

Regional District of Okanagan-Similkameen

**SCHEDULE OF MEETINGS**

**THURSDAY, FEBRUARY 25, 2016  
RDOS BOARDROOM**

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9:00 am	-	9:30 am	Community Services Committee
9:30 am		11:30 am	Corporate Services Committee
11:30 am	-	12:30 pm	Environment Committee
12:30 pm		1:00 pm	Lunch
1:00 pm	-	3:00 pm	RDOS Regular Board

*"Mark Pendergraft"*

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Mark Pendergraft  
RDOS Board Chair

Advance Notice of Meetings:

March 10	RDOS Board/Committee Meetings
March 24	RDOS/OSRHD Board/Committee Meetings
April 7	RDOS Board/Committee Meetings
April 28	RDOS/OSRHD Board/Committee Meetings
May 5	RDOS Board/Committee Meetings
May 19	RDOS/OSRHD Board/Committee Meetings



# REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

## Community Services Committee

Thursday, February 25, 2016

9:00 am

## REGULAR AGENDA

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**A.** APPROVAL OF AGENDA

**RECOMMENDATION 1**

That the Agenda for the Community Services Committee Meeting of February 25, 2016 be adopted.

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**B.** DELEGATION

Fairview Heritage Townsite Society

Jessica Murphy will provide information regarding future plans for the site.

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**C.** ADJOURNMENT



# REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

## Corporate Services Committee

Thursday, February 25, 2016

9:30 am

## REGULAR AGENDA

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### A. APPROVAL OF AGENDA

#### RECOMMENDATION 1

That the Agenda for the Corporate Services Committee Meeting of February 25, 2016 be adopted.

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### B. Lower Similkameen Community Forest Corporation

- a. Report from November 5, 2015
- b. LSCFC Meeting Financials – January 13, 2016
- c. Capacity Forest Report
- d. LSCFC Structure

To confirm a course of action with respect to the Board's partnership in the Lower Similkameen Community Forest Corporation.

#### RECOMMENDATION 2

**THAT the Board of Directors advise Lower Similkameen Community Forests Ltd. and Lower Similkameen Community Forests Limited Partnership of the Regional District of Okanagan Similkameen's (RDOS) intent to withdraw from its interest therein; and,**

**THAT negotiation for the sale/transfer of the RDOS shares and/or units be undertaken with the remaining partner(s).**

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### C. Area "D" Governance Update

For Information Only

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### D. Corporate Action Plan

For Information Only

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**E. 2016 Performance Planning Worksheet**

For Information Only

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**F. ADJOURNMENT**

**ADMINISTRATIVE REPORT  
IN - CAMERA**

**TO:** Corporate Services Committee  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** February 25, 2016  
**RE:** Lower Similkameen Community Forests Ltd. / Lower Similkameen Community Forests Limited Partnership

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**Administrative Recommendation:**

**THAT the Board of Directors advise Lower Similkameen Community Forests Ltd. and Lower Similkameen Community Forests Limited Partnership of the Regional District of Okanagan Similkameen's (RDOS) intent to withdraw from its interest therein; and,**

**THAT negotiation for the sale/transfer of the RDOS shares and/or units be undertaken with the remaining partner(s).**

**Purpose:**

To confirm a course of action with respect to the Board's respective interest in Lower Similkameen Community Forests Ltd. and Lower Similkameen Community Forests Limited Partnership.

**Reference:**

November 5, 2015 Corporate Services Report (attached)  
January 13, 2016 LSCF meeting, including financials (attached)  
Capacity Forest Management report  
LSCF Structure

**Background:**

In 2005, the Regional District of Okanagan-Similkameen (RDOS) (Areas "B" & "G"), the Village of Keremeos, and the Upper Similkameen and Lower Similkameen Indian Bands formed the Lower Similkameen Community Forest Steering Committee to pursue community forest tenure within the Lower Similkameen watershed, for the purpose of economic development in the area. It should be noted that the Upper Similkameen Indian Band withdrew its participation in the early stages of the venture.

In order to hold a community forest license, a Corporation, Society, or Cooperative must be incorporated to be the holder thereof. In 2007, upon advice from legal counsel, a Limited Partnership, Lower Similkameen Community Forests Limited Partnership (LP) and a Corporation, Lower Similkameen Community Forests Ltd. (LTD) were incorporated with the Regional District and

the Village of Keremeos participating in the ownership thereof, along with the Lower Similkameen Indian Band.

Prior to incorporating a company a Regional District must obtain approval from the Inspector of Municipalities (“the Inspector”) pursuant to the provisions of the *Local Government Act*. The same is true for a municipality, pursuant to the *Community Charter*. It has been determined that although an application was made to the Inspector, approval was withheld due to an inadequate application.

RDOS records do not provide an explanation as to why the LP or LTD were incorporated without the prior written approval of the Inspector. The RDOS has confirmed that the Inspector cannot retroactively provide its approval for the existing incorporations.

**Analysis:**

In December 2015, representatives from the RDOS, the Village of Keremeos, and the Lower Similkameen Indian Band met with legal counsel to discuss options for moving forward. The Lower Similkameen Indian Band advised that they may wish to continue their interest in LP and LTD in the event the RDOS and/or the Village of Keremeos wish to withdraw from their respective ownership interest.

Administration contacted the Ministry of Forests to confirm that the shareholders/partners may leave a corporation or limited liability partnership which holds a community forest license without impacting the issuance of the community forests license. Mr. Mile Djukic, Tenures Forester in the Kamloops Forest Region confirmed that the Ministry would have no concern if the RDOS and Village of Keremeos LTD or LP transferred their interests to the Lower Similkameen Indian Band provided the license holder informed the Ministry if there was a change in ownership structure.

The November 5, 2015 administrative report (attached) detailed the corporate status and the estimated financial status at that time, based on a limited review of documents provided by the corporation’s accountants. In January 2016 administration attended a meeting of the corporation at which an updated set of financials were provided, copies of which are attached for the Board’s reference.

Subsequent to that meeting, the LP’s and LTD’s management company, Capacity Forest Management Ltd. provided a report detailing the projected economics and viability of the corporation. This report is also attached for reference.

The RDOS has no legal ability to compel the LP or LTD to dissolve; however, as the RDOS is now aware that LP and LTD were incorporated without the prior approval of the Inspector, action is required to remedy the current situation.

The Board was presented with some potential options at the November 4 Board meeting, including:

- Withdrawal from LP and LTD by transferring the RDOS’ interest to the remaining shareholder(s)/partner(s);
- Dissolution of LP and LTD, with the approval of all parties;
- Incorporation of a new corporation and/or LLP, with prior approval of the Inspector.

As indicated earlier, The Lower Similkameen Indian Band has advised that they may wish to continue with their respective interest in LP LTD and the Village of Keremeos, by Council Resolution, has indicated they wish to withdraw from both.

In the event the Area Directors for Area "B" and/or "G" wish to continue to participate in the forest tenure in the Lower Similkameen Watershed, and should the Board agree, the RDOS, on behalf of Area "B" and/or "G" would be obliged to approach the Lower Similkameen Indian Band to seek their permission for the winding up of LTD and maybe LP as well. In such a case, the RDOS would also be required to approach the Inspector to seek the necessary prior approval pursuant to the *Local Government Act* for the RDOS' participation in a newly incorporated company. At this point as a shareholder of the Forest Corp., the liability resides with the Board as whole.

Should one or both of the Electoral Areas be interested in remaining in the Forest Corp, the Board would need to discuss how the costs should be apportioned. There would seem to be an argument that all costs for the said withdrawal and new incorporation would be the responsibility of the electoral areas wishing to participate. In order to assume liability and requisition costs, a service area would have to be established requiring the assent of the electors within the area affected. Also, under this scenario, costs to subsidize logging operations and any future cash calls which may occur would remain the responsibility of the RDOS as a whole. The RDOS could then look to the Service for reimbursement, if the Service was able to pay.

Also, for any situation, either continued participation or withdrawal, there would be a requirement to discuss with the Village of Keremeos and the Lower Similkameen Indian Band the winding up process and distribution of any existing surplus after payment of all outstanding liabilities and provision for contingent liabilities.

**Alternatives:**

That the Board of Directors support the incorporation of a new corporation which would include Electoral Areas that wish to participate as a partner with the Lower Similkameen Indian Band, subject to the approval of incorporation and approval of a service establishment bylaw by the Inspector as well as assent of the respective electors in the participating areas.

**Respectfully submitted:**

*"Christy Malden"*

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C. Malden, Manager of Legislative Services

## ADMINISTRATIVE REPORT



**TO:** Corporate Services Committee  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** November 5, 2015  
**RE:** Lower Similkameen Community Forest Corporation

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### For Information Only.

### History:

In 2005, the Regional District of Okanagan-Similkameen (Areas B & G), the Village of Keremeos, and the Upper Similkameen and Lower Similkameen Indian Bands began working together through the Lower Similkameen Community Forest Steering Committee to pursue community forest tenure within the Lower Similkameen watershed. The overall goal for maintaining a community forest tenure was to encourage economic development in the area.

In order to hold a community forest license, the Ministry of Forests required that a Corporation, Society, or Cooperative be established. In May 2006, the Board of Directors of the RDOS passed a resolution supporting the incorporation of the Lower Similkameen Community Forest Ltd.

### Analysis:

#### ***Proposed Structure***

In a June 2007 letter, RDOS legal counsel advised the parties to proceed by way of a Limited Partnership under the *B.C. Partnership Act*. Also, each First Nation and each local government would participate in the Limited Partnership (**Limited Partnership**) by way of ownership in a new corporation that would be the General Partner (**Forests Ltd.**) thereof. It was a further recommendation that the ownership in the General Partner would be by way of each of the First Nations and local governments incorporating their own corporations to be the unit holders thereof.

It should be noted that the recommendation of legal counsel to incorporate a Limited Partnership and the various other corporate entities was to minimize any liability exposure to each First Nation and each local government.

It should also be noted that the Upper Similkameen Indian Band withdrew its participation in the early stages of the venture.

#### ***Approvals***

Prior to incorporating a company a Regional District must obtain approval from the Inspector of Municipalities pursuant to the provisions of the *Local Government Act*. The same is true for a municipality, pursuant to the *Community Charter*.

It was noted in the files received that an application had been made to the Inspector of Municipalities for approval, but the approval was withheld due to an inadequate application. There is no indication or explanation in the files as to why Forests Ltd. or the Limited Partnership were incorporated without the prior approval of the Inspector of Municipalities. The RDOS has also been advised that the Inspector of Municipalities cannot retroactively provide its approval.

**Current Status**

Based on the information received by the RDOS, the current corporate status of the two entities are as follows:

1. (a) Forests Ltd. was incorporated on March 23, 2007 and the shareholders are:
 

Manfred Bauer	2,000 Shares
Elef Christensen	2,000 Shares
Keith Crow	2,000 Shares
George Bush	2,000 Shares.

We have noted only a Declaration of Trust in the files for Elef Christensen confirming that he holds his shares in trust for the RDOS. Manfred Bauer’s shares were held by his predecessors in trust for the Village of Keremeos and that George Bush’s predecessors held their shares in trust for Regional District.

- (b) The current directors of Forests Ltd. are:
    - Donald Armstrong;
    - Duncan Baynes;
    - Greg Sanderson; and
    - Wayne Terbasket.

2. Limited Partnership was incorporated on August 15, 2008 and the unit holders are:

Unit Holder	Units
(a) The General Partner:	
Forests Ltd.	1
(b) The Limited Partners:	
Village of Keremeos	249.75
Lower Similkameen Indian Business Trust	249.75
Regional District of Okanagan-Similkameen (Area G)	249.75
Regional District of Okanagan-Similkameen (Area B)	249.75

**Issues**

The RDOS participated in the incorporation of a limited company and a Limited Partnership contrary to Section 195 of the *Local Government Act*. Pursuant to Section 195(1) a Regional District may only:

- (a) incorporate a corporation other than a Society, or
  - (b) acquire shares in a corporation;
- with the approval of the inspector or as authorized by regulation.”

## **Financial**

Based on a limited review of the Financial Statements of Forests Ltd. and the Limited Partnership; the financial results indicate:

Limited Partnership Net Earnings 2012	\$11,983.00
Limited Partnership Net Earnings 2013	(\$12,405.00)
Limited Partnership Net Earnings 2014	(\$23,066.00)
General Partner's 2014 Year End capital	\$60,417.00
Lower Similkameen Community Forests Ltd. 2012	(\$ 5,507.00) end of year deficit
Lower Similkameen Community Forests Ltd. 2013	(\$ 8,167.00) end of year deficit
Lower Similkameen Community Forests Ltd. 2014	(\$ 8,169.00) end of year deficit

## **Next Steps**

The Board of Directors of RDOS has no legal ability to compel the partners to dissolve the partnership; however, as the RDOS is now aware that the Forests Ltd. and the Limited Partnership were incorporated without the prior approval of the Inspector of Municipalities, action is required to terminate the current situation.

As any action impacts all partners, discussion with the partners regarding options will be required prior to any decision.

Options may include:

- Withdrawal from the corporation with all RDOS "B" and "G" shares turned over to the remaining partner(s);
- Dissolution of the corporations, with the approval of all partners;
- Incorporation of a new corporation, approved by the Inspector of Municipalities.

Legal advice with regard to the above noted options and any potential liabilities will be required. As a corporate legal matter, costs associated with this matter are to be recovered from General Government.

**Respectfully submitted:**

*"Christy Malden"*

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C. Malden, Manager of Legislative Services

# Lower Similkameen Community Forest

January 13, 2016

5pm

## Agenda

1. Welcome and Introductions
2. Review of Agenda
3. Financial Update
4. Update on Young Creek and Red Bridge Projects
5. Moving Forward:
  - a. Current Timber Supply issues
  - b. Limited opportunities, Annual cost
  - c. Corporate Structure discussions
  - d. Options for future ownership.
6. Other

## **Road Inspections Remaining for 2015 (snow/funds/access dependent)**

Snow access issue to inspect during May 27, 2015 couldn't inspect.

- Placer
- Septima Main
- C3PO
- R2D2
- WAB130
- Need a Bridge inspection for Duruisseau M/L approx. 43km – last inspection was approx. 2010 if plans to harvest and haul volume in this area.

## **SFI – Audit**

- Field Audit completed in September 2015 to the new 2015-2019 SFI standard. Office Documentation review remains to be completed by PWC a new certificate should be issued by March 2016.

## **Government Discussions**

-No further updates on available timber in the Okanagan District or boundary changes since last meeting in March 2015.

- Area boundary changed to take some ground based areas – probably is very low (dealing with 2 districts along with Weyco).
- FFT funding to subsidize planting – contravenes US softwood lumber agreement
- BCTS development – no chance.
- Lower AAC with K2U – have not done so as I am worried about lifting up the volume from a reduced rate could require a TSR.
- Any other avenues to pursue for funding?

## **2015 - TSR Cascades/Merritt – reduced AAC - +400,000m3**

- AAC expected to drop by 400,00m3 possibly.
- Not likely any new area will be offered.
- Mid Term Timber supply will stay down for several decades.

**LS Community Forest Limited Partnership**  
**Balance Sheet**  
**as at December 31, 2015**

**ASSETS:**

**Current Assets**

Bank (CIBC Chequing)	212,276.88	
Accounts Receivable	2,500.03	1
Prepaid Expenses	4,729.59	2
<i>Stock only</i> Prepaid Silviculture (Seedlings for 2016 planting)	33,371.01	3

**Fixed Assets**

Bridge	50,000.00
Accum. Amort. - Bridge	(7,896.00)

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**TOTAL ASSETS** **294,981.51**

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**LIABILITIES & EQUITY:**

**Current Liabilities**

Accounts Payable	32,654.70	4
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**Long Term Liabilities**

Silviculture Provisions - K2U	191,295.00
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**Partnership Equity**

RDOS (Area B)	Capital Contribution	1,500.00	
	Share of Earnings	15,290.69	
RDOS (Area G)	Capital Contribution	1,500.00	
	Share of Earnings	15,290.69	
Village of Keremeos	Capital Contribution	1,500.00	
	Share of Earnings	15,290.69	
LSIB Business Trust	Capital Contribution	1,500.00	
	Share of Earnings	15,290.69	
LS Community Forest Ltd.	Share of Earnings	12.39	
	Withdrawals	(10,761.72)	5

**Current Year Earnings (see Income Statement) **14,618.38****

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**TOTAL LIABILITIES & EQUITY** **294,981.51**

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## LS Community Forest Limited Partnership

### Notes to Financials

1	<b>Accounts Receivable</b>		<b>\$ 2,500.03</b>
	Aspen Planers	GST of the \$50K Deposit	2,500.03
			-
2	<b>Prepaid Expenses</b>		<b>\$ 4,729.59</b>
	MoF Rent - K2U Licence	01/01/2016 - 02/01/2016	616.67
	Annual Insurance - Directors & Officers	01/01/2016 - 10/14/2016	1,622.92
	Annual Insurance - General Liability	01/01/2016 - 09/24/2016	2,490.00
3	<b>Prepaid Silviculture (Seedlings for 2016 planting)</b>		<b>\$ 33,371.01</b>
	Graham/Wall Consulting	Past - Seedlings for 2016 planting	914.53
	Graham/Wall Consulting	CP6 - Seedlings for 2016 planting	645.08
	K&C Silviculture	CP6 - Seedlings for 2016 planting	22,380.68
	Quastuco Silviculture	CP6 - Seedlings for 2016 planting	9,375.76
	Capacity Forest Management	CP6 - 2016 planting management	54.96
4	<b>Accounts Payables</b>		<b>\$ 32,654.70</b>
	Capacity Forest Management Ltd.		1,280.32
	CRA - GST		2,049.37
	Gorman Bros	Final payment due on bridge purchase	27,500.00
	Quastuco Silviculture	Burning Project	1,825.01
5	<b>Withdrawals - LS Community Forest Ltd.</b>		<b>\$ (10,761.72)</b>
	Meyers Norris Penny	2009 yearend & tax reporting	(1,664.25)
	Meyers Norris Penny	2010 yearend & tax reporting	(997.50)
	Meyers Norris Penny	2011 yearend & tax reporting	(840.00)
	Robert Cherniack (Lawyer)	2010 & 2011 Corporate Renewal	(517.32)
	Meyers Norris Penny	2012 yearend & tax reporting	(840.00)
	Assante Capital Management	Robert Cherniack - Legal Corp Renewals	(1,897.50)
	Meyers Norris Penny	2014 yearend & tax reporting	(415.00)
	Assante Capital Management	Robert Cherniack - Change of Directorship/Rer	(3,590.15)
6	<b>Accounting &amp; Legal</b>		<b>\$ 10,697.97</b>
	MNP	Accounting Services	10,697.97
			-
7	<b>Business Fees &amp; Supplies</b>		<b>\$ 495.24</b>
	Capacity Forest	Photocopies / Binders / Software fees	191.63
	CIBC	Bank Fees	154.88
	MNP	Courier Costs	86.10
	SFI Costs	Memberships, Conferences, Workshops	62.63
8	<b>Insurance</b>		<b>\$ 5,369.99</b>
	Hub International Insurance	General Liability	3,319.99
	Hub International Insurance	Directors and Officers	2,050.00

