow mechanical pick-up.
7. **Removal of Organics from Campbell Mountain Landfill Assumption**
Relocating organics from CMLF to the new Organics Landfill will reduce the volume but should not significantly affect revenue.

REVENUE:

BALANCES OF RESERVE FUNDS	
RESERVE FUND	BALANCE (as of 2015)
Capital Reserve	\$ 1, 125, 439
Closure Reserve	\$ 5, 732, 967
Operating Reserve	\$131,500

Communication Strategy:

Extensive public consultation regarding the Organics Feasibility Study and potential changes towards carts for curbside collection will take place this Spring.

<p>Respectfully submitted: Liisa Bloomfield Roger Huston</p>	<p><u>Cameron Baughen</u> C. Baughen, Solid Waste Management Coordinator</p>
---	--

ADMINISTRATIVE REPORT

TO: Environment and Infrastructure Committee
FROM: B. Newell, Chief Administrative Officer
DATE: February 2, 2017
RE: Negotiation with Princeton Regarding Area 'G' Access Agreement

Resolution:

THAT the Board of Directors direct Staff to negotiate a service agreement for the inclusion of a section of Electoral Area 'G' for access to the Princeton Landfill;

AND THAT all properties in Electoral Area 'G' will remain within the Keremeos Landfill and Campbell Mountain service areas until such time the Keremeos Landfill is officially closed.

Reference:

Letter Princeton Landfill Area G (attached)

Background:

The Keremeos Landfill serviced the Village of Keremeos, Electoral Area 'B', Electoral Area 'G', the Lower Similkameen Indian Band and portions of the Upper Similkameen Indian Band. It stopped receiving waste in 2003 and all garbage for these areas are now brought to the Campbell Mountain Landfill.

The Keremeos Landfill requires the submission of a closure plan in 2017 and all closure works completed by 2019. Monitoring of the facility may be required for several decades until the Ministry of Environment will grant the closure of the Landfill.

The RDOS Solid Waste Management Plan calls for:

Prior to developing the next curbside collection contract, the RDOS will investigate the cost-benefit of sending of a portion of Electoral Area "G" solid waste collected at curbside to the Princeton Landfill (instead of sending all the waste to Campbell Mountain Landfill).

The intent of this provision was to find out if curbside waste collected in the Hedley area could be brought to the Princeton Landfill for lower cost than to the Campbell Mountain Landfill.

The RDOS will be going to RFP this spring to develop the next curbside collection contract. RDOS Staff have already met with Town of Princeton Staff to discuss the potential of having a portion of Area 'G' deposit waste at the Princeton Landfill.

Analysis:

The Keremeos Landfill has practically no reserves. All costs to close the landfill will be placed on taxation for properties in the Village of Keremeos and Electoral Areas 'B' and 'G'. No taxation agreement has been established with the Lower or Upper Similkameen Indian Bands.

Staff cannot recommend removing any section of Area 'G' from the Keremeos Landfill taxation area until the closures costs for the Keremeos Landfill have been recovered. Residents in the Hedley area contributed waste to the Keremeos Landfill and it is reasonable to expect the Hedley area would contribute to the closure of the landfill.

As waste is transferred from the Keremeos area to Campbell Mountain, all properties in the Keremeos service area have been included in the Campbell Mountain service area.

If the Regional District is successful in negotiating a service agreement for the Princeton Landfill for a portion of Electoral Area 'G', it is expected that the residents within this service area will be required to pay taxes towards the operation of the Princeton Landfill. Property owners in Electoral Area 'H' contribute to the operation of the Princeton Landfill through taxes. This would mean property owners in a portion of Area 'G' could conceivably pay taxes towards three different landfill service areas at one time.

As the goal of the Solid Waste Management Plan is to save residents in the Hedley area money, Staff are concerned that inclusion of a portion of Electoral Area 'G' into the Princeton Landfill area will raise taxes for those property owners. As such Staff have come forward to the Board with these concerns before undertaking negotiations with the Town of Princeton due to the Staff time for both the RDOS and Town of Princeton.

Respectfully submitted:

Cameron Baughen

C. Baughen, Solid Waste Management Coordinator

Roger Huston

R. Huston, Manager of Public Works

101 Martin Street, Penticton, British Columbia V2A 5J9
Tel: 250.492.0237 Fax: 250.492.0063
Toll Free: 877.610.3737
Email: info@rdos.bc.ca



November 10, 2016

File No.: 5360.03 Keremeos Landfill

Rick Zerr, Chief Administrative Officer
Town of Princeton
P.O. BOX 670
Princeton, BC V0X 1W0

Dear Mr. Zerr,

RE: Portion of Area 'G' Sending Waste to Princeton Landfill

The Regional District of Okanagan-Similkameen (RDOS) provides curbside garbage collection for Electoral Area 'G'. The RDOS also provides disposal services at the Keremeos Waste Transfer Station and Campbell Mountain Landfill.

The 2012 Regional Solid Waste Management Plan states:

Prior to developing the next curbside collection contract, the RDOS will investigate the cost-benefit of sending of a portion of Electoral Area "G" solid waste collected at curbside to the Princeton Landfill (instead of sending all the waste to Campbell Mountain Landfill).

RDOS Staff are in process to develop the Request for Proposal for the next curbside collection contract this winter. RDOS Staff are asking the Town of Princeton consider the potential for a portion of Electoral Area 'G' being shifted to the Princeton Landfill service area.

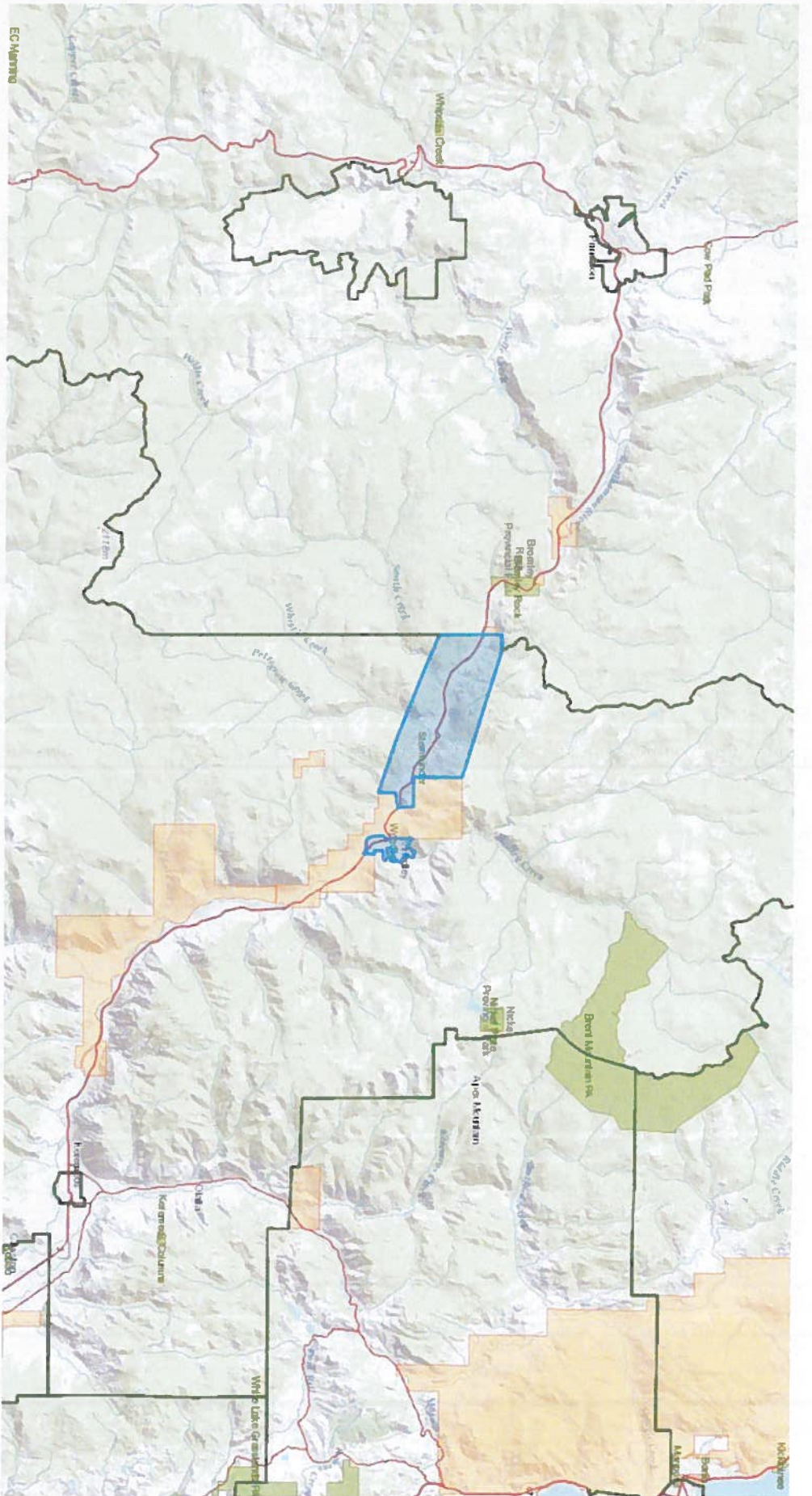
RDOS Staff have identified Hedley and all homes along Highway 3 and Old Hedley Road west of Hedley within Electoral Area 'G' for potential inclusion in the Princeton Landfill service area. An attached map and information on the properties is included with this letter.

Adjusting service areas is estimated to take at least 6 months, require Board approval and significant consultation. The RDOS would like to know the position of the Town of Princeton before proceeding.

Yours truly,

Roger Huston
Manager of Public Works

cc: D. Hamilton, Solid Waste Facilities Supervisor
C. Baughen, Solid Waste Management Coordinator



Hedley area and all properties along Hwy 3 west of Hedley identified in blue.

Number of potential parcels: 295

Total Assessed Value: \$40,460,565

Population estimate: 540



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BOARD of DIRECTORS MEETING

Thursday, February 02, 2017

11:15 a.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

THAT the Agenda for the RDOS Board Meeting of February 02, 2017 be adopted.

1. Consent Agenda – Corporate Issues

a. Corporate Services Committee – January 19, 2017 [Page 40]

THAT the Minutes of the January 19, 2017 Corporate Services Committee be received.

THAT the 2016 Performance Management Plan be accepted as presented at Corporate Services on January 19, 2017.

b. Community Services Committee – January 19, 2017 [Page 42]

THAT the Minutes of the January 19, 2017 Community Services Committee be received.

c. Environment and Infrastructure Committee – January 19, 2017 [Page 44]

THAT the Minutes of the January 19, 2017 Environment and Infrastructure Committee be received.

THAT the Board of Directors submit a resolution to the Union of British Columbia Municipalities requesting that the provincial government require mandatory licensing, certification and enforceable compliance in safely handling asbestos and other hazardous material for all demolition, renovation and environmental remediation contractors.

d. Planning and Development Committee – January 19, 2017 [Page 46]

THAT the Minutes of the January 19, 2017 Planning and Development Committee be received.

e. Protective Services Committee – January 19, 2017 [Page 47]

THAT the Minutes of the January 19, 2017 Protective Services Committee be received.

- f. RDOS Regular Board Meeting – January 19, 2017 [Page 48]**
THAT the minutes of the January 19, 2017 RDOS Regular Board meeting be adopted.
- g. Naramata Water Advisory Committee – January 10, 2017 [Page 56]**
THAT the minutes of the January 10, 2017 Annual General Meeting of Naramata Water Advisory Committee meeting be adopted.

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)
THAT the Consent Agenda – Corporate Issues be adopted.

2. Consent Agenda – Development Services

- a. Development Variance Permit Application – J. & D. Thomson, 216 Alder Avenue, Kaleden, Electoral Area “D” [Page 61]**
i. Permit No. D2016.126-DVP [Page 64]
THAT the Board of Directors approve Development Variance Permit No. D2016.126–DVP.

