



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Thursday, December 06, 2018
RDOS Boardroom – 101 Martin Street, Penticton

SCHEDULE OF MEETINGS

9:00 am	-	9:15 am	Public Hearing: Okanagan Falls Town Centre Update - Amendment to the Electoral Area "D" Official Community Plan Bylaw No. 2603, 2013 and Zoning Bylaw No. 2455, 2008
9:15 am	-	9:45 am	Planning and Development Committee
9:45 am	-	10:15 am	Corporate Services Committee
10:15 am	-	12:00 pm	Protective Services Committee
12:00 pm	-	12:30 pm	Lunch
12:30 pm	-	4:00 pm	RDOS Board

"Karla Kozakevich"

Karla Kozakevich
RDOS Board Chair

Advance Notice of Meetings:

December 20, 2018	RDOS Board/OSRHD Board/Committee Meetings
January 3, 2019	RDOS Board/Committee Meetings
January 17, 2019	RDOS Board/OSRHD Board/Committee Meetings
February 7, 2019	RDOS Board/Committee Meetings
February 21, 2019	RDOS Board/OSRHD Board/Committee Meetings



NOTICE OF PUBLIC HEARING

Amendment to the Electoral Area "D" Official Community Plan Bylaw No. 2603, 2013, and Zoning Bylaw No. 2455, 2008. Okanagan Falls Town Centre Update

Notice is hereby given by the Regional District of Okanagan-Similkameen (RDOS) that all persons who believe that their interest in property is affected by the **Electoral Area "D" Official Community Plan Amendment Bylaw No. 2603.16, 2018, and Zoning Amendment Bylaw No. 2455.39, 2018**, will be afforded a reasonable opportunity to be heard or to present written submissions respecting matters contained in the proposed bylaws at a delegated public hearing to be held on:

Date: Thursday, December 6, 2018

Time: 9:00 a.m.

Location: RDOS, Board Room, 101 Martin Street, Penticton

The proposed amendments to the Electoral Area "D" Official Community Plan (OCP) Bylaw No. 2603, 2013, and Zoning Bylaw No. 2455, 2008, are related the on-going implementation of the Okanagan Falls Town Centre Plan (2017). Specifically:

Amendment Bylaw No. 2455.39, 2018, proposes to apply a new "Okanagan Falls Town Centre (OFTC)" Zone to those parcels of land generally situated north of Highway 97 in Okanagan Falls between the Okanagan River Channel to the west, Skaha Lake to the north and Main Street to the east. This new OFTC Zone will, amongst other things:

- expand the range of permitted uses;
- eliminate the requirement for the provision of ground floor retail/commercial uses currently mandated by the C4 and CT1 zones;
- establish a minimum residential density of 40 units/parcel;
- establish a maximum residential density of 100 units/ha;
- apply a minimum parcel size for subdivision of 1,000 m²; and
- apply a maximum building height of 15.0 metres.

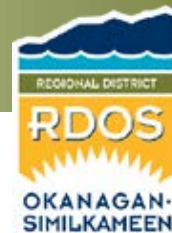
Amendment Bylaw No. 2603.16, 2018, proposes to introducing a policy statement supporting the proposed density of 100 units/ha as well as supporting proposal to increase height in the OFTC between 8th and 9th Avenues, subject to the provision of affordable housing, community infrastructure or the provision of other community benefits.

For further information about the content of the **Official Community Plan Amendment Bylaw No. 2603.16, 2018, and Zoning Amendment Bylaw No. 2455.39, 2018**, and the land affected by it, persons are encouraged to inspect a copy of the proposed Bylaws at the Regional District of Okanagan-Similkameen office at 101 Martin Street, Penticton, BC, on weekdays (excluding statutory holidays) between the hours of 8:30 a.m. to 4:30 p.m.

Basic information related to this proposal is also available at: www.rdos.bc.ca (Departments → Development Services → Planning → Strategic Projects → OK Falls Town Centre Revitalization Plan → Phase 2 – Zoning Amendments).

Anyone who considers themselves affected by **Official Community Plan Amendment Bylaw No. 2603.16, 2018, and Zoning Amendment Bylaw No. 2455.39, 2018**, can present written information to the Regional District prior to or at the public hearing and may also speak at the public hearing. No letter, report or representation from the public will be received after the conclusion of the public hearing.

NOTE: Protecting your personal information is an obligation the Regional District of Okanagan-Similkameen takes seriously. Our practices have been designed to ensure compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act* (British Columbia) ("FIPPA"). Any personal or proprietary information you provide to us is collected, used and disclosed in accordance with FIPPA.



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Planning and Development Committee

Thursday, December 06, 2018

9:15 a.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Planning and Development Committee meeting of December 06, 2018 be adopted.

B. RE-STRUCTURING OF ADVISORY PLANNING COMMISSIONS

1. Proposed Area Map

To seek direction from the Board regarding possible changes to the composition of the Electoral Area Advisory Planning Commissions (APCs).

RECOMMENDATION 2

THAT the Board of Directors direct Administration to prepare an amendment to the Advisory Planning Commission Bylaw No. 2339 to reduce the total number of Advisory Planning Commissions from eight (8) to five (5).

C. ADJOURNMENT

TO: Planning & Development Committee

FROM: B. Newell, Chief Administrative Officer

DATE: December 6, 2018

RE: Re-structuring of Advisory Planning Commissions

Administrative Recommendation:

THAT the Board of Directors direct Administration to prepare an amendment to the Advisory Planning Commission Bylaw No. 2339 to reduce the total number of Advisory Planning Commissions from eight (8) to five (5).

Purpose:

The purpose of this report is to seek direction from the Board regarding possible changes to the composition of the Electoral Area Advisory Planning Commissions (APCs).

Reference:

[Advisory Planning Commission Bylaw No. 2339](#)

Section 461, *Local Government Act*

Background:

Under Section 461 of the *Local Government Act*, a Regional District Board may establish an Advisory Planning Commission (APC) for one or more [emphasis added] Electoral Areas or portions of an Electoral Area to advise the Board on all matters referred to the Commission by the Board.

These Advisory Planning Commissions (APCs) play an important role in the review of land use decisions for both staff and the Regional Board. Members of APCs are able to provide local historical context, community input, and a sounding board for the community to consider the merits of a proposed land use decision prior to that decision moving ahead to the Regional Board for consideration.

Historically, the Board has established APCs by Electoral Areas in order to provide recommendations to the Board on land use planning matters. As a result, Administration has been tasked by the Board with administering 7-8 APCs, a number which may increase to 9 as a result of the creation of the new Electoral Area "I" on November 15, 2018.

The resource requirements to maintain this number of APCs increased significantly in 2006 following the adoption of the current APC Bylaw No. 2339 and APC Policy, both of which sought to modernise the operation of the APCs in order to meet the requirements of the *Community Charter* and LGA (i.e. open and publicly notified meetings, etc.).

More recently, recruitment of sufficient amount of members to APCs have been challenging, and the ability of some Electoral Area APCs to meet quorum on a consistent basis has adversely affected the processing of land use applications in a timely manner.

Administration has also anecdotally heard from a number of current and former APC members that they feel that they are being under utilised by the Regional District and not being referred a sufficient amount of land use matters.

To address these issues, Administration has recently undertaken an informal survey of other Regional District's and how they utilise APCs to determine if there is a way that the RDOS could improve its management of APCs.

Analysis:

In the informal survey of all Regional Districts in B.C., 12 have them separated based on one per Electoral Area, 5 have one region-wide APC or consolidated APCs based on a larger combined area of Electoral Areas, and 5 have no APCs (7 RDs did not reply). Administration feels that Advisory Planning Commissions play an important role in the review of and consideration of land use decisions by the Regional District. Often, land use decisions are better informed in understanding the impact on neighbouring properties, the historical context of development in the community, and the "fit" of the proposed development with the local community's growth desires. This local community perspective from APCs is valued by Planning staff and often results in better decision making at the Board level. However, Administration proposes that this local community context and advice can still be achieved with Advisory Planning Commissions established for larger geographic areas.

Attached to this report is a map of five proposed APCs made up of the nine total Electoral Areas as follows:

- Electoral Areas "A" and "C" (titled "Grasslands" APC);
- Electoral Areas "E" and "F" (titled "Okanagan Lake" APC);
- Electoral Areas "B" and "G" (titled "Lower Similkameen" APC);
- Electoral Areas "D" and "I" (titled "Skaha Lake" APC); and
- Electoral Area "H" (titled "Upper Similkameen" APC).

NOTE: it is proposed that Electoral Area "H" APC maintain its current boundary due to the vast geographic area.

Administration summarizes the benefits of considering this consolidation to be the following:

- With up to eight APC meetings per month (not every APC meets every month – only when required), and some meetings occurring the same night, Planning staff are sometimes stretched thin to attend every meeting. APC meetings are held in the local community of where the APC resides, so Planning staff may have to be in Naramata one night, then both in Princeton and Osoyoos the following night resulting in long nights and lots of driving time. This can gradually wear down staff (in addition to attending member municipality council meetings, often held at night). Reducing the number of APCs from 8 to 5 will help in balancing this night-time workload over a small staff complement.
- Planning staff time required for driving to and from, and attending APC meetings is expensed as overtime. Therefore, reducing the number of APCs will correspond in a reduction in the amount of overtime expensed and will have a positive impact on the Electoral Area Planning budget.

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- There is much administrative work associated with the management of APCs, such as preparing Agendas, creating minutes and providing those minutes to the Board, and scheduling meetings to ensure quorum can be achieved. This administrative workload can be decreased if the number of APCs is reduced.
 - For many of the current Electoral Area APCs, achieving quorum has been challenging. Not achieving quorum has the impact of significantly delaying a land use application, as the application must wait a full month until the next APC meeting for a recommendation. As an example, one rezoning application was provided to an APC in February, 2018, which did not achieve quorum, and again provided to the March, 2018 APC meeting, which again did not achieve quorum. Finally, Administration ended up providing the application directly to the Board for decision in April without an APC recommendation. Consolidating the current Area Planning Commissions will allow for a greater pool of interested people to sit on an respective APC, and more members can be appointed to avoid the risk of not achieving quorum.
 - The consolidated APCs proposed were chosen based on proximity, but also the relative similarity of the Electoral Areas in geography, land use issues, environmental conservation attributes (i.e. lake management vs. species preservation), and topography. Administration notes that the types of land use issues found in West Bench are fairly similar to that of Naramata (i.e. hillside development), while land issues in rural Osoyoos and Oliver are similar (i.e. development in the ALR, rural residential servicing). Therefore, the proposed APCs will still have a good understanding of local context issues with respect to land use applications.
 - The APCs can meet on a rotating basis in different locations. If one Agenda for the proposed "Grasslands" APC has items mainly from rural Osoyoos, the meeting can be held in Osoyoos. Similarly, if the next "Grasslands" APC is mainly applications from rural Oliver, it can be held in Oliver.
 - The APCs for Electoral Areas "B" and "G" rarely meet (because of the lack of zoning and OCP bylaws for these areas). Consolidating these APCs will allow for more Agenda items to be brought forward to this APC and give its members more purpose for sitting on the APC.

Alternatives:

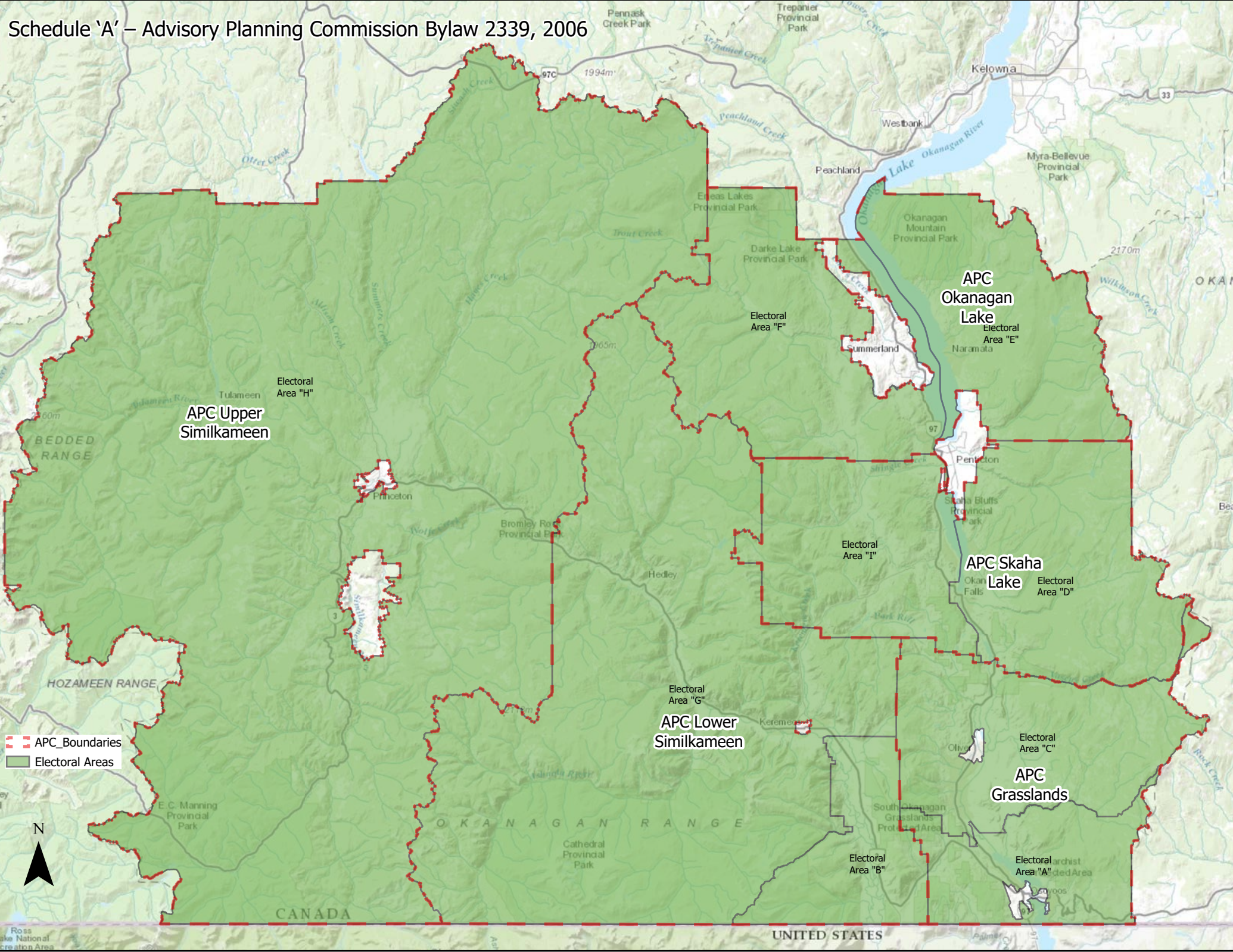
- .1 Maintain the one Area Planning Commission per Electoral Area structure and appoint members to the new Electoral Area "I" Area Planning Commission along with other Electoral Area APCs at a future Board meeting.
- .2 Direct Administration to review the Area Planning Commission Bylaw No. 2339 related to the parameters of achieving quorum and/or if Regional staff to attend APC meetings by request of the APC only.

Respectfully submitted:



B. Dollevoet, Dev. Services Manager

Schedule 'A' – Advisory Planning Commission Bylaw 2339, 2006





REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Corporate Services Committee

Thursday, December 06, 2018

9:45 a.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Corporate Services Committee meeting of December 06, 2018 be adopted.

B. FINANCE POLICIES

1. Investment Policy
2. Management of Reserve Funds Policy
3. Purchasing and Sales Policy

RECOMMENDATION 2

THAT the Regional District of Okanagan Similkameen Board of Directors adopt the following new and revised policies:

1. Investment Policy (New)
 2. Management of Reserve (New)
 3. Purchasing and Sales Policy (Revised)
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C. UBCM – NOTIFICATION OF EXECUTIVE VACANCIES – For Information Only

D. ADJOURNMENT

ADMINISTRATIVE REPORT

TO: Corporate Services Committee

FROM: B. Newell, Chief Administrative Officer

DATE: December 6, 2018

RE: Finance Policies

Administrative Recommendation:

THAT the Regional District of Okanagan Similkameen Board of Directors adopt the following new and revised policies:

1. Investment Policy (New)
2. Management of Reserve (New)
3. Purchasing and Sales Policy (Revised)

Business Plan Objective:

Goal 1.1: To Be an Effective, Fiscally Responsible Organization

Background:

The Regional District does not have policies governing its investment of funds and the management of reserves.

In the past it has relied on governing legislation in the Local Government Act and Community Charter to guide its investments. With the increasing variety of investment options in the marketplace it has become important to set out the parameters around investing funds held by the District.

The District holds a variety of reserves both statutory as well as operating. In order to better align our strategic, capital and operating plans it is useful to have guidelines regarding the nature and amount of reserves held for the various services delivered by the District.

The existing purchasing policy needed to be revised to incorporate changes in our governance of the fire departments as well as the Canada-Europe Trade Agreement.

Alternatives:

Status Quo - Leave current Purchasing and Sales Policy intact

Respectfully submitted:

"John Kurvink, Director of Finance/CFO"

J. Kurvink, Finance Manager

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

POLICY: Investment Policy

AUTHORITY: Board Resolution dated _____.

POLICY STATEMENT

The Regional District of Okanagan Similkameen is charged with ensuring the safety, liquidity and yield in the investment of corporate funds. In order to ensure these objectives are achieved in order of priority, a policy statement is required. This policy applies to the investment of operating, capital, and reserve funds.

PURPOSE

The purpose of this Policy is to document a governance framework for the prudent management of the Regional District of Okanagan Similkameen's investment portfolio "Fund" within an acceptable investment risk tolerance level.

DEFINITIONS

"BOARD" means the Board of Directors for the Regional District of Okanagan Similkameen;

"CAO" means the Chief Administrative Officer for the RDOS, or a designated representative;

"DESIGNATED OFFICER" means an employee of the RDOS designated in writing by the CAO to administer this bylaw, or sections of this bylaw;

"FUND" means all RDOS cash available for investment.

"RDOS" means the Regional District of Okanagan Similkameen.

"RIA" means the Responsible Investment Association

RESPONSIBILITIES

1. DELEGATION OF AUTHORITY

Authority to manage the RDOS investment program is derived from S. 3.38 of the CAO Delegation Bylaw 2793.

Fund Management responsibilities have been allocated as follows:

BOARD

- Approval and amendment of the Investment Policy

CAO Responsibilities

- Calculate the rates of return on the entire Fund, based on book and market value.
- Review the Policy periodically and if appropriate make recommendations to the Regional Board for changes.

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- Review the Fund's performance on a regular basis and provide a report to the BOARD annually in the first quarter of the year

DESIGNATED OFFICER Responsibilities

- Select investment dealers and institutions (the "Brokers") to assist the DESIGNATED OFFICER in meeting performance objectives for the Fund.
- Select specific investments for the Fund, recognizing the quality and diversification requirements established in this Policy, and subject to approved signing authority.
- Ensure that the sum of all cash, the current account, money market securities, and coupon income expected from the fixed income instruments (i.e. bonds, GICs etc.) in a year are sufficient to cover the disbursements expected to be paid from the Fund in that year.
- Seek to maximize and preserve the investment return on the Fund, after ensuring that the foregoing liquidity, quality and diversification requirements have been satisfied.
- Manage the securities held by the Fund in accordance with this Policy and applicable legislation.

The RDOS may from time to time engage consultants or other advisors to assist them in administering this policy.

2. AUTHORIZED INVESTMENT DEALERS AND FINANCIAL INSTITUTIONS

A list will be maintained by the DESIGNATED OFFICER of approved investment dealers and financial institutions authorized to provide investment services. Preference will be given to investment dealers and financial institutions who are members of the RIA. Investment dealers and financial institutions that provide the RDOS with the broadest range of investment instruments will be viewed as front runners in the qualifying bidder's process.

PROCEDURES

1. CHOICE OF INVESTMENT OPPORTUNITIES

The following are the investments permitted in the FUND.

- Eligible Securities as defined in *Section 183 of the Community Charter (Appendix A)* and *Section 16 of the Municipal Finance Authority Act*.
- Investments in internally financed projects.

All investments must be denominated in Canadian dollars or U.S. dollars. U.S. dollar investments are not to exceed 5% of the total portfolio.

Investments in shares, warrants, or other equities, convertible debt securities, derivatives, swaps, options or futures are prohibited, and all investment categories that are not explicitly permitted are prohibited.

2. RATINGS AND CONSTRAINTS

A. RISK CONSTRAINT

All securities must be readily marketable.

Investment held in the FUND must be rated by at least one rating agency, namely Moody's, Standard & Poor's (S&P) or Dominion Bond Rating Service (DBRS). All investments must be Government Grade (at least BBB by S&P, or equivalent by DBRS or Moody's.) In the case where a security is rated by more than one agency listed, the higher ratings will apply.

The total FUND will be limited to the following credit rating thresholds on a weighted average basis (as defined by S&P or equivalent):

Rating	Up to %
AAA	100%
AA	90%
A	70%
BBB	30%

The maximum exposure to a single investment security, as a percentage of the total portfolio cannot exceed 10%.

The maximum exposure to any one counterparty, as a percentage of the total portfolio cannot exceed 20%.

Due to market fluctuations, maximum percentages may be exceeded at a point in time. Securities need not be liquidated to rebalance the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

B. PORTFOLIO CONSTRAINTS

The primary constraints relate to safety of invested capital and maintaining the liquidity of the portfolio.

- All securities held in the portfolio shall have a maturity of ten years or less, however it is understood that the majority of assets will be invested in securities with a maturity considerably shorter than this ten year maximum. Overall, the total portfolio shall have an average term to maturity of no greater than five years.
- **Cash:** The deemed rating for cash, including the current account and any High Interest Savings Accounts, will be equal to the rating of the institution it is being held in.
- **Credit Union Deposits:** The deemed rating for securities issued by a Credit Union will be equal to the rating of the province that the credit union resides in.
- **Bank Deposits:** The deemed rating for securities issued by a bank will be equal to the credit rating of that bank.
- **Securities issued by a Government entity:** The deemed rating for securities issued by a Government entity will be equal to the credit rating of that province, country or equivalent.

C. OTHER CONSTRAINTS

- The Fund shall not borrow funds to acquire securities or otherwise deal in margin trading.
- All investments will be made in accordance with the Code of Ethics and the Charter Financial Analyst standards.
- All investments are to follow the above listed constraints laid out per this Investment Policy. An exception can be made with approval by the BOARD upon the recommendation of the CAO. Any such investment must comply as an eligible investment defined in *Section 183* of the *Community Charter*. A maximum investment allocation not exceeding 15% of the RDOS total portfolio will be permitted.

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

POLICY: Management of Reserves

AUTHORITY: Board Resolution dated: _____.

POLICY STATEMENT

The Regional District of Okanagan Similkameen should maintain adequate levels of reserve balances to mitigate current and future risks and facilitate stable tax rates.

PURPOSE

To provide guidance on the development, maintenance and use of financial reserve funds in support of sustainable budgeting practices. The following guiding principles form the basis of this Policy:

- Sufficient reserve funds are important in achieving financial health and stability for the RDOS.
- Reserve goals need to be consistent with, and supportive of, established long-term financial plans.

Reserve fund management needs to conform to the statutory and legal requirements of the *Local Government Act* and the *Community Charter*, Generally Accepted Accounting Principles (GAAP) and Public Sector Accounting Board (PSAB) recommendations.

DEFINITIONS

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

“CAO” means the Chief Administrative Officer for the RDOS, or a designated representative;

“DESIGNATED OFFICER” means an employee of the RDOS designated in writing by the CAO to administer this bylaw, or sections of this bylaw;

“CAPITAL RESERVE FUNDS” means funds set aside in a capital reserve fund and these funds must only be utilized for capital projects as defined in the Tangible Capital Asset Policy.

“OPERATING RESERVES” means unappropriated surplus funds for services administered by the Regional District that have been placed into a reserve fund for operating expenditures.

“RDOS” means the Regional District of Okanagan Similkameen

“STATUTORY RESERVES” means funds set aside for a specified purpose. These funds are established via bylaws and must be utilized as outlined in the bylaw.

“UNAPPROPRIATED SURPLUSES” means accumulated surplus built up in the Regional District’s various operating funds that have not been designated for specific uses.

RESPONSIBILITIES

The BOARD shall:

- Consider approval and amendments of the Policy on the recommendation of the CAO.

The CAO shall:

- recommend any revisions or amendments to this Policy to the BOARD, as may be required from time to time, as a result of changes in applicable statutes, accounting standards, and economic conditions.
- ensure that all funding and expenditures for Statutory Reserve funds are deposited in accordance to agreements, bylaws, and legislation.
- determine the need for operating & capital reserves and may waive the requirement depending on the type of service.

The DESIGNATED OFFICER shall:

- conduct an annual review of all OPERATING & CAPITAL RESERVE balances.
- regularly monitor and assess the OPERATING & CAPITAL RESERVES to ensure they are within the Policy.
- determine appropriate OPERATING & CAPITAL RESERVE levels and in determining strategies for reaching recommended levels without putting undue pressure on the budget.
- manage adjustments to Capital Plans and Asset Management Plans that may require adjustments to reserve targets.
- regularly monitor and assess the STATUTORY RESERVES to ensure they are within the Guidelines.
- recommend changes to agreements, bylaws and legislation that may require adjustments to reserve targets.

PROCEDURES

1. OPERATING RESERVE Funds:

The RDOS should maintain UNAPPROPRIATED SURPLUS balances in its operating reserves for services administered by the RDOS. The primary purpose of these reserves are to:

- provide working capital for projects that are utilizing operating budget revenues which will eliminate or reduce the need to borrow funds
- maintain a pool of funds that can be used to manage unexpected expenses as a result of events or emergencies that if the funds were not available would create a budget deficit position
- maintain a pool of funds for those services that rely on user fees as a revenue source and where if user fee revenue forecasts are not realized could result in a budget deficit position; and
- maintain a pool of funds for those services where there can be significant external pressures that impact forecasting.

OPERATING RESERVE minimums and maximums are as follows:

Funding Source	Minimum Level	Maximum Level
Services Administered by the RDOS: <ul style="list-style-type: none">any excess operating revenues left over at the end of each fiscal year.	Two months of regular operating expenditures, rounded to the nearest higher \$1,000.	Four months of regular operating expenditures, rounded to the nearest higher \$1,000.
Utility (Water/Sewer) <ul style="list-style-type: none">any excess operating revenues over expenditures at the end of each fiscal year.	Two months of regular operating expenditures, rounded to the nearest higher \$1,000.	Four months of regular operating expenditures, rounded to the nearest \$1,000 or \$50,000 whichever is greater

2. OPERATING RESERVE Funds:

The RDOS should maintain UNAPPROPRIATED SURPLUS balances in its OPERATING RESERVES for services administered by the RDOS. The primary purpose of these reserves are to:

- provide working capital for projects that are utilizing operating budget revenues which will eliminate or reduce the need to borrow funds
- maintain a pool of funds that can be used to manage unexpected expenses as a result of events or emergencies that if the funds were not available would create a budget deficit position
- maintain a pool of funds for those services that rely on user fees as a revenue source and where if user fee revenue forecasts are not realized could result in a budget deficit position; and
- maintain a pool of funds for those services where there can be significant external pressures that impact forecasting.

OPERATING RESERVE minimums and maximums are as follows:

Funding Source	Minimum Level	Maximum Level
Services Administered by the RDOS: <ul style="list-style-type: none">any excess operating revenues left over at the end of each fiscal year.	Two months of regular operating expenditures, rounded to the nearest higher \$1,000.	Four months of regular operating expenditures, rounded to the nearest higher \$1,000.
Utility (Water/Sewer) <ul style="list-style-type: none">any excess operating revenues over expenditures at the end of each fiscal year.	Two months of regular operating expenditures, rounded to the nearest higher \$1,000.	Four months of regular operating expenditures, rounded to the nearest \$1,000 or \$50,000, whichever is greater

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN BOARD POLICY

POLICY: Purchasing and Sales Policy

AUTHORITY: Board Resolution _____ dated _____ .

POLICY STATEMENT

To responsibly acquire goods and services and manage the disposal of surplus materials in an accountable, professional, cost-effective and environmentally responsive manner.

1.0 PURPOSE

The purpose of this policy is to identify the principles guiding the procurement of goods, services and construction of assets required by the Regional District of Okanagan Similkameen in the performance of the duties and responsibilities assigned to it. In achieving the maximum economy, efficiency and effectiveness in the performance of this function, the Regional District of Okanagan Similkameen has endorsed certain fundamental principles which are applicable to all Departments.

2.0 DEFINITIONS

“**BOARD**” means the Board of Directors for the Regional District of Okanagan Similkameen;

“**CAO**” means the Chief Administrative Officer for the RDOS, or a designated representative;

“**DESIGNATED OFFICER**” means an employee of the RDOS designated in writing by the CAO to administer this bylaw, or sections of this bylaw;

“**RDOS**” means the Regional District of Okanagan Similkameen.

3.0 PURCHASING PRINCIPLES

- 3.1 Procure the necessary quality and quantity of goods and services in an efficient, timely, cost-effective manner, while maintaining the controls necessary for a public institution.
- 3.2 Encourage an open and transparent process for the acquisition and disposal of goods and services.
- 3.3 Ensure the maximum value is obtained regarding acquisition of products and services by determining the full cost over the lifetime of the product or service.
- 3.4 Procure goods and services giving due consideration to the RDOS commitment to encourage the use of environmentally friendly products and services.
- 3.5 Ensure that the guidelines set out in the Code of Conduct as identified in this policy are adhered to.
- 3.6 Ensure the maximum value is gained when disposing of surplus goods and that they are sold in a transparent and publicly acceptable manner.
- 3.7 Ensure compliance with RDOS policies and bylaws, the *Local Government Act* and all other Provincial and National laws and regulations that apply to the procurement of goods, services and construction.
- 3.8 Ensure that purchasing policies and practices support the direction of the RDOS and are in compliance with policy established by the BOARD.

4.0 RESPONSIBILITIES

- 4.1 The BOARD shall approve any amendments to this policy.
- 4.2 The CAO will support the implementation of this policy and recommend any amendments.
- 4.3 The DESIGNATED OFFICER will administer the Purchasing Policy to ensure that goods and services are acquired and disposed of in accordance with this policy.
- 4.4 The RDOS operates on a decentralized purchasing model. It is the responsibility of department managers to ensure their department's purchasing practices are in conformance with the purchasing policy and procedures. All invoices and purchase orders must be approved by department managers or, within established spending limits, by their designate. The DESIGNATED OFFICER must be advised, in writing, of the departmental designate along with a sample signature.
- 4.5 Department Managers are responsible for ensuring budget funds are available in duly authorized accounts before making commitments for goods and services.

APPLICATION:

Board of Directors
Regional District Employees
Fire Departments

INTERPRETATION:

In this policy, each obligation or authority bestowed or delegated to the CAO shall also apply to a Fire Chief.

5.0 PROHIBITIONS

- 5.1 Include:
 - 5.1.1 Purchase by the Regional District of goods and services for personal use by or on behalf of any member of the Regional District Board, appointed officers, employees or their immediate families.
 - 5.1.2 Purchase by the Regional District of goods and services from any member of its Board, appointed officers, employees or their immediate families or from any other source that would result in a conflict of interest unless the purchase is disclosed and participation discontinued in accordance with the *Local Government Act*.
 - 5.1.3 The purchase of any Regional District goods by a member of its Board, appointed officers, employees or their immediate families, unless it is goods the Regional District is selling for profit or is available to the general public.
- 5.2 Exclude:
 - 5.2.1 Established employee purchase programs

6.0 CODE OF CONDUCT

- 6.1 Those employees who have been delegated authority to commit RDOS funds and those employees responsible for corporate assets will abide by the Code of Conduct as it applies to their duties performed for the RDOS.

- 6.2 Employees of the RDOS will not use their authority or office for personal gain and will seek to uphold and enhance the standing and image of the RDOS.

7.0 INSURANCE

- 7.1 To assist in protecting the RDOS against losses, all contractors providing services to the RDOS are required to obtain and maintain insurance for a specified amount and duration indicated during the procurement process. Insurance must be obtained from an insurance company duly registered, licensed and approved to conduct insurance business in the Province of British Columbia. Contractors must also indicate whether they carry Worksafe BC insurance.

8.0 WORKER'S COMPENSATION

- 8.1 Contractors shall be deemed to be the Principal Contractors within the meaning of the Worker's Compensation Board ("WCB") Industrial Health and Safety Regulations for the Province of British Columbia and must comply with WCB Health & Safety Regulations and all other WCB regulations that apply to the works.

9.0 RIGHT TO REJECT BID DUE TO LITIGATION OR NON-COMPLIANCE WITH ZONING BYLAWS

- 9.1 Without limiting the foregoing, the RDOS may, in its absolute discretion, reject any tender or proposal submitted by a proponent if:

- 9.1.1 the Tenderer or any officer or director of the Tenderer is or has been engaged either directly or indirectly through another corporation in a legal action against the Regional District or its elected or appointed officers or employees in relation to:
- (i) any other contract for works or services; or
 - (ii) any matter arising from the RDOS exercise of its powers, duties or functions under the *Local Government Act* or another enactment, within five years of the date of the invitation to tender; or
- 9.1.2 the use of any real property owned or occupied by the Tenderer, located in the RDOS and used by the Tenderer in connection with the performance of the Contract, including use as an office, as storage or as a works yard, is not a permitted use of that property as established by the RDOS Zoning Bylaw or any covenant in favour of the RDOS, unless such use constitutes a legal non-conforming use.

10. PURCHASING AUTHORITY AND APPROVAL LIMITS

- 10.1 Only those persons delegated authority are authorized to commit the Regional District for materials, equipment, supplies and services as authorized by the annual budget.
- 10.2 The CAO, Managers and/or their delegate are given authority to execute purchase orders for materials, equipment, supplies and services in accordance with the following criteria:

10.2.1 Items and/or services are included in the annual budget. Items and/or services that are supplemental to the budget but do not create a budget deficit for the department or function. Any transfer of funds between accounts within the function must be approved by the Manager of Finance.

10.2.2 Accepted supplier is the lowest qualified bidder meeting requirements and/or specifications, or in the case of an RFP, the recommended proposal receives the highest criteria score.

10.3 The BOARD shall approve all purchases which exceed the budgeted amount of the function. The BOARD shall also approve those tenders where the accepted supplier is not the lowest qualified bid meeting specifications or requirements.

Purchase Authority Limits for RDOS Staff:

Purchases	Authority
Below \$1,500	All RDOS Staff as directed by their Supervisor
Up to \$10,000	Supervisors
Up to \$25,000	Managers
Between \$25,000 - \$50,000	CAO
Above \$50,000	BOARD
Above \$75,000	NWPTA Process
Above \$100,000	CFTA
Construction Above \$250,000	CFTA
Above \$200,000 SDR (Approx. \$367,000 CDN\$)	CETA
Construction above \$5,000,000 SDR (Approx. \$9,000,000 CDN\$)	CETA

Purchase Authority Limits for Fire Department Volunteers:

Purchases	Authority
Up to \$50,000	Fire Department Chief
Above \$50,000	Board
Above \$75,000	NWPTA Process
Above \$100,000	CFTA
Construction Above \$250,000	CFTA
Above \$200,000 SDR (Approx. \$367,000 CDN\$)	CETA

Construction above \$5,000,000 SDR (Approx. \$9,000,000 CDN\$)	CETA
--	------

10.4 Purchases Exempt From Purchase Orders

- 10.4.1 Costs related to court actions or damage claims
- 10.4.2 Subscriptions, publications, dues and fees
- 10.4.3 Utility accounts
- 10.4.4 Insurance premiums
- 10.4.5 Salaries, wages and benefits
- 10.4.6 Grant in aid payments
- 10.4.7 Purchasing card purchases
- 10.4.8 Travel expenses, which require submission of expense form
- 10.4.9 Requests for additions to the list of exempt purchases must be forwarded to the DESIGNATED OFFICER for approval

11.0 PURCHASING PROTOCOL – Quotes, Tenders, RFPs, and Change Orders

11.1 Where goods and services to be purchased are contained in a current budget approved by the Regional Board, the general practice to be followed shall be:

11.1.1 Expenditures between \$1,500 and \$5,000:

- (i) Attempt to obtain verbal competitive quotations.

11.1.2 Expenditures over \$5,000 but not exceeding \$50,000:

- (i) Attempt to obtain at least three (3) written offers from suppliers; and
- (ii) Managers shall issue a purchase order to the successful supplier and, if applicable, require the supplier to enter into a written agreement with the Regional District.

11.1.3 Expenditures over \$50,000:

- (i) Invite and accept only sealed tenders or RFPs from potential suppliers and:
 - Ø Publicly receive and open all tenders and initial the tenders when they are opened; or,
 - Ø Initial the RFPs upon opening;
- (ii) The applicable Manager shall make a recommendation for the Chief Administrative Officer's approval; and,
- (iii) If approved by the Chief Administrative Officer, the Manager shall issue a purchase order to the successful supplier and, if applicable, require the supplier to enter into a written agreement with the Regional District.

11.1.4 Expenditures over \$50,000:

- (i) Invite and accept only sealed tenders or RFPs from potential suppliers and:
 - Ø Publicly receive and open all tenders and initial the tenders when they are opened; or,
 - Ø Initial the RFPs upon opening;
- (ii) The Manager shall make a recommendation for the Chief Administrative Officer's consideration, who in turn will forward the recommendation to the Regional Board for consideration and approval; and,
- (iii) If approved by the Regional Board, the Manager shall issue a purchase order to the successful supplier and, if applicable, require the supplier to enter into a written agreement with the Regional District.

- 11.2 A written agreement between a supplier and the Regional District is required under this section in the following circumstances:
- 11.2.1 If requested by the supplier;
 - 11.2.2 for contracts that exceed a value of \$50,000
 - 11.2.3 If a RFP and subsequent successful proposal do not contain sufficient elements, such as specifications, conditions, warranties, or indemnities, to constitute a satisfactory contract for either party;
 - 11.2.4 If there is already a contract between the RDOS and the supplier, but there are changes to that contract for the particular expenditure.

12.0 NEW WEST PARTNERSHIP TRADE AGREEMENT (NWPTA)

- 12.1 The RDOS will provide open and non-discriminatory access to procurements where the procurement value is:
- 12.1.1 \$75,000 or greater for goods
 - 12.1.2 \$75,000 or greater for services
 - 12.1.3 \$200,000 or greater for construction
- 12.2 The Regional District will post all tender and RFP notices for all covered procurement through BC Bid and/or other approved electronic website to ensure compliancy with NWPTA legislation.
- 12.3 Articles 3, 4, and 14 of NWPTA do not apply to government procurement listed below provided that procurement procedures are not used to avoid competition, discriminate between suppliers, or protect its suppliers.
- 12.3.1 Where it can be demonstrated that only one supplier is able to meet the requirements of a procurement;
 - 12.3.2 Where an unforeseeable situation of urgency exists and the goods, services or construction could not be obtained in time by means of open procurement procedures;
 - 12.3.3 When the acquisition is of a confidential or privileged nature and disclosure through an open bidding process could reasonably be expected to compromise government confidentiality, cause economic disruption or be contrary to the public interest;
 - 12.3.4 of services provided by lawyers and notaries;
 - 12.3.5 of goods intended for resale to the public; or
 - 12.3.6 in the absence of a receipt of any bids in response to a call for tender

13.0 GENERAL TENDERING GUIDELINES

- 13.1 Department Managers are responsible for the preparation of the tender instructions, conditions, specifications, and pricing formula.
- 13.2 Procedures for receiving and opening tenders shall conform to the following:
- 13.2.1 Tenders enclosed in sealed envelopes will be received at the tender address until tender closing time;
 - 13.2.2 All tenders will be recorded as to the date and time received at the front counter who will file the tender in the vault until tenders are opened;

- 13.2.3 Two staff members should proceed with the tender opening at precisely the designated time on the closing day;
 - 13.2.4 Tender envelopes should be opened and each tender shall be checked to ensure that is in signed and valid.
 - 13.2.5 Individual tenders should be read to the interested public. No special order exists in which to read tenders.
 - 13.2.6 Where only one tender is received, the Regional District reserves the right to not make the amount of the tender public at the tender opening. The amount of the tender will be made public if a contract is awarded.
- 13.3 Provide promptly any information necessary to determine whether a procurement was conducted fairly, impartially including information on the characteristics and relative advantages of the successful tender.

14.0 GENERAL RFP GUIDELINES

- 14.1 The applicable department is responsible to prepare the necessary RFP documents.
- 14.2 The RFP should define the nature of the goods and/or services to be provided, how they are expected to be used and/or problems they are expected to address.
- 14.3 If mandatory requirements are necessary, they should be kept to a minimum and must be carefully worded so as not to eliminate a vendor with an otherwise good proposal.
- 14.4 The criteria to be used in the evaluation of proposals are outlined in Schedule A attached to this policy.
- 14.5 Potential proponents should be allowed sufficient time to prepare a good response.
- 14.6 The applicable department should receive all proposals for evaluation. Proposals should be treated as confidential documents.
- 14.7 Requests for Proposals (RFP;s) shall be reviewed by an Evaluation Team which shall consist of at least two staff members
- 14.8 Each Evaluation Team member shall complete the RFP Evaluation Form for each proposal as outlined in the attached Schedule A
- 14.9 Upon completion of Step 2 of Schedule A, the Evaluation Team shall determine, by consensus, the score for each proposal and shall forward these scores to the Board for its consideration to select the successful proponent.

15.0 TENDERS/RFPs THAT EXCEED THE BUDGET

- 15.1 Where a tender or RFP exceeds its budget, the applicable Department Manager must take one of the following actions:
- 15.1.1 Recommend rejection of the tender or RFP;
 - 15.1.2 With the Chief Administrative Officer, jointly recommend that the Regional Board approve a transfer of extra funding from other items included in a

budget approved by the Regional Board in order to accept the tender or RFP as the successful tender or RFP.

16.0 SINGLE-SOURCE PURCHASES

16.1 A Department Manager may make purchases without inviting offers from suppliers if:

- 15.1.1 There exists only a single supplier from whom the purchase can economically be made;
- 15.1.2 The circumstances in which the purchase is required are extraordinary; or,
- 15.1.3 The circumstances in which the purchase is required involve an emergency, which refers to an unexpected event that requires prompt action.

16.2 A purchase made under Subsection 15.1.1 and 15.1.2 requires the approval of:

- 15.2.1 The Chief Administrative Officer, or their designate, for purchases not exceeding \$50,000; or,
- 15.2.2 The Regional Board for purchases exceeding \$50,000.

16.3 The CAO or designate is authorized to proceed with any purchase made under Subsection 17.1.3 without soliciting proposals or tenders.

17.0 STANDING PURCHASE ORDERS

17.1 Where, in the opinion of the applicable Department Manager, greater efficiency will result through purchasing a particular product or service from one supplier, a Standing Purchase Order may be issued to cover such purchases in any given year.

17.2 Only the applicable Department Manager may authorize and sign a Standing Purchase Order.

17.3 Standing Purchase Orders shall normally be issued at the beginning of the calendar year in accordance with the requirements of this policy and are in effect for that year only.

17.4 Standing Purchase Orders shall not be used for capital expenditures.

18.0 CONFIDENTIALITY

18.1 A total bid price is public information. However, it is considered unethical as well as damaging to the Regional District's position to allow unit price information from one vendor to pass to another vendor.

18.2 Access to information shall be subject to provisions of the *Freedom of Information and Protection of Privacy Act*.

19.0 IDENTICAL TENDER OR QUOTATION PRICES

- 19.1 Where the total price of two or more tenders or quotations are the same, awards shall be made first to firms located in the Regional District, second to firms located in British Columbia, and third to firms located in Canada.

20.0 SURPLUS ASSET DISPOSAL

- 20.1 The Regional District of Okanagan-Similkameen recognizes that assets purchased for its' use will eventually become surplus to its needs. These assets are deemed surplus due to:
- Ø Obsolescence
 - Ø Worn out
 - Ø Too costly to maintain
 - Ø No longer used.
- 20.2 All surplus assets estimated to have a monetary value shall be disposed of by the Finance Department upon the Chief Administrative Officer's approval, in the manner which will receive the best possible return to the Regional District. Except for trade-ins, surplus assets valued in excess of \$10,000 shall be referred to the Board of Directors stating reasons for disposal. Once Board approval is received the Finance Department will dispose of the surplus assets in a manner that will receive the best possible return to the Regional District.
- 20.3 All surplus assets shall be sold on an "as is/where is" basis. No warranties or guarantees are to be offered or implied in the sale of the surplus assets.
- 20.4 It is the responsibility of each Department Manager to notify the Finance Manager, in writing, of surplus assets, where applicable, the list must contain make, model and serial number.
- 20.5 Prior to disposition, a list of surplus assets will be circulated to all Regional District departments to see if they can be of use in another department.
- 20.6 When deemed to be in our best interest, surplus assets will be traded in on replacements.
- 20.7 Proceeds from the sale of surplus assets will be credited back to the appropriate function.

21.0 ENVIRONMENTAL PURCHASING

In addition to the principles included in section 2, the Regional District of Okanagan Similkameen supports the use of environmentally sustainable products and practices and expects staff to pursue this objective in the acquisition of goods and services for the Regional District. This will be accomplished by ensuring that the user departments review and modify existing specifications, and write new specifications, to include environmentally sustainable choices subject to both suitability and costs.

21.1 General Principles

- 21.1.1 To specify products that do not harm the environment in their manufacture, use or disposal (third party certification such as the “Eco Logo” or “Energy Star” may be used.)
- 21.1.2 To consider the environmental facts along with price and performance.
- 21.1.3 To secure comprehensive, accurate and meaningful information about the environmental performance of products or services sufficient to determine environmental preferability.

21.2 Procedures

- 21.2.1 User department staff (or delegate) will review and modify existing specifications and write new specifications to include options for the use of environmentally sound products and processes.
- 21.2.2 Environmentally preferred products must meet or exceed the same engineered standards for the traditional products with respect to performance, structural integrity, life span and safety.
- 21.2.3 The Regional District may be prepared to pay a premium for the environmentally friendly option, within reason, but any significant impact on budgets must be appropriately approved.
- 21.2.4 User department staff (or delegate) will remain alert to sources of recycled materials, products made from recycled materials and other environmentally beneficial products, bringing such information to the attention of the user departments.

SCHEDULE "A"

REQUEST FOR PROPOSALS EVALUATION FORM

Proponent's Name: _____			
Project Title: _____			
Evaluation Date: _____			
Evaluator: _____			
Step 1:		YES	NO
Mandatories	Proposal received prior to closing		
	Sub-Consultant list		
	Project Manager identified		
	Project Team identified – Resumes included		
	Reference List		
	Workers Compensation Number provided		
	Sufficient number of proposal copies		
Step 2:		Assigned Points	Points
Proponent (15-30 points)	Qualifications of firm and project team members		
	Experience of firm and project team members		
	References		
	Resources		
Proposal (30-50 points)	Scope		
	Methodology		
	Environmental Performance		
	Scheduling		
	Project Team - Level of Effort		
	Clarity of Proposal		
Price (20-50 points)	Consideration of Price Presented Price = (lowest cost proposal divided by proposal being evaluated) x (% weight)		
Total Score	Proponent + Proposal + Price Scores	100	

[Review and add any specific items that should be in the mandatory section or Specific items for the proposal related to the project]

Evaluation Team Members shall use the following list of questions to complete the RFP Evaluation Form:

Proponent Evaluation – 15 to 30 Points Total

- (i) Qualifications of Firm and Project Team Members:
Are the firm and project team members specialized and qualified in the nature of the project work?
- (ii) Experience of Firm and Project Team Members:
Has the firm completed similar projects during the last three years? Do the assigned project team members have experience with similar projects?
- (iii) Past Performance:
Is the firm's record of past performance sound? Do reference checks reveal weaknesses? Was abnormal level of monitoring required? Does the firm consistently complete assignments on time and within budget?
- (iv) Resources:
Does the firm have ample resources (e.g. staff, equipment, etc.) to apply to this project?

Proposal Evaluation – 30 to 50 Points Total

- (i) Scope:
Do the objectives, scope, work plan, and prediction of results comply with the terms of reference and project objectives?
- (ii) Methodology:
Is the methodology clear and in sufficient detail to cover all necessary aspects? Does the proposal reflect the required understanding of the project? Is each task clearly outlined and in logical sequence?
- (iii) Environmental Performance
What is the environmental burden and unit cost of a product or service, from its design through to production and then final disposal?
- (iv) Scheduling:
Does the proposal indicate that the achievement of objectives will be met according to an acceptable schedule? Are they within the timelines set by the terms of reference (if outlined in the terms of reference)? Are problems or delays accounted for? Is timing realistic for the project?
- (v) Project Team:
Is the level of effort (total hours) adequate, low or high? Are the hours of professionals involved adequate, low or high? Is the proportion of professional vs. technical hours adequate or appropriate?
- (vi) Clarity of Proposal:
Is the proposal clear, concise, and logical?

Price Evaluation – 20 to 50 Points Total

- (i) Total Price

APPENDIX 1

Environmental Performance Decision Criteria

Basic evaluation criteria for rationalizing the purchase of environmentally sound alternatives:

- (i) Does the alternative product meet or exceed the minimum required performance specifications? (e.g.) durability, safety, structural integrity. (If no, use the conventional product; if yes move to (ii)).
- (ii) Is the unit pricing of the alternative product equal, or less than, the conventional product? (If yes purchase the alternate product; if no move to (iii)).
- (iii) What is the total annual cost differential of using the alternate product instead of the conventional? (If the effect on budget is nominal use the alternate product; if the effect on budget is more than nominal go to (iv)).
- (iv) By using the alternate product are there any offsetting benefits that can be clearly measured and recorded in cost avoidance accruing to the same Business Unit, or to other business Units and, if so, do those benefits equal or exceed the extra acquisition costs? (If yes purchase the alternate product; if no go to (v)).
- (v) Are there any other benefits that are not measurable in any direct monetary sense but are benefits that we ought to realize for other on-pecuniary reasons?, e.g. "green benefits" such as reduced pollution, air emissions, effluent release, recyclable & disposal issues etc. (If no, purchase the conventional product; if yes define those reasons and report them through established reporting channels to get the increased budget commitment approved. In either case go to (vi)).
- (vi) If acquisition of the alternative product at the higher cost is approved purchase the alternate product; if not purchase the conventional product.



MEMO TO MEMBERS

November 19, 2018

TO: UBCM MEMBERS
Attn: Elected Officials of Member Local Governments and First Nations

FROM: UBCM EXECUTIVE

RE: NOTIFICATION OF EXECUTIVE VACANCIES

The purpose of this memo is to notify members of the direction taken by the Executive at their meeting on November 16, 2018 with regards to Executive vacancies as a result of the 2018 Local Government Elections.

At the meeting, Executive members were advised of five vacancies, and the process for filling those vacancies in accordance with the UBCM Bylaws and Policies:

- Second Vice President * – Executive CANNOT appoint a Vice President, but may ask a sitting VP to move up and fill a vacancy; and Executive has the further option of appointing an additional “acting” Director at Large to ensure a full board complement of 21 members.
- Director at Large (1) – Executive may appoint an eligible elected official.
- Vancouver Metro Area Representative (1) – Executive may appoint an eligible elected official.
- City of Vancouver Representative – City of Vancouver has made its re-appointment; Councillor Pete Fry.
- GVRD/Metro Vancouver Representative – Metro will make a re-appointment; that process is underway.

The UBCM Bylaws and Policies, grant the Executive discretion on whether or not to fill vacancies (see Appendix A for extracts of both documents). Upon consideration of the Bylaws and Policies the Executive endorsed the following direction:

- Executive proceed to notify the membership of the vacancies on the Executive and seek expressions of interest for each of these positions:
 - Director at Large – 2 positions are available, to ensure a full board complement of 21 members
 - Vancouver Metro Area Representative – 1 position available
- Executive agreed that the three vacancies should be filled prior to the next Executive meeting scheduled for February 20-22, 2019.

<p>* In accordance with the Bylaws, Third VP, Councillor Brian Frenkel has moved to Second VP as a result of the vacancy left in this position.</p>

Next Steps

This memo serves as notification to the membership that the UBCM Executive wishes to fill vacancies for:

- Director at Large (2);
- Vancouver Metro Area Representative (1)

The process for filling vacancies will follow the process outlined in s. 9.5 of the Executive Policies.

Eligibility for Office

Director At Large (2) – this position is open to all elected officials of UBCM.

Vancouver Metro Area Representative (1) – this position is open to elected members of either, or both, a council of a member municipality of the GVRD or of the GVRD Board (a list of eligible local governments is attached as Appendix B).

Process

Eligible elected officials interested in applying for either of these positions are encouraged to submit an expression of interest for **one** of these vacancies, as outlined in s. 9.5 of the Executive Policies. We would ask that potential candidates complete the attached nomination form (Appendix C) and return it by email to the attention of the Past President. Candidates are also encouraged to provide a short bio (not more than 300 words) with their nomination form. All materials can be sent to the attention of Past President, Councillor Murry Krause, care of the following email address: mcrawford@ubcm.ca

**The submission deadline for expressions of interest (nomination form and bio) is:
Friday December 14, 2018.**

The Executive will consider all expressions of interest and make a decision regarding whom they will appoint to fill these three vacancies.

Following Executive deliberations, all members will be notified of the Executive's decision. Newly appointed board members will be invited to attend the February 20-22, 2019 Executive meeting in Victoria.

If you have any questions about the process please contact Councillor Murry Krause, Past President at murry_krause@telus.net or Marie Crawford, General Manager, Richmond Operations at 604-270-8226 ext. 104 or by email: mcrawford@ubcm.ca.

We welcome eligible interested candidates to apply. For further information about UBCM and the Executive please see the UBCM website.

<http://www.ubcm.ca/EN/main/about/executive/executive-members.html>

EXTRACTS FROM THE UBCM BYLAWS AND EXECUTIVE POLICIES

UBCM Bylaws

Section 2 of the UBCM Bylaws provides the following definition for officers:

2. *The Officers of the Union shall be: President, First Vice-President, Second Vice-President, and Third Vice-President.*

Section 3(d) speaks to filling vacancies: (*bold italics indicate relevant sections*)

- (d) ***No person shall hold a position as Officer of the Union unless elected as an Officer by the membership of the Union*** and no person shall be elected more than twice, whether consecutively or otherwise, as President of the Union. ...

In the event of a vacancy:

- amongst the Officers, other than President, the ***Executive may appoint, from amongst persons qualified to be elected to the Executive, Acting Directors at Large*** equal to the number of vacancies;
- amongst the ***Directors at Large***, the Small Community Representative, the Electoral Area Representative, or the ***Vancouver Metro Area Representatives***, ***the Executive may appoint a person qualified to hold the office to fill the position for the term remaining;***
- in the position of Vancouver Representative, GVRD Representative or amongst the five Directors appointed by the Area Associations such vacancies shall be filled in the manner of the original appointment.

Executive Policies

Section 9.5 of the Executive Policies outlines the process for appointing replacements:

9.5 VACANCIES ON THE EXECUTIVE

If one or more Executive positions become vacant following a local government election, the Executive is authorized to appoint a replacement according to the following process.

1. *UBCM shall notify local governments of any vacancy on the UBCM Executive and distribute information about the process for appointing a replacement. The Executive shall invite expressions of interest from local government elected officials who wish to fill the vacant position(s).*
2. *An expression of interest must be supported by two elected officials from UBCM member local governments.*
3. *An interested candidate may submit an expression of interest for one position only.*
4. *Expressions of interest shall be forwarded to the Past President, care of the UBCM office. The Past President will prepare a report for the Executive on the materials received.*

Vancouver Metro Area Representative – List of Eligible Members

Anmore
Belcarra
Bowen Island
Burnaby
Coquitlam
Delta
Electoral Area A (Metro Vancouver)
Langley City
Langley Township
Lions Bay
Maple Ridge
New Westminster
North Vancouver City
North Vancouver District
Pitt Meadows
Port Coquitlam
Port Moody
Richmond
Surrey
Tsawwassen First Nation
Vancouver
West Vancouver
White Rock

¹NOMINATIONS FOR THE 2018/2019 UBCM EXECUTIVE

We are qualified under the UBCM Bylaws to nominate¹ a candidate and we nominate:

Name: _____

Position: (Mayor/Chief/Councillor/Director): _____

Mun/RD/First Nation represented: _____

Nominated for (*pick one only*): ☐ Director At Large ☐ Vancouver Metro Area Representative

NOMINATED BY:

Name: _____ Name: _____

Elected Position: _____ Elected Position: _____

Mun/RD/First Nation: _____ Mun/RD/First Nation: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the UBCM Bylaws².