**LS Community Forest Limited Partnership**  
**Young Creek Project**

	Total	\$/m3
<b>REVENUE</b>		
Log Sales	335,418.65	61.55
<b>TOTAL REVENUE</b>	<b>335,418.65</b>	<b>61.55</b>
<b>EXPENSE</b>		
<u>Direct Expenses</u>		
Management/Supervision	9,567.68	1.76
Engineering & Development	23,303.41	4.28
Fuel	679.04	0.12
Harvesting Contractors	113,730.75	20.87
Hauling Contractors	85,894.09	15.76
Equipment Rental	330.00	0.06
Road Costs	2,421.60	0.44
Silviculture Accrual / (Recovery)	25,255.11	4.63
Stumpage	6,516.88	1.20
Supplies	467.65	0.09
Waste & Assessment	364.49	0.07
<b>Total Direct Expenses</b>	<b>268,530.70</b>	<b>49.27</b>
<u>Indirect Expenses</u>		
Business Fees & Supplies	102.31	0.02
Travel	4,949.80	0.91
<b>Total Indirect Expenses</b>	<b>5,052.11</b>	<b>0.93</b>
<b>TOTAL EXPENSE</b>	<b>273,582.81</b>	<b>50.20</b>
<b>Net Income</b>	<b>61,835.84</b>	<b>11.35</b>
<b>M3 Sold (per Gorman)</b>	<b>5,450</b>	<b>11.35</b>

	2013	2014	2015
Log Sales	335,418.65	-	-
<b>TOTAL REVENUE</b>	<b>335,418.65</b>	<b>-</b>	<b>-</b>
<b>EXPENSE</b>			
<u>Direct Expenses</u>			
Management/Supervision	7,678.00	1,414.88	474.80
Engineering & Development	20,568.53	2,734.88	-
Fuel	679.04	-	-
Harvesting Contractors	113,730.75	-	-
Hauling Contractors	85,894.09	-	-
Equipment Rental	330.00	-	-
Road Costs	1,621.60	800.00	-
Silviculture Accrual / (Recovery)	53,262.00	(4,292.38)	(23,714.51)
Stumpage	6,516.88	-	-
Supplies	464.96	2.69	-
Waste & Assessment	16,350.00	(16,010.26)	24.75
<b>Total Direct Expenses</b>	<b>307,095.85</b>	<b>(15,350.19)</b>	<b>(23,214.96)</b>
<u>Indirect Expenses</u>			
Business Fees & Supplies	93.67	8.64	-
Travel	4,367.02	430.16	152.62
<b>Total Indirect Expenses</b>	<b>4,460.69</b>	<b>438.80</b>	<b>152.62</b>
<b>TOTAL EXPENSE</b>	<b>311,556.54</b>	<b>(14,911.39)</b>	<b>(23,062.34)</b>
<b>Net Income</b>	<b>23,862.11</b>	<b>14,911.39</b>	<b>23,062.34</b>
<b>M3 Sold (per Gorman)</b>	<b>5,450</b>		

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**LS Community Forest Limited Partnership**  
**Red Bridge Project**

	Total	\$/m3
<b>REVENUE</b>		
Log Sales	294,765.81	9.00
<b>TOTAL REVENUE</b>	<b>294,765.81</b>	<b>9.00</b>
<b>EXPENSE</b>		
<b><u>Direct Expenses</u></b>		
Management/Supervision	20,957.09	0.64
Engineering & Development	62,744.56	1.92
Equipment Rental	114.75	0.00
Road Costs	492.66	0.02
Silviculture Accrual / (Recovery)	153,216.62	4.68
Supplies	527.80	0.02
Waste & Assessment	39.05	0.00
<b>Total Direct Expenses</b>	<b>238,092.53</b>	<b>7.27</b>
<b><u>Indirect Expenses</u></b>		
Business Fees & Supplies	214.01	0.01
Travel	7,589.01	0.23
<b>Total Indirect Expenses</b>	<b>7,803.02</b>	<b>0.24</b>
<b>TOTAL EXPENSE</b>	<b>245,895.55</b>	<b>7.51</b>
<b>Net Income</b>	<b>48,870.26</b>	<b>1.49</b>
M3 Sold	32,752	1.49

*layout only*

2014	\$/m3	2015	\$/m3
175,427.75	9.09	119,338.06	8.87
175,427.75	9.09	119,338.06	8.87
10,028.13	0.52	10,928.96	0.81
38,233.33	1.98	24,511.23	1.82
71.22	0.00	43.53	0.00
305.77	0.02	186.89	0.01
108,391.02	5.62	44,825.60	3.33
271.96	0.01	255.84	0.02
-	-	39.05	0.00
157,301.43	8.15	80,791.10	6.01
184.50	0.01	29.51	0.00
4,215.88	0.22	3,373.13	0.25
4,400.38	0.23	3,402.64	0.25
161,701.81	8.38	84,193.74	6.26
13,725.94	0.71	35,144.32	2.61
19,302 m3		13,450 m3	



**CAPACITY FOREST MANAGEMENT LTD.**  
*Working with First Nations*

**Duruiseau Project & LSCF report summary**

**Introduction:** In 2014, Capacity Forest Management identified potential timber harvest areas on forest cover database maps. Field reconnaissance was conducted to evaluate the economic viability of timber harvesting these identified harvest units within LSCF K2U license boundary. The evaluation was to help determine the future economics and locating viable stands to harvest within LSCF- K2U license after the Mountain Pine Beetle (MPB), Spruce Bark Beetle (SBB) epidemic & forest fires affecting the timber supply in the region.

**Background:** There are many obstacles that are affecting the economics and viability of LSCF-K2U license. Currently, LSCF license boundary (follows Contour Line) has created very difficult access as well as, economic opportunities to blend ground/cable harvesting costs. Furthermore, spruce & pine beetle attack has eliminated much of the economical harvest areas with current log markets and average market value.

Current log market and a few obstacles that LSCF faces to make the license economically viable are:

**1. Mountain Pine Beetle & Spruce Bark Beetle Epidemic**

- Leave areas & stands in the LSCF license has been hit very hard by the SBB and MPB. 99% of all mature spruce have been killed, checked & have low value (pulp logs – \$28-30/m<sup>3</sup> value).
- The MPB & SBB has created an extensive problematic issue with standing pulp.
- Difficult to find stands with greater than 50% green merchantable timber.

**2. Steep slopes issues: (Currently - 90% of the license) - slopes over 50%.**

- Steep Slopes will require – Cable yarding systems: Costs vary from \$34-40/m<sup>3</sup> based on many variables (p-size, type of cable yarder, yarding distance, deflection, etc). By comparison ground based harvesting average costs vary from (\$20-\$24/m<sup>3</sup>).
- K2U forestry operations and development, will require conducting steep slope/yarding harvest operations. However, development & operational costs and market values will be the biggest factor on the economics of future projects & operations (large unknown).
- Currently, cable operations would produce a loss factor of (-\$7 to -\$12/m<sup>3</sup>) with current market values, stumpage, logging operational costs and stand value.
- Steep Slope harvesting and road construction will require added costs for the project such as Geo-Technical assessments and reporting to ensure roads/harvesting are not detrimental or have a high risk of slope failures.

- Road Construction (terrain stability) – Steep slope road construction costs are expensive to build as well as increases liability to maintain these road sections. Expensive road construction could require Full Bench/End Haul sections which cannot be appraised under K2U's Area based license like Volume Based Tenures.
- Smaller P-size (small volume logs) stands will increase logging costs with more handling as well as, yarders have designated specifications on p- sizes minimums that many stands in the area don't currently meet.
- Some cable/yarding contractors will not harvest cutting permit developments with less than 10,000m<sup>3</sup> due to MOB/DEMOB costs.

### **3. Adjacency issues with currently logged blocks – leave areas.**

- Currently, most existing harvested blocks in the license have been maximized to the 40.0ha size. Under the current Forest Stewardship Plan this limit's harvesting of leave areas till the existing stand is over 2.0m in height. Many of the economic leave areas have adjacency issues that don't meet the 2.0m criteria.

### **4. Hauling Cycle Time**

- Difficult terrain has created longer cycle/haul times in many of the local drainages thus increasing project hauling costs to deliver volume to the designated destinations.

### **5. License Risks**

- Several risks with having a Area Based tenure
- Fire – loss of stands and timber in license can't be recovered with area based tenures.
- Forest Health issues –insect/root diseases – again loss of stands and timber in license can't be recovered with area based tenures.
- Roads & road infrastructure (bridges/culverts) liabilities to maintain and inspect yearly.
- Infrastructure & road maintenance- Expenses for repairs and maintenance of road permits held under LSCF.

## **Project Summary – Duruisseau Development:**

Duruisseau is a potential ground based harvest operation located in the Duruisseau drainage which is located approximately 60km on haul roads in the south end of K2U license. The area was reviewed during summer 2014 as a potential economical forestry project. The project could potentially develop 63.5ha of pine leading stands with a mix of dead beetle killed spruce/pine (pulp) with an estimated potential of 11,000m<sup>3</sup> of volume.

Estimated Market Value of Duruisseau volume: **\$68.00/m<sup>3</sup>**  
 Estimated Costs for Development & Operations: **\$65.10/m<sup>3</sup>**  
 Estimated Projected Profits: **\$2.90/m<sup>3</sup> (\$33,175.00)**

**The Duruisseau Project cost estimate breakdown:**

<b>Description</b>	<b>\$/m3</b>
Ground Based Logging	\$ 23.00
Hauling Rate	\$ 21.50
Engineering & Assessments	\$ 3.50
Logging Supervision	\$ 1.00
Administration costs	\$ 0.50
Waste & Residue/burning	\$ 0.50
Silviculture	\$ 5.75
Annual Rent	\$ 0.37
New Road Construction/upgrades	\$ 3.75
Ashnola/Duruisseau Rd Maintenance	\$ 1.00
Duruisseau Bridge Maintenance/Inspection	\$ 0.17
Bridge Design (+6m span)	\$ 0.66
Bridge Rental/install/removal	\$ 0.31
Stumpage January 2016	\$ 3.09
<b>Total</b>	<b>\$ 65.10</b>

**Project costs summary:**

The project will require maintenance for Ashnola & Duruisseau main haul roads which includes ditch cleaning, grading & some minor brushing for safety. Also, during road inspections last season it was identified a wood bridge on Duruisseau main would require inspection before industrial traffic drives across that the bridge and could require minor repairs to the deck & deck rails.

New road development and construction will have some steeper side slopes sections that are over 50% and these sections will require a professional geo-technician to assess the risk of road construction. Also, one identified block in this development will require a temporary bridge (steel portable/railcar) as well as, a requirement for bridge design to cross a S5 stream (+6m span).

Ground Based Logging costs are estimated higher for this development as slopes in portions of the development will have slopes approaching 45%.

**Duruisseau Project Recommendations:**

The harvesting of Duruisseau has a potential to make a small profit for LSCF (\$33,175.00) that can help fund a future small harvest development opportunity if log prices increase as well assist with LSCF annual expenses to maintain the business. The project includes costs of conducting essential maintenance & inspections for roads and infrastructure that LSCF holds under permit for liability reasons.

## LSCF Recommendations

Currently, LSCF will be going into the third year of a 5 year cut control period. Currently, the K2U community forest license is undercutting with economic & operational challenges. Steep Slope terrain is a major limiting factor for LSCF. Harvesting steep slope terrain with current log pricing, high costs for logging (cable yarding) and long hauling distances (haul costs) are making it difficult to continue operations. Furthermore, LSCF fire history as well as, the catastrophic SBB & MPB epidemic that hit the license has limited areas that are economically viable where stands have greater than 50% merchantable green timber.

Until steep slope logging alternatives are available to reduce logging costs, stumpage rates decline and current log prices increase, it will be difficult to make operations on LSCF economical.

Current log pricing and logging costs to have any economic viability, LSCF must find:

- Ground based operational areas.
- Find stands with greater than 50% green merchantable timber.
- Ensure existing openings have reached the minimum 2.0m height requirements to harvest leave areas.

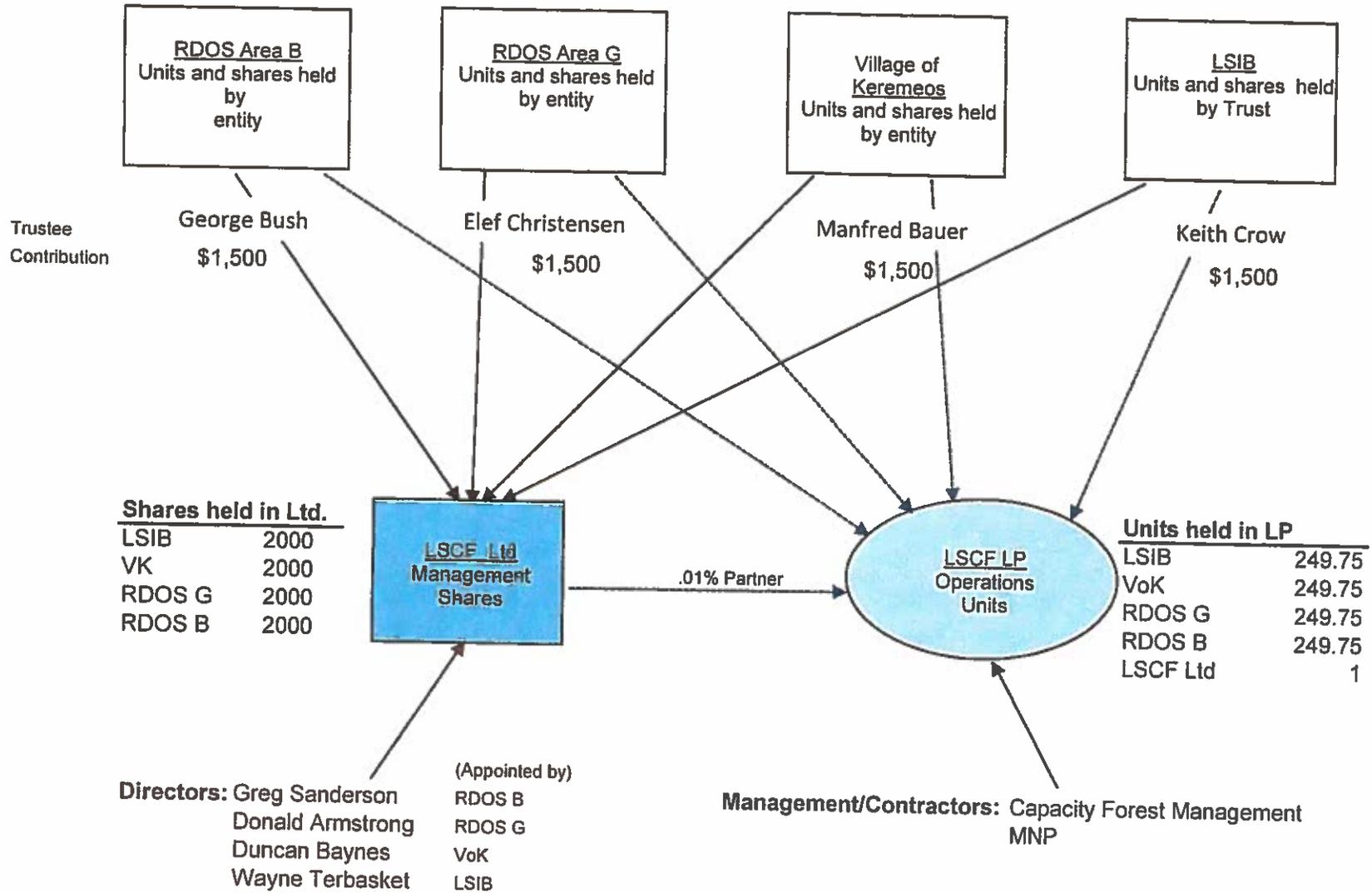
Currently, Duruisseau development is the only economical forestry project within LSCF - K2U license and any profits would assist with yearly overhead costs such as; road & infrastructure inspections that LSCF holds under permit and future road & infrastructure maintenance & repairs as well as, office administration fees (See Table Below). If Duruisseau development is harvested during the 2016 season, the recommendation is to have LSCF cease forestry development till future operational areas become economically viable.

## Annual Costs to Maintain LSCF

### LSCF annual expenses/costs

Description	Avg. Yearly Cost
Annual License Rent	\$ 7,500.00
Administration & Overhead Costs (accounting/yearend/legal)	\$ 14,000.00
Insurance	\$ 5,400.00
Management/Supervision (inspections/meetings)	\$ 7,500.00
Maintenance Costs (potential - Road/Infrastructure)	\$ 3,000.00
Bridge Amortization	\$ 2,800.00
SFI certification	\$ 3,500.00
<b>Total Avg. Yearly Expenses</b>	<b>\$ 43,700.00</b>

# Lower Similkameen Community Forest



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## ADMINISTRATIVE REPORT

**TO:** Corporate Services Committee  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** February 25, 2016  
**RE:** Electoral Area “D” Governance Study Update

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### **This report is for information only**

#### **Background:**

In March of 2015, the Board of Directors petitioned the Ministry of Community, Sport and Cultural Development to study the future of governance in Electoral Area “D” and was awarded a \$50,000 grant to conduct a Governance Study. In June, the Board of Directors endorsed a Governance Study Committee Terms of Reference and appointed ten citizens of Electoral Area “D” to form that committee. A Request for Proposals to retain a consultant resulted in the Board awarding a contract to Leftside Consultants and work began.

Early in the process, committee members toured the consultants around the entire Electoral Area, highlighting the varied assets, including golf courses, vineyards, a ski resort, a growing community, and endless recreational opportunities.

To ensure that residents in all parts of Electoral Area “D” were provided the information and materials needed to take part in the process, the committee appointed ‘Community Champions’ for each area.

The ‘Community Champion’ efforts involve each committee member taking on responsibility for a designated community and/or outlying area, distributed Fact Sheets and surveys, making contacts and established themselves as a willing sounding board for any questions or comments from those citizens. Many of the Community Champions have spent a good deal of time talking with different groups in those areas, attending community associations and other meetings to relay the information about the purpose and goals of the study. This method of communicating has proven extremely successful and the Ministry has taken note of it to recommend to other local government embarking on a similar type of study.

The consultants have worked with RDOS staff to develop a series of Fact Sheets which provide summaries of each of the services provided in Electoral Area “D”, how they are delivered, how decisions are made, and how the service is paid for.

Early in the process, the Committee and the Consultants developed a Public Engagement Strategy which included a combination of approaches including a webpage, surveys, newsletters, three governance forums (in various communities) and a summary of community input/survey results for the public.

In early February, a mass mail-out went out to all residents of the Electoral Area, containing an informational newsletter and a survey in which residents will be asked to provide comments on services in their areas. The survey is also online on the RDOS website and all results will be compiled and summarized.

The three governance forums are scheduled for March 2 in Okanagan Falls, March 3 in Kaleden, and March 5 at Apex Mountain.

Please visit the [Electoral Area “D” Governance Study webpage](#), for more information.