RECOMMENDATION 3 (Unweighted Rural Vote – Simple Majority)
THAT the Consent Agenda – Development Services be adopted.

B. DEVELOPMENT SERVICES – Rural Land Use Matters

- 1. Zoning Bylaw Amendment – Punta Norte Guest House Ltd., 365 Callan Road, Electoral Area “F” [Page 69]**
a. Bylaw No. 2461.04, 2014 [Page 70]

To rezone a portion of the property to formalize current and potential tourist accommodation uses.

RECOMMENDATION 4 (Unweighted Rural Vote – Simple Majority)
THAT Bylaw No. 2461.04, 2014, Electoral Area “F” Zoning Amendment Bylaw be read a third time.

C. PUBLIC WORKS**1. OBWB Water Conservation and Quality Improvement Grant Support [Page 75]**

The OBWB requires that all WCQI grant applications be accompanied by a resolution of support from the organization's local government council or board (this includes projects submitted by staff of local government; all projects must receive support from their council/board).

RECOMMENDATION 5 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors forward a resolution of support to the Okanagan Basin Water Board for the following applications to the 2017 OBWB Water Conservation and Quality Improvement (WCQI) Grant program:

- Drought Flood Risk Mitigation and Management Plan (DFRMMP) Phase 3 (RDOS)
 - Region-wide Aquifer Recharge and Ground Water Interaction Study Phase 1 (RDOS)
 - Vaseux Lake – Land Use and Water Quality Assessment (RDOS)
 - Water Storage & Release Plan for the Twin Lakes System (LNID)
-

D. FINANCE**1. Bylaw 2772, 2017 Security Issuing Bylaw – Town of Osoyoos [Page 78]**

- a. Bylaw No. 2772, 2017 [Page 79]
- b. Town of Osoyoos Bylaw No. 1306, 2014 [Page 84]
- c. Town of Osoyoos Certified Resolution 10/17 [Page 85]

RECOMMENDATION 6 (Weighted Corporate Vote – 2/3 Majority)

THAT Bylaw 2772, 2017 Regional District of Okanagan Similkameen Security Issuing Bylaw be read a first, second and third time and be adopted.

E. OFFICE OF THE CAO

1. **Keremeos Library Contribution Service Establishment Bylaw AAP Results – For Information Only [Page 87]**
-

2. **Petition to Enter Naramata Fire Service Area [Page 88]**
 - a. January 19, 2017 Report – Inclusion into the Naramata Fire Service Area [Page 89]
 - b. Bylaw No. 2769, 2017 [Page 90]

RECOMMENDATION 7 (Unweighted Corporate Vote – Simple Majority)
THAT Naramata Fire Prevention and Suppression Local Service Establishment Amendment Bylaw No. 2769, 2016, be adopted.

3. **Naramata Water Advisory Committee (NWAC) Appointments [Page 92]**

To appoint two new members to Naramata Water Advisory Committee and acknowledge the departure of another member.

RECOMMENDATION 8 (Unweighted Corporate Vote – Simple Majority)
THAT the Board of Directors appoint Richard Roskell and Norbert Lacis as members of the Naramata Water Advisory Commission for a 2 year term, ending in December of 2019; and,

THAT the Board of Directors accept the resignation of Jim Tapp from the Naramata Water Advisory Committee; and,

THAT a letter be forwarded to Mr. Tapp, thanking him for his service on the Naramata Water Advisory Committee.

4. **Business Education Provider Award RFP [Page 94]**

This items is brought forward from the January 19, 2017 Environment and Infrastructure Committee meeting.

To increase the amount of diversion of recyclable materials from businesses and multi-family buildings within member Municipalities and the Regional District. Start consultation on the banning of organic materials at local landfills.

RECOMMENDATION 2 (Weighted Corporate Vote – Majority)
THAT the Board of Directors award a two-year Contract for Business Education Provider to GreenStep Solutions Inc. for \$75,000 plus applicable taxes.

F. CAO REPORTS

1. Verbal Update
-

G. OTHER BUSINESS

1. Chair's Report
-

2. Directors Motions
-

3. Board Members Verbal Update
-

H. ADJOURNMENT



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

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Corporate Services Committee

Thursday, January 19, 2017

11:38 a.m.

Minutes

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Vice Chair M. Bauer, Village of Keremeos

STAFF PRESENT:

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

A. APPROVAL OF AGENDA

RECOMMENDATION 1

It was MOVED and SECONDED

THAT the Agenda for the Corporate Services Committee Meeting of January 19, 2017 be adopted. - CARRIED

B. Q4 ACTIVITY REPORT – For Information Only

The Committee was advised of the activities of the fourth quarter of 2016 and the planned activities of first quarter of 2017.

C. Q4-2016 Corporate Action Plan – For Information Only

The Committee reviewed the 2016 Corporate Action Plan

Directors Jakubeit, Sentes, Konanz and Martin left the Boardroom at 11:55 a.m.

The Committee recessed at 12:15 p.m.

The Committee reconvened at 12:30 p.m.

Directors Jakubeit, Sentes, Konanz and Martin returned to the Boardroom at 12:45 p.m.

D. **2016 Performance Management Plan**

RECOMMENDATION 2

It was MOVED and SECONDED

THAT the 2016 Performance Management Plan be accepted as presented at Corporate Services on January 19, 2017. - **CARRIED**

E. **2017 Corporate Action Plan**

RECOMMENDATION 3

Due to time constraints, this item was deferred to a future meeting of the Corporate Services Committee

F. **ADJOURNMENT**

By consensus, the meeting adjourned at 1:00 p.m.

APPROVED:

CERTIFIED CORRECT:

K. Kozakevich
RDOS Board Chair

B. Newell
Corporate Officer



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

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Community Services Committee

Thursday, January 19, 2017

9:06 a.m.

Minutes

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Vice Chair M. Bauer, Village of Keremeos

STAFF PRESENT:

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

A. APPROVAL OF AGENDA

RECOMMENDATION 1

It was MOVED and SECONDED

THAT the Agenda for the Community Services Committee Meeting of January 19, 2017 be adopted. - CARRIED

B. DELEGATION

1. Kent Mullinix, Ph.D., Director – Sustainable Agriculture and Food Security, Kwantlen Polytechnic University

Dr. Mullinix addressed the Board to discuss existing agricultural opportunities for sustainable economic and community development.

[Presentation](#)

C. FOURTH QUARTER ACTIVITY REPORT – For Information Only

The Committee was advised of the activities of the fourth quarter of 2016 and the planned activities of the first quarter of 2017.

D. ADJOURNMENT

By consensus, the Community Services Committee meeting of January 19, 2017 adjourned at 10:13 a.m.

APPROVED:

CERTIFIED CORRECT:

R. Hovanes
Community Services Committee Chair

B. Newell
Chief Administrative Officer



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

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Environment and Infrastructure Committee

Thursday, January 19, 2017

10:50 a.m.

Minutes

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Director M. Bauer, Village of Keremeos

STAFF PRESENT:

B. Newell, Chief Administrative Officer	R. Huston, Manager of Public Works
C. Malden, Manager of Legislative Services	

A. APPROVAL OF AGENDA

RECOMMENDATION 1

It was MOVED and SECONDED

THAT the Agenda for the Environment and Infrastructure Committee Meeting of January 19, 2017 be adopted. - CARRIED

B. FOURTH QUARTER ACTIVITY REPORT – For Information Only

The Committee was advised of the activities of the fourth quarter of 2016 and the planned activities of the first quarter of 2017.

C. 2017 CURBSIDE USER FEES – For Information Only

The Committee was advised of the recommended curbside user fee rate increases for 2017.

D. BUSINESS EDUCATION PROVIDER AWARD RFP

To increase the amount of diversion of recyclable materials from businesses and multi-family buildings within member Municipalities and the Regional District.

RECOMMENDATION 2**It was MOVED and SECONDED**

THAT the Board of Directors award a two-year Contract for Business Education Provider to GreenStep Solutions Inc. for \$75,000 plus applicable taxes. - **CARRIED**

E. CERTIFICATION OF HAZARDOUS ASSESSMENT

To encourage the Province of BC to engage with all stakeholders in the demolition, renovation and construction waste sector to better handle hazard assessments as related to asbestos, lead paint and other potentially hazardous materials. The purpose would be to create a certification body for British Columbia to ensure quality of work and promote training in BC in the hazard assessment and abatement sector.

RECOMMENDATION 2**It was MOVED and SECONDED**

THAT the Board of Directors submit a resolution to the Union of British Columbia Municipalities requesting that the provincial government require mandatory licensing, certification and enforceable compliance in safely handling asbestos and other hazardous material for all demolition, renovation and environmental remediation contractors. - **CARRIED**

Opposed: 5

F. ADJOURNMENT

By consensus, the Environment and Infrastructure Committee meeting of January 19, 2017 adjourned at 11:37 a.m.

APPROVED:

CERTIFIED CORRECT:

T. Siddon

Environment and Infrastructure Committee Chair

B. Newell

Chief Administrative Officer



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

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Planning and Development Committee

Thursday, January 19, 2017

9:00 a.m.

Minutes

MEMBERS PRESENT:

- | | |
|---|--|
| Chair M. Brydon, Electoral Area "F" | Director K. Kozakevich, Electoral Area "E" |
| Vice Chair G. Bush, Electoral Area "B" | Director H. Konanz, City of Penticton |
| Director F. Armitage, Town of Princeton | Director S. McKortoff, Town of Osoyoos |
| Director S. Philpott-Adhikary, Alt. Village of Keremeos | Director M. Pendergraft, Electoral Area "A" |
| Director T. Boot, District of Summerland | Director T. Schafer, Electoral Area "C" |
| Director E. Christensen, Electoral Area "G" | Director J. Sentes, City of Penticton |
| Director B. Coyne, Electoral Area "H" | Director T. Siddon, Electoral Area "D" |
| Director R. Hovanes, Town of Oliver | Director P. Waterman, District of Summerland |

MEMBERS ABSENT:

- | | |
|---|---------------------------------------|
| Director M. Bauer, Village of Keremeos | Director A. Martin, City of Penticton |
| Director A. Jakubeit, City of Penticton | |

STAFF PRESENT:

- | | |
|--|--|
| B. Newell, Chief Administrative Officer | D. Butler, Manager of Development Services |
| C. Malden, Manager of Legislative Services | C. Garrish, Planning Supervisor |

A. APPROVAL OF AGENDA

RECOMMENDATION 1

By consensus, the Agenda for the Planning and Development Committee Meeting of January 19, 2017 was adopted.

B. FOURTH QUARTER ACTIVITY REPORT – For Information Only

The Committee was advised of the activities that occurred in the fourth quarter of 2016 and the planned activities for the first quarter of 2017.

C. ADJOURNMENT

By consensus, the Planning and Development Committee meeting of January 19, 2017 adjourned at 9:06 a.m.

APPROVED:

CERTIFIED CORRECT:

M. Brydon
Planning and Development Committee Chair

B. Newell
Corporate Officer



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

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
Protective Services Committee

Thursday, January 19, 2017
10:34 a.m.

Minutes

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Director M. Bauer, Village of Keremeos

STAFF PRESENT:

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

A. APPROVAL OF AGENDA

RECOMMENDATION 1

It was MOVED and SECONDED

THAT the Agenda for the Protective Services Committee Meeting of January 19, 2017 be adopted. - **CARRIED**

B. FOURTH QUARTER ACTIVITY REPORT – For Information Only

The Committee was advised of the activities of the fourth quarter of 2016 and the planned activities of the first quarter of 2017.

C. ADJOURNMENT

By consensus, the Protective Services Committee meeting of January 19, 2017 adjourned at 10:49 a.m.