CANDIDATE:

Name: _____ Elected Position: _____

Mun/RD/First Nation: _____

Nominated for (*pick one only*): ☐ Director At Large ☐ Vancouver Metro Area Representative

Signature: _____ Date: _____

Submission Deadline: December 14, 2018

¹ Nominations require two elected officials of members of the Union [Bylaw 4(b)].

² All nominees to the Executive shall be elected representatives of a member of the Union [Bylaw 3(c)].
Nominees for Electoral Area Representative, Small Community Representative and Vancouver Metro Area Representative must hold the appropriate office.



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Protective Services Committee

Thursday, December 06, 2018

10:15 a.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Protective Services Committee meeting of December 06, 2018 be adopted.

B. DELEGATION – RCMP

1. Ted De Jager – Detachment Commander, South Okanagan-Similkameen Regional Detachment

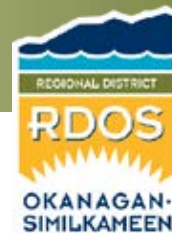
Superintendent De Jager will address the Board to discuss plans for 2019.

C. CLOSED SESSION

RECOMMENDATION 2

THAT in accordance with Section 90(1)(c) of the *Community Charter*, the Board close the meeting to the public on the basis of labour relations or other employee relations.

D. ADJOURNMENT



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BOARD of DIRECTORS MEETING

Thursday, December 06, 2018

12:30 p.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

THAT the Agenda for the RDOS Board Meeting of December 06, 2018 be adopted.

1. Consent Agenda – Corporate Issues

a. Kaleden Volunteer Fire Department Roster Amendment – October 26, 2018

That the October 26, 2018 Kaleden Volunteer Fire Department roster be adopted as amended.

b. Keremeos Volunteer Fire Department Roster Amendment – November 12, 2018

That the November 12, 2018 Keremeos Volunteer Fire Department roster be adopted as amended.

c. Naramata Volunteer Fire Department Roster Amendment – December 6, 2018

That the December 6, 2018 Naramata Volunteer Fire Department roster be adopted as amended.

d. Okanagan Falls Volunteer Fire Department Roster Amendment – November 15, 2018

That the November 15, 2018 Okanagan Falls Volunteer Fire Department roster be adopted as amended.

e. Willowbrook Volunteer Fire Department Roster Amendment – December 6, 2018

That the December 6, 2018 Willowbrook Volunteer Fire Department roster be adopted as amended.

f. Electoral Area “A” Advisory Planning Commission – October 9, 2018

THAT the Minutes of the October 9, 2018 Electoral Area “A” Advisory Planning Commission meeting be received.

g. Electoral Area “E” Advisory Planning Commission – October 15, 2018

THAT the Minutes of the October 15, 2018 Electoral Area “E” Advisory Planning Commission meeting be received.

- h. Kaleden Recreation Commission – September 4, 2018**
THAT the Minutes of the September 4, 2018 Kaleden Recreation Commission meeting be received.
- i. Kaleden Recreation Commission – November 6, 2018**
THAT the Minutes of the November 6, 2018 Kaleden Recreation Commission meeting be received.
- j. Naramata Parks and Recreation Commission – August 27, 2018**
THAT the Minutes of the August 27, 2018 Naramata Parks and Recreation Commission meeting be received.
- k. Naramata Parks and Recreation Commission – September 24, 2018**
THAT the Minutes of the September 24, 2018 Naramata Parks and Recreation Commission meeting be received.
- l. Naramata Parks and Recreation Commission – October 22, 2018**
THAT the Minutes of the October 22, 2018 Naramata Parks and Recreation Commission meeting be received.
- m. Okanagan Falls Parks and Recreation Commission – September 12, 2018**
THAT the Minutes of the September 12, 2018 Okanagan Falls Parks and Recreation Commission meeting be received.
- n. Electoral Area “F” Parks and Recreation Commission – February 15, 2018**
THAT the Minutes of the February 15, 2018 Electoral Area “F” Parks and Recreation Commission meeting be received.
- o. Electoral Area “F” Parks and Recreation Commission Annual General Meeting – February 15, 2018**
THAT the Minutes of the February 15, 2018 Electoral Area “F” Parks and Recreation Commission Annual General Meeting be received.
- p. Electoral Area “F” Parks and Recreation Commission – September 27, 2018**
THAT the Minutes of the September 27, 2018 Electoral Area “F” Parks and Recreation Commission meeting be received.
- q. Similkameen Recreation Commission – August 7, 2018**
THAT the Minutes of the August 7, 2018 Similkameen Recreation Commission meeting be received.
- r. Similkameen Recreation Commission – October 9, 2018**
THAT the Minutes of the October 9, 2018 Similkameen Recreation Commission meeting be received.

- s. **Similkameen Recreation Commission – November 20, 2018**
THAT the Minutes of the November 20, 2018 Similkameen Recreation Commission meeting be received.
- t. **Community Services Committee – October 18, 2018**
THAT the Minutes of the October 18, 2018 Community Services Committee meeting be received.
- u. **Corporate Services Committee – October 18, 2018**
THAT the Minutes of the October 18, 2018 Corporate Services Committee meeting be received.
- v. **Environment and Infrastructure Committee – October 18, 2018**
THAT the Minutes of the October 18, 2018 Environment and Infrastructure Committee meeting be received.
- w. **Planning and Development Committee – October 18, 2018**
THAT the Minutes of the October 18, 2018 Planning and Development Committee meeting be received.
- x. **Protective Services Committee – October 18, 2018**
THAT the Minutes of the October 18, 2018 Protective Services Committee be received.
- y. **RDOS Regular Board Meeting – October 18, 2018**
THAT the minutes of the October 18, 2018 RDOS Regular Board meeting be adopted.
- z. **RDOS Inaugural Board Meeting – November 15, 2018**
THAT the minutes of the November 15, 2018 RDOS Inaugural Board meeting be adopted.

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)

THAT the Consent Agenda – Corporate Issues be adopted.

- 2. **Consent Agenda – Development Services**
 - a. **Agricultural Land Commission Referral (Non-Farm Use) – 8949 122nd Avenue, Osoyoos, Electoral Area “A”**

To allow a wine production facility on a parcel less than 2.0 ha in area.

THAT the Regional District Board “authorize” the application to allow a “non-farm use” at 8949 122nd Avenue (legally described as Lot A, Plan 14028, District Lot 2450S, SDYD), to proceed to the Agricultural Land Commission.

- b. **Temporary Use Permit Application – 1015 Hyde Road, Naramata, Electoral Area “E”**
i. Permit No. E2018.175-TUP

To allow for the renewal of an existing TUP authorizing a short-term vacation rental use.

THAT the Board of Directors approve Temporary Use Permit No. E2018.175-TUP.

- c. **Agricultural Land Commission Referral (Non-Farm Use) – JCO Valley Ranch Ltd, Electoral Area “H”**

To allow for the restoration work on Wolfe Creek to offset mine development activity.

THAT the Regional District Board “authorize” the application for the restoration of Wolfe Creek as a “non-farm use” on the properties at the JCO Valley Ranch in Electoral Area “H” to proceed to the Agricultural Land Commission.

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

B. DEVELOPMENT SERVICES – Building Inspection

1. **Building Bylaw Infraction – 550 Copper Mountain Road, Electoral Area “H”**

RECOMMENDATION 4 (Unweighted Corporate Vote – Simple Majority)

THAT a Section 302 Notice on Title, pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* (made applicable to Regional Districts by Section 302 of the LGA), be filed against the title of lands described as Parcel A (DD 165481F And Plan B7106) of DL: 388S SDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and

THAT injunctive action be commenced.

2. Building Bylaw Infraction – 4168 Princeton-Summerland Road, Electoral Area “H”

RECOMMENDATION 5 (Unweighted Corporate Vote – Simple Majority)

THAT a Section 302 Notice on Title, pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* (made applicable to Regional Districts by Section 302 of the LGA), be filed against the title of lands described as Lot A, Plan 28643, District Lot 2085, KDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333.

3. Building Bylaw Infraction – 3187 Princeton-Summerland Road, Electoral Area “H”

RECOMMENDATION 6 (Unweighted Corporate Vote – Simple Majority)

THAT a Section 302 Notice on Title, pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* (made applicable to Regional Districts by Section 302 of the LGA), be filed against the title of lands described as Lot B, Plan KAP25646, District Lot 2144, KDYD, Except Plan KAP45403, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333.

4. Building Bylaw Infraction – 271 Link Lake Road, Electoral Area “H”

RECOMMENDATION 7 (Unweighted Corporate Vote – Simple Majority)

THAT a Section 302 Notice on Title, pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* (made applicable to Regional Districts by Section 302 of the LGA), be filed against the title of lands described as Lot 11, Plan KAP21263, District Lot 4166, KDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and

THAT the Board of Directors direct staff to commence injunctive action.

5. Building Bylaw Infraction – 4900 Ryegrass Road, Electoral Area “C”

RECOMMENDATION 8 (Unweighted Corporate Vote – Simple Majority)

THAT a Section 302 Notice on Title, pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* (made applicable to Regional Districts by Section 302 of the LGA), be filed against the title of lands described as Lot 1, Plan KAP44701, District Lot 2450S, SDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and

THAT injunctive action be commenced.

6. Building Bylaw Infraction - #9-1500 Blakeburn Road, Electoral Area "H"

RECOMMENDATION 9 (Unweighted Corporate Vote – Simple Majority)

THAT a Section 302 Notice on Title, pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* (made applicable to Regional Districts by Section 302 of the LGA), be filed against the title of lands described as Portion North East ¼ District Lot 376 YDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and

THAT injunctive action be commenced.

C. DEVELOPMENT SERVICES – Rural Land Use Matters

1. Land Use Bylaw Amendments – Electoral Area "I" and *Local Government Act* Revisions

a. Bylaw No. 2831, 2018

Amendment Bylaw No. 2831, 2018, proposes to update the electoral area zoning bylaws in order to reflect the recent division of Electoral Area "D" (i.e. "D-1" & "D-2") into a new Electoral Area "D" and Electoral Area "I".

In addition, Administration is proposing that these amendment bylaws be used to make amendments to a number of these bylaws to reflect a 2016 revision of the Local Government Act.

RECOMMENDATION 10 (Unweighted Rural Vote – Simple Majority)

THAT Bylaw No. 2831, 2018, Regional District of Okanagan-Similkameen Zoning Amendment Bylaw be adopted.

2. Agricultural Land Commission Referral (Non-Farm Use) – 5693 Sawmill Road, Oliver, Electoral Area "C"

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

RECOMMENDATION 11 (Unweighted Rural Vote – Simple Majority)

THAT the Regional District Board not "authorize" the application to operate a vehicle rental business as a "non-farm use" on part of the property at 5693 Sawmill Road in Electoral Area "C" to proceed to the Agricultural Land Commission.

-
3. **Official Community Plan (OCP) & Zoning Bylaw Amendments – Electoral Area “D” Okanagan Falls Town Centre Plan Implementation**
- a. Bylaw No. 2455.39, 2018
 - b. Bylaw No. 2603.16, 2018
 - c. Responses Received

The public hearing for this item will have been held Thursday, December 6, 2018 at 9:00 a.m. in the RDOS Board Room located at 101 Martin Street, Penticton.

The proposed amendments to the Electoral Area “D” Official Community Plan (OCP) Bylaw and Zoning Bylaw are related to the on-going implementation of the Okanagan Falls Town Centre Plan (2017).

RECOMMENDATION 12 (Unweighted Rural Vote – 2/3 Majority)

THAT Bylaw No. 2603.16, 2018, Electoral Area “D” Official Community Plan Amendment Bylaw be read a third time and adopted.

RECOMMENDATION 13 (Unweighted Rural Vote – Simple Majority)

THAT Bylaw No. 2455.39, 2018, Electoral Area “D” Zoning Amendment Bylaw be read a third time as amended.

-
4. **Floodplain Exemption Application – 224 Sundial Road, Vaseux Lake, Electoral Area “C”**
- a. Rock Glen Consulting Ltd. Report dated November 7, 2018

To construct a new single detached dwelling below the flood construction level of Vaseux Lake.

RECOMMENDATION 14 (Unweighted Rural Vote – Simple Majority)

THAT the Board of Directors approve a floodplain exemption for Lot 14, Plan KAP10013, District Lot 158, SDYD, in order to permit the development of a single detached dwelling containing a habitable area (basement) located 1.0 metre below the 329.49 metres G.S.C. datum flood construction level of Vaseux Lake, subject to the following condition:

- i) a statutory covenant is registered on title in order to:
 - a) “save harmless” the Regional District against any damages as a result of a flood occurrence; and
 - b) secure the recommendations contained within the flood protection report, dated November 7, 2018, prepared by Paul Glen (P.Eng.) of Rock Glen Consulting Limited.
-

5. **Zoning Bylaw Amendment – 8312 98th Avenue, Osoyoos, Electoral Area “A”**
a. Bylaw No. 2451.25, 2018

To allow for the placement of a mobile home (CSA Z240) in the RS1 Zone.

RECOMMENDATION 15 (Unweighted Rural Vote – Simple Majority)

THAT Bylaw No. 2451.25, 2018, Electoral Area “A” Zoning Amendment Bylaw be adopted.

D. COMMUNITY SERVICES – Protective Services

1. Community Emergency Preparedness Fund – Emergency Support Services Grant

To secure funding to build capacity within the Emergency Social Services (ESS) function of the RDOS Emergency Management Program, and to facilitate ESS coordination in support of all communities within the Regional District.

RECOMMENDATION 16 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors support the Emergency Social Services (ESS) regional grant application submitted on October 5, 2018 to the UBCM Community Emergency Preparedness Fund for a regional ESS Coordination pilot project, and to manage the funding on behalf of the Regional District Okanagan Similkameen, Village of Keremeos and Town of Princeton as the regional eligible partners to the application.

2. Community Emergency Preparedness Fund – Evacuation Route Planning Grant

To secure funding to develop a comprehensive evacuation plan that will identify high-risk communities for wildland urban interface fires, flooding and other hazards, and identify strategies, plans and resources to facilitate evacuations of those vulnerable communities.

RECOMMENDATION 17 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors support the Evacuation Route Planning grant application submitted on November 30, 2018 to the UBCM Community Emergency Preparedness Fund.

E. COMMUNITY SERVICES – Rural Projects**1. Pioneer Park Upgrades – Award of Contract**

To maintain and improve park facilities and to achieve the outcomes of the 2018 Strategic Plan.

RECOMMENDATION 18 (Weighted Corporate Vote – Majority)

THAT the Board of Directors approve the tender evaluation report and recommendations for award of the “Pioneer Park Upgrades” Invitation to Tender; and

THAT the Board of Directors award Phases 1 and 2 of the “Pioneer Park Upgrades” project to Chute Creek Contracting up to the amount of \$148,057.19 exclusive of GST.

F. LEGISLATIVE SERVICES**1. Keremeos Fire Truck Acquisition Loan Authorization Bylaw No. 2802.2018**

a. Bylaw No. 2802, 2018

RECOMMENDATION 19 (Weighted Corporate Vote – Majority)

THAT Bylaw No. 2802, 2018 Keremeos Fire Truck Acquisition Loan Authorization Bylaw be adopted.

2. Repeal of Establishment Bylaw

a. Bylaw No. 2835, 2018

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

THAT Bylaw 2835, 2018 being a bylaw to repeal Regional District of Okanagan-Similkameen Establishment bylaws, be read a first, second and third time, and be adopted.

3. Bylaw No. 2059, 2001 Naramata Water System Capital Financing – Abandon

a. Bylaw No. 2059, 2001

RECOMMENDATION 21 (Unweighted Corporate Vote – Simple Majority)

THAT the first, second and third readings of Bylaw 2059, 2001 Naramata Water System Capital Financing, be rescinded and the bylaw be abandoned.

4. Select Committees and External Agency Appointments

RECOMMENDATION 22 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors approve the Chair's recommendations for select committee and external agency appointments as contained within the December 6, 2018 report from the Chief Administrative Officer.

5. Destination Osoyoos – Request for Letter of Support for the Collection of 3% Municipal and Regional District Tax (MRDT)

a. Destination Osoyoos Letter dated October 26, 2018

RECOMMENDATION 23 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors provide a letter of support to Destination Osoyoos for their reapplication to the Province to continue to collect the Municipal and Regional Destination Tax (MRDT) and to increase the MRDT from 2% to 3%.

6. Declaration of State of Local Emergency Approval

RECOMMENDATION 24 (Unweighted Corporate Vote – Simple Majority)

Electoral Area "C":

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 22 October 2018, at midnight for a further seven days to 29 October 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 29 October 2018, at midnight for a further seven days to 5 November 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 5 November 2018, at midnight for a further seven days to 12 November 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 12 November 2018, at midnight for a further seven days to 19 November 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 19 November 2018, at midnight for a further seven days to 26 November 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area “C” due to expire 26 November 2018, at midnight for a further seven days to 3 December 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area “C” due to expire 3 December 2018, at midnight for a further seven days to 10 December 2018, at midnight.

Electoral Area “D”:

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area “D” due to expire 23 October 2018, at midnight for a further seven days to 30 October 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area “D” due to expire 30 October 2018, at midnight for a further seven days to 6 November 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area “D” due to expire 6 November 2018, at midnight for a further seven days to 13 November 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area “D” due to expire 13 November 2018, at midnight for a further seven days to 20 November 2018, at midnight.

G. CAO REPORTS

1. Verbal Update

H. OTHER BUSINESS

1. Chair's Report

2. Directors Motions

3. Board Members Verbal Update

I. ADJOURNMENT

From: [Kaleden Fire](#)
To: [Debra Paulhus](#); [Christy Malden](#)
Cc: [kaledenfire](#)
Subject: FW: Updated Kaleden Volunteer Fire Department Roster - October 2018
Date: Friday, October 26, 2018 11:41:05 AM
Attachments: [Copy of Kaleden Roster VFIS - October 2018.xlsx](#)

Debra and Christy:

Please find attached our Roster effective October 17th. Our last Roster was in July and there are numerous changes which have occurred as below. I want to ensure that for purposes other than payroll staff are aware (Worksafe and VFIS) . 3 firefighters have minimal payroll owing and this will be forwarded normally at the end of this month.

Denis

To – RDOS Board of Directors

From – Kaleden Volunteer Fire Department

Re – Amended Roster Kaleden Volunteer Fire Department (KVFD)

Please find attached an updated KVFD Roster reflecting our membership as of October 17th 2018.

This amendment accounts for a reduction in membership as follows:

- 4 Probationary Firefighters (Calmets, Juhasz, Kooger and Marshall).**
- 1 Junior Firefighter (Klering).**
- 1 Regular member Firefighter (Fornari).**

For purposes of Worksafe and VFIS (Insurance) all are no longer members of the KVFD.

Three Firefighters (Klering, Juhasz and Kooger) have payroll owing them in this pay period

Also be advised that KVFD is recruiting 4 to 5 new members this fall to commence training in January.

Please distribute to required sections within RDOS.

Kaleden Volunteer Fire Department
Box 306
Kaleden BC
V0H 1K0
Phone - 250 497 8231
Fax – 250 497 8082

Kaleden Volunteer Fire Department 2018 VFIS Roster

October 17th 2018

	Last	First	Second	Members on-duty	Members off-duty	Members on & off- duty-family coverage	Beneficiary
1	ARSTAD	STEVE					
2	BATA	PINKY					
3	BERCHOWITZ	HUGH	-				
4	BZDEL	LEN					
5	DAGNEAU	JOD-DEE					
6	DAHL	LINDA					
7	DAHL	DOUG					
8	DUBE	JEAN					
9	ELPHICK	RYAN					
10	FOX	STEPHEN					
11	GALLOWAY	GARY					
12	GAUDRY	DENIS					
13	HENSHELL	STERLING					
14	JENKINS	DAVID					
15	JONES	FREDERICK					
16	KASTOR	JOEL					
17	McCLARTY	CONOR					
18	MADEIRA	TONY					
19	MANDER	GEOFF					
20	OLIVER	BILL					
21	ROOS	LESLIE					
22	SINICIN	SERGEJ					
23	WHITE	TONY					
24	WIEDNER	STEPHAN					
25	WINTER	HUGH					
26	WINTER	PATTI					
27	WRIGHT	JASON					
TOTAL						17	

From: [Keremeos Fire Chief](#)
To: [Debra Paulhus](#)
Cc: [Christy Malden](#)
Subject: RE: Fire Department Roster Changes
Date: Thursday, November 29, 2018 11:05:47 PM
Attachments: [Keremeos Volunteer fire Department Roster Nov 1, 2018.pdf](#)

Hello Debra and Christy,

Attached is an updated roster for the Keremeos Volunteer Fire Department effective November 1, 2018

Thanking you in advance

Jordy

To – RDOS Board of directors

From – Keremeos Volunteer Fire Department

Re – Amended Keremeos Volunteer Fire Department Roster

Purpose – For Payroll, WorkSafe and Insurance update

Please find attached an updated Keremeos Volunteer Fire Department Roster as of November 1, 2018

Keremeos Volunteer Fire Department
513 7th Street, PO Box 292
Keremeos, BC V0X 1N0
Tel. 250-499-2200
Email: fire@nethop.net

Keremeos Volunteer Fire Department

Nov 1, 2018

	Name	Position	
1	Jordy Bosscha	Chief	
		Deputy Chief	
2	Bill Arnott	Captain (Equip.)	
3	D'Arcy Bridgman	Captain (Training)	
4	Matt Campbell	Lieutenant (Trucks)	
5	Brian Helm	Captain (Trucks)	
6	Emma Merritt	Lieutenant (Equipment)	
7	Kiefer Bosscha	Lieutenant (Training)	
8	Coby Arnott	Firefighter	
9	Parmeet Brar	Firefighter	
10	Clayton Campbell	Firefighter	
11	Lloyd Carleton	Firefighter	
12	Tim Cottrill	Firefighter	
13	Tyler Decker	Firefighter	
14	Bryan DeYeager	Firefighter	
15	Ethan Hartfield	Firefighter	
16	Evin Hartfield	Firefighter	
17	Alex Helm	Firefighter	
18	Daxon Helm	Student Firefighter	
19	Justin Hillier	Firefighter	
20	Jamie Kovarik	Firefighter	
21	Avery Lepage	Student Firefighter	New
22	Bruce Littau	Recruit Firefighter	New
23	Teri Moyes	Recruit Firefighter	New
24	Tierney Kyle-Murphy	Firefighter	
25	Jim Murphy	Firefighter	
26	Aija Otto	Student Firefighter	
27	Logan Petrie	Recruit Firefighter	New
28	Lorne Pleasants	Firefighter	
29	Lane Skead	Recruit Firefighter	
30	Robert Showell	Firefighter	
31	Bill Sparkes	Firefighter	
32	Bill Tallio	Firefighter	
33	Nelson Tallio	Firefighter	
34	Jesse Walters	Firefighter	
35	David Waugh	Firefighter	
36	Chris Wolfe	Firefighter	
37	Josh Wollman	Firefighter	
38	Anthony Wright	Recruit Firefighter	

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: Naramata Fire Rescue Services

DATE: December 6, 2018

RE: NFR Membership Rooster – member roster for endorsement

Administrative Recommendation:

THAT

Purpose:

Naramata Fire Rescue Services submits an updated Member Roster to the Board for endorsement.

Reference:

Background:

We are asking Riley Smith be endorsed as a new member. Riley completed the Junior program with Naramata Fire Rescue a few years ago. He has finished his post secondary education and is back in Naramata again. If endorsed he will be welcome as a member who has already had several years of training with us. He is the son of Captain Clay Smith.

We have removed one member who was with us for the summer and has now returned to school – Josh Gowe.

There are 41 members at this time.

Respectfully submitted:

“Kon OH, Acting Fire Chief, Naramata Fire Rescue Services”

Select report author...

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: Rob Oliver, Fire Chief

DATE: November 15, 2018

RE: Roster Change – Okanagan Falls Volunteer Fire Department

Administrative Recommendation:

THAT: The following changes be made to the roster of the Okanagan Falls Volunteer Fire Department

Addition: Rae-Lynn Hickerson and Justin Styffe

Deletion: Michael Casorso

Reference: Change in Roster, Okanagan Falls Volunteer Fire Department

Respectfully submitted:

Rob Oliver
Fire Chief

Okanagan Falls Volunteer Fire Department

EXECUTIVE

Oliver, Rob - Fire Chief
Dobransky, Fred - Dep Chief

Morris, Judy - Operations Assistant

Zenuik, Martin - Captain
Somerville, Rob - Captain
Stoltz, Randy - Lieutenant
Van Uden, Marinus - Lieutenant

MEMBERS

Atkins, Doug
Black, Kelvin
Bowen, Ian
Cudney, Scott
Dickinson, Stuart
Faulkner, Derek
Fleming, Rick
Hickerson, Rae-Lynn
Malster, Peter
Moberg, Bernard
Olsen, Eric
Oosterveld, David
Patricio, Francisco
Pickell, Colin
Poole, Kris
Stevenson, Clay
Styffe, Justin
Tbus, Deb
Zahrawi, Hayden

Effective: October 24, 2018

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: Willowbrook Volunteer Fire Department

DATE: December 6, 2018

RE: Roster update

Administrative Recommendation:

THAT the RDOS adopt our updated roster.

Purpose: To keep an updated roster for the purpose of insurance and remittance of pay.

Respectfully submitted:

Erin Iannella, WVFD

Willowbrook Volunteer Fire Department Roster

-
1. Allen, Erin, Support staff
 2. Allen, Graham, FF, pre-exterior
 3. Berg, Eric, FF, pre-exterior
 4. Ellingsen, Rob, FF, pre-exterior
 5. Fisher, Charlie, FF, pre-exterior
 6. Fossett, Kyle, Captain, FF, exterior
 7. Gorrie, Dennis, FF, exterior
 8. Hume, Doug, FF, pre-exterior
 9. Hume, Jarrod, PFF, pre-exterior
 10. Iannella, Erin, Lieutenant, FF, exterior
 11. Iannella, Tony, Deputy Chief, FF, exterior
 12. Lantz, Pat, Chief, FF, exterior
 13. McGeachie, Bruce, FF, pre-exterior
 14. Petrick, Sean, FF, exterior
 15. Philipps, Laura, Support staff
 16. Philipps, Trent, Lieutenant, FF, exterior
 17. Reynolds, June, Support staff
 18. Smith, Carla, Support staff
 19. Smith, Glen, FF, pre-exterior
 20. Weisheit, Gord, FF, pre-exterior
-

**Advisory Planning Commission Minutes
RDOS Electoral Area “A” Tuesday October 9, 2018
Sonora Centre, Osoyoos, BC**

Present:

Recording Secretary: Mark McKenney

Members: Chair Peter Beckett, Vice Chair Mark McKenney, Dwayne Svendsen, Gerald Hesketh

Regrets: Bill Plaskett, Grant Montgomery

Representing RDOS: Evelyn Riechert, Planner; Francesca Senna, Director Mark Pendergraft

Public: Rob & Kim Burk, Mandy Pursey, Arlyn Greig, Rae Wimmer, Merlin Wimmer

Call to order: 7:00 PM

Review of Minutes of last meeting: No comments; Accepted by acclamation

Agenda item 1 - Temporary Use Permit Application

Burk, Robert & Kim for Temporary Use Permit Application A06748.375 (A2018.135-TUP)

RDOS staff summarized their report. Applicants wish to establish an outdoor event venue on Anarchist Mountain. They read letters of support from Destination Osoyoos. They wish to host 5 – 10 events annually. Sewage will be handled by rental facilities. Shuttle transportation will be provided to guests. Events will generally not exceed 100 participants. There is ample parking on paved surfaces. RDOS staff recommends supporting this application.

Motion: Gerald Hesketh; Second: Dwayne Svenson – No further discussion. Carried unanimously.

THAT the APC recommends to the RDOS Board that the proposed temporary use be approved.

**Agenda item 2 - Wimmer, Merlin & Rae for ; Development Variance Permit Application
A06197.100 (A2018.156-DVP)**

Minimum setbacks from parcel lines are used to maintain a minimum space between houses in a residential neighbourhood to allow access to sunlight, to provide separation for fire safety or to mitigate nuisances (like noise) that might come from an adjacent building.

In the agricultural zones, setbacks are further used to mitigate the potential for conflict between land uses with the Ministry of Agriculture recommending that setbacks be used to “avoid farming right up to the back wall of [a] residence.”

This application is to reduce the setback to 0.8 M.

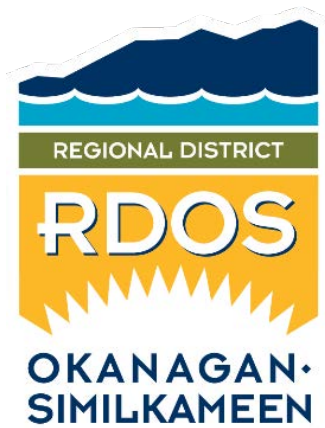
APC members asked the applicants about the closeness of the proposed structure to the property line. APC members expressed concern about the potential for issues with existing of future agricultural activities, such as spaying. APC members asked the applicants if there was another orientation that they could consider for achieving their intended use.

Motion: Gerald Hesketh Second: Mark McKenney ; No additional discussion.

THAT the APC recommends to the RDOS Board of Directors that the subject development variance permit application be denied.

Motion: To adjourn Mark McKenney, Second Gerald Hesketh; Carried.

Meeting adjourned: 7:40 PM



Minutes

Electoral Area 'E' Advisory Planning Commission

Meeting of Monday, October 15th, 2018 at 7:30 p.m.

OAP Hall, 330 - 3rd Street, Naramata, BC

Present:

Members: Bruce Clough (Chair, Electoral Area 'E' APC), Tom Hoenisch, Phil Janzen, Don Mancell

Absent: Brent Rowland, Heather Fleck

Staff: Evelyn Reichert (RDOS Planner)

Guests: Karla Kozakevich (RDOS Area 'E' Director), 1 member of the public left meeting at 7:50 p.m.

Recording Secretary: Heather Lemieux

Delegates: Rebecca Ogden left meeting at 7:50 p.m, Max De Oliveira left meeting at 7:50 p.m, Marguerite De Oliveira left meeting at 7:50 p.m

1. ADOPTION OF AGENDA

The meeting was called to order at 7:32 p.m. Quorum Present.

MOTION

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

CARRIED (UNANIMOUSLY)

2. APPROVAL OF MINUTES

MOTION

It was Moved and Seconded by the APC that the Minutes of September 15th, 2018 be approved.

CARRIED (UNANIMOUSLY)

3. DELEGATIONS

- 3.1 Macdonald, Gary & Stolberg, Marianne for Temporary Use Permit Renewal Application
E02212.020 (E2018.165-TUP)
- 3.2 Burkhardt, Debra for Development Variance Permit Application E02198.020
(E2018.158-DVP)
- 3.3 DeOliveira, Max & Marguerite for Development Variance Permit Application
Agent: Ogden, Rebecca
E06834.125 (E2018.158-DVP)

4 DEVELOPMENT APPLICATIONS

- 4.1 E02212.020 (E2018.165-TUP) - Temporary Use Permit Renewal Application
Administrative Report submitted by Christopher Garrish, Planning Supervisor

MOTION

It was Moved and Seconded in favour of Option 1. THAT the APC recommends to the RDOS Board that the proposed renewal of Temporary Use Permit No. E2017.089-TUP be approved.

CARRIED (UNANIMOUSLY)

- 4.2 E02198.020 (E2018.158-DVP) - Development Variance Permit Application
Administrative Report submitted by Christopher Garrish, Planning Supervisor

MOTION

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

CARRIED (UNANIMOUSLY)

- 4.3 E06834.125 (E2018.158-DVP) - Development Variance Permit Application
Administrative Report submitted by Evelyn Riechert, Planner

MOTION

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

CARRIED

5. OTHER

5.1 Date of next meeting - Tuesday November 13, 2018

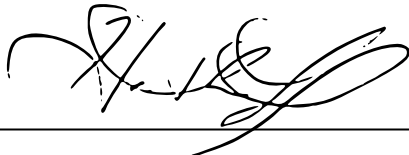
6. ADJOURNMENT

MOTION

It was Moved and Seconded that the meeting be adjourned at 8:00 p.m.

CARRIED (UNANIMOUSLY)

Bruce Clough, Chair of the Area 'E' Advisory Planning Commission



Advisory Planning Commission Recording Secretary / minute taker



MINUTES

Kaleden Recreation Commission



Tuesday, September 4, 2018
Kaleden Community Hall

Members Present: Doug King (Chair), Jaynie Malloy, Wendy Busch, Randy Cranston, Neal Dockendorf, Gail Jeffery, Jen Charlish, Jennifer Strong, Subrina Monteith, Tom Siddon

Absent:

Guests:

Staff: Janet Black, Justin Shuttleworth

Recording: Janet Black, Jen Charlish

Call to Order: 6:34 pm

1. APPROVAL OF AGENDA

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Agenda and Reports for the Kaleden Parks and Recreation Meeting of September 4, 2018 be adopted. **CARRIED**

2. APPROVAL OF LAST MEETING MINUTES

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the minutes for the Kaleden Parks & Recreation Meeting of August 7, 2018 be adopted. **CARRIED**

3. CORRESPONDENCE/DELEGATIONS

4. RDOS STAFF REPORTS

- 4.1 **Recreation Coordinator's Report** - Summer Programs winding down - PAT was a huge success, now reflecting and evaluating sustainability possibilities - Website up and running, - Play box coming up to the hall for fall winter - Fall program flyer on line - Physical Literacy project now getting underway.



MINUTES

Kaleden Recreation Commission

Tuesday, September 4, 2018

Kaleden Community Hall

- 4.2 **Park Coordinator's Report** - parks winding down - 1 snag removed south of KID office
- some other trees need attention
 - Ecora report - budget estimates etc. distributed - recommendation of first priority - breakwater location - more handicap parking needed, 1st phase earthwork, utility/ infrastructure work then spread asphalt - 10 foot path vs. 4 foot path - paving the parking lot - engineering costs for the boat launch

RECOMMENDATION

IT WAS MOVED AND SECONDED

that action on this report be tabled until next meeting next Tuesday, September 11th.

CARRIED

- Planning for tree removal and planting - hiring an arborist to look to make a "tree plan"

- 4.3 MIA BC Insurance coverage - website portal for use by people who are renting the Hall
- more efficient use of time

5. COMMISSION MEMBER REPORTS

5.1 Parks

- road end signage - from KCA - MOT response to put up more Share the Road signs
- it was recommended to Parks staff to situate the new park bench be situated on the south side of the multi-sport courts

- 5.2 Rec - Inventory of Equipment and Usage agreement - In process - Janet bringing Kaleden's inventory of equipment to the Hall next week.

5.3 Hall - Lease recommendations

RECOMMENDATION

IT WAS MOVED AND SECONDED

To accept the KCA offer to lease the hall facilities until December 31, 2019 under the same terms as the previous lease with these amendments. Any conflicting clauses shall be superseded by these three amendments:

1. the lease will terminate on December 31, 2019 unless it is mutually agreed by both parties that it will be renewed. There will be no automatic renewal.
2. all maintenance contracts or capital improvement contracts for the Community Hall or any work to be done in the Community Hall must have the prior consent of the Kaleden Community Association.
3. the cost of the lease for 2019 shall be \$12,000 and shall be payable to KCA within 60 days of invoicing.



MINUTES

Kaleden Recreation Commission

Tuesday, September 4, 2018

Kaleden Community Hall

5.4 Treasurers Report

- Budget discussed - remainder referred to Sept 11 budget meeting
 - Fee Schedule - referred to Sept 11 budget meeting
-

6. RDOS DIRECTOR REPORT

- 6.1 - consideration of closing OK Falls office - UBCM meeting next week - National Park discussion starting soon
-

7. BUSINESS ARISING

- 7.1 Sickle Point - draft letters to provincial ministries circulated
- 7.2 Park Furniture quotes - Janet will email to us
- 7.3 Purchase of mats from Shotokan Karate

RECOMMENDATION

IT WAS MOVED AND SECONDED

That eight mats be purchased from Kurt Goessman for the price of \$1760.

CARRIED

7.4 Candidates Meeting and Open House will be held on Oct 3: 5 - 7 pm

To date there is 1 candidate running for Area I director and one candidate running for School Trustee

Kal-Rec will have a table at the

7.5 Rick Hansen assessment being done September 27, from 10 am - 12 pm

8. ADJOURNMENT

RECOMMENDATION

Hearing no objections, the Chair adjourned the meeting at 9:23 pm

NEXT MEETING: Tuesday, October 2, 2018 at 6:30pm Kaleden Community Hall

NEXT PARKS AND BUDGET MEETING Tuesday September 11th, 2018 at 6:30 pm

Recreation Commission Chair

Recording Secretary



MINUTES

Kaleden Recreation Commission

Tuesday, November 6, 2018

Kaleden Community Hall



Members Present: Doug King (Chair), Jaynie Malloy, Randy Cranston, Neal Dockendorf, Jen Charlish, Wendy Busch, Gail Jeffery, Jennifer Strong

Absent:

Staff: Shona Schleppe Justin Shuttleworth Doug Reeve

Recording: Jen Charlish

Guests: Subrina Montieth, Brian Baldwin

Call to Order: 6:30 pm

1. APPROVAL OF AGENDA

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Agenda for the Kaleden Parks and Recreation Meeting of November 6, 2018 be adopted.

CARRIED

2. APPROVAL OF MEETING MINUTES

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the minutes for the Kaleden Parks & Recreation Meeting of September 4, 2018 be adopted.

CARRIED

3. BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Hall Lease (expires Dec. 31, 2018)

Terms sent to the KCA board - Waiting for approval from the board – staff would suggest a “use agreement” to have KCA operate the Hall. Staff are preparing a proposed use agreement to be recommended to KCA. The next KCA Meeting is scheduled for Nov. 27 at 6:30 pm.

3.2 Park Furniture quotes – were circulated. A bench has been Donated for Pioneer Park, the bench and plaque were ordered and received. Site prep and installation is slated for the next few weeks.

3.3 Sickle Point (Skaha Point) letters in prep stage.

3.4 Rick Hansen Assessment – waiting on the accessibility report then will apply for available grants.

4. CORRESPONDENCE/DELEGATIONS

5. RDOS STAFF REPORTS

5.1 Park Coordinator Update

Pioneer Park Plan – Staff provided report and copy of plan for the development of Pioneer Park. Meetings have occurred with MOTI and FLNRO for permitting and discussions related to



MINUTES

Kaleden Recreation Commission

Tuesday, November 6, 2018

Kaleden Community Hall



storm water, sixth street upgrades, maintenance and cost sharing. Tender process is complete and awarding of the contract for Phase 1 and 2 is underway. A project schedule will be circulated in the next few weeks. Staff also provided a copy of the "Investing in Canada Infrastructure Program – ICIP".

RECOMMENDATION

IT WAS MOVED AND SECONDED

That we source a grant writer to apply for the ICIP grant for Pioneer Park development.

CARRIED

5.2 Recreation Coordinator Report

Written report was circulated with Shared Equipment Agreement for Shinobi Obstacle Course.

6. COMMISSION MEMBER REPORTS

6.1 Park

Ice rink lights – lights on only if someone is skating – low level lights – a 75 watt LED - would be an "experiment" to see if it is enough light before committing to a permanent fixture.

6.2 Recreation – Problem identified related to online public booking for Facilities as specific details regarding availability could not be determined. Staff will review the functionality of the online facility calendar.

6.3 Rentals - New facility rental agreement (sent by email) – review and send suggestions or changes to Doug. Kaleden Hall rental was the first to use the bc.events.insure to purchase insurance for an Event.

6.4 Treasurer – Gail gave an updated report and identified that wages were over budget.

6.5 Kaleden Hall Report - KCA would like to add museum to front of Hall - can it be done – investigation is in process. Requesting estimate for replacement of lights in lower hall and computer controlled Thermostat. There was a leak in the Library roof last week – downspouts were plugged – library roof will need to be replaced soon (maybe next year) – rough estimate for replacing \$10,000 to \$15,000. Solara is going to look at flashing on roof that needs to be fixed. Plumber came in to fix toilet in washroom.

6.6 Chair Report – need to confirm terms for Commission members and determine vacancies for 2019. A discussion about the closure of Area D office.

RECOMMENDATION

IT WAS MOVED AND SECONDED

That KalRec write a letter to Subrina to support maintaining the Community Service Office.

CARRIED

7. RDOS DIRECTOR REPORT

8. BUSINESS ARISING

8.1 Budget Discussion – the new Director will have discussions with RDOS regarding the 2019 Electoral Area "I" and KalRec budget.



MINUTES

Kaleden Recreation Commission

Tuesday, November 6, 2018
Kaleden Community Hall



8.2 Fee Schedule Amendments – It was discussed that there should be no increase in the rates this year. Next year a cost of living increase needs to be considered.

RECOMMENDATION

IT WAS MOVED AND SECONDED

That KalRec recommends that the 2019 Fees and Charges for Kaleden Parks and Recreation 3.2.2.2. be set at \$2700.00. **CARRIED**

8.3 Sign boards for Twin Lakes – KSC will be meeting about sign board allocation. Table until next meeting.

8.4 KCA Money for raft anchors – KCA will donate \$500 for the raft anchors for next year.

8.5 Future meeting place and dates – recommendation to change to the second Wednesday of the month.

9. ADJOURNMENT

RECOMMENDATION

The meeting was declared adjourned at 9:23 pm.

NEXT REGULAR MEETING: To Be Announced – KALEDEN HALL

Recreation Commission Chair

Recording Secretary



MINUTES

Naramata Parks & Recreation Commission

Monday, August 27, 2018, 6:30 p.m.
Naramata Fire Hall

Members Present: Dennis Smith (Chair), Lyle Resh, Adrienne Fedrigo, Maureen Balcaen, Jeff Gagnon, Richard Roskell

Absent: Deb Linton (Recreation Contractor), Jacqueline Duncan, Heather Lemieux (Recording Secretary) via transcription

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

Staff & Contractors: Doug Reeve (RDOS, Projects Coordinator II) left meeting at 7:37 p.m., Justin Shuttleworth (RDOS Parks & Facilities Coordinator) left meeting @ 8:28 p.m.

Guests: None

Delegations: None

1. APPROVAL OF AGENDA

Added 8.1 Tennis Court Colour

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Agenda for the Naramata Parks & Recreation Meeting of August 27, 2018 be adopted as amended and all presentations and reports be received.

CARRIED (UNANIMOUSLY)

2. APPROVAL OF LAST MEETING MINUTES

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the minutes for the Naramata Parks & Recreation Meeting of July 23, 2018 be adopted as presented.

CARRIED (UNANIMOUSLY)

3. CORRESPONDENCE/DELEGATIONS — None



MINUTES

Naramata Parks & Recreation Commission

Monday, August 27, 2018, 6:30 p.m.
Naramata Fire Hall

4. RDOS DIRECTOR REPORT — Karla Kozakevich reported on the following:
 - 4.1. Park Patrols — Security patrol program in the parks has been successful. Discussed budget and program duration.
 - 4.2. Park Bookings — Discussed booking rates, damage deposit and attendance maximums.
 - 4.3. Bear Aware — Discussed increased garbage patrols and bear proofing enforcement.
5. RDOS STAFF REPORT — Doug Reeve (RDOS, Projects Coordinator II) and Justin Shuttleworth (RDOS Parks & Facilities Coordinator) reported on the following:
 - 5.1. Shoreline Rehab — Tender is complete, the project is being brought to the RDOS Board for approval. Discussed closing Wharf Park during the rehabilitation work.
ACTION — Doug Reeve to submit information to Deb Linton for posting on mynaramata.
 - 5.2. First Street Closure — A formal application has been submitted to MOTi. ONGOING
 - 5.3. Swim Platform — Pilings have been installed. The platform will be installed soon.
ONGOING
 - 5.4. Boat Storage — Concept drawings distributed. An application has been submitted to MOTi to use the road right-of-way adjacent to Dorothy Avenue. ONGOING
 - 5.5. Manitou Park — Septic assessment is complete. Discussed other Manitou Park projects, funding and budget.
 - 5.6. Spirit Park — Playground project is complete, signage will be added and fencing will be added. Discussed fence design and tree planting. Tennis/Pickleball court project is underway. Community sign project is underway, MOTi permit has been received.
 - 5.7. 2019 Priority Projects List — NPR members submitted priority list.
 - 5.8. Annual Budget Review — Discussed parks budget, additions and line items. Age-friendly designation application has been submitted.



MINUTES

Naramata Parks & Recreation Commission

Monday, August 27, 2018, 6:30 p.m.
Naramata Fire Hall

6. RECREATION CONTRACTOR REPORT — Deb Linton (Recreation Coordinator Contractor), absent, report submitted.
-

7. COMMISSION MEMBER REPORTS

- 7.1. Woodwackers Report - Lyle Resh presented a verbal report. Woodwackers have been periodically checking on creeks, bridges and culverts along the KVR that need riprap. Discussed logging causing water runoff issues.
-

8. BUSINESS ARISING

- 8.1. Tennis Court Colour — Colour pallets and examples distributed. NPR decided unanimously on us open blue and light green.
 - 8.2. NCA Symposium — NPR members are invited to attend the symposium at Columbia Hall on September 9th, 2018 from 2 - 4 p.m at the Columbia Hall.
-

9. ADJOURNMENT 8:40 p.m.

NEXT MEETING: September 24, 2018, 6:30 p.m., Naramata Fire Hall

A handwritten signature in black ink, consisting of a stylized 'D' followed by a horizontal line.

Recreation Commission Chair

A handwritten signature in black ink, featuring a large, stylized 'S' and 'R'.

Recording Secretary



MINUTES

Naramata Parks & Recreation Commission

Monday, September 24, 2018, 6:30 p.m.
Naramata Fire Hall

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

Absent: None

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

Staff & Contractors: Doug Reeve (RDOS, Projects Coordinator II) left meeting at 7:43 p.m., Justin Shuttleworth (RDOS Parks & Facilities Coordinator) left meeting @ 7:17 p.m., Heather Lemieux (Recording Secretary), Deb Linton (Recreation Contractor) arrived @ 6:49 p.m. left meeting @ 8:23

Guests: None

Delegations: Sarah Russick, President, Naramata Playschool Society (NPS) left meeting @ 6:44 p.m.

1. APPROVAL OF AGENDA

Added 8.2 Trees under 8. Business Arising.

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Agenda for the Naramata Parks & Recreation Meeting of September 24, 2018 be adopted as amended and all presentations and reports be received.

CARRIED (UNANIMOUSLY)

2. APPROVAL OF LAST MEETING MINUTES

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the minutes for the Naramata Parks & Recreation Meeting of August 27, 2018 be adopted as presented.

CARRIED (UNANIMOUSLY)



MINUTES

Naramata Parks & Recreation Commission

Monday, September 24, 2018, 6:30 p.m.
Naramata Fire Hall

3. CORRESPONDENCE/DELEGATIONS — Sarah Russick, President, Naramata Playschool Society (NPS). The NPS requested a \$3,500 NPR Grant for recreational uses. The NPS recently purchased Leapin' Lizards Before & After School Child Care Centre, which doubled their capacity to 40 children. Discussed recreational uses and historical funding.
-

4. RDOS DIRECTOR REPORT — Karla Kozakevich reported on the following:

- 4.1. Generator Wrap — Preliminary draft is complete. Discussed project plans. ONGOING
- 4.2. First Nations Community Sign — Discussed engagement with Penticton Indian Band to recognize the area of Naramata. A community event is being planned.

5. RDOS STAFF REPORT — Doug Reeve (RDOS, Projects Coordinator II) and Justin Shuttleworth (RDOS Parks & Facilities Coordinator) reported on the following:

- 5.1. Grant Discussion — Canada-British Columbia Investing in Canada Infrastructure Program — NPR formed a subcommittee of members, Adrienne Fedrigo and Jeff Gagnon to identify project priorities and scope. Doug Reeve will be the RDOS staff liaison. ACTION — Heather Lemieux to prepare a grant writing assessment. ACTION — Doug Reeve to get quotes for project, specifically costs on Manitou pathway and washrooms.
- 5.2. Creek Park Acquisition — The Creek Park Acquisition is nearly complete. ONGOING
- 5.3. Budget — Discussed projects, staff time, increasing park security costs, tree removal and replacement.
- 5.4. Shoreline Rehab — The project has commenced, Wharf Park will be closed during the duration of the rehabilitation work. ONGOING
- 5.5. First Street Closure — MOTi is working on the application. Shaw Cable easement is being worked on. ONGOING
- 5.6. Swim Platform — The platform and pilings have been replaced. Staff is working on DFA claim.
- 5.7. Boat Storage — Revised design has been submitted to MOTi. ONGOING
- 5.8. Manitou Park — Septic assessment layout and design is complete.



MINUTES

Naramata Parks & Recreation Commission

Monday, September 24, 2018, 6:30 p.m.
Naramata Fire Hall

- 5.9. Spirit Park — Tennis/Pickleball court construction is underway. Acrylic surface will be applied in the Spring when the temperature won't go below 18° celsius. Discussed future park planning, memorial fences, trees and backboard. The community sign project is underway. MOTi has installed new 30 km playground signs. ACTION — Doug Reeve to give Nicole Verpaelst the Spirit Park concept plan.
6. RECREATION CONTRACTOR REPORT — Deb Linton (Recreation Coordinator Contractor), report submitted.
- 6.1. Sound System — Discussed storage alternatives and equipment replacement.
- 6.2. Storage Containers — Clean up is being planned for the storage containers at Manitou Park.
-

7. COMMISSION MEMBER REPORTS

- 7.1. Woodwackers Report — Lyle Resh presented a verbal report. Woodwackers have been painting picnic tables and clearing brush. Discussed logging procedures along the KVR. People have been cutting trees down in Rock Oven Park that has caused damage to an iris garden sign. ACTION — Karla Kozakevich to follow up with Justin Shuttleworth and Mark Woods about blocking vehicle access to Rock Oven Park and fixing the iris garden sign. ACTION — Lyle Resh to take pictures of any damage or cut trees.
-

8. BUSINESS ARISING

- 8.1. Spirit Park - Playground Fence Project — Discussed materials, design and art. NPR will buy wood and paint. ACTION — Adrienne Fedrigo to contact the Naramata Playschool Society about the project.
- 8.2. Trees — Discussed replacing invasive Siberian Elms, tree species selection and community donations for memorial trees. A \$5,000 grant was received from TD Friends of the Environment for planting trees. ACTION — Justin Shuttleworth to transplant the Bob Myer memorial tree a sunnier location in Manitou Park.

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Naramata Parks & Recreation spend up to \$6,000 on planting replacement trees.

CARRIED (UNANIMOUSLY)



MINUTES

Naramata Parks & Recreation Commission

Monday, September 24, 2018, 6:30 p.m.
Naramata Fire Hall

8.3. Naramata Playschool Society Grant Request

Adrienne Fedrigo was recused due to current employment with the Naramata Playschool Society, left the meeting @ 8:23 p.m. and returned at 8:28 p.m.

RECOMMENDATION

IT WAS MOVED AND SECONDED

THAT subject to final approval of the 2019 Budget, the Naramata Parks & Recreation grant the Naramata Playschool Society \$3,500 from the 2019 Budget.

CARRIED (UNANIMOUSLY)

9. ADJOURNMENT 8:29 p.m.

NEXT MEETING: October 22, 2018, 6:30 p.m., Naramata Fire Hall

Recreation Commission Chair

Recording Secretary



MINUTES

Naramata Parks & Recreation Commission

Monday, October 22, 2018, 6:30 p.m.
Naramata Fire Hall

Members Present: Maureen Balcaen 'as Chair', Dennis Smith (Chair) arrived at 6:57 p.m., Adrienne Fedrigo, Richard Roskell, Jacqueline Duncan, Nicole Verpaelst, Lyle Resh

Absent: Jeff Gagnon

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

Staff & Contractors: Doug Reeve (RDOS, Projects Coordinator II) left meeting at 7:46 p.m., Justin Shuttleworth (RDOS Parks & Facilities Coordinator) left meeting at 7:43 p.m., Heather Lemieux (Recording Secretary), Deb Linton (Recreation Contractor) left meeting at 7:56 p.m.

Guests: None

Delegations: None

RECOMMENDATION

IT WAS MOVED AND SECONDED

That Maureen Balcaen preside 'as Chair' for the Naramata Parks & Recreation Meeting of October 22, 2018.

CARRIED (UNANIMOUSLY)

1. APPROVAL OF AGENDA

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Agenda for the Naramata Parks & Recreation Meeting of October 22, 2018 be adopted as presented and all presentations and reports be received.

CARRIED (UNANIMOUSLY)



MINUTES

Naramata Parks & Recreation Commission

Monday, October 22, 2018, 6:30 p.m.
Naramata Fire Hall

2. APPROVAL OF LAST MEETING MINUTES

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the minutes for the Naramata Parks & Recreation Meeting of September 24, 2018 be adopted as presented.

CARRIED (UNANIMOUSLY)

3. CORRESPONDENCE/DELEGATIONS — None

4. RDOS DIRECTOR REPORT — Karla Kozakevich reported on the following:

- 4.1. First Nations Community Sign — Naramata House of Bald Eagle sign project is complete.
- 4.2. Generator Wrap — Historical photo generator wrap project is complete. A volunteer photo opportunity is being planned.

5. RDOS STAFF REPORT — Doug Reeve (RDOS, Projects Coordinator II) and Justin Shuttleworth (RDOS Parks & Facilities Coordinator) reported on the following:

- 5.1. Capital Projects / Park Improvements — Discussed projects status, phases, budgets and the KVR Trail and Woodwacker budget. ACTION — Justin Shuttleworth to call Tennessee Trent to discuss KVR maintenance projects. ACTION — Dennis Smith to ask Jordan Taylor to provide year end report at the next NPR meeting.
- 5.2. Wharf Park Rehabilitation — Riprap is complete, irrigation line is done and the walkway is being worked on. ONGOING
- 5.3. Creek Park Acquisition — The park acquisition is nearly complete. ONGOING
- 5.4. Swim Platform — All four swim platform pilings were covered by DFA emergency funding.
- 5.5. Manitou Park — IHA septic permit has been obtained. ACTION — Adrienne Fedrigo to follow up on the Age-friendly designation application. Discussed Walking path. The *Canada-British Columbia Investing in Canada Infrastructure Program* grant application is due January 30, 2019.



MINUTES

Naramata Parks & Recreation Commission

Monday, October 22, 2018, 6:30 p.m.
Naramata Fire Hall

5.6. Spirit Park — Fencing has been installed. The Naramata Playschool Society will do fence decoration project. Discussed Fire Department access to prepare sports court for ice. The Tennis and Pickleball courts are nearly complete and the temporary orange fencing will be relocated. Temporary lines have been painted on the courts, permanent lines will be done in the spring. Discussed installing benches and light switches. The sports court lights either need hoods, an adjustment and/or light switch separation. The Pickleball courts will be numbered and signs will be installed. The Community Sign posts have been installed.

6. RECREATION CONTRACTOR REPORT — Deb Linton (Recreation Coordinator Contractor), report submitted.

6.1. Recreation Contract — Deb Linton has submitted notice that she will not be renewing her recreation contract. The position will become an employment position under a regional supervisor. Discussed creating a recreation office.

7. COMMISSION MEMBER REPORTS

7.1. Woodwackers Report — Lyle Resh presented a verbal report. Reported on brush clearing methods, leaning trees, windfalls and runoff from waterfall drainage. Forest service personnel are placing more gravel on the trail. More woodwacker volunteers are needed.

8. BUSINESS ARISING

8.1. Generator Wrap Event — A group photo will be taken in about a month, including the volunteers who assisted with the project.

8.2. Commission Name — Discussed the name Naramata Parks & Recreation to possibly include the word Culture. Discussed heritage and historical designations. The original KVR camps need protecting. ACTION — Karla Kozakevich to discuss potential commission name revision with the RDOS. ACTION — Karla Kozakevich to check with Mark Woods about heritage designations and the historical KVR camps.

8.3. Smoke Free Bylaw — Explore if all smoke products are prohibited in parks and beaches. Discussed current bylaw wording and possible revisions. ACTION — Karla Kozakevich to check on the current bylaw and definitions.



MINUTES

Naramata Parks & Recreation Commission

Monday, October 22, 2018, 6:30 p.m.