**Respectfully submitted:**

*“C. Malden”*

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C. Malden, Manager of Legislative Services

## 2016 Corporate Action Plan

### Dashboard

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

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

**Progress Colour Key:**

No Issues	<b>GREEN</b>
Minor issue(s)	<b>YELLOW</b>
Significant issue(s)	<b>RED</b>

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

# **2016 Corporate Action Plan**

**CORPORATE SERVICES COMMITTEE**

**25 February 2016**

**2016 Business Plan Adopted by the Board of Directors**

**December 2015**

**Definitions:**

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

**Status Colour Key:**

Q1 – Black

Q2 – Red

Q3 - Blue

Q4 - Green

<b>Action Plan: Objective 1.1.1 - By providing the Board with accurate, current financial information.</b>					
<b>#</b>	<b>Points</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>STATUS</b>
1.1.1.1	1	The Board receives a variance report	MFS	quarterly	•
1.1.1.3	1	Receipt of an unqualified independent audit for 2015	MFS	Q2	•
1.1.1.4	3	Successfully meet budget at year-end	CAO	Q4	•

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

<b>Action Plan: Objective 1.2.1 By implementing the 2016 joint occupational health and safety action plan</b>					
<b>#</b>	<b>Points</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>STATUS</b>
1.2.1.1	1	<ul style="list-style-type: none"> <li>Review and implement revisions to safe work procedures for all departments within the organization</li> </ul>	MHR	Q4	•
1.2.1.2	1	<ul style="list-style-type: none"> <li>Completion of the 2016 joint occupational health and safety action plan</li> </ul>	MHR	Q4	•

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

<b>Action Plan: Objective 1.3.1 By implementing the 2016 Organizational Development Plan</b>					
<b>#</b>	<b>Points</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>STATUS</b>
1.3.1.2	1	Organize an employee committee to review the 2015 Perception Survey results and develop an action plan to make an intervention into the organization	MHR	Q2	•
1.3.1.3	1	Improved results on the 2016 Survey over 2015 Survey	MHR	Q4	•

<b>Action Plan: Objective 2.1.1 - By promoting regional district facilities and services</b>					
<b>#</b>	<b>Points</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>Status</b>
2.1.1.1	1	• Present an acquisition plan to the Board for increased signage of RDOS facilities and properties	MLS	Q4	•
2.1.1.2	1	• Promote Local Government Awareness Week	MLS	Q2	•
2.1.1.3	3	• Implement the 50 <sup>th</sup> Anniversary Program	MLS	Q1	•

<b>Action Plan: Objective 2.2.1 By implementing the 2016 Phase of the Community Relations Program</b>					
<b>#</b>	<b>Points</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>Status</b>
2.2.1.1	2	Organize an open house, public meeting or tour in each electoral area.	MLS	Q4	•
2.2.1.2	2	Actively seek interaction opportunities at Home Shows, events, booths, etc.	MLS	2016	•

<b>Action Plan: Objective 2.3.1 – By introducing a process of continuous improvement into the organization</b>					
<b>#</b>	<b>Points</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>Status</b>
2.3.1.1	2	Complete the Zoning Amendment Work Plan from the 2015 Kaizen	MLS	Q4	•
2.3.1.2	3	Conduct two Kaizen's in 2016	MLS	Q3	•
2.3.1.3	1	Train staff on Continuous Improvement/ Process mapping at the 2016 Staff Business Meeting	MLS	Q2	•

<b>Action Plan: Objective 3.1.1 – By developing a Regional Heritage Service</b>					
#	Points	ACTION	WHO	WHEN	Status
3.1.1.1	1	Establish a Regional Heritage Service	MCS	Q1	•
3.1.1.2	1	Implement the 2016 phase of the Regional Heritage Plan	MCS	Q4	•

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

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

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

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

<b>Action Plan: Objective 3.1.6 - By implementing the 2016 Phase of the Parks Program</b>					
#	Points	ACTION	WHO	WHEN	Status
3.1.6.1	1	• Develop the Area A Osoyoos Lake Regional Park washroom	MCS	Q3	•
3.1.6.2	1	• Investigate the Kaleden Hotel upgrade; Okanagan Falls Waterfront Plan accesses; Christie Memorial Park concession; Keogan Park Ballfield upgrades in Area D	MCS	Q3	•
3.1.6.3	1	• Parkland acquisition in Area E	MCS	Q3	•
3.1.6.4	1	• Mariposa Park & Tennis Court upgrades in Area F	MCS	Q4	•

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

<b>Action Plan Objective: 3.2.1: By Developing an Asset Management Plan</b>					
<b>#</b>	<b>Points</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>STATUS</b>
3.2.1.1	1	<ul style="list-style-type: none"> <li>Apply for an Asset Management Plan Grant</li> </ul>	MFS	Q1	•
3.2.1.2	1	<ul style="list-style-type: none"> <li>Investigate best practices for the development of an Asset Management Plan</li> </ul>	MFS	Q2	•

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

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

<b>Action Plan Objective: 3.3.1: By adopting the Electoral Area "D-1" official community plan</b>					
<b>#</b>	<b>Points</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>STATUS</b>
3.3.1.1	1	<ul style="list-style-type: none"> <li>Present final plan to the Board for adoption</li> </ul>	MDS	Q1	•

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

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

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

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

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

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

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

<b>Action Plan Objective: 3.3.9: By purchasing and constructing a wetlands filtration system for the Okanagan Falls Waste Water Treatment Plant</b>					
<b>#</b>	<b>Points</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>STATUS</b>
3.3.9.1	3	<ul style="list-style-type: none"> <li>Purchase land</li> <li>Design Wetlands</li> <li>Commence the process to construct wetlands</li> </ul>	MPW	Q2 Q3 Q4	•

**Action Plan Objective: 4.1.1: By maintaining, evaluating and executing the Strategic Planning and Enterprise Risk Management Programs.**

#	Points	ACTION	WHO	WHEN	STATUS
4.1.1.1	1	Development of the 2017-2021 Strategic Plan	CAO	Q3	•
4.1.1.2	1	Development of the 2017 Corporate Business Plan	CAO	Q3	•
4.1.1.3	1	Review and update the Enterprise Risk Management Register	CAO/ MIS	Quarterly	•

**Action Plan Objective: 4.2.1: By organizing regional and sub-regional Community to Community meetings in 2016.**

#	Points	ACTION	WHO	WHEN	STATUS
4.2.1.1	1	• Organize and host two C2C Forums.	MLS	Q4	•
4.2.1.2	1	• Apply for grants to host C2C meetings in 2017	MLS	Q2	•

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

<b>Action Plan Objective: 4.2.3: By facilitating partnerships within the Regional District</b>					
<b>#</b>	<b>Points</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>STATUS</b>
4.2.3.1	0	Organize regular Regional CAO meetings in 2016	CAO	Q4	•
4.2.3.2	1	Investigate partnership opportunities to leverage operational efficiencies	CAO	Q4	•

<b>Action Plan Objective: 4.3.1: By assisting the Board to operate in an effective manner</b>					
<b>#</b>	<b>Points</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>STATUS</b>
4.3.1.1	1	<ul style="list-style-type: none"> <li>By updating the Board intranet and Board action tracker.</li> </ul>	MIS	Q2	•

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

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



**2016 Performance Planning Worksheet**

<b>KSD 1 –HIGH PERFORMING ORGANIZATION (15)</b>			
<b>Goal 1.1 To be an effective, fiscally responsible organization</b>			
<b>Pts.</b>	<b>Corporate Objectives</b>	<b>Sub Pts.</b>	<b>Performance Indicators</b>
	1.1.1 By providing the Board with accurate, timely, financial information.	1	• The Board receives a variance report quarterly (2 <sup>nd</sup> & 3 <sup>rd</sup> )
		1	• Receipt of an unqualified independent audit
		3	• Successfully meet budget at year-end
3	1.1.2 By being an effective local government	1	• Implementation of the 2016 phase of the Internal Communications Plan
		1	• By developing a Business Continuity Plan
		1	• By leveraging technology for effectiveness and efficiencies Benchmark local governments to determine best practice in the use of technology

<b>KSD 1 –HIGH PERFORMING ORGANIZATION</b>			
<b>Goal 1.2 - To be a healthy and safe organization</b>			
<b>Pts.</b>	<b>Corporate Objectives</b>	<b>Sub Pts.</b>	<b>Performance Indicators</b>
4	1.2.1 By implementing the 2016 joint occupational health and safety action plan.	2	• Review and implement revisions to safe work procedures for all departments within the organization
		2	• Completion of the 2016 joint occupational health and safety action plan
1	1.2.2 By implementing the 2016 Wellness Plan.	1	• Implement the 2016 Phase of the Wellness Plan

<b>Goal 1.3 - To cultivate a high-performing organizational culture</b>			
<b>Pts.</b>	<b>Corporate Objectives</b>	<b>Sub Pts.</b>	<b>Performance Indicators</b>
2	1.3.1 By implementing the 2016 Organizational Development Plan	1	<ul style="list-style-type: none"> <li>Organize an employee committee to review the 2015 Perception Survey results and develop an action plan to make an intervention into the organization</li> </ul>
		1	<ul style="list-style-type: none"> <li>Improved results on the 2016 Survey over 2015 Survey</li> </ul>

<b>KSD 2 – TO OPTIMIZE THE CUSTOMER EXPERIENCE (15 Points)</b>			
<b>Goal 2.1 To increase public awareness of RDOS Services</b>			
<b>Pts.</b>	<b>Corporate Objectives</b>	<b>Sub Pts.</b>	<b>Performance Indicators</b>
5	2.1.1 By promoting regional district facilities and services	1	<ul style="list-style-type: none"> <li>Present an acquisition plan to the Board for increased signage of RDOS facilities and properties</li> </ul>
		1	<ul style="list-style-type: none"> <li>Promote Local Government Awareness Week</li> </ul>
		3	<ul style="list-style-type: none"> <li>Implement the 50<sup>th</sup> Anniversary Program</li> </ul>

<b>Goal 2.2 To foster dynamic and effective community relationships</b>			
<b>Pts.</b>	<b>Corporate Objectives</b>	<b>Sub Pts.</b>	<b>Performance Indicators</b>
4	2.2.1: By implementing the 2016 Phase of the Community Relations Program	2	<ul style="list-style-type: none"> <li>Organize an open house or tour in each electoral area</li> </ul>
		2	<ul style="list-style-type: none"> <li>Actively seek interaction opportunities at Home Shows, events, booths, etc.</li> </ul>

<b>Goal 2.3 To meet public needs through the provision and enhancement of key services.</b>			
<b>Pts.</b>	<b>Corporate Objectives</b>	<b>Sub Pts.</b>	<b>Performance Indicators</b>
6	2.3.1 By introducing a process of continuous improvement into the organization	2	• Complete the Zoning Amendment Work Plan from the 2015 Kaizen
		3	• Conduct two Kaizen's in 2016
		1	• Train staff on Continuous Improvement/ Process mapping at the 2016 Staff Business Meeting

<b>KSD 3 – BUILD A SUSTAINABLE REGION (55)</b>			
<b>Goal 3.1: to develop a socially sustainable region</b>			
<b>Pts.</b>	<b>Corporate Objectives</b>	<b>Sub Pts.</b>	<b>Performance Indicators</b>
2	3.1.1 By developing a Regional Heritage Service	1	• Establish a Regional Heritage Service
		1	• Implement the 2016 phase of the Regional Heritage Plan
3	3.1.2 By implementing the 2016 Phase of the Regional Transit Future Plan	2	• Develop a governance structure for a regional transit service
		1	• Initiate a Regional Transit Service Establishment process
3	3.1.3 By developing a Regional Fire Service Master Plan	1	• Develop a Terms of Reference for a Master Plan
		2	• Award and administer the contract for the development of the Plan
8	3.1.4 By implementing the Regional Trails Program	3	• Implement the 2016 KVR trail improvements
		3	• Implement the 2016 Similkameen Rail trail upgrades
		2	• Secure Provincial tenure for the KVR trail – Vaseux Lake phase

<b>Pts.</b>	<b>Corporate Objectives</b>	<b>Sub Pts.</b>	<b>Performance Indicators</b>
3	3.1.5. By Undertaking a Park Development Plan for Naramata, Okanagan Falls and Kaleden	3	<ul style="list-style-type: none"> <li>• Develop a Terms of Reference for a Development Plan</li> <li>• Retain consultant to commence Plan design</li> </ul>
4	3.1.6 By implementing the 2016 Phase of the Parks Program	4	<ul style="list-style-type: none"> <li>• Area A - Osoyoos Lake Regional Park washroom</li> <li>• Area D - Kaleden Hotel upgrade; Okanagan Falls Waterfront Plan accesses; Christie Memorial Park concession; Keogan Park Ballfield upgrades</li> <li>• Area E – Parkland acquisition</li> <li>• Area F - Mariposa Park &amp; Tennis Court upgrades</li> <li>• Area H - Explore Otter Lake park acquisition; Cow Pad Regional Park parking lot upgrade.</li> </ul>
2	3.1.7 By supporting the Okanagan Falls Affordable Housing initiative	2	<ul style="list-style-type: none"> <li>• Facilitate consolidation of a land parcel to house the project</li> <li>• Work with the Ministry Responsible for Housing to get an approved project.</li> </ul>

<b>KSD 3 – TO BUILD A SUSTAINABLE COMMUNITY</b>			
<b>Goal 3.2 To develop an Economically Sustainable Region</b>			
<b>Pts.</b>	<b>Corporate Objectives</b>	<b>Sub Pts.</b>	<b>Performance Indicators</b>
2	3.2.1 By Developing an Asset Management Plan	1	• Apply for an Asset Management Plan Grant
		1	• Investigate best practices for the development of an Asset Management Plan
2	3.2.2 By updating the Naramata Water System Development Cost Charge Bylaw	1	• Develop a draft bylaw for presentation to the Naramata Water Advisory Commission
		1	• Submit a bylaw to the Board for consideration
2	3.2.3 By undertaking Phase 3 of the Okanagan Falls Downtown Revitalization process.	1	• Submit the Phase II Report to the Board
		1	• Commence the process to entrench the policies in the D-2 OCP

<b>KSD 3 – TO BUILD A SUSTAINABLE REGION</b>			
<b>Goal 3.3 To develop an environmentally sustainable region</b>			
<b>Pts.</b>	<b>Corporate Objectives</b>	<b>Sub Pts.</b>	<b>Performance Indicators</b>
1	3.3.1 By adopting the Electoral Area “D-1” official community plan	1	<ul style="list-style-type: none"> <li>• Present final plan to the Board for adoption</li> </ul>
2	3.3.2 By adopting an Area Structure Plan for Gallagher Lake.	2	<ul style="list-style-type: none"> <li>• Present the Bylaw to the Board for consideration</li> </ul>
3	3.3.3 By developing a consolidated Okanagan Valley Zoning Bylaw	3	<ul style="list-style-type: none"> <li>• Present the draft amending bylaw to the Board</li> </ul>
2	3.3.4 By commencing the Electoral Area “F” official community plan review	2	<ul style="list-style-type: none"> <li>• Conduct background research; establish an OCP Review Committee and commence the review and update of the Area F OCP.</li> </ul>
2	3.3.5 By conducting the regulatory 5-Year Regional Growth Strategy Review	2	<ul style="list-style-type: none"> <li>• Commence the Legislative review process and report to the Board quarterly on progress</li> </ul>
4	3.3.6 By undertaking Phase III of the Similkameen Valley Watershed Strategy	2	<ul style="list-style-type: none"> <li>• Conduct public consultation; work with LSIB to develop a historical and cultural perspective of the importance of water in the Similkameen Valley</li> </ul>
		2	<ul style="list-style-type: none"> <li>• Complete the Phase III Report</li> </ul>
6	3.3.7 By implementing the 2016 phase of the Solid Waste Management Plan	2	<ul style="list-style-type: none"> <li>• Develop diversion of food waste strategy</li> </ul>
		1	<ul style="list-style-type: none"> <li>• Introduce a Business and Multi-family recycling program</li> </ul>
		1	<ul style="list-style-type: none"> <li>• Complete the Operations/Design/Closure Plan</li> </ul>
		2	<ul style="list-style-type: none"> <li>• Pilot a Bio-cover methane mitigation project to achieve approval for substituted requirements permit.</li> </ul>

Pts.	Corporate Objectives	Sub Pts.	Performance Indicators
	3.3.8 By bringing Kaleden and Skaha Estates into the Okanagan Falls Waste Water Treatment System  Dependent on Grant Approval	1	<ul style="list-style-type: none"> <li>• Complete the detail design of a sewerage collection system for Kaleden and Skaha Estates</li> </ul>
			<ul style="list-style-type: none"> <li>• Initiate public assent process to establish a Service to attach to the Okanagan Falls Wastewater Treatment Plant</li> </ul>
	3.3.9 By purchasing and constructing a wetlands filtration system for the Okanagan Falls Waste Water Treatment Plant	3	<ul style="list-style-type: none"> <li>• Purchase land</li> <li>• Design Wetlands</li> <li>• Commence the process to construct wetlands</li> </ul>

KSD 4 – TO PROVIDE GOVERNANCE & OVERSIGHT IN A REPRESENTATIVE DEMOCRACY (15 Points) (4 Goals/ Objectives)			
Goal 4.1 To execute a well-defined strategic planning cycle			
Pts.	Corporate Objectives	Sub Pts.	Performance Indicators
3	4.1.1: By maintaining, evaluating and executing the Strategic Planning and Enterprise Risk Management Programs.		<ul style="list-style-type: none"> <li>• Report quarterly on progress against the 2016 Business Plan and Risk Register</li> </ul>
			<ul style="list-style-type: none"> <li>• Development of the 2017-2021 Strategic Plan</li> </ul>
			<ul style="list-style-type: none"> <li>• Development of the 2017 Corporate Business Plan</li> </ul>
			<ul style="list-style-type: none"> <li>• Development of the 2017 Corporate Action Plan</li> </ul>
			<ul style="list-style-type: none"> <li>• Review and update the Enterprise Risk Management Register</li> </ul>

<b>KSD 4 – TO PROVIDE GOVERNANCE &amp; OVERSIGHT IN A REPRESENTATIVE DEMOCRACY</b>			
<b>Goal 4.2 To pursue partnerships with all member municipalities, electoral areas, Indian Bands and other levels of government</b>			
	<b>Corporate Objectives</b>		<b>Performance Indicators</b>
7	4.2.1: By organizing regional and sub-regional Community to Community meetings in 2016.	2	<ul style="list-style-type: none"> <li>Organize and host two C2C Forums.</li> </ul>
			<ul style="list-style-type: none"> <li>Apply for grants to host two C2C meetings in 2017</li> </ul>
	4.2.2: By implementing the terms of the First Nations Protocol Agreement	2	<ul style="list-style-type: none"> <li>Support regular joint council and steering committee meetings to promote good relations in the Regional District</li> </ul>
		1	<ul style="list-style-type: none"> <li>Implement the 2016 actions identified in the Joint Council Action Plan</li> </ul>
		1	<ul style="list-style-type: none"> <li>Coordinate and support the FN Referrals sub-committee</li> </ul>
	4.2.3 By facilitating partnerships within the Regional District	1	<ul style="list-style-type: none"> <li>Re-engage Regional CAO meetings in 2016</li> </ul>
		<ul style="list-style-type: none"> <li>Investigate partnership opportunities to leverage operational efficiencies</li> </ul>	

<b>KSD 4 – TO PROVIDE GOVERNANCE &amp; OVERSIGHT IN A REPRESENTATIVE DEMOCRACY</b>			
<b>Goal 4.3 To promote Board and Chair Effectiveness</b>			
<b>Pts.</b>	<b>Corporate Objectives</b>	<b>Sub Pts.</b>	<b>Performance Indicators</b>
1	4.3.1: By assisting the Board to operate in an effective manner	1	<ul style="list-style-type: none"> <li>• By updating the Board intranet and Board action tracker.</li> </ul>
2	4.3.2: By supporting a governance review for Electoral Area “D”	2	<ul style="list-style-type: none"> <li>• Provide administrative support to the Area D Governance Committee</li> </ul>
			<ul style="list-style-type: none"> <li>• Submit a report to the Board prior to year-end</li> </ul>

<b>KSD 4 – TO PROVIDE GOVERNANCE &amp; OVERSIGHT IN A REPRESENTATIVE DEMOCRACY</b>			
<b>4.4 To develop a responsive, transparent, effective organization</b>			
<b>Pts.</b>	<b>Corporate Objectives</b>	<b>Sub Pts.</b>	<b>Performance Indicators</b>
2	4.4.1: By ensuring all bylaws and policies are kept in a current and useful form and content.	1	<ul style="list-style-type: none"> <li>• Review RDOS Bylaws and Policies in 2016 for relevancy and currency and bring revisions to the Board for discussion</li> </ul>
		1	<ul style="list-style-type: none"> <li>• Ensure all irrigation district bylaws have been transferred to RDOS format</li> </ul>



# REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

## Environment and Infrastructure Committee

Thursday, February 25, 2016

11:30 am

## REGULAR AGENDA

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**A. APPROVAL OF AGENDA**

**RECOMMENDATION 1**

That the Agenda for the Environment and Infrastructure Committee Meeting of February 25, 2016 be adopted.