APPROVED:

CERTIFIED CORRECT:

A. Jakubeit
Protective Services Committee Chair

B. Newell
Chief Administrative Officer



Minutes are in DRAFT form and are subject to change pending approval by the 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 2:02 p.m. Thursday, January 19, 2017 in the Boardroom, 101 Martin Street, Penticton, British Columbia.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Vice Chair M. Bauer, Village of Keremeos

STAFF PRESENT:

B. Newell, Chief Administrative Officer	E. Riechert, Planner
C. Malden, Manager of Legislative Services	L. Bloomfield, Engineer
M. Woods, Manager of Community Services	N. Evans-MacEwan, Finance Supervisor

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 January 19, 2017 be adopted. -
CARRIED

1. Consent Agenda – Corporate Issues

a. Corporate Services Committee – January 05, 2017

THAT the Minutes of the January 05, 2017 Corporate Services Committee be received.

THAT the Board of Directors approve the OBWB 5-Year Asset Replacement Plan as presented.

b. Environment and Infrastructure Committee – January 05, 2017

THAT the Minutes of the January 05, 2017 Environment and Infrastructure Committee be received.

c. RDOS Regular Board Meeting – January 05, 2017

THAT the minutes of the January 05, 2017 RDOS Regular Board meeting be adopted.

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)
IT WAS MOVED AND SECONDED

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

2. Consent Agenda – Development Services
 - a. Development Variance Permit Application – K. Klamut, 3861 Solona Crescent, Electoral Area “F”
 - i. Permit No. F2016.131-DVP

THAT the Board of Directors approve Development Variance Permit No. F2016.131-DVP.

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

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

B. DEVELOPMENT SERVICES – Rural Land Use Matters

1. Zoning Bylaw Amendment – Punta Norte Guest House Ltd., 365 Callan Road, Electoral Area “F”
 - a. Bylaw No. 2460.02, 2014
 - b. Public Hearing Report – November 17, 2016
 - c. Responses Received

To rezone a portion of the property to formalize current and potential tourist accommodation uses.

Director Brydon advised that the public hearing report reflected an accurate account of what took place at the public hearing held on November 17, 2016.

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

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

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

THAT Bylaw No. 2460.02, 2014, Electoral Area “F” Official Community Plan Amendment Bylaw and Bylaw No. 2461.03, 2014, Electoral Area “F” Zoning Amendment Bylaw be read a third time. - **CARRIED**

2. Zoning Bylaw Amendment – P. & A. Spink, 633 Meadow Valley Road, Summerland, Electoral Area “F”
 - a. Bylaw No. 2460.04, 2016
 - b. Bylaw No. 2461.09, 2016
 - c. Responses Received

To allow a one-lot subdivision to create a two hectare (ha) parcel.

The property owner addressed the Board regarding the application.

RECOMMENDATION 6 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2460.04, 2016, Electoral Area “F” Official Community Plan Amendment Bylaw and Bylaw No. 2461.09, 2016, Electoral Area “F” Zoning Amendment Bylaw be denied. - **DEFEATED**

Opposed: Directors Coyne, Schafer, Christensen, Bush

It was MOVED and SECONDED

THAT Bylaw No. 2460.04, 2016, Electoral Area “F” Official Community Plan Amendment Bylaw and Bylaw No. 2461.09, 2016, Electoral Area “F” Zoning Amendment Bylaw be read a first and second time and proceed to a public hearing; and,

THAT the Board of Directors considers the process, as outlined in the report from the Chief Administrative Officer dated January 5, 2017, to be appropriate consultation for the purpose of Section 475 of the *Local Government Act*; and,

THAT, in accordance with Section 477 of the *Local Government Act*, the Board has considered Amendment Bylaw No. 2460.04, 2016, in conjunction with its Financial and applicable Waste Management Plans.

DEFEATED

Opposed: Directors Brydon, Siddon, Pendergraft, Kozakevich, Schaefer

It was MOVED and SECONDED

THAT the matter of the Zoning Bylaw Amendment for 633 Meadow Valley Road be reconsidered.

CARRIED UNANIMOUSLY

It was MOVED and SECONDED

THAT Bylaw No. 2460.04, 2016, Electoral Area “F” Official Community Plan Amendment Bylaw and Bylaw No. 2461.09, 2016, Electoral Area “F” Zoning Amendment Bylaw be denied. – **CARRIED**

Opposed: Directors Bush, Christensen

3. Regional Growth Strategy Minor Amendment

a. Bylaw No. 2770, 2017

The map on page 18 was replaced and the Board was advised and provided a paper copy of the [corrected bylaw](#).

The purpose of this report is to seek Board support for adoption of the South Okanagan Regional Growth Strategy Bylaw No. 2770, 2017.

RECOMMENDATION 7 (Unweighted Participants Vote – 2/3 Majority)

Participants: District of Summerland, City of Penticton, Town of Oliver, Town of Osoyoos, Electoral Areas "A", "C", "D", "E" and "F"

It was MOVED and SECONDED

THAT the Board of Directors considers, in accordance with Section 437 (3) of the Local Government Act, the consultation with affected municipalities and regional districts regarding Bylaw No. 2770, 2017 is adequate and that a public hearing is not required; AND

THAT the Regional District of Okanagan-Similkameen South Okanagan Regional Growth Strategy Bylaw No. 2770, 2017, be read a first, second, third time and adopted.

CARRIED

4. 2015 Regional Snapshot – For Information Only

a. 2015 Regional Snapshot Report

The purpose of this report is to present the annual monitoring and evaluation of the South Okanagan Regional Growth Strategy for the year 2015.

C. PUBLIC WORKS

1. Award of 2017 Naramata Water System Upgrade Project

RECOMMENDATION 8 (Weighted Corporate Vote – Majority)

It was MOVED and SECONDED

THAT the Board of Directors approve the expenditure of up to \$400,000 for the consulting services for the 2017 Naramata Water System Rehabilitation and Expansion Project; and further,

THAT the Board of Directors execute a consulting services agreement with Ecora Engineering & Resource Group Ltd. for the services detailed in the Request for Proposals and the submitted Proposal for the 2017 Naramata Water System Rehabilitation and Expansion Project. - **CARRIED**

D. COMMUNITY SERVICES – Protective Services

1. Inclusion into the Naramata Fire Service Area
 - a. Bylaw No. 2769, 2017

The owner of the property identified as Block 215 and 216, Plan KAP706, DL 3315, Land District Similkameen Div. Of Yale, Except Plan A62 outlined in heavy black on the plan, a reduced copy, which is attached to the bylaw as Schedule "A", has applied to the RDOS to expand the Naramata Fire District boundary to include his properties. The properties to the south and west of the properties are within the existing Naramata fire protection area.

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

THAT Bylaw No. 2769, 2017 Naramata Fire Prevention and Suppression Local Service Establishment Amendment Bylaw be read a first, second and third time. - **CARRIED**

E. COMMUNITY SERVICES – Recreation Services

1. Kaleden Parks & Recreation Commission Appointment

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

THAT the Board of Directors appoint Tanya Hansen as a member of the Kaleden Parks & Recreation Commission. - **CARRIED**

F. COMMUNITY SERVICES – Rural Projects

1. Granite Creek License of Occupation
 - a. Map

Subsequent to the Board's resolution on June 4, 2015 to make application to the Province for a License of Occupation over the former Granite Creek Townsite, the Crown offered a License of Occupation for a limited portion of the lands due to a competing mineral claim for the same area. Following successful negotiations between Regional District of Okanagan-Similkameen, the Crown, and the Granite Creek Preservation Society through September and October of 2016, a new License of Occupation has now been offered for a revised area of the historical Granite Creek Townsite. Since the area has now been revised, a new Board resolution is required to support the application for License of Occupation for the revised area.

RECOMMENDATION 11 (Unweighted Corporate Vote – Simple Majority)**It was MOVED and SECONDED**

THAT the Board of Directors make application to the Province of British Columbia for a License of Occupation over the former Granite Creek Townsite, legally described as: Lots 1 - 5, Block C and that part of Block F, all of District Lot 781 together with District Lot 731, all of Yale Division Yale District, containing 1.18 hectares, more or less for purposes of preservation of historical improvements and maintenance of the site for a period of 10 years. - **CARRIED**

G. FINANCE

1. Bylaw 2724.01 2016-2020 Five Year Financial Plan Amendment Bylaw
 - a. Bylaw No. 2724, 2016
 - b. Bylaw No. 2724.01, 2017
 - c. Bylaw 2724 with Schedule A
 - d. Bylaw 2724.01 Attachment 1

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

THAT Bylaw No. 2724.01 2016-2020 Five Year Financial Plan Amendment Bylaw be read a first, second and third time and be adopted. - **CARRIED**

H. OFFICE OF THE CAO

1. Electoral Area “A” Victims Assistance Contribution Service Establishment Bylaw No. 2748, 2016
 - a. Bylaw No. 2748, 2016

RECOMMENDATION 13 (Unweighted Corporate Vote – Simple Majority)**It was MOVED and SECONDED**

THAT Bylaw No. 2748, 2016 Electoral Area “A” Victim Assistance Contribution Service Establishment Bylaw be adopted. - **CARRIED**

2. Electoral Area “C” Victims Assistance Contribution Service Establishment Bylaw No. 2749, 2016
 - a. Bylaw No. 2749, 2016

RECOMMENDATION 14 (Unweighted Corporate Vote – Simple Majority)**It was MOVED and SECONDED**

THAT Bylaw No. 2749, 2016 Electoral Area “C” Victim Assistance Contribution Service Establishment Bylaw be adopted. - **CARRIED**

3. Electoral Area “D”, “E”, and “F” Victims Assistance Contribution Service Establishment Bylaw No. 2750, 2016
 - a. Bylaw No. 2750, 2016

RECOMMENDATION 15 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2750, 2016 Electoral Area “D”, “E” and “F” Victim Assistance Contribution Service Establishment Bylaw be adopted. - **CARRIED**

4. Electoral Area “C” Loose Bay Campground Service Establishment Bylaw No. 2757, 2016
 - a. Bylaw No. 2757, 2016

RECOMMENDATION 16 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2757, 2016 Electoral Area “C” Loose Bay Campground Service Establishment Bylaw be adopted. - **CARRIED**

5. RDOS Fees and Charges – For Information Only
 - a. Bylaw No. 2771, 2017
-

6. Renewal of Oliver Tourism Association Agreement
 - a. Oliver Tourism Association Letter
 - b. Service Agreement

To renew an expiring agreement.

RECOMMENDATION 17 (Weighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the agreement between the Regional District of Okanagan-Similkameen, the Town of Oliver and the Oliver Tourism Association (OTA) be renewed for a three year term, from January 2017 to December 2019. - **CARRIED**

I. CAO REPORTS

1. Verbal Update
-

J. OTHER BUSINESS

1. Chair’s Report
-

2. Board Representation

- a. Developing Sustainable Rural Practice Communities - *McKortoff*
 - b. Intergovernmental First Nations Joint Council - *Kozakevich, Bauer, Pendergraft*
 - c. Municipal Finance Authority (MFA) – *Kozakevich, Bauer*
 - d. Municipal Insurance Association (MIA) - *Kozakevich, Bauer*
 - e. Okanagan Basin Water Board (OBWB) – *McKortoff, Martin, Waterman*
 - f. Okanagan Film Commission (OFC) – *Jakubeit*
 - g. Okanagan Regional Library (ORL) – *Kozakevich*
 - h. Okanagan Sterile Insect Release Board (SIR) – *Bush*
 - i. Okanagan-Similkameen Regional Hospital District (OSRHD) - *Brydon*
 - j. Southern Interior Beetle Action Coalition (SIBAC) - *Armitage*
 - k. Southern Interior Local Government Association (SILGA) – *Kozakevich*
 - l. Southern Interior Municipal Employers Association (SIMEA) – *Kozakevich, Martin*
 - m. Starling Control - *Bush*
 - n. UBCO Water Chair Advisory Committee – *Bauer*
-

3. Directors Motions

4. Board Members Verbal Update

K. ADJOURNMENT

By consensus, the meeting adjourned at 3:06 p.m.