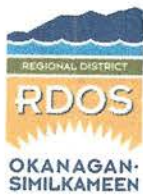
Naramata Fire Hall

9. ADJOURNMENT 8:16 p.m.

NEXT MEETING: November 26, 2018, 6:30 p.m., Naramata Fire Hall

Recreation Commission Chair

Recording Secretary



MINUTES

Okanagan Falls Parks & Recreation Commission

Wednesday, September 12, 2018 – 7:00 pm

Community Room, Okanagan Falls



Members Present: Alf Hartviksen (Chair), Matt Taylor, Ron Obirek, Carole Barker and Jim Lamond

Regrets:

Brian Jackson, Tom Siddon

RDOS: Justin Shuttleworth, Shona Schleppe

Guests:

Recording Secretary: Shona Schleppe

CALL TO ORDER

The meeting was called to order at 7:03 pm.

1.0 ADOPTION OF AGENDA

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Agenda for September 12, 2018 be adopted.

CARRIED

2.0 APPROVAL OF PREVIOUS MEETING MINUTES

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the minutes for Okanagan Falls Parks and Recreation of July 12, 2018 be approved.

CARRIED

3.0 BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 New Commission member – welcome Jim Lamond.

3.2 Plan for Boat launch – Vendor has material in place and ready to install. Staff are still waiting for permit from Province.

3.3 Lion's Park – FLNRO response.

ACTION: That the Lion's Park project (environmental studies, pumps, lighting, maintenance, service, etc.) be considered as a 2019 priority.

ACTION: Check willow trees on north end of Lion's Park.

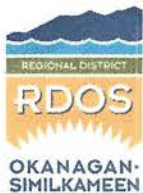
4.0 CORRESPONDENCE/DELEGATIONS

Announcement of South Skaha Housing Society Sod Turning Ceremony on October 5 at 2:00 pm (5081-8th Avenue).

5.0 COMMISSION MEMBER REPORTS

5.1 Chair – Supports Lion's Park fountain, noticed there was a lot of difficulty with irrigation systems in the parks and some minor vandalism in the washrooms. Pleased to see the popularity of the dog park.

5.2 Treasurer Report – refer to 6.3.



MINUTES

Okanagan Falls Parks & Recreation Commission

Wednesday, September 12, 2018 – 7:00 pm

Community Room, Okanagan Falls



- 5.3 Committee: Heritage Hills – Ron Obirek (refer to 6.1.1).

6.0 RDOS STAFF REPORTS

6.1 Parks Coordinator – Justin and Ron

6.1.1 HH Park grading update – grading and irrigation being completed. Seeking additional approval for sod to finish the play area. Consider a Fall sod rolling event, recruit the community to assist. Tree donations will be accepted, staff to confirm process and amounts. Ron has been liaising with Enockwin Centre about educational interpretive signs for the park, a butterfly program and pond rehabilitation. Continue with pursuit of funding from Fortis for environmental project funding or electric servicing.

6.1.2 Parkette at Heritage Hills/Sunnybrook Drive was installed in the MOTI ROW with out a permit by the developer – Sign and landscaping requires a MOTI permit to maintain the site, which was damaged in the spring flooding.
The Commission did not support the taking over the maintenance of the parkette through parks operations. RDOS can support the application for permit request to MOTI by Heritage Hills/ Lakeshore Highlands Homeowner's Assoc. who will be responsible for maintaining .

6.1.3 HH Park naming – staff provided a handout regarding the naming of the Heritage Hills Park. The Commission supports the proposed name and Ron will present the name proposal to the Heritage Hills/Lakeshore Highlands Homeowner's Association.

6.2 Recreation Report –Fall program guide circulated and report provided by Shona Schleppe.

6.3 Update on 2018 Variance, 2019 Budget and projects. A copy of the 2018 Budget Variance and 2019 Budget projections were circulated. Discussion occurred and new projects for consideration will be placed in 2019 Budget (examples: Aster, Lion's Park fountain, HH Park Development and additional security in parks in August).

7.0 RDOS DIRECTOR REPORT

No report provided.

8.0 NEW BUSINESS ARISING

8.1 Public Safety and Security in the Park – consider increasing funding for additional security in August 2019.

8.2 Aster Stewardship – update from Ron. Add some funding to further pursue this project in 2019.

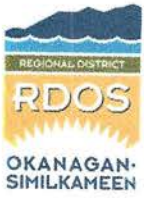
8.3 National Park consultations on boundary. Okanagan Falls the gateway to the National Park? Consultant presenting to RDOS on September 20.

9.0 ADJOURNMENT

RECOMMENDATION

IT WAS MOVED

That the meeting be adjourned at 9:55 pm.



MINUTES

Okanagan Falls Parks & Recreation Commission


Wednesday, September 12, 2018 – 7:00 pm

Community Room, Okanagan Falls





Recreation Commission Chair



Recording Secretary



MINUTES

Area "F" Parks and Recreation Commission

Thursday February 15, 2018, 7:00 pm
RDOS Office

Members Present: Heather Allen, Warren Everton, Tristan Mennell, Jane Windeler, Ben Arcuri, Larry Farley

Absent:

Area Director Michael Brydon

Staff: Justin Shuttleworth, Amanda Murai

Recording Secretary: Warren Everton

Guests: Sue Gibbons

1. APPROVAL OF AGENDA

IT WAS MOVED AND SECONDED

That the Agenda for the Area "F" Parks and Recreation Meeting of February 15, 2018 be adopted and all presentations and reports be accepted. – CARRIED

2. APPROVAL OF LAST MEETING MINUTES

IT WAS MOVED AND SECONDED

That the minutes for the Area "F" Parks and Recreation Meeting of November 16, 2017 be adopted. – CARRIED

3. CORRESPONDENCE/DELEGATIONS

No correspondence or delegations

4. RDOS STAFF REPORTS

4.1. Member Orientation

Commission member handbook, bylaw, parliamentary procedures, process for commission meetings and code of ethics distributed and reviewed by staff.

Action: no action

4.2. Recreation Program

Recreation Coordinator presented an update of the recreation programs on currently offered at West Bench School. She added that the programs have been reasonably attended but have gone slightly over budget. She concluded her report with plans for programs into the spring. She also gave an update to the booking software which will be launched in the spring.

Actions: no action



MINUTES

Area "F" Parks and Recreation Commission

Thursday February 15, 2018, 7:00 pm
RDOS Office

4.3. Parks Maintenance

Staff reported on the pedestrian corridor maintenance. Comment that timing of ploughing was good. Parking lot recycled material was placed at Mariposa. It needs further compaction but surface is much improved. Questions and comments on wild horse droppings, Selby tulips and corridor bollards.

Action: no action

4.4. 2018 Capital/Operations Plan

Staff reported on the priorities list handout. Mariposa tennis court resurface was discussed and potential for pickle ball inclusion. Wally Bonin trail material planned and should be easy to do with recreation crew. Ideas for bee hive interpretation as well as bridge and trestle story boards discussed. Plan for bench at Bartlett Bridge to be a standard bench. Selby playground idea for some natural features discussed but budget is only for resurfacing.

Action: Staff to price tennis court resurfacing and natural features for Selby Park.

IT WAS MOVED AND SECONDED

That the Reports be accepted for information – CARRIED

5. COMMISSION MEMBER REPORTS

5.1. No reports

6. RDOS DIRECTOR REPORT

OCP Round Three - Director reported on the video reviewing options for the OCP. Also reported on new software for residence to pick service area information.

IT WAS MOVED AND SECONDED

That the report from the chair be accepted for information– CARRIED

7. BUSINESS ARISING

7.1. No items.

8. ADJOURNMENT

NEXT MEETING: Mid-April to include walkabout



MINUTES

Area "F" Parks and Recreation Commission

Thursday February 15, 2018, 7:00 pm

RDOS Office

Recreation Commission Chair

Recording Secretary



AGENDA

Annual General Meeting

Area "F" Parks and Recreation Commission

Thursday February 15, 2018, 7:00 pm
RDOS Office

Members: Heather Allen, Ben Arcuri, Warren Everton, Larry Farley, Tristan Mennell, Jane Windeler
Area Director: Michael Brydon
Staff: Justin Shuttleworth, Amanda Murai
Guests:

1. Director calls for nominations for chairperson
Warren Everton nominates Heather Allen and the nomination is accepted. Elected by acclimation.

2. Chairs calls for discretionary positions
Heather Allen nominates Warren Everton for secretary and the nomination is accepted. Elected by acclimation.

3. Adjournment
Adjourned at 7:10



MINUTES

Area "F" Parks and Recreation Commission

Thursday September 27, 2018, 7:00 pm

RDOS Office

Members Present: Heather Allen, Warren Everton, Tristan Mennell, Ben Arcuri, Larry Farley
Absent: Jane Windeler
Area Director Michael Brydon
Staff: Mark Woods, Laura McCarron
Recording Secretary: Warren Everton
Guests: Sue Gibbons

1. APPROVAL OF AGENDA

IT WAS MOVED AND SECONDED

That the Agenda for the Area "F" Parks and Recreation Meeting of September 27, 2018 be adopted and all presentations and reports be accepted. – CARRIED

2. APPROVAL OF LAST MEETING MINUTES

IT WAS MOVED AND SECONDED

That the minutes for the Area "F" Parks and Recreation Meeting of February 15, 2018 be adopted. – CARRIED

3. CORRESPONDENCE/DELEGATIONS

No correspondence or delegations

4. RDOS STAFF REPORTS

4.1. Member Appointments :

Members have two year terms. Warren, Heather and Ben's terms are up at the end of 2018. Larry, Tristan and Jane's terms are up the following year. Annual advertisements for commission members will take place in October.

Action: no action

4.2. Recreation Program Update

Recreation Coordinator Laura McCarron presented an update on West Bench recreation programs. She outlined the children's and adult "try it" programs. Registrations available on Book King. Usage of the West Bench School is done on an hourly rental basis.

Actions: no action



MINUTES

Area "F" Parks and Recreation Commission

Thursday September 27, 2018, 7:00 pm

RDOS Office

4.3. Parks Maintenance

Staff reported that parks maintenance is winding down. Irrigation purge will take place in the next few weeks.

Action: no action

4.4. 2018 Capital/Operations Plan

Staff reported on the status of the tennis court upgrade at Mariposa. Quote received for completion of the work including pickle ball courts. Project funds to be deferred to 2019 budget. Staff reported on Marisposa parking lot decision not to install berm. Discussion on hours of operation, crime and potential solutions.

Review of ideas for Selby playground upgrades. No budget for this yet. Discussion on using a consultant for design, scope and cost.

Action: Staff to approach consultant to bring proposal to a future commission meeting.

4.5. 2018 Budget Discussion

Staff reported on maintenance on the pedestrian corridor. Suggestion to put funds aside each year for eventual end of life overhaul/upgrades. Staff suggested keeping the same \$50,000 capital spending in the budget for 2019.

Suggestion by W. Everton to add two more path sweepings for the year.

Discussion on potential for a dog park on the RDOS lot in Westwood.

Action: Staff to look into costs for installation of a dog park.

IT WAS MOVED AND SECONDED

That the Reports be accepted for information – CARRIED

5. COMMISSION MEMBER REPORTS

5.1. No reports

6. RDOS DIRECTOR REPORT

Director Brydon announced that this was his last meeting and thanked the commission members for all their work. Commission members reciprocated. He gave a quick review of the status of the OCP, and then spoke on crime and policing on the West Bench. Pilot program with SOS security announced saying that it has worked well elsewhere. No progress on Sage Mesa Water also reported on.



MINUTES

Area "F" Parks and Recreation Commission

Thursday September 27, 2018, 7:00 pm

RDOS Office

IT WAS MOVED AND SECONDED

That the report from the chair be accepted for information– CARRIED

7. BUSINESS ARISING

7.1. No items.

8. ADJOURNMENT

NEXT MEETING:

November via email poll

Recreation Commission Chair

Recording Secretary



MINUTES

Similkameen Recreation Commission

August 7th, 2018 @ 7:00pm
Keremeos Recreation Centre

Members Present: Tom Robins, Jennifer Roe
Absent:
Area Representatives G. Bush (Area B), R. Mayer (Alt Area G), J. Evans (Keremeos), Manfred Bauer (Keremeos)
Staff: Shane Marsh (Similkameen Recreation), Janet Black (Recreation), Justin Shuttleworth (Parks), Mark Woods (Community Services)
Recording Secretary: Shane Marsh
Guests:

1. Approval of Agenda

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Agenda for the Similkameen Recreation Meeting of August 7th, 2018 be adopted and all presentations and reports be accepted. – CARRIED

Opposed:

2. Approval of Last Meeting Minutes

RECOMMENDATION

No Minutes were presented.

3. Correspondence/Delegations/Public Questions

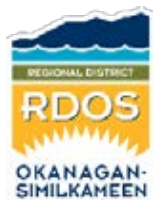
RECOMMENDATION

No Correspondence/Delegations/Public Questions presented.

4. Staff Reports

RECOMMENDATION

Management report accepted as presented.



MINUTES

Similkameen Recreation Commission

August 7th, 2018 @ 7:00pm
Keremeos Recreation Centre

– CARRIED

Opposed:

5. Commission Member Reports

RECOMMENDATION

Commission report accepted as presented.

– CARRIED

Opposed:

6. RDOS Director Report

RECOMMENDATION

RDOS Director report accepted as presented.

– CARRIED

Opposed:

7. Adjournment

RECOMMENDATION

IT WAS MOVED AND SECONDED

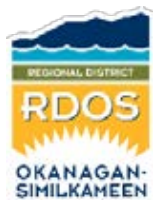
– CARRIED

Opposed:

NEXT MEETING: October 9th, 2018 @ 7:00pm
Keremeos Recreation Centre

Recreation Commission Chair

Recording Secretary



MINUTES

Similkameen Recreation Commission

October 9th, 2018 @ 7:00pm
Keremeos Recreation Centre

Members Present: Tom Robins, Jennifer Roe
Absent:
Area Representatives G. Bush (Area B), R. Mayer (Alt Area G),
Staff: Shane Marsh (Similkameen Recreation), Justin Shuttleworth (Parks)
Recording Secretary: Shane Marsh
Guests:

1. Approval of Agenda

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Agenda for the Similkameen Recreation Meeting of October 9th, 2018 be adopted and all presentations and reports be accepted.

– CARRIED

2. Approval of Last Meeting Minutes

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Minutes for the Similkameen Recreation Meeting of August 7th, 2018 be adopted and all presentations and reports be accepted. – CARRIED

3. Correspondence/Delegations/Public Questions

RECOMMENDATION

No Correspondence/Delegations/Public Questions presented.

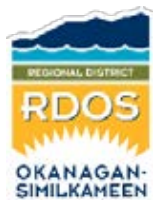
4. RDOS Staff Report

- Justin Shuttleworth discussed budget for 2018 and 2019.
- Shane Marsh discussed upcoming projects for the rec centre.

RECOMMENDATION

IT WAS MOVED AND SECONDED

RDOS Staff report accepted as presented - – CARRIED



MINUTES

Similkameen Recreation Commission

October 9th, 2018 @ 7:00pm
Keremeos Recreation Centre

5. Budget 2019

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the budgets for the Pool and Recreation Centre for 2019 be adopted and accepted.

– CARRIED

6. Commission Member Reports

- Paramedics are hosting a child restraint (car seat) safety course

RECOMMENDATION

IT WAS MOVED AND SECONDED

Commission report accepted as presented - – CARRIED

7. Adjournment

RECOMMENDATION

IT WAS MOVED AND SECONDED

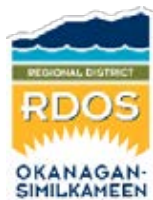
– CARRIED

Opposed:

NEXT MEETING: November 6th 2018 @ 7:00pm
Similkameen Recreation Centre

Recreation Commission Chair

Recording Secretary



MINUTES

Similkameen Recreation Commission

November 20th, 2018 @ 7:00pm
Keremeos Recreation Centre

Members Present: Tom Robins, Jennifer Roe
Absent:
Area Representatives George Bush (Area B), Tim Roberts (Area G), Jeremy Evans (Keremeos), Arden Holley (Keremeos), Manfred Bauer (Keremeos)
Staff: Shane Marsh (Similkameen Recreation), Justin Shuttleworth (Parks)
Recording Secretary: Shane Marsh
Guests:

1. Approval of Agenda

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Agenda for the Similkameen Recreation Meeting of November 20th, 2018 be adopted and all presentations and reports be accepted.

– CARRIED

Opposed:

2. Approval of Last Meeting Minutes

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the Minutes for the Similkameen Recreation Meeting of October 9th, 2018 be adopted and all presentations and reports be accepted. – CARRIED

Opposed:

3. Correspondence/Delegations/Public Questions

RECOMMENDATION

No Correspondence/Delegations/Public Questions presented.

4. RDOS Staff Report

- Justin Shuttleworth discussed new signage for the Rec Centre.
- Shane Marsh discussed swimming pool renovations and upcoming programs.

RECOMMENDATION



MINUTES

Similkameen Recreation Commission

November 20th, 2018 @ 7:00pm
Keremeos Recreation Centre

IT WAS MOVED AND SECONDED

RDOS Staff report accepted as presented.

– CARRIED

Opposed:

5. Rec Centre Signage

RECOMMENDATION

IT WAS MOVED AND SECONDED

That the rec commission gets some local quotes along with Jaffa Signs quote and then proceeds with obtaining new signage for the Rec Centre building and highway signs.

– CARRIED

Opposed:

6. Commission Member Reports

RECOMMENDATION

IT WAS MOVED AND SECONDED

Commission report accepted as presented.

– CARRIED

Opposed:

7. Adjournment

RECOMMENDATION

IT WAS MOVED AND SECONDED

– CARRIED

Opposed:

NEXT MEETING: December 4th 2018 @ 7:00pm
Similkameen Recreation Centre

Recreation Commission Chair

Recording Secretary



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Community Services Committee

Thursday, October 18, 2018
10:43 a.m.

Minutes

MEMBERS PRESENT:

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

Director A. Martin, City of Penticton
Director R. Mayer, Electoral Area "G"
Director S. McKortoff, Town of Osoyoos
Director M. Pendergraft, Electoral Area "A"
Director T. Schafer, Electoral Area "C"
Director J. Sentes, City of Penticton
Director T. Siddon, Electoral Area "D"
Director P. Veintimilla, Alt. Town of Oliver
Director P. Waterman, District of Summerland

MEMBERS ABSENT:

Chair R. Hovanes, Town of Oliver

STAFF PRESENT:

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

M. Woods, Manager of Community Services

A. APPROVAL OF AGENDA

RECOMMENDATION 1

It was MOVED and SECONDED

THAT the Agenda for the Community Services Committee meeting of October 18, 2018 be adopted. - **CARRIED**

B. 2018 Q3 ACTIVITY REPORT – For Information Only

The Committee was advised of the activities of the third quarter of 2018 and the planned activities for the fourth quarter of 2018.

C. ADJOURNMENT

By consensus, the Community Services Committee meeting adjourned at 10:46 a.m.

APPROVED:

CERTIFIED CORRECT:

R. Hovanes
Committee Chair

B. Newell
Chief Administrative Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Corporate Services Committee

Thursday, October 18, 2018

11:00 a.m.

Minutes

MEMBERS PRESENT:

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

Director H. Konanz, City of Penticton
Director A. Martin, City of Penticton
Director R Mayer, Electoral Area "G"
Director S. McKortoff, Town of Osoyoos
Director M. Pendergraft, Electoral Area "A"
Director T. Schafer, Electoral Area "C"
Director J. Sentes, City of Penticton
Director T. Siddon, Electoral Area "D"
Director P. Waterman, District of Summerland

MEMBERS ABSENT:

Director R. Hovanes, Town of Oliver

STAFF PRESENT:

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

J. Kurvink, Manager of Finance

A. APPROVAL OF AGENDA

RECOMMENDATION 1

It was MOVED and SECONDED

THAT the Agenda for the Corporate Services Committee meeting of October 18, 2018 be adopted. - **CARRIED**

B. 2018 Q3 ACTIVITY REPORT – For Information Only

The Committee was advised of the activities of the third quarter of 2018 and the planned activities for the fourth quarter of 2018.

C. 2018 Q3 CORPORATE ACTION PLAN REPORT – For Information Only

The Committee reviewed the 2018 Corporate Action Plan.

D. 2018 Q3 VARIANCE REPORT – For Information Only**1. Presentation**

The Committee reviewed the third quarter budget variance report.

E. ADJOURNMENT

By consensus, the Corporate Services Committee meeting adjourned at 11:54 a.m.

APPROVED:

CERTIFIED CORRECT:

K. Kozakevich
Committee Chair

B. Newell
Chief Administrative Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Environment and Infrastructure Committee

Thursday, October 18, 2018

1:06 p.m.

Minutes

MEMBERS PRESENT:

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

Director P. Veintimilla, Alt. Town of Oliver
Director H. Konanz, City of Penticton
Director K. Kozakevich, Electoral Area "E"
Director A. Martin, City of Penticton
Director R. Mayer, Electoral Area "G"
Director S. McKortoff, Town of Osoyoos
Director T. Schafer, Electoral Area "C"
Director J. Sentes, City of Penticton
Director P. Waterman, District of Summerland

MEMBERS ABSENT:

Director R. Hovanes, Town of Oliver

STAFF PRESENT:

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

N. Webb, Manager of Public Works

A. APPROVAL OF AGENDA

RECOMMENDATION 1

It was MOVED and SECONDED

THAT the Agenda for the Environment and Infrastructure Committee meeting of October 18, 2018 be adopted. - **CARRIED**

B. 2018 Q3 ACTIVITY REPORT – For Information Only

The Committee was advised of the activities that occurred in the third quarter of 2018 and the planned activities for the fourth quarter of 2018.

C. ADJOURNMENT

By consensus, the Environment and Infrastructure Committee meeting adjourned at 1:08 p.m.

APPROVED:

CERTIFIED CORRECT:

M. Pendergraft
Environment and Infrastructure Committee Chair

B. Newell
Chief Administrative Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Planning and Development Committee

Thursday, October 18, 2018

10:29 a.m.

Minutes

MEMBERS PRESENT:

Chair M. Brydon, Electoral Area "F"
Vice Chair G. Bush, Electoral Area "B"
Director M. Bauer, Village of Keremeos
Director F. Armitage, Town of Princeton
Director T. Boot, District of Summerland
Director B. Coyne, Electoral Area "H"
Director P. Veintimilla, Alt. Town of Oliver
Director A. Jakubeit, City of Penticton
Director H. Konanz, City of Penticton

Director K. Kozakevich, Electoral Area "E"
Director A. Martin, City of Penticton
Director R. Mayer, Electoral Area "G"
Director S. McKortoff, Town of Osoyoos
Director M. Pendergraft, Electoral Area "A"
Director T. Schafer, Electoral Area "C"
Director J. Sentes, City of Penticton
Director T. Siddon, Electoral Area "D"
Director P. Waterman, Dist. of Summerland

MEMBERS ABSENT:

Director R. Hovanes, Town of Oliver

STAFF PRESENT:

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

B. Dollevoet, Manager of Development Services

A. APPROVAL OF AGENDA

RECOMMENDATION 1

It was MOVED and SECONDED

THAT the Agenda for the Planning and Development Committee meeting of October 18, 2018 be adopted. - **CARRIED**

B. 2018 Q3 ACTIVITY REPORT – For Information Only

The Committee was advised of the activities of the third quarter of 2018 and the planned activities for the fourth quarter of 2018.

C. LEAN KAIZEN UPDATE: SUBDIVISION REFERRALS – For Information Only

The Committee was provided an overview of the recently completed Lean Kaizen review of the subdivision referral process.

D. ADJOURNMENT

By consensus, the Planning and Development Committee meeting adjourned at 10:42 a.m.

APPROVED:

CERTIFIED CORRECT:

M. Brydon
Planning and Development Committee Chair

B. Newell
Corporate Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN Protective Services Committee

Thursday, October 18, 2018
12:30 p.m.

Minutes

MEMBERS PRESENT:

Chair A. Jakubeit, City of Penticton
Vice Chair T. Schafer, Electoral Area "C"
Director F. Armitage, Town of Princeton
Director M. Bauer, Village of Keremeos
Director T. Boot, District of Summerland
Director M. Brydon, Electoral Area "F"
Director G. Bush, Electoral Area "B"
Director B. Coyne, Electoral Area "H"
Director P. Veintimilla, Alt. Town of Oliver

Director H. Konanz, City of Penticton
Director K. Kozakevich, Electoral Area "E"
Director A. Martin, City of Penticton
Director R. Mayer, Electoral Area "G"
Director S. McKortoff, Town of Osoyoos
Director M. Pendergraft, Electoral Area "A"
Director J. Sentes, City of Penticton
Director T. Siddon, Electoral Area "D"
Director P. Waterman, District of Summerland

MEMBERS ABSENT:

Director R. Hovanes, Town of Oliver

STAFF PRESENT:

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

A. APPROVAL OF AGENDA

RECOMMENDATION 1

It was MOVED and SECONDED

THAT the Agenda for the Protective Services Committee meeting of October 18, 2018 be adopted. - **CARRIED**

B. DELEGATION – BC Emergency Health Services

1. Blaine Wiggins –Manager, First Responder Program & Indigenous Health, Strategy and Transformation
2. Nancy Kotani – Chief Transformation Officer

Mr. Wiggins and Ms. Kotani addressed the Board to present an [overview](#) of the First Responder Dispatch Evaluation Process.

C. 2018 Q3 ACTIVITY REPORT – For Information Only

The Committee was advised of the activities that occurred in the third quarter of 2018 and the planned activities for the fourth quarter of 2018.

D. ADJOURNMENT

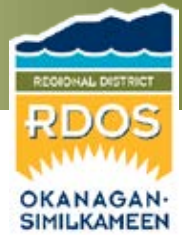
By consensus, the Protective Services Committee meeting adjourned at 1:05 p.m.

APPROVED:

CERTIFIED CORRECT:

A. Jakubeit
Protective Services Committee Chair

B. Newell
Chief Administrative Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN BOARD of DIRECTORS MEETING

Minutes of the Regular Board Meeting of the Regional District of Okanagan-Similkameen (RDOS) Board of Directors held at 1:30 p.m. Thursday, October 18, 2018 in the Boardroom, 101 Martin Street, Penticton, British Columbia.

MEMBERS PRESENT:

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

Director H. Konanz, City of Penticton
Director A. Martin, City of Penticton
Director R. Mayer, Electoral Area "G"
Director S. McKortoff, Town of Osoyoos
Director M. Pendergraft, Electoral Area "A"
Director J. Sentes, City of Penticton
Director T. Schafer, Electoral Area "C"
Director T. Siddon, Electoral Area "D"
Director P. Waterman, District of Summerland

MEMBERS ABSENT:

Director R. Hovanes, Town of Oliver

STAFF PRESENT:

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

B. Dollevoet, Manager of Development Services
M. Woods, Manager of Community Services

A. APPROVAL OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

IT WAS MOVED AND SECONDED

THAT the [Agenda](#) for the RDOS Board Meeting of October 18, 2018 be adopted as amended to include the following changes:

- Remove item A2e of the consent agenda to C10 on the agenda
- Remove item C4
- Add In Camera G4 – Community Charter section 90(1)(c)

CARRIED

1. Consent Agenda – Corporate Issues

a. Corporate Services Committee – October 04, 2018

THAT the Minutes of the October 04, 2018 Corporate Services Committee meeting be received.

THAT the Board of Directors adopt the Business Continuity Plan - Phase 1 as presented to the Corporate Services Committee on October 4, 2018.

b. Environment and Infrastructure Committee – October 04, 2018

THAT the Minutes of the October 04, 2018 Environment and Infrastructure Committee meeting be received.

- c. Planning and Development Committee – October 04, 2018
THAT the Minutes of the October 04, 2018 Planning and Development Committee meeting be received.

THAT Committee bring Bylaw No. 2805, 2018, being a bylaw of the Regional District of Okanagan Similkameen for the administration of the building code and regulation of construction, forward for 1st Reading, then proceed with public consultation.

- d. Protective Services Committee – October 04, 2018
THAT the Minutes of the October 04, 2018 Protective Services Committee meeting be received.
- e. RDOS Regular Board Meeting – October 04, 2018
THAT the minutes of the October 04, 2018 RDOS Regular Board meeting be adopted.

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)

IT WAS MOVED AND SECONDED

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

2. Consent Agenda – Development Services

- a. Temporary Use Permit Application – 130 Hallis Road, Electoral Area “A”
- i. Permit No. A2018.135-TUP
 - ii. Responses Received
[Additional Responses Received](#)

To allow for the operation of an outdoor commercial events venue.

THAT the Board of Directors approve Temporary Use Permit No. A2018.135-TUP.

- b. Temporary Use Permit Renewal Application – 3180 McKay Road, Electoral Area “E”
- i. Permit No. E2018.165-TUP
 - ii. Responses Received
[Additional Responses Received](#)

To allow for the renewal of an existing Temporary Use Permit (TUP) authorizing a short-term vacation rental use.

THAT the Board of Directors approve Temporary Use Permit No. E2018.165-TUP.

- c. Development Variance Permit Application – Lot 9-125 Cabernet Drive, Electoral Area “D”
 - i. Permit No. D2018.147-DVP

To allow for the development of a swimming pool in a converted metal storage container.

THAT the Board of Directors approve Development Variance Permit No. D2018.147-DVP.

- d. Development Variance Permit Application – 2830 Outlook Way, Electoral Area “E”
 - i. Permit No. E2018.146-DVP

To allow for the development of an over-height retaining wall.

THAT the Board of Directors approve Development Variance Permit No. E2018.146-DVP.

- e. Development Variance Permit Application – 614 West Bench Drive, Electoral Area “F”

- i. Permit No. F2018.160-DVP
 - ii. Responses Received
 - [Additional Responses Received](#)

This item was moved from the consent agenda to Item C10.

- f. Development Variance Permit Application – 8706 122nd Avenue, Electoral Area “A”
 - i. Permit No. A2018.168-DVP

To allow for structural alterations and upgrades to an accessory structure.

THAT the Board of Directors approve Development Variance Permit No. A2018.168-DVP.

- g. Development Variance Permit Application – 4505 McLean Creek Road, Electoral Area “D”
 - i. Permit No. D2018.166-DVP

To allow for the placement of retaining walls within prescribed parcel line setbacks.

THAT the Board of Directors approve Development Variance Permit No. D2018.166-DVP.

- h. Development Variance Permit Application – 3060 Hayman Road, Electoral Area “E”
 - i. Permit No. E2018.158-DVP
[Responses Received](#)

To allow over-height retaining walls related to the construction of a new home.

THAT the Board of Directors approve Development Variance Permit No. E2018.158-DVP.

RECOMMENDATION 3 (Unweighted Rural Vote – Simple Majority)

IT WAS MOVED AND SECONDED

THAT the Consent Agenda – Development Services be adopted as amended.
CARRIED

B. DEVELOPMENT SERVICES – Building Inspection

- 1. Building Bylaw Infraction – 1995 Green Mountain Road, Electoral Area “D”

The Chair enquired whether the property owner was present to speak to the application; however, they were not.

RECOMMENDATION 4 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT a Section 302 Notice on Title, pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter (made applicable to Regional Districts by Section 302 of the LGA), be filed against the title of lands described as Lot 4, Plan KAP70897, District Lot 1799 1801, SDYD that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and

THAT injunctive action be commenced.

CARRIED

-
- 2. Building Bylaw Infraction – 306 Newton Drive, Electoral Area “F”

The Chair enquired whether the property owner was present to speak to the application; however, they were not.

RECOMMENDATION 5 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT a Section 302 Notice on Title, pursuant to Section 302 of the Local Government Act and Section 57 of the Community Charter (made applicable to Regional Districts by Section 302 of the LGA), be filed against the title of lands described as Lot 156, District Lot 5076, Plan 8166, ODYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333. - **CARRIED**

3. Building Bylaw No. 2805, 2018
 - a. Bylaw No. 2805, 2018

RECOMMENDATION 6 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2805, 2018, being a bylaw of the Regional District of Okanagan-Similkameen for the administration of the building code and regulation of construction be read a first time. - **CARRIED**

C. DEVELOPMENT SERVICES – Rural Land Use Matter

1. Development Variance Permit Application – 5408 107th Street, Electoral Area “A”
 - a. Permit No. A2018.156-DVP

To allow for the construction of a secondary suite to the rear of the existing dwelling.

RECOMMENDATION 7 (Unweighted Rural Vote – Simple Majority)

THAT the Board of Directors deny Development Variance Permit No. A2018.156-DVP

The Chair enquired whether the property owner was present to speak to the application. The owner addressed the Board.

It was MOVED and SECONDED

THAT the Board of Directors approve Development Variance Permit No. A2018.156-DVP. - **CARRIED**

2. Development Variance Permit Application – 2431 Workman Place, Electoral Area “E”
 - a. Permit No. E2018.130-DVP
 - b. Responses Received

To allow for the construction of a new single detached dwelling.

RECOMMENDATION 8 (Unweighted Rural Vote – Simple Majority)

THAT the Board of Directors deny Development Variance Permit No. E2018.130-DVP.

The Chair enquired whether the property owner was present to speak to the application. The agent for the owner addressed the Board.

It was MOVED and SECONDED

THAT the Board of Directors approve Development Variance Permit No. E2018.130-DVP. - **CARRIED**

3. Development Variance Permit Application – 901 Sunglo Drive, Electoral Area “F”
 - a. Permit No. F2018.141-DVP
 - b. Responses Received
[Additional Responses Received](#)

To allow for the development of an over-height accessory structure (i.e. garage).

RECOMMENDATION 9 (Unweighted Rural Vote – Simple Majority)

THAT the Board of Directors deny Development Variance Permit No. F2018.141-DVP.

The Chair enquired whether the property owner was present to speak to the application. The owner addressed the Board.

It was MOVED and SECONDED

THAT the Board of Directors approve Development Variance Permit No. F2018.141-DVP. - **CARRIED**

4. Development Variance Permit Application – 2661 Nicola Avenue, Electoral Area “H”
 - a. Permit No. H2018.140-DVP
 - b. Responses Received

This item was removed from the agenda.

5. Zoning Bylaw Amendment – 449 Sagewood Lane, Electoral Area “D-1”
 - a. Bylaw No. 2457.27, 2018
 - b. Responses Received
[Additional Responses Received](#)

To allow for 1 “livestock”, 15 “small livestock” and 1 rooster on a parcel less than 2,500 m² in area and to reduce the parcel line setbacks for a livestock structure from 15.0 metres to 2.5 metres.

The Chair enquired whether the property owner was present to speak to the application. The owner addressed the Board.

RECOMMENDATION 10 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2457.27, 2018, Electoral Area “D” Zoning Amendment Bylaw be denied. - **CARRIED**

RECOMMENDATION 11 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT Administration be directed to commence injunctive action against the property owner of 449 Sagewood Lane if the number of livestock kept on the property is not in conformance with Zoning Bylaw No. 2457, 2008, by October 25, 2018. - **CARRIED**

6. Official Community Plan & Zoning Bylaw Amendments – Okanagan Falls Town Centre Plan Implementation – Electoral Area “D-2”
 - a. Bylaw No. 2455.39, 2018
 - b. Bylaw No. 2603.16, 2018
 - c. Responses Received
[Additional Responses Received](#)

RECOMMENDATION 12 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2603.16, 2018, Electoral Area “D” Official Community Plan Amendment Bylaw and Bylaw No. 2455.39, 2018, Electoral Area “D” Zoning Amendment Bylaw be read a first and second time and proceed to public hearing; and

THAT the Board of Directors considers the process, as outlined in the report from the Chief Administrative Officer dated October 18, 2018, to be appropriate consultation for the purpose of Section 475 of the *Local Government Act*; and

THAT, in accordance with Section 477 of the *Local Government Act*, the Board of Directors has considered Amendment Bylaw No. 2603.16, 2018, in conjunction with its Financial and applicable Waste Management Plans; and

THAT the holding of a public hearing be scheduled for the Regional District Board meeting of December 6, 2018; and

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

CARRIED

7. Zoning Bylaw Amendments – Tourist Commercial Zone Review and Consolidation – Electoral Areas “A”, “C”, “D”, “E” & “F”
 - a. Bylaw No. 2808, 2018

To amend the Okanagan Valley Electoral Area Zoning Bylaws in order to update the Tourist Commercial Zones. This amendment relates to the work being undertaken on the preparation of a single Okanagan Valley Electoral Area Zoning Bylaw.

RECOMMENDATION 13 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2808, 2018, Regional District of Okanagan-Similkameen Tourist Commercial Zone Update Amendment Bylaw be adopted. - **CARRIED**

8. Campground Regulations Bylaw No. 2779, 2018
 - a. Bylaw No. 2779, 2018

To replace the Regional District's Campsite Bylaw No. 713, 1982, with a new a Campground Regulations Bylaw No. 2779 in order to ensure consistency with a proposed new Campground Commercial (CT2) Zone to be applied to the Okanagan Electoral Area zoning bylaws.

RECOMMENDATION 14 (Unweighted Rural Vote – 2/3 Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2779, 2018, Regional District of Okanagan-Similkameen Campground Regulations Bylaw, be re-read a third time, as amended, and adopted. - **CARRIED**

9. Land Use Bylaw Amendments – Electoral Area "I" and *Local Government Act* Revisions
 - a. Bylaw No. 2339.02, 2018
 - b. Bylaw No. 2482.01, 2018
 - c. Bylaw No. 2494.02, 2018
 - d. Bylaw No. 2597.02, 2018
 - e. Bylaw No. 2770.01, 2018
 - f. Bylaw No. 2830, 2018
 - g. Bylaw No. 2831, 2018
 - h. Responses Received

The public hearing for this item was Thursday, October 18, 2018 at 9:00 a.m. in the RDOS Board Room located at 101 Martin Street, Penticton.

RECOMMENDATION 15 (Unweighted Participant Vote – unanimous)

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

It was MOVED and SECONDED

THAT Bylaw No. 2770.01, 2018, South Okanagan Regional Growth Strategy Minor Amendment Bylaw be read a first, second and third time and be adopted. - **CARRIED**

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

It was MOVED and SECONDED

THAT Bylaw No. 2830, 2018, Regional District of Okanagan-Similkameen Official Community Plans Amendment Bylaw be read a third time and adopted. - **CARRIED**

RECOMMENDATION 17 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2831, 2018, Regional District of Okanagan-Similkameen Zoning Amendment Bylaw be read a third time. - **CARRIED**

RECOMMENDATION 18 (Unweighted Rural Vote – Simple Majority)**It was MOVED and SECONDED**

THAT Bylaw No. 2339.02, 2018, Regional District of Okanagan-Similkameen Advisory Planning Commission Amendment Bylaw, be adopted. - **CARRIED**

RECOMMENDATION 19 (Unweighted Rural Vote – Simple Majority)**It was MOVED and SECONDED**

THAT Bylaw No. 2482.01, 2018, Regional District of Okanagan-Similkameen Minimum Parcel Size that may be Subdivided for a Relative Amendment Bylaw, be adopted.

CARRIED

Opposed: Director Bush

RECOMMENDATION 20 (Unweighted Rural Vote – Simple Majority)**It was MOVED and SECONDED**

THAT Bylaw No. 2494.02, 2018, Regional District of Okanagan-Similkameen Board of Variance Amendment Bylaw, be adopted. - **CARRIED**

RECOMMENDATION 21 (Unweighted Rural Vote – Simple Majority)**It was MOVED and SECONDED**

THAT Bylaw No. 2597.02, 2018, Regional District of Okanagan-Similkameen Manufactured Home Park Regulations Amendment Bylaw, be adopted. - **CARRIED**

10. Items removed from Consent Agenda – Development Services

a. Development Variance Permit Application – 614 West Bench Drive, Electoral Area “F”

i. Permit No. F2018.160-DVP

ii. Responses Received

[Additional Responses Received](#)

It was MOVED and SECONDED

THAT the Board of Directors approve Development Variance Permit No. F2018.160-DVP. - **CARRIED**

D. PUBLIC WORKS

1. Updated Resolution for Reallocation of Regionally Significant Project Funds

To reallocate grant money that will be expiring in November 2018 to high priority capital projects within the 2 water systems and the sewer liftstation.

RECOMMENDATION 22 (Weighted Corporate Vote – Majority)**It was MOVED and SECONDED**

THAT the Regional District of Okanagan Similkameen approve the reallocation of a portion of the Regionally Significant Project Gas Tax Funds that were previously assigned to Willowbrook Water System Upgrades to include an upgrade to the Cedar Street Liftstation for the Okanagan Falls Sewer System. – **CARRIED**

2. Pre-Purchase of Sheet Piles for Wetland Construction
 - a. Ducks Unlimited Canada Letter dated October 11, 2018

To pre-purchase of the sheet pile structural units necessary for the construction of the wetland at the Okanagan Falls Wastewater Treatment Plant site in order to fully utilize the Regionally Significant Project gas tax fund already allocated to the wetlands project prior to the November 30, 2018 deadline.

RECOMMENDATION 23 (Weighted Corporate Vote – Majority)

It was MOVED and SECONDED

THAT the Board of Directors award the contract to pre-purchase sheet pile structural units for the Okanagan Falls Wetland construction project to Samuel Roll Form Group at a cost of \$207,292.12. - **CARRIED**

3. Net Zero Waste Organics Infrastructure Program Funding
 - a. Net Zero Waste Letter dated October 5, 2018

RECOMMENDATION 24 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Regional District of Okanagan Similkameen provide their support to Net Zero Waste for their submission for organics infrastructure program funding to upgrade their composting facility between Eastgate and Princeton. - **CARRIED**

E. COMMUNITY SERVICES – Rural Projects

1. Heritage Hills Park Naming

RECOMMENDATION 25 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT Heritage Hills Park Naming be postponed until Spring 2019 to allow time for public consultation. - **CARRIED**

2. Naramata Park Naming

RECOMMENDATION 26 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the RDOS Board endorse the name “Spirit Park” for a public park located on Lot A, Plan EPP61599, District Lot 210, Land District Similkameen Div. of Yale, PID: 029-969-549. - **CARRIED**

F. FINANCE

1. Bylaw No. 2834 Community Works Gas Tax Reserve Expenditure – Electoral Area “F”
 - a. Bylaw No. 2834, 2018

RECOMMENDATION 27 (Weighted Corporate Vote – 2/3 Majority)**It was MOVED and SECONDED**

THAT Bylaw No. 2834, 2018, Electoral Area “F” Community Works Program Reserve Fund Expenditure Bylaw to allocate \$31,000 to install solar lighting on pedestrian pathway in West Bench be read a first, second and third time and be adopted. - **CARRIED**

G. LEGISLATIVE SERVICES

1. Petition to Enter Gallagher Lake Water & Sewer Service Area

To bring an additional property into the Gallagher Lake Water and Sewer Service Area.

RECOMMENDATION 28 (Unweighted Corporate Vote – Simple Majority)**It was MOVED and SECONDED**

THAT Bylaw No. 2630.06, 2018 Gallagher Lake Water and Sewer Service Area Extension Bylaw be read a first, second and third time. - **CARRIED**

2. RDOS Fees and Charges Bylaw No. 2787, 2018
 - a. Bylaw No. 2787, 2018 – Marked-up Copy
 - b. Bylaw No. 2787.01, 2018

RECOMMENDATION 29 (Weighted Corporate Vote – 2/3 Majority)**It was MOVED and SECONDED**

THAT Bylaw No. 2787.01, 2018 Regional District of Okanagan-Similkameen Fees and Charges Amendment Bylaw be read a first, second, and third time, and be adopted. **CARRIED**

3. Declaration of State of Local Emergency Approval

RECOMMENDATION 65 (Unweighted Corporate Vote – Simple Majority)**It was MOVED and SECONDED****Electoral Area “C”:**

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area “C” due to expire 8 October 2018, at midnight for a further seven days to 15 October 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 15 October 2018, at midnight for a further seven days to 22 October 2018, at midnight.

Electoral Area "D":

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "D" due to expire 9 October 2018, at midnight for a further seven days to 16 October 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "D" due to expire 16 October 2018, at midnight for a further seven days to 23 October 2018, at midnight.

CARRIED

4. Closed Session

It was MOVED and SECONDED

THAT in accordance with Section 90(1)(c) of the *Community Charter*, the Board close the meeting to the public on the basis of labour relations or other employee relations.

CARRIED

The meeting was closed to the public at 3:30 p.m.

The meeting opened to the public at 3:47 p.m.

H. CAO REPORTS

1. Verbal Update

I. OTHER BUSINESS

1. Chair's Report
a. Chair Wrap Up

2. Board Representation
- a. BC Rural Centre (formerly Southern Interior Beetle Action Coalition) - *Armitage*
 - b. Developing Sustainable Rural Practice Communities - *McKortoff*
 - c. Intergovernmental First Nations Joint Council - *Kozakevich, Bauer, Pendergraft*
 - d. Municipal Finance Authority (MFA) – *Kozakevich, Bauer*
 - e. Municipal Insurance Association (MIA) - *Kozakevich, Bauer*
 - f. Okanagan Basin Water Board (OBWB) – *McKortoff, Hovanes, Waterman*
 - a) Board Report – October 2018
 - g. Okanagan Film Commission (OFC) – *Jakubeit*

- h. Okanagan Regional Library (ORL) – *Kozakevich*
 - i. Okanagan Sterile Insect Release Board (SIR) – *Bush*
 - j. Okanagan-Similkameen Healthy Living Coalition - *Boot*
 - k. South Okanagan Similkameen Fire Chief Association (SOSFCA) – *Bush, Pendergraft, Kozakevich, Schafer, Mayer, Siddon*
 - l. Southern Interior Local Government Association (SILGA) – *Jakubeit*
 - m. Southern Interior Municipal Employers Association (SIMEA) – *Kozakevich, Martin*
 - n. Starling Control - *Bush*
-

3. Directors Motions

It was MOVED and SECONDED

THAT staff develop a site specific zone for Workman Place that would reduce the front parcel line setback and accordingly, increase the rear parcel line setback and bring this proposed zone to the Board, after consultation with owners. - **CARRIED**

4. Board Members Verbal Update

J. **ADJOURNMENT**

By consensus, the meeting adjourned at 4:11 p.m.

APPROVED:

CERTIFIED CORRECT:

K. Kozakevich
RDOS Board Chair

B. Newell
Corporate Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN BOARD of DIRECTORS MEETING

Minutes of the Inaugural Board Meeting of the Regional District of Okanagan-Similkameen (RDOS) Board of Directors held at 3:30 p.m. Thursday, November 15, 2018 in the Boardroom, 101 Martin Street, Penticton, British Columbia.

MEMBERS PRESENT:

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

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

MEMBERS ABSENT:

STAFF PRESENT:

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

A. CALL TO ORDER

Chief Administrative Officer Bill Newell called the meeting to order and advised of the order of business.

B. OATH TAKING CEREMONY

Municipal, Electoral Area and Alternate Directors were sworn in by the Honorable Judge Gregory Koturbash.

C. ELECTION OF 2019 BOARD CHAIR AND VICE CHAIR

CAO Newell called for nominations for the position of RDOS Board Chair.

Nomination: Director McKortoff nominated Director Kozakevich.

CAO Newell called two more times for nominations. No further nominations were forthcoming.

CAO Newell declared Director Kozakevich RDOS Chair for the ensuing year.

CAO Newell called for nominations for the position of RDOS Board Vice Chair.

Nomination: Director Bush nominated Director Bauer.

Nomination: Director Kimberley nominated Director Vassilaki.

CAO Newell called two more times for nominations. No further nominations were forthcoming.

It was MOVED and SECONDED

THAT C. Malden and G. Cramm be appointed to serve as scrutineers. - **CARRIED**

Nominees were given an opportunity to provide a brief speech.

Director Bauer was elected RDOS Vice Chair for the ensuing year.

It was MOVED and SECONDED

THAT the Board of Directors direct the scrutineers to destroy the ballots. - **CARRIED**

D. APPROVAL OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the [Agenda](#) for the RDOS Inaugural Board Meeting of November 15, 2018 be adopted. - **CARRIED**

E. LEGISLATIVE SERVICES

1. 2019 RDOS Schedule of Meetings

To establish, by resolution, a schedule for regular Board and Committee meetings for 2019 in accordance with the RDOS Procedure Bylaw.

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the 2019 Regional District of Okanagan-Similkameen Board and Committee Schedule of Meetings, as provided in the November 15, 2018 report from the Chief Administrative Officer, be approved. - **CARRIED**

2. 2019 Advisory Planning Commission Schedule of Meetings

The purpose of this report is to provide the Board with an overview of the meeting schedules for the various Electoral Area Advisory Planning Commissions (APCs) for 2019.

RECOMMENDATION 3 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board of Directors accept the 2019 APC Meeting Schedule for the Electoral Area Advisory Planning Commissions, as amended by changing the meeting dates for Electoral Area “I”. - **CARRIED**

3. 2019 Regional District Signing Authority

RECOMMENDATION 4 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board of Directors appoint the 2019 Board Chair and Vice Chair as signing officers for the Regional District of Okanagan-Similkameen for the 2019 year:

RDOS Board Chair Karla Kozakevich

RDOS Board Vice-Chair Manfred Bauer

CARRIED

4. 2018 Local Government Election Results – For Information Only

5. Olalla Local Community Commission Appointments – For Information Only

6. Committee Chairs

- a. RDOS Board Policy - Terms of Reference-Select Committees
-

7. External Agency Appointments

F. **ADJOURNMENT**

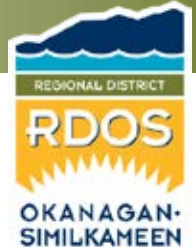
By consensus, the meeting adjourned at 3:59 p.m.

APPROVED:

CERTIFIED CORRECT:

K. Kozakevich
RDOS Board Chair

B. Newell
Corporate Officer



TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 6, 2018

RE: Agricultural Land Commission Referral (Non-Farm Use) – Electoral Area "A"

Administrative Recommendation:

THAT the Regional District Board "authorize" the application to allow a "non-farm use" at 8949 122nd Avenue (legally described as Lot A, Plan 14028, District Lot 2450S, SDYD), to proceed to the Agricultural Land Commission.

Purpose: To allow a wine production facility on a parcel less than 2.0 ha in area.

Legal: Lot A, Plan 14028, DL 2450S, SDYD Civic: 8949 122nd Ave. Folio: A-06038.005

Owner: Robert & Philomena Schepens Agent: Bill Ross (obo Osoyoos Larose Estate Winery)

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

Proposed Development:

An application to the Agricultural Land Commission (ALC) under Section 20 (3) of the *Agricultural Land Commission Act* (the Act) has been lodged with the Regional District in order to permit a winery with an approximately 1,700 m² floor area on a parcel less than 2.0 ha in area.

In support of this proposal, the applicant has stated that Osoyoos Larose Estate Winery, "is in the process of buying the agricultural property, will transition the orchards into vineyards, and wishes to build a winery production facility on-site due to the location of the property next to highway and 2.6 km from the Winery. The Osoyoos Larose Estate Winery is well established, and has been producing world renowned wine in the South Okanagan since 2001."

Statutory Requirements:

Under Part 2, Section 2.1(b) of the *Agricultural Land Reserve Use, Subdivision, and Procedure*, a winery is designated as a "farm use" if the "farm on which the alcohol production facility is located on more than 2.0 ha in area, and at least 50% of the primary farm product used to make the alcohol produced each year is grown (i) on the farm, or (ii) both on the farm and on another farm located in British Columbia that provides that primary farm product to the alcohol production facility under a contract having a term of at least 3 years."

In this case, the property being acquired by the winery is slightly below the 2.0 hectare size required by the legislation as the property is 1.88 ha in size. Therefore, the proposal requires "non-farm use" approval from the ALC to proceed.

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

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

In this instance, Section 25(3) is seen to apply as the property "is zoned by bylaw to permit [an] agricultural or farm use".

Site Context:

The subject property is approximately 1.88 ha in area and located at the south-east corner of 122nd Avenue and Highway 97, approximately 1.4 kilometres northwest of Osoyoos. The property currently comprises a single detached dwelling and is in agricultural production.

The surround land use pattern is characterized by a mix of larger agricultural properties and smaller residential lots (possibly homesite severances).

Background:

The subject property was created as part of a subdivision plan deposited at the Land Titles Office in Kamloops on March 25, 1964, while available Regional District records indicate building permits have previously been issued for a single detached dwelling (2003) and for an alteration to the single detached dwelling (2003).

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

Under the Electoral Area "A" Zoning Bylaw No. 2451, 2008, the subject property is zoned Agricultural One (AG1) Zone, which permits "winery" and "packing, processing and storage of farm and off-farm products" as a principal uses.

The property has been classified as Residential (Class 01) and Farm (Class 09) by BC Assessment and is within the Agricultural Land Reserve (ALR). Soil capability mapping for the area indicates that the property is comprised entirely of Class 4 soils, with shallow soil over bedrock and/or bedrock outcropping as the limiting factor.

At its meeting of June 21, 2018, the Board approved Amendment Bylaw Nos. 2450.13 & 2451.24, 2018, in order to allow for the development of an approximately 2,750 m² winery facility by Osoyoos Larose Estate Winery at 17808 103rd Street.

It is understood that this development is no longer being pursued due to cost considerations and that the current proposal represents the production facility that was previously contemplated for 17808 103rd Street.

Analysis:

In considering this proposal, it is understood that the ALC requires that wineries be on parcels 2.0 ha or greater in order to ensure that the use of smaller parcels in the ALR remains agricultural and that these parcels do not become over-developed with "non-farm" (i.e. commercial) uses.

While the Electoral Area "A" OCP Bylaw contains similar objectives related to the preservation of agricultural land and protecting this land from uses which are inconsistent with agriculture or which are incompatible with existing agricultural uses in an area, the Zoning Bylaw lists "winery" as a principal permitted use in the AG1 Zone and does not impose any minimum land area requirements.

For this reason, Administration is recommending that this application be authorised to proceed to the ALC for their consideration.

That said, Administration is concerned that this proposal *might* represent an over-development of the subject property as the footprint of the proposed winery as well as the existing dwelling *may* exceed the maximum parcel coverage of 10% allowed in the AG1 Zone.

In addition, Administration is concerned by the proposed location of the winery structure in the middle of the parcel and the resulting alienation of productive agricultural lands that will be required for buildings, parking areas and access.

While there are seen to be limited options for addressing this due to the property being comprised entirely of Class 4 soils, Administration considers that a clustering of development near the existing dwelling should be considered by the applicant in order to utilise existing infrastructure (i.e. access, driveway, vehicle parking areas, etc.) so as to minimize the alienation of agricultural land.

Alternatively, other options are also seen to be available to the applicant, such as obtaining a parcel elsewhere in Electoral Area "A" that is in excess of 2.0 ha in area.

Alternatives:

1. THAT the RDOS Board not "authorize" the application to allow a non-farm use at 8949 122nd Avenue, Electoral Area "A" to proceed to the Agricultural Land Commission.
2. THAT the RDOS Board defers making a decision and directs that the proposal be considered by the Electoral Area "A" Advisory Planning Commission (APC).