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**B. Campbell Mountain Landfill Site Investigation & Okanagan Falls Landfill Monitoring Wells**

This work is required to comply with the Contaminated Sites Regulation for Campbell Mountain Landfill and to install groundwater monitoring wells at Okanagan Falls Landfill to monitor for effects of leachate.

**RECOMMENDATION 2**

**THAT the Board sole source the Contaminated Site Regulation Phase 2 Site Investigation at Campbell Mountain Landfill and the Monitoring Well Drilling at Okanagan Falls Landfill to Western Water Associates for the amount of \$135,920 plus GST.**

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**C. DELEGATION**

**Anna Warwick Sears, Okanagan Basin Water Board**

Dr. Warwick Sears will address the Board to discuss water usage and provide an update on 2016 initiatives.

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**D. ADJOURNMENT**

## ADMINISTRATIVE REPORT

**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** February 25, 2016  
**RE:** Campbell Mountain Landfill Site Investigation & Okanagan Falls Landfill Monitoring Wells

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### **Administrative Recommendation:**

**THAT the Board sole source the Contaminated Site Regulation Phase 2 Site Investigation at Campbell Mountain Landfill and the Monitoring Well Drilling at Okanagan Falls Landfill to Western Water Associates for the amount of \$135,920 plus GST.**

### **Purpose:**

This work is required to comply with the Contaminated Sites Regulation for Campbell Mountain Landfill and to install groundwater monitoring wells at Okanagan Falls Landfill to monitor for effects of leachate.

### **Background:**

Western Water Associates has recently confirmed that leachate has passed beyond the property line at the Campbell Mountain Landfill (CML). A monitoring well had been drilled on a residential property downgradient of the landfill site and the groundwater test contains contaminants indicative of landfill leachate.

The Contaminated Site Regulation (CSR) requires that leachate migration be reported to adjacent properties to the landfill. The Ministry of Environment and the City of Penticton were also notified.

The regulation requires that a Phase 2 Contaminated Site Assessment, which includes additional drilling, soil analysis and surface water sampling at surrounding properties, be undertaken.

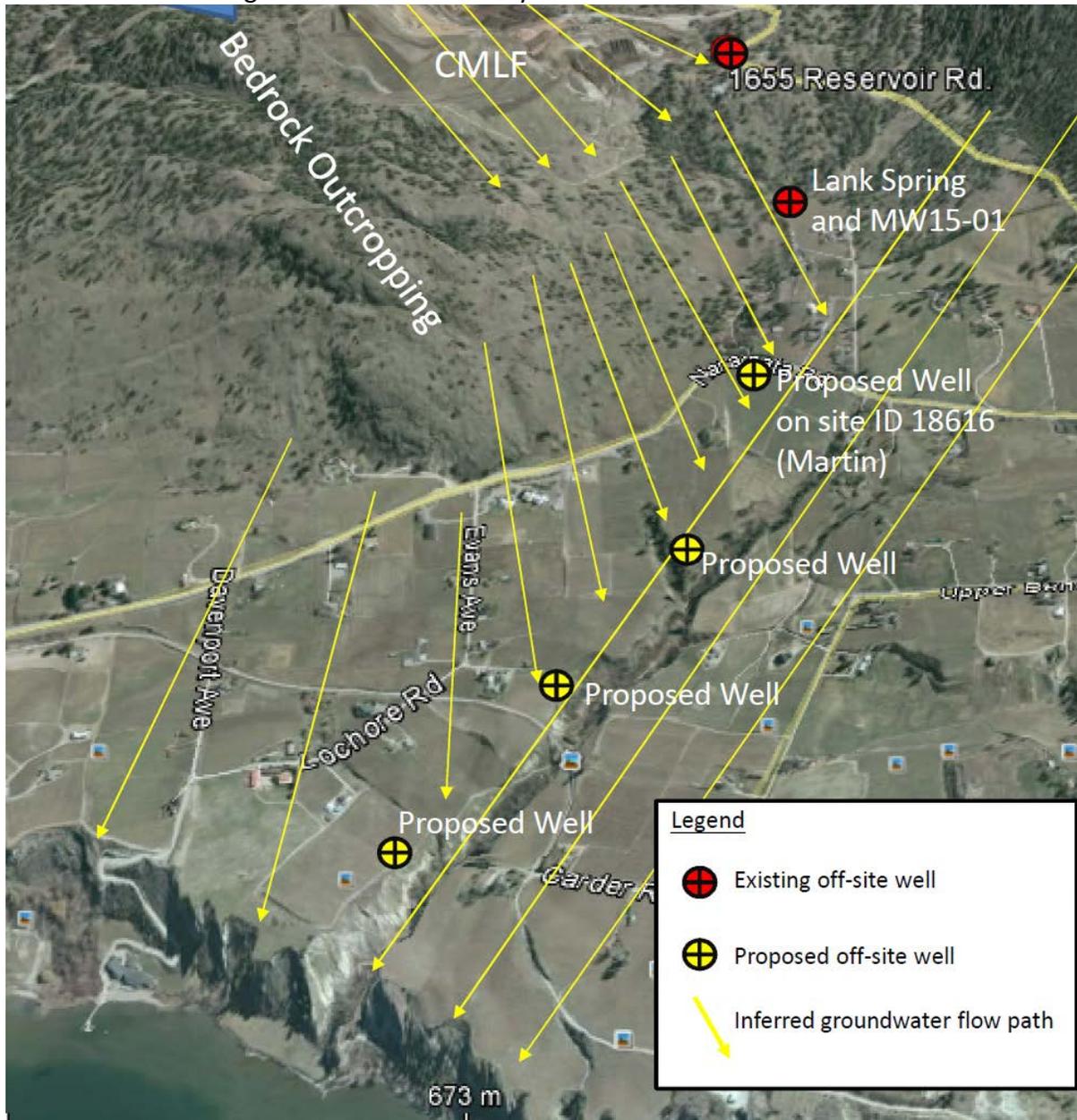
Okanagan Falls landfill has 4 monitoring wells on the property and uses 3 residential wells to monitor the groundwater coming from the landfill for impacts from leachate. Three additional wells have been detailed as required by the annual landfill reports to act as monitoring locations between the landfill site and the residential well. These wells will provide additional sampling information to improve the analysis of potential leachate migration from the site. The Ministry of Environment is expecting the wells to be drilled in 2016 to improve monitoring for the residential properties.

**Analysis:**

**Campbell Mountain Landfill**

As Western Water has been our consultant involved with initiating the requirements in the Contaminated Site Regulation, they are the professionals of record with the Ministry of Environment for this identified issue. Additional work is required and sole sourcing to Western Water is recommended to maintain consistency as we navigate the CSR protocols.

The next stage of the CSR involves identifying the extent of the leachate migration. Several monitoring wells will need to be drilled and sampled to determine if leachate has reached that location. The goal is to find a sentry well; this is a downstream monitoring well that does not show any impact from leachate migration. The following graph shows the proposed drilling locations for additional monitoring wells to locate a sentry well.



Soil investigation and sampling is also a part of the Phase 2 investigation to determine the extent of contamination. Once the extent of leachate migration has been established, it will help in the design of a leachate management plan and soil remediation plan.

### **Okanagan Falls Landfill**

The three proposed wells would be located on Nature's Trust property. Initial discussions have been positive as we finalize the monitoring plan with Nature's Trust. The three wells will be drilled and then monitored quarterly as part of our landfill groundwater monitoring program. It is the intent to combine the drilling of these three wells with the drilling of wells for the CML leachate migration determination to reduce some mobilization costs for the driller.

### **Alternatives:**

Solicit Proposals to complete the work.

### **Communication Strategy:**

Western Water Associates has been in contact with the homeowners of the affected parcels and we will continue to communicate and discuss our remediation plans moving forward. The goal is to find a plan to move forward with that all the property owners are comfortable with.

Additionally, regular reporting is required to the Ministry of Environment through the CSR requirements.

### **Respectfully submitted:**

*Lisa Bloomfield*

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L. Bloomfield, Engineer



# REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

## BOARD of DIRECTORS MEETING

Thursday, February 25, 2016

1:00 pm

## REGULAR AGENDA

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### A. APPROVAL OF AGENDA

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

**THAT the Agenda for the RDOS Board Meeting of February 25, 2016 be adopted.**

#### 1. Consent Agenda – Corporate Issues

##### a. Corporate Services Committee – February 11, 2016

*THAT the Minutes of the February 11, 2016 Corporate Services Committee be received.*

##### b. Environment and Infrastructure Committee – February 11, 2016

*THAT the Minutes of the February 11, 2016 Environment and Infrastructure Committee be received.*

THAT the Board of Directors adopt the “West Bench Water System Water Conservation Strategy” as presented at the February 11, 2016 Environment Services Committee.

THAT the Board of Directors adopt the “Faulder Water Conservation Plan” as presented at the February 11, 2016 Environment Services Committee.

THAT the Board of Directors adopt the “Faulder Water System Well Protection Planning Report” as provided at the February 11, 2016 Environment Services Committee.

##### c. Planning and Development Committee – February 11, 2016

*THAT the Minutes of the February 11, 2016 Planning and Development Committee be received.*

THAT Administration be directed to prepare an Animal Control Bylaw; and,

THAT it be presented to the Committee for further discussion.

Initiate a review of the Decommissioning of a Dwelling Unit Policy and amendment to the Electoral Area Zoning Bylaws to address existing concerns.

**d. RDOS Regular Board Meeting – February 11, 2016**

*THAT the minutes of the February 11, 2016 RDOS Regular Board meeting be adopted.*

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

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

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**B. DELEGATIONS****1. Maureen Balcaen, Naramata Community Syrian Refugee Initiative**

Ms. Balcaen will address the Board to provide information about the proposal to bring up to 4 Syrian refugee families to the community of Naramata.

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**2. Mr. Brent Voss, Organizing Committee – First Things First Okanagan**

Introduce and inform the Board of the First Things First Society and describe their upcoming solar fair symposium on March 12th. Further, they will make a request that Board members, staff and members of the public attend this symposium as there will be items of interest for local government politicians, policy makers and the public regarding alternate energy and more specifically for the symposium, solar power.

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**C. DEVELOPMENT SERVICES – Building Inspection****1. Building Violation (Area “D”) - 946 / 936 Main St (Highway 97), Okanagan Falls**

The Contravention of Building Regulations Report dated January 7, 2016 from the Building Official indicates that Building Permit #18306 was issued February 5, 2013 for interior renovations to a commercial building after a stop work order was posted. The permit expired on February 5, 2015.

**RECOMMENDATION 3** (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 Lots 14 - 15, Block 17, District Lot 374, Plan 4, SDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333.**

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**2. Building Violation (Area “H”) - 2636 Otter Avenue**

The Contravention of Building Regulations Report dated January 8, 2016 from the Building Official indicates that equipment (furnace & hot water tank) damageable by flood water has been placed in the crawl space, below the floodplain.

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

**THAT a Section 302 Notice on Title, pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* (made applicable to Regional Districts by Section 302 of the LGA), be filed against the title of lands described as Lot 1, District Lot 128, Plan KAP83891, YDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333.**

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**3. Building Violation (Area “H”) - 104 Snowpatch Road**

The Contravention of Building Regulations Report dated April 10, 2015 from the Building Official indicates that a Building Permit has expired and required inspections have not been completed.

**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 B, District Lot 515, Plan KAP77536, YDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and**

**THAT injunctive action be commenced.**

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

- 1. Temporary Use Permit Application — Electoral Area “E”,  
Allan & Betty Richards, - 4383 Mill Rd., Naramata**
  - a. Temporary Use permit
  - b. Responses

To allow for the operation of a short-term vacation rental use.

**RECOMMENDATION 6** (Unweighted Rural Vote – Simple Majority)

**THAT the Board of Directors approve Temporary Use Permit No. E2015.125-TUP.**

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**E. COMMUNITY SERVICES – Recreation Services****1. Naramata Parks & Recreation Commission Appointments 2016/2017**

It is the recommendation of the Naramata Parks and Recreation Commission to re-appoint the following members to the Commission.

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

**THAT the Board of Directors re-appoint the following people as members of the Naramata Parks and Recreation Commission for the periods indicated:**

<b>Name</b>	<b>Term</b>	<b>Expires</b>
Lyle Resh	2 years	February 28, 2018
Maureen Balcaen	2 years	February 28, 2018
Jim Pearmain	2 years	February 28, 2018

**F. FINANCE****1. Apex Mountain Waste Transfer Station Temporary Borrowing Bylaw 2727**

- a. Bylaw No 2727, 2016
- b. Bylaw No. 2669, 2016

At the November 6, 2014 Board Meeting, the Board adopted Bylaw 2669, 2014 Apex Mountain Waste Transfer Station Loan Authorization Bylaw for up to \$265,000 for a waste transfer station.

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

**THAT Bylaw No. 2727, 2016 Apex Mountain Waste Transfer Station Temporary Borrowing Bylaw be read a first, second and third time and adopted.**

**G. OFFICE OF THE CAO****1. Willowbrook Water Service Establishment Bylaw No. 2709, 2015**

- a. Bylaw No. 2709, 2015

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

**THAT Regional District of Okanagan-Similkameen Willowbrook Water Service Establishment Bylaw No. 2709, 2015 be adopted.**

2. **Board Policy Review**
  - a. **OCP Bylaw Preparation and Consultation Policy**
  - b. **OCP Bylaw Consultation Policy**
  - c. **Rural Curbside Garbage and Recycling Collection Service Exemption Policy.**

To ensure policies remain current.

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

**THAT the Board of Directors rescind the OCP Bylaw Preparation and Consultation Policy; and,**

**THAT the Board of Directors adopt the Official Community Plan Bylaw Consultation Policy and the revised Rural Curbside Garbage and Recycling Collection Service Exemption Policy.**

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## H. **CAO REPORTS**

1. **Verbal Update**

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## I. **OTHER BUSINESS**

1. **Chair's Report**

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### 2. **Board Representation**

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

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### 3. **Directors Motions**

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**4. Board Members Verbal Update**

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**J. ADJOURNMENT**



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

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

### **Corporate Services Committee**

Thursday, February 11, 2016

9:58 am

## **Minutes**

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#### **MEMBERS PRESENT:**

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

Director H. Konanz, City of Penticton  
Director K. Kozakevich, Electoral Area "E"  
Director A. Martin, City of Penticton  
Director S. McKortoff, Town of Osoyoos  
Director T. Schafer, Electoral Area "C"  
Director 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

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#### **A. APPROVAL OF AGENDA**

##### **RECOMMENDATION 1**

##### **IT WAS MOVED AND SECONDED**

THAT the Agenda for the Corporate Services Committee Meeting of February 11, 2016 be adopted. - **CARRIED**

---

#### **B. DELEGATION**

Southern Interior Beetle Action Coalition (SIBAC) presentation and funding request

1. SIBAC PowerPoint Presentation

Gordon Borgstrom, SIBAC consultant, discussed the work of SIBAC with the Committee.

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**C. Board Policy Review: Rural Curbside Garbage and Recycling Collection.**

1. Rural Curbside Garbage and Recycling Collection Service Exemption.

**RECOMMENDATION 2**

**It was MOVED and SECONDED**

THAT the Board of Directors adopt the revised Rural Curbside Garbage and Recycling Collection Service Exemption Policy. - **CARRIED**

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**D. Q4-2015 Corporate Action Plan**

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**E. 2015 Performance Plan**

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**F. 2016 Corporate Action Plan**

Due to time constraints, this item was deferred to the next Corporate Services Committee meeting.

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**G. ADJOURNMENT**

By consensus, the meeting adjourned at 11:55 p.m.

APPROVED:

CERTIFIED CORRECT:

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M. Pendergraft  
RDOS Board Chair

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B. Newell  
Corporate Officer



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# REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

## Environment and Infrastructure Committee

Thursday, February 11, 2016

11:56 pm

## Minutes

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### MEMBERS PRESENT:

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

### MEMBERS ABSENT:

### STAFF PRESENT:

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

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## A. APPROVAL OF AGENDA

### RECOMMENDATION 1

#### IT WAS MOVED AND SECONDED

THAT the Agenda for the Environment and Infrastructure Committee Meeting of February 11, 2016 be adopted. - CARRIED

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## B. Adoption of the West Bench Water System Water Conservation Strategy.

### 1. West Bench Water System – Water Conservation Strategy

The West Bench Water System Water Conservation Strategy will help ensure sufficient water for the users through efficient and cost-effective water use practices.

### RECOMMENDATION 2

#### It was MOVED and SECONDED

THAT the Board of Directors adopt the "West Bench Water System Water Conservation Strategy" as presented at the February 11, 2016 Environment Services Committee.

CARRIED

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**C. Adoption of the Faulder Water Conservation Plan.**

1. Faulder Water Conservation Plan.

The Faulder Water Conservation Plan that will help ensure sufficient water for the users through efficient and cost-effective water use practices.

**RECOMMENDATION 3****It was MOVED and SECONDED**

THAT the Board of Directors adopt the "Faulder Water Conservation Plan" as presented at the February 11, 2016 Environment Services Committee.

**CARRIED**

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**D. Adoption of the Faulder Water System Well Protection Planning Report**

1. Faulder Water System Well Protection Planning Report

The Faulder Water System Well Protection Planning Report contains realistic protective measures to manage activities in the capture zone (or recharge area) to reduce the risk of contaminating the well supply

**RECOMMENDATION 4****It was MOVED and SECONDED**

THAT the Board of Directors adopt the "Faulder Water System Well Protection Planning Report" as provided at the February 11, 2016 Environment Services Committee.

**CARRIED**

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**E. ADJOURNMENT**

By consensus, the Environment and Infrastructure Committee meeting of January 21, 2016 adjourned at 12:27 p.m.