APPROVED:

CERTIFIED CORRECT:

K. Kozakevich
RDOS Board Chair

B. Newell
Corporate Officer



Minutes

Naramata Water Advisory Committee

Annual General Meeting of Tuesday, January 10th, 2017 at 7:00 pm

OAP Hall, 310 Ritchie Avenue, Naramata, BC

- Present: Jim Tapp (Chair), Tim Watts, Peter Graham, Peter Neilans, Eva Antonijevic
- Absent: Alan Nixon
- Staff: Karla Kozakevich (Area 'E' RDOS Director)
- Guests: Phil Janzen, Richard Roskell, Norbert Lacis
- Recording Secretary: Heather Lemieux

1. CALL TO ORDER

The meeting was called to order at 7:07 pm, Quorum Present.

2. ADOPTION OF AGENDA

Agenda adopted as presented.

MOTION

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

CARRIED (UNANIMOUSLY)

3. ADOPTION OF THE PREVIOUS ANNUAL GENERAL MEETING MINUTES

Annual General Meeting Minutes held on January 13th, 2016 approved as presented.

MOTION

It was Moved and Seconded by NWAC that the Annual General Meeting Minutes of January 13th, 2016 be approved.

CARRIED (UNANIMOUSLY)

4. CHAIRMAN'S REMARKS

My name is Jim Tapp, and I have been the Chair of NWAC during 2016. NWAC is, of course, the acronym for the Naramata Water Advisory Committee.

The NWAC started the year 2016 with a full compliment of 7 Members: Eva Antonijevic, Chris Blann, Peter Lighthall, Peter Neilans, Alan Nixon, Tim Watts and myself. These Members are volunteers from the Naramata Community and they have voting privileges, when group decisions are required.

The Regional District of Okanagan-Similkameen Area "E" Director, Karla Kozakevich, is also a Member of NWAC, but without voting privileges. And, of course, the acronym for the Regional District of Okanagan-Similkameen is the RDOS.

In late April, Peter Lighthall resigned his position - for personal reasons. And, Peter Graham joined NWAC, in early August, to fill that vacant position.

Also, Chris Blann resigned his position - for personal reasons in mid September, and that position remains vacant. I have completed my 3-year term on the NWAC, and I will not continue for another term period. This will leave two vacant positions, however, Area E Director Karla Kozakevich has advised that 2 volunteers from the Community have applied to fill these vacancies on the Naramata Water Advisory Committee.

NWAC General Meetings were held each month during 2016, except for the months of: April, July, October and December. The AGM and January Meetings were held in the Naramata OAP Hall, this Room, and, the other General Meetings were held in the RDOS Public Works Field Office, on Robinson Avenue, opposite the Naramata Store.

In April and October, the NWAC group also attended meetings in the Board Room at the RDOS Main Office, on Martin Street. We were there to observe presentation reports given by engineering consultants from the firm of Urban Systems concerning two ongoing projects related to the Naramata water system.

In a few moments, Karla will present a list and brief description of various ongoing and future projects, concerning the Naramata Water System, which have been on the Agendas, and were discussed, at NWAC meetings in 2016.

Also, during 2016, the RDOS replaced Bylaw No. 1620 with a document titled "Terms of Reference" (dated June 29, 2016). This document presents the: structure, function, procedures and duties of the Naramata Water Advisory Committee.

I wish to thank all the Members who have volunteered and participated on the NWAC during this past year. These Members have worked diligently on behalf of the Community of Naramata, and I personally have enjoyed working with the group, during our meetings and discussions held, and I have valued the input of each Member.

I particularly wish to thank Karla Kozakevich for her participation and guidance of the NWAC, and for the thoroughness of her work to represent Naramata in the RDOS role of Area "E" Director. I have sincerely enjoyed working with Karla during my term on the NWAC, and I respect her deeply for the work she does on behalf of our Community.

I also wish to acknowledge, and thank, Heather Lemieux, who has been the Recording Secretary for NWAC. She provides us with the official Meeting Minutes Records, and does so with patience and thoroughness.

In closing, I would like to remind the Members of the NWAC and the Community that the RDOS internet website contains considerable and valuable information regarding the Naramata Water System and the NWAC.

...thank you

5. DIRECTOR'S REPORT

Karla Kozakevich (Area 'E' RDOS Director) reported on the following:

2016 was another busy year for the Naramata Water Advisory Committee.

Budgeting will continue to take place annually for additional fire hydrants to be installed in areas of greatest need, as identified through our Public Works Department, along with recommendations from our Naramata Volunteer Fire department.

The fire service area expansion was completed in late 2016 with service now being provided to Indian Rock and Glenfir.

Installation of back-up power for the Naramata water system began in late 2016 and will be completed in spring 2017.

The doors on the pump house beside Wharf Park will be moved to the east side due to the possible future sale of the neighbouring BC Tree Fruits property; which could restrict access of staff for daily inspections and future repairs/replacements that would require vehicle access.

Decommissioning of the south pump house was completed.

NWAC will continue to budget and plan for future pipe replacements.

In late 2016, a grant application was submitted to the Canada - British Columbia Clean Water and Wastewater Fund for approximately 3.5 million dollars of infrastructure replacement funding. If successful in obtaining the grant, we will need to fund 17% of the project and be completed in 2018. These funds are available from reserves.

In 2016, we received a report with recommendations regarding water metering from Urban Systems. Currently, we are not proceeding with metering Naramata, but will explore zone metering to assist with leak detection.

A review of Development Cost Charges by Urban Systems indicated that NWAC should utilize Development Agreements instead of DCCs. Bylaw revisions will take place in 2017.

I am saddened to report that Public Works Manager Roger Huston will be leaving the RDOS at the end of January. It has been a pleasure to work with Roger and I wish him well with his future endeavours.

Many thanks to retiring Chair Jim Tapp for his dedication this past year, exceptional organizational skills and expertise in creating and managing water charts. Also, many thanks to outgoing Vice Chair Chris Blann, previous Chair Peter Lighthall, recording secretary Heather Lemieux and members Eva Antonijevic, Peter Neilans, Alan Nixon, Peter Graham and Tim Watts. I look forward to working with our new Chair and Vice Chair, as well as two new members to NWAC.

Discussed: Water infrastructure life spans and assets.

6. CONFIRMATION OF 2017 NWAC MEMBERS

Two positions available on the Naramata Water Advisory Committee.

Peter Neilans nominated Norbert Lacis. Nomination accepted.

MOTION

It was Moved and Seconded by NWAC that Norbert Lacis be appointed as a member of NWAC.

CARRIED (UNANIMOUSLY)

Tim Watts nominated Richard Roskell. Nomination accepted.

MOTION

It was Moved and Seconded by NWAC that Richard Roskell be appointed as a member of NWAC.

CARRIED (UNANIMOUSLY)

7. QUESTIONS & DISCUSSIONS

Moved to the NWAC Regular Meeting.

8. ADJOURNMENT

MOTION

It was Moved and Seconded that the meeting be adjourned at 7:29 pm.

CARRIED (UNANIMOUSLY)

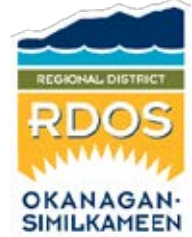
NEXT MEETING

NWAC AGM, January 9th, 2018 @ 7 pm. - Location TBA.

Minutes Approved by
Naramata Water Advisory Committee Chair

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: February 2, 2017
RE: Development Variance Permit Application — Electoral Area “D”



Administrative Recommendation:

THAT the Board of Directors approve Development Variance Permit No. D2016.126–DVP.

Purpose: To allow for a 2nd storey addition to the existing dwelling over its existing footprint.

Owners: J. & D. Thomson Agent: Krista Paine, Ian Paine Construction Ltd. Folio: D-01532.000

Civic: 216 Alder Avenue, Kaleden Legal: Lot 11, District Lot 105S, SDYD, Plan 7226

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

Requested Variances: to vary the rear parcel line setback for a principal building from 7.5 m to 2.9 m.

Proposed Development:

This application proposes to vary the minimum front parcel line setback in the Residential Single Family One (RS1) Zone from 7.5 metres to 2.9 metres in order to allow for the construction of a 2nd storey on an existing dwelling.

In support of this variance the applicant has stated that the proposed renovation will:

- use the existing footprint of the structure to add a vertical addition.
- not project any closer to the adjacent properties, is well within the height requirements of the bylaw, and will not affect any potential lake views from homes located “behind” the lot.
- be designed in a “modern cottage” style exterior. The existing landscape wall is planned to remain to keep with the current design scheme of the neighbourhood.

Site Context:

The subject property is approximately 700 m² in size. It is situated on the east side of Alder Avenue and is bounded by the foreshore of Skaha Lake at its rear. Surrounding properties comprise similar low density residential uses along Alder Avenue.

Background:

The subject property was created by a subdivision deposited on September 21, 1955. A building permit for the single family dwelling on the property was issued in September, 1975.

Under the Electoral Area “D-1” Zoning Bylaw No. 2457, 2008, the subject property is zoned Residential Single Family One (RS1), which lists “single detached dwellings” as a permitted use.

Under the Electoral Area “D-1” Official Community Plan Bylaw No. 2456, 2008, the subject property is designated as Low Density Residential (LR) and is located within a Watercourse Development Permit (WDP) Area. An application for an expedited WDP was applied for on November 2, 2016, but is being held in abeyance until the issues with the zoning requirements are addressed.

Public Process:

At its meeting of January 10, 2017, the Electoral Area “D” Advisory Planning Commission (APC) recommended that the RDOS Board of Directors approve the application.

Adjacent property owners will have received notification of this application with written comments regarding the proposal being accepted until the commencement of the regular Board meeting.

Analysis:

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

In assessing this proposal, Administration notes that the size of the parcel and the existing footprint of the structures limit options for increasing the living space of the dwelling.

The proposed height of the dwelling is below the maximum permitted height by the zone and there are other 2-storey dwellings further south on Alder Avenue. As such, the proposal is not anticipated to have a detrimental impact on established streetscape characteristics.

Given that the addition is proposed above the existing footprint of the dwelling, no loss in rear yard amenity area would result from the reduction of the rear setback and thus the proposal is not anticipated to negatively impact the amenity of the area. For these reasons, Administration supports approval of the requested variances.

Alternatives:

THAT the Board of Directors deny Development Variance Permit No. D2016.126–DVP.

Respectfully submitted:

Endorsed by:

Endorsed by:



Donna Butler

S. Lightfoot, Planning Technician

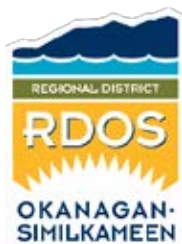
C. Garrish, Planning Supervisor

D. Butler, Dev. Services Manager

Attachments: No. 1 – Site Photos (Google Streetview)

Attachment No. 2 – Site Photos (Google Streetview)





Development Variance Permit

FILE NO.: D2016.126-DVP

Owner: John & Deanna Thomson

GENERAL CONDITIONS

1. This Development Variance Permit is issued subject to compliance with all of the bylaws of the Regional District of Okanagan-Similkameen applicable thereto, except as specifically varied or supplemented by this Permit.
2. The land described shall be developed strictly in accordance with the terms and conditions and provisions of this Permit, and any plans and specifications attached to this Permit that shall form a part thereof.
3. Where there is a conflict between the text of the permit and permit drawings or figures, the drawings or figures shall govern the matter.
4. This Development Variance Permit is not a Building Permit.