Respectfully submitted



C. Garrish, Planning Supervisor

Endorsed by:



B. Dollevoet, Dev. Services Manager

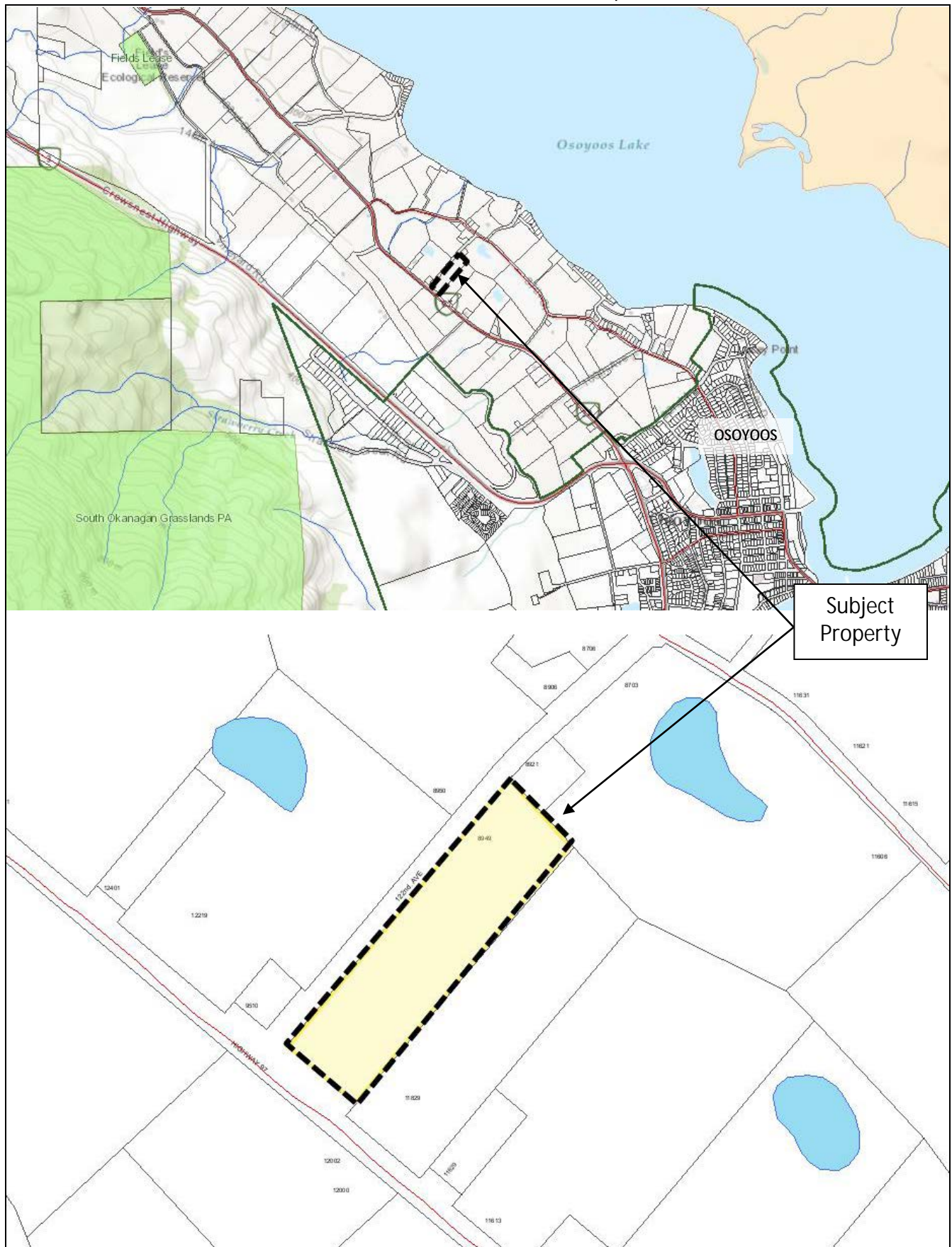
Attachments: No. 1 – Context Maps

No. 2 – Applicant's Site Plan

No. 3 – Site Photo (Google Streetview)

No 4 – Aerial Photo (2007)

Attachment No. 1 – Context Maps



Attachment No. 2 – Applicant’s Site Plan



Proposed
Location of
Winery

Center building 103m East Hwy 97
and 37m North from the South property line

Attachment No. 3 – Site Photo (Google Street view)



Attachment No. 4 – Aerial Photo (2007)



Subject
Property

ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 6, 2018

RE: Temporary Use Permit Application — Electoral Area "E"

Administrative Recommendation:

THAT the Board of Directors approve Temporary Use Permit No. E2018.175-TUP.

Purpose: To allow for the renewal of an existing TUP authorising a short-term vacation rental use.

Owner: Sail Away Vineyards Applicants: Jarrett Lobley Folio: E-02055.030

Civic: 1015 Hyde Road, Naramata Legal: Lot C, Plan KAP45584, District Lot 206, SDYD

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

Proposal:

This application seeks approval for the renewal of Temporary Use Permit (TUP) No. E2017.089-TUP, which authorises the operation of a short-term vacation rental use at the subject property, for a three-year term from December 31, 2018 to December 31, 2021.

Site Context:

The subject parcel is approximately 2.64 ha in area and is situated on the west side of Naramata Road and is bounded by Little John Road to the north and Hyde Road to the south and is situated approximately 0.4 km south of the Naramata Town site.

The property is seen to be comprised of a single detached dwelling and associated accessory buildings with those parts of the property not in the ravine under agricultural production. The surrounding pattern of development is characterised by similar agricultural land uses.

Background:

The subject property was created by a subdivision plan prepared on August 16, 1991, while available Regional District records indicate that a Building Permit was issued for the construction of a single detached dwelling (1994), an addition to the dwelling unit (2000), the repair of a deck on (2013), and the conversion of the basement to a secondary suite (2017).

Under the Electoral Area "E" Zoning Bylaw No. 2459, 2008, the property is currently zoned Agriculture One (AG1) which only allows for commercial agricultural operations as principal permitted uses. To the extent that the zoning allows for non-agricultural commercial uses, this is generally restricted to small-scale residential uses such as "home occupations" and "bed and breakfast operations".

Under the Electoral Area "E" Official Community Plan (OCP) Bylaw No. 2458, 2008, the property is designated Agriculture (AG) and is in a Watercourse Development Permit (WDP) Area designation.

The property is also situated within the Agricultural Land Reserve (ALR) and under Section 3(1) of the *Agricultural Land Reserve Use, Subdivision and Procedure Regulation*, agri-tourism on a farm is a permitted farm use provided that "the accommodation is limited to 10 sleeping units in total of seasonal campsites, seasonal cabins or short term use of bedrooms ..." provided that the subject property is classified as "farm" under the *Assessment Act*. In this instance, the subject property has been assessed as part "farm" (Class 09) and part "residential" (Class 01).

The geotechnical classification for the property is for hazard of "slumps and slides", "slumps and slides. Site specific engineering investigations recommended where high density development is anticipated" and "limited or no hazard of slumps and slides".

Public Process:

A Public Information Meeting was held on November 14, 2018, and was attended by one (1) member of the public as well as the property owners.

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.

In accordance with Section 2.5 of Schedule '5' of the Development Procedures Bylaw, this proposal has been referred to the external agencies listed at Attachment No. 1. To date, comments have been received from the Ministry of Agriculture and Interior Health Authority (IHA) and are included as a separate item on the Agenda.

Analysis:

In assessing this proposal, Administration notes that there have been no recorded complaints received in relation to the operation of this vacation rental use and that the applicant has indicated that there have been no changes to the use since the permit was issued in 2017 (i.e. the use remains limited to two (2) bedrooms and four (4) paying guests between April 1st and October 31st).

While it is recognised that the Electoral Area "E" OCP Bylaw No. 2458, 2008, contains a number of specific criteria against which vacation rental TUPs are to be assessed (i.e. septic capacity, screening, health & safety assessment and on-site vehicle parking provisions), this criteria was previously considered by the Board when it approved TUP No. E2017.037-TUP in 2017.

Accordingly, and in light of the absence of any change to the use or received complaints regarding its operation, Administration supports the renewal of this permit for a further three years (to December 31, 2021).

Alternative:

THAT the Board of Directors deny Temporary Use Permit No. E2018.175-TUP.

Respectfully submitted:


C. Garrish, Planning Supervisor

Endorsed by:

B. Dollevoet, Development Services Manager

Attachments: No. 1 – Agency Referral List
No. 2 – Aerial Photo (2007)

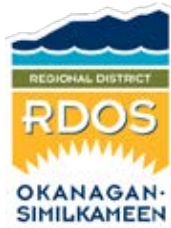
Attachment No. 1 – Agency Referral List

Referrals have been sent to the following agencies as highlighted with a **p**, prior to Board consideration of TUP No. E2018.175-TUP:

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

Attachment No. 2 – Aerial Photo (2007)





TEMPORARY USE PERMIT

FILE NO.: E2018.175-TUP

Owner: Sail Away Vineyard
1015 Hyde Road
Naramata, BC, V0H-1N1

Agent: Jarrett Lobley
1015 Hyde Road
Naramata, BC, V0H-1N1

GENERAL CONDITIONS

1. This Temporary Use 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 of this Permit, and any plans and specifications attached to this Permit which 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 Temporary Use Permit is not a Building Permit.

APPLICABILITY

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

Legal Description: Lot C, Plan KAP45584, District Lot 206, SDYD

Civic Address/location: 1015 Hyde Road, Naramata

Parcel Identifier (PID): 017-436-460 Folio: E-02055.030

TEMPORARY USE

6. In accordance with Section 20.0 of the Electoral Area "E" Official Community Plan Bylaw No. 2458, 2008, the land specified in Section 5 may be used for a vacation rental use as defined in the Electoral Area "E" Zoning Bylaw, being the use of a residential dwelling unit

for the accommodation of paying guests occupying the dwelling unit for a period of less than 30 days.

CONDITIONS OF TEMPORARY USE

7. The vacation rental use of the land is subject to the following conditions:
 - (a) the vacation rental use shall occur only between April 1st and October 31st ;
 - (b) the following information must be posted within the dwelling unit while the vacation rental use is occurring:
 - i) the location of property lines by way of a map;
 - ii) a copy of the Regional District's Electoral Area "E" Noise Regulation and Prohibition Bylaw;
 - iii) measures to address water conservation;
 - iv) instructions on the use of appliances that could cause fires, and for evacuation of the building in the event of fire;
 - v) instructions on the storage and management of garbage;
 - vi) instructions on septic system care; and
 - vii) instructions on the control of pets (if pets are permitted by the operator) in accordance with the Regional District's Animal Control Bylaw.
 - (c) the maximum number of bedrooms that may be occupied by paying guests shall be two (2);
 - (d) the number of paying guests that may be accommodated at any time shall not exceed four (4);
 - (e) a minimum of two (2) on-site vehicle parking spaces shall be provided for paying guests;
 - (f) camping and the use of recreational vehicles, accessory buildings and accessory structures on the property for vacation rental occupancy are not permitted; and
 - (g) current telephone contact information for a site manager or the property owner, updated from time to time as necessary, as well as a copy of this Temporary Use Permit shall be provided to the owner of each property situated within 100 metres of the land and to each occupant of such property if the occupier is not the owner.

COVENANT REQUIREMENTS

8. Not applicable.

SECURITY REQUIREMENTS

9. Not applicable.

EXPIRY OF PERMIT

10. This Permit shall expire on December 31, 2021.

Authorising resolution passed by Regional Board on ____ day of _____, 2018.

B. Newell, Chief Administrative Officer

Regional District of Okanagan-Similkameen

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

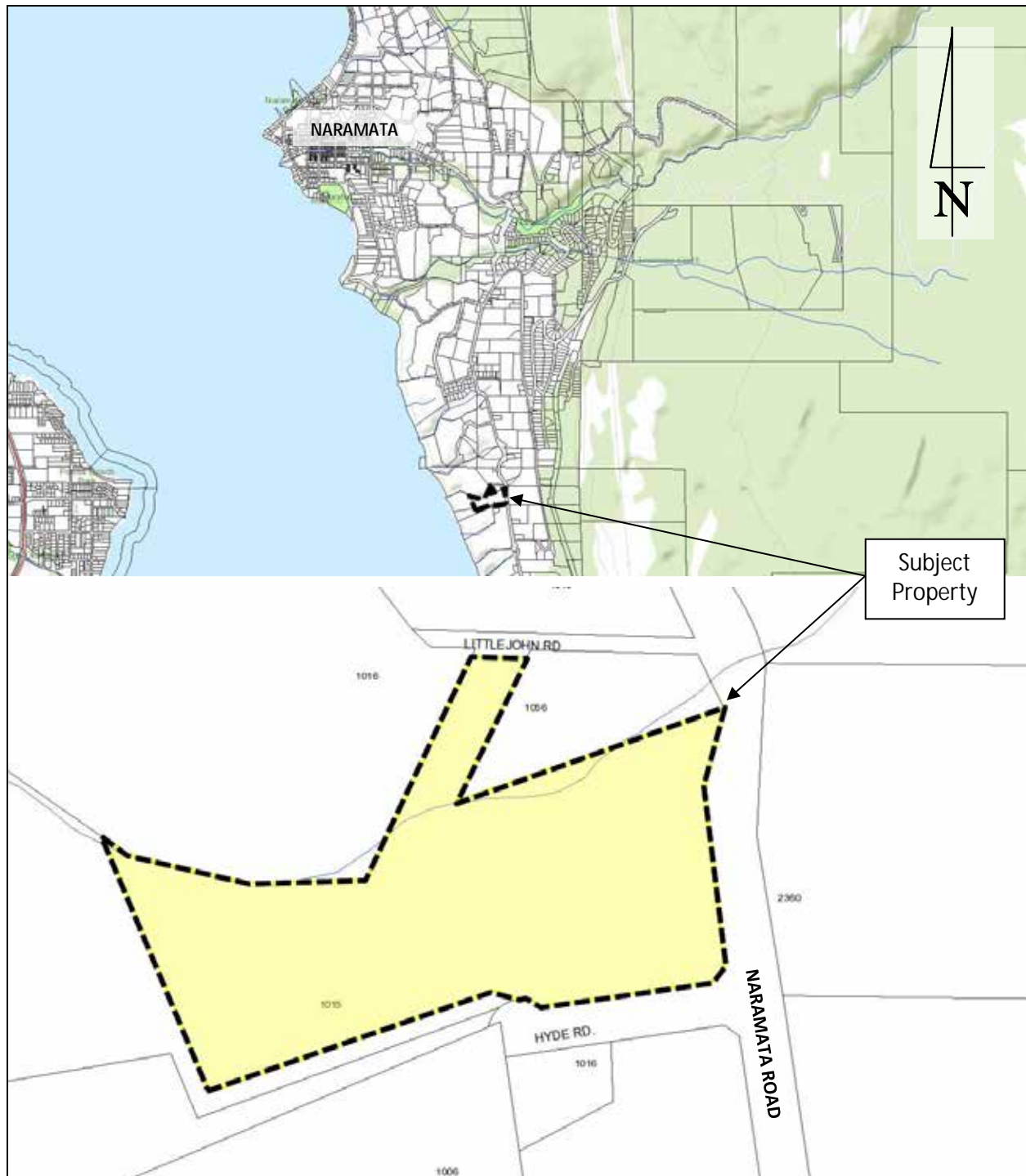
Telephone: 250-492-0237 planning@rdos.bc.ca



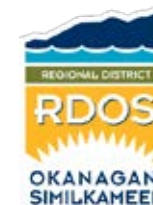
Temporary Use Permit

File No. E2018.175-TUP

Schedule 'A'

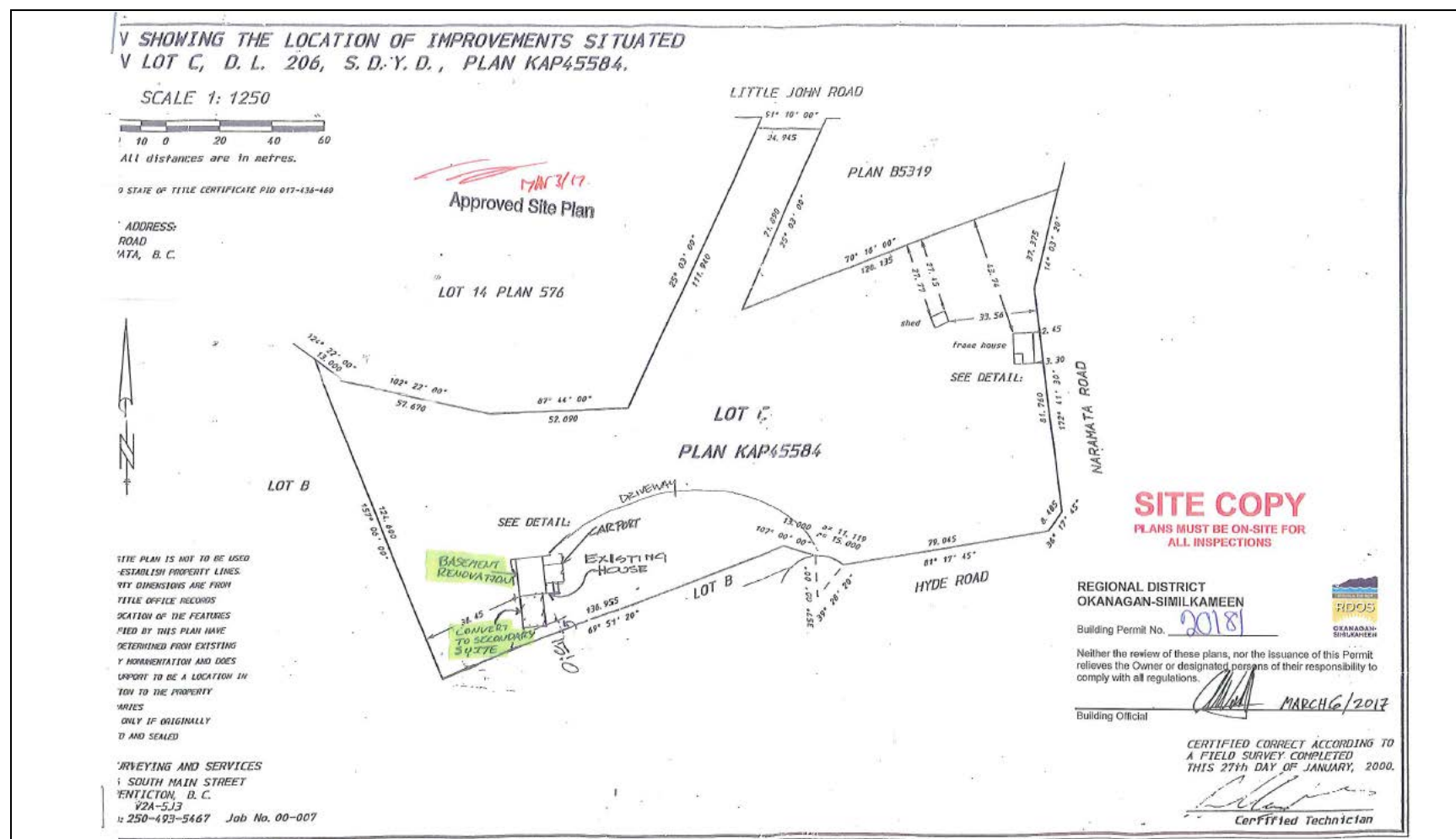


Telephone: 250-492-0237 planning@rdos.bc.ca



File No. E2018.165-TUP

Schedule 'B'



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Regional District of Okanagan-Similkameen

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

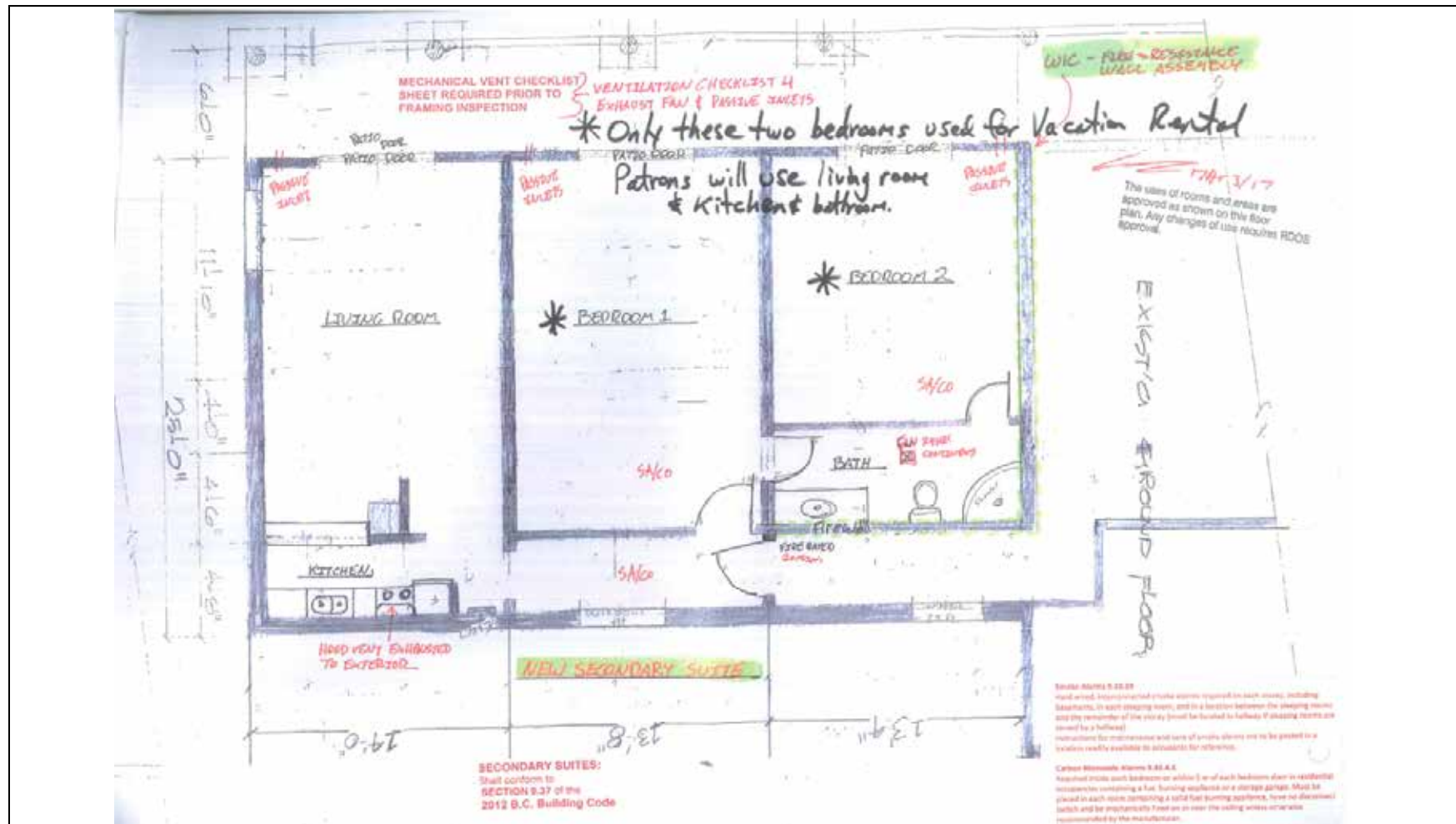
Telephone: 250-492-0237 planning@rdos.bc.ca



Temporary Use Permit

File No. E2018.175-TUP

Schedule 'C'



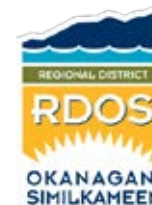
Temporary Use Permit No. E2018.175-TUP

Page 6 of 7

Regional District of Okanagan-Similkameen

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

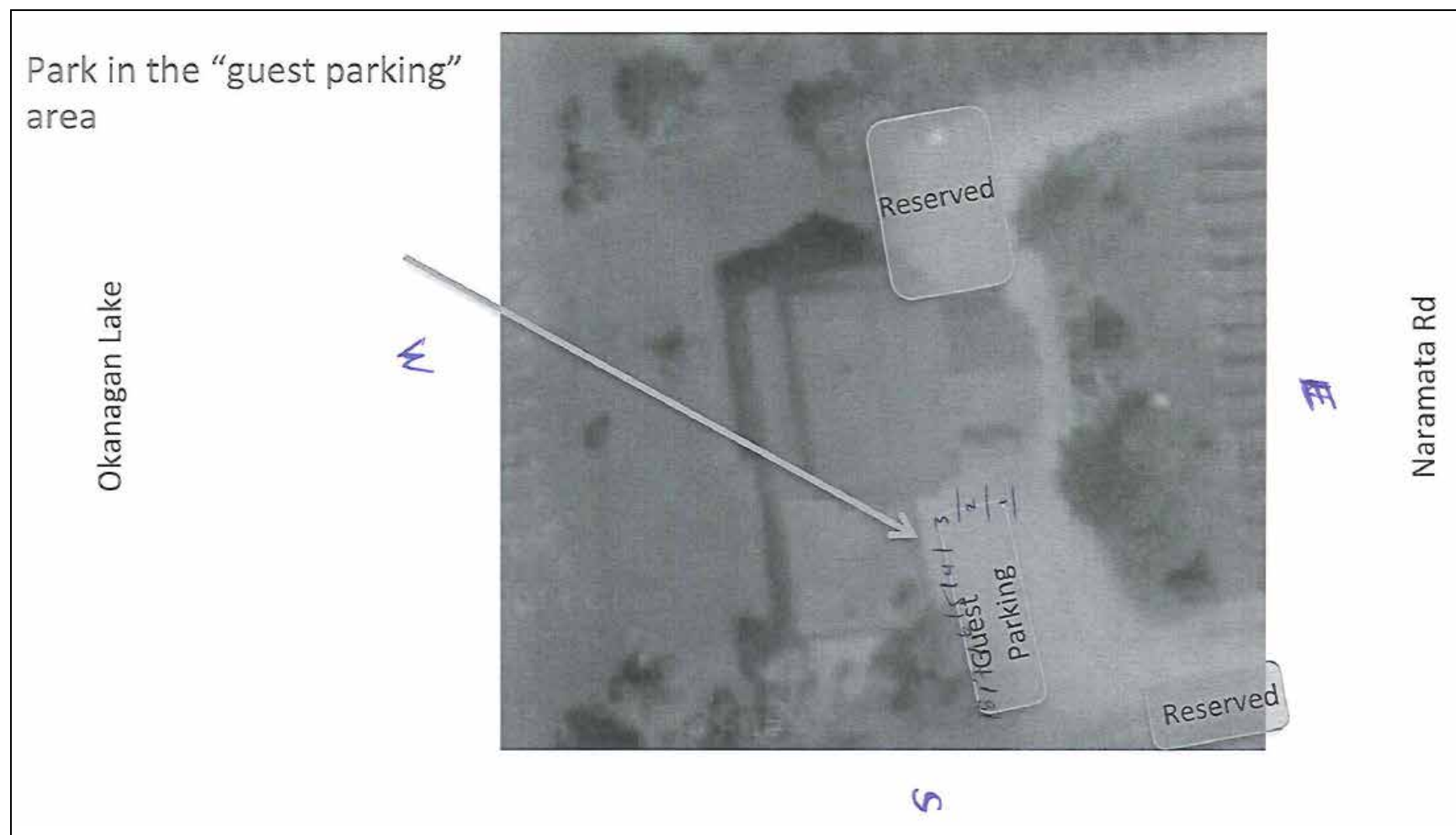
Telephone: 250-492-0237 planning@rdos.bc.ca



Temporary Use Permit

File No. E2018.175-TUP

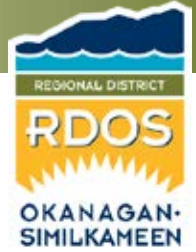
Schedule 'D'



Temporary Use Permit No. E2018.175-TUP

Page 7 of 7

ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 6, 2018

RE: Agricultural Land Commission Referral (Non-Farm Use) – Electoral Area “H”

Administrative Recommendation:

THAT the Regional District Board “authorize” the application for the restoration of Wolfe Creek as a “non-farm use” on the properties at the JCO Valley Ranch in Electoral Area “H” to proceed to the Agricultural Land Commission.

Purpose: To allow for the restoration work on Wolfe Creek to offset mine development activity

Owner: JCO Valley Ranch Ltd Agent: Peter Campbell, Folio: H-00619.000 & H-01323.000

Civic: no civic address Legals: DL 3532, SDYD; and DL 57s, SDYD

OCP: Agriculture Zone: Agriculture Three (AG3)

Proposed Development:

An application to the Agricultural Land Commission (ALC) under Section 20(3) of the *Agricultural Land Commission Act* (the Act) has been lodged with the Regional District in order to allow for the restoration of fish habitat in Wolfe Creek located approximately 15 km south of the Town of Princeton and within the ALR.

The planned habitat restoration work involves a combination of meandering the creek and creating ponds at six (6) sites to re-create a more natural stream environment to improve spawning and rearing habitat for rainbow trout. The area of land proposed for the non-farm use is 0.7 ha.

In support of this proposal, the applicants have stated that “The proposed work is intended to simulate the original Wolfe Creek channel prior to disturbance by agricultural activity. The proposed Wolfe Creek fish habitat restoration measures were included as a Fish Habitat Offsetting Plan in a application submitted to the BC Ministry of Mines, January 31, 2017 to amend Mines Act Permit M-29 for the Copper Mountain mine.”

Statutory Requirements:

Under Section 34(4) of the *Agricultural Land Commission Act*, the Regional District of Okanagan-Similkameen (RDOS) must “review the application, and ... forward to the commission the application together with [its] comments and recommendations”, unless Section 25(3) or (3.1) or 30(4) or 30(4.1) apply, wherein the Board has the ability to refuse to “authorize” an application.

In this instance, Section 25(3) of the Act is seen to apply as the land is zoned Agriculture Three (AG3), which permits “agriculture” as a use.

Site Context:

The subject properties are approximately 96.7 ha and 100.2 ha in area and are located approximately 7 km south of the Town of Princeton and approximately 1.1 km east of the Copper Mountain Mine, which has been incorporated into the Town of Princeton.

The surrounding pattern of development is generally characterised by similar sized lands either in the in the ALR or zoned as Resource Area (RA).

Background:

Under the Electoral Area "H" Official Community Plan (OCP) Bylaw No. 2497, 2012, 2008, the subject property is designated as Agriculture (AG), and is zoned Agriculture Three (AG3) under the Electoral Area "H" Zoning Bylaw No. 2498, 2012. The Zoning Bylaw allows "conservation" use in every zone.

There are numerous Watercourse Development Permit areas identified on the subject properties, including Wolfe Creek.

This application has been undergoing a detailed multi-jurisdictional review for the past 18 months by the Regional Mine Development Review Committee, which includes representatives from Federal, Provincial, local governments and local First Nations (USIB, LSIB, ONA).

Applications for this project have also been submitted to Federal Fisheries and Oceans and to BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development in order to carry on the proposed work as planned.

Analysis:

In considering this proposal, Administration notes that the proposal will re-align Wolfe Creek to enhance the riparian system that has suffered over the past years. The amount of land for this proposed non-farm use is minimal given the size of the subject properties.

The Area "H" OCP contains several objectives and policies that support the enhancement of the natural environment. Objective 17.2.3 encourages rehabilitation, restoration and enhancement of environmentally sensitive areas which have been subject to negative impacts in the past. Objective 17.2.5 states the desire to adhere to the Federal Fisheries Act by protecting wildlife and fish habitats, including riparian corridors. Policy 17.3.11 states that the Board will co-operate with senior governments to provide a coordinated strategy for the stewardship of "riparian assessment areas", in keeping with the general intent of the Riparian Areas Regulation, to ensure that no harmful alteration, disruption and / or destruction of fish habitat occurs.

Further, under Agricultural policies, the OCP states that the Board supports the preservation of environmental values, and where possible conservation providing they do not interfere with agricultural practises.

For these reasons, Administration is recommending that this proposal be "authorised" to proceed to the ALC in order that the Commission can make a determination as to the suitability of this use in the ALR.

Alternatives:

-
1. THAT the RDOS Board not “authorize” the application to undertake stream restoration in Electoral Area “H” to proceed to the Agricultural Land Commission.
 2. THAT the Board of Directors defers making a decision and directs that the proposal be considered by the Electoral Area “H” Advisory Planning Commission (APC).

Respectfully submitted

E. Riechert

E. Riechert, Planner

Endorsed by:



C. Garrish, Planning Supervisor

Endorsed by:



B. Dollevoet, Dev. Services Manager

Attachments: No. 1 – Context Maps

No. 2 – Applicant’s Site Plan (Overview of fish habitat offsetting areas)

No. 3 – Applicant’s Site Plan (“Site 1”)

No. 4 – Applicant’s Site Plan (“Site 2”)

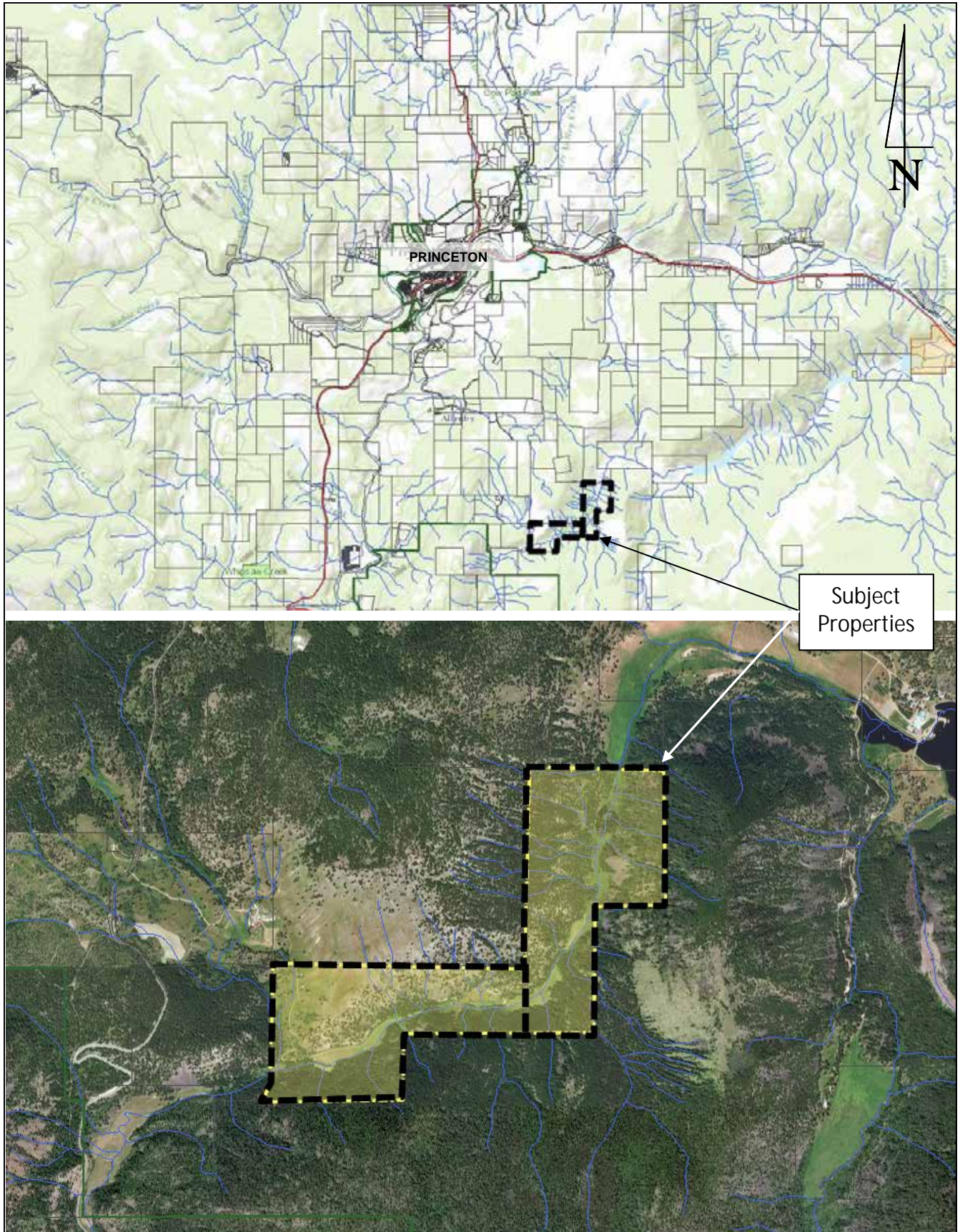
No. 5 – Applicant’s Site Plan (“Site 3”)

No. 6 – Applicant’s Site Plan (“Site 4”)

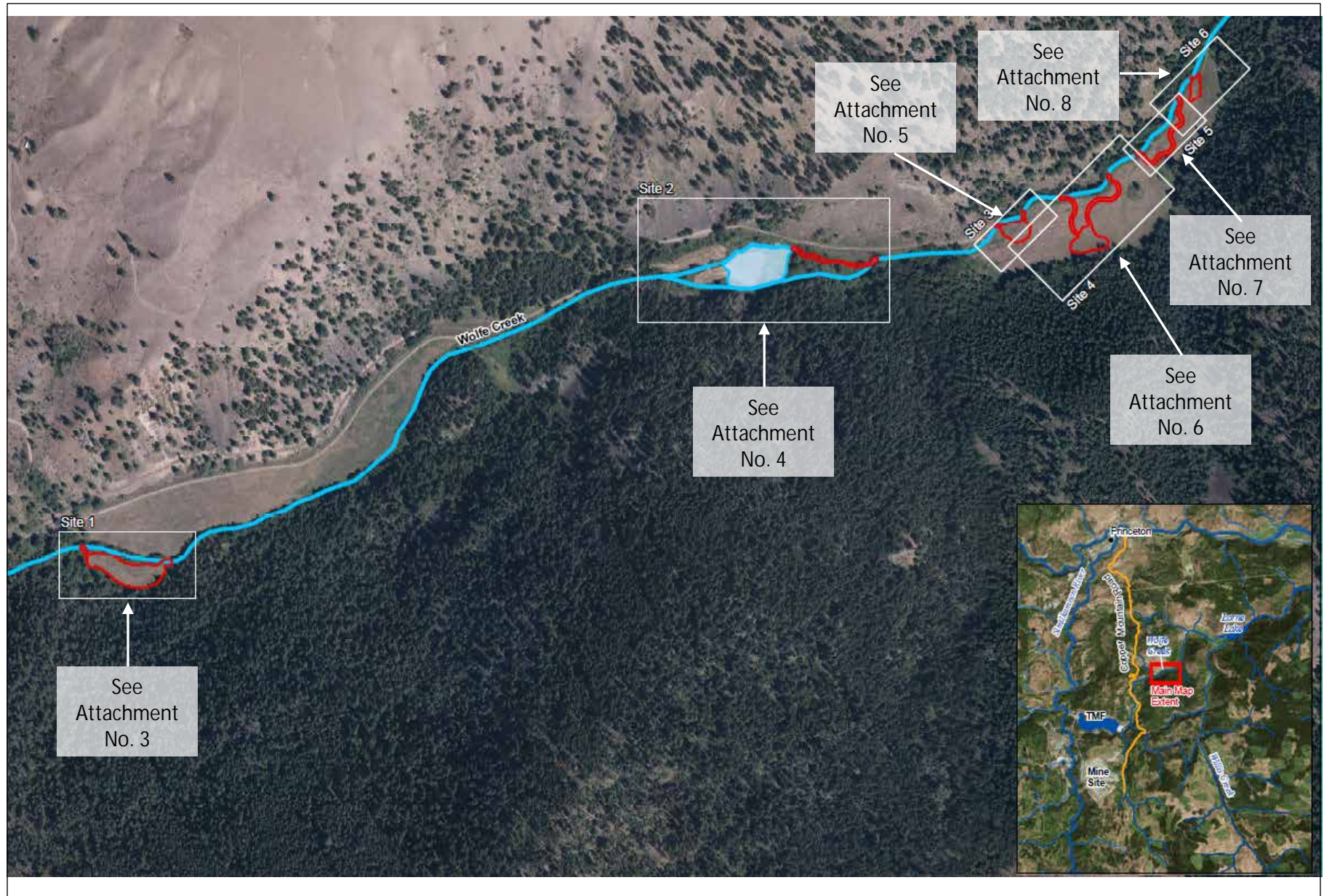
No. 7 – Applicant’s Site Plan (“Site 5”)

No. 8 – Applicant’s Site Plan (“Site 6”)

Attachment No. 1 – Context Maps



Attachment No. 2 – Applicant's Site Plan (Overview of fish habitat offsetting areas)



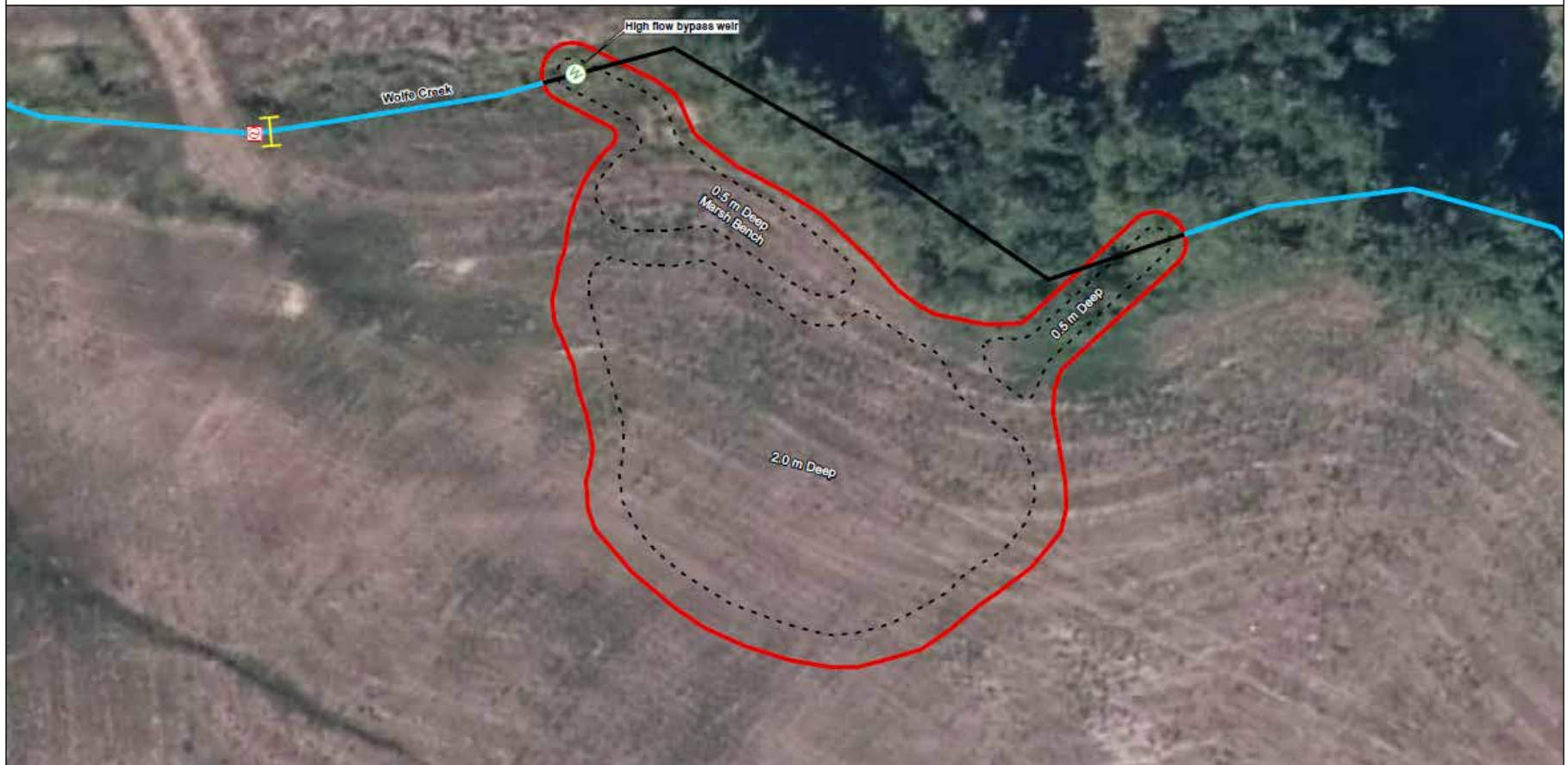
Attachment No. 3 – Applicant's Site Plan ("Site 1")



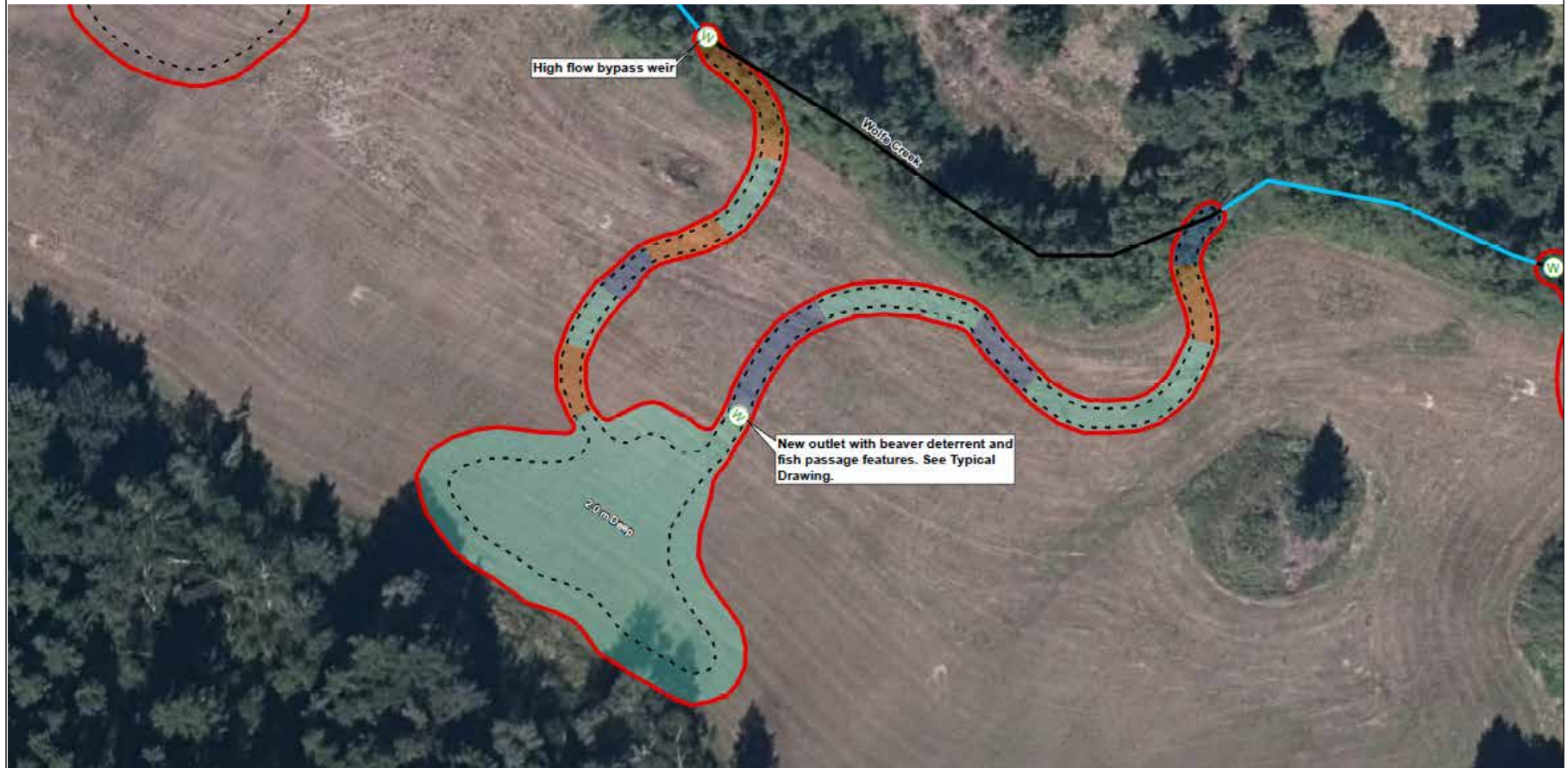
Attachment No. 4 – Applicant's Site Plan ("Site 2")



Attachment No. 5 – Applicant's Site Plan ("Site 3")



Attachment No. 6 – Applicant's Site Plan ("Site 4")



Attachment No. 7 – Applicant's Site Plan ("Site 5")



Attachment No. 8 – Applicant's Site Plan ("Site 6")



ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 6, 2018

RE: Building Bylaw Infraction
Folio: H-00719.000 Parcel A (DD 165481F And Plan B7106) of DL: 388S SDYD
PID: 011-458-194
Civic Address: 555 Copper Mountain Road

Administrative Recommendation:

THAT a Section 302 Notice on Title, pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* (made applicable to Regional Districts by Section 302 of the LGA), be filed against the title of lands described as Parcel A (DD 165481F And Plan B7106) of DL: 388S SDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and

THAT injunctive action be commenced.

Reference:

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

Background:

The Contravention of Building Regulations Report dated March 16, 2018 from the Building Official indicates that he placed a Stop Work Notice on a dwelling and accessory building being constructed on the property. He spoke with a person who identified himself as the owner of this and another adjacent property. This individual was agitated that the Building Official was there on the property and made an indirect threat that they discharge fire arms on the property and his safety was not guaranteed. The Building Official then reported the implied threat to the RCMP after leaving the property.

Background con't:

The individual on the property called the RDOS office later that day and left his name and contact information. A title search of the property revealed that this individual is not the property owner. A Stop Work letter was sent to the registered owner advising of the placement of the Notice and requirement to obtain building permits by October 27, 2017.

Despite additional correspondence, to date, no permit has been applied for. Work continues on both buildings.

In order to close the permit file building permits must be applied for and issued for both buildings.

This Building Bylaw infraction is considered to be Category 3.

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

Analysis:

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

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

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

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

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

Alternatives:

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

Respectfully submitted:

"L. Miller"

Laura Miller, Building Inspection Services Supervisor

Endorsed by:

"B. Dollevoet"

B. Dollevoet, Development Services Manager

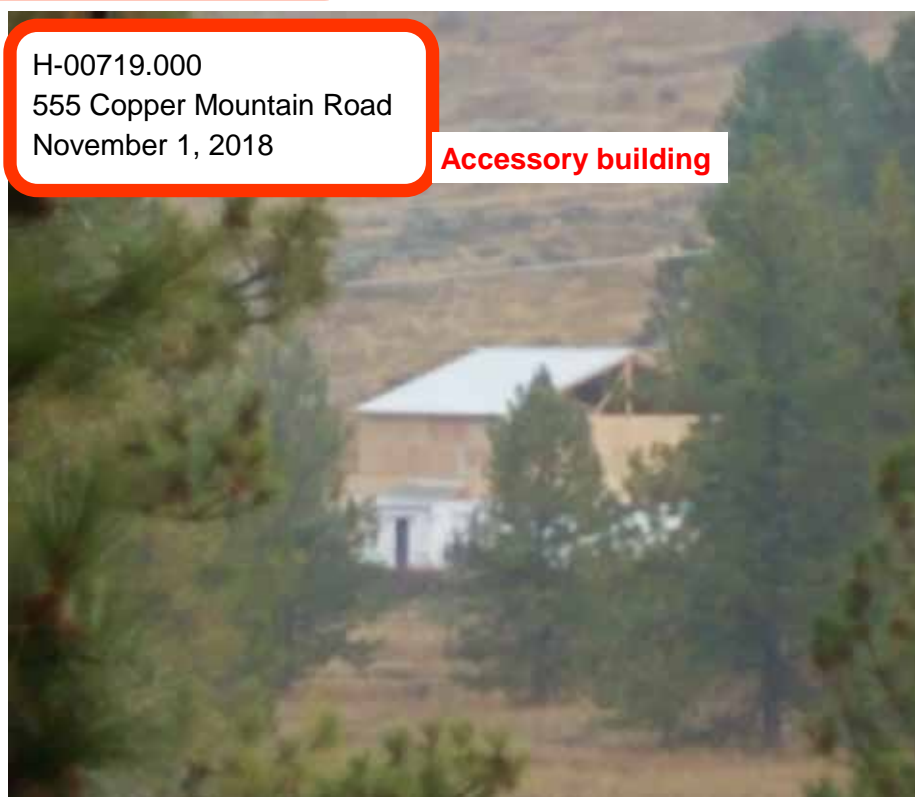






H-00719.000
555 Copper Mountain Road
October 27, 2017

Accessory building



H-00719.000
555 Copper Mountain Road
November 1, 2018

Accessory building

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 6, 2018

RE: Building Bylaw Infraction
Folio: H-01111.087 Lot: A Plan: 28643 DL: 2085 KDYD
PID: 004-521-978
Civic Address: 4168 Princeton-Summerland Road (Permit #19032)

Administrative Recommendation:

THAT a Section 302 Notice on Title, pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* (made applicable to Regional Districts by Section 302 of the LGA), be filed against the title of lands described as Lot A, Plan 28643, District Lot 2085, KDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333.

Reference:

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

Background:

The Contravention of Building Regulations Report dated February 23, 2018 from the Building Official indicates that Permit #19032 was issued on January 23, 2015 and expired on January 23, 2017. This permit was issued to complete Permit #17379 which was for a single family dwelling and had expired on September 21, 2013.

Despite correspondence to the owner(s) the permit has not been completed.

The most recent inspection was on May 26, 2015. It was noted the siding, flooring and bathroom were not completed. Also a deck was not completed. Owner did safely block access off. No further inspections have been conducted.

In order to close the permit file a new building permit would be required to complete the work remaining.

Background con't:

Administration feels that the deficiencies are not health & safety related. Therefore, this Building Bylaw infraction is considered to be Category 2 as there are no health & safety concerns.

A map showing the location of this property is attached.

Analysis:

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

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

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

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

Seeking a court injunction has a legal cost and the Board may wish to choose this option for enforcement of significant health or safety issues. As there are potential construction deficiencies on this property which are not a health and safety concern, a Section 302 Notice on Title is recommended by staff. The Notice on Title advises the current and future owners of the deficiency and protects the RDOS from liability.

Alternatives:

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

Respectfully submitted:

"L. Miller"

Laura Miller, Building Inspection Services Supervisor

Endorsed by:

"B. Dollevoet"

B. Dollevoet, Development Services Manager



ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 6, 2018

RE: Building Bylaw Infraction
Folio: H-01141.020 Lot: B Plan: KAP25645 DL: 2144 Except Plan KAP45403
PID: 005-383-188
Civic Address: 3187 Princeton-Summerland Road (Permit #18713)

Administrative Recommendation:

THAT a Section 302 Notice on Title, pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* (made applicable to Regional Districts by Section 302 of the LGA), be filed against the title of lands described as Lot B, Plan KAP25646, District Lot 2144, KDYD, Except Plan KAP45403, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333.

Reference:

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

Background:

The Contravention of Building Regulations Report dated February 23, 2018 from the Building Official indicates that the Building Permit has expired without the required inspection being completed.

Building Permit No. 18713 was issued April 23, 2014 for a steel accessory building. The permit expired April 23, 2016.

Despite correspondence to the owner the permit has not been completed. A final letter was sent to the registered owner on Dec 18, 2017.

No inspections have been conducted. All that is required to complete the permit is Field inspection reviews and the submission of Schedule C from the structural engineer.

The permit has expired without required inspections. It is unknown whether there are health & safety related deficiencies.

Background con't:

This Building Bylaw infraction is considered to be Category 2.

A map showing the location of this property is attached.

Analysis:

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

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

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

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

Seeking a court injunction has a legal cost and the Board may wish to choose this option for enforcement of significant health or safety issues. As there are potential construction deficiencies on this property which are not a health and safety concern, a Section 302 Notice on Title is recommended by staff. The Notice on Title advises the current and future owners of the deficiency and protects the RDOS from liability.

Alternatives:

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

Respectfully submitted:

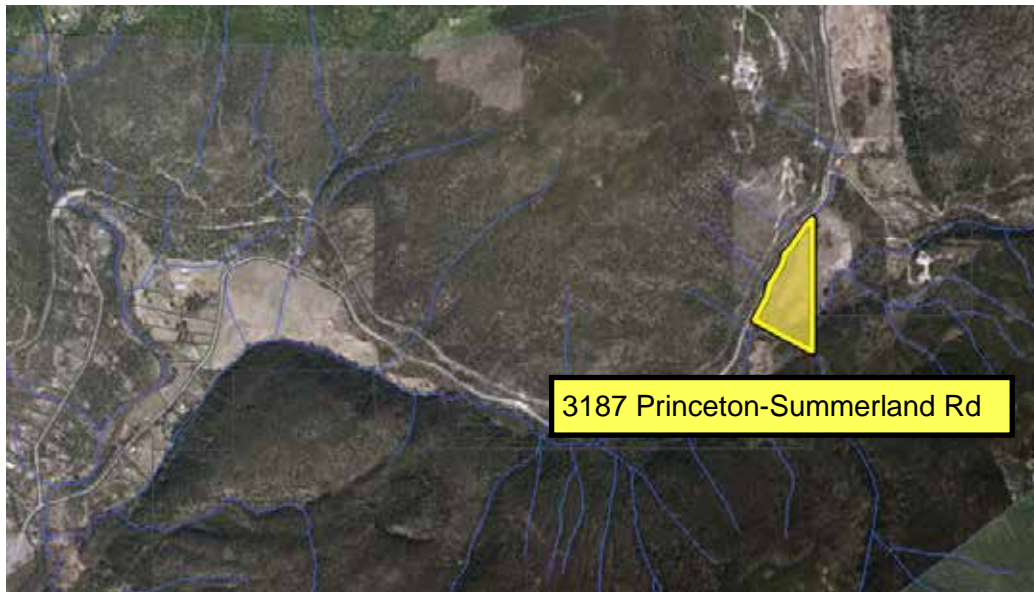
"L. Miller"

Laura Miller, Building Inspection Services Supervisor

Endorsed by:

"B. Dollevoet"

B. Dollevoet, Development Services Manager



ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 6, 2018

RE: Building Bylaw Infraction
Folio: H-01361.055 Lot: 18 Plan: KAP21263 DL: 4166 KDYD
PID: 007-548-541
Civic Address: 271 Link Lake Road

Administrative Recommendation:

THAT a Section 302 Notice on Title, pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* (made applicable to Regional Districts by Section 302 of the LGA), be filed against the title of lands described as Lot 11, Plan KAP21263, District Lot 4166, KDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and

THAT the Board of Directors direct staff to commence injunctive action.