APPROVED:

CERTIFIED CORRECT:

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T. Siddon  
Environment and Infrastructure Committee Chair

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B. Newell  
Chief Administrative Officer



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# REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

## Planning and Development Committee

Thursday, January 7, 2016

8:59 am

## Minutes

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### MEMBERS PRESENT:

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

### MEMBERS ABSENT:

Director R. Hovanes, Town of Oliver  
Director A. Jakubeit, City of Penticton

### STAFF PRESENT:

B. Newell, Chief Administrative Officer	C. Garrish, Planning Supervisor
C. Malden, Manager of Legislative Services	R. Aylwin, Bylaw Enforcement Coordinator
D. Butler, Manager of Development Services	

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### A. APPROVAL OF AGENDA

#### **RECOMMENDATION 1**

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

That the Agenda for the Planning and Development Committee Meeting of February 11, 2016 be adopted. - **CARRIED**

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### B. Discussion to Introduce a Dog Control Bylaw.

The purpose of this report is to initiate discussion to amalgamate three current Animal Control Bylaws into one, restrict it to dog control, introduce vicious dogs and introduce steps to regulate vicious, aggressive and dangerous dogs more effectively.

#### **RECOMMENDATION 2**

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

THAT Administration be directed to prepare an Animal Control Bylaw; and,

THAT it be presented to the Committee for further discussion. - **CARRIED**

---

**C. Review of Board Policies – Requirements for Decommissioning a Dwelling.**

The purpose of this report is to provide an overview of proposed amendments to the Board's current policy regarding requirements for decommissioning a dwelling as well as related Zoning Bylaw amendments.

**RECOMMENDATION 3****It was MOVED and SECONDED**

Initiate a review of the *Decommissioning of a Dwelling Unit Policy* and amendment to the Electoral Area Zoning Bylaws to address existing concerns. - **CARRIED**

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**D. Review of Board Policies – OCP Bylaw Preparation and Consultation.**

The purpose of this report is to provide an overview of the Board's current policy regarding the "early and on-going" consultation that is to be undertaken in relation to the preparation of an Official Community Plan (OCP) Bylaw.

**RECOMMENDATION 4****It was MOVED and SECONDED**

THAT the Board of Directors rescind the OCP Bylaw Preparation and Consultation Policy; and,

THAT the Board of Directors adopt the Official Community Plan Bylaw Consultation Policy.  
**CARRIED**

---

**E. ADJOURNMENT**

By consensus, the Planning and Development Committee meeting of February 11, 2016 adjourned at 9:50 a.m.

APPROVED:

CERTIFIED CORRECT:

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M. Brydon  
Planning and Development Committee Chair

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B. Newell  
Corporate Officer



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

## REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

### BOARD of DIRECTORS MEETING

Minutes of the Board Meeting of the Regional District of Okanagan-Similkameen (RDOS) Board of Directors held at 1:01 p.m. Thursday, February 11, 2016 in the Boardroom, 101 Martin Street, Penticton, British Columbia.

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#### MEMBERS PRESENT:

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

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

#### MEMBERS ABSENT:

Director E. Christensen, Electoral Area "G"

#### STAFF PRESENT:

B. Newell, Chief Administrative Officer  
C. Malden, Manager of Legislative Services  
D. Butler, Manager of Development Services  
R. Huston, Manager of Public Works  
C. Pilling, Engineering Technologist

S. Croteau, Manager of Finance  
M. Woods, Manager of Community Services  
C. Garrish, Planning Supervisor  
L. Walton, Building Inspection Services Supervisor  
E. Riechert, Planner

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#### A. APPROVAL OF AGENDA

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

##### **IT WAS MOVED AND SECONDED**

THAT the [Agenda](#) for the RDOS Board Meeting of February 11, 2016 be adopted as amended by:

- Adding Item G4 Southern Interior Beetle Action Coalition;
- Adding Item G5 Items Removed from Consent Agenda - Summerland to Penticton Multi-Use Trail;
- Removing endorsement of the resolution passed at the January 21, 2016 Community Services Committee regarding the Multi-Use Trail from the Consent Agenda.

##### **CARRIED**

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#### 1. Consent Agenda – Corporate Issues

- a. Corporate Services Committee – January 21, 2016.

*THAT the Minutes of the January 21, 2016 Corporate Services Committee be received.*

*THAT the Board of Directors support the Village of Keremeos resolution to SILGA regarding funding model for libraries in rural areas and the resolution from West Kelowna regarding amendments to the Off-Road Vehicle Act.*

*THAT the Board of Directors provide a recommendation to the Southern Interior Local Government Association (SILGA) requesting that SILGA undertake the process to become a registered intervenor for the 2018 Fortis Rate Application.*

- b. Community Services Committee – January 21, 2016.

*THAT the Minutes of the January 21, 2016 Community Services Committee be received.*

- c. Environment and Infrastructure Committee – January 21, 2016.

*THAT the Minutes of the January 21, 2016 Environment and Infrastructure Committee be received.*

- d. Planning and Development Committee – January 21, 2016.

*THAT the Minutes of the January 21, 2016 Planning and Development Committee be received.*

*THAT the Board of Directors direct staff to initiate an amendment to the Electoral Area “D” Zoning No. 2455, 2008, in order to update the commercial zones.*

*THAT administration be directed to bring forward a draft Manufactured Home Park Redevelopment Policy based on discussion at January 21, 2016 Committee.*

*THAT the Board of Directors direct staff to include a reduced fee of \$350.00 for vacation rental Temporary Use Permit applications submitted prior to December 31, 2016.*

*THAT the Board of Directors approve a trial process to review options for the scheduling of public hearings related to land use bylaw amendments.*

- e. Protective Services Committee – January 21, 2016.

*THAT the Minutes of the January 21, 2016 Protective Services Committee be received.*

- f. RDOS Regular Board Meeting – January 21, 2016.

*THAT the minutes of the January 21, 2016 RDOS Regular Board meeting be adopted.*

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

**IT WAS MOVED AND SECONDED**

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

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**B. DELEGATIONS**

1. Hon. Richard Cannings, MP for South Okanagan – West Kootenay.

Mr. Cannings introduced himself and discussed some of his priorities for 2016.

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**C. DEVELOPMENT SERVICES – Building Inspection**

1. Building Violation: Area “F”, 365 Callan Road (365 Highway 97).

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

THAT a Notice on Title, pursuant to the *Local Government Act* and the *Community Charter*, be filed against the title of lands described as Lot A, Plan EPP5204, District Lot 2695, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and,

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

---

2. Building Violation: Area “H”, 100 Pasayten Valley Road

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

THAT a Notice on Title, pursuant to the *Local Government Act* and the *Community Charter*, be filed against the title of lands described as Lot A, District Lot 901, Plan KAP77345, YDYG, 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**

---

3. Building Violation: Area “H”, 100 Pasayten Valley Road.

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

THAT a Notice on Title, pursuant to the *Local Government Act* and the *Community Charter*, be filed against the title of lands described as Lot A, District Lot 901, Plan KAP77345, YDYG, 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**

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4. Building Violation: Area “H”, 1815 Highway 5A.

**RECOMMENDATION 6 (Unweighted Corporate Vote – Simple Majority)**

**It was MOVED and SECONDED**

THAT a Notice on Title, pursuant to the *Local Government Act* and the *Community Charter*, be filed against the title of lands described as That Part of District Lot 1009 Outlined Red on Plan E8953, YDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333. - **CARRIED**

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5. Building Violation: Area “H”, 5341 Princeton - Summerland Road.

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

**It was MOVED and SECONDED**

THAT a Notice on Title, pursuant to the *Local Government Act* and the *Community Charter*, be filed against the title of lands described as Lot 6, District Lot 2089, Plan 32438, KDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and,

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

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

1. Development Variance Permit Application — 490 Dorothy Avenue, Electoral Area “E”  
a. Development Variance Permit.

**RECOMMENDATION 8 (Unweighted Rural Vote – Simple Majority)**

**It was MOVED and SECONDED**

THAT the Board of Directors approve Development Variance Permit No. E2015.126–DVP. - **CARRIED**

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2. Regional Snapshot 2014  
a. Regional Growth Strategy Regional Snapshot 2014
-

**E. PUBLIC WORKS**

1. OBWB Water Conservation and Quality Improvement Grant Application.

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

THAT the Board of Directors forward a resolution of support to the Okanagan Basin Water Board for the following applications to the 2016 OBWB Water Conservation and Quality Improvement (WCQI) Grant program:

- Okanagan-Similkameen Drought and Flood Mitigation Plan- Phase 2
- Protecting Our Natural Assets – Waterways Stewardship and Protection
- Expansion of the Quagga/Zebra Mussel Outreach Program
- Greater Twin Lakes Area Stewardship Society and Lower Nipit Improvement District – Watershed Management Plan.
- ONA Shuttleworth Creek Diversion Removal and Well Implementation

**CARRIED****F. COMMUNITY SERVICES – Recreation Services.**

1. Okanagan Falls Parks & Recreation Commission Appointments 2016/2017.

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

THAT the Board of Directors appoint Ron Obirek as a member of the Okanagan Falls Parks & Recreation Commission until December 31, 2016; and,

THAT the Board of Directors rescind the appointment of Kim Baker and Mike Bryne from the Okanagan Falls Parks & Recreation Commission; and,

THAT a letter be forwarded to Ms. Baker and Mr. Bryne thanking them for their contribution to the Okanagan Falls Parks & Recreation Commission; and,

THAT the Board of Directors re-appoint the following people as members of the Okanagan Falls Parks & Recreation Commission for the periods indicated.

Name	Term	Expires
Don Clark	2 years	December 31, 2017
Pat Rawkins	2 years	December 31, 2017
Alf Hartviksen	2 years	December 31, 2017
Ed Melenka	2 years	December 31, 2017

**CARRIED**

2. Lease Agreement - Community Parks - Town of Oliver and Regional District of Okanagan-Similkameen.

This item was removed from the February 11, 2016 agenda and will return to a future meeting.

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#### G. OFFICE OF THE CAO

1. RDOS Fees and Charges Bylaw No. 2723, 2016.

**RECOMMENDATION 11 (Weighted Corporate Vote – Majority)**

**It was MOVED and SECONDED**

THAT Bylaw No. 2723, 2015 Regional District of Okanagan-Similkameen Fees and Charges Bylaw be read a first time. - **CARRIED**

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2. Board Policy Review
  - a. Undergraduate/ Graduate/ Postgraduate Fees – Exempt Staff
  - b. Delegation Authorization for Flood Hazard Exemption Covenants
  - c. Land Use Bylaw Disclosure Policy
  - d. Land Use Bylaw Transition Policy

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

**It was MOVED and SECONDED**

THAT the Board of Directors rescind the following policies:

- Undergraduate/Graduate/Postgraduate Fees – Exempt Staff policy (P2630-00.04)
- Delegation Authorization for Flood Hazard Exemption Covenants policy (P5225-00.07).
- Land Use Bylaw Disclosure policy (P6410-00.06); and,

THAT the Board of Directors adopt the Land Use Bylaw Transition Policy.

**CARRIED**

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**3. RDOS Bi-weekly Advertisement.**

Vice Chair Jakubeit declared a conflict of interest and vacated the Boardroom because his company does business with the Penticton Herald

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

THAT the Board of Directors approve the award of the 2016 Bi-Weekly RDOS Advertisement to the Penticton Herald/Herald Extra for an amount not to exceed \$4,800 plus applicable taxes and to the Similkameen News Leader for an amount not to exceed \$ 4,600 plus applicable taxes. -**CARRIED**

---

**4. Southern Interior Beetle Action Coalition (SIBAC) (Weighted Corporate Vote – Majority)**

The following motion from the January 7, 2016 Corporate Services Committee was brought forward for consideration:

**It was MOVED and SECONDED**

THAT the Regional District Board remain a member of the Southern Interior Beetle Action Coalition (SIBAC) and provide \$5,000 in funding for the 2016/2017 fiscal year.  
**CARRIED**

Opposed: Director Bush

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**5. Items removed from the Consent Agenda**

This item from the January 21, 2016 Community Services Committee, was pulled from the February 11, 2016 consent agenda for further consideration.

**It was MOVED and SECONDED**

THAT decision on the matter of the invitation to participate in funding a Master Plan for a Summerland to Penticton Multi-Use Trail in partnership with the Province of BC be deferred until further information is obtained from the Province.

– **CARRIED**

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**6. CAO REPORTS**

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

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**2. Directors Motions**

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**3. Board Members Verbal Update**

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**8. ADJOURNMENT**

By consensus, the meeting adjourned at 2:42 p.m.

APPROVED:

CERTIFIED CORRECT:

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M. Pendergraft  
RDOS Board Chair

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B. Newell  
Corporate Officer

## ADMINISTRATIVE REPORT

**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** February 25, 2016  
**RE:** Building Violation  
Folio: D-00779.000 Lot: 15 Block: 17 Plan: 4 DL: 374  
Civic Address: 946 / 936 Main St (Highway 97)  
(Permit #18306)



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### 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 Lots 14 - 15, Block 17, District Lot 374, Plan 4, SDYD, 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 January 7, 2016 from the Building Official indicates that Building Permit #18306 was issued February 5, 2013 for interior renovations to a commercial building after a stop work order was posted. The permit expired on February 5, 2015.

Despite correspondence to the owner the permit has not been completed.

No inspections have been completed by the RDOS for the work covered under this building permit and the permit has expired.

In order to close the permit file a new permit must be issued for the work which has been done and all inspections completed.

This Building Bylaw infraction is considered to be Category 2, as the health and safety risks have not been increased beyond what was in existence prior to the renovations occurring.

A map showing the location of this property and a photo of the building are attached.

### Analysis:

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:**

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.

**Respectfully submitted:**

*“L. Walton”*

---

L. Walton, Building Department Supervisor





936/946 Main St (Highway 97)  
OK Falls  
Rear of building  
November 27, 2015

## ADMINISTRATIVE REPORT

**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** February 25, 2016  
**RE:** Building Violation  
Folio: H-00467.905 Lot: A Plan: KAP83891 DL: 128  
Civic Address: 2636 Otter Avenue (Permit #18771)



---

### Administrative Recommendation:

**THAT a Section 302 Notice on Title, pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* (made applicable to Regional Districts by Section 302 of the LGA), be filed against the title of lands described as Lot 1, District Lot 128, Plan KAP83891, YDYD, 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 January 8, 2016 from the Building Official indicates that equipment (furnace & hot water tank) damageable by flood water has been placed in the crawl space, below the floodplain.

Permit # 18771 was issued for a Single Family Dwelling unit built in the floodplain. An inspection on June 5, 2015 and subsequent final inspection on September 8, 2015 revealed that contrary to approved plans, the owner installed the furnace and hot water tank in the crawlspace, below the floodplain level.

The owners and contractor were notified by report and email of this contravention but refused to remove the equipment from the crawlspace. The furnace and equipment are now susceptible to damage from flooding.

In order to close the permit file, the owners must either remove the furnace and equipment or obtain a floodplain exemption.

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 and a photo of the home are attached.

**Analysis:**

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:**

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.

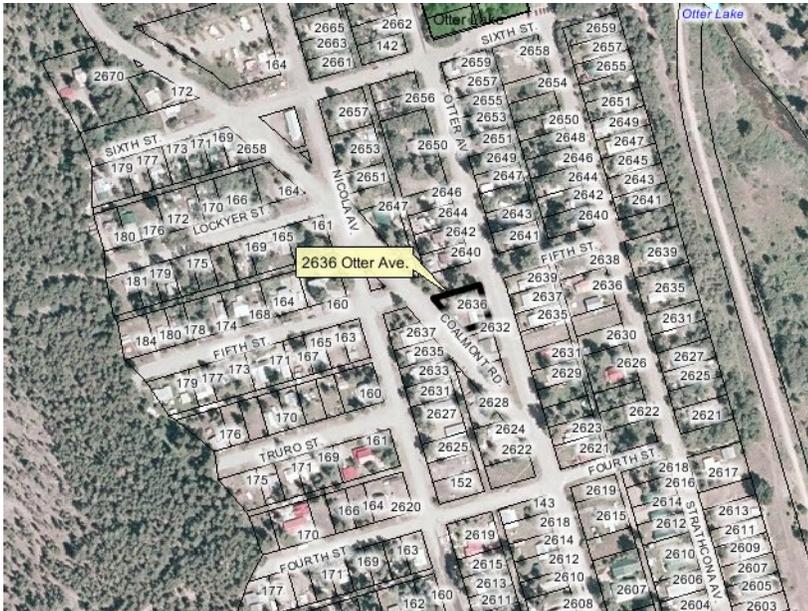
**Category 3 (Health & Safety Deficiencies/Building without Permit)** – Place Section 302 Notice on title and seek compliance through injunctive action.

**Respectfully submitted:**

*“L. Walton”*

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L. Walton, Building Department Supervisor



## ADMINISTRATIVE REPORT

**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** February 25, 2016  
**RE:** Building Violation  
Folio: H6-00741.120 Lot: B Plan: KAP77536 DL: 515  
Civic Address: 104 Snowpatch Road (Permit #17707)



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### 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, District Lot 515, Plan KAP77536, YDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and**

**THAT injunctive action be commenced.**

### Reference:

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

### Background:

The Contravention of Building Regulations Report dated April 10, 2015 from the Building Official indicates that a Building Permit has expired and required inspections have not been completed.

Building permit No. 17707 was issued July 29, 2011 for a (log) Single Family Dwelling. The Permit expired July 29, 2013.

The most recent inspection was an Insulation & Vapour barrier done July 08, 2013. The plumbing was also approved at that inspection.

The permit has expired without required inspections. It is unknown whether there are health & safety related deficiencies.

In order to close the permit file, a completion permit must be issued and receipt of the required Schedule C from the professional engineer and a final inspection to ensure all Health and Safety aspects are complete.

This Building Bylaw infraction is considered to be Category 3.

A map showing the location of this property and a photo of the building are attached.

**Analysis:**

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:**

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.

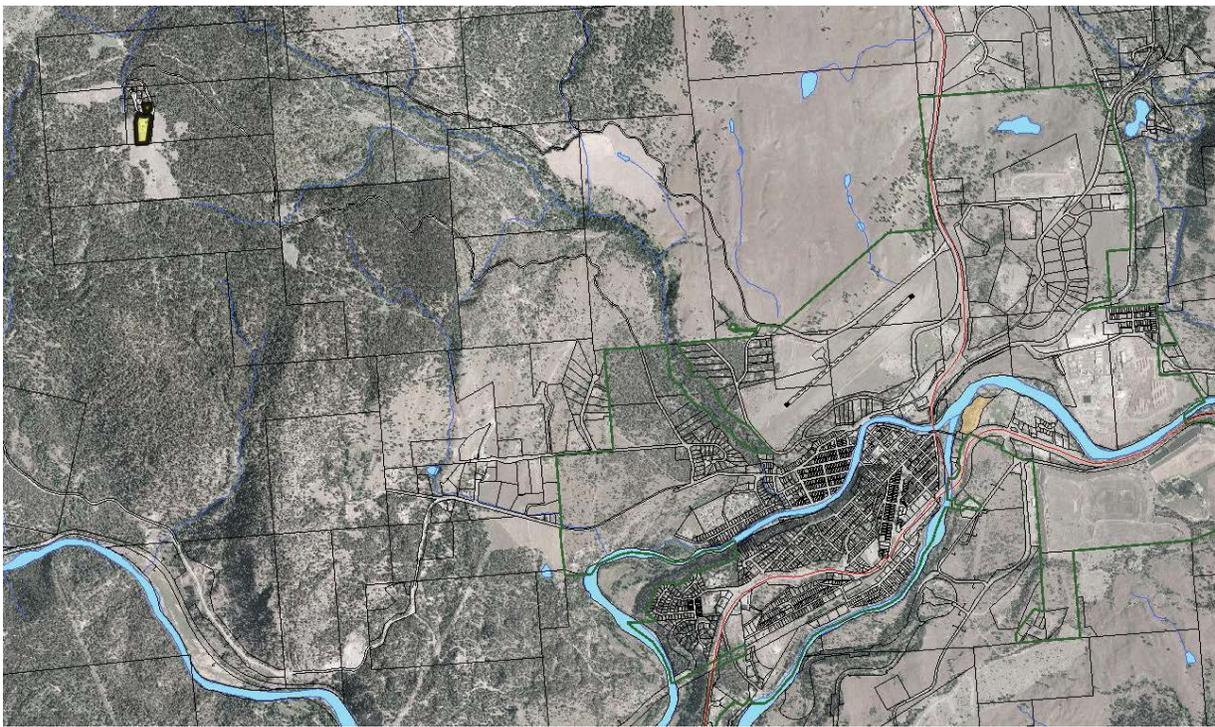
**Category 3** (Health & Safety Deficiencies/Building without Permit) – Place Section 302 Notice on title and seek compliance through injunctive action.