APPLICABILITY

5. This Development Variance Permit is substantially in accordance with Schedules 'A', 'B', and 'C', and applies to and only to those lands within the Regional District described below, and any and all buildings, structures and other development thereon:

Legal Description: Lot 11, District Lot 105S, SDYD, Plan 7226

Civic Address: 216 Alder Avenue, Kaleden

Parcel Identifier (PID): 010-008-616 Folio: D-01532.000

CONDITIONS OF DEVELOPMENT

6. The land specified in Section 5 may be developed in accordance with the following variances to the Electoral Area "D" Zoning Bylaw No. 2457, 2008, in the Regional District of Okanagan-Similkameen:
 - a) The minimum rear parcel line setback for a principal building in the Residential Single Family One (RS1) Zone, as prescribed at Section 11.1.6(a)(ii), is varied:
 - i) from: 7.5 metres
 - to: 2.9 metres, as measured to the outermost projection and as shown on Schedule 'B'.

7. **COVENANT REQUIREMENTS**

- a) Not Applicable

8. **SECURITY REQUIREMENTS**

- a) Not applicable

9. **EXPIRY OF PERMIT**

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

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

Authorising resolution passed by the Regional Board on _____, 2017.

B. Newell, Chief Administrative Officer

Regional District of Okanagan-Similkameen

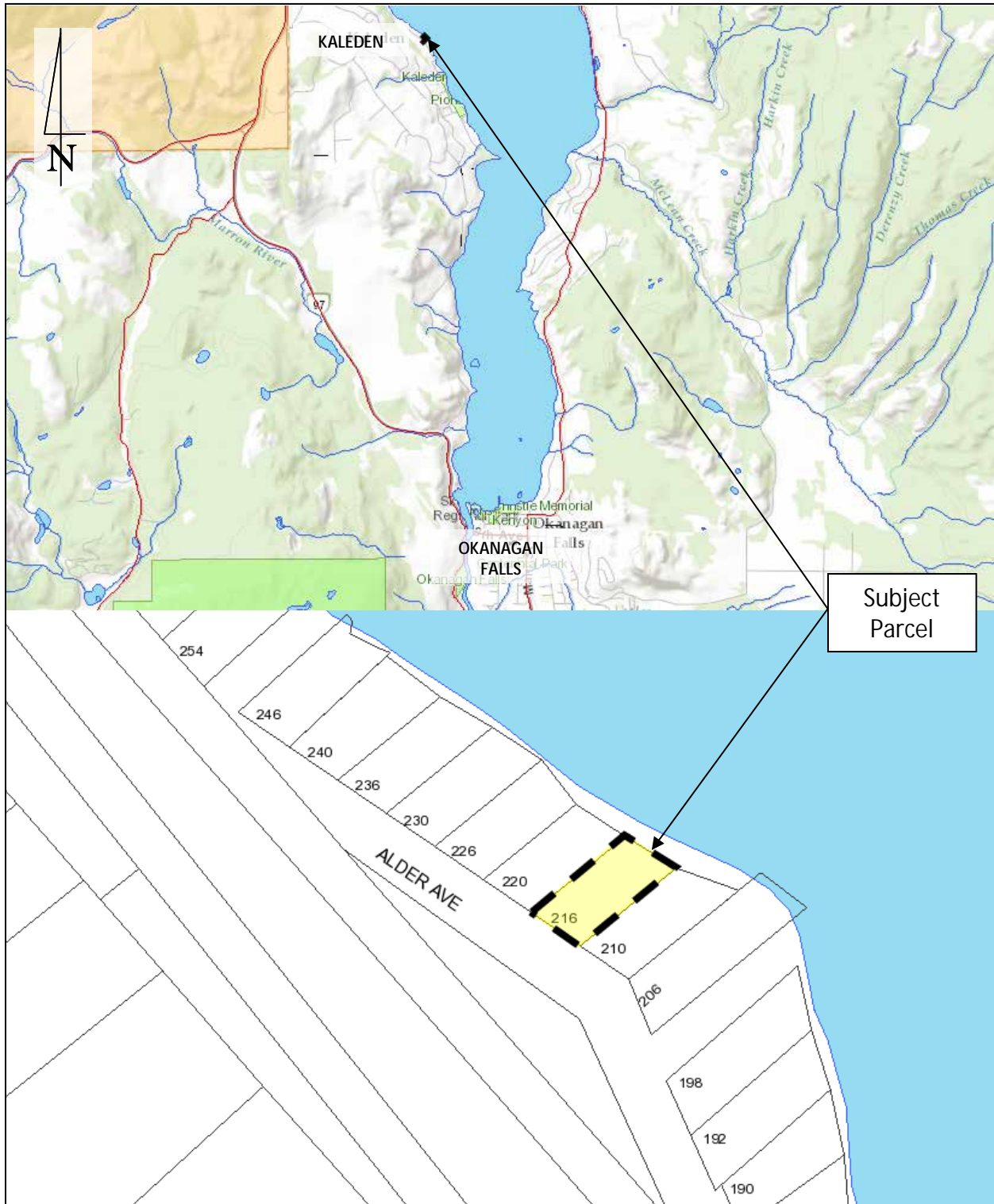
101 Martin St, Penticton, BC, V2A-5J9
Tel: 250-492-0237 Email: info@rdos.bc.ca



Development Variance Permit

File No. D2016.126-DVP

Schedule 'A'



Regional District of Okanagan-Similkameen

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

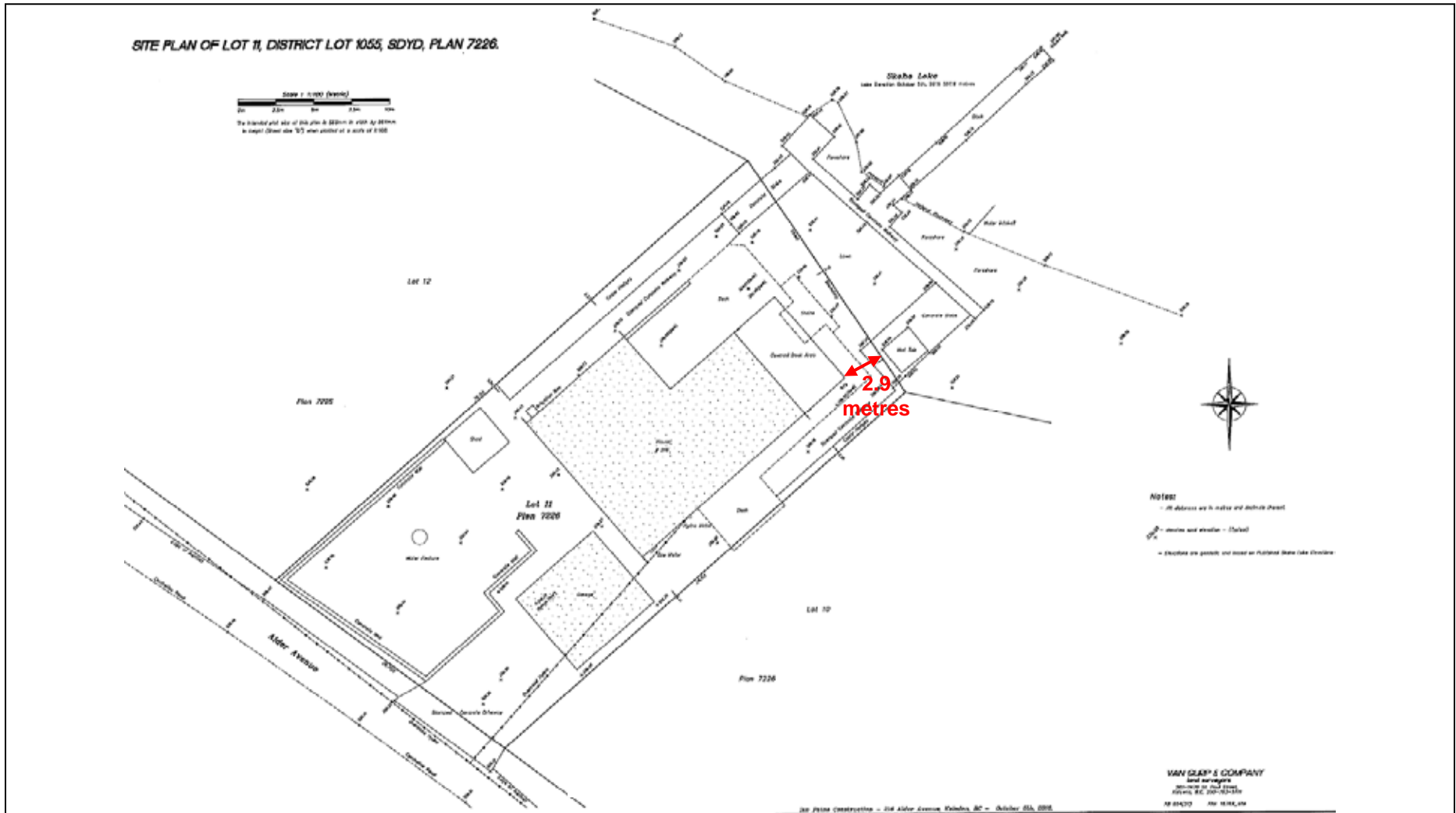
Tel: 250-492-0237 Email: info@rdos.bc.ca



Development Variance Permit

File No. D2016.126-DVP

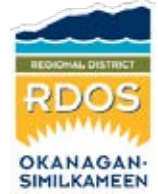
Schedule 'B'



Regional District of Okanagan-Similkameen

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

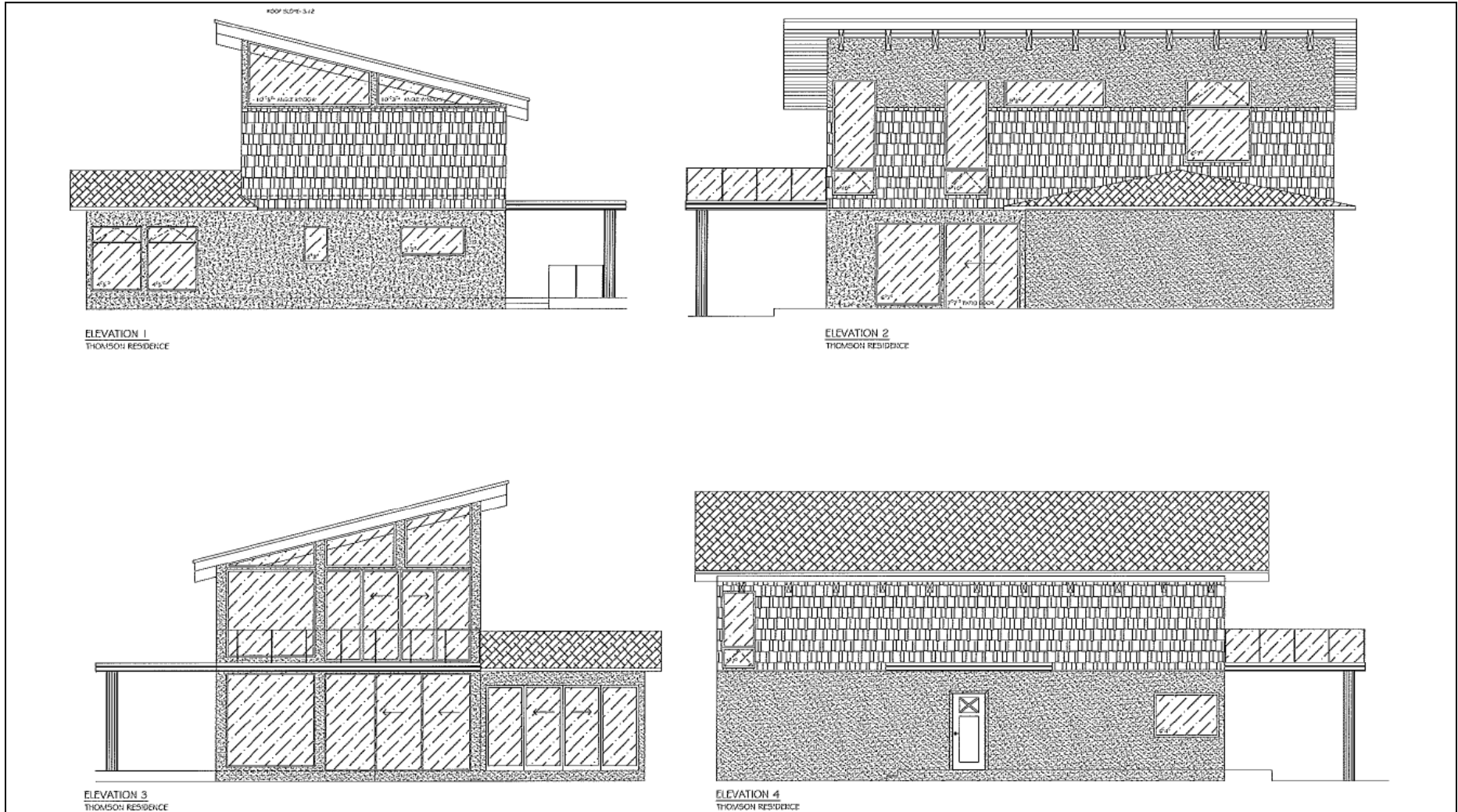
Tel: 250-492-0237 Email: info@rdos.bc.ca



Development Variance Permit

File No. D2016.126-DVP

Schedule 'C'



ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: February 2, 2017
TYPE: Zoning Bylaw Amendment - Electoral Area "F"

Administrative Recommendation:

THAT Bylaw No. 2461.04, 2014, Electoral Area "F" Zoning Amendment Bylaw be read a third time.