Reference:

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

Background:

The Contravention of Building Regulations Report dated February 23, 2018 from the Building Official indicates that Permit #18843 was issued on July 29, 2014. This permit was issued for a single family dwelling. The permit expired on July 29, 2016.

The most recent inspection was on Oct 5, 2015 where it was noted that insulation & vapour barrier was approved. No further inspections have been conducted.

Despite correspondence to the owners the permit has not been completed.

Background con't:

The permit has expired without the required inspections. It is unknown whether there are health & safety related deficiencies.

In order to close the permit file, a valid building permit would be required to complete the work remaining and all inspections would have to be undertaken and approved.

This Building Bylaw infraction is considered to be Category 3 due to the health and safety implications of the potential occupancy of a single family dwelling that has not been properly inspected.

A map showing the location of this property is attached.

Analysis:

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

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

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

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

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

Alternatives:

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

Respectfully submitted:

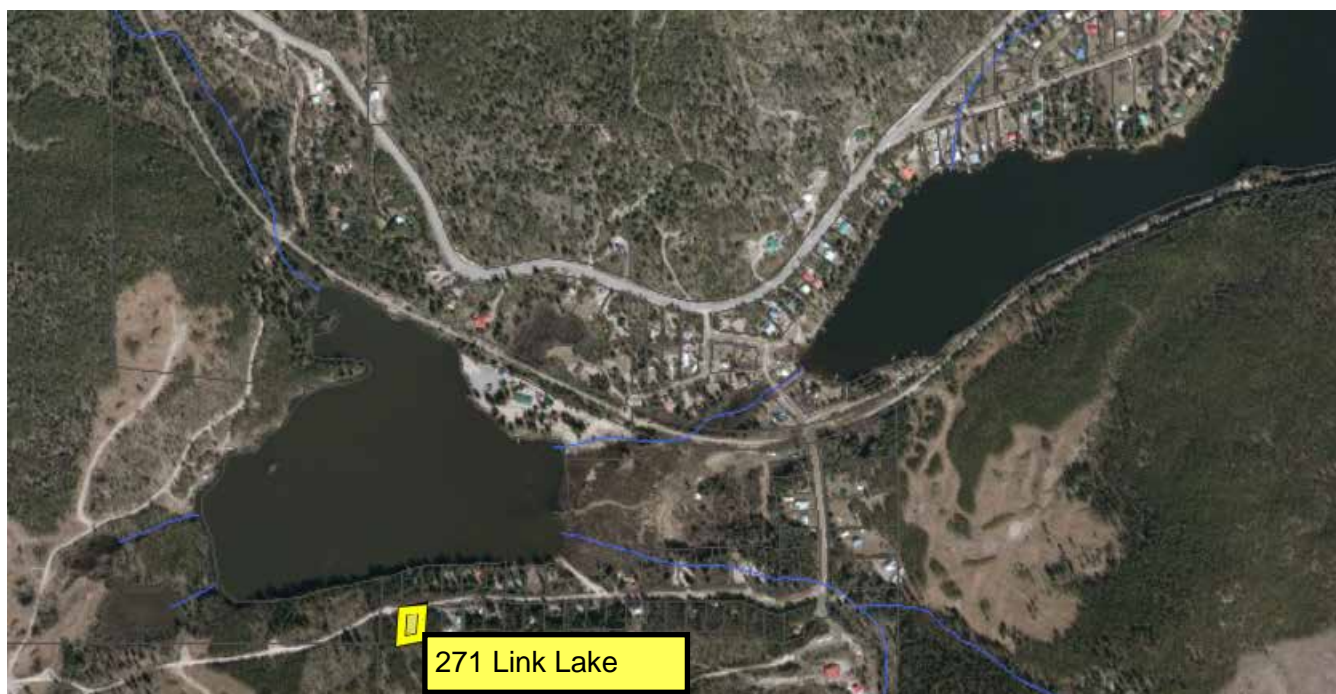
"L. Miller"

Laura Miller, Building Inspection Services Supervisor

Endorsed by:

"B. Dollevoet"

B. Dollevoet, Development Services Manager



ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 6, 2018

RE: Building Bylaw Infraction
Folio: C-06516.020 Lot: 1 Plan: KAP44701 DL: 2450S, SDYD
PID: 017-155-096
Civic Address: 4900 Ryegrass Road (Permit #19010)

Administrative Recommendation:

THAT a Section 302 Notice on Title, pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* (made applicable to Regional Districts by Section 302 of the LGA), be filed against the title of lands described as Lot 1, Plan KAP44701, District Lot 2450S, SDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and

THAT injunctive action be commenced.

Reference:

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

Background:

The Contravention of Building Regulations Report dated February 26, 2018 from the Building Official indicates that the Permit has expired and required inspections have not been completed.

Building Permit No. 19010 was issued December 17, 2014 for a commercial wine tasting room with a washroom. The building was constructed, but no inspections were called for. The permit expired on December 17, 2016.

Despite correspondence to the owners, the permit has not been completed.

Background con't:

As there have been no inspections, it is unknown whether there are any health or safety violations. We do not know if the public is using the building. The property is listed for sale and the building is referenced as a "20 x 20 tasting room". No mention is made that it wasn't inspected and the permit expired.

In addition, Building Permit No. 18739 issued May 13, 2014 on the same property for a basement and winery addition to the dwelling was closed March 24, 2017 as work was halted by owner. A foundation wall was poured but only the footings were inspected. However, as this project was under the supervision of a Structural Engineer, this file was placed into Category 1 Dormant status.

In order to close the file a new permit to complete the work and review by a structural Engineer would be required.

This Building Bylaw infraction is considered to be Category 3.

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

Analysis:

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

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

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

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

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

Alternatives:

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

Respectfully submitted:

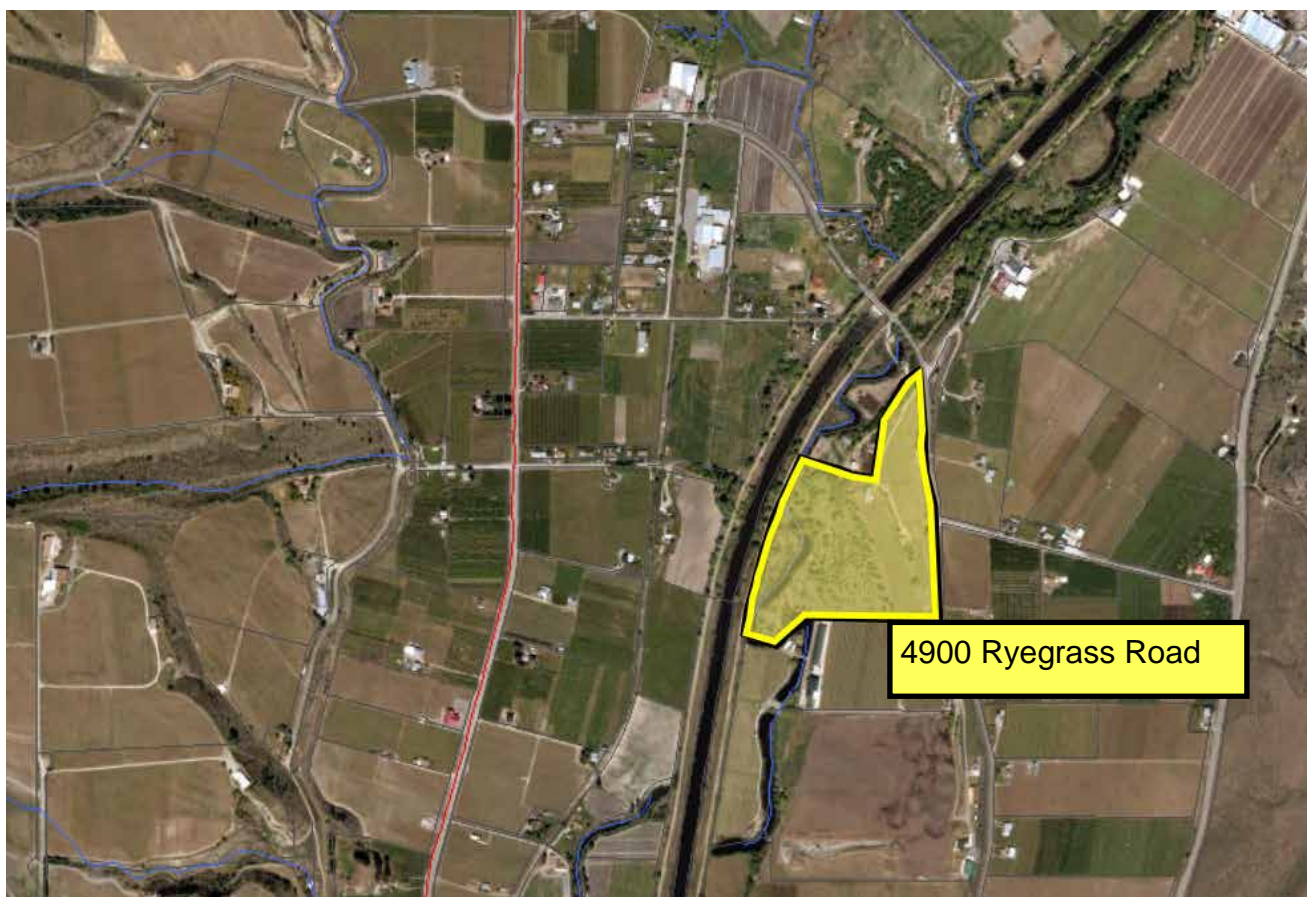
"L. Miller"

Laura Miller, Building Inspection Services Supervisor

Endorsed by:

"B. Dollevoet"

B. Dollevoet, Development Services Manager





ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 6, 2018

RE: Building Bylaw Infraction
Folio: H-00711.000 Portion NE ¼ District Lot: 376, YDYP
PID: 015-220-494
Civic Address: #9-1500 Blakeburn Road (Permit #18807)

Administrative Recommendation:

THAT a Section 302 Notice on Title, pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* (made applicable to Regional Districts by Section 302 of the LGA), be filed against the title of lands described as Portion North East ¼ District Lot 376 YDYP, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and

THAT injunctive action be commenced.

Reference:

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

Background:

The Contravention of Building Regulations Report dated March 9, 2018 from the Building Official indicates that Building Permit #18807 was issued for a single family dwelling. The permit expired on June 26, 2016.

Despite correspondence to the owner, the permit has not been completed.

The most recent inspection was for Framing on September 30, 2014, when it was noted that a re-inspection was required. No further inspections have been called for or conducted.

Background con't:

The permit has expired without the required inspections. It is unknown whether there are health & safety related deficiencies.

In order to close the permit file a permit to complete the noted deficiencies and the remaining work would be required as well as all required inspections approved.

This Building Bylaw infraction is considered to be Category 3.

A map showing the location of this property is attached.

Analysis:

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

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

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

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

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

Alternatives:

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

Respectfully submitted:

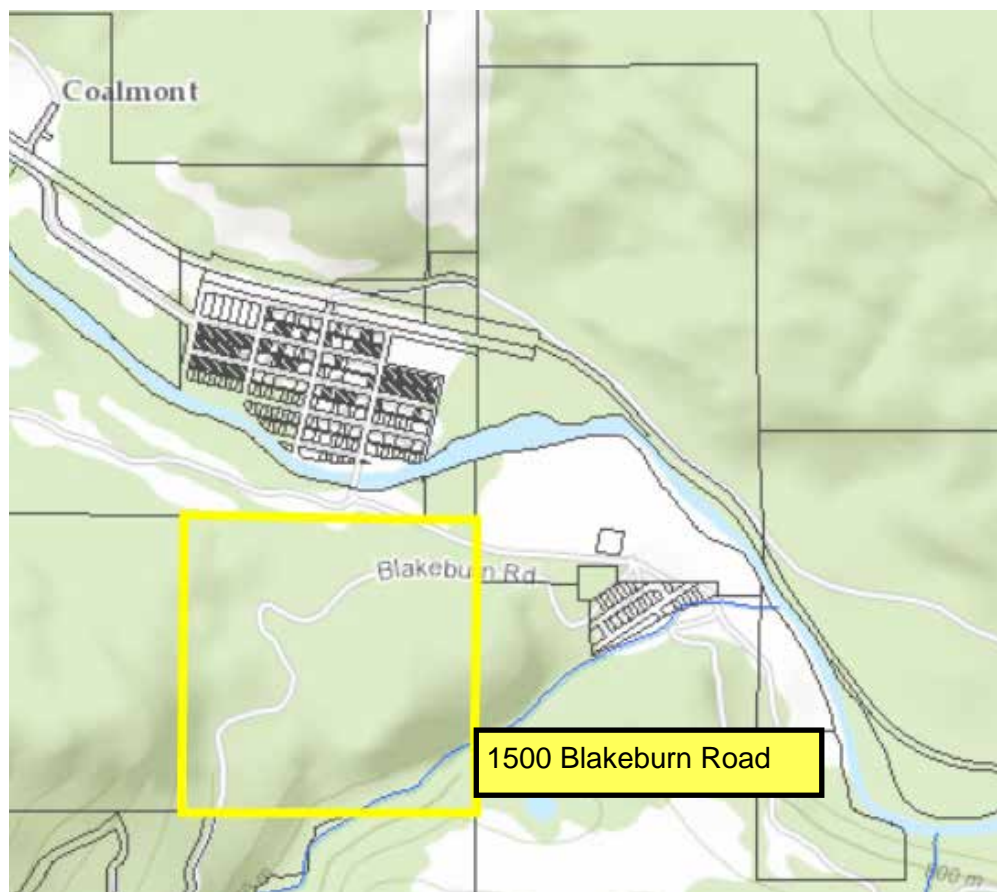
"L. Miller"

Laura Miller, Building Inspection Services Supervisor

Endorsed by:

"B. Dollevoet"

B. Dollevoet, Development Services Manager



ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 6, 2018

RE: Land Use Bylaw Amendments - Electoral Area "I" and *Local Government Act* Revisions

Administrative Recommendations:

THAT Bylaw No. 2831, 2018, Regional District of Okanagan-Similkameen Zoning Amendment Bylaw be adopted.

Purpose:

Amendment Bylaw No. 2831, 2018, proposes to update the electoral area zoning bylaws in order to reflect the recent division of Electoral Area "D" (i.e. "D-1" & "D-2") into a new Electoral Area "D" and Electoral Area "I".

In addition, Administration is proposing that these amendment bylaws be used to make amendments to a number of these bylaws to reflect a 2016 revision of the *Local Government Act*.

Background:

At its meeting of September 20, 2018, the Board approved first and second reading of Amendment Bylaw Nos. 2831 and resolved to waive the holding of a public hearing.

The waiving of the public hearing was notified in the Penticton Western News, Osoyoos Times, Oliver Chronicle and The Similkameen Spotlight on October 3rd and 10th.

At its meeting of October 20, 2018, the Board approved third reading of the amendment bylaw.

Approval from the Ministry of Transportation and Infrastructure (MoTI) due to the amendments affecting lands within 800 metres of a controlled area, was obtained on October 31, 2018.

Alternative:

THAT first, second and third reading of Bylaw No. 2831, 2018, be rescinded and the bylaw abandoned.

Respectfully submitted:


C. Garrish, Planning Supervisor

Endorsed by:


B. Dollevoet, Dev. Services Manager

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2831, 2018

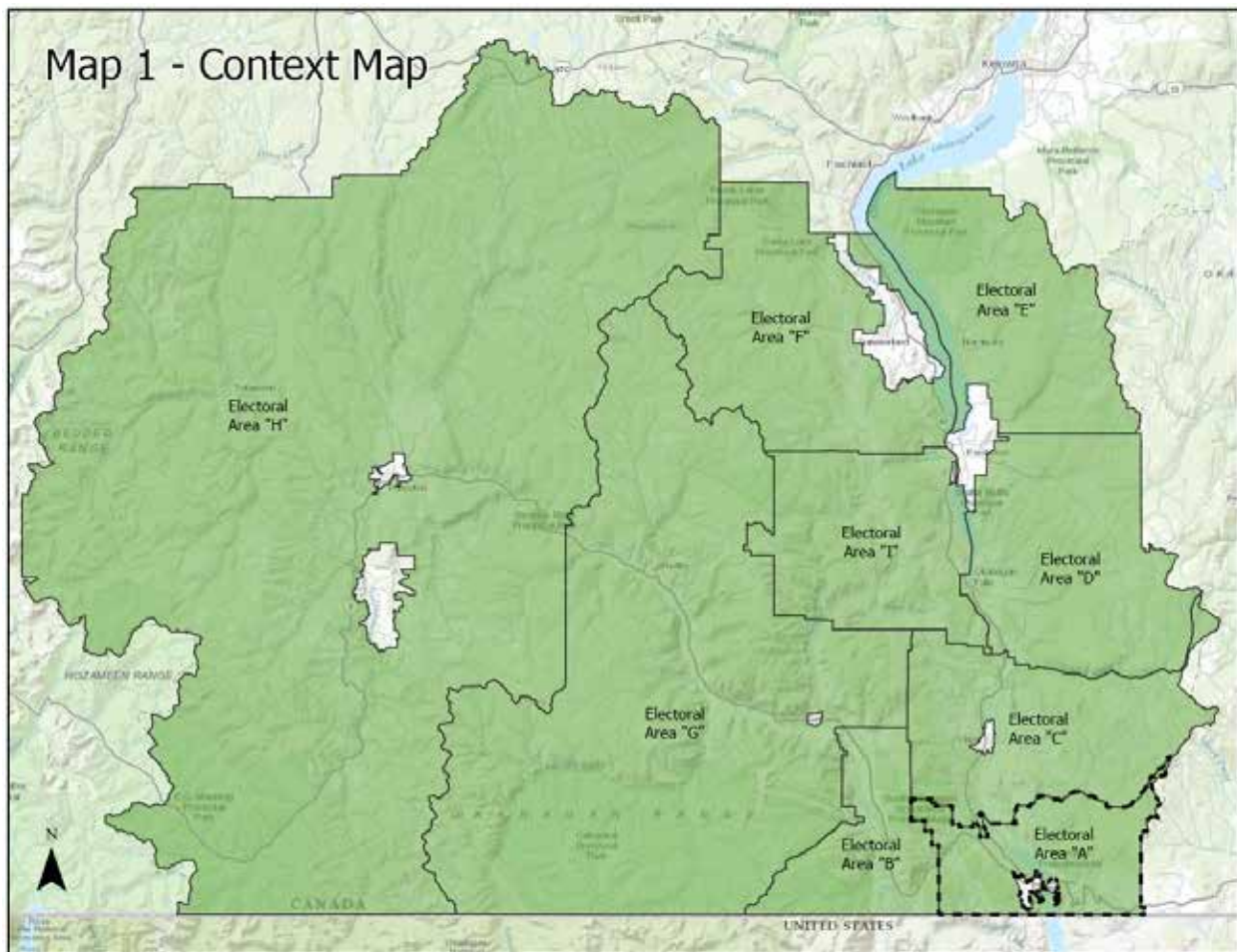
A Bylaw to amend the Electoral Area "A", "C", "D", "E", "F", "G" & "H" Zoning Bylaws

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

1. This Bylaw may be cited for all purposes as the "Regional District of Okanagan-Similkameen Zoning Amendment Bylaw No. 2831, 2018."

Electoral Area "A"

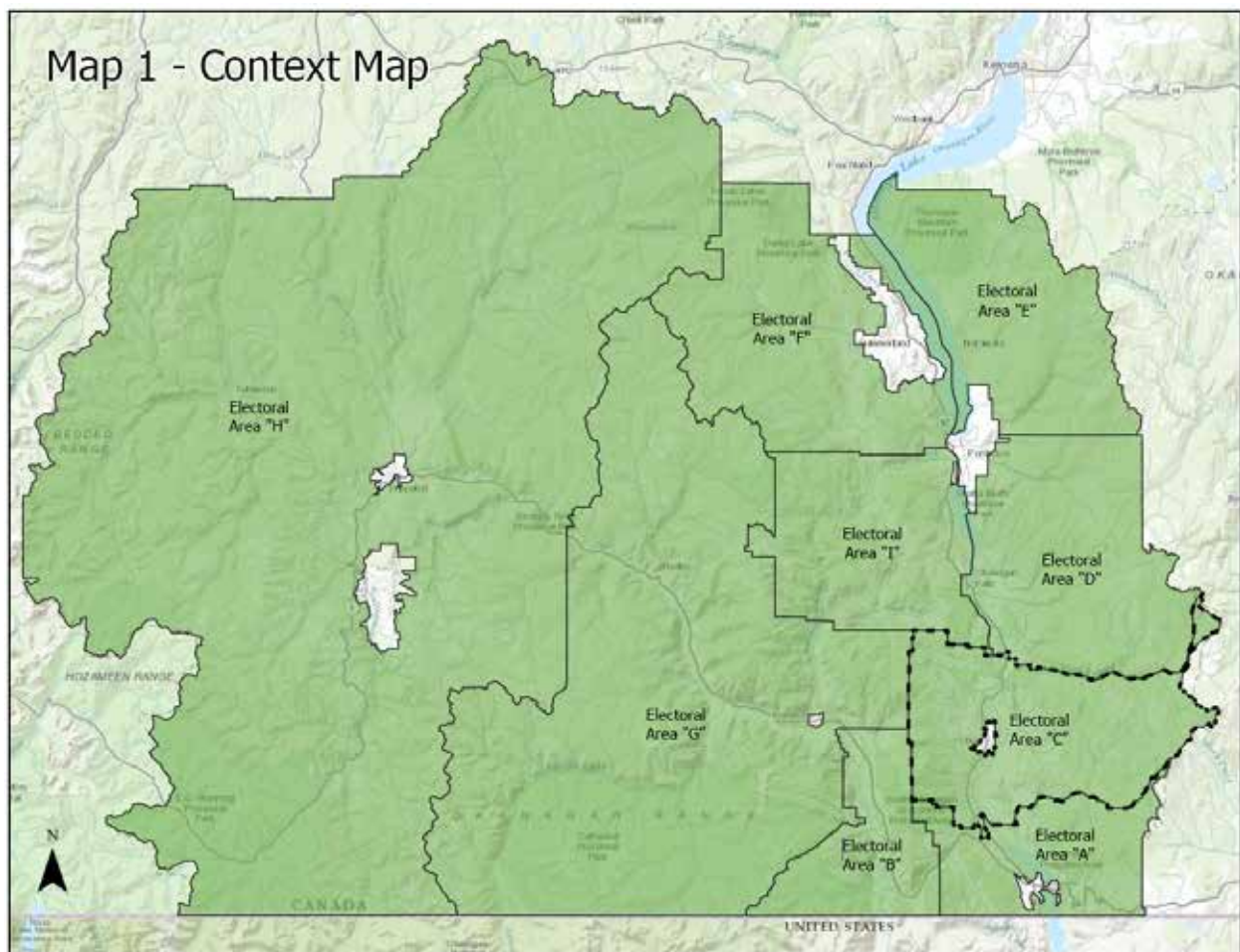
2. The Electoral Area "A" Zoning Bylaw No. 2451, 2008, is amended by:
 - i) replacing all references to Electoral Area 'A' with Electoral Area "A".
 - ii) replacing all references to "Regional District Okanagan-Similkameen" with "Regional District of Okanagan-Similkameen".
 - iii) replacing Map 1 (General Context Map) under Section 3.0 (Administration) in its entirety with the following:



- iv) replacing Section 7.4.1 (Prohibited Uses of Land, Buildings and Structures) under Section 7.0 (General Regulations) in its entirety with the following:
 - .1 The use of land in contravention of the terms or conditions of a Temporary Use Permit that has been issued under Division 8 of Part 14 of the *Local Government Act* is prohibited.

Electoral Area "C"

- 3. The Electoral Area "C" Zoning Bylaw No. 2453, 2008, is amended by:
 - i) replacing all references to Electoral Area 'C' with Electoral Area "C".
 - ii) replacing all references to "Regional District Okanagan-Similkameen" with "Regional District of Okanagan-Similkameen".
 - iii) replacing Map 1 (General Context Map) under Section 3.0 (Administration) in its entirety with the following:



iv) replacing Section 7.4.1 (Prohibited Uses of Land, Buildings and Structures) under Section 7.0 (General Regulations) in its entirety with the following:

- .1 The use of land in contravention of the terms or conditions of a Temporary Use Permit that has been issued under Division 8 of Part 14 of the *Local Government Act* is prohibited.

Electoral Area "I"

4. The Electoral Area "D-1" Zoning Bylaw No. 2457, 2008, is amended by:
 - i) replacing all references to Electoral Area 'D' with Electoral Area "I".
 - ii) replacing all references to Electoral Area "D" with Electoral Area "I".
 - iii) replacing all references to "Regional District Okanagan-Similkameen" with "Regional District of Okanagan-Similkameen".
 - iv) replacing Section 1.1 under Section 1.0 (Title and Application) in its entirety with the following:

1.1 This Bylaw may be cited for all purposes as the “Regional District of Okanagan-Similkameen, Electoral Area “I” Zoning Bylaw No. 2457, 2008”.

- v) replacing Section 1.2 under Section 1.0 (Title and Application) in its entirety with the following:

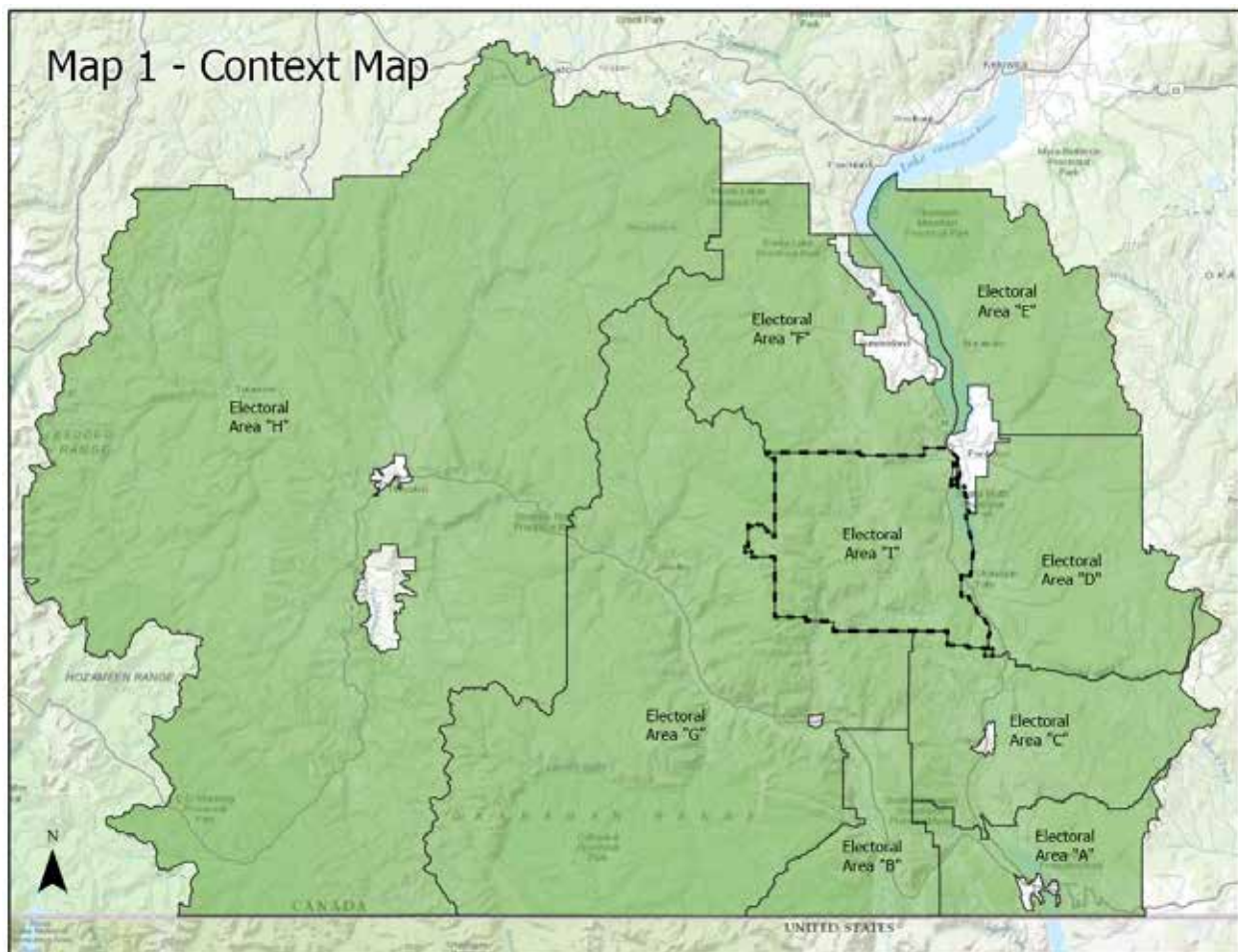
This Bylaw includes:

Schedule ‘1’ Electoral Area “I” Zoning Text

Schedule ‘2’ Electoral Area “I” Zoning Map

Schedule ‘3’ Dominion Radio Astrophysical Observatory Radio Frequency Interference Area

- vi) replacing Map 1 (General Context Map) under Section 3.0 (Administration) in its entirety with the following:



- vii) replacing Section 7.4.1 (Prohibited Uses of Land, Buildings and Structures) under Section 7.0 (General Regulations) in its entirety with the following:

- .1 The use of land in contravention of the terms or conditions of a Temporary Use Permit that has been issued under Division 8 of Part 14 of the *Local Government Act* is prohibited.
- viii) Schedule '2' (Zoning Map) of the Electoral Area "D" Zoning Bylaw No. 2457, 2008, is amended by replacing all references to Electoral Area "D" with Electoral Area "I".
- ix) Schedule '3' (Dominion Radio Astrophysical Observatory (DRAO) – Radio Frequency Interference (RFI) Area) of the Electoral Area "D" Zoning Bylaw No. 2457, 2008, is amended by replacing all references to Electoral Area "D" with Electoral Area "I".

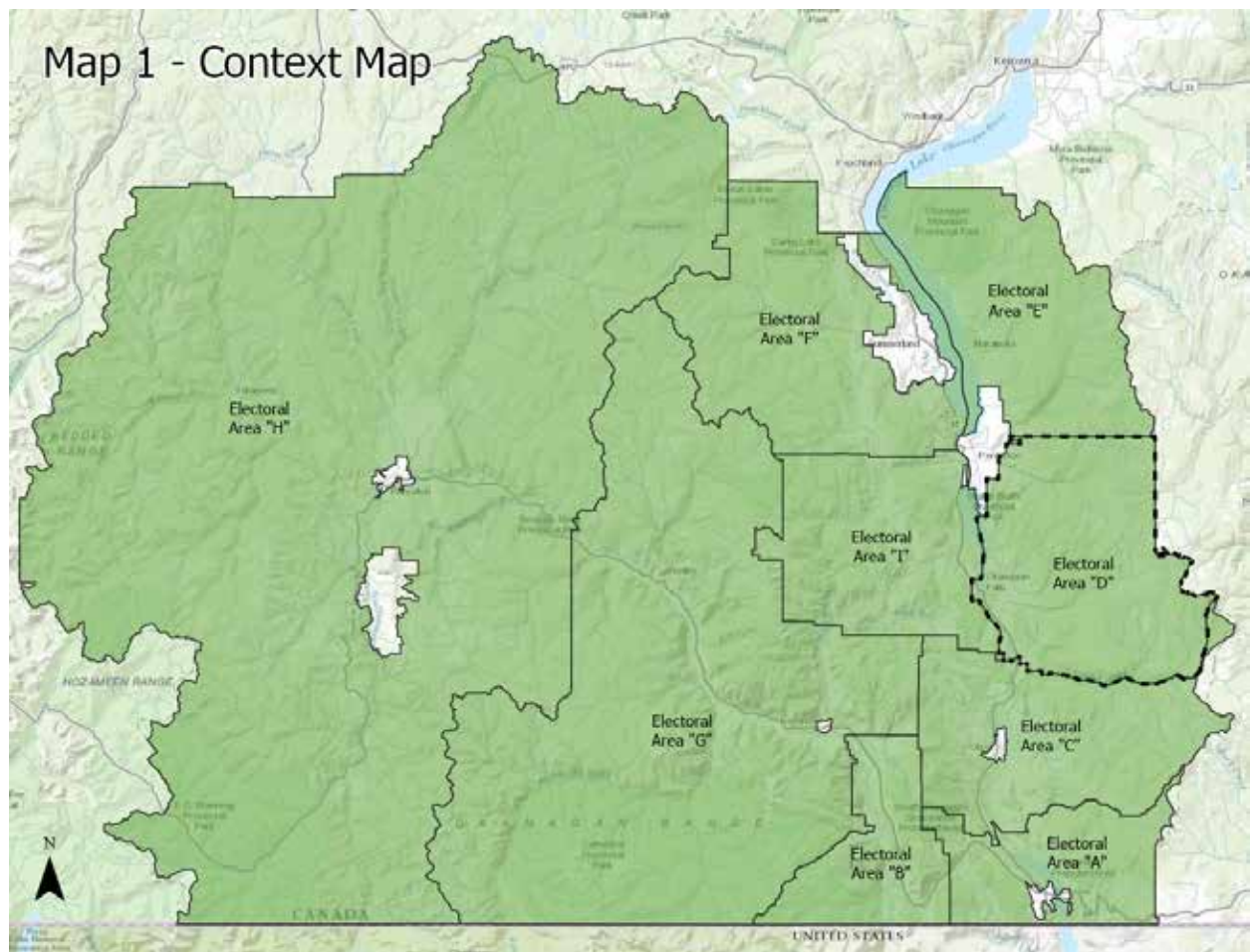
Electoral Area "D"

- 5. The Electoral Area "D-2" Zoning Bylaw No. 2455, 2008, is amended by:
 - i) replacing all references to Electoral Area 'D' with Electoral Area "D".
 - ii) replacing all references to "Regional District Okanagan-Similkameen" with "Regional District of Okanagan-Similkameen".
 - iii) replacing the second paragraph under Section 1.2 of Section 1.0 (Title and Application) in its entirety with the following:

This Bylaw includes:

Schedule 1 - Electoral Area "D" Zoning Text

Schedule 2 - Electoral Area "D" Zoning Map
 - iv) replacing Map 1 (General Context Map) under Section 3.0 (Administration) in its entirety with the following:



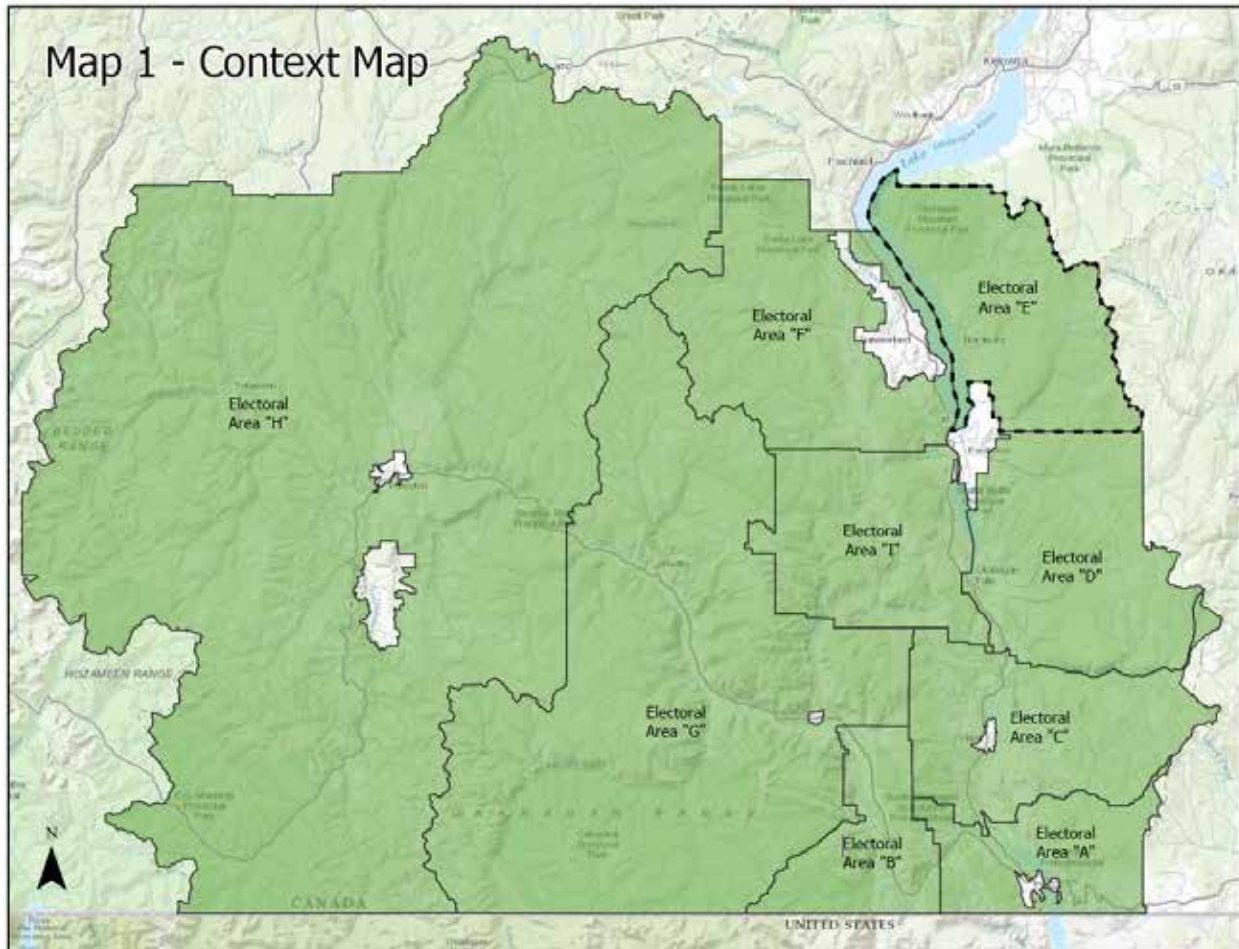
- v) replacing Section 7.4.1 (Prohibited Uses of Land, Buildings and Structures) under Section 7.0 (General Regulations) in its entirety with the following:
 - .1 The use of land in contravention of the terms or conditions of a Temporary Use Permit that has been issued under Division 8 of Part 14 of the *Local Government Act* is prohibited.
- vi) Schedule '2' (Zoning Map) of the Electoral Area "D" Zoning Bylaw No. 2455, 2008, is amended by replacing all references to Electoral Area "D-2" with Electoral Area "D".

Electoral Area "E"

- 6. The Electoral Area "E" Zoning Bylaw No. 2459, 2008, is amended by:
 - i) replacing all references to Electoral Area 'E' with Electoral Area "E".
 - ii) replacing all references to "Regional District Okanagan-Similkameen" with "Regional District of Okanagan-Similkameen".
 - iii) replacing Section 1.1 under Section 1.0 (Title and Application) in its entirety with the following:

1.1 This Bylaw may be cited for all purposes as the “Regional District of Okanagan-Similkameen, Electoral Area “E” Zoning Bylaw No. 2459, 2008”.

- iv) replacing Map 1 (General Context Map) under Section 3.0 (Administration) in its entirety with the following:



- v) replacing Section 7.4.1 (Prohibited Uses of Land, Buildings and Structures) under Section 7.0 (General Regulations) in its entirety with the following:

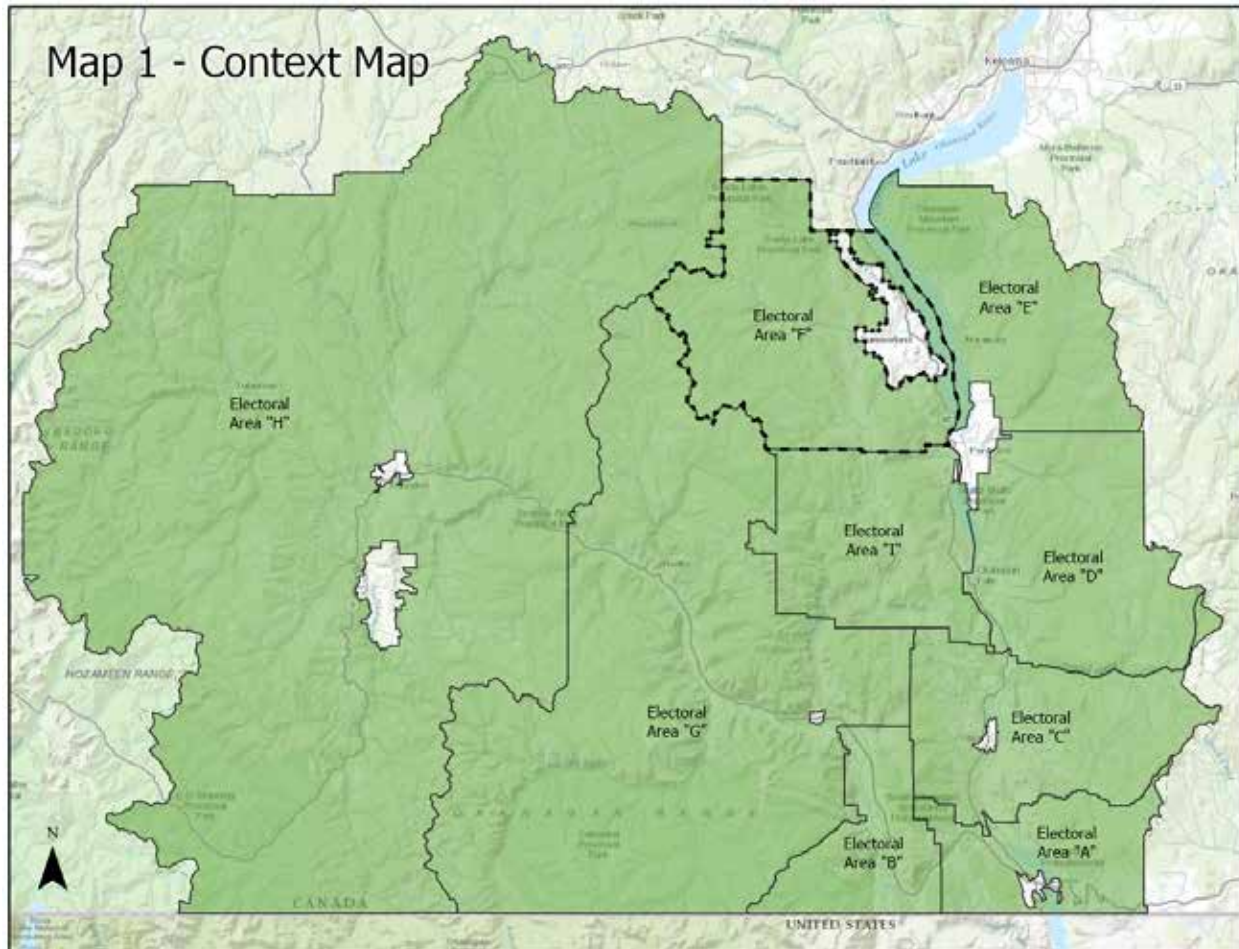
- .1 The use of land in contravention of the terms or conditions of a Temporary Use Permit that has been issued under Division 8 of Part 14 of the *Local Government Act* is prohibited.

Electoral Area “F”

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

- i) replacing all references to Electoral Area ‘F’ with Electoral Area “F”.
- ii) replacing all references to Electoral Area F with Electoral Area “F”.

- iii) replacing all references to “Regional District Okanagan-Similkameen” with “Regional District of Okanagan-Similkameen”.
- iv) replacing Map 1 (General Context Map) under Section 3.0 (Administration) in its entirety with the following:



- v) replacing Section 7.4.1 (Prohibited Uses of Land, Buildings and Structures) under Section 7.0 (General Regulations) in its entirety with the following:
 - .1 The use of land in contravention of the terms or conditions of a Temporary Use Permit that has been issued under Division 8 of Part 14 of the *Local Government Act* is prohibited.
- vi) replacing the definition of “Official Community Plan” under Section 17.1.3 (Definitions) of Section 17.0 (Comprehensive Development) in its entirety with the following:

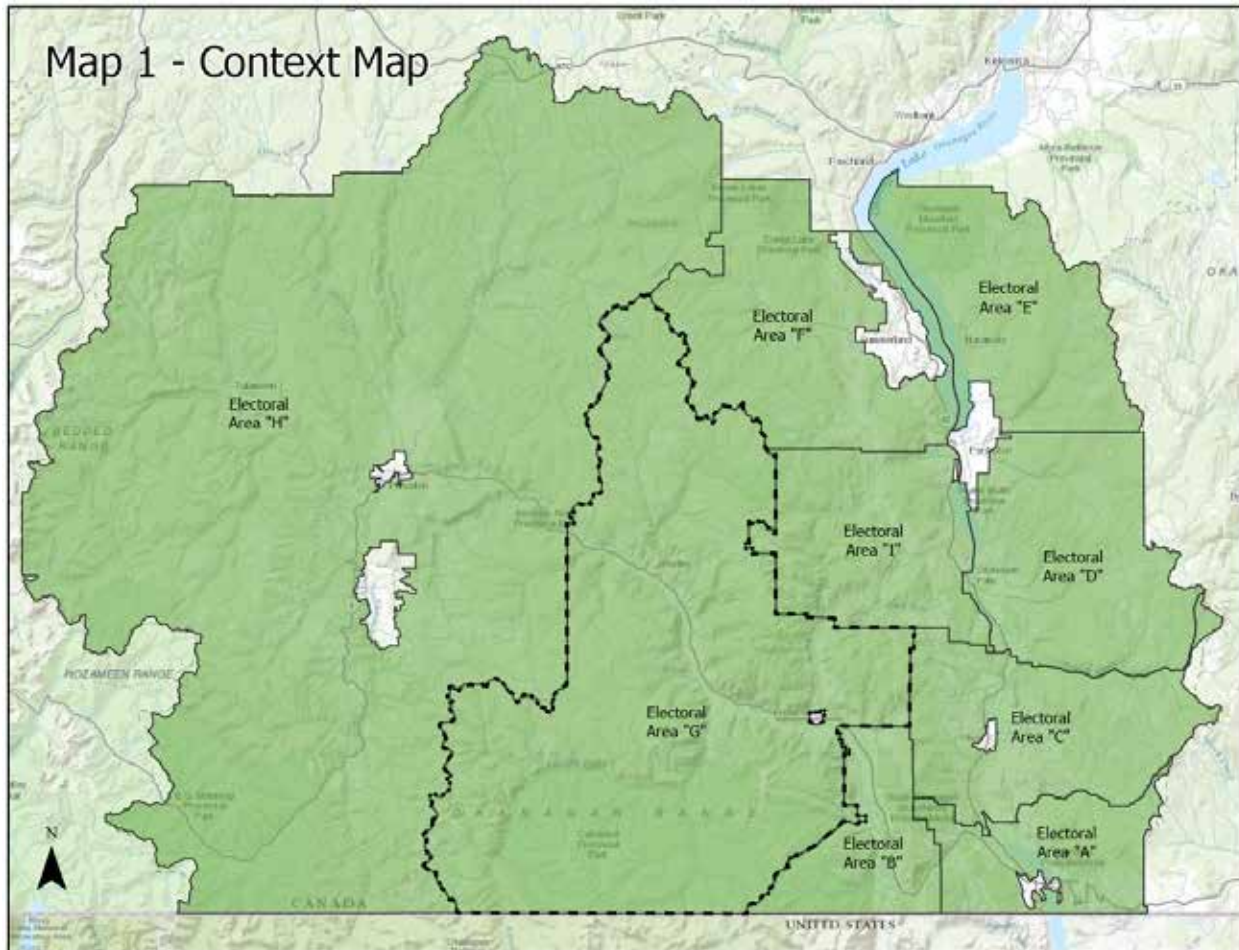
“Official Community Plan” means the Electoral Area “F” Official Community Plan Bylaw.

- vii) replacing the definition of “zoning bylaw” under Section 17.1.3 (Definitions) of Section 17.0 (Comprehensive Development) in its entirety with the following:

“zoning bylaw” means the Electoral Area “F” Zoning Bylaw.

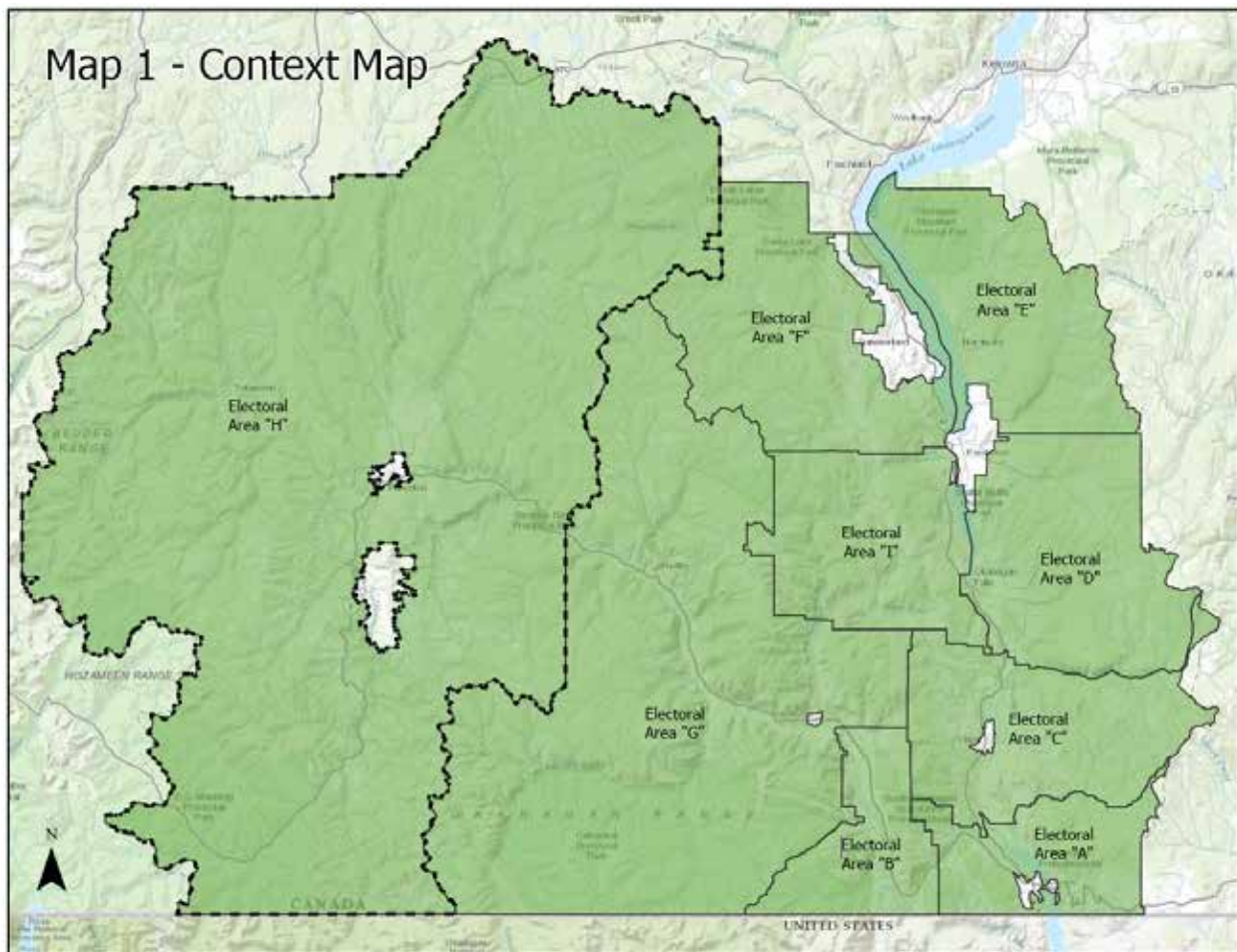
Electoral Area “G”

8. The Electoral Area “G” Zoning Bylaw No. 2781, 2017, is amended by:
- i) replacing Map 1 (General Context Map) under Section 3.0 (Administration) in its entirety with the following:



Electoral Area “H”

9. The Electoral Area “H” Zoning Bylaw No. 2498, 2012, is amended by:
- i) replacing all references to Electoral Area ‘H’ with Electoral Area “H”.
- ii) replacing Map 1 (General Context Map) under Section 3.0 (Administration) in its entirety with the following:



- iii) adding a new Section 7.4.1 (Prohibited Uses of Land, Buildings and Structures) under Section 7.0 (General Regulations) to read as follows and renumbering all subsequent sub-sections:
 - .1 The use of land in contravention of the terms or conditions of a Temporary Use Permit that has been issued under Division 8 of Part 14 of the *Local Government Act* is prohibited.

READ A FIRST AND SECOND TIME this 20th day of September, 2018.

PUBLIC HEARING waived this 20th day of September, 2018.

READ A THIRD TIME this 18th day of October, 2018.

Approved pursuant to section 52(3)(a) of the *Transportation Act* this 31st day of October, 2018.

ADOPTED this ____ day of _____, 2018.

Board Chair

Chief Administrative Officer

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 6, 2018

RE: Agricultural Land Commission Referral (Non-Farm Use) – Electoral Area “C”

Administrative Recommendation:

THAT the Regional District Board not “authorize” the application to operate a vehicle rental business as a “non-farm use” on part of the property at 5693 Sawmill Road in Electoral Area “C” to proceed to the Agricultural Land Commission.

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

Owner: Raghvir Dhaliwal Agent: Raghvir Dhaliwal Folio: C-05385.150

Civic: 5693 Sawmill Road Legal: Lot 2, Plan KAP21818, DL 2450S, SDYD, Portion L 112

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

Proposed Development:

An application to the Agricultural Land Commission (ALC) under Section 20(3) of the *Agricultural Land Commission Act* (the Act) has been lodged with the Regional District in order to legalise a vehicle and trailer rental business (i.e. “Oliver Rental Centre”) that was commenced within the Agricultural Land Reserve (ALR) without the prior approval of the Agricultural Land Commission (ALC).

In support of this proposal, the applicants have stated that “this proposal cannot be carried out on lands outside the ALR because it is too expensive to buy parcels that fit the criteria of this operation. Moreover, lots of money would have to be invested on land improvements to even accompany the business. This parcel we purchased already had everything in place and no land improvements were made besides putting up a fence around the business perimeter.”

Statutory Requirements:

Under Section 34(4) of the *Agricultural Land Commission Act*, the Regional District of Okanagan-Similkameen (RDOS) must “review the application, and ... forward to the commission the application together with [its] comments and recommendations”, unless Section 25(3) or (3.1) or 30(4) or 30(4.1) apply, wherein the Board has the ability to refuse to “authorize” an application.

In this instance, Section 25(3) of the Act is seen to apply as the land is zoned Agriculture One (AG1), which permits “agriculture” as a use.

Site Context:

The subject property is 1.21 ha in area and is situated on the east side of Sawmill Road approximately 80 metres south of its intersection with Oak Avenue, which also forms the boundary between the Town of Oliver and Electoral Area “C”.

The applicant has indicated that the property currently comprises a single detached dwelling, shop and double garage with approximately 8,000 m² of land under agricultural production.

The surrounding pattern of development is generally characterised by a mix of lands under agricultural production and rural-residential uses.

Background:

The subject property was created by a plan of subdivision deposited with the Land Titles Office in Kamloops on September 24, 1971. Available Regional District records indicate the issuance of a building permit for an “accessory building to single family dwelling” (i.e. garage) in 1996.

Under the Electoral Area “C” Official Community Plan (OCP) Bylaw No. 2452, 2008, the subject property is designated as Agriculture (AG), and is also subject to a Watercourse Development Permit (WDP) Area designation at the rear of the property associated with a remnant oxbow.

Under the Electoral Area “C” Zoning Bylaw No. 2453, 2008, the property is zoned Agriculture One (AG1). The bylaw defines “vehicle sales and rentals” as meaning a “premises used for the sale, lease or hire of new or used vehicles ...” and this use is permitted in the General Commercial (C1), Service Commercial (CS1) and General Industrial (I1) zones, but not the AG1 Zone.

The Oliver Rental Centre previously operated at 5851 Main Street in the Town of Oliver and this parcel is zoned Service Commercial One (CS1) under the Town’s Zoning Bylaw No. 1380. Further, the Town’s CS1 Zone permits “service industry establishment” (i.e. automobile sales, rental and repair) as a principal use.

It is Administration’s understanding that the Oliver Rental Centre re-located to the subject property in April of 2018.

The property is within the floodplain associated with the Okanagan River Channel, is also within the Agricultural Land Reserve (ALR) and has been classed as Residential (01) and Business (06) by BC Assessment.