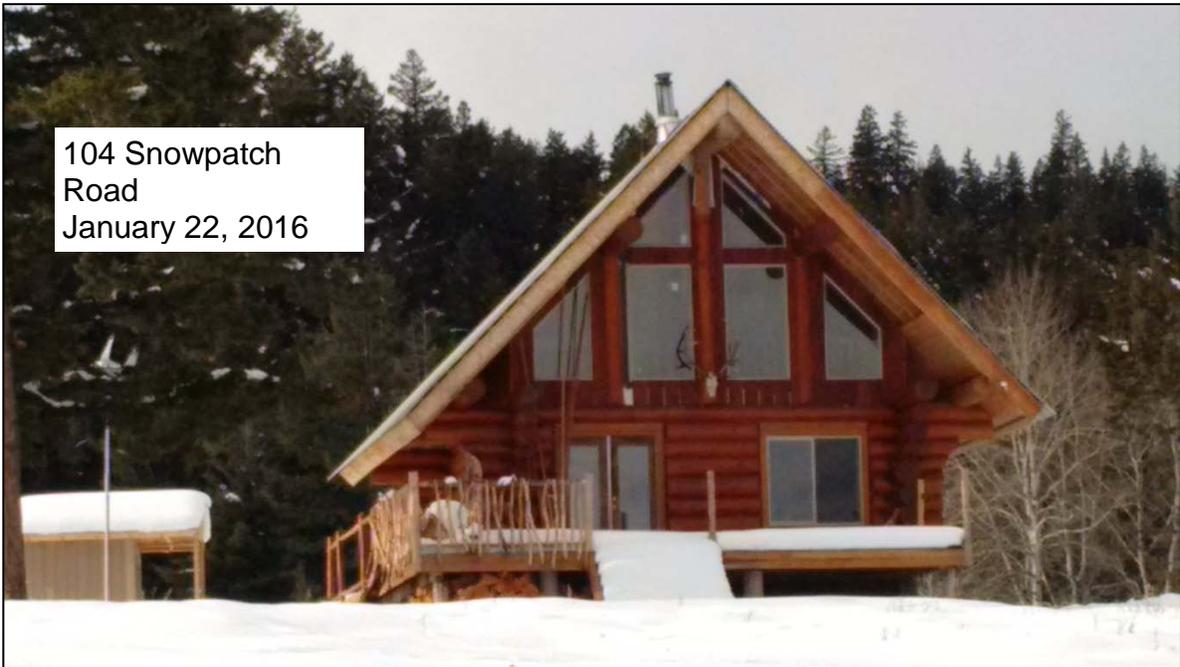
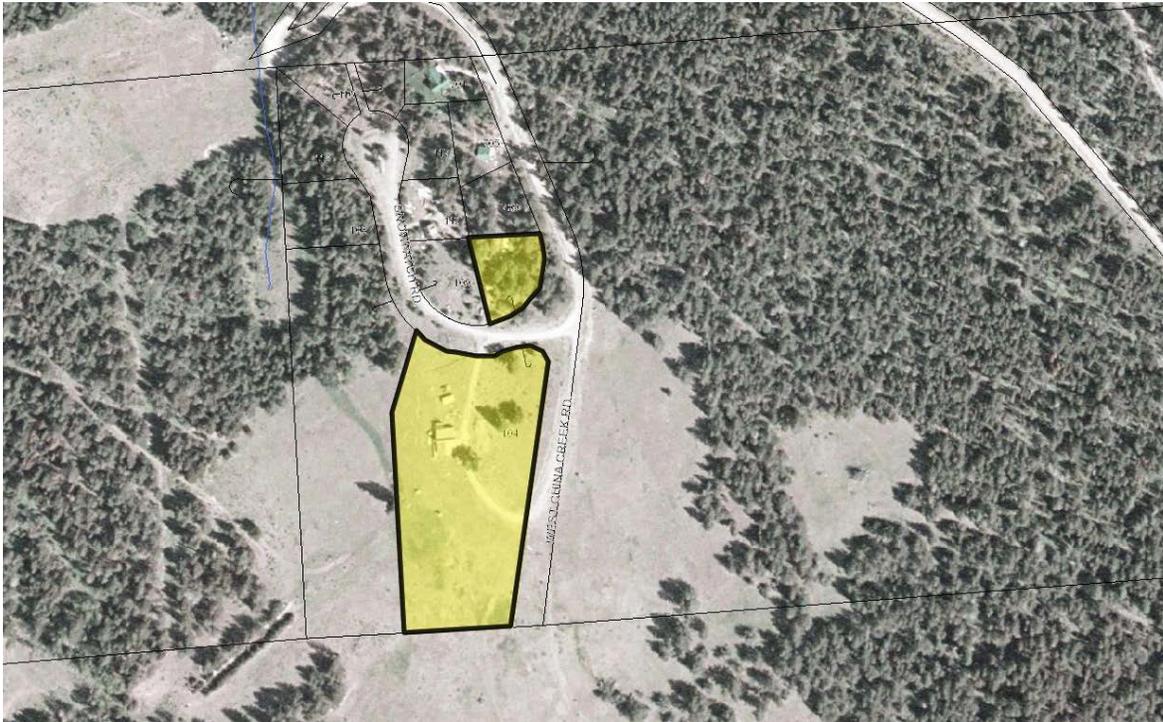
**Respectfully submitted:**

*“L. Walton”*

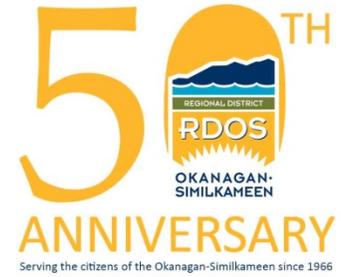
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L. Walton, Building Department Supervisor





## ADMINISTRATIVE REPORT



**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** February 25, 2016  
**RE:** Temporary Use Permit Application — Electoral Area “E”

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### **Administrative Recommendation:**

**THAT the Board of Directors approve Temporary Use Permit No. E2015.125-TUP;**

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Purpose: To allow for the operation of a short-term vacation rental use.

Owners: Allan Richards, Betty Richards, Kenneth McLaren, Deborah Richards-Perakis, Edwin Richards, and Allana Monteleone

Applicants: Allan & Betty Richards                      Folio: E-02277.000

Civic: 4383 Mill Rd., Naramata                      Legal: Lot 2, Plan KAP3889, District Lot 211, SDYD

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

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### **Proposal:**

This application seeks approval for the operation of a short-term vacation rental use at the subject property which will be comprised of three (3) bedrooms within the existing single detached dwelling and three (3) on-site vehicle parking spaces.

The applicant has indicated that the property has been a family cottage for 60 years and that “in order to keep the cottage in the family, it has been necessary to subsidize it with summer rental for approximately 6 weeks. The people who rent it are family and friends”.

### **Site Context:**

The subject parcel is approximately 531 m<sup>2</sup> in area, is situated on the west side of Mill Road and is bounded by Okanagan Lake along its rear boundary. Development on the property is seen to be comprised of a single detached dwelling.

The surrounding pattern of development is characterised by low density residential parcels along the lake foreshore, and agriculture to the east.

### **Background:**

The property was created by a subdivision deposited July 22, 1947. There are no building permits on file for the property; however; the applicant has indicated that the house was built in 1955.

Under the Electoral Area “E” Zoning Bylaw No. 2459, 2008, the property is currently zoned Residential Single Family One (RS1) which only allows for “single detached dwellings” as a principal permitted use, with a limited accommodation of commercial uses in the form of “home occupations” and “bed and breakfast operations” as permitted secondary uses.

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Under the Electoral Area “E” Official Community Plan (OCP) Bylaw No. 2458, 2008, an objective of the Board in relation to residential areas is generally to maintain the character of an area, however, “the provision of paid accommodation for visitors through the short-term rental of residences provided that community and neighbourhood residential needs and other land use needs can be addressed” is also supported.

The property is also located within a Watercourse Development Permit (WDP) Area under the OCP and is shown as possessing a geological classification of “hazard of land receiving slide or slump materials from above”.

**Public Process:**

At its meeting of February 9, 2016, the Electoral Area “E” Advisory Planning Commission (APC) resolved to recommend to the RDOS Board that the proposed temporary use be approved until December 31, 2016.

Under Section 5.1.1 of the Regional District’s Development Procedures Bylaw No. 2500, 2011, the Board may require that a Public Information Meeting be held prior to the consideration of a TUP, “if it considers the proposal to be of a significant scale or nature warranting an additional opportunity for the public to access information and inquire about the proposal beyond that available through the regular application referral and public hearing process.”

In this instance, Administration notes that this property has not previously been the subject of a written complaint related to vacation rental uses and considers the direct notification of adjacent neighbours to be sufficient.

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. 2. To date, comments have been received from the Ministry of Environment, the Archaeology Branch of the Ministry of Forests, Lands and Natural Resource Operations, the Ministry of Transportation and Infrastructure, Interior Health, and Fortis and are included as a separate item on the Agenda.

**Alternatives:**

1. THAT the Board of Directors deny Temporary Use Permit No. E2015.125-TUP; OR
2. THAT the Board of Directors defer consideration of Temporary Use Permit No. E2015.125-TUP subject to the completion of a Public Information Meeting to be organised by the applicant.

**Analysis:**

In assessing this proposal, Administration notes that the OCP Bylaw contains a number of criteria against which the Board will consider an application for a TUP related to a vacation rental use in a residential neighbourhood. These include:

- a) *capability of accommodating on-site domestic water and sewage disposal;*
- b) *mitigating measures such as screening and fencing;*
- c) *provision of adequate off-street parking;*
- d) *confirmation that the structure proposed for use as a vacation rental meets a minimum standard for health and safety; and*

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e) *benefits that such accommodation may provide to the community.*

In response, the applicant has stated that “the septic tank is pumped in June, every year” and has provided a copy of the most recent servicing invoice, dated June 3, 2015. The applicant’s site plan shows a row of cedar bushes, which provide screening along the northern property line, and fencing along the southern property line, as well as 3 off-street parking spaces.

A health and safety inspection was completed on January 12, 2016, and did not identify any major deficiencies.

With regard to the benefit to the community, the applicant has stated that:

*The people who rent it are family and friends. One family, Betty Munn, has rented the cottage for 55 years. We have never had a neighbourhood complaint over all of these years. In fact, they have made considerable contributions to the neighbourhood and have become good friends.*

Given that the OCP Bylaw supports vacation rental uses subject to the aforementioned criteria generally being satisfied, Administration is supportive of this proposal.

Under the Regional District’s “Vacation Rental Temporary Use Permit Policy”, a term limit not exceeding 18 months shall be applied to Temporary Use Permit being issued for a vacation rental use on land which has not been the subject of such an approved use previously (or which is being proposed by new owners of the land).

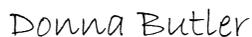
The intent of this Policy is to allow for a new vacation rental use to operate for one “season” in order to determine if such a use is inappropriate, incompatible or unviable at a particular location and, if so, to allow for the permit to lapse or not be renewed within a relatively short period. In this instance, Administration is recommending that the term of this TUP be to December 31, 2016.

**Respectfully submitted:**



S. Lightfoot, Planning Technician

**Endorsed by:**



D. Butler, Development Services Manager

- Attachments:    No. 1 – Agency Referral Sheet  
                          No. 2 – Site Photos (Google Streetview)

Attachment No. 1 – Agency Referral List

Referrals have been sent to the following agencies as highlighted with a , prior to Board consideration of TUP No. E2015.031-TUP:

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

Attachment No. 2 – Site Photos





# TEMPORARY USE PERMIT

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FILE NO.: E2015.125-TUP

TO: Allan & Betty Richards

## 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' and 'B', and described below:

Legal Description: Lot 2, Plan KAP3889, District Lot 211, SDYD

Civic Address/location: 4383 Mill Road, Naramata

Parcel Identifier (PID): 002-469-022 Folio: E-02277.000

## TEMPORARY USE

6. In accordance with Section 19.0 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 May 1<sup>st</sup> and October 31<sup>st</sup>;
  - (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 three (3);
  - (d) the number of paying guests that may be accommodated at any time shall not exceed six (6);
  - (e) a minimum of three (3) on-site vehicle parking spaces shall be provided for paying guests, in accordance with Schedule 'B';
  - (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 the 31<sup>st</sup> day of December, 2016.

Authorising resolution passed by Regional Board on \_\_\_ day of \_\_\_\_\_, 2016.

---

B. Newell, Chief Administrative Officer

# Regional District of Okanagan-Similkameen

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



Temporary Use Permit

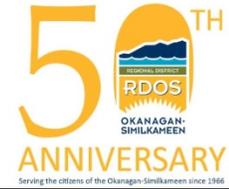
File No. E2015.125-TUP

## Schedule 'A'



# Regional District of Okanagan-Similkameen

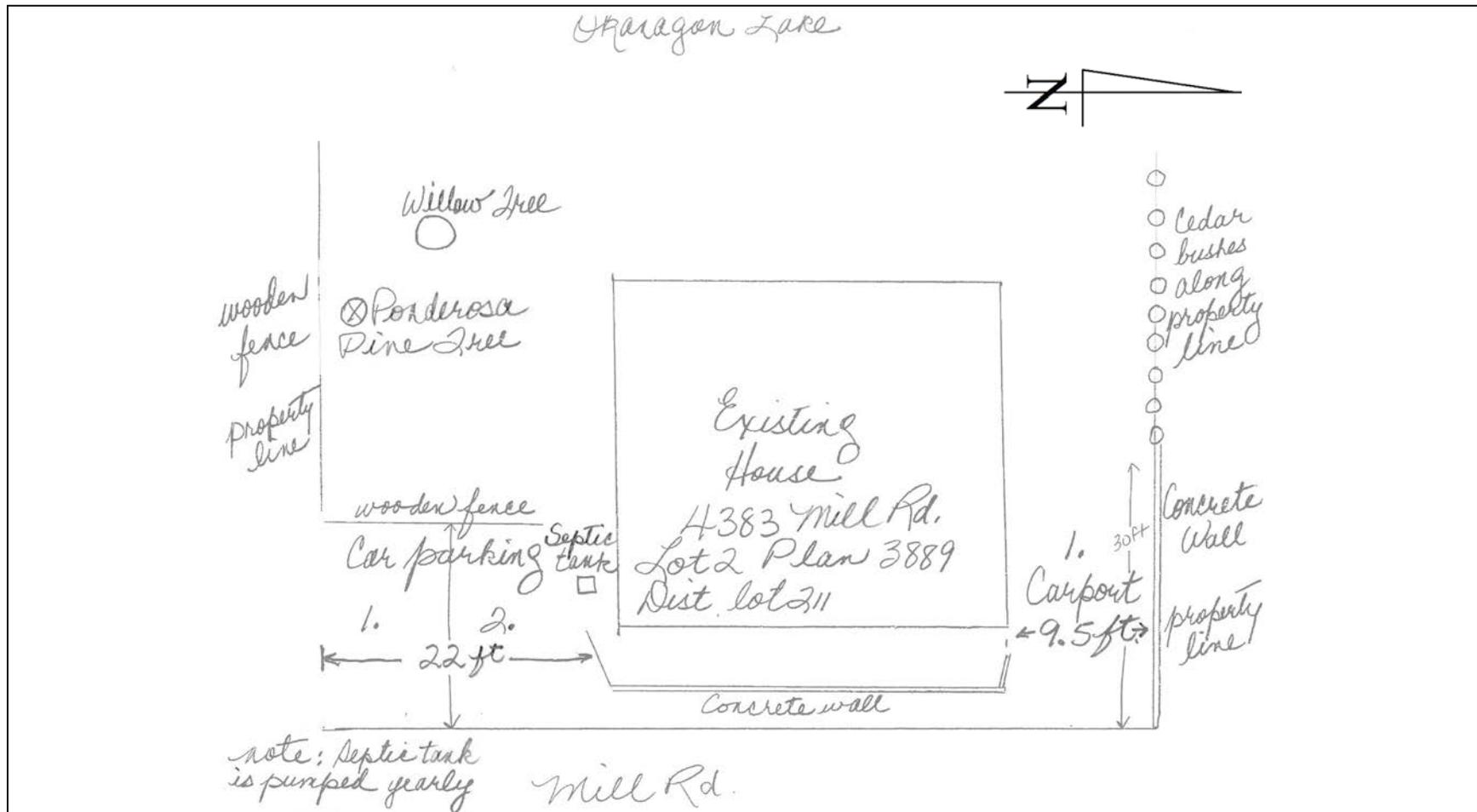
101 Martin St, Penticton, BC V2A 5J9  
Tel: (250) 492-0237 Fax (250) 492-0063



Temporary Use Permit

File No. E2015.125-TUP

## Schedule 'B'



## Lauri Feindell

---

**From:** Corscadden, Alisa <Alisa.Corscadden@fortisbc.com>  
**Sent:** January 29, 2016 1:38 PM  
**To:** Lauri Feindell  
**Subject:** RE: Richards TUP Referral (E2015.125-TUP)

Lauri,

Please be advised FortisBC has reviewed the above mentioned referral and we have no concerns.

Regards,

Alisa Corscadden, SR/WA  
Property Services.  
Land Administrator  
16705 Fraser Highway | Surrey BC V4N 0E8  
P: 604.576-7091 / [alisa.corscadden@fortisbc.com](mailto:alisa.corscadden@fortisbc.com)



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**From:** Lauri Feindell [<mailto:lfeindell@rdos.bc.ca>]  
**Sent:** Wednesday, January 13, 2016 3:34 PM  
**To:** [HBE@interiorhealth.ca](mailto:HBE@interiorhealth.ca); FBC Lands; 'Referral Apps REG8 ENV:EX' ([ReferralAppsREG8@gov.bc.ca](mailto:ReferralAppsREG8@gov.bc.ca));  
[Diana.Cooper@gov.bc.ca](mailto:Diana.Cooper@gov.bc.ca); Corscadden, Alisa; [onareception@sylix.org](mailto:onareception@sylix.org); PIB Referrals ([referrals@pib.ca](mailto:referrals@pib.ca))  
**Cc:** Susan Lightfoot  
**Subject:** FW: Richards TUP Referral (E2015.125-TUP)

Re: Temporary Use Permit Referral  
Legal: Lot 2, Plan KAp3889, DL211, SDYD (4383 Mill road, Naramata)

Please review the attached Referral and provide any comments / concerns you may have to [planning@rdos.bc.ca](mailto:planning@rdos.bc.ca) by February 12, 2016.