Purpose: To rezone a portion of the property to formalize current and potential tourist accommodation uses.

Owner: Punta Norte Guest House Ltd Agent: N/A Folio: F- 06709.050

Legal: Lot 14, Plan KAP48437, District Lot 2710, SDYD Civic: 365 Callan Road

OCP: Small Holdings (SH) Proposed OCP: part Commercial (C)

Zoning: Small Holdings Two (SH2) Proposed Zoning: part Tourist Commercial Five (CT5) (in part)

Background:

At the January 19, 2017 meeting, the Regional Board resolved to approve third reading for the Bylaw Amendments related to the above proposal. Post meeting review, Administration recognized two minor details that require correction. These are:

- Bylaw No. 2461.04, 2014, Electoral Area "F" Zoning Bylaw amendment was not included in the Board agenda package; and
- That the above Bylaw was inadvertently referred to as Bylaw No. 2461.03, 2014, in the Administrative Recommendation.

By bringing the Zoning Amendment bylaw forward to be read officially a third time, Bylaw No. 2461.04, 2014 may then be signed off by Ministry of Transportation and Infrastructure (MOTI) and brought back for adoption at the next Board meeting.

Respectfully submitted

Endorsed by:

Endorsed by:

ERiechert

CG

Donna Butler

E. Riechert, Planner

C. Garrish, Planning Supervisor

D. Butler, Dev. Services Manager

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2461.04, 2014

A Bylaw to amend the Electoral Area 'F' Zoning Bylaw No. 2461, 2008

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

1. This Bylaw may be cited for all purposes as the "Electoral Area 'F' Okanagan Lake West, West Bench Zoning Amendment Bylaw No. 2461.04, 2014."
2. The Zoning Bylaw Map, being Schedule '2' of the Electoral Area 'F' Zoning Bylaw No. 2461, 2008, is amended by changing the land use designation for a portion of the land described as part of Lot A, District Lot 2695, ODYD, Plan EPP5204, and shown shaded on Schedule 'X', which forms part of this Bylaw, from Small Holdings Two (SH2) to Tourist Commercial Five (CT5).
3. The Electoral Area 'F' Zoning Bylaw No. 2461, 2008, is amended by:
 - (i) adding the following definition under Section 4.0 (Definitions):

"tourist accommodation" means a building containing one or more sleeping units that provide accommodation primarily for visitors based on a rental period of less than thirty (30) consecutive days. Each tourist accommodation unit shall be self-contained with washroom facilities and may be provided with cooking facilities. The building may also include accessory public areas such as a lobby, restaurant, assembly, retail, entertainment and recreational facilities.

- (ii) adding the following as a new Section 13.6, under Section 13.0 (Commercial):

13.6 Tourist Commercial Five Zone (CT5)

13.6.1 Permitted Uses:

Principal Uses:

- a) tourist accommodation;

Accessory Uses:

- b) single family dwelling or manufactured home;
- c) home occupation, subject to Section 7.17;
- d) bed and breakfast, subject to Section 7.19;
- e) accessory buildings and structures, subject to Section 7.13; and.
- f) docks, subject to Section 7.26

13.6.2 Site Specific Tourist Commercial Five (CT5s) Provisions:

- a) see Section 16.21

13.6.3 Minimum Parcel Size:

- a) 2.0 ha, subject to servicing requirements

13.6.4 Minimum Parcel Width:

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

13.6.5 Density:

- a) one (1) accessory dwelling unit per parcel; and
- b) 10 tourist accommodation units per parcel

13.6.6 Minimum Setbacks:

- a) All Buildings and Structures:
 - i) Front parcel line 9.0 metres
 - ii) Rear parcel line 9.0 metres
 - iii) Interior side parcel line 3.0 metres
 - iv) Exterior side parcel line 4.5 metres

13.6.7 Maximum Height:

- a) No Principal Building shall exceed a height of 15.0 metres;
- b) No Dwelling or Manufactured Home shall exceed a height of 10.0 metres;
- c) No Accessory Building or Structure shall exceed a height of 8.0 metres.

13.6.8 Maximum Parcel Coverage:

- a) 20%

(iii) re-numbering the sub-sections that immediately follow sub-section 16.18 and all references to these same sub-sections between Sections 14.0 (Industrial) and 15.0 (Administrative and Open Space).

(iv) adding the following off-street parking and loading requirement to Table 9.2:

USES	REQUIRED # OF PARKING SPACES	REQUIRED # OF LOADING SPACES
Tourist Accommodation	1 per sleeping unit, plus 1 per 4 seats or 15 m ² of customer service area in any eating and drinking establishment	0

READ A FIRST AND SECOND TIME this 8th day of May, 2014.

PUBLIC HEARING held this 17th day of November 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 'F' Zoning Amendment Bylaw No. 2461.04, 2014" 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.

For the Minister of Transportation & Infrastructure

ADOPTED this __ day of ____, 2016.

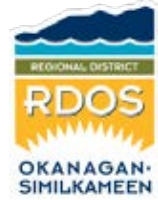
Board Chair

Corporate Officer

Regional District of Okanagan-Similkameen

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

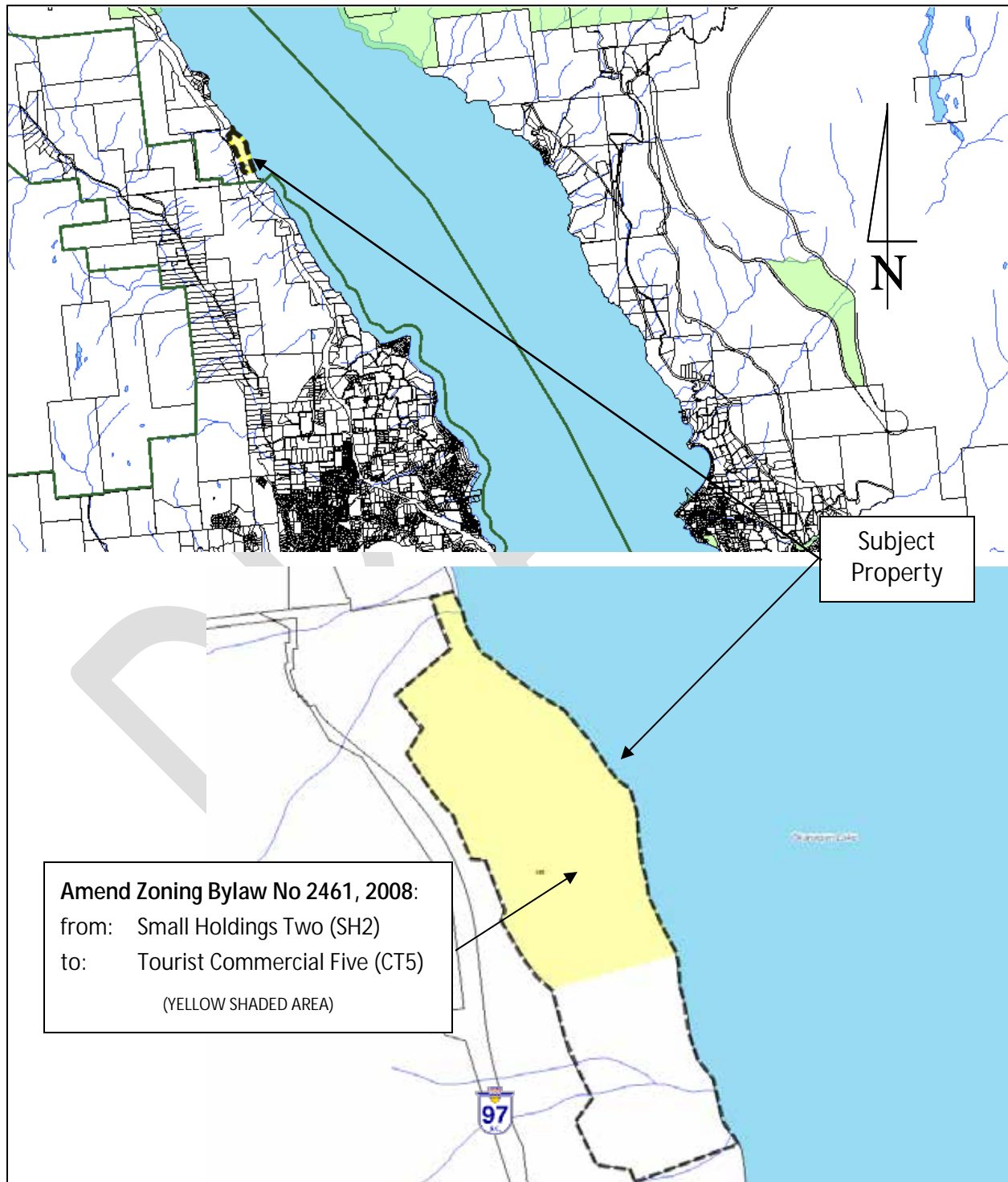
Tel: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2461.04, 2014

Project No: F2014.001-ZONE

Schedule 'X'



ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: February 2, 2017

RE: OBWB Water Conservation and Quality Improvement Grant Support

Administrative Recommendation:

THAT the Board of Directors forward a resolution of support to the Okanagan Basin Water Board for the following applications to the 2017 OBWB Water Conservation and Quality Improvement (WCQI) Grant program:

- Drought Flood Risk Mitigation and Management Plan (DFRMMP) Phase 3 (RDOS)
- Region-wide Aquifer Recharge and Ground Water Interaction Study Phase 1 (RDOS)
- Vaseux Lake – Land Use and Water Quality Assessment (RDOS)
- Water Storage & Release Plan for the Twin Lakes System (LNID)

Purpose:

The OBWB requires that all WCQI grant applications be accompanied by a resolution of support from the organization's local government council or board (this includes projects submitted by staff of local government; all projects must receive support from their council/board).

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

Goal 3.3: To develop an environmentally sustainable community

Background:

The Okanagan Basin Water Board (OBWB) has announced that applications will be received until 4:00pm on February 17, 2017 for the Water Conservation and Quality Improvement (WCQI) grant program. The WCQI program supports local organizations and government by providing funds to support initiatives that are innovative, tangible, addresses water issues and enhances the sustainable use of water within the Okanagan Valley.