Analysis:

Administration considers this proposal to be inconsistent with the Electoral Area “C” OCP and representative of the type of “leapfrog” development that the Plan seeks to prevent from occurring near the Town of Oliver’s boundaries.

It is noted that the OCP and the Regional Growth Strategy supports the Town as the primary growth area for the community due to its existing community infrastructure, services and economic and employment opportunities and speaks to existing and new commercial uses remaining in, or locating to the Town.

The OCP accomplishes this objective by seeking to limit commercial uses in Electoral Area “C” to parcels that are either already zoned Commercial or that are being developed “in conjunction with [a] future residential or commercial tourism development” — neither of which apply in this instance.

Administration considers that options exist within the Town of Oliver on parcels already zoned to accommodate the Oliver Rental Centre and that this include parcels in the Maple Avenue industrial subdivision situated approximately 300 metres to north of the subject property.

While it is understood that the applicant acquired the subject property because it “already had everything in place” due to being previously occupied by “Woody’s Glass”, Administration is concerned that “Woody’s Glass” was not lawfully established on the site, and was inconsistent with the AG1 Zone. Moreover, the commercial footprint of the Oliver Rental Centre is significantly greater than that of Woody’s Glass and will result in the alienation of agricultural land.

On this latter point, Administration notes that a central tenet of the Electoral Area “C” OCP is the preservation of agricultural land and its protection from uses that are inconsistent with farming. This is supported by policies that speak to preserving the existing land base, minimizing the footprint of non-agricultural uses and only supporting secondary “value added” uses that are compatible with the agricultural character of an area, are incidental to the primary agricultural use, and do not conflict with surrounding properties.

Against these criteria, Administration notes that this use will result in an expanded non-farm footprint at the expense of agricultural land that is not characteristic of surrounding land uses.

Finally, Administration is concerned that the spot zoning required to formalise the Oliver Rental Centre – should it be approved by the ALC – will formalise a commercial land use on this section of Sawmill Road that, individually, may seem harmless, but will change the pattern of development and the existing character of this area.

Conversely, Administration recognises that the applicant is seeking to utilise an existing building and parking area and that the alienation of agricultural land will largely be the result of an additional vehicle parking area and not the result of permanent structures.

It is also noted that industrial uses occur on Sawmill Road approximately 1 km to the south (but that these are seen to predate the introduction of zoning in the early 1970s).

Nevertheless, for the reasons outlined previously, Administration is recommending that this proposal not be authorised to proceed to the ALC.

Alternatives:

1. THAT the Regional District Board “authorize” the application to operate a vehicle rental business as a “non-farm use” on part of the property at 5693 Sawmill Road in Electoral Area “C” to proceed to the Agricultural Land Commission.
2. THAT the Board of Directors defers making a decision and directs that the proposal be considered by the Electoral Area “C” Advisory Planning Commission (APC).

Respectfully submitted



C. Garrish, Planning Supervisor

Endorsed by:



B. Dollevoet, Development Services Manager

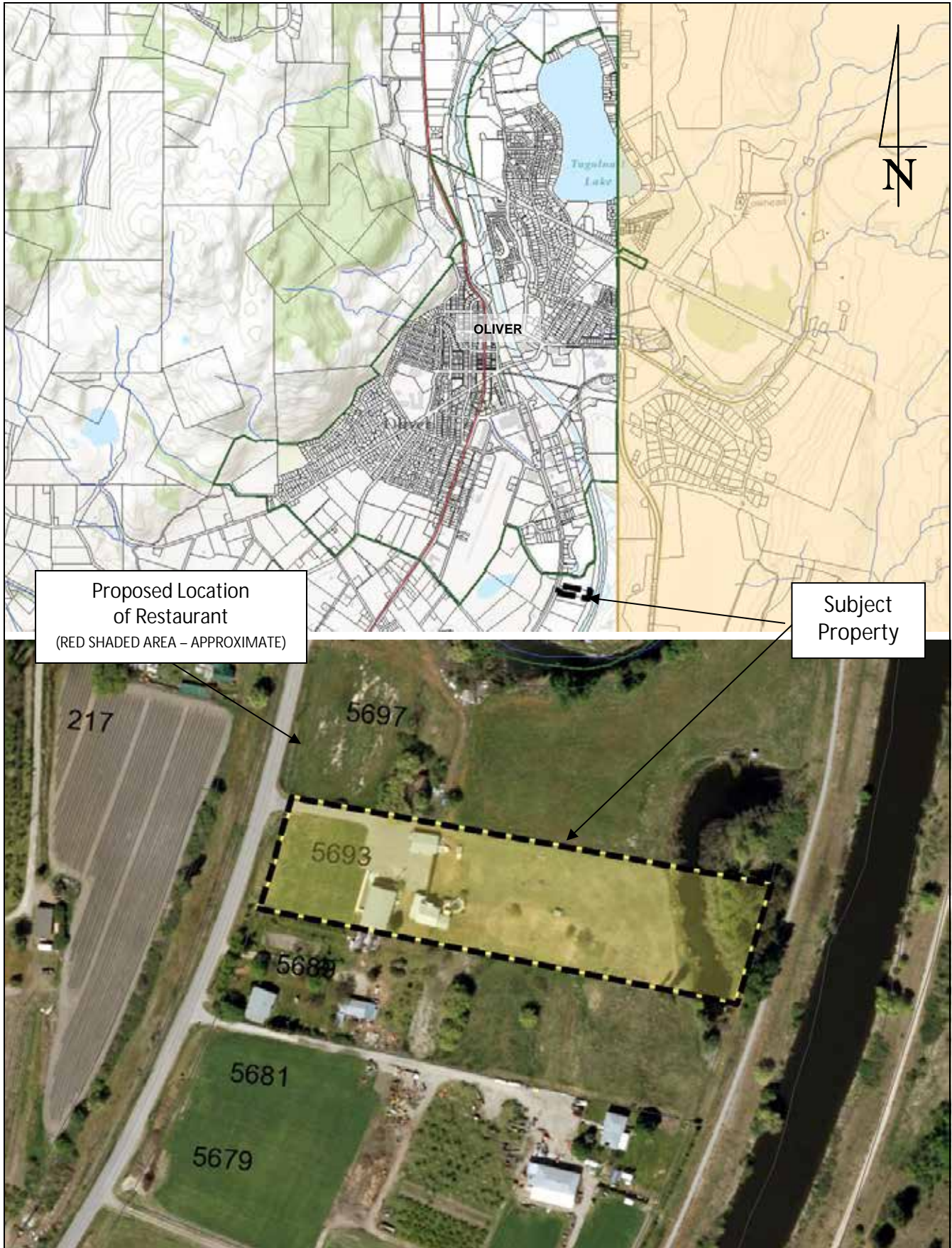
Attachments: No. 1 – Context Maps

No. 2 – Applicant’s Subdivision Plan

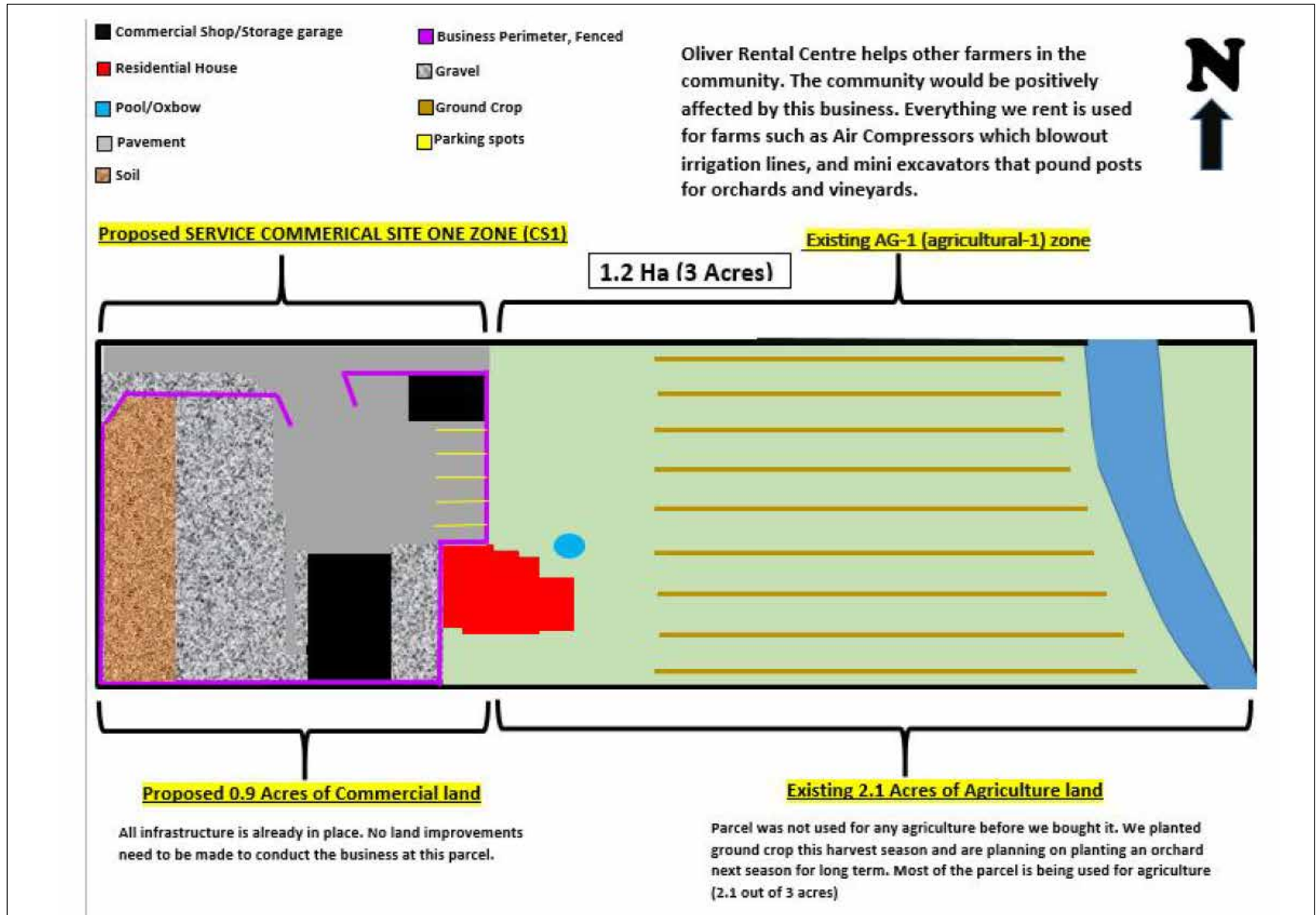
No. 3 – Site Photo (6693 Sawmill Road)

No. 4 – Former location of Oliver Rental Centre at 5851 Main Street, Oliver (Site Photo)

Attachment No. 1 – Context Maps



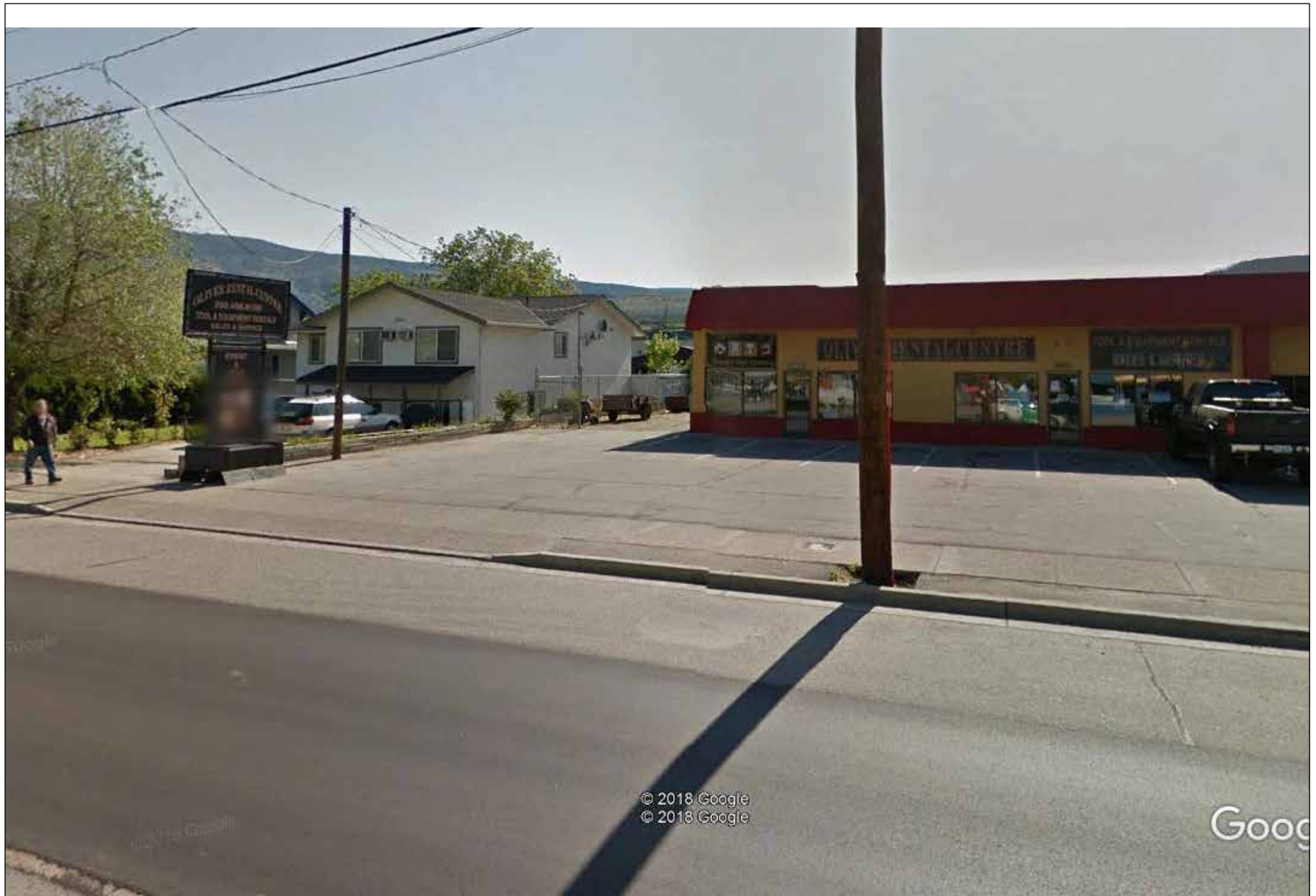
Attachment No. 2 – Applicant's Site Plan



Attachment No. 3 – Site Photo (6693 Sawmill Road)



Attachment No. 4 – Former location of Oliver Rental Centre at 5851 Main Street, Oliver (Site Photo)



ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 6, 2018

RE: Official Community Plan (OCP) & Zoning Bylaw Amendments – Electoral Area “D”
Okanagan Falls Town Centre Plan Implementation

Administrative Recommendation:

THAT Bylaw No. 2603.16, 2018, Electoral Area “D” Official Community Plan Amendment Bylaw be read a third time and adopted;

AND THAT Bylaw No. 2455.39, 2018, Electoral Area “D” Zoning Amendment Bylaw be read a third time as amended.

Purpose:

The proposed amendments to the Electoral Area “D” Official Community Plan (OCP) Bylaw and Zoning Bylaw are related to the on-going implementation of the Okanagan Falls Town Centre Plan (2017).

Specifically, Amendment Bylaw No. 2455.39, 2018, proposes to replace the current Okanagan Falls Town Centre (C4) Zone with a new “Okanagan Falls Town Centre (OFTC)” Zone on those parcels of land generally situated north of Highway 97 in Okanagan Falls between the Okanagan River Channel to the west, Skaha Lake to the north and Main Street to the east.

The proposed amendment to the Electoral Area “D” OCP Bylaw relate to introducing a policy statement supporting the proposed densities as well as applications to increase height in the OFTC between 8th and 9th Avenues, subject to the provision of affordable housing, community infrastructure or the provision of other community benefits.

Background:

The Okanagan Falls Town Centre Plan was commenced in 2014 with the objective of helping to “reverse the economic fortunes of Okanagan Falls” by creating a land use plan to guide strategic public and private investments and partnerships, and to foster positive streetscape improvements and quality urban design that together will provide a distinctive sense of place.

At its meeting of November 16, 2017, the Planning and Development (P&D) Committee of the Board directed Administration to complete a review of the Electoral Area “D-2” Zoning Bylaw No. 2455, 2008, to ensure conformance to the Okanagan Falls Town Centre Plan as a strategic project for 2018.

The implementation of the Okanagan Falls Town Centre Plan is being conducted in four (4) phases. Phase 1 was completed on August 2, 2018, when the Board adopted OCP Amendment Bylaw No. 2603.11, 2018.

This amended the Electoral Area “D” Official Community Plan (OCP) Bylaw No. 2603, 2013, in order to introduce a new Town Centre (TC) land use and development permit area designations as well as introduce new policies related to a “place magnet” and street, trail and park upgrades.

Phase 2 commenced on September 7, 2018, when the Regional District sent letters to all registered property owners of land proposed to be included in the new OFTC Zone (approximately 135 owners) advising of the proposed changes.

At its meeting of September 11, 2018, Amendment Bylaw No. 2455.39, 2018, was considered by the Electoral Area "D" Advisory Planning Commission (APC), who resolved to recommend to the RDOS Board that it be supported.

On September 25, 2018, a public information meeting was held for property owners of land proposed to be included in the new OFTC Zone was attended by approximately seven (7) persons.

At its meeting of October 18, 2018, the Regional District Board resolved to approve first and second reading of the amendment bylaws and directed that a public hearing occur at the Board meeting of December 6, 2018.

On November 20, 2018, a public information meeting was held for residents and was attended by approximately 15 persons.

All comments received through the public process are compiled and included as a separate item on the Board Agenda

Approval from the Ministry of Transportation and Infrastructure (MoTI) is required prior to adoption of Amendment Bylaw No. 2455.39, 2018, as the proposed amendments affect land within 800 metres of a controlled access highway (i.e. Highway 97).

Phases 3 & 4 of the Okanagan Falls Town Centre Plan implementation are tentatively scheduled for completion in 2019, and relate to the properties south of Highway 97, and which are outside of the Study Area but which are currently zoned C4.

Analysis:

The proposed OFTC Zone will, amongst other things:

- expand the range of permitted uses in the proposed OFTC Zone over what is currently permitted in the C4, CT1, RS1, and RM1 zones that apply to the Study Area;
- eliminate the requirement for the provision of ground floor retail/commercial uses currently mandated by the C4 and CT1 zones (meaning residential uses would be permitted on the ground floor);
- establish a minimum residential density of 40 units/ha;
- establish a maximum residential density of 100 units/ha;
- apply a minimum parcel size for subdivision of 1,000 m² versus 500 m² (C4), 667 m² (RS1), 1,000 m² (RM1) and 1,010 m² (CT1) that currently apply to the Study Area;
- not specify minimum setbacks from parcel lines and rely on the Okanagan Falls Town Centre Development Permit Area Guidelines to govern the siting of buildings on a parcel; and
- apply a maximum building height of 15.0 metres versus 10.0 metres (RS1 & CT1) and 12.0 metres (C4 & RM1) that currently apply to the Study Area.

For reference purposes, a comparison of the proposed OFTC Zone versus the zones that currently apply to lands within the Study Area is included at Attachment No. 1, while the area to be zoned OFTC is shown at Attachment No. 2.

Administration considers the proposed OFTC Zone to provide the necessary incentives and flexibility to allow and encourage the development of the Study Area in a way that is consistent with the recommendations of the Okanagan Falls Town Centre Plan.

Density:

Specifically, the removal of the requirement for ground floor commercial uses addresses a common criticism of the current C4 Zone, while the proposed maximum density of 100 units/ha should make the multi-storey form of development envisioned by the Plan more economically viable for developers.

A maximum density of 100 units/ha will also set the Town Centre area apart from surrounding areas designated Medium Density Residential (MR), and which are limited to a maximum density of 60 units/ha.

In support of these proposed densities, it is also being proposed to establish a minimum density of 40 units/ha. When applied to a parcel 500 m² in area, this minimum density requirement would ensure the development of no less than 3 units — which accords with the “multi-dwelling unit” use permitted in the zone.

Built Form:

Additional flexibility is also being proposed through the use of the Okanagan Falls Development Permit Area guidelines to govern the establishment of parcel line setbacks as opposed to having these comprised within the zoning bylaw.

The guidelines require that buildings be orientated in a north-south axis and be stepped down toward the Skaha lakefront in order to allow for sunlight penetration and view corridors toward the lake.

In support of this, the guidelines also speak to having the height of buildings descend towards Skaha Lake. While the zoning bylaw is proposing a uniform height of 15.0 metres, the guidelines will be used to ensure this stepping occurs. Administration is, however, proposing the inclusion of a supportive policy within the OCP Bylaw that speaks to supporting a greater height between 9th and 8th Avenues where a community benefit is being proposed (i.e. affordable housing, upgrading of community infrastructure, etc.).

Implications & Exceptions:

Implementing this OFTC Zone will result in a number of uses becoming non-conforming, such as existing campgrounds and single detached dwellings (of which there are currently 13 in the Study Area).

There are a few properties within the Town Centre designated area that are proposed to not be rezoned to the new OFTC zone. Administration is proposing to not apply the OFTC Zone to part of the properties at 5350 Highway 97 (IGA shopping centre), which will retain the General Commercial (C1) Zone, 5228 9th Avenue (fuel service station), which will retain the Service Commercial (CS1) Zone and 5356 8th Avenue (Sun & Sands RV resort), which will retain a Campground Commercial (CT2) Zone.

Proposed Amendment at 3rd reading:

In response to comments received from MoTI, Administration is proposing that Amendment Bylaw No. 2455.39 be read a third time, as amended, in order to change the setbacks in the OFTC Zone.

Specifically, the amendment being proposed is to change the current "Note" regarding the Ministry's requirement that all buildings and structures be setback a minimum of 4.5 metres from a public road to a new sub-section 13.1.7(c).

Alternative:

THAT first and second reading of the Electoral Area "D" Official Community Plan (OCP) Amendment Bylaw No. 2603.16, and the Electoral Area "D" Zoning Amendment Bylaw No. 2455.39, 2018, be rescinded and the bylaws abandoned.

Respectfully submitted:



C. Garrish, Planning Supervisor

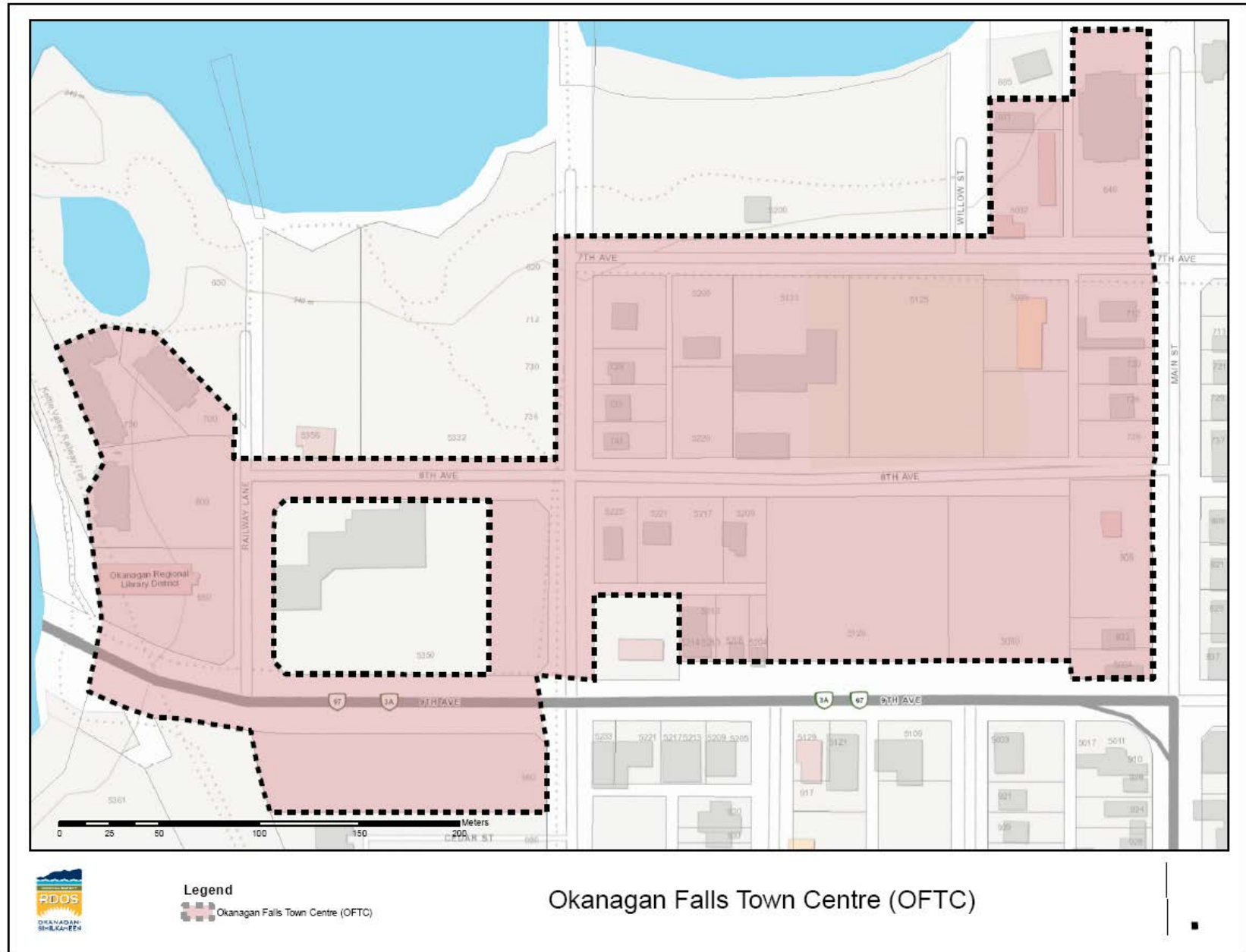
Endorsed by



B. Dollevoet, Development Services Manager

Attachments: No. 1 – Map of proposed OFTC zoned area
 No. 2 – Commercial Zone Transition to OFTC Zone
 No. 3 – Residential Zone Transition to OFTC Zone

Attachment No. 1 – Okanagan Falls Town Centre (OFTC) Zone



Attachment No. 2 – Commercial Zone Transition to OFTC Zone

Current Okanagan Falls Town Centre (C4)	Current Tourist Commercial (CT1)	Current Campground Commercial (CT2)	Proposed OK Falls Town Centre (OFTC)
Principal Uses: art gallery library, museum; n/a n/a n/a n/a eating and drinking establishment; n/a amusement establishment, indoor; hotels / motels; multi-dwelling units; offices; outdoor market; personal services establishment; retail stores, general;	Principal Uses: n/a n/a n/a n/a n/a eating and drinking establishment; n/a indoor / outdoor recreation; tourist accommodation; n/a [see accessory uses] n/a [see accessory uses] [see accessory uses]	Principal Uses: n/a n/a campground; n/a n/a [see accessory uses] n/a [see accessory uses] n/a n/a n/a n/a [see accessory uses]	Principal Uses: art gallery library, museum; brewery, cidery, distillery or winery; n/a church; community hall; eating and drinking establishment; educational facility; indoor recreational facilities; tourist accommodation; multi-dwelling units; offices; outdoor market; personal services establishment; retail stores, general;
Accessory Uses: accessory dwelling; bed and breakfast; home occupation; [see principal uses] [see principal uses] [see principal uses] accessory buildings/structures.	Accessory Uses: accessory dwelling; n/a n/a office; personal service establishment; retail stores, general; accessory buildings/structures.	Accessory Uses: accessory dwelling; n/a n/a n/a n/a n/a accessory buildings/structures.	Secondary Uses: n/a bed and breakfast operation; home occupation; [see principal uses] [see principal uses] [see principal uses] accessory building/structures.
Minimum Parcel Size: 500 m ²	Minimum Parcel Size: 1,000 m ²	Minimum Parcel Size: 2.0 ha	Minimum Parcel Size: 1,000 m ²
Minimum Parcel Width: Not less than 25% of parcel depth.	Minimum Parcel Width: Not less than 25% of parcel depth.	Minimum Parcel Width: Not less than 25% of parcel depth.	Minimum Parcel Width: Not less than 25% of parcel depth.
Maximum Number of Dwellings/Parcel: n/a	Maximum Number of Dwellings/Parcel: one (1) accessory dwelling	Maximum Number of Dwellings/Parcel: one (1) accessory dwelling	Maximum Number of Dwellings/Parcel: n/a
Maximum Density: n/a	Maximum Density: n/a	Maximum Density: n/a	Maximum Density: 100 units per hectare
Minimum Density: n/a	Minimum Density: n/a	Minimum Density: n/a	Minimum Density: 40 units per hectare

Current Okanagan Falls Town Centre (C4)	Current Tourist Commercial (CT1)	Current Campground Commercial (CT2)	Proposed OK Falls Town Centre (OFTC)
Minimum Setbacks: <u>Buildings and structures:</u> Front: 3.0 metres (with lane access) (without lane access) 4.5 metres Rear: 4.5 metres (adjacent a Res. zone) (adjacent all other zones) 0.0 metres Interior side: 0.0 metres Exterior side: 3.0 metres <u>Accessory buildings:</u> Front: 3.0 metres Rear: 6.0 metres (adjacent a Res. zone) (adjacent other zones) 0.0 metres Interior side: 1.5 metres Exterior side: 3.0 metres	Minimum Setbacks: <u>Buildings and structures:</u> Front: 7.5 metres Rear: 7.5 metres Interior side: 4.5 metres Exterior side: 4.5 metres	Minimum Setbacks: <u>Buildings and structures:</u> Front: 7.5 metres Rear: 7.5 metres Interior side: 4.5 metres Exterior side: 4.5 metres	Minimum Setbacks: <u>Buildings and structures:</u> Front: 0.0 metres Rear: 0.0 metres Interior side: 0.0 metres Exterior side: 0.0 metres adjacent Highway 97: 4.5 metres <u>Accessory buildings:</u> Front: 6.0 metres Rear: 1.0 metres Interior side: 1.5 metres Exterior side: 3.0 metres adjacent Highway 97: 4.5 metres
Maximum Height: 12.0 metres (principal) 4.5 metres (accessory)	Maximum Height: 12.0 metres (principal)	Maximum Height: 10.0 metres (principal) 5.0 metres (tourist cabin)	Maximum Height: 15.0 metres (principal) 4.5 metres (accessory)
Maximum Parcel Coverage: 80%	Maximum Parcel Coverage: 35%	Maximum Parcel Coverage: 20%	Maximum Parcel Coverage: 80%
Dwelling Unit Regulations multi-dwelling units shall be located above the first floor or at the rear of a building containing a principal commercial use.	Dwelling Unit Regulations n/a	Dwelling Unit Regulations n/a	Other Regulations a minimum area of 10.0 m ² of amenity space shall be provided per dwelling unit. where commercial and residential uses occur in the same building or structure, residential uses shall have a separate entrance from the exterior of the building and shall not share a common hallway with commercial uses.

Attachment No. 3 – Residential Zone Transition to OFTC Zone

CURRENT Residential Single Family One (RS1)	CURRENT Residential Multiple Family (RM1)	PROPOSED OK Falls Town Centre (OFTC)
Principal Uses: n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a n/a single detached dwelling; n/a	Principal Uses: n/a boarding homes; n/a church; n/a congregate care house; duplex dwellings; n/a n/a group homes; n/a multi-family dwelling units; n/a n/a n/a n/a single detached dwelling; n/a	Principal Uses: art gallery library, museum; n/a brewery, cidery, distillery or winery; church; community hall; n/a n/a eating and drinking establishment; educational facility; n/a indoor recreational facilities; multi-dwelling units; offices; outdoor market; personal services establishment; retail stores, general; n/a tourist accommodation;
Accessory Uses: n/a bed and breakfast; home occupation; secondary suite; n/a accessory buildings/structures.	Accessory Uses: accessory dwelling; bed and breakfast; home occupation; n/a retail sales, general accessory buildings/structures.	Accessory Uses: n/a bed and breakfast operation; home occupation; n/a [see principal uses] accessory building/structures.
Minimum Parcel Size: 667 m ²	Minimum Parcel Size: 1,000 m ² 466 m ² (single detached dwellings) 550 m ² (duplexes)	Minimum Parcel Size: 1,000 m ²
Minimum Parcel Width: Not less than 25% of parcel depth.	Minimum Parcel Width: Not less than 25% of parcel depth; 15.0 metres (single detached dwellings) 18.0 metres (duplexes)	Minimum Parcel Width: Not less than 25% of parcel depth.
Maximum Number of Dwellings/Parcel: one (1) principal dwelling one (1) secondary suite	Maximum Number of Dwellings/Parcel: n/a	Maximum Number of Dwellings/Parcel: n/a

CURRENT Residential Single Family One (RS1)	CURRENT Residential Multiple Family (RM1)	PROPOSED OK Falls Town Centre (OFTC)
Maximum Density: n/a	Maximum Density: 60 units per hectare 21 units per hectare (single detached) 36 units per hectare (duplexes)	Maximum Density: 100 units per hectare
Minimum Density: n/a	Minimum Density: n/a	Minimum Density: 40 units per hectare
Maximum Floor Area Ratio: n/a	Maximum Floor Area Ratio: 0.45	Maximum Floor Area Ratio: n/a
Minimum Setbacks: <u>Buildings and structures:</u> Front: 7.5 metres Rear: 7.5 metres Interior side: 1.5 metres Exterior side: 4.5 metres <u>Accessory buildings:</u> Front: 7.5 metres Rear: 1.0 metres Interior side: 1.5 metres Exterior side: 4.5 metres	Minimum Setbacks: <u>Buildings and structures:</u> Front: 7.5 metres Rear: 7.5 metres Interior side: 6.0 metres Interior side (single detached): 1.5 metres Exterior side: 4.5 metres <u>Accessory buildings:</u> Front: 7.5 metres Rear: 1.5 metres Interior side: 1.5 metres Exterior side: 4.5 metres	Minimum Setbacks: <u>Buildings and structures:</u> Front: 0.0 metres Rear: 0.0 metres Interior side: 0.0 metres Exterior side: 0.0 metres adjacent Highway 97: 4.5 metres <u>Accessory buildings:</u> Front: 6.0 metres Rear: 1.0 metres Interior side: 1.5 metres Exterior side: 3.0 metres adjacent Highway 97: 4.5 metres
Maximum Height: 10.0 metres (principal) 5.5 metres (accessory)	Maximum Height: 12.0 metres (principal) 5.5 metres (accessory)	Maximum Height: 15.0 metres (principal) 4.5 metres (accessory)
Maximum Parcel Coverage: 35%	Maximum Parcel Coverage: 35%	Maximum Parcel Coverage: 80%
Dwelling Unit Regulations Minimum Principal Dwelling Unit Width: 5.0 metres, as originally designed and constructed.	Dwelling Unit Regulations Minimum Principal Dwelling Unit Width: 5.0 metres, as originally designed and constructed. [various amenity and open space requirements]	Other Regulations a minimum area of 10.0 m ² of amenity space shall be provided per dwelling unit. where commercial and residential uses occur in the same building or structure, residential uses shall have a separate entrance from the exterior of the building and shall not share a common hallway with commercial uses.

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2455.39, 2018

A Bylaw to amend the Electoral Area "D-2" Zoning Bylaw No. 2455, 2008

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

1. This Bylaw may be cited for all purposes as the "Electoral Area "D-2" Okanagan Falls Town Centre Update Zoning Amendment Bylaw No. 2455.39, 2018."
2. The Electoral Area "D" Zoning Bylaw No. 2455, 2008, is amended by:
 - i) adding a reference to "Town Centre Zones" at Section 5.1 (Zoning Districts) under Section 5.0 (Creation of Zones) to read as follows:

Town Centre Zones

Okanagan Falls Town Centre Zone OFTC

- ii) by replacing the reference to "Okanagan Falls Town Centre Zone C4" under Section 5.1 (Zoning Districts) with the following:

Okanagan Falls Town Centre Transition Zone C4

- iii) adding a new Section 13.0 (Commercial Zones) to read as follows and renumbering all subsequent sections:

13.1 OKANAGAN FALLS TOWN CENTRE ZONE (OFTC)

13.1.1 Permitted Uses:

Principal Uses:

- a) art gallery, library, museum;
- b) brewery, cidery, distillery or winery;
- c) church;
- d) community hall;
- e) eating and drinking establishment;

- f) educational facility;
- g) indoor recreational facilities;
- h) multi-dwelling units, Subject to Section 13.1.8;
- i) offices;
- j) outdoor market;
- k) personal service establishment;
- l) retail stores, general;
- m) tourist accommodation;

Secondary Uses:

- n) bed and breakfast operation, subject to Section 7.19;
- o) home occupations, subject to Section 7.17; and
- p) accessory buildings and structures, subject to Section 7.13.

13.1.2 Site Specific Okanagan Falls Town Centre (OFTCs) Provisions:

- a) see Section 15.18.

13.1.3 Minimum Parcel Size for Subdivision:

- a) 1,000 m², subject to servicing requirements.

13.1.4 Minimum Parcel Width for Subdivision:

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

13.1.5 Maximum Density:

- a) 100 dwelling units per hectare

13.1.6 Minimum Density:

- a) 40 dwelling units per hectare

13.1.7 Minimum Setbacks:

- a) Buildings and structures:
 - i) Front parcel line: 0.0 metres
 - ii) Rear parcel line: 0.0 metres
 - iii) Interior side parcel line: 0.0 metres
 - iv) Exterior side parcel line: 0.0 metres
 - v) for a parcel line adjacent Highway 97 4.5 metres

- b) Accessory buildings and structures:
 - i) Front parcel line: 6.0 metres
 - ii) Rear parcel line: 1.0 metres
 - iii) Interior side parcel line: 1.5 metres
 - iv) Exterior side parcel line: 3.0 metres
 - v) for a parcel line adjacent Highway 97 4.5 metres
- c) Any building or structure to be sited within 4.5 metres of a parcel line adjacent a road right-of-way requires the approval of the Ministry of Transportation and Infrastructure (MoTI). Obtaining approval from MoTI to place a building or structure within 4.5 metres of a road right-of-way is the responsibility of a property owner.

13.1.8 Maximum Height:

- a) No building or structure shall exceed a height of 15.0 metres;
- b) No accessory building or structure shall exceed a height of 4.5 metres.

13.1.9 Maximum Parcel Coverage:

- a) 80%

13.1.10 Other Regulations:

- a) a minimum area of 10.0 m² of amenity space shall be provided per dwelling unit.
- b) where commercial and residential uses occur in the same building or structure, residential uses shall have a separate entrance from the exterior of the building and shall not share a common hallway with commercial uses.

- iv) renaming Section 13.2 (Okanagan Falls Centre Zone (C4)) as follows:

13.2 Okanagan Falls Town Centre Transition Zone (C4)

- v) replacing Section 13.2.2 (Site Specific Okanagan Falls Centre Zone (C4s) Provisions) under Section 13.2 (Okanagan Falls Centre Zone) in its entirety with the following:

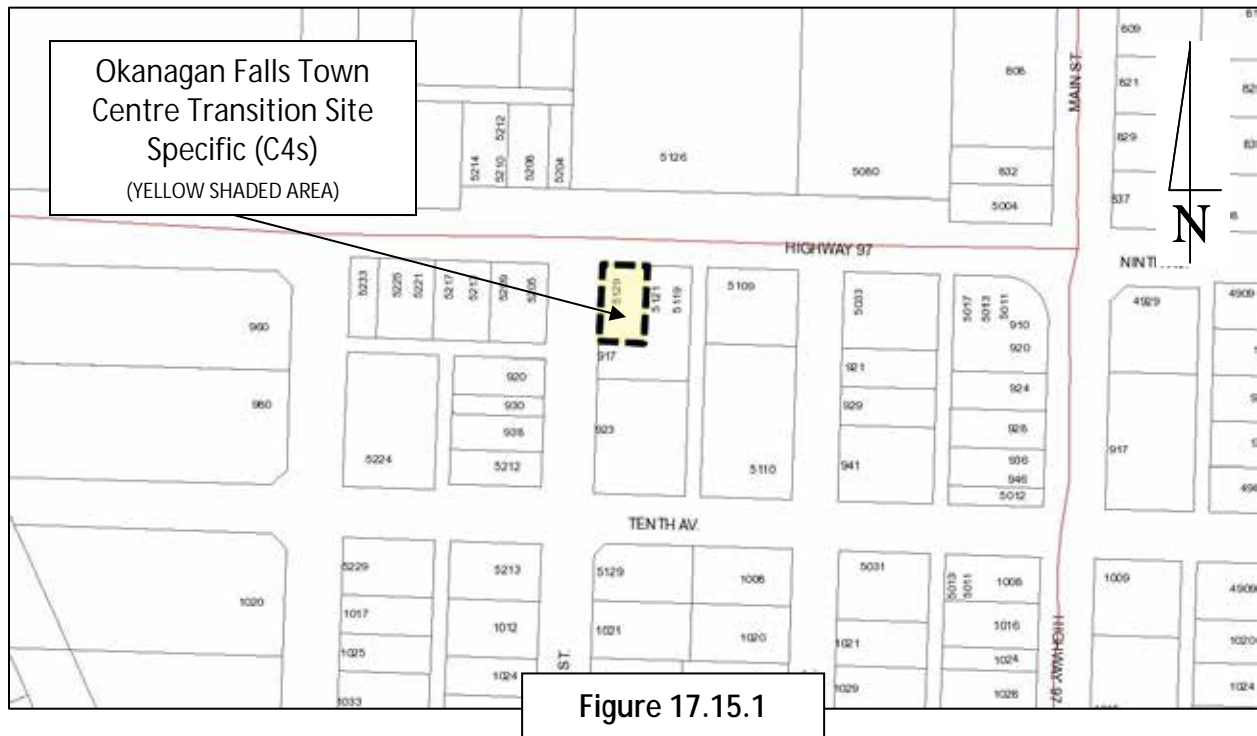
13.2.2 Site Specific Okanagan Falls Town Centre Transition Zone (C4s)

- a) see Section 17.15

- vi) replacing Section 17.15 (Site Specific Highway Commercial Zone (C4s) Provisions) under Section 17.0 (Site Specific Designations) in its entirety with the following:

17.15 Site Specific Okanagan Falls Town Centre Transition (C4s) Provisions:

- .1 In the case of land described as Lot 1, Plan KAP3828, District Lot 374, SDYD (5129 9th Avenue), and shown shaded yellow on Figure 17.15.1:
- i) the following principal use shall be permitted on the land in addition to the permitted uses listed in Section 14.2.1:
 - a) vehicle sales and rentals;
 - b) service industry establishment.



- vii) replacing Section 17.20.1 (Site Specific Tourist Commercial One Zone (CT1s) Provisions) under Section 17.0 (Site Specific Designations) in its entirety with the following:
 - .1 *deleted.*
 - viii) replacing Section 17.20.2 (Site Specific Tourist Commercial One Zone (CT1s) Provisions) under Section 17.0 (Site Specific Designations) in its entirety with the following:
 - .2 *deleted.*
3. The Zoning Map, being Schedule '2' of the Electoral Area "D" Zoning Bylaw No. 2455, 2008, is amended by:
- i) changing the land use designation of the area shown shaded yellow on Schedule 'A', which forms part of this Bylaw, from Okanagan Falls Town Centre (C4) to Okanagan Falls Town Centre (OFTC).

- ii) changing the land use designation of the area shown shaded yellow on Schedule 'B', which forms part of this Bylaw, from Residential Multiple Family (RM1) to Okanagan Falls Town Centre (OFTC).
- iii) changing the land use designation of the area shown shaded yellow on Schedule 'C', which forms part of this Bylaw, from Tourist Commercial Four (Campground) (CT4) to Okanagan Falls Town Centre (OFTC).
- iv) changing the land use designation of the area shown shaded yellow on Schedule 'D', which forms part of this Bylaw, from Residential Single Family One (RS1) to Okanagan Falls Town Centre (OFTC).
- v) changing the land use designation of the area shown shaded yellow on Schedule 'E', which forms part of this Bylaw, from Tourist Commercial One (CT1) to Okanagan Falls Town Centre (OFTC).
- vi) changing the land use designation of the area shown shaded yellow on Schedule 'F', which forms part of this Bylaw, from Tourist Commercial One Site Specific (CT1s) to Okanagan Falls Town Centre (OFTC).
- vii) changing the land use designation of the area shown shaded yellow on Schedule 'G', which forms part of this Bylaw, from Tourist Commercial One (CT1) to Parks and Recreation (PR).
- viii) changing the land use designation of the area shown shaded yellow on Schedule 'H', which forms part of this Bylaw, from Okanagan Falls Town Centre (C4) to General Commercial (C1).
- ix) changing the land use designation of all parcels zoned Okanagan Falls Town Centre (C4) to Okanagan Falls Town Centre Transition (C4).
- x) changing the land use designation of all parcels zoned Okanagan Falls Town Centre Site Specific (C4s) to Okanagan Falls Town Centre Transition Site Specific (C4s).

READ A FIRST AND SECOND TIME this 18th day of October, 2018.

PUBLIC HEARING HELD this 6th day of December, 2018.

READ A THIRD TIME AS AMENDED this ____ day of _____, 2018.

I hereby certify the foregoing to be a true and correct copy of the "Electoral Area "D-2" Okanagan Falls Town Centre Update Zoning Amendment Bylaw No. 2455.39, 2018" as read a Third time by the Regional Board on this ____ day of ____, 2018.

Dated at Penticton, BC this __ day of ____, 2018.

Chief Administrative Officer

Approved pursuant to Section 52(3) of the *Transportation Act* this ____ day of _____, 2018.

ADOPTED this ____ day of _____, 2018.

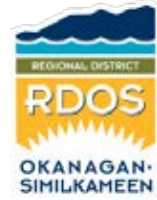
Board Chair

Chief Administrative Officer

Regional District of Okanagan-Similkameen

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

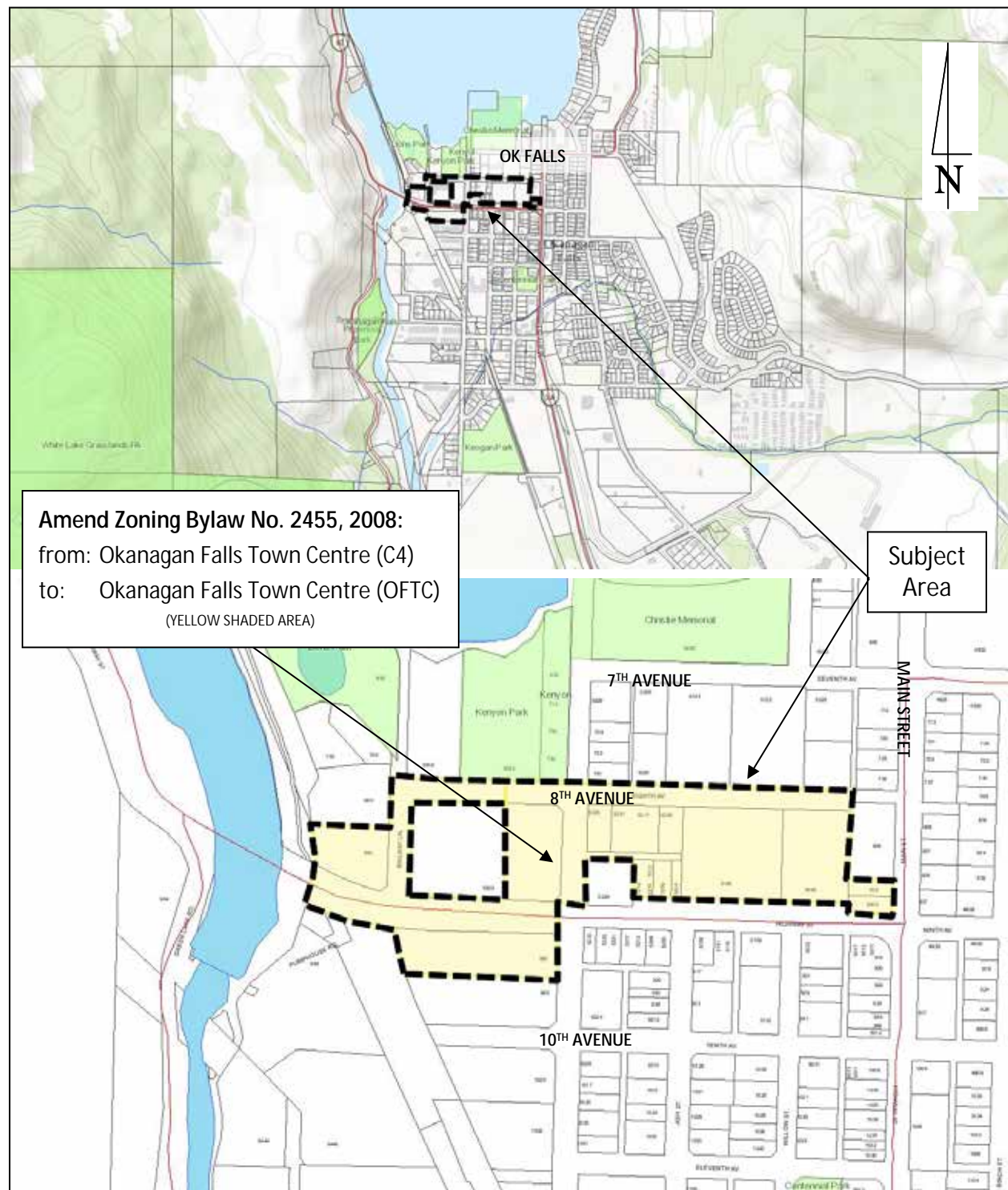
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2455.39, 2018

Project No: D2018.100-ZONE

Schedule 'A'



Amendment Bylaw No. 2455.39, 2018

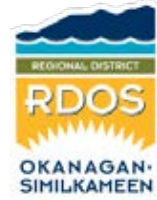
(D2018.100-ZONE)

Page 7 of 14

Regional District of Okanagan-Similkameen

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

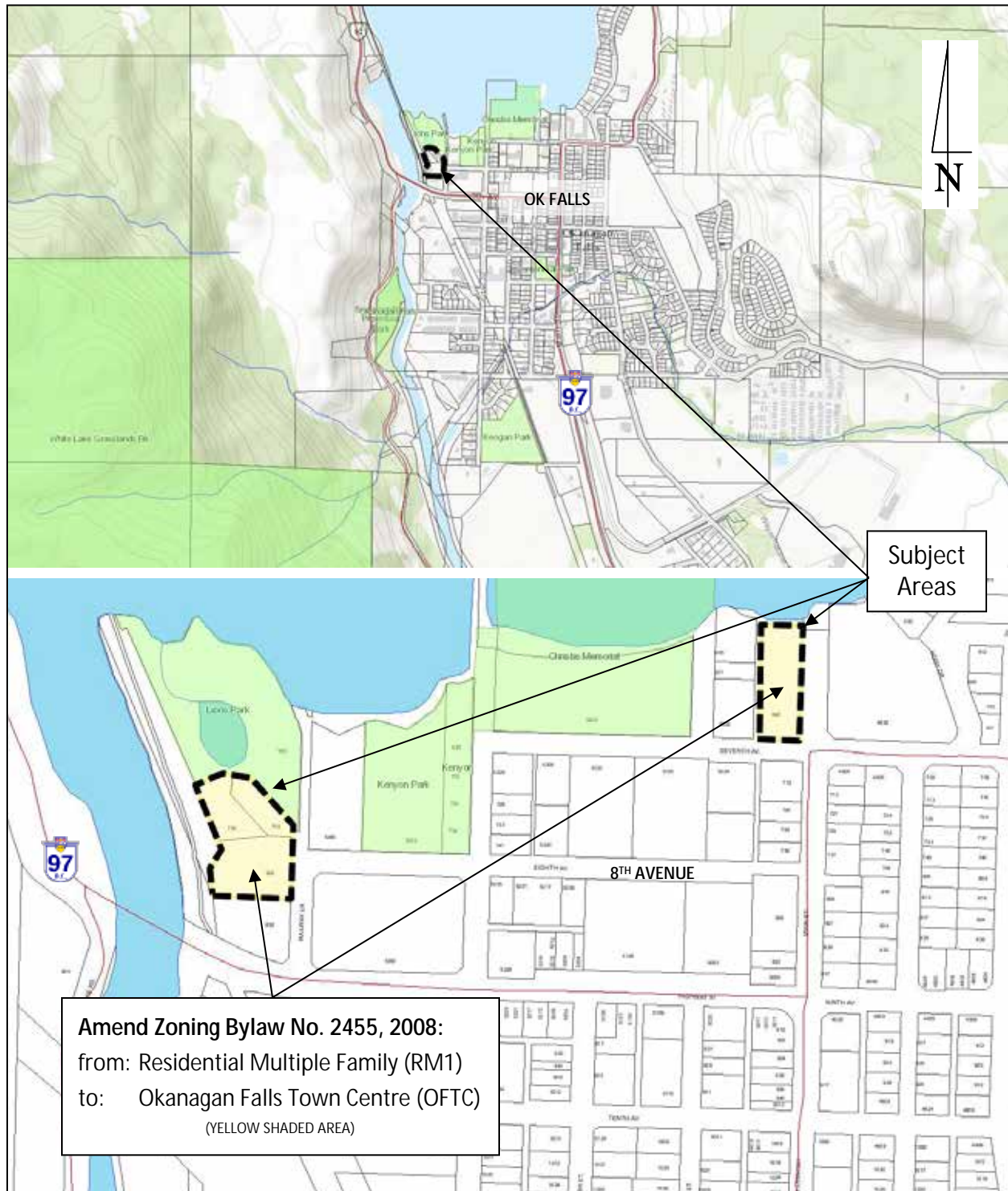
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2455.39, 2018

Project No: D2018.100-ZONE

Schedule 'B'

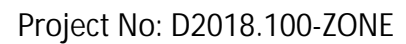


Amendment Bylaw No. 2455.39, 2018

(D2018.100-ZONE)

Page 8 of 14

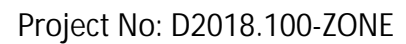
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amend Zoning Bylaw No. 2455, 2008:
 from: Tourist Commercial Four (Campground) (CT4)
 to: Okanagan Falls Town Centre (OFTC)
 (YELLOW SHADED AREA)

Subject Property

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

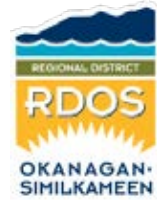


Amendment Bylaw No. 2455.39, 2018
(D2018.100-ZONE)
Page 10 of 14

Regional District of Okanagan-Similkameen

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

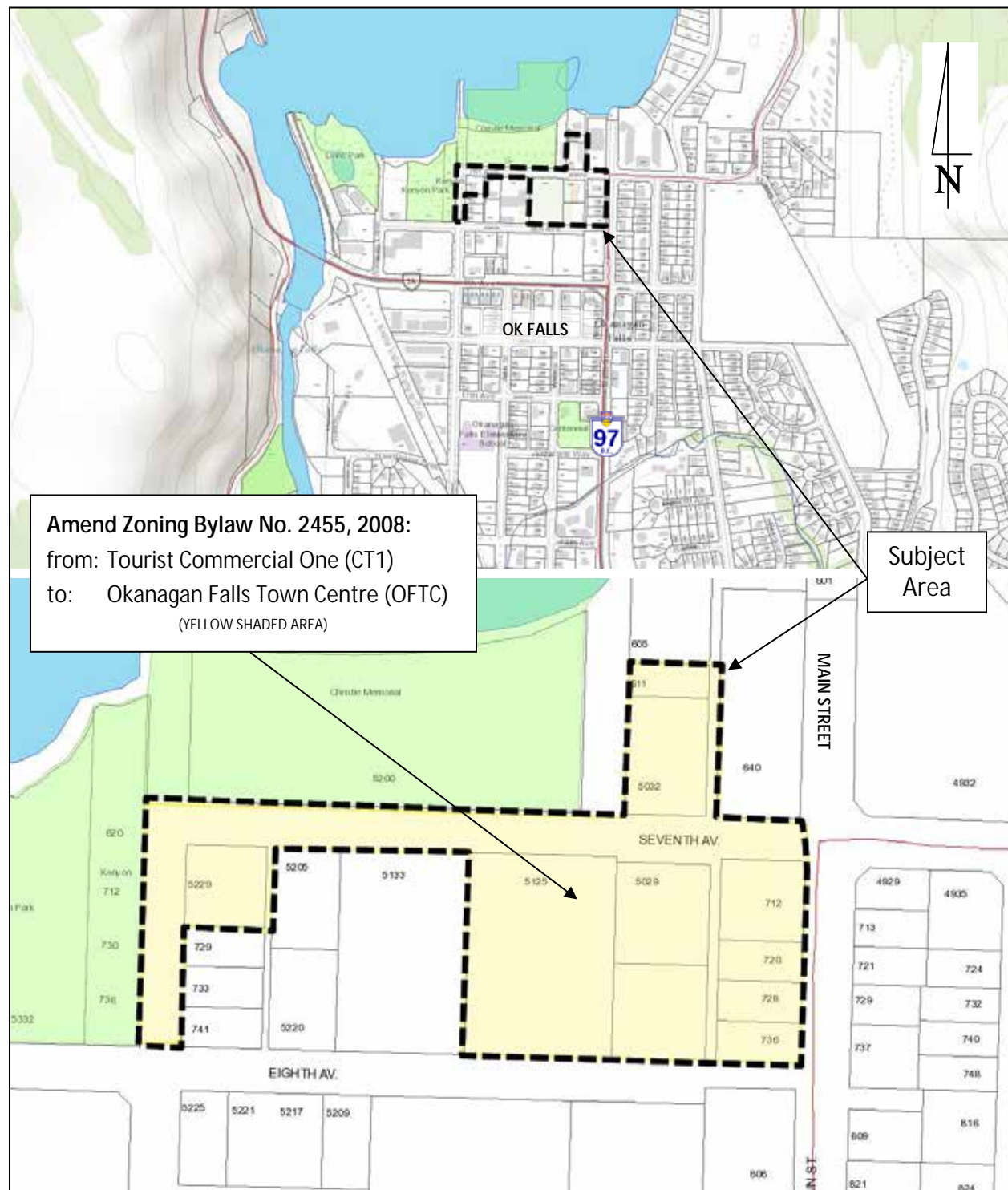
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2455.39, 2018