If you have any questions please contact Susan Lightfoot, Planning Tech at [slightfoot@rdos.bc.ca](mailto:slightfoot@rdos.bc.ca)

Kind Regards,



Lauri Feindell • Planning Administrative Assistant  
Regional District of Okanagan-Similkameen  
101 Martin Street, Penticton, BC V2A 5J9  
p. 250.490.4107 • tf. 1.877.610.3737 • f. 250.492.0063  
[www.rdos.bc.ca](http://www.rdos.bc.ca) • [lfeindell@rdos.bc.ca](mailto:lfeindell@rdos.bc.ca)



## Lauri Feindell

---

**From:** Cooper, Diana FLNR:EX <Diana.Cooper@gov.bc.ca>  
**Sent:** January 22, 2016 2:26 PM  
**To:** Planning  
**Subject:** RE: referral Richards TUP (E2015.125TUP)

Hello Susan,

Thank you for your referral regarding a Temporary Use Permit for Lot 2 Plan KAP3889, SDYD, PID 002469022, 4383 Mill Road in Naramata.

The Archaeology Branch has no concerns regarding the application for a Temporary Use Permit for this property.

Should you have any questions or need to contact me, please do not hesitate to do so.

Kind regards,

Diana

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

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





January 19, 2016

File: 58000-20/201605  
Your File: E2015.125-TUP

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

Attention: Laurie Feindell

Re: Temporary Use Permit for Lot 2, Plan KAP3889, DL 211, SDYD located at  
4383 Mill Road, Naramata, B.C.

The Ecosystems Section of the Ministry of Forests, Lands and Natural Resource Operations provides the following response to the above noted referral.

Residential, commercial, or industrial activities or ancillary activities (as defined under Part 26 of the Local Government Act) on this property would be subject to the Riparian Areas Regulation (RAR) if they are within 30m of a stream (as defined under the Riparian Area Regulation). The assessment defines the required Streamside Protection and Enhancement Area (SPEA) setback, which must be determined prior to subdivision and/or development. RAR assessments must be completed by a qualified environmental professional (QEP) following the provincial RAR guidelines. For more information on RAR visit [http://www.env.gov.bc.ca/habitat/fish\\_protection\\_act/riparian/riparian\\_areas.html](http://www.env.gov.bc.ca/habitat/fish_protection_act/riparian/riparian_areas.html).

To ensure you are following the best community planning objectives related to the environment follow the advice outlined in Section 2 of Develop with Care Guidelines (<http://www.env.gov.bc.ca/wld/BMP/bmpintro.html>). If you need further assistance understanding the Develop with Care document please do not hesitate to contact me.

It is the proponent's responsibility to ensure their activities are in compliance with all relevant legislation.

If you have any other questions or require further information please feel free to contact me.

Yours truly,

Grant Furness  
Ecosystems Section Head

GF/cl



**Lauri Feindell**

E02277,000

Richards

**From:** Bitte, Rob TRAN:EX <Rob.Bitte@gov.bc.ca>  
**Sent:** January-14-16 1:54 PM  
**To:** Susan Lightfoot  
**Cc:** Lauri Feindell  
**Subject:** RE: Richards TUP Referral (E2015.125-TUP)

Thank you Susan. Our interests are unaffected.

Regards,

**ROB BITTE**

DISTRICT DEVELOPMENT TECHNICIAN  
BC MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE  
102 INDUSTRIAL PLACE PENTICTON V2A 7C8  
T: 250.490.2280 | C: 250.809.6886 | F: 250.490.2231

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**From:** Susan Lightfoot [<mailto:slightfoot@rdos.bc.ca>]  
**Sent:** Thursday, January 14, 2016 1:40 PM  
**To:** Bitte, Rob TRAN:EX  
**Cc:** Lauri Feindell  
**Subject:** FW: Richards TUP Referral (E2015.125-TUP)

Hi Rob,

FYI, this referral went out yesterday for a vacation rental TUP in Naramata. The referral information is attached, if you are interested. If you have any comments or concerns, can you please send them to me by February 12<sup>th</sup>. If I do not hear back from you regarding this, I will assume that your interests are unaffected.

Thanks,  
Susan

---

**From:** Lauri Feindell  
**Sent:** January-13-16 3:34 PM  
**To:** [HBE@interiorhealth.ca](mailto:HBE@interiorhealth.ca); [fbclands@fortisbc.com](mailto:fbclands@fortisbc.com); 'Referral Apps REG8 ENV:EX' ([ReferralAppsREG8@gov.bc.ca](mailto:ReferralAppsREG8@gov.bc.ca)); [Diana.Cooper@gov.bc.ca](mailto:Diana.Cooper@gov.bc.ca); [alisa.Corscadden@fortisbc.com](mailto:alisa.Corscadden@fortisbc.com); [onareception@syilx.org](mailto:onareception@syilx.org); PIB Referrals ([referrals@pib.ca](mailto:referrals@pib.ca))  
**Cc:** Susan Lightfoot  
**Subject:** FW: Richards TUP Referral (E2015.125-TUP)

Re: Temporary Use Permit Referral  
Legal: Lot 2, Plan KAp3889, DL211, SDYD (4383 Mill road, Naramata)

Please review the attached Referral and provide any comments / concerns you may have to [planning@rdos.bc.ca](mailto:planning@rdos.bc.ca) by February 12, 2016.

If you have any questions please contact Susan Lightfoot, Planning Tech at [slightfoot@rdos.bc.ca](mailto:slightfoot@rdos.bc.ca)



## Lauri Feindell

---

**From:** Beaupre, John <John.Beaupre@interiorhealth.ca>  
**Sent:** February 12, 2016 4:19 PM  
**To:** Planning; Susan Lightfoot  
**Subject:** Temporary Use Permit Application - RDOS File: E2015.125-TUP  
**Attachments:** 2015 11 26 ROWP Guidelines[1].docx

Susan Lightfoot, Planning Technician  
Regional District of Okanagan-Similkameen  
101 Martin Street, Penticton, BC, V2A 5J9

Dear Ms. Lightfoot:

**Re: Temporary Use Permit Application For Short-Term Vacation Rental Use**  
**Lot 2, Plan KAP3889, District Lot 211, SDYD**  
**4383 Mill Road, Naramata, Electoral Area "E"**

Thank you for the opportunity to provide comment on the above referenced TUP Application.

This office recommends having a Registered Onsite Wastewater Practitioner (ROWP) who is certified in the discipline of "Private Inspector – Residential" complete a Performance Inspection and provide a written report on the existing onsite sewerage dispersal system to determine its current status and suitability for the intended continued use of the system.

The inspection/report should include but not be limited to the criteria listed in section 7.2 of the Onsite Wastewater Certification Board Policy: APPENDIX 2, Registered Onsite Wastewater Practitioner (ROWP) Practice Guidelines (see attached).

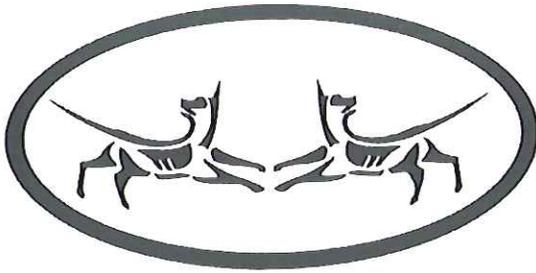
Please contact me with any questions you may have regarding the above comments.

Thank you.

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

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## Penticton Indian Band

Natural Resource Department  
 R.R. #2, Site 80, Comp.19  
 Penticton, British Columbia  
 Canada V2A 6J7  
 Telephone: 250-493-0048 Fax: 250-493-2882

January-15-16

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

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

**Summary:** The subject parcel is approximately 531m<sup>2</sup> in area, is situated on the west  
**RTS #:** 1462  
**Referral ID:** 2016-01-13 ZON 1462  
**Ref #:** BYLE-02277.000 fileE2015.125-TUP  
**Date:** January-15-16  
 side of Mill Road and is bounded by Okanagan Lake along its rear boundary. Short-term  
 vacation rental.

**Attention: Susan Lightfoot**

The Penticton Indian Band acknowledges receipt of your referral dated January-15-16.  
 The PIB has insufficient information to begin review of your referral. Please provide the  
 information indicated below.

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

- KMZ file for area of interest
  - Shape files of are of interest
  - Proponent contact info
- Please provide : name, phone, email, address

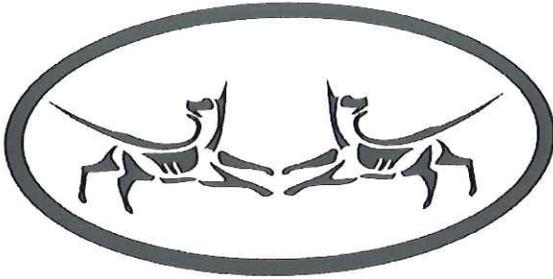
Without this information, we cannot make an informed decision and we would have no  
 other alternative but to reject the proposed activity/development. We look forward to your  
 response.

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

Limlɛmt,

Lavonda Nelson  
 Data Management Clerk





**Penticton Indian Band**

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

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

January-15-16

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

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

RTS #: 1462  
 Referral ID: 2016-01-13 ZON 1462  
 Ref #: BYLE-02277.000 fileE2015.125-TUP  
 Date: January-15-16

**Attention: Susan Lightfoot**

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

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

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

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

**INVOICE AMOUNT FOR PRELIMINARY OFFICE REVIEW \$500.00**  
 Please make cheque payable to Penticton Indian Band. re: P.C.132 RTS #1462

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

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

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

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

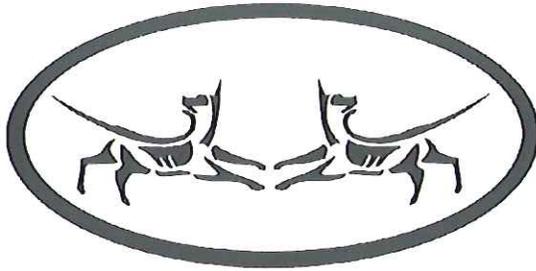
Please note that our participation in the referral and consultation process does not define or amend PIB's Aboriginal Rights and Title, or limit any priorities afforded to Aboriginal Rights and Title, nor does it limit the positions that we may take in future negotiations or court actions.

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

limlørnt,

Lavonda Nelson  
Data Management Clerk

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



## Penticton Indian Band

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

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

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

January-15-16

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

**Attention: Susan Lightfoot**

**RTS #:** 1462

**Referral ID:** 2016-01-13 ZON 1462

**Ref #:** BYLE-02277.000 fileE2015.125-TUP

**Date:** January-15-16

**RE: Request for a 60 (sixty) day extension**

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

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

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

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

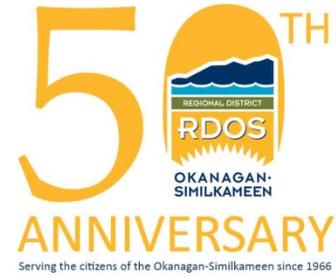
I appreciate your co-operation.

Limlæmt,

Lavonda Nelson  
Data Management Clerk

## ADMINISTRATIVE REPORT

**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** February 25, 2016  
**RE:** Naramata Parks & Recreation Commission Appointments  
2016/2017



### Administrative Recommendation:

**THAT the Board of Directors re-appoint the following people as members of the Naramata Parks and Recreation Commission for the periods indicated:**

Name	Term	Expires
Lyle Resh	2 years	February 28, 2018
Maureen Balcaen	2 years	February 28, 2018
Jim Pearmain	2 years	February 28, 2018

The following members continue to serve the Naramata Parks & Recreation Commission.

Name	Expires
Dennis Smith	February 28, 2017
Deborah Linton	February 28, 2017
Jeff Gagnon	February 28, 2017
Darren Rettie	February 28, 2017

### Purpose:

It is the recommendation of the Naramata Parks and Recreation Commission to re-appoint the following members to the Commission.

### Reference:

Bylaw 2108, 2001 Naramata Parks & Recreation Commission Establishment Bylaw.

**Alternatives:**

**The Board not approve the recommendations of the Naramata Parks & Recreation Commission.**

**Respectfully submitted:**

*Justin Shuttleworth*

---

J. Shuttleworth, Park/Facilities Coordinator

## ADMINISTRATIVE REPORT



**TO:** Board of Directors

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

**DATE:** February 25, 2016

**RE:** Apex Mountain Waste Transfer Station Temporary Borrowing Bylaw  
2727

---

### **Administrative Recommendation:**

**THAT Bylaw No. 2727, 2016 Apex Mountain Waste Transfer Station Temporary Borrowing Bylaw be read a first, second and third time and adopted.**

### **Reference:**

Bylaw No. 2669, 2014 Apex Mountain Waste Transfer Station Loan Authorization Bylaw

### **Background:**

At the November 6, 2014 Board Meeting, the Board adopted Bylaw 2669, 2014 Apex Mountain Waste Transfer Station Loan Authorization Bylaw for up to \$265,000 for a waste transfer station.

### **Analysis:**

Municipal Finance Authority long term borrowing intakes only occur in April and October. To fund the project until such time as the project is complete and long term borrowing can be secured, short term borrowing will be required.

In order to access short term borrowing, a temporary borrowing bylaw is required.

The loan authorization bylaw and temporary borrowing bylaw outline a maximum borrowing amount of \$265,000. Only the amount needed to fund final actual project costs will be drawn under the loan authorization, temporary borrowing and subsequent security issuing bylaw.

### **Respectfully submitted:**

*"Sandy Croteau"*

---

S. Croteau, Finance Manager

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**

**BYLAW NO. 2727, 2016**

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A bylaw to authorize temporary borrowing pending the sale of debentures

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**WHEREAS** it is provided by section 823.2 of the *Local Government Act* that the Regional Board may, where it has adopted a loan authorization bylaw, without further assents or approvals, borrow temporarily from any person under the conditions therein set out;

**AND WHEREAS** the Regional Board has adopted Bylaw No. 2669, 2014 cited as 'Apex Mountain Waste Transfer Station Loan Authorization Bylaw' in the amount of two hundred and sixty five thousand dollars (\$265,000);

**AND WHEREAS** the sale of debentures has been temporarily deferred;

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

1. The Regional Board is hereby authorized and empowered to borrow an amount or amounts not exceeding the sum of two hundred and sixty five thousand dollars (\$265,000), as the same may be required.
2. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Chair and the Financial Administration Officer.
3. The money so borrowed shall be used solely for the purposes set out in said Bylaw No. 2669, 2014.
4. The proceeds from the sale of debentures or so much thereof as may be necessary shall be used to repay the money so borrowed.
5. This bylaw may be cited as the "Apex Mountain Waste Transfer Station Temporary Borrowing Bylaw No. 2727, 2016"

**READ A FIRST, SECOND, AND THIRD TIME** this    day of ,

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RDOS Board Chair

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Corporate Officer

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**

**BYLAW NO. 2669, 2014**

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A bylaw to authorize the long term-borrowing for the capital costs associated with the Apex Mountain Solid Waste Transfer Station

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**WHEREAS** the Board of the Regional District of Okanagan Similkameen has established by Bylaw 2593, 2012 the Apex Mountain Solid Waste Transfer Station Local Service;

**AND WHEREAS** the Solid Waste Management Plan identifies the need to establish a garbage and recycling depot for Apex Alpine Ski Area;

**AND WHEREAS** pursuant to Section 819 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** it is deemed essential and expedient to establish the Apex Mountain Solid Waste Transfer Station;

**AND WHEREAS** approval of electors is not required in accordance with Section 823.1 (2) (c) of the *Local Government Act* and Section 24 (7) of the *Environmental Management Act*;

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

**1. LOAN AUTHORIZATION**

The Regional Board is hereby empowered and authorized:

- a) To borrow upon the credit of the Regional District a sum not exceeding two hundred and sixty five thousand (\$265,000) dollars for the establishment of a garbage and recycling depot for Apex Alpine Ski Area.

**2. TERM OF DEBENTURE**

The maximum term for which debentures may be issued to secure debt created by this bylaw is twenty (20) years.

3. CITATION

This bylaw may be cited as Apex Mountain Waste Transfer Station Loan Authorization  
Bylaw 2669, 2014

**READ A FIRST, SECOND, AND THIRD TIME** this 18 day of September, 2014

**APPROVED** by the Inspector of Municipalities this 20<sup>th</sup> day of October, 2014

**ADOPTED** this 6<sup>th</sup> day of November, 2014

  
RDOS Board Chair

  
Corporate Officer

## ADMINISTRATIVE REPORT

**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** February 25, 2016  
**RE:** Willowbrook Water Service Establishment Bylaw No. 2709, 2015

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### **Administrative Recommendation:**

**THAT Regional District of Okanagan-Similkameen Willowbrook Water Service Establishment Bylaw No. 2709, 2015 be adopted.**

### **Reference:**

Bylaw No. 2709, 2015 (attached)  
Staff report of November 5, 2015

### **Background:**

On November 5, 2015, the Board of Directors gave three readings to Regional District of Okanagan-Similkameen Willowbrook Water Service Establishment Bylaw No. 2709, 2015 to establish a service for the supply treatment, conveyance, storage and distribution of water in and for the community of Willowbrook, within Electoral Area "C".

The Inspector of Municipalities provided statutory approval on **December 2, 2015** and Administration received consent from the Board on December 17, **2015** to proceed with an Alternate Approval Process.

### **Analysis:**

The February 8, 2016 deadline for receipt of elector responses has passed and the results below confirm that elector approval through AAP has been obtained for the bylaw.

### **AAP Results for Bylaw No. 2709, 2015:**

Number of eligible electors within the affected area – 162  
Number of elector response forms needed to prevent adoption of the bylaw – 16  
Valid elector response forms received prior to deadline - 0

On the basis of the elector response forms received before the deadline, I have determined and hereby certify that elector approval in accordance with *Section 86* of the Community Charter has been obtained, therefore the Board may now proceed with the adoption of Regional District of Okanagan-Similkameen Willowbrook Water Service Establishment Bylaw No. 2709, 2015.

**Respectfully submitted:**

A handwritten signature in black ink, appearing to read "C. Malden". The signature is fluid and cursive, with a long horizontal stroke at the end.

---

C. Malden, Manager of Legislative Services

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**

**BYLAW NO. 2709, 2015**

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A bylaw to provide for the establishment as a service of the Regional District of Okanagan-Similkameen the supply, treatment, conveyance, storage and distribution of water in and for the community of Willowbrook, within Electoral Area "C".

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**WHEREAS** the Regional District of Okanagan-Similkameen (the "Regional District") may, by bylaw, establish a service under the provisions of Part 24 of the Local Government Act;

**AND WHEREAS** the Regional District desires to establish a service for the supply treatment, conveyance, storage and distribution of water in and for the community of Willowbrook, within Electoral Area "C";

**AND WHEREAS** the approval of the electors was obtained by the alternative approval process in accordance with Section 801.3 of the *Local Government Act*;

**NOW THEREFORE** the Board of the Regional District, in open meeting assembled, **ENACTS** as follows:

**1      CITATION**

1.1      This bylaw may be cited as the Regional District of Okanagan-Similkameen Willowbrook Water Service Establishment Bylaw No. 2709, 2015.