For the 2017/2018 program, the funding available to the three Okanagan Regional District's, which includes the member municipalities, is \$300,000. Successful grant applications chosen by the OBWB will receive between \$3,000 and \$30,000.

This year, the OBWB is calling for projects that focus on hydrological data collection, water use and conservation, landscaping and irrigation, habitat inventory mapping and restoration or policy planning projects. There are 10 funding categories and all eligible applications will be considered.

Eligible applicants include the Regional District, Member Municipalities, Irrigation/improvement districts and Non-profit community organizations. All applications must include a resolution of support from the organization's local government council or board.

The program will cover up to 100% of applicable costs or the maximum amount awarded.

Analysis:

Regional District Projects:

Phase 3 of the Drought Flood Risk Mitigation and Management Plan (DFRMMP): \$15,000

Phase 3 of the DFRMMP will complete the plan and assist with implementing the highest priority actions as decided by the Board. The Draft Report and Phase 2 accomplishments will be forthcoming by mid February 2017. The DFRMMP correlates directly, and is integral to, the Water Use Regulations Update, the Water Conservation Plan (both simultaneously occurring under previous OBWB Grants) and the recent Provincial Water Audit.

Region-wide Aquifer Recharge and Ground Water Interaction Study: \$10,000

The new BC Water Sustainability Act now requires ground water wells to be registered. This grant will leverage an additional grant application to the BC Real Estate Board for \$30,000 along with support and possible funding from Provincial Ministry partners. There is a significant gap in mapping, which would provide knowledge and understanding of South Okanagan aquifers and the potential conflicts of over extraction. Several of our water systems (and potentially additional systems) our water rely on ground water. Understanding the current state of aquifers; size, interaction between the surface water and groundwater will assist the RDOS to manage supply, avoid potential conflicts and make better land use decisions.

Vaseux Lake – Land Use and Water Quality Assessment Phase 1: \$25,000

Vaseux Lake is a small shallow lake south of Okanagan Falls. The main purpose of this project will be to determine what is influencing the water quality of Vaseux Lake; specifically from adjoining land uses, existing septic disposal systems, stormwater runoff and potential upstream locations. Phase 1 of the work will include completing a land use inventory, building a conceptual model of the flow through the lake, examining factors causing siltation within the lake, setting up a water sampling plan and starting sampling events. Phase 2 will include the analysis of collected monitoring data with conclusions providing info on pollution sources entering Vaseux Lake influencing the growth of milfoil and algae blooms. Additionally, the study will provide recommendations on steps to improve water quality at Vaseux Lake moving forward.

External Organizations

Water Storage & Release Plan for the Twin Lakes System: \$7,350

The main purpose of this project is to create an updated water storage and release plan for the Twin Lakes System to improve management and mitigation, and predict flood/drought conditions.

Improved management will conserve water in the Okanagan Horn Creek Watershed. The project includes installing permanent water level hydrometric stations on the Twin Lakes and Turtle Pond to allow for continuous monitoring the data. These water levels are initial indicators to predict groundwater levels. Twin Lakes area is a semi closed basin which has a fast response to climate change and water use. The total project cost is estimated at \$14,700.

Alternatives:

The Board may choose to not provide a resolution for one or more of the projects listed.

Communication Strategy:

The resolution letters will be provided to the OBWB and the respective applicant as part of the WCQI grant application.

Respectfully submitted:

Liisa Bloomfield

L. Bloomfield, Engineer

Roger Huston

Roger Huston

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: February 2, 2017
RE: Bylaw 2772, 2017 Security Issuing Bylaw – Town of Osoyoos

Administrative Recommendation:

THAT Bylaw 2772, 2017 Regional District of Okanagan Similkameen Security Issuing Bylaw be read a first, second and third time and be adopted.

Reference:

Section 410 of the Local Government Act
Town of Osoyoos Bylaw Number 1306 and Certified Resolution

Background:

The *Local Government Act* requires that all borrowing for municipalities be established through their Regional District. The Town of Osoyoos has requested borrowing in the total amount of \$5,740,147 for the construction of the Osoyoos Fire Hall. The supporting documentation from the municipality is attached.

Analysis:

If the Board chooses to adopt the bylaw, the municipality's request will be considered for the spring borrowing through the Municipal Finance Authority of BC.

The debt servicing costs flow through the Regional District but are directly recovered from the municipality.

Respectfully submitted:

"Noelle Evans-MacEwan"

N. Evans-MacEwan, Acting Finance Manager

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2772, 2017

A bylaw to authorize the entering into of an Agreement respecting financing between the Regional District of Okanagan-Similkameen and the Municipal Finance Authority of British Columbia.

WHEREAS the Municipal Finance Authority of British Columbia (the "Authority") may provide financing of capital requirements for Regional Districts or for their member municipalities by the issue of debentures or other evidence of indebtedness of the Authority and lending the proceeds there from to the Regional District on whose request the financing is undertaken;;

AND WHEREAS the Town of Osoyoos is a member municipality of the Regional District of Okanagan-Similkameen (the "Regional District");

AND WHEREAS the Regional District is to finance from time to time on behalf of and at the sole cost of the member municipalities, under the provisions of Section 410 of the Local Government Act, the works to be financed pursuant to the following loan authorization bylaws;

Municipality	L/A Bylaw Number	Purpose	Amount of Borrowing Authorized	Amount Already Borrowed	Borrowing Authority Remaining	Term of Issue	Amount of Issue
Osoyoos	1306	Fire Hall	\$5,962,657	0	\$5,962,657	30	\$5,740,147
Total							

Total Financing under Section 410: \$5,740,147

GRAND TOTAL: \$5,740,147

AND WHEREAS the Regional Board, by this bylaw, hereby requests such financing shall be undertaken through the Authority;

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

1. The Regional Board hereby consents to financing the debt of the Town of Osoyoos in the amount of Five Million Seven Hundred and Forty Thousand One Hundred and Forty Seven Dollars (\$5,740,147) in accordance with the following terms.
2. The Authority is hereby requested and authorized to finance from time to time the aforesaid undertaking at the sole cost and on behalf of the Regional District and its member municipality up to, but not exceeding Five Million Seven Hundred and Forty Thousand One Hundred and Forty Seven (\$5,740,147) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed \$5,740,147 in Canadian Dollars at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.

3. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
4. The Agreement in the form of Schedule "A" shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the Local Government Act, in such currency or currencies as shall be borrowed by the Authority under Section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
5. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.
6. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the officer assigned the responsibility of financial administration of the Regional District.
7. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Victoria and at such time or times as shall be determined by the Treasurer of the Authority.
8. During the currency of the obligation incurred under the said Agreement to secure borrowings in respect of the Town of Osoyoos Loan Authorization Bylaw No. 1306 there shall be requisitioned annually an amount sufficient to meet the annual payment of interest and the repayment of principal.
9. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.
10. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to section 15 of the Municipal Finance Authority Act to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
11. This bylaw may be cited as "Regional District of Okanagan-Similkameen Security Issuing Bylaw No. 2772, 2017".

READ A FIRST, SECOND, AND THIRD TIME this ___ day of ____, 20__

ADOPTED this ___ day of ____, 20__

RDOS Board Chair

Corporate Officer

SCHEDULE "A" to Bylaw No. 2772, 2017

C A N A D A

PROVINCE OF BRITISH COLUMBIA

A G R E E M E N T

The Regional District of Okanagan Similkameen (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia at its Head Office in Victoria, British Columbia, (the "Authority") the sum of Five Million Seven Hundred and Forty Thousand One Hundred and Forty Seven Dollars (\$5,740,147) in lawful money of Canada, together with interest calculated semi-annually in each and every year during the currency of this Agreement; and payments shall be as specified in the table appearing on the reverse hereof commencing on the ___ day of _____, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

DATED at _____, British Columbia, this ___ day of _____, 20__

IN TESTIMONY WHEREOF and under the authority of Bylaw No. 2772, 2017 cited as "Regional District of Okanagan Similkameen Security Issuing Bylaw". This Agreement is sealed with the Corporate Seal of the Regional District of and signed by the Chair and the officer assigned the responsibility of financial administration thereof.

Chair

(Financial Administration Officer)

Pursuant to the Local Government Act, I certify that this Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatever in any Court of the Province of British Columbia.

Dated _____ (month, day) 20__

Inspector of Municipalities

(Reverse Side)

PRINCIPAL AND/ OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS

<u>Date of Payment</u>	<u>Principal and/or Sinking Fund Deposit</u>	<u>Interest</u>	<u>Total</u>
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____

**TOWN OF OSOYOOS
BYLAW NO. 1306, 2014**

**A Bylaw to authorize the borrowing of the estimated cost
to design and construct a Fire Hall**

WHEREAS Council deems it desirable and expedient to construct a Fire Hall.

AND WHEREAS the estimated cost of constructing a Fire Hall including expenses incidental thereto is the sum of \$6,619,800;

NOW THEREFORE the Council of the Town of Osoyoos in open meeting assembled enacts as follows:

1. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out the construction of a Fire Hall at Lot 1, Plan KAP 92266, P.I.D. 028-632-109 and do all things necessary in conjunction therewith and without limiting the generality of the foregoing:
 - a. To borrow upon credit of the Town of Osoyoos a sum not exceeding \$5,962,657.
 - b. To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the construction of the said improvements to the Town of Osoyoos.
2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is 30 years.
3. This bylaw may be cited as "Osoyoos Fire Hall Construction Loan Authorization Bylaw No. 1306, 2014".

Read a first, second, and third time this 7th day of July, 2014.

RECEIVED the approval of the Inspector of Municipalities this 15th day of August, 2014.

RECEIVED the approval of the electors of the Town of Osoyoos on the 15th day of November, 2014.

Adopted this 17th day of November, 2014.

Original Signed by Mayor Stu Wells

MAYOR

Original Signed by Janette Van Vianen

CORPORATE ADMINISTRATIVE OFFICER

CANADA
PROVINCE OF BRITISH COLUMBIA
CERTIFIED RESOLUTION 10/17

The following resolution was adopted by Council at its Special Open Meeting held January 23, 2017 at 9:00am.

"That Council approve borrowing from the Municipal Finance Authority of British Columbia, as part of the Spring Borrowing Session, \$5,740,147 as authorized through Loan Authorization Bylaw No. 1306, 2014 and that the Regional District of Okanagan Similkameen be requested to consent to our borrowing over a 30 year term and include the borrowing in their Security Issuing Bylaw."

I hereby certify the above to be a true copy of the resolution adopted by council of the Town of Osoyoos on January 23, 2017.

Dated at Osoyoos, British Columbia, this 23rd day of January, 2017.



Janette VanVianen

Director of Corporate Services





ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: February 2, 2017
RE: Keremeos Library Contribution Service Establishment Bylaw AAP Results – For Information Only

Administrative Recommendation:

For Information Only.

History:

On August 18, 2016, the Board of Directors gave three readings to **Okanagan Regional Library Contribution Service Establishment Bylaw No. 2756, 2016**, to establish a contribution service for the provision of funds to the Okanagan Regional Library to assist with operations at the Keremeos branch.

The Inspector of Municipalities provided statutory approval on October 17, 2016 and Administration received consent from the Board on December 1, 2016 to proceed with an Alternative Approval Process.

Analysis:

The January 20, 2017 deadline for receipt of elector response has passed and the results below confirm that elector approval through an AAP has not been obtained for the bylaw.

AAP Results for Bylaw No. 2756, 2016:

Number of eligible electors within the affected area – 4210
Number of elector response forms needed to prevent adoption of the bylaw – 421
Valid elector response forms received prior to deadline - 432

On the basis of the elector response forms received before the deadline, I have determined and hereby certify that elector approval in accordance with *Section 86* of the Community Charter has not been obtained.