Project No: D2018.100-ZONE

Schedule 'E'



Amendment Bylaw No. 2455.39, 2018

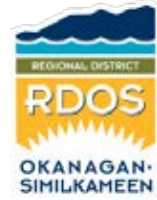
(D2018.100-ZONE)

Page 11 of 14

Regional District of Okanagan-Similkameen

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

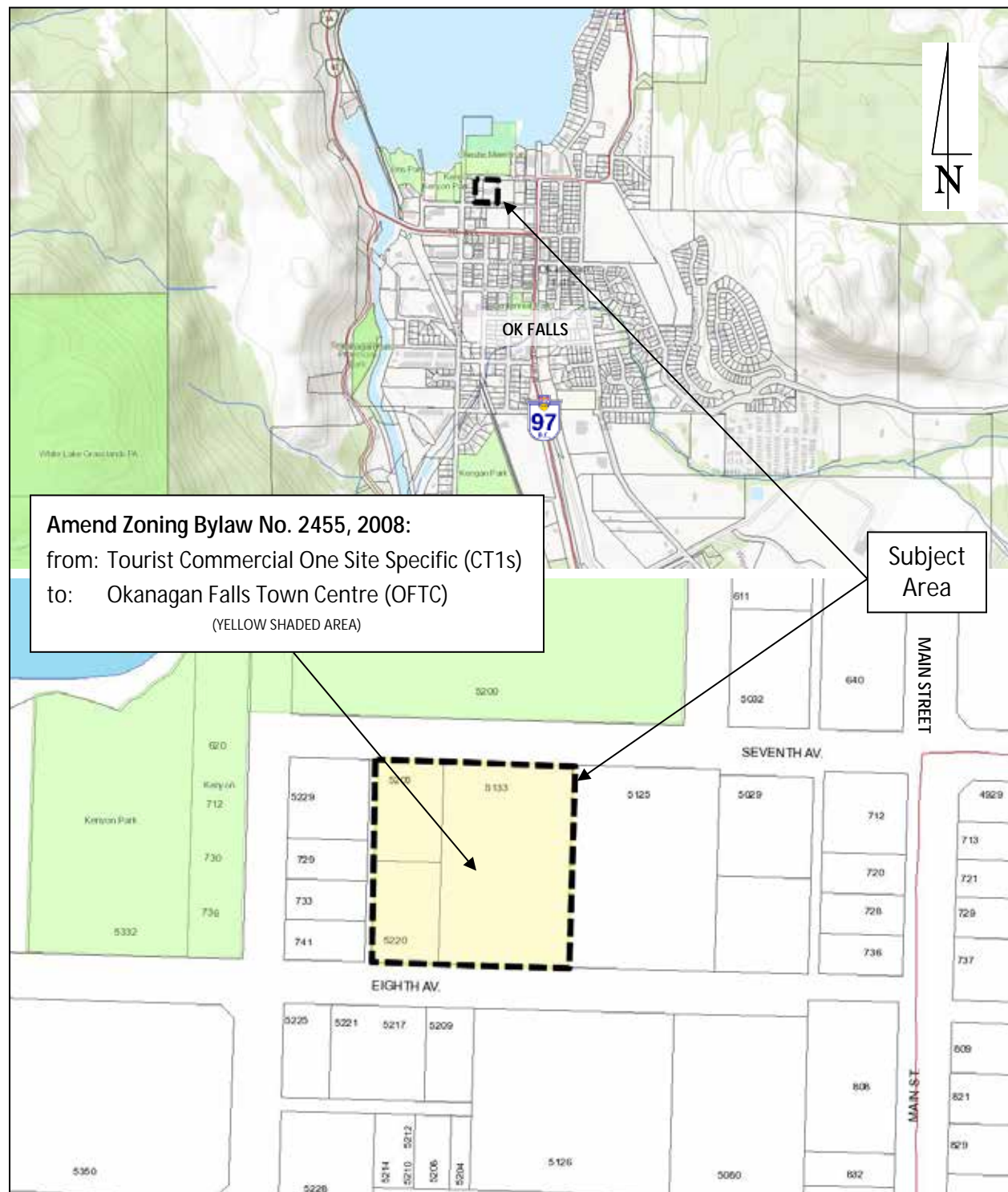
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2455.39, 2018

Project No: D2018.100-ZONE

Schedule 'F'



Amendment Bylaw No. 2455.39, 2018

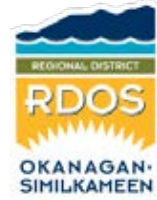
(D2018.100-ZONE)

Page 12 of 14

Regional District of Okanagan-Similkameen

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

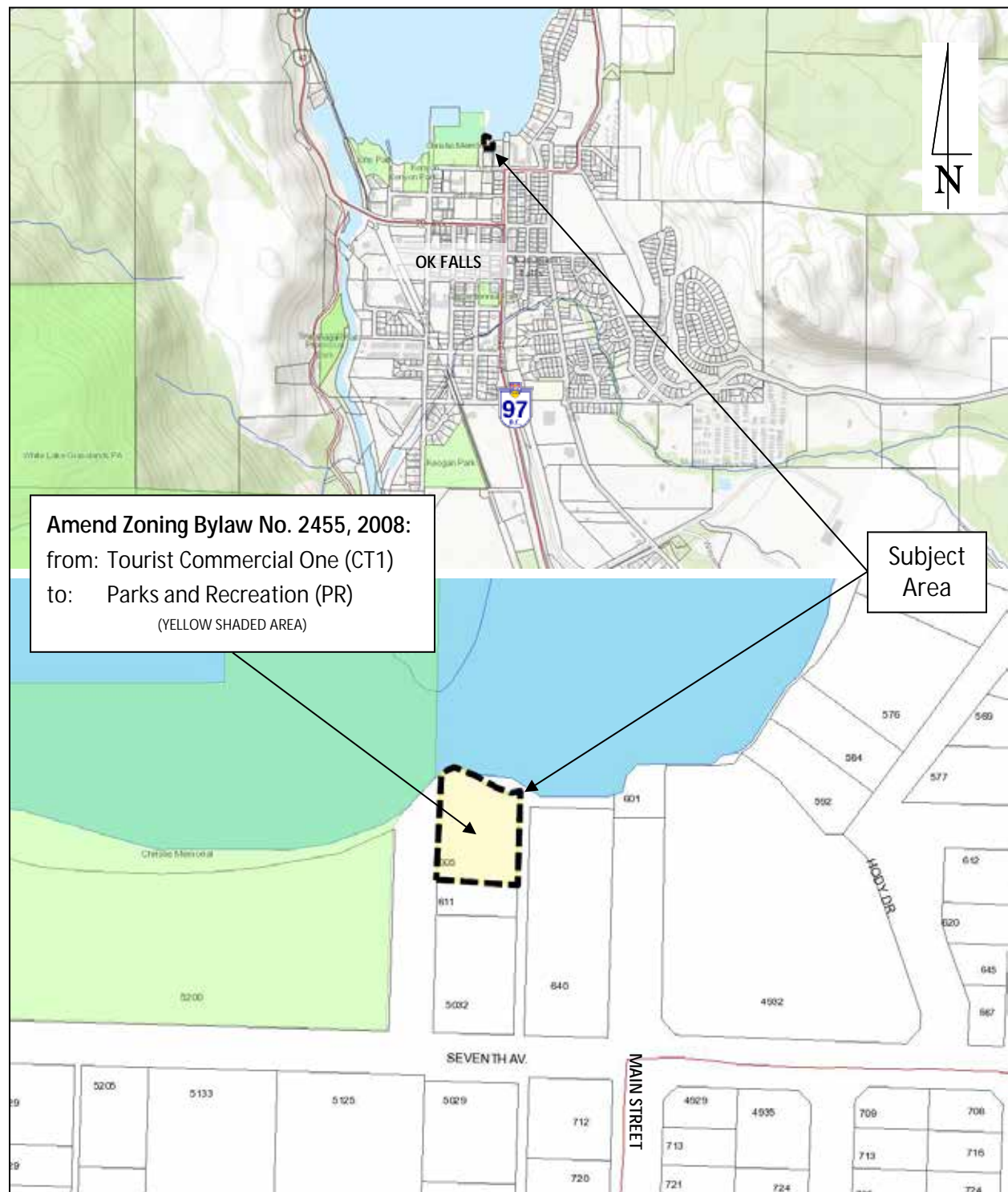
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2455.39, 2018

Project No: D2018.100-ZONE

Schedule 'G'



Amendment Bylaw No. 2455.39, 2018

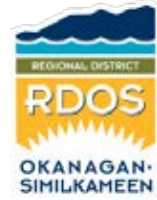
(D2018.100-ZONE)

Page 13 of 14

Regional District of Okanagan-Similkameen

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

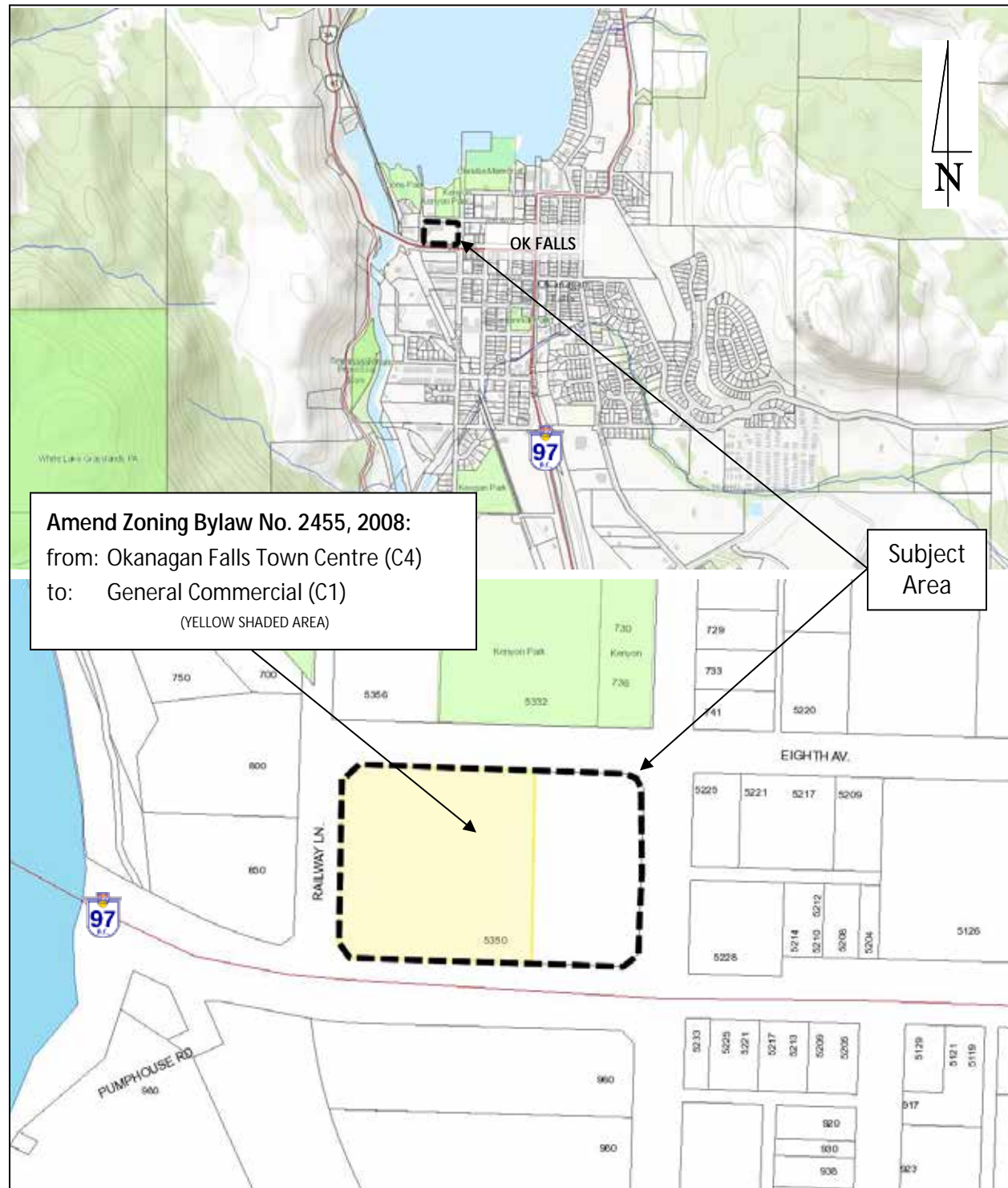
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2455.39, 2018

Project No: D2018.100-ZONE

Schedule 'H'



Amendment Bylaw No. 2455.39, 2018

(D2018.100-ZONE)

Page 14 of 14

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2603.16, 2018

A Bylaw to amend the Electoral Area “D” Official Community Plan Bylaw No. 2603, 2013

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

1. This Bylaw may be cited for all purposes as the “Electoral Area “D2” Okanagan Falls Town Centre Update Official Community Plan Amendment Bylaw No. 2603.16, 2018.”
2. The Electoral Area “D” Official Community Plan Bylaw No. 2603, 2013, is amended by:
 - i) by replacing Section 12.3.1 under Section 12.0 (Town Centre) in its entirety with the following:
 - .1 Supports the use of lands designated Town Centre (TC) identified in Schedule ‘B’ (Official Community Plan Map) for pedestrian oriented, mixed-use retail, office, food and beverage, tourist commercial, and medium & high density residential (i.e. triplex, fourplex and apartment building) uses.
 - ii) by replacing Section 12.3.6 under Section 12.0 (Town Centre) in its entirety with the following:
 - .6 May support increased building heights (i.e. greater than 15.0 metres) between 8th Avenue and 9th Avenue where a high standard of architectural design and public amenity (i.e. affordable housing, public infrastructure upgrades, etc.) can be demonstrated.
 - iii) by replacing the first sentence of Section 17.2.4 under Section 17.0 (Natural Environment & Conservation) in its entirety with the following:
 - .14 Requires that a public access corridor of not less than 7.0 metres in width (measured from the high-water mark of Skaha Lake), be provided along the waterfront of new developments on lands designated Town Centre (TC) in Okanagan Falls.

READ A FIRST AND SECOND TIME this 18th day of October, 2018.

PUBLIC HEARING HELD this 6th day of December, 2018.

READ A THIRD TIME this ____ day of _____, 2018.

ADOPTED this ____ day of _____, 2018.

Board Chair

Chief Administrative Officer



**DEVELOPMENT APPROVALS
PRELIMINARY BYLAW
COMMUNICATION**

Your File #: D2018.100-
ZONE BL
2455.39 (OK
Falls Town
Centre)
eDAS File #: 2018-05022
Date: November 19, 20

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

Attention: Lauri Feindell, Planning Secretary

Re: Proposed Text Amendment Bylaw 2455.39, 2018 for:
Okanagan Falls Town Centre

Preliminary Approval is granted for the above noted Text Amendment Bylaw (*Version 2018-11-16*) for one year pursuant to section 52(3)(a) of the *Transportation Act*.

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

Yours truly,

Rob Bitte
District Development Technician

Local District Address

Penticton Area Office
102 Industrial Place
Penticton, BC V2A 7C8
Canada

Phone: (250) 712-3660 Fax: (250) 490-2231

RESPONSE SUMMARY

AMENDMENT BYLAW NOS. 2603.16 & 2455.39

☐ Approval Recommended for Reasons
Outlined Below

☒ Interests Unaffected by Bylaw

☐ Approval Recommended Subject to
Conditions Below

☐ Approval Not Recommended Due
to Reasons Outlined Below

Signature: 

Signed By: Janelle Rimell

Agency: Interior Health Authority

Title: Environmental Health Officer

Date: November 13, 2018



RESPONSE SUMMARY *Additional Information*

AMENDMENT BYLAW NOS. 2603.16 & 2455.39

☐ Approval Recommended for Reasons
Outlined Below

☐ Interests Unaffected by Bylaw

☒ Approval Recommended Subject to
Conditions Below

☐ Approval Not Recommended Due
to Reasons Outlined Below

There are three large archaeological sites located in the center of Okanagan Falls and on the shore of Skaha Lake. DiQv-17, DiQv-38 and DiQv-28 are protected under the *Heritage Conservation Act* and must not be altered or damaged without a permit from the Archaeology Branch. Additionally, archaeological potential modelling for the area indicates that the whole area of interest has high potential to contain unknown archaeological deposits.

Prior to any land-altering activities on or near the archaeological sites, an Eligible Consulting Archaeologist should be engaged to determine the steps in managing impacts to the sites. An Eligible Consulting Archaeologist is one who is able to hold a Provincial heritage permit that allows them to conduct archaeological studies. Ask an archaeologist if he or she can hold a permit and contact the Archaeology Branch (250-953-3334) to verify an archaeologist's eligibility. Consulting archaeologists can be contacted through the BC Association of Professional Archaeologists (www.bcapa.ca) or through local directories.

If a permit is required, proponents should be advised that the permit application and issuance process takes approximately 8-10 weeks and should plan their development schedule accordingly.

If work is planned that is outside of the red areas as shown in the screenshot below, the Archaeology Branch cannot require that proponents conduct an archaeological study or obtain a permit prior to development. In this instance it is a risk management decision for the proponent(s). However, the Archaeology Branch strongly encourages engaging an archaeologist prior to development as the sites may extend beyond the limits indicated on the attached screenshot.

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

Below is a screenshot showing downtown Okanagan Falls in relation to the archaeological sites (red areas). The brown/orange colour of the screenshot is the archaeological potential – in this case the entire area has high potential to contain unknown/unrecorded archaeological deposits.

Please let me know if you have any questions regarding this information.

Kind regards,

Diana



This shows the downtown and lakeshore of Okanagan Falls in relation to the archaeological sites.



This is the downtown and lake shore of Okanagan Falls showing the archaeological potential (brown/orange colour).



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

Archaeology Branch|Ministry of Forests, Lands, Natural Resource Operations and Rural Development
Unit 3 – 1250 Quadra Street, Victoria, BC V8W2K7| PO Box 9816 Stn Prov Govt, Victoria BC V8W9W3
Phone: 250-953-3343 | Fax: 250-953-3340 | Website: <http://www.for.gov.bc.ca/archaeology/>

RESPONSE SUMMARY

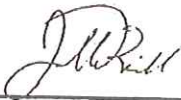
AMENDMENT BYLAW NOS. 2455.39

☐ Approval Recommended for Reasons
Outlined Below

☒ Interests Unaffected by Bylaw

☐ Approval Recommended Subject to
Conditions Below

☐ Approval Not Recommended Due
to Reasons Outlined Below

Signature: 

Signed By: Janelle Rimell

Agency: Interior Health Authority

Title: Environmental Health Officer

Date: October 2, 2018

From: Clifford, Robyn M TRAN:EX
To: Christopher Garrish
Cc: Mitch Benke; Rob Bitte
Subject: Bylaw 2455.39 - OFTC zone
Date: September 25, 2018 3:12:11 PM

Our file: 2018-05022

Your file: D2018.100- Zone

Good afternoon Chris,

As per our earlier discussions, we have the following concerns relating to the proposed OFTC zone:

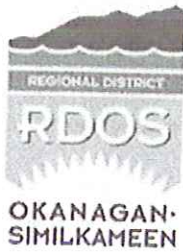
- Page 1, Sec. 2.iii – reference to new “Sec. 9.5 Off-Street Vehicle Parking Exemption”, specifically regarding the 50% reduction in on-site parking for commercial uses. As discussed, this reduction in parking is not supported by the Ministry. All public roads in the Okanagan Falls area are provincial highways under Ministry jurisdiction therefore ministry parking standards apply as a minimum.
- Page 2, Sec. 13.1.2.a) - reference to Sec. 15.18: where is this located in the bylaw?
- Page 3, Sec. 13.1.7.b) Accessory building setback: please add an additional item v) to reflect a 4.5 metre minimum setback adjacent any public road (as per the preceding paragraph).
- Page 4, reference to deletion of Sec. 17.20.1 and Sec. 17.20.2 however there doesn't appear to be any schedule for rezoning the affected properties once these sections are deleted.

Please call if you have any questions in this regard.

Yours truly,

Robyn M. Clifford
Sr. District Development Technician
Ministry of Transportation & Infrastructure, Okanagan Shuswap District
tel 250.712-3665 cell 250.878-4518 email robyn.clifford@gov.bc.ca





Feedback Form

Regional District of Okanagan Similkameen

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

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

TO: Regional District of Okanagan Similkameen

FILE NO.: D2018.100-ZONE

FROM: Name:

Philip Rathjen

(please print)

Street Address:

* also

RE:

Electoral Area "D" Zoning Amendment Bylaw No. 2455.39

OK Falls Town Centre Plan Implementation – Phase 2 (Zoning Amendments)

My comments / concerns are:

☐

I do support the proposed amendments to the Electoral Area "D" Zoning Bylaw.

☒

I do support the proposed amendments to the Electoral Area "D" Zoning Bylaw, subject to the comments listed below.

☐

I do not support the proposed amendments to the Electoral Area "D" Zoning Bylaw.

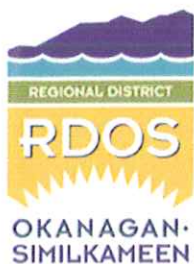
Written submissions received from this information meeting will be considered by the Regional District Board prior to 1st reading of Amendment Bylaw No. 2455.39.

- 1) The flexibility of the OFTC Zone to allow Residential use along with commercial uses on the ground floor of mixed complexes will be a welcomed improvement provided the RDOS respects the rights of strata residents to enjoy the use of their property, by exercising guidelines to restrict the location of commercial use that is a 'poor' fit with residential complexes or public facilities.
- 2) As per the Sept 25th discussion at OFTC update meeting the 15 metre (5 floor) building height may continue to discourage development due to costs and parking space needed.

Feedback Forms must be completed and returned to the Regional District
no later than Friday **October 5, 2018**

Protecting your personal information is an obligation the Regional District of Okanagan-Similkameen takes seriously. Our practices have been designed to ensure compliance with the privacy provisions of the Freedom of Information and Protection of Privacy Act (British Columbia) ("FIPPA"). Any personal or proprietary information you provide to us is collected, used and disclosed in accordance with FIPPA. Should you have any questions about the collection, use or disclosure of this information please contact: Manager of Legislative Services, RDOS, 101 Martin Street, Penticton, BC V2A 5J9, 250-492-0237.





Feedback Form

RECEIVED
Regional District

NOV 23 2018

101 Martin Street
Penticton BC V2A 5J9

Regional District of Okanagan Similkameen

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

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

TO: Regional District of Okanagan Similkameen

FILE NO.: D2018.100-ZONE

FROM:

Name:

RAY & BARB MULROONEY

(please print)

Street Address: _____

RE:

Electoral Area "D"

Bylaw No. 2455.39

OK Falls Town Centre Plan Implementation – Phase 2 (Zoning Amendments)

My comments / concerns are:

☒

I do support the proposed amendments to the Electoral Area "D" Zoning Bylaw.

☐

I do support the proposed amendments to the Electoral Area "D" Zoning Bylaw, subject to the comments listed below.

☐

I do not support the proposed amendments to the Electoral Area "D" Zoning Bylaw.

Written submissions received from this information meeting will be considered by the Regional District Board prior to 1st reading of Amendment Bylaw No. 2455.39.

Feedback Forms must be completed and returned to the Regional District
no later than Friday **November 27, 2018**

Protecting your personal information is an obligation the Regional District of Okanagan-Similkameen takes seriously. Our practices have been designed to ensure compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act* (British Columbia) ("FIPPA"). Any personal or proprietary information you provide to us is collected, used and disclosed in accordance with FIPPA. Should you have any questions about the collection, use or disclosure of this information please contact: Manager of Legislative Services, RDOS, 101 Martin Street, Penticton, BC V2A 5J9, 250-492-0237.

ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 6, 2018

RE: Floodplain Exemption Application — Electoral Area “C”

Administrative Recommendation:

THAT the Board of Directors approve a floodplain exemption for Lot 14, Plan KAP10013, District Lot 158, SDYD, in order to permit the development of a single detached dwelling containing a habitable area (basement) located 1.0 metre below the 329.49 metres G.S.C. datum flood construction level of Vaseux Lake, subject to the following condition:

- i) a statutory covenant is registered on title in order to:
 - a) “save harmless” the Regional District against any damages as a result of a flood occurrence; and
 - b) secure the recommendations contained within the flood protection report, dated November 7, 2018, prepared by Paul Glen (P.Eng.) of Rock Glen Consulting Limited.
-

Purpose: To construct a new single detached dwelling below the flood construction level of Vaseux Lake.

Owners: Gordon and Patricia Smith Folio: C-01968.000

Civic: 224 Sundial Road, Vaseux Lake Legal: Lot 14, District Lot 158, SDYD, Plan 10013

OCP: Low Density Residential (LR) Zoning: Residential Single Family Two (RS2) Zone

Proposed Development:

This application seeks to vary the floodplain construction level regulations contained within the Electoral Area “C” Zoning Bylaw No. 2453, 2008, in order to allow for the construction of a new single detached dwelling with a 2.0 metre high basement on the subject property.

Specifically, it is proposed that the dwelling be exempted from the requirement that the “top of any pad of any habitable area” be located above the flood construction level of 329.49 metres. The floor slab of the basement will be located 1.0 metre below the required 329.49 Geodetic Survey of Canada (GDC) datum flood construction level for Vaseux Lake.

In support of the proposal, the applicant provided a flood protection report dated November 7, 2018. The engineer’s report states that “the owners confirmed that the “crawl space” will have no electrical equipment or outlets and its sole use of will be for storage of kayaks and other outdoor equipment.”

Bylaw No. 2453 further defines a crawl space “as the space between the underside of the joists of the floor next above and the ground floor slab or ground surface where no slabs exists, having a vertical clear height less than 1.5 metres.” Due to its height, the crawl space is considered a habitable area and is being referred in the Administration report as a basement.

Site Context:

The subject property is approximately 1,150 m² in area and is situated on the north side of Sundial Road and is bounded by Vaseux Lake to the north and is approximately 10 km north of the Town of Oliver.

The property comprises a single detached dwelling, which is to be demolished and replaced with a new single detached dwelling. The existing covered deck and patio area overlooking the lake will be kept and connected to the new dwelling.

The surrounding pattern of development is characterised by the Sundial Road residential subdivision and agricultural lands on the south side of Vaseux Lake. The east and west side of the lake consists principally of protected areas and conservation areas.

Background:

Under the Electoral Area "C" Official Community Plan (OCP) Bylaw No. 2452, 2018, the subject area is designated Low Density Residential (LR) and is also the subject of a Watercourse Development Permit (WDP) Area designation related to "Vaseux Lake". A WDP was previously issued for the development of the proposed dwelling on March 9, 2018.

Under the Electoral Area "C" Zoning Bylaw No. 2453, 2008, the subject area is zoned Residential Single Family Two (RS2), which permits a single detached dwelling as a principal use.

Under Section 8.0 (Floodplain Regulations), lands below 329.49 metres G.S.C. datum flood construction level for Vaseux Lake are designated as being in a floodplain, and no person must construct, reconstruct or extend a floor system or pad that supports a habitable area below the flood level.

Statutory Requirements

Section 524(7) of the *Local Government Act* allows the Regional District to consider exempting a specific parcel from its floodplain regulations if the Board considers it advisable and either:

- (a) *considers that the exemption is consistent with the Provincial guidelines, or*
- (b) *has received a report that the land may be used safely for the use intended, which report is certified by a person who is*
 - (i) *a professional engineer or geoscientist and experienced in geotechnical engineering, or*
 - (ii) *a person in a class prescribed by the environment minister under subsection (9).*

Analysis:

In considering this floodplain exemption request against the requirements of Section 524(7) of the *Local Government Act*, Administration notes that the property owners have submitted a flood protection report prepared by a professional engineer experienced in geotechnical engineering (Paul Glen, P. Eng., of Rock Glen Consulting Ltd., dated November 7, 2018), which concludes the following:

Flood protection measures were designed to reduce the potential for crawl space flooding during a 200-year flood event. These mitigations measures are also designed to protect the house from damage by floodwaters.

These recommended flood protection measures include the following:

- *Siting the house as far south on the lot as possible;*
- *Installing a sump pump at the low point of the basement to pump out any water that enters the basement. The sump pump shall not penetrate through the concrete floor;*
- *The keyway between the footings and the foundation walls shall have a waterstop installed to lessen the chance of water ingress;*
- *"Xypex" to be used in concrete mix for foundation to help reduce water ingress;*
- *Sloping all ground away from house foundations;*
- *House footing widths shall be increased due to potentially high groundwater levels;*
- *No electrical equipment or outlets shall be installed below the FCL of 329.49m;*
- *A covenant shall be placed on title of the property to designate the entire basement area "non-habitable".*

Further to the Regional District's Development Procedures Bylaw No. 2500, 2011, a statutory covenant under Section 219 of the *Land Title Act* is required to be registered on title in order that the Regional District is "saved harmless" as a result of issuing this floodplain exemption.

Staff have some concerns about the potential use and hazard associated with the 2 metre high basement being located below the flood construction level of Vaseux Lake. However, the limitations imposed on the use and design of the crawl space (no electrical outlets, storage only, etc.) combined with the covenant condition of non-habitable space does alleviate those concerns.

Based upon the flood protection report, it is recommended that the floodplain exemption request be approved.

Alternative:

THAT the Regional Board deny the Floodplain Exemption request.

Respectfully submitted

Endorsed by:

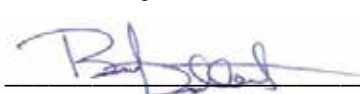
Endorsed by:



F. Sanna, Planning Technician



C. Garrish, Planning Supervisor



B. Dollevoet, Dev. Services Manager

Attachments: No. 1 – Context Maps

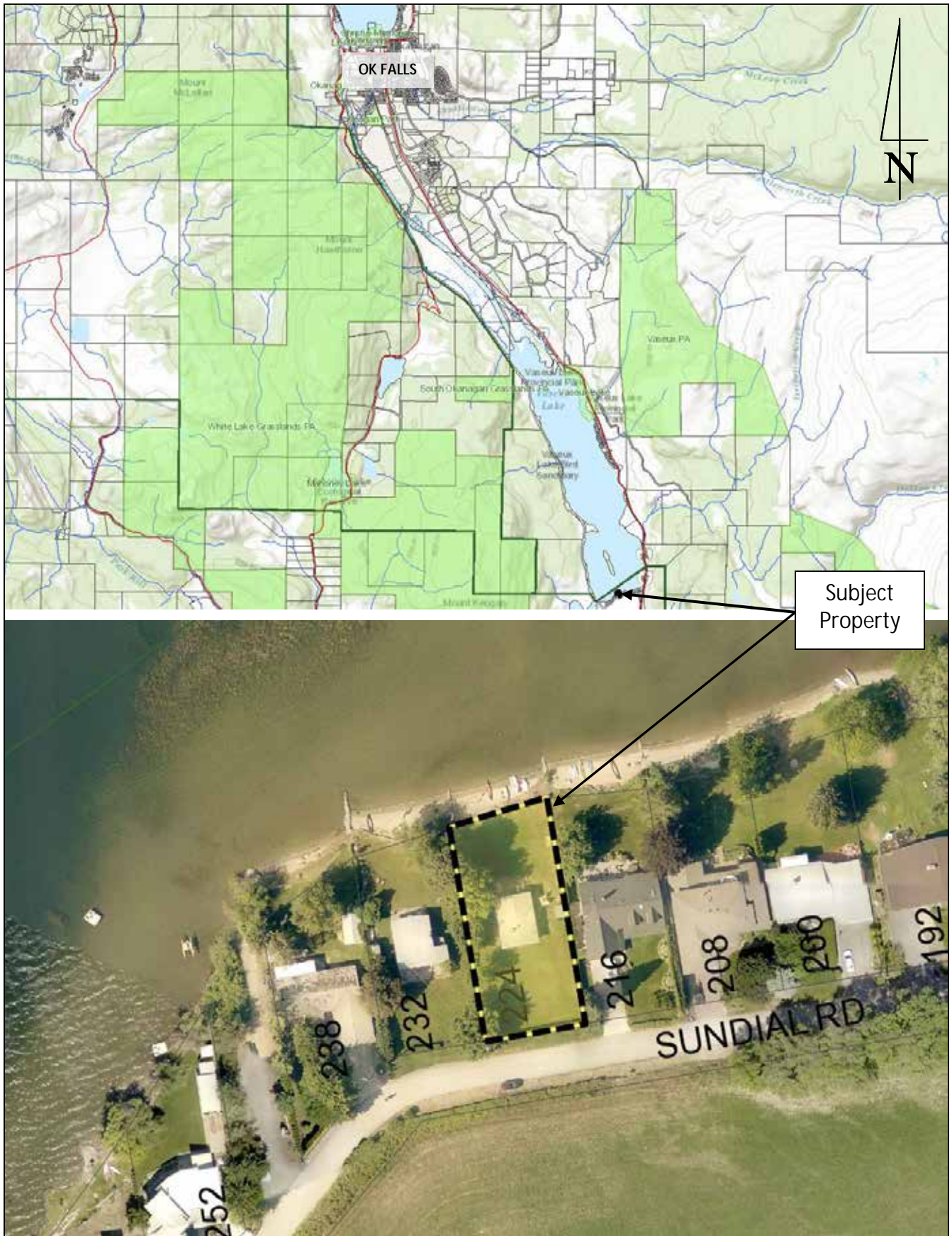
No. 2 – Applicant's Site Plan

No. 3 – Engineer's Cross Section

No. 4 – Site Photo (Google Streetview)

No. 5 – Flood Protection Report (November 7, 2018)

Attachment No. 1 – Context Maps



Attachment No. 2 – Applicant's Site Plan



ALL DIMENSIONS ON PLAN ARE
PERPENDICULAR TO PROPERTY LINES

NOTE: GRADES IN BRACKET "X(X,X(X))"
DENOTE PROPOSED GRADES

ALL OTHERS ARE EXISTING

1 Site
1:125

CITY STREET TREE PLANTING STANDARDS (SECTION E)

3. STREET TREES SHALL NOT BE PLANTED WITHIN 10' FROM STREET INTERSECTIONS & CROSS ALLEYS - PLANT THE LIGHT LANE

3. IN FROM STREET LIGHTING - PROTECTS ILLUMINATION

3. IN FROM UTILITY POLES, JUNCTION BOXES & VALVES

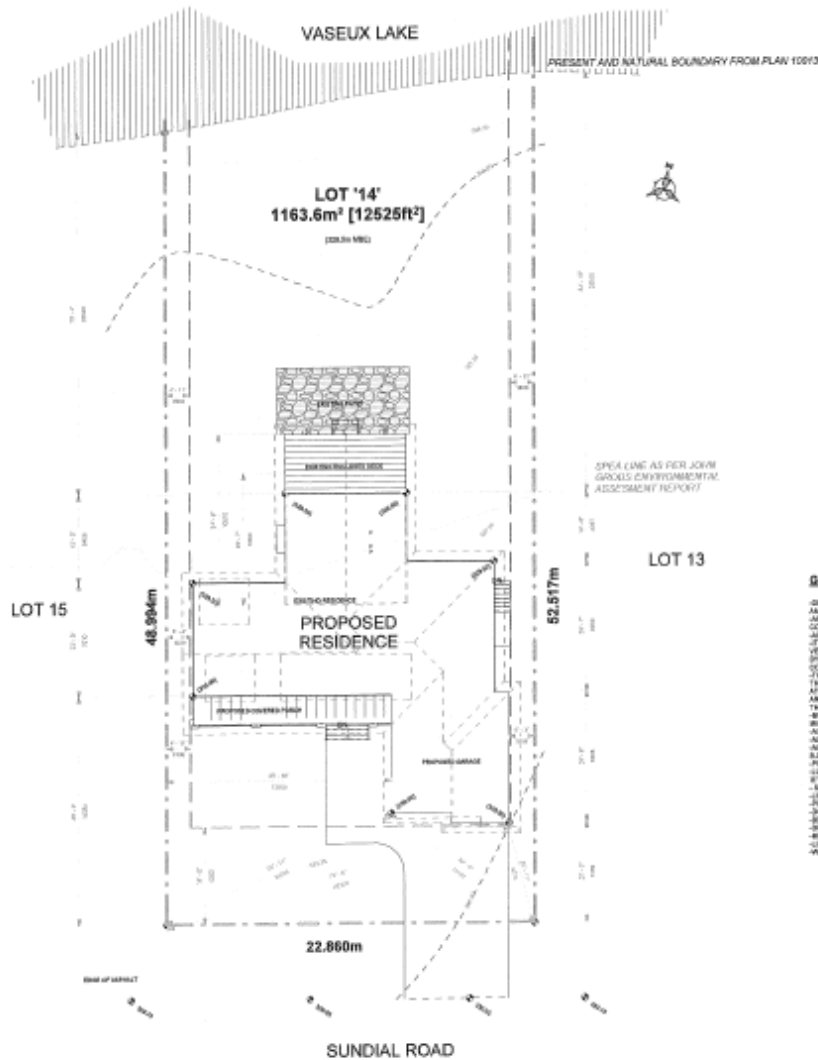
4. IN FROM OBSTACLES, DRIVEWAYS, UTILITY SERVICES, HYDROPS & MANHOLES

5. IN FROM OBSTACLES & UTILITY T-SIDE DIRECTLY INTO THE CURB/LANE

6. TREE SPECIES MUST BE SEASONAL-FLOWER LANE SELECTED TO ENHANCE CROWD OF LAND USE TREE SPECIES MUST BE SEASONAL-FLOWER LANE SELECTED TO ENHANCE CROWD OF LAND USE TREE SPECIES MUST BE SEASONAL-FLOWER LANE SELECTED TO ENHANCE CROWD OF LAND USE

7. CONSIDERATION IN TREE LOCATION WITHIN THE ALLEYWAY TO AVOID OBSTRUCTING TRAFFIC SIGNALS, DRIVEWAYS & SIDEWALK LANE

8. THE VIEW CORNER OF MAIN WINDOWS OR PATIO



GENERAL NOTES

[illegible]

THIS DRAWING MUST NOT BE SCALED. VERIFY ALL DIMENSIONS AND DATUMS PRIOR TO COMMENCEMENT OF WORK. REPORT ALL ERRORS AND OMISSIONS TO THE DESIGNER. VARIATIONS AND MODIFICATIONS ARE NOT ALLOWED WITHOUT WRITTEN PERMISSION FROM THE DESIGNER. THIS DRAWING IS THE EXCLUSIVE PROPERTY OF THE DESIGNER.



HAYWOOD
DESIGN + BUILD

207-69 Nanaimo Ave.
Penticton, BC
250.328.4740

david@haywooddesignbuild.com
www.haywooddesignbuild.com

PREPARED FOR:

[illegible]

VASELUX - GORDON + PATTY SMITH

SITE PLAN, ZONING &
GENERAL NOTES

Project Number	17-1737
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2017-12-04

Drawn By DH

Checked By	DH
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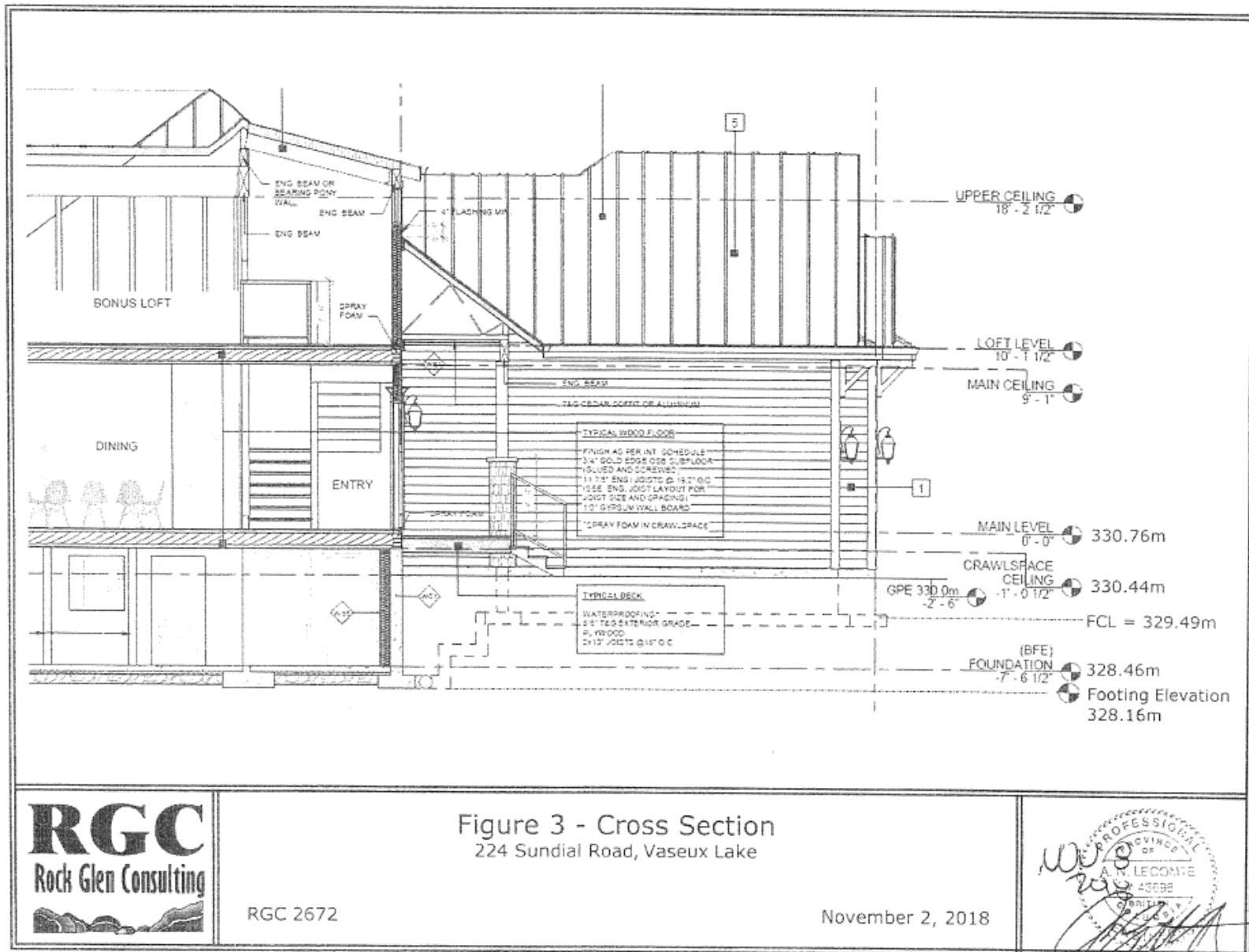
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AGI.1

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Scale	As indicated
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Attachment No. 3 – Engineer Cross Section



Attachment No. 4 – Site Photo (Google Streetview)



November 7, 2018

RGC 2672

Gordon Smith
gosmith@telus.net

Dear: Mr. Smith:

**Subject: Flood Protection Report for Proposed New Residence
224 Sundial Road, Vaseux Lake, BC**

SUMMARY

A new residence is planned for construction at 224 Sundial Road at the south end of Vaseux Lake. The crawlspace floor slab elevation will be lower than the designated flood construction level as prescribed by the Regional District of Okanagan Similkameen (RDOS) East Skaha Vaseux Zoning Bylaw 2455, 2008 requirement for the Vaseux Lake area. The designated flood construction level (FCL) for Vaseux Lake is 329.49 masl.

Rock Glen Consulting Ltd. (RGC) has prepared this report to accompany the floodplain exemption application for 224 Sundial Road in Vaseux Lake. The client would like to construct their crawlspace with a top of floor slab elevation of 328.46 masl which is 1 m below the designated FCL.

The bylaw states that the top of the pad of any habitable area shall be above the FCL of 329.49m. Therefore, Mr. Smith is requesting a floodplain exemption so that the house can be situated with the top of the crawlspace floor slab situated 1 m below the Vaseux Lake FCL of 329.49m.

This new residence will be constructed approximately 25m from the high water mark of Vaseux Lake and the crawlspace will be 1m below the FCL of Vaseux Lake of 329.49 m. The planned residence will not meet the RDOS FCL requirements. Measures to mitigate the effects of potential crawlspace flooding are presented in this report.

1.0 Introduction and Background

Mr. Gordon Smith plans to construct a new house on his property at 224 Sundial Road at the south end of Vaseux Lake. Figure 1 – Location Plan attached to this report shows the location of the subject property south of Vaseux Lake. Figure 2 – Site Plan, also attached, shows the location of the proposed house on the property. Photos of the property are presented following the text of this report. Mr. Smith wants to situate the crawlspace floor slab 1.0m below the FCL for Vaseux Lake (see attached Figure 3 – Cross Section for elevations).

Through discussions with Mr. Smith, RGC has confirmed that the sole use of the crawlspace will be for storage of kayaks and other outdoor equipment. No electrical equipment or outlets are planned to be installed below the FCL of 329.49m. The RDOS needs to approve a floodplain exemption application to vary the vertical elevation requirements for the planned location of the new house to allow the present building plan to proceed.

Rock Glen Consulting Ltd. (RGC) was retained by Gordon Smith to prepare a flood protection report to accompany a floodplain exemption application in order to obtain the necessary approvals for construction of the new home.

2.0 Floodplain Regulations

Development within and adjacent to floodplains in RDOS Area 'D-2' is regulated by the Area 'D-2' East Skaha Vaseux Zoning Bylaw 2455, 2008. The bylaw states, in part:

8.1 Floodplain Designation

Land lower than the following flood construction level is designated as floodplain:

1. *The 200 year frequency flood construction levels applying to the Okanagan River and the Okanagan River Channel, as designated on floodplain mapping by the Province most recently prior to the adoption of this Bylaw.*
2. *1.5 m above the natural boundary of any watercourse, with the exception of those listed in Section 8.1.3 and 8.1.4 below.*
3. *Skaha Lake: 339.24 metres Geodetic Survey of Canada datum*
4. *Vaseux Lake: 329.49 metres Geodetic Survey of Canada datum*

Based on the above bylaw, the crawlspace of the house is in the floodplain of Vaseux Lake and the following 8.3.3 bylaw applies for a *dwelling unit*:

8.3 Floodplain Management Regulations

2. *No person must construct, reconstruct, move or extend a floor system or pad which supports a habitable area, such that the underside of the wooden floor system or the top of the pad or the ground surface on which it is located, is lower than the flood construction levels specified in Section 8.1 except as provided in Sections 8.3.3 and 8.3.4;*

In this regard, the 2.0 m high crawlspace of the house would be considered a habitable area.

3.0 Flood Hazard Assessment Rationale

RGC has reviewed the available topographic maps and airphotos for the subject property at 224 Sundial Road in Okanagan Falls. In addition, RGC personnel visited the site on one occasion in October of 2016 to excavate test pits. As described below, mitigative measures to protect the new house from potential flooding were evaluated, including situating the house as far south on the lot as possible to maintain the furthest distance from Vaseux Lake.

There is the potential for flooding of Vaseux Lake onto this property. Based on an analysis of this hazard and the size and shape of the lot, RGC has determined the construction practices that best mitigate this hazard. Siting the house as far to the south as possible on the lot provides the greatest distance from Vaseux Lake and thus the greatest flood protection.

RGC has reviewed the proposed level of the crawlspace floor slab and determined that it is approximately 1.0m below the FCL of Vaseux Lake. In order to reduce the potential for crawlspace flooding and possible flood damage, the recommendations in the following section should be implemented.

4.0 Flood Protection Conclusions and Recommendations

Flood protection measures were designed to reduce the potential for crawlspace flooding during a 200-year flood event. These mitigation measures are also designed to protect the house from damage by floodwaters. Flood hazard mitigation strategies and protection recommendations include:

- Siting the house as far south on the lot as possible.
- Installing a sump pump at the low point of the crawlspace to pump out any water that enters the crawlspace. The sump pump shall not penetrate through the concrete floor.
- The keyway between the footings and the foundation walls shall have a waterstop installed to lessen the chance of water ingress.
- Xypex to be used in concrete mix for foundations to help reduce water ingress.
- Sloping all ground away from the house foundations.
- House footing widths shall be increased due to potentially high groundwater levels.
- No electrical equipment or outlets shall be installed below the FCL of 329.49m.
- A covenant shall be placed on the property to designate the entire crawlspace area "non-habitable."

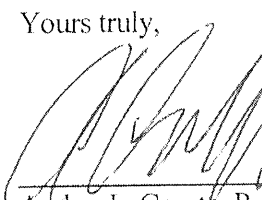
As defined in the RDOS Zoning Bylaw 2455, 2008, a "habitable area" means, for the purpose of the flood construction level provisions of this Bylaw, any space or room within a building or structure, including a manufactured home or unit, which is used or is capable of being used for human occupancy or industrial, business or commercial use, or storage of goods, including equipment (and furnaces), which is susceptible to damage by floodwater.

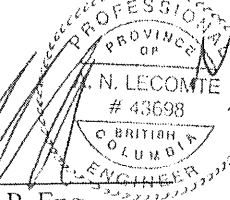
5.0 Closure

We trust that the information presented with this letter and the Floodplain Exemption Application document is sufficient to allow the RDOS to make a determination regarding the requested floodplain exemption. The planned flood protection and mitigation measures presented in this report were designed to reduce or prevent injury, human trauma and loss of life, and to minimize property damage during flooding events. Planned house siting is consistent with neighbouring lots.

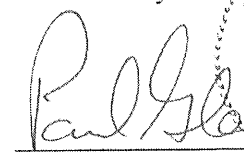
This work was completed following generally accepted engineering practice. No other warranty, expressed or implied, is intended.