**2.      ESTABLISHMENT OF THE SERVICE**

2.1      The Regional District of Okanagan-Similkameen hereby establishes within Electoral Area "C" a service for the supply, treatment, conveyance, storage and distribution of water in and for the community of Willowbrook, to be known as the Willowbrook Water Service Area.

2.2      The Board may operate the service in the Willowbrook Water Service Area and, without limitation, enter into a contract with a third party to implement the service.

**3      BOUNDARIES OF THE SERVICE AREA**

3.1      The boundaries of the Willowbrook Water service area are a portion of Electoral Area "C" as outlined on Schedule A attached to and forming part of this bylaw.

**4      PARTICIPATING AREAS**

4.1      The Willowbrook Water service area is located entirely within the boundaries of Electoral Area "C"

**5      METHODS OF COST RECOVERY**

5.1      As provided in the Local Government Act, the annual costs of the service shall be recovered by one or more of the following:

- (a) property value taxes imposed in accordance with Division 4.3 [*Requisition and Tax Collection*];

- (b) parcel taxes imposed in accordance with Division 4.3 [*Requisition and Tax Collection*];
- (c) fees and charges imposed under section 363 [*imposition of fees and charges*];
- (d) revenues raised by other means authorized under this or another Act;
- (e) revenues received by way of agreement, enterprise, gift, grant or otherwise.

6 **LIMIT**

6.1 The maximum amount that may be requisitioned annually for the service shall not exceed \$ 35,000 or \$1.14 per \$1000 net taxable value of land and improvements in the service area, whichever the greater.

**READ A FIRST, SECOND, AND THIRD TIME** this xx day of xx, 2015.

**APPROVED BY THE INSPECTOR OF MUNICIPALITIES** this 2<sup>nd</sup> day of December, 2015.

**RECEIVED APPROVAL OF THE ELECTORATE THROUGH ALTERNATIVE APPROVAL** this 8<sup>th</sup> day of February, 2016.

**ADOPTED** this xx day of xx, 2016

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Board Chair

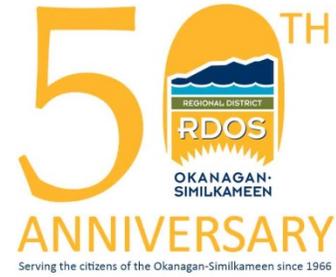
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Corporate Officer

**FILED WITH THE INSPECTOR OF MUNICIPALITIES** this xx day of xx, 2015.....

## ADMINISTRATIVE REPORT

**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** February 25, 2016  
**RE:** Board Policy Review



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### Administrative Recommendation:

**THAT the Board of Directors rescind the OCP Bylaw Preparation and Consultation Policy; and,**

**THAT the Board of Directors adopt the Official Community Plan Bylaw Consultation Policy and the revised Rural Curbside Garbage and Recycling Collection Service Exemption Policy.**

### Purpose:

To ensure policies remain current.

### Reference:

[Regional District of Okanagan-Similkameen Policy Manual](#)

OCP Bylaw Preparation and Consultation Policy (to be rescinded)

Rural Curbside Garbage and Recycling Collection Service Exemption Policy (revised)

Official Community Plan Bylaw Consultation Policy (for adoption)

### Analysis:

At the February 11, 2016 Corporate Services Committee meeting and the February 11, 2016 Planning and Development Committee meeting, the Board reviewed the above noted policies.

The policies contained in this report include:

- Official Community Plan Bylaw Consultation Policy
  - o Updated template
  - o Consultation with School Districts has been updated to reflect current practise
  - o Removal of reference to Ministerial approval
  
- Rural Curbside Garbage and Recycling Collection Service Exemption Policy
  - o Updated reference to Provincial legislation and Regional District bylaws
  - o Addition of reasons for which the Board may allow a waiver of service
  - o Clarification provided for reasons for which Board will deny a request for waiver of service
  - o Definition Residential premises
  - o Minor textual amendments

**Respectfully submitted:**

*"Christy Malden"*

---

C. Malden, Manager of Legislative Services

**P O L I C Y**

**POLICY NO: P6480-00.01**

**Page 1 of 2**

**SUBJECT: OCP BYLAW PREPARATION CONSULTATION POLICY**

**Effective Date**  
July 3, 2008

**Amendment**

**Board Resolution**  
B294/08

**Administered By**  
Development  
Services Manager

**POLICY:**

It is Regional Board Policy that:

**1. PURPOSE**

In accordance with the requirements of the *Local Government Act* section 879 and section 881 that require a local government to consider opportunities for consultation during the presentation, repeal or amendment of an Official Community Plan (OCP), this policy provides direction to Regional District staff and Board.

**2. CONSULTATION CONSIDERATIONS**

It is Board policy that, where the development, repeal or amendment of an Official Community Plan (OCP) (including an Area Plan) bylaw is proposed:

- (1.) The Board will consider consultation with persons, organizations and authorities that may be affected by the enactment, repeal or amendment of the Official Community Plan bylaw (e.g. where the other parties' land use, programming, servicing, transportation and environmental interests may be affected).
- (2.) The Board will consider early and ongoing consultation with the external agencies listed below and with any other persons, organizations and authorities, as deemed appropriate:

<b>External Agencies Which Will Be Considered For Consultation</b>
<input type="checkbox"/> The Boards of adjacent Regional Districts
<input type="checkbox"/> First Nations
<input type="checkbox"/> The Councils of adjacent Municipalities
<input type="checkbox"/> BC Agriculture Land Commission
<input type="checkbox"/> School Board(s) (e.g. School District 53)
<input type="checkbox"/> Interior Health Authority

<input type="checkbox"/> Community Groups and Neighbours
<input type="checkbox"/> All relevant Federal and Provincial Government Agencies

(3.) School Board Consultation

- (a) In addition to required consultation under section 881 of the *Local Government Act*, Regional District staff shall refer proposed OCP amendments to the School Board where the OCP amendment involves a residential development which would have the potential to generate for 50 or more school aged children (e.g., 295 or more multiple family housing units and/or 200 or more single-family housing units).
  - (b) Where in a calendar year, should there be no OCP bylaw amendment that meets this criterion, Regional District staff will consult with the School Board, on the overall OCP and its implications on the School Board (e.g., school needs) at the beginning of each school term in September of each year.
  - (c) The 'Regional District and the School Board have agreed to share information (e.g., statistics, maps, reports) to co-ordinate Regional Board and School Board interests and facilitate consultations.
- (4.) Prior to or at first and/or second reading of a proposed Official Community Plan Bylaw, the Board will consider, through the receipt of a staff report summarizing the consultation to be undertaken, if additional consultation with external agencies, persons, organizations and authorities is required.
- (5.) Consultation may involve a variety of methods, including information meetings, open houses, flyers, surveys, dialogue and/or written correspondence.
- (6.) The Board will take into account the provincial consultation guidelines, and in particular the guidance respecting consultation with First Nations, since the bylaw requires approval of the Minister.

In addition, the Board will consult with the Boards of education of school districts in the area of the plan, in accordance with section 881 of the *Local Government Act*.

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

**POLICY:** Official Community Plan Bylaw Consultation Policy

**AUTHORITY:** Board Resolution No. \_\_\_\_\_ dated \_\_\_\_\_.

**POLICY STATEMENT**

The Regional District of Okanagan-Similkameen (RDOS) Board supports the undertaking of “early and ongoing” consultation with persons, organizations and authorities that may be affected by the preparation, repeal or amendment of an Official Community Plan (OCP) Bylaw.

**PURPOSE**

To provide direction to Regional District staff on appropriate opportunities for consultation during the preparation, repeal or amendment of an OCP Bylaw.

**RESPONSIBILITIES**

Development Services Department

**PROCEDURES**

1. Consultation with persons, organizations and authorities that may be affected by the enactment, repeal or amendment of the Official Community Plan bylaw (e.g. where the other parties’ land use, programming, servicing, transportation and environmental interests may be affected) shall be undertaken in an “early and ongoing” manner.
2. “Early and ongoing” consultation should be undertaken with the external agencies listed below and with any other persons, organizations and authorities, as deemed appropriate:
  - i) the Boards of adjacent Regional Districts;
  - ii) local First Nations;
  - iii) the Councils of adjacent Municipalities;
  - iv) the Agricultural Land Commission;
  - v) School District(s) (i.e School District 53);
  - vi) Interior Health Authority;
  - vii) Community Groups and Neighbours;
  - viii) All relevant Federal and Provincial Government Agencies.

3. Prior to or at first and/or second reading of a proposed Official Community Plan Bylaw or amendment bylaw, the Board will consider, through the receipt of a staff report summarizing the consultation undertaken, if additional consultation with external agencies, persons, organizations and authorities is required.
4. Consultation may involve a variety of methods, including information meetings, open houses, flyers, surveys, dialogue and/or written correspondence.
5. The Board will take into account the provincial consultation guidelines, and in particular the guidance respecting consultation with local First Nations.

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

**POLICY:** Rural Curbside Garbage and Recycling Collection Service Exemption

**AUTHORITY:** Board Resolution No. B440/02 dated August 15, 2002.

**AMENDED:** Board Resolution dated \_\_\_\_\_.

**POLICY STATEMENT**

Regional District of Okanagan-Similkameen Solid Waste Collection and Drop-Off Service Regulation Bylaw states "every owner of a residential premises in the service region to whom the Board does not grant an exclusion or exemption (a) must use the Solid Waste Collection and Drop-Off Service established by Bylaw No. 2190, 2003; and (b) pay the rates and fees set out in the Regional District of Okanagan-Similkameen Fees and Charges Bylaw."

Several common themes have emerged as to why a resident does not wish to receive or pay for solid waste collection service. Reasons that are not considered adequate for exemption from the mandatory solid waste collection service are listed below.

**PURPOSE**

To allow the Board of Directors to be consistent with requests for exemption from the Solid Waste Collection and Drop-Off Service.

**DEFINITIONS**

Residential premise shall be characterized as any "dwelling unit" as defined in Regional District of Okanagan-Similkameen Zoning bylaws.

**RESPONSIBILITIES**

The Public Works Manager shall review all requests for exemptions using this policy and respond to those requests in a timely manner. Where the Public Works Manager believes this policy is not clear enough to apply to an exemption request, the Public Works Manager may bring the exemption request to the Board of Directors for consideration.

**PROCEDURES**

Reasons for Which the Regional Board Will Not Grant a Waiver of Service:

1. Household generates little or no garbage.

It is possible to reduce waste through smart shopping, composting, and recycling. However there is always something to throw out that cannot be reused, such as toothpaste tubes, broken dishware, and other garbage. This service is similar to others such as sewer, library, and water that have fixed operating costs all year round. Most of the collection service costs are incurred by driving the garbage collection route, not by stopping at a specific house to pick up a varying number of garbage containers. Social, legal, and environmental benefits of the service such as tidier streets, less traffic, increased

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responsibility in the management of household garbage, and achievement of waste reduction goals outweigh concerns about variations in the level of use.

2. Residents are away from home for extended periods of time because of job requirements, vacation, alternate winter residence.

This service is similar to others such as sewer, library, and water that have fixed operating costs all year round. Most of the collection service costs are incurred by driving the garbage collection route, not by stopping at a specific house to pick up a varying number of garbage containers. Social, legal, and environmental benefits of the service such as tidier streets, less traffic, increased responsibility in the management of household garbage, and achievement of waste reduction goals outweigh concerns about variations in the level of use. Furthermore, occupancy of a dwelling cannot be monitored to ensure abuse of an exemption is not taking place.

3. Property is a recreational home and is only occupied during the summer.

This service is similar to others such as sewer, library, and water that have fixed operating costs all year round. Most of the collection service costs are incurred by driving the garbage collection route, not by stopping at a specific house to pick up a varying number of garbage containers. Social, legal, and environmental benefits of the service such as tidier streets, less traffic, increased responsibility in the management of household garbage, and achievement of waste reduction goals outweigh concerns about variations in the level of use. Furthermore, occupancy of a dwelling cannot be monitored to ensure abuse of an exemption is not taking place.

4. Resident prefers to pay private hauler and have a more flexible service.

Since the Regional District contractor will be driving past this home anyway, there is no need to increase truck traffic in a residential neighbourhood. The costs of the collection program can only be minimized and stabilized if everyone contributes. Having separate collection trucks for each home, instead of a community collection program, significantly raises the cost of service for all home owners.

5. Property is not easily accessible and owner does not want to bring garbage to a common area for collection.

Property owners must accept the consequences of choosing a particular location for their home and are solely responsible for making their property accessible. It reduces vehicle traffic and air pollution if residents drive their garbage to a public roadway instead of the entire distance to the landfill.

6. Resident prefers to go to the landfill directly

Taking garbage directly to a Landfill is allowable, but a tipping fee is paid at the site. This provides a monetary incentive to reduce garbage but does not meet other objectives of the garbage collection program, such as reducing vehicle traffic associated with garbage disposal and promoting accessible recycling services for all residents. As well there is no way of verifying that household garbage and recyclable materials is actually going to the landfill and not being disposed of illegally at a different location.

7. Resident prefers to take garbage to the dumpster at work.

Taking garbage to a commercial bin is unacceptable for many reasons. There is no direct cost incentive to reduce waste going into a commercial bin, unless you happen to be the owner or renter of that bin. Many business owners and hauling companies have resorted to locking up their bins in order to avoid

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paying for extra garbage placed there by residents who are not using the traditional residential garbage collection programs. Since the Regional District cannot possibly enforce or verify the legitimacy of residential waste in commercial bins, this means of garbage disposal cannot be considered as a reason for exemption.

8. Resident is on a fixed or low income.

Solid waste collection service is not different from any other mandatory municipal, regional and provincial services. Regardless of income, waste is still being generated and must get to a local landfill. In many cases, the new service is significantly cheaper than previous options, such as a private hauling service or direct trips to the landfill.

9. Resident has a physical inability to get garbage to the curb.

In most cases, the garbage leaves the house by the same manner in which it got inside - through the help of neighbours, friends, or relatives. Higher levels of service and special consideration may be available for extreme cases.

10. Resident is burning or burying waste on property.

Burning or burying waste on private property is not an acceptable long-term solution for managing waste. Smoke from open burning has become a significant environmental problem in British Columbia, threatening health and reducing visibility. Under the Environmental Management Act, domestic waste and plastics are a prohibited material for burning, even if a permit from the Ministry of Forests or the applicable Fire Department has been granted. Burying waste requires special approval from the Ministry of Environment.

Reasons for Which the Regional Board May Allow the Public Works Manager to Grant a Waiver of Service:

1. The building being charged for service is no longer a dwelling unit or on the property

Buildings or other improvements that do not meet the definition of a dwelling unit may be removed from service. This may occur due to demolition of the building, loss from fire, the building being condemned or removal of a mobile home.

2. Adequate commercial bin service on the property in question

Some mobile home parks and properties with businesses have found it preferable to have commercial garbage and recycling bins located on their property for use by residents rather than allow house by house collection. These properties may be removed from service so long as a licensed commercial waste hauler is providing adequate and consistent garbage and recycling service to the residents on the property and the commercial bins are located on the property in question.

3. The property cannot be accessed via a maintained road

Where homes are located in an area where the Public Works Manager determines that service cannot be provided due to lack of a safe road for collection vehicles, the home may be removed from service.



## BOARD REPORT: February 4, 2016

1450 KLO Road, Kelowna, BC V1W 3Z4

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# Okanagan Basin

WATER BOARD

### **OBWB Directors**

**Doug Findlater - Chair,**  
Regional District of Central  
Okanagan

**Juliette Cunningham - Vice-  
Chair,** Regional District of  
North Okanagan

**Doug Dirk,** Regional District of  
North Okanagan

**Bob Fleming,** Regional District  
of North Okanagan

**Cindy Fortin,** Regional District  
of Central Okanagan

**Tracy Gray,** Regional District  
of Central Okanagan

**Andre Martin,** Regional  
District of Okanagan-  
Similkameen

**Sue McKortoff,** Regional  
District of Okanagan-  
Similkameen

**Peter Waterman,** Regional  
District of Okanagan-  
Similkameen

**Peter Waardenberg,**  
Okanagan Nation Alliance

**Toby Pike,** Water Supply  
Association of B.C.

**Rob Birtles,** Okanagan Water  
Stewardship Council

**The next meeting of the OBWB  
will be 10 a.m. March 1, 2016  
at Regional District Okanagan-  
Similkameen in Penticton.**

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

**OBWB sees minor change at board table:** Regional districts in the North and Central Okanagan and Okanagan-Similkameen have appointed their representatives to the Water Board. Returning from RDNO are directors Juliette Cunningham, Doug Dirk and Bob Fleming. From RDCO, Doug Findlater and Tracy Gray return while Cindy Fortin is a new appointment. Returning from RDOS are Andre Martin, Sue McKortoff, and Peter Waterman. Additional directors include Peter Waardenburg of Okanagan Nation Alliance, Toby Pike from the Water Supply Association of BC, and Rob Birtles of the Water Stewardship Council (technical advisory body to the board). The board re-elected Dir. Findlater as chair and Dir. Cunningham as vice-chair.

**Board sends letter requesting Hulcar drinking water protection:** Directors voted to send a letter to the Ministry of Environment and Interior Health requesting action be taken to investigate and control pollution affecting the drinking water quality in the Hulcar aquifer. The letter notes that the request is in keeping with the board's policy of prioritizing drinking water protection when making regulatory decisions.

**Provincial proposal to control invasive mussels in 2016 supported:** The board was updated on a provincial staff proposal to have eight full-time inspection stations set up at key crossings for the 2016 boating season – five along the B.C.-Alberta border and three along the B.C.-Washington border. This proposal is consistent with what the Water Board has been requesting since 2012. Directors agreed to send a letter to B.C. Environment Min. Mary Polak, Forests, Lands and Natural Resource Operations Min. Steve Thomson and Finance Min. Mike de Jong, supporting the proposal and urging that it be effectively funded and staffed.

**Central Okanagan floodplain mapping project presented:** The Water Board heard a presentation from Margaret Bakelaar, RDCO's Environmental/Land Use Planner on a regional floodplain management plan currently underway, funded in part through an OBWB grant. It was noted that the project will include mapping of flood-risk areas, helping the district address liability issues, environmental concerns, make the region more resilient to climate change and assist with planning decisions. Directors showed great interest in seeing the project replicated in the North and South Okanagan.

**Okanagan Drought Plan Report received:** A final report on a valley-wide drought plan for the Okanagan was presented to the board. *Building Drought Resilience in the Okanagan – Phase 1: Gap Analysis and Recommendations* includes a comprehensive look at the 2015 drought and suggestions to help address local water supply challenges and improve public communication. A report with next steps will be provided to the board in March.

**Make Water Work 2015 report tabled:** Staff delivered a final report on the [Make Water Work](#) outdoor residential water conservation initiative for 2015. With local governments in the Okanagan providing \$2-3,000, matched by the OBWB's Okanagan WaterWise program, and then leveraged with additional support from local businesses, the Okanagan benefited from a program worth more than \$188K. Highlights this year included the launch of the Make Water Work Plant Collection. Special thanks was given to media partners, garden centres and local landscaping and irrigation businesses.

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