Alternatives:

The Board may proceed with an assent vote (referendum) or rescind first three readings of, and abandon, the Okanagan Regional Library Contribution Service Establishment Bylaw No. 2756, 2016. As one of the three Directors in the proposed service area is absent from the February 2 meeting, the matter will be returned to the February 16, 2017 Board meeting for consideration.

Respectfully submitted:

C. Malden, Manager of Legislative Services

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: February 2, 2017
RE: Petition to Enter Naramata Fire Service Area

Administrative Recommendation:

THAT Naramata Fire Prevention and Suppression Local Service Establishment Amendment Bylaw No. 2769, 2017, be adopted.

Reference:

Administrative Report from January 19, 2017 Board meeting for first, second and third readings of the Bylaw.

History:

At the January 19, 2017 Board meeting, the Board gave first three readings to Bylaw No. 2769, 2017 which proposes to have the subject Lands entered in to the Naramata Fire Protection service area.

Analysis:

Under Regional District Establishing Bylaw Approval Exemption Regulation 113/2007, the Board may adopt a bylaw without approval of the Inspector of Municipalities if a sufficient petition and consent from the Electoral Area Director is received. The regulation requires that a local government must allow one meeting between third reading and adoption; therefore, the Board may now adopt this bylaws.

Respectfully submitted:

"Christy Malden"

C. Malden, Manager of Legislative Services

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: January 19, 2017

RE: Inclusion into the Naramata Fire Service Area

Administrative Recommendation:

THAT Bylaw No. 2769, 2017 Naramata Fire Prevention and Suppression Local Service Establishment Amendment Bylaw be read a first, second and third time.

Background:

The owner of the property identified as Block 215 and 216, Plan KAP706, DL 3315, Land District Similkameen Div. Of Yale, Except Plan A62 outlined in heavy black on the plan, a reduced copy of which is attached to the Bylaw as Schedule "A", has applied to the RDOS to expand the Naramata Fire District boundary to include his properties. The properties to the south and west of the properties are within the existing Naramata fire protection area.

The Naramata Fire Department is in full support of the application and the Corporate Officer has certified the petition as sufficient and valid.

Respectfully submitted:



D. Kronebusch, Emergency Services Supervisor

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
BYLAW NO. 2769, 2017**

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

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

AND WHEREAS the property owners of Block 215 and 216, Plan KAP706, District Lot 3315, Land District Similkameen Division of Yale, Except Plan A62 have petitioned the Regional District to extend the boundaries of the Naramata Fire Prevention and Suppression Local Service area to include their property;

AND WHEREAS the Director for Electoral Area "E" has consented to the amendment of the Naramata Fire Prevention and Suppression Local Service Establishment Bylaw No. 1619, 1995, pursuant to the *Local Government Act*;

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

1.0 CITATION

1.1 This bylaw may be cited for all purposes as the "Naramata Fire Prevention and Suppression Local Service Establishment Amendment Bylaw No. 2769, 2017".

2.0 AMENDMENT OF SERVICE

2.1 The service area established by "Naramata Fire Prevention and Suppression Local Service Establishment Bylaw No. 1619, 1995" is amended by adding the properties that are outlined in black on Schedule 'A' which is attached to and forms part of this Bylaw.

READ A FIRST, SECOND, AND THIRD TIME this 19th day of January, 2017.

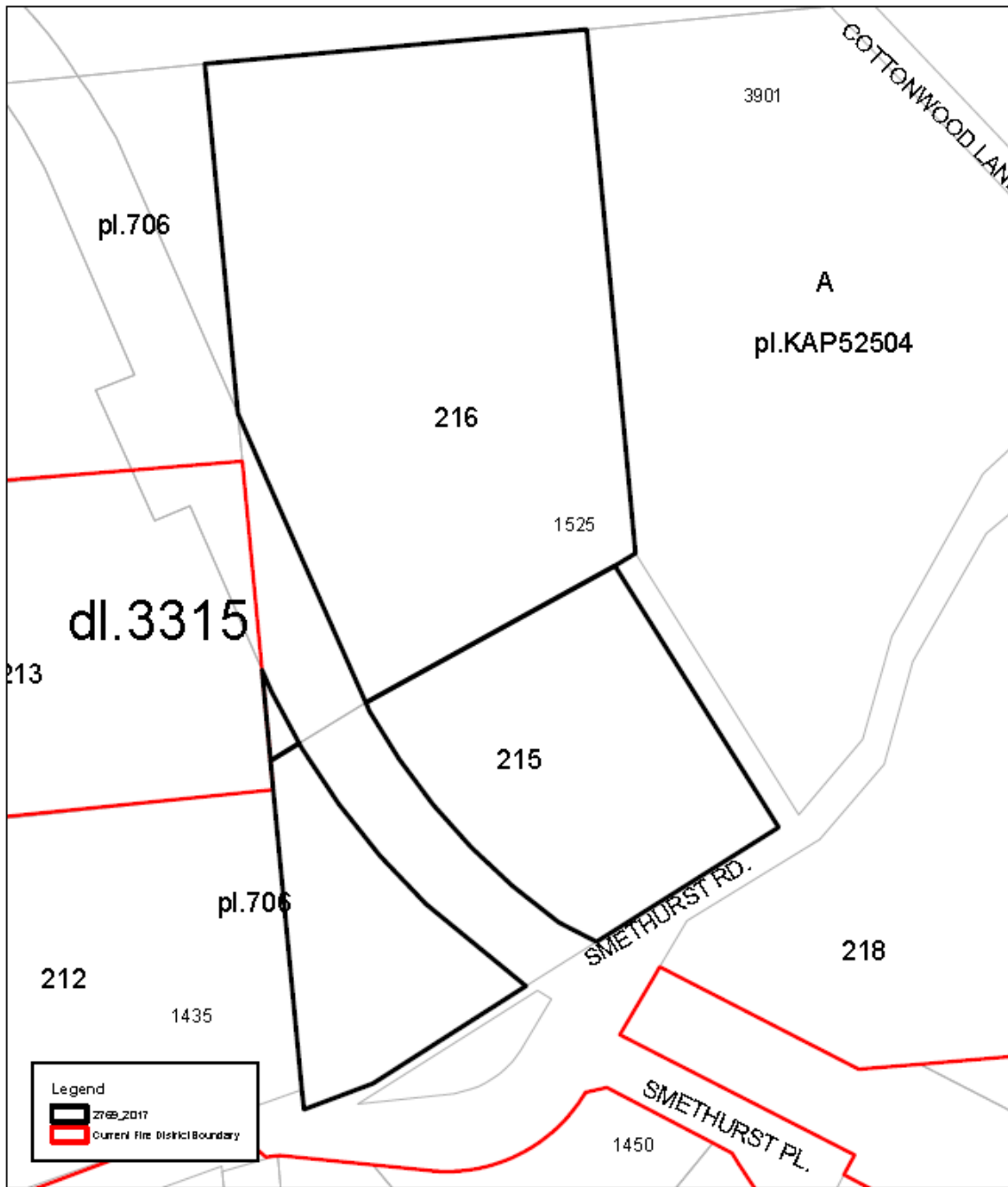
DIRECTOR CONSENT OBTAINED this ___ day of ____, 20__.

ADOPTED this ___ day of ____, 20__

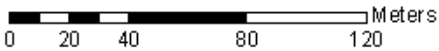
Board Chair

Corporate Officer

FILED WITH THE INSPECTOR OF MUNICIPALITIES this ___ day of _____, 20__.



**Plan to Accompany an Application
of Inclusion into the Naramata Fire Protection Area.
Bylaw No. 2769, 2017, Schedule A**



ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: February 2, 2017

RE: Naramata Water Advisory Committee (NWAC) Appointments

Administrative Recommendation:

THAT the Board of Directors appoint Richard Roskell and Norbert Lacis as members of the Naramata Water Advisory Commission for a 2 year term, ending in December of 2019; and,

THAT the Board of Directors accept the resignation of Jim Tapp from the Naramata Water Advisory Committee; and,

THAT a letter be forwarded to Mr. Tapp, thanking him for his service on the Naramata Water Advisory Committee.

Purpose:

To appoint two new members to Naramata Water Advisory Committee and acknowledge the departure of another member.

Reference:

Naramata Water Advisory Committee Terms of Reference – (June 2016).

Analysis:

The Naramata Water Advisory Committee (NWAC) began operating under their new Terms of Reference in 2016.

As a result of two expected vacancies in the committee membership, and in accordance with the Terms of Reference, staff advertised for new members. At the Annual General Meeting of January 11, 2017, two qualified applicants expressed an interest in participating as members of the Committee. The Director for Area "E" supports their membership application, and now forwards a recommendation to the Board of Directors that Mr. Roskell and Mr. Lacis be appointed to NWAC for a term ending December 2019.

Jim Tapp a member and former Chair of NWAC has advised of his intent to step away from the committee at this time.

Volunteers are critical to the success of the Regional District and the Board wishes to thank these civic-minded citizens for their commitment to the betterment of the Naramata community.

Respectfully submitted:

"Christy Malden"

C. Malden, Manager of Legislative Services

ADMINISTRATIVE REPORT

TO: Environment and Infrastructure Committee
FROM: B. Newell, Chief Administrative Officer
DATE: January 19, 2017
RE: Business Education Provider Award RFP

Administrative Recommendation:

THAT the Board of Directors award a two-year Contract for Business Education Provider to GreenStep Solutions Inc. for \$75,000 plus applicable taxes.

Purpose:

To increase the amount of diversion of recyclable materials from businesses and multi-family buildings within member Municipalities and the Regional District. Start consultation on the banning of organic materials at local landfills.

Reference:

[GreenStep Solutions Inc. Website](#)

Business Plan Objective:

Implement the Solid Waste Management Plan as related to Multi-Family and Institutional, Commercial and Industrial (ICI) recycling initiatives.

Background:

Regional District Staff have been working with large waste generators that bring their waste directly to the landfills or use roll off bins to separate their compostable materials and recyclables from mixed waste. These groups include some of the largest employers in the Regional District. As the waste is not combined with other businesses, Staff have been able to work directly with these businesses to improve practices and save money.

The 2012 RDOS Solid Waste Management Plan recognizes that the Institutional, Commercial and Industrial (ICI) sector and multi-family buildings require education, new programs or bylaws in order to better divert recyclables from landfills. Mixed commercial and multi-family waste from front end bins is commonly contaminated with cardboard, paper and other recyclables.

The 2016 5-Year Financial Plan budgeted \$60,000 in 2016 and \$15,000 in 2017 to commence an ICI and multi-family recycling program. This work was deferred to 2017 and the proposed 5-Year Financial Plan reflects this budget.

Analysis:

The RDOS sent out a Request for Proposal for a Business Education Provider in December 2016. The RFP included the budget of \$60,000 in year one and \$15,000 in year two. The RFP required all proposals be within this budget.

GreenStep Solutions Inc. was the only firm that submitted a proposal. This company has worked successfully with the Regional District of Central Okanagan and Columbia Shuswap in implementing education programs.

GreenStep Solutions has presented a proposal that will see them working in every municipality and electoral area within the Regional District over the next year. The 2017 methodology proposed by GreenStep includes:

- January to March - Communications with stakeholders and developing awareness with ICI and multi-family groups
- March to April – Conducting waste audits to determine a baseline of contamination and determining key issues
- May to June – Education and consultation including meetings, workshops and surveys
- July to September – Report and recommendations
- End 2017 to 2018 – Implementing, monitoring and measuring success of education and any new programs

The RDOS will supervising all work and being liaisons to local municipalities.

Alternate Recommendation:

THAT the Business and Multi-Family Education Program be conducted with in-house resources.

Communication Strategy:

RDOS Staff will work with GreenStep Solutions to launch the program and inform stakeholders.

Respectfully submitted:

Cameron Baughen

C. Baughen, Solid Waste Management Coordinator

Roger Huston

R. Huston, Public Works Manager