Yours truly,


Amber LeComte, P. Eng.
Rock Glen Consulting Ltd


Nov. 8 2018

Reviewed by:


Paul Glen, P.Eng.
Rock Glen Consulting Ltd


Nov. 7, 2018

Attachments:

- 1) Site Photos
- 2) Figure 1 – Location Plan
- 3) Figure 2 – Site Plan
- 4) Figure 3 – Cross Section

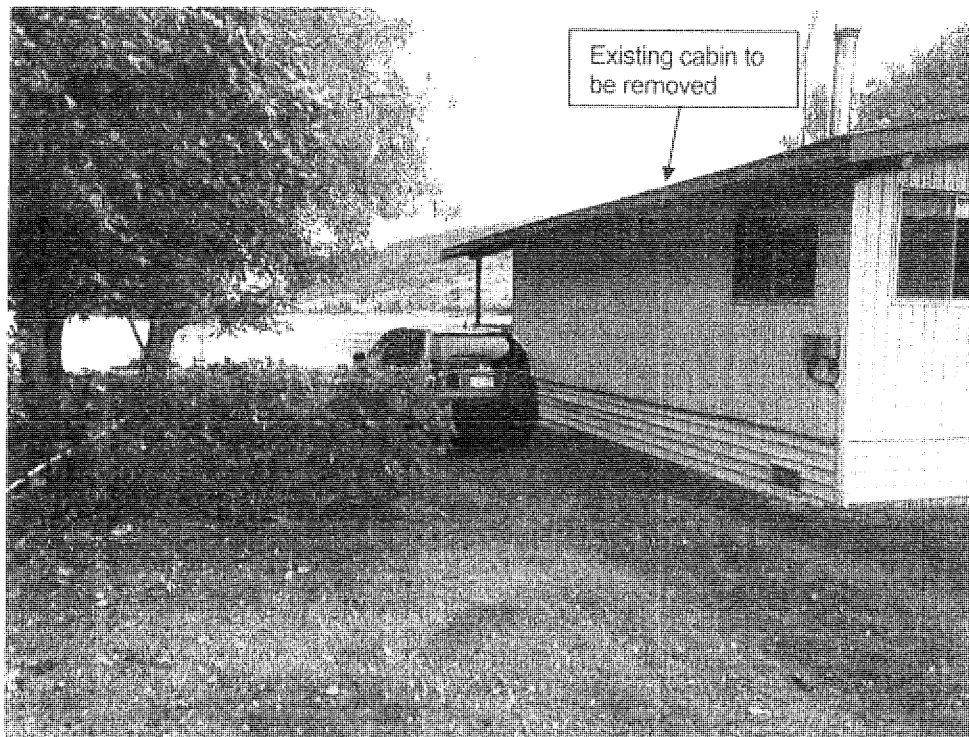


Photo No. 1 – View looking north alongside existing cabin to be removed (2017/02/08)



Photo No. 2 – View looking east towards Sundial Road (2017/02/08)

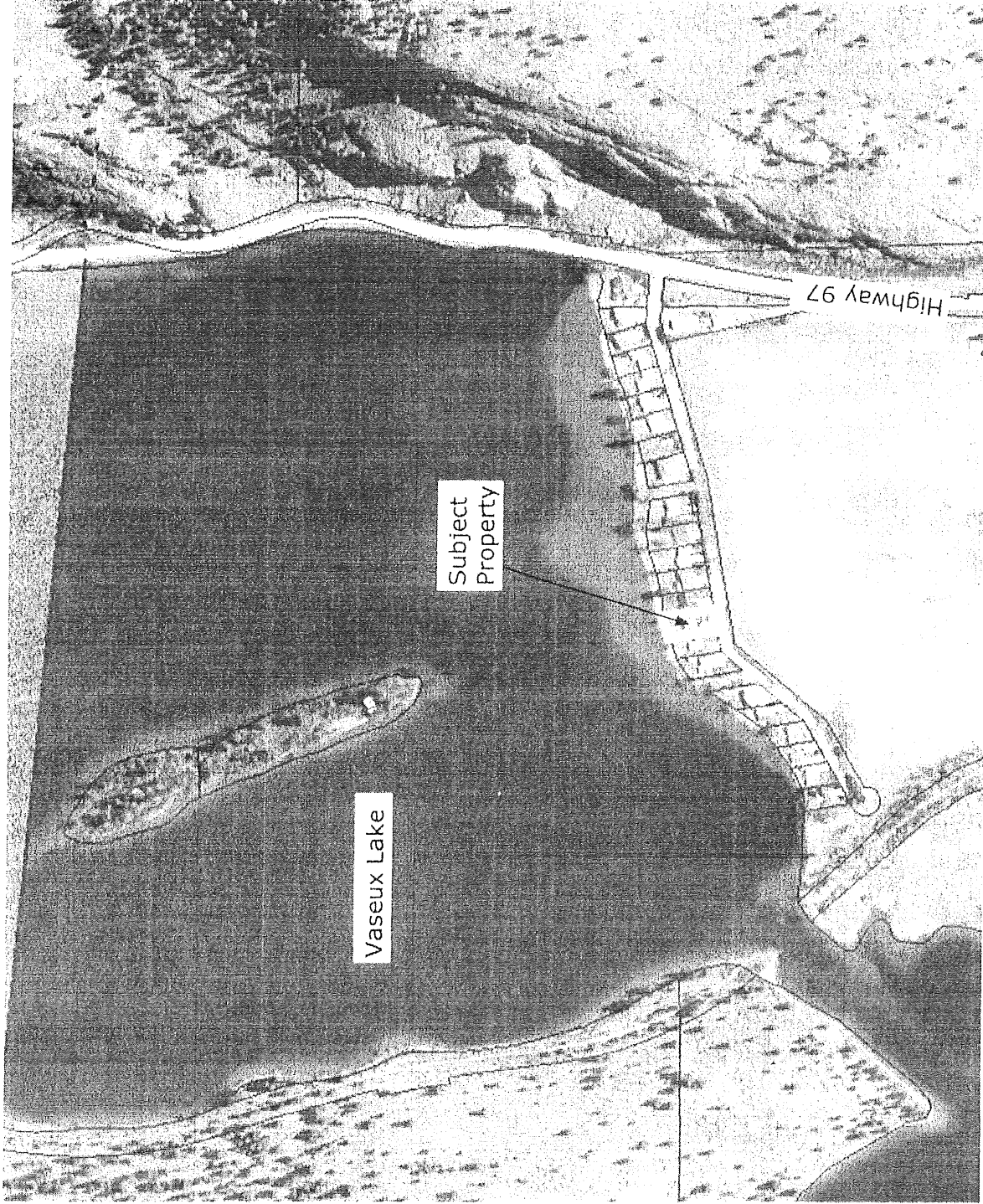


Figure 1 - Location Plan
224 Sundial Road, Okanagan Falls, BC

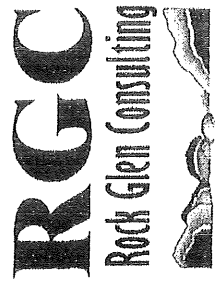
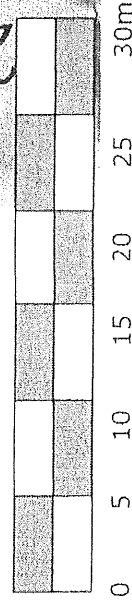
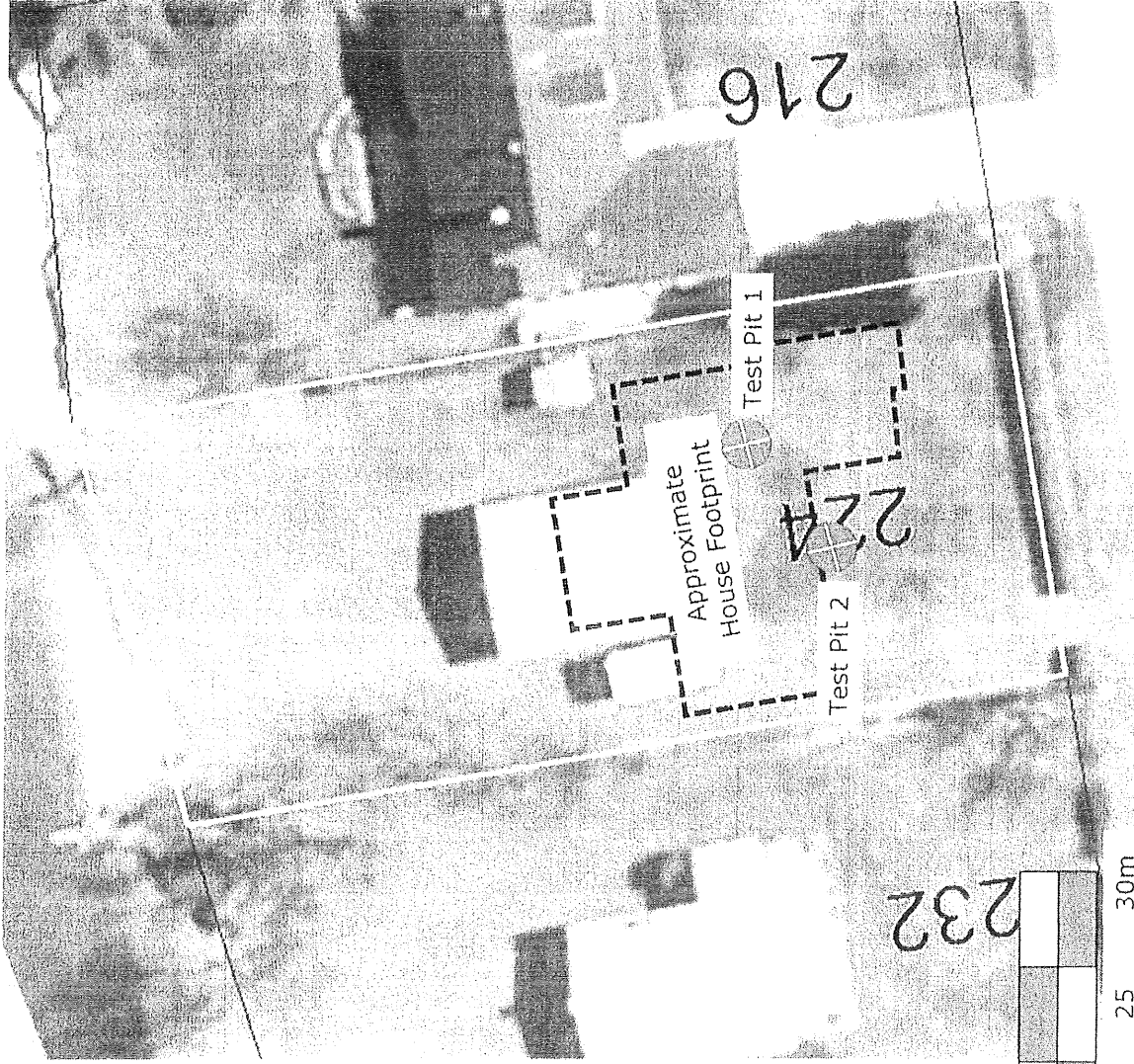
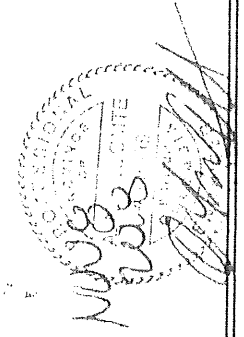


Figure 2 - Site Plan
224 Sundial Road, Vaseux Lake

RGC 2672

November 2, 2018



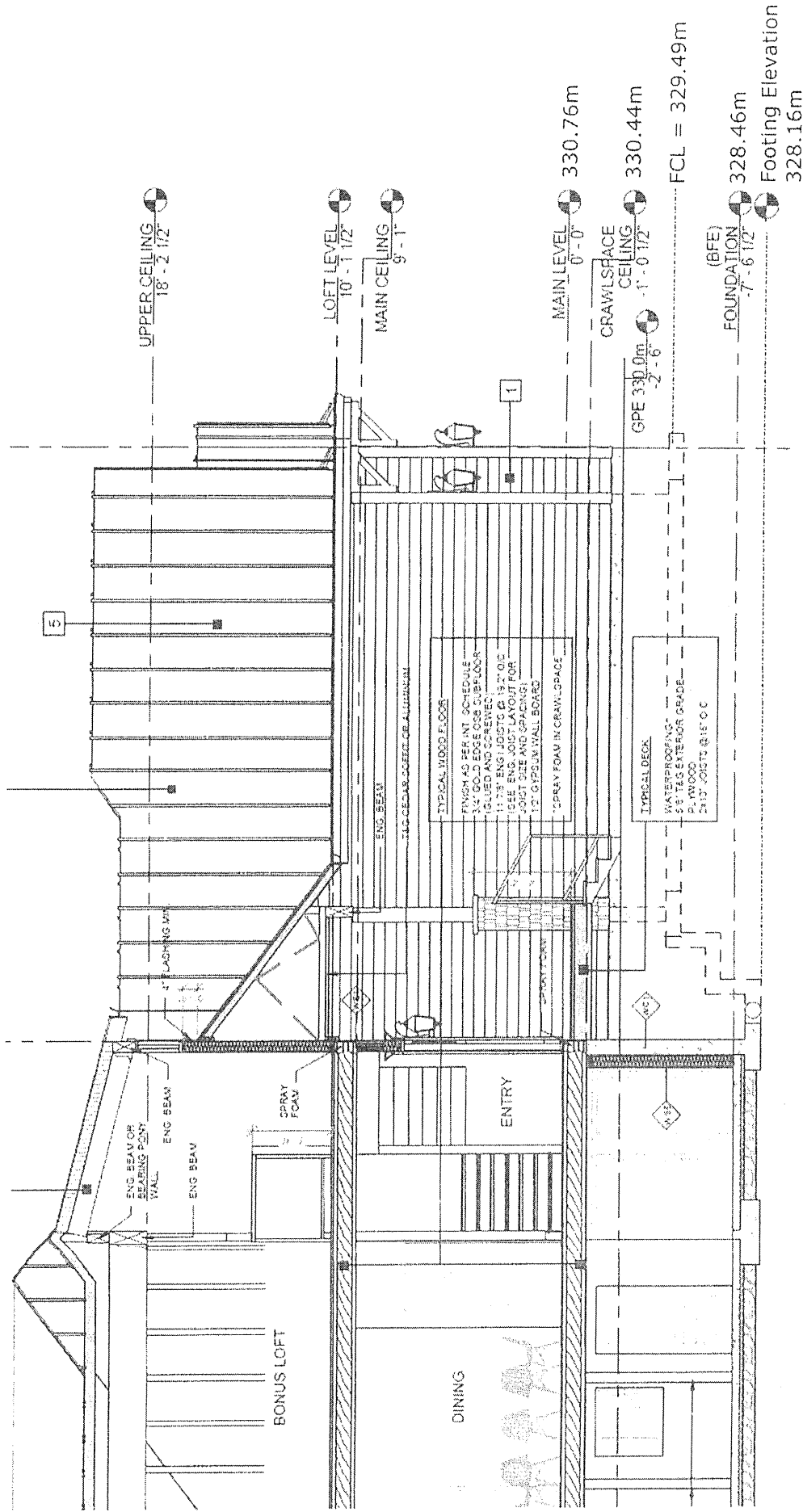
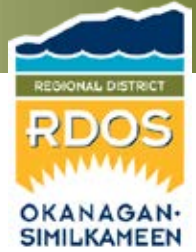


Figure 3 - Cross Section
 224 Sundial Road, Vaseux Lake

November 2, 2018

ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 6, 2018

RE: Zoning Bylaw Amendment – Electoral Area “A”

Administrative Recommendation:

THAT Bylaw No. 2451.25, 2018, Electoral Area “A” Zoning Amendment Bylaw be adopted.

Purpose: To allow for the placement of a mobile home (CSA Z240) in the RS1 Zone.

Owner: N. Morhun, T. & R. MacFadden Applicant: Tracy MacFadden Folio: A-06089.060

Civic: 8312 98th Ave, Osoyoos Legal: Lot 6, Plan KAP32220, District Lot 2450S, SDYD

Zoning: Residential Single Family One (RS1) Proposed Zoning: Residential Single Family One Site Specific (RS1s)

Proposed Development:

This application is seeking approval to place a mobile home (Z240) on the property at 8312 98th Avenue by amending the Residential Single Family One (RS1) zoning that applies to the property through the introduction of a site specific regulation that would allow a “mobile home” as a principal permitted use.

Background:

A Public Information Meeting was held on July 9, 2018, and was attended by one (1) member of the public.

At its July 9, 2018 meeting, the Electoral Area “A” Advisory Planning Commission (APC) could not meet quorum.

At its meeting of July 19, 2018, the Regional District Board resolved to postpone consideration of this application “until the second meeting in August, when a draft covenant, acceptable to both parties, can be reviewed.”

At its meeting of August 16, 2018, the Regional District Board resolved to approve first and second reading of the amendment bylaws and directed that a public hearing occur at the Board meeting of September 20, 2018.

A Public Hearing was held on September 20, 2018, where 10 members of the public attended, and two (2) members of the press.

At its meeting of that same date, the Board resolved to approve third reading of the amendment bylaw and further resolved that:

prior to adoption, a statutory covenant be registered on the title of the property described as Lot 6, Plan KAP32220, District Lot 2450S, SDYD, in order to restrict the placement of a mobile home to a

"2006 Moduline 2007 Landmark 272092 model, bearing Manufactured Home Registry number 092501".

On October 29, 2018, the statutory covenant was registered on the title of the subject property. Approval from the Ministry of Transportation and Infrastructure (MoTI) due to the amendment applying to land within 800 metres of a controlled area, was obtained on October 31, 2018.

Alternative:

THAT first, second and third reading of Bylaw No. 2451.25, 2018, Electoral Area "A" Zoning Amendment Bylaw, be rescinded and the bylaw abandoned.

Respectfully submitted



C. Garrish, Planning Supervisor

Endorsed by:



B. Dollevoet, Dev. Services Manager

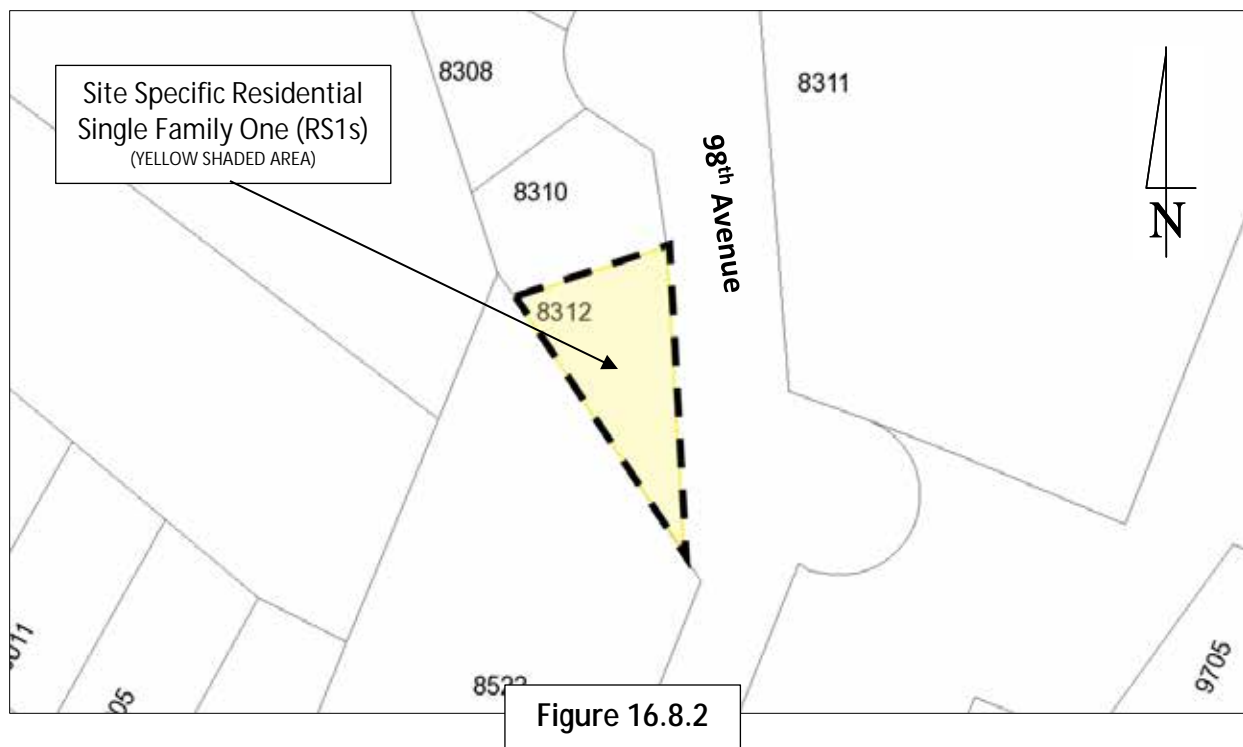
REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2451.25, 2018

A Bylaw to amend the Electoral Area "A" Zoning Bylaw No. 2451, 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 "A" Zoning Amendment Bylaw No. 2451.25, 2018."
2. The Official Zoning Map, being Schedule '2' of the Electoral Area "A" Zoning Bylaw No. 2451, 2008, is amended by changing the land use designation on the land described as Lot 6, District Lot 2450S, SDYD, Plan 32220, and shown shaded yellow on Schedule 'A', which forms part of this Bylaw, from Residential Single Family One (RS1) to Residential Single Family One Site Specific (RS1s).
3. The "Electoral Area "A" Zoning Bylaw No. 2451, 2008" is amended by:
 - i) adding a new sub-section .2 under Section 16.8 (Site Specific Residential Single Family One (RS1s) Provisions) to read as follows:
 2. in the case of land described as Lot 6, Plan KAP32220, District Lot 2450S, SDYD (8312 98th Avenue), and shown shaded yellow on Figure 16.8.2:
 - a) the following principal use shall be permitted on the land in addition to the permitted uses listed in Section 11.1.1:
 - i) mobile home.



READ A FIRST AND SECOND TIME this 16th day of August, 2018.

PUBLIC HEARING held on this 20th day of August, 2018.

READ A THIRD TIME this 20th day of September, 2018.

Approved pursuant to Section 52(3) of the *Transportation Act* this 31st day of October, 2018.

ADOPTED this __ day of __, 2018.

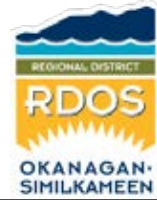
Board Chair

Corporate Officer

Regional District of Okanagan-Similkameen

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

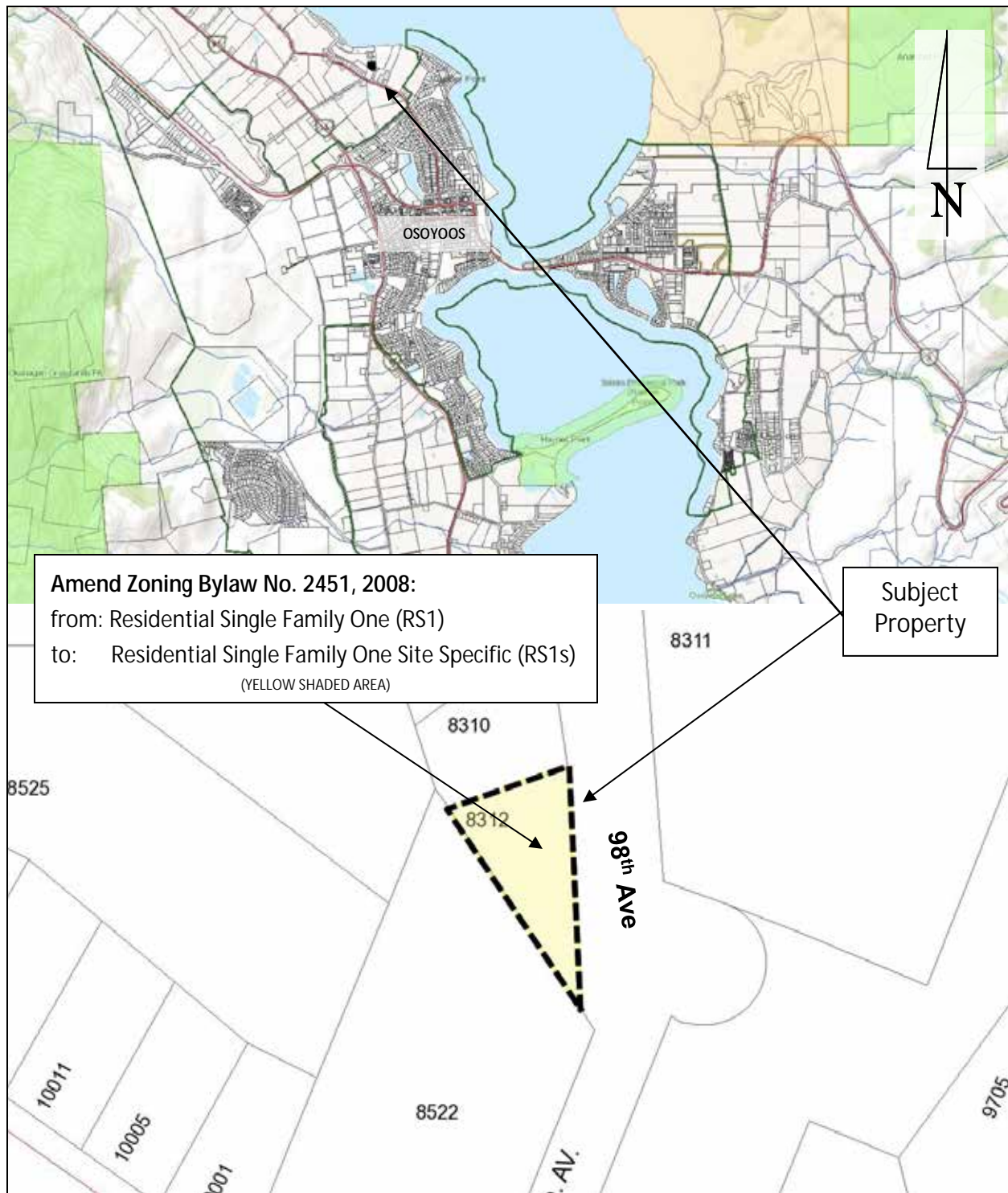
Telephone: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2451.25, 2018

Project No: A2018.076-ZONE

Schedule 'A'



Amendment Bylaw No. 2451.25, 2018

(A2018.076 -ZONE)

Page 3 of 3

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 6, 2018

RE: Community Emergency Preparedness Fund – Emergency Support Services Grant

Administrative Recommendation:

THAT the Board of Directors support the Emergency Social Services (ESS) regional grant application submitted on October 5, 2018 to the UBCM Community Emergency Preparedness Fund for a regional ESS Coordination pilot project, and to manage the funding on behalf of the Regional District Okanagan Similkameen, Village of Keremeos and Town of Princeton as the regional eligible partners to the application.

Purpose:

To secure funding to build capacity within the Emergency Social Services (ESS) function of the RDOS Emergency Management Program, and to facilitate ESS coordination in support of all communities within the Regional District.

Reference:

RDOS Regional Application to CEPF – ESS Fund

Business Plan Objective: Key Success Driver 3.0: Build a Sustainable Community

Background:

Emergency Social Services (also known as Emergency Support Services or ESS) play a critical role in supporting evacuees during flood, fire, earthquakes and other emergencies. ESS provides access to critically needed services during an emergency and enables evacuees to access meals, lodging, emotional support, and other services during times of crisis.

The Union of British Columbia Municipalities – Community Emergency Preparedness Fund (CEPF) provides several types of grants to eligible communities to support capacity building in emergency preparedness. One of the funding streams for ESS provides grants of up to \$25,000 to support training, volunteer recruitment and retention, equipment purchases and support for other types of program improvements. Ongoing operational costs are not eligible. Eligible applicants can apply together for a “regional” grant which allows the value of the grant to be increased by the number of applicants.

In 2017, the RDOS applied for and received a CEPF – ESS grant in the amount of \$25,000 to support capacity building efforts for recruitment, training, and retention of ESS volunteers, leadership meetings, and the creation of eight mobile ESS stations to be distributed in each Electoral Area. These funds must be used by January 31, 2019 and are currently being utilized to facilitate the intended training, purchase of equipment and to coordinate leadership meetings as intended.

2018 proved to be another significant year for the RDOS Emergency Management Program and for ESS within the region due to large amounts of residents evacuated due to flooding and wildfires. The ESS volunteers worked extensively with the Emergency Operations Centre to successfully support residents in the region. It was noted however that added capacity and support is still needed for the ESS volunteers and programs, as well as the communities they assist.

The RDOS, with support from the Village of Keremeos and the Town of Princeton, has submitted a regional application to the UBCM CEPF ESS program to request \$75,000 in funding to develop and implement a regional ESS Coordinator pilot program. The intent of a pilot program is to fund a part-time ESS coordinator, plus fund training and reception centre kits to assist regional ESS programs in training, improving recruitment and retention, and to support and add to volunteers and ESS leadership in the communities. The project will work to support other communities in the region including local First Nations so that they may also access local training and support to establish and/or enhance their ESS programs. At the completion of the pilot project, participant and non-participant local authorities can review the outcomes of the pilot to consider continuing to support and fund a regional ESS coordinator function as a collective, versus trying to do so individually.

The RDOS submitted an application to the CEPF on October 5, 2018 with the understanding that a Board Resolution supporting the application could be submitted after, along with Council Resolutions from the Village of Keremeos and the Town of Princeton. The Village of Keremeos has provided their resolution and the Town of Princeton will be submitting a similar report for Council approval on December 3, 2018. Following receipt of all three local authority approvals, they will be forwarded to the UBCM CEPF Committee.

Alternatives:

The Board of Directors could choose not to support the regional application for funding under the UBCM Community Emergency Preparedness Fund for Emergency Social Services.

Communication Strategy: If the regional application is approved by the Board and is successful in obtaining funding, the news will be released via press release on the RDOS website and social media outlets in coordination with the Village of Keremeos and Town of Princeton as the eligible program application partners.

Respectfully submitted:

Mark Woods

M. Woods, Manager of Community Services

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 6, 2018

RE: Community Emergency Preparedness Fund – Evacuation Route Planning Grant

Administrative Recommendation:

THAT the Board of Directors support the Evacuation Route Planning grant application submitted on November 30, 2018 to the UBCM Community Emergency Preparedness Fund.

Purpose:

To secure funding to develop a comprehensive evacuation plan that will identify high-risk communities for wildland urban interface fires, flooding and other hazards, and identify strategies, plans and resources to facilitate evacuations of those vulnerable communities.

Reference:

RDOS Regional Application to CEPF – Evacuation Route Planning Fund

Business Plan Objective: Key Success Driver 3.0: Build a Sustainable Community

Background:

Evacuation route planning is a critical part of emergency planning that identifies at risk communities and provides strategies to evacuate areas vulnerable to known hazards such as wildland urban interface fires and flooding.

The Union of British Columbia Municipalities – Community Emergency Preparedness Fund (CEPF) provides several types of grants to eligible communities to support capacity building in emergency preparedness. One of the funding streams is for Evacuation Route Planning and provides grants of up to \$25,000 to support eligible applicants to develop Evacuation Route Plans for communities that would otherwise be challenged to successfully undertake an evacuation operation during an emergency.

Many communities within the Regional District are identified to be a high – extreme risk of wildland urban interface (WUI) fires, as identified in WUI mapping undertaken by the Province and through Strategic Wildfire Program initiative projects in the region. In some areas, neighborhoods are accessed through a single road or point of access which becomes problematic in terms of managing orderly evacuations in the event of wildfire or other emergency where the road access becomes

compromised. Likewise, there are communities and areas within the RDOS that are at high risk in times of flooding or other emergencies where landslides may affect neighborhoods or cut off community access. Alternatively, risk of imminent flooding may jeopardize life safety and property in areas of the region which can necessitate evacuations to protect residents. By developing a comprehensive Evacuation Route Plan, pre-planning and assessment of community needs and resources to facilitate evacuations will enable improved evacuation operations during emergencies.

The RDOS submitted an application to the CEPF for the Evacuation Route Planning grant on November 30, 2018 to meet the deadline for applications with the understanding that a required Board Resolution supporting the application could be submitted afterwards. Upon approval of the Board to support the application for the Evacuation Route Planning grant, a copy will be forwarded to the UBCM CEPF Committee.

The grant program is open to all local governments and the incorporated communities within the Regional District will be submitting their own application. This particular application is for the unincorporated areas, and only one application may be submitted per local government.

Alternatives:

The Board of Directors could choose not to support the application for funding under the UBCM Community Emergency Preparedness Fund for Evacuation Route Planning.

Communication Strategy: If the application is approved by the Board and is successful in obtaining funding, the news will be released via press release on the RDOS website and social media outlets.

Respectfully submitted:

Mark Woods

M. Woods, Manager of Community Services

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 6, 2018

RE: Award of Pioneer Park Upgrades Project

Administrative Recommendation:

THAT the Regional Board approve the tender evaluation report and recommendations for award of the "Pioneer Park Upgrades" Invitation to Tender;

AND THAT the Regional Board award Phases 1 and 2 of the "Pioneer Park Upgrades" project to Chute Creek Contracting up to the amount of \$148,057.19 exclusive of GST;

AND THAT the Regional Board authorizes the Chair and Chief Administrative Officer to execute a contracting services agreement with Chute Creek Contracting.

Purpose:

The RDOS continues work to maintain and improve park facilities and to achieve the outcomes of the 2018 Strategic Plan.

The Pioneer Park Upgrades Project includes the following four construction phases:

1. Construction of about 100 metres of KVR trail.
2. Replacement of the existing public boat launch.
3. Construction of parking areas and associated stormwater drainage system.
4. Regrading, curbing and paving of Sixth Street.

This Administrative Report is specific to approval and award of Phases 1 and 2. Phases 3 and 4 will be put forward to the Regional Board once funding is in place.

Reference:

Pioneer Park Design.

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

- Key Success Driver: Build a sustainable region
- Goal 3.1: To develop a socially sustainable region
- Objective 3.1.7: By providing public recreational opportunities
- Activity: Pioneer Park Upgrades

Background:

Currently, Pioneer Park has informal parking areas (gravel lots with ad hoc parking). In addition, while the KVR south spur did once run through the area, the KVR trail is neither defined nor developed in this area.

Adjacent to the park, Sixth Street provides access to Kaleden's only public boat launch. As with the current parking areas, there is no formal car/trailer parking, holding, or maneuvering areas. The existing boat launch ramp is in poor condition.

Ecora Engineering was retained for project engineering, design, and procurement services for all phases of the project.

Analysis:

The tender required bidders to provide quotes for each of the four project phases. Four submissions were received as part of the tender process; one bid was not considered due to arriving late. A committee comprised of Community Services staff and Ecora Engineering evaluated the proposals based on the criteria outlined in the tender documents. Criteria included timing of bid submissions, price, bonding, and submission completeness.

Contractor	Bid Prices for Pioneer Park Upgrades – All Phases (Plus GST)
Chute Creek Contracting	\$648,077.00
Cantex	\$692,111.10
Mackinley-Clark	\$816,932.24

Subsequent to the tendering process, staff entered into contract negotiations with the low bidder, Chute Creek Contracting. This resulted in Chute Creek revising their overall tender price to \$607,981.37. Chute Creek's tender for Phase 1 and 2 is **\$148,057.19**

Phase 1 and 2 of the project will be funded through the Kaleden Recreation Service Area, 2018 capital projects budget. Funding currently available for this project is **\$238,000** (Community Gas Tax).

Chute Creek Contracting's tender meets all mandatory requirements and their bid for project phases 1 and 2 is within the available budget.

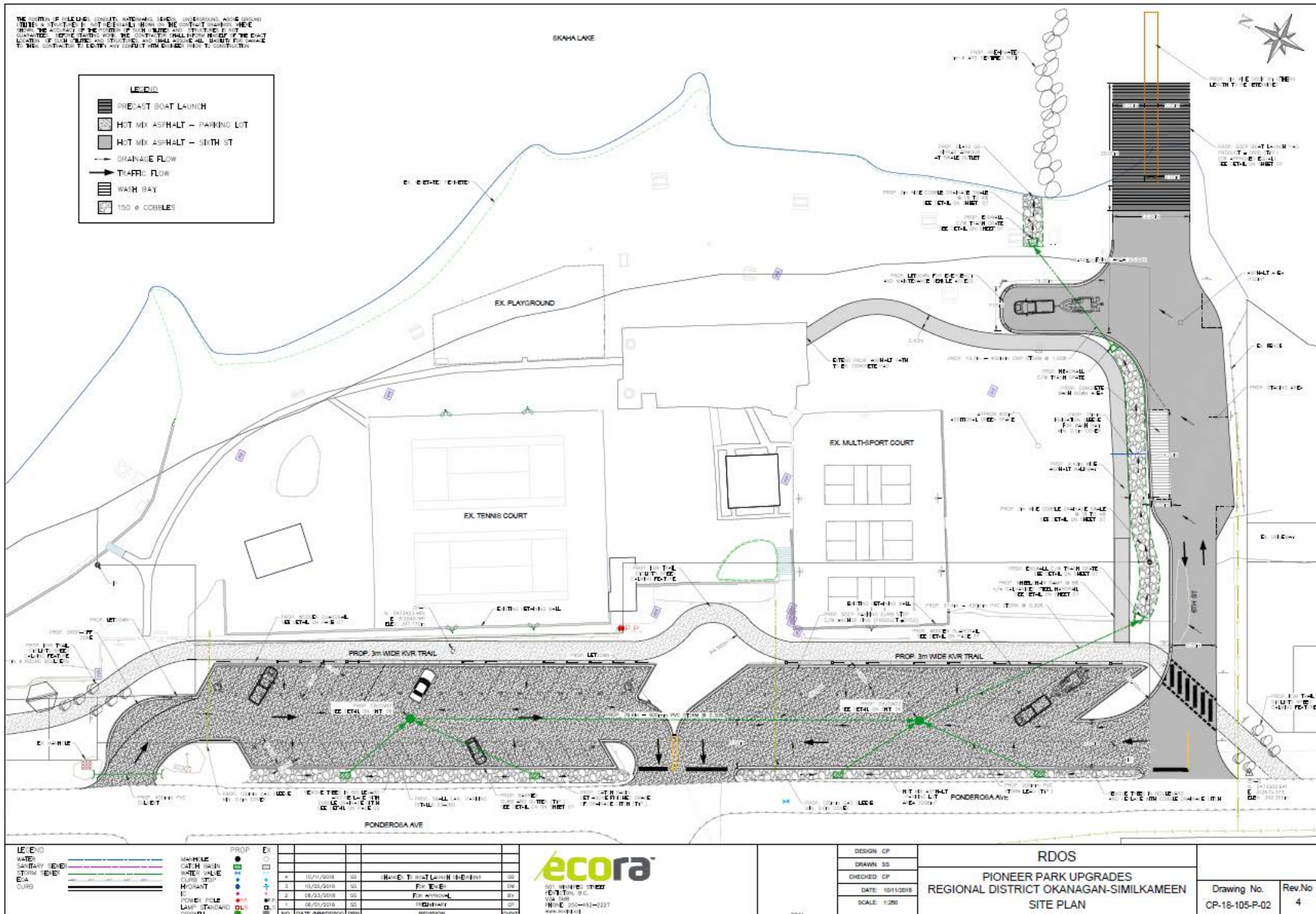
Alternatives:

The Board may choose to not award the project to the recommended proponent.

Respectfully submitted:

"Doug Reeve"

D. Reeve, Project Coordinator



File No:

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ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 6, 2018

RE: Keremeos Fire Truck Acquisition Loan Authorization Bylaw No. 2802, 2018

Administrative Recommendation:

THAT Bylaw No. 2802, 2018 Keremeos Fire Truck Acquisition Loan Authorization Bylaw be adopted.

Reference:

Administrative Report dated April 19, 2018

Background:

At the April 19, 2018 meeting of the Board of Directors, the Board gave three readings to the Keremeos Fire Truck Acquisition Loan Authorization Bylaw No. 2802, 2018. The bylaw authorizes the Regional District to borrow up to \$350,000 to acquire a fire truck for the Keremeos Fire Protection Service.

At that same meeting, the Board of Directors authorized that elector approval for the adoption of the bylaw be obtained through an assent vote (referendum) conducted in conjunction with the General Local Government Election on October 20, 2018.

The Keremeos Fire Department would like to purchase a new fire truck to stay in compliance with Fire Underwriters requirements. The current in-service fire truck is reaching its maximum recognized serviceability by Fire Underwriters.

The cost of the new fire truck is approximately \$504,000 and the department has \$180,000 in their reserves for the purchase.

Analysis:

On October 20, 2018, an assent vote was held for electors in the Keremeos Fire Protection Service Area (Village of Keremeos and portions of Electoral Areas "B" and "G") to obtain elector approval for the adoption of Bylaw No. 2802, with the following results:

Yes	-	851
No	-	162

The bylaw has received the required approval and is now before the Board of Directors for adoption.

Alternatives:

THAT first, second and third readings of Bylaw No. 2802, 2018 be rescinded and the bylaw be abandoned.

Communication Strategy:

The results of the assent vote and the adoption of the loan authorization bylaw will be published in the RDOS bi-weekly ad.

Respectfully submitted:

"Christy Malden"

C. Malden, Manager of Legislative Services

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2802 2018

A bylaw to authorize the long-term borrowing for the acquisition of a Fire Truck for the Keremeos Fire Protection Service Area.

WHEREAS pursuant to Section 406 of the Local Government Act and Section 179 of the Community Charter, the Regional District of Okanagan-Similkameen may, by loan authorization bylaw, borrow money for capital purposes;

AND WHEREAS the Board of the Regional District of Okanagan-Similkameen has established by Bylaw No. 2178, 2002, a service for the purpose of providing fire prevention and inspection services, and fire suppression and other emergency responses, in and for the Keremeos Fire Protection Service Area;

AND WHEREAS the authority to borrow under this bylaw expires five (5) years from the date on which this bylaw is adopted;

AND WHEREAS the Regional Board of the Regional District of Okanagan-Similkameen has obtained the approval of electors in accordance with the *Local Government Act*;

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

1. AUTHORIZATION OF PURCHASE

The Regional Board is hereby empowered and authorized, under Bylaw No. 2178, 2002, to provide fire prevention and suppression services in and for the Keremeos Fire Protection Service Area and to do all things necessary in connection therewith and without limiting the generality of the foregoing:

2. LOAN AUTHORIZATION

- a) To borrow upon the credit of the Regional District a sum not more than the greater of three hundred and fifty thousand dollars (\$ 350,000).
- b) To acquire and have installed all such materials as may be requisite or desirable in connections with the purchase of a fire truck in and for the Keremeos Fire Protection Service.

3. TERM OF DEBENTURE

The maximum term for which debentures may be issued to secure debt created by this bylaw is fifteen (15) years.

4. CITATION

This bylaw may be cited as Keremeos Fire Truck Acquisition Loan Authorization Bylaw No. 2802, 2018

READ A FIRST, SECOND, AND THIRD TIME this 19th day of April, 2018

APPROVED by the Inspector of Municipalities this 8th day of August, 2018

RECEIVED APPROVED BY THE ELECTORS IN THE KEREMEOS FIRE PROTECTION SERVICE AREA THROUGH ASSENT VOTE this 20th day of October, 2018

ADOPTED this XXX day of XXX, 2018

RDOS Board Chair

Corporate Officer

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 6, 2018

RE: Repeal of Establishment Bylaws

Administrative Recommendation:

THAT Bylaw 2835, 2018 being a bylaw to repeal Regional District of Okanagan-Similkameen Establishment bylaws, be read a first, second and third time, and be adopted.

Reference:

Local Government Act
Heritage Conservation Act

Rationale:

Bylaw 250, 1975 – Heritage Advisory Committee Establishment Bylaw:

There is no Heritage Advisory Committee, no Terms of Reference and currently no Heritage Commission.

Bylaw 2161, 2003 – Electoral Area 'B' Heritage Conservation Service Establishment Bylaw:

This service was established in 2003 with Director consent. Currently this service is inactive. No requisitions as of 2016. No reserves.

Bylaw 2279, 2004 – Electoral Area 'H' Heritage Conservation Service Establishment Bylaw:

Currently this service is inactive. No requisitions as of 2015. No reserves.

Bylaw 2367, 2007 – Electoral Areas A, C, D, G and H Heritage Conservation Service Establishment Bylaw

This service was established in 2007 with Director Consent. No requisitions and no reserves.

Background:

On July 7th, 2016, Bylaw 2706, 2016 – Regional District Okanagan-Similkameen Heritage Conservation Service Establishment Bylaw was adopted, and established heritage conservation services in and for the boundaries of the Regional District, excepting the boundaries of the Town of Princeton.

Staff have been reviewing outdated bylaws and identified Bylaws 250, 1975; 2161, 2003; 2279, 2004 and 2367, 2007 as no longer having a purpose and therefore can now be repealed.

Financial Implications:

There are no additional costs directly associated with the passing of the repeal bylaw.

Communication Strategy:

- The Bylaw(s) have been reviewed by the Manager of Legislative Services and the Manager of Finance.

Respectfully submitted:

"Christy Malden"

Manager of Legislative Services

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2835, 2018

A bylaw to repeal Regional District of Okanagan-Similkameen Establishment Bylaws.

WHEREAS the Board of Directors of the Regional District of Okanagan-Similkameen wishes to repeal Regional District of Okanagan-Similkameen establishment bylaws, as outlined below;

AND WHEREAS pursuant to Section 349 of the *Local Government Act*, the Regional Board of the Regional District of Okanagan-Similkameen, may, by bylaw, repeal a bylaw establishing a local service;

AND WHEREAS the electoral area directors have consented in writing to the adoption of the bylaw 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 'Regional District of Okanagan-Similkameen Establishment Repeal Bylaw No. 2835, 2018'.

2.0 REPEAL OF BYLAWS

2.1 The Regional District of Okanagan-Similkameen Establishment Bylaws as listed, and any amendments thereto, are hereby repealed:

Bylaw 250, 1975 – Heritage Advisory Committee Establishment

Bylaw 2161, 2003 – Electoral Area 'B' Heritage Conservation Service Establishment

Bylaw 2279, 2004 – Electoral Area 'H' Heritage Conservation Service Establishment

Bylaw 2367, 2007 – Electoral Areas 'A, C, D, G and H' Heritage Conservation Service Establishment

READ A FIRST, SECOND and THIRD TIME this day of , 2018.

ELECTORAL AREA 'A' DIRECTOR CONSENT OBTAINED this day of , 2018.

ELECTORAL AREA 'B' DIRECTOR CONSENT OBTAINED this day of , 2018.

ELECTORAL AREA 'C' DIRECTOR CONSENT OBTAINED this day of , 2018.

ELECTORAL AREA 'D' DIRECTOR CONSENT OBTAINED this day of , 2018.

ELECTORAL AREA 'G' DIRECTOR CONSENT OBTAINED this day of , 2018.
ELECTORAL AREA 'H' DIRECTOR CONSENT OBTAINED this day of , 2018.
ELECTORAL AREA 'I' DIRECTOR CONSENT OBTAINED this day of , 2018.

ADOPTED BY 2/3rd VOTE this day of , 2018.

Chair

Corporate Officer

FILED WITH THE INSPECTOR OF MUNICIPALITIES this day of , 2018.

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 6, 2018

RE: Bylaw 2059, 2001 Naramata Water System Capital Financing - Abandon

Administrative Recommendation:

THAT the first, second and third readings of Bylaw 2059, 2001 Naramata Water System Capital Financing, be rescinded and the bylaw be abandoned.

Reference:

March 15, 2001 – Naramata Water System Upgrade Grant Application for Funding under the Canada/BC Infrastructure Program
March 22nd, 2001 Board Meeting Minutes

Background:

In 2001, Bylaw 2059 received first, second and third reading in preparation of receipt of grant funding. The funding was never received and it was determined at that time, the Board abandon the bylaw.

Analysis:

Staff have been reviewing outdated bylaws and identified Bylaw 2059, 2001 as no longer having a purpose and therefore can now be abandoned.

Respectfully submitted:

"Christy Malden"

Manager of Legislative Services

Attachment: Bylaw 2059, 2001 Naramata Water System Capital Financing

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2059, 2001

A bylaw to authorize a \$4,581,000.00 loan for the purpose of providing capital financing for services provided by a water system in the Naramata area of Electoral Area 'E'.

WHEREAS pursuant to Section 831 of the Local Government Act, the Regional District of Okanagan-Similkameen may, by loan authorization bylaw, borrow money for capital purposes;

AND WHEREAS the Board of Directors of the Regional District of Okanagan-Similkameen has received a valid Petition for Services pursuant to Section 801 of the Local Government Act to provide capital financing for the services provided by a water system.

AND WHEREAS the Board of Directors of the Regional District of Okanagan-Similkameen has by Bylaw No. 1620, 1995 established the Naramata Water System Local Service;

AND WHEREAS the amount of existing outstanding debentures of the Regional District authorized under:

- (a) Section 830 of the Local Government Act in respect of short term capital borrowing is \$0.00;
- (b) Section 831 of the Local Government Act in respect of loan authorization bylaws is \$39,587,464.00;
- (c) Section 835 of the Local Government Act in respect of the financing of municipal undertakings is \$32,050,162.00.

AND WHEREAS the amount of debenture debt that is authorized but not issued under:

- (a) Section 830 of the Local Government Act in respect of short term capital borrowing is \$0.00;
- (b) Section 831 of the Local Government Act in respect of loan authorization bylaws is \$4,999,617.00;
- (c) Section 835 of the Local Government Act in respect of the financing of municipal undertakings is \$0.00.

AND WHEREAS the amount of principal or interest that, as of the date of adoption of this bylaw, is in arrears on debt created under Sections 830, 831 and 835 of the Local Government Act is \$0.00;

AND WHEREAS the authority to borrow under this bylaw expires five (5) years from the date on which this bylaw is adopted;

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

1. LOAN AUTHORIZATION

The Board of Directors of the Regional District of Okanagan-Similkameen is empowered and authorized, for the purpose of the Naramata Water System Local Service under Bylaw No. 1620, 1995 to borrow upon the credit of the Regional District a sum not exceeding \$4,581,000.00.

2. TERM OF DEBENTURE DEBT

The maximum term for which a debenture debt may be issued to secure debt created by this bylaw is twenty (20) years.

3. CITATION

This bylaw may be cited as "Naramata Water System Capital Financing Loan Authorization Bylaw No. 2059, 2001".

READ A FIRST, SECOND AND THIRD TIME this 22nd day of March, 2001.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this day of , 2001.

ADOPTED this day of , 2001.

Chairman

Legislative Services Manager

FILED WITH THE INSPECTOR OF MUNICIPALITIES this day of , 2001.

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 6, 2018

RE: Select Committees and External Agency Appointments

Administrative Recommendation:

THAT the Board of Directors approve the Chair's recommendations for select committee and external agency appointments, based on all expressions of interest from each Director, as contained within the December 6, 2018 report from the Chief Administrative Officer.

Analysis:

Each year, members of the Board of Directors are asked to submit expressions of interest to determine which appointments to Board select committees and external agencies would be of interest to them.

Generally; changes to these positions have not occurred midway through an election term unless a Director wishes to step down from a committee or there is a change in Chair and/or Vice Chair of the Board.

With 2018 being an election year and the Board experiencing a 65% change, many of the appointees will be new to the positions. Where feasible, returning Directors have been re-appointed to formerly held appointments, in the interest of continuity.

All expressions of interest have been considered and any Director putting their name forward for a position has been accommodated or provided a similar, or vice appointment.

Committee Chairs:

Corporate Services:

- Karla Kozakevich, Chair
- Manfred Bauer, Vice Chair

Community Services:

- Manfred Bauer, Chair
- Riley Gettens, Vice Chair

Environment and Infrastructure:

- George Bush, Chair
- Riley Gettens, Vice Chair

Protective Services:

- Doug Holmes, Chair
- Tim Roberts, Vice Chair

Planning and Development:

- Mark Pendergraft, Chair
- Rick Knodel, Vice Chair

External Agencies:

Municipal Finance Authority - *Chair and Vice Chair*

- Karla Kozakevich (Board Chair)
- Manfred Bauer (Vice Chair), alternate

Municipal Insurance Association - *Chair and Vice Chair*

- Karla Kozakevich (Board Chair)
- Manfred Bauer (Vice Chair), alternate

Okanagan Basin Water Board – *Participants are Electoral Areas A, C, D, E, F, part of G, City of Penticton, District of Summerland, Town of Osoyoos, Town of Oliver 3 Directors, 3 Alternates*

- Sue McKortoff
- Toni Boot
- Rick Knodel

ALTS:

- Mark Pendergraft (alternate to McKortoff)
- Doug Holmes (alternate to Boot)
- Subrina Monteith (alternate to Knodel)

Okanagan Film Commission - *Participants are all jurisdictions 1 Director*

- Riley Gettens
- Doug Holmes - alternate

Okanagan Regional Library - *Participants are Electoral Areas A, B,C,D,E,F,G*

- Karla Kozakevich
- Tim Roberts – Alternate

Okanagan Kootenay Sterile Insect Release Board - *Participants are Electoral Areas A, B, C, D, E, F, & G, City of Penticton, District of Summerland, Town of Osoyoos, Town of Oliver, Village of Keremeos*

- George Bush
- Rick Knodel - Alternate

BC Rural Centre (formerly Southern Interior Beetle Action Coalition) - *Participants are all jurisdictions*

- Riley Gettens
- Ron Obirek - Alternate

Southern Interior Municipal Employees Association - *Participants are all jurisdictions*

- Rick Knodel
- Karla Kozakevich – Alternate

Starling Control – *Participants are all jurisdictions*

- George Bush
- Subrina Monteith – Alternate

UBCO Water Research Chair Advisory Committee – *All Jurisdictions*

- Doug Holmes
- Manfred Bauer - Alternate

Developing Sustainable Rural Practice Communities Committee – *All Jurisdictions*

- Sue McKortoff
- Manfred Bauer - Alternate

Intergovernmental First Nations Joint Council – *Board Chair, Vice Chair and one other member*

- Karla Kozakevich
- Manfred Bauer
- Mark Pendergraft

Fire Chief Liaison Committee

- Mark Pendergraft
- Rick Knodel
- Subrina Monteith
- Ron Obirek
- Tim Roberts

Respectfully submitted:



C. Malden, Manager of Legislative Services

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 6, 2018

RE: Destination Osoyoos Municipal Regional Destination Tax (MRDT)

Administrative Recommendation:

THAT the Board of Directors provide a letter of support to Destination Osoyoos for their reapplication to the Province to continue to collect the Municipal and Regional Destination Tax (MRDT) and to increase the MRDT from 2% to 3%.

Reference:

Letter dated October 26, 2018 from Kelley Glazer, Destination Osoyoos

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

Goal 3.2 To develop an economically sustainable region.

Background:

The Municipal Regional Destination Tax (MRDT) has been in place in Osoyoos and supported by the Regional District since 2007. The MRDT provides for destination marketing for the Town of Osoyoos and surrounding areas. The tax is collected from the accommodation sector within the Town of Osoyoos and is currently based on 2% of room revenues collected.

Destination Osoyoos is preparing to submit an application to the Province of BC to increase the collection of the MRDT from 2% to 3%.

Analysis:

Since 2007, Destination Osoyoos has increased the amount of tax collected (based on 2% of room revenues collected) by approximately 12% each year with the exception of 2016 when they experienced an increase of 17.3%.

The additional 1% increase from 2% to 3% would equate to approximately \$150,000 in additional MRDT funds.

In addition to the MRDT, Destination Osoyoos has a separate agreement with the Regional District to provide marketing and promotional support to businesses within Electoral Area "A". This agreement is funded under the Electoral Area "A" Economic Development Service Establishment Bylaw No. 2529, 2010.

Alternatives:

That the Board of Directors choose not to provide a letter of support to Destination Osoyoos for the Municipal Regional Destination Tax (MRDT).

Respectfully submitted:

"Christy Malden"

Manager of Legislative Services



October 26, 2018

Bill Newell
Chief Administrative Officer
Regional District of Okanagan-Similkameen

RE: Request for Letter of Support for the collection of 3% MRDT

Dear Bill,

Destination Osoyoos is preparing to submit an application to the Province of BC to increase the collection of the MRDT to 3% from the 2% currently collected, and support from the RDOS is integral in achieving our goal.

As part of the BC Government's 2015 Budget, the legislature approved a 1% increase to the maximum MRDT program rate allowed under the Provincial Sales Tax Act to 3%, from 2% previously. This change to the MRDT rate is entirely voluntary (51%+ accommodator vote approves the increase within a community) and will only apply to municipalities, regional districts or eligible entities that request the increase, and whose applications are approved by government. Communities that choose to increase their MRDT rate will also support a new provincial Tourism Events Program where 0.2 percentage points of the incremental 1% collected would go back to the provincial program deliverables.

As you may be aware, Destination Osoyoos includes and promotes many businesses that are located well out of the Osoyoos Town boundaries. Our marketing efforts create increased opportunities for both Osoyoos based businesses as well as those located in Regional Districts A, B and C.

The additional 1% would equate to approximately \$150,000 in additional MRDT funds (35% increase in Destination Osoyoos marketing budget) to market Osoyoos and area annually. The Tourism Events Program is a provincial application-based program intended to support large events that drive significant overnight visitation to BC.

Thank you for your consideration.

Sincerely,

Kelley Glazer
Executive Director
Destination Osoyoos
kglazer@destinationosoyoos.com

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: December 6, 2018

RE: Declaration of State of Local Emergency Approval

Enabling Legislation:

The Emergency Program Act provides:

12(1) A local authority or the head of the local authority, may, at any time that the local authority of the head of the local authority, as the case may be, is satisfied that an emergency exists or is imminent in the jurisdictional area for which the local authority has responsibility, declare a state of local emergency relating to all or any part of the jurisdictional area.

12(3) The head of a local authority must, before making a declaration under subsection (1), use best efforts to obtain the consent of the other members of the local authority to the declaration and must, as soon as practicable after making a declaration under subsection (1), convene a meeting of the local authority to assist in directing the response to the emergency.

Administrative Recommendation:

Electoral Area "C":

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 22 October 2018, at midnight for a further seven days to 29 October 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 29 October 2018, at midnight for a further seven days to 5 November 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 5 November 2018, at midnight for a further seven days to 12 November 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 12 November 2018, at midnight for a further seven days to 19 November 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 19 November 2018, at midnight for a further seven days to 26 November 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 26 November 2018, at midnight for a further seven days to 3 December 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "C" due to expire 3 December 2018, at midnight for a further seven days to 10 December 2018, at midnight.

Electoral Area "D":

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "D" due to expire 23 October 2018, at midnight for a further seven days to 30 October 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "D" due to expire 30 October 2018, at midnight for a further seven days to 6 November 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "D" due to expire 6 November 2018, at midnight for a further seven days to 13 November 2018, at midnight.

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration for the State of Local Emergency for the area surrounding Electoral Area "D" due to expire 13 November 2018, at midnight for a further seven days to 20 November 2018, at midnight.

Reference:

Emergency Program Act, Section 12

Background:

2018 Spring Freshet Flooding

The State of Local Emergency for Electoral Area "B" was **cancelled** on May 28th 2018.

The State of Local Emergency for Electoral Area "E" was **cancelled** on May 28th 2018.

The State of Local Emergency for Electoral Area "H" was **cancelled** on May 28th 2018.

The State of Local Emergency for Electoral Area "F" was **cancelled** on July 13th 2018.

The State of Local Emergency for Electoral Area "G" was **cancelled** on July 18th 2018.

The State of Local Emergency for Electoral Area "A" was **cancelled** on July 23rd 2018.

The State of Local Emergency for Electoral Area "D" was **cancelled** on November 20th, 2018

Inclement weather conditions on March 22nd 2018, coupled with significant snowpack, higher than average seasonal ground water levels and rain on snow events led to extensive Freshet flooding in the RDOS. The RDOS Emergency Operations Centre (EOC) was activated on March 22nd 2018 to support emergency responders and residents dealing with issues related to the flooding. The EOC remained active on a daily basis, offering support to our partners throughout the region, until Friday June 15, 2018, when operations began scaling back and shortly after, wildfires became active. The EOC was active for support to wildfires through the summer and scaled back in mid-September. Now the EOC continues to provide to remaining response work and recovery efforts in the region. State of Local Emergency remains in Electoral Area "C" until emergency response works are completed that necessitate the use of SOLE authority and due to a continued imminent risk of flooding.

2018 Wildfires

The State of Local Emergency for Electoral Area "F" was **cancelled** on July 25th 2018.

The State of Local Emergency for Electoral Area "B" was **cancelled** on September 12th 2018.

The State of Local Emergency for Electoral Area "G" was **cancelled** on September 12th 2018.

Lightning in the south Okanagan region on July 17th, coupled with high temperatures resulted in several new wildfire starts over a period of 48 hours in Electoral Areas B, C, D, E, F and G. The BC Wildfire Service (BCWS) worked on all of the fires, focusing resources first to those presenting risk to structures and people. The RDOS EOC was activated on July 18th 2018 to support emergency response to the Mt. Eneas wildfire and residents evacuated. The week of August 3rd to 8th, wildfires in the Snowy Mountain Protected Area and near Cathedral Lakes Provincial Park prompted evacuation orders and alerts to residents nearby. On August 15th, the Cool Creek and Old Tom Creek fires prompted additional evacuation orders primarily to afford assistance to ranchers to remove cattle from grazing areas. The wildfires in the region were actioned and eventually stabilized with cooler weather and higher humidity levels. The risk of wildfires diminished with all wildfire related State of Local Emergency and evacuation alerts cancelled on September 12th.

The EOC has now concluded operations to support wildfires in the region. The RDOS is receiving Post-Wildfire Risk Hazard Assessments from BC Wildfire to highlight any areas that may be at risk as a result of the impact of the fires, i.e., landslide / debris flows.

Respectfully submitted:

Bill Newell

Emergency Operations Centre Director