

Regional District of Okanagan-Similkameen

**SCHEDULE OF MEETINGS**

THURSDAY, JULY 2, 2015

RDOS BOARDROOM

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9:00 am	-	9:30 am	Corporate Services Committee
9:30 am	-	10:30 am	RDOS Regular Board Meeting

*"Mark Pendergraft"*

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Mark Pendergraft  
RDOS Board Chair

Advance Notice of Meetings:

July 16	RDOS/OSRHD Board/Committee Meetings
August 6	RDOS Board/Committee Meetings
August 20	RDOS/OSRHD Board/Committee Meetings
September 3	RDOS Board/Committee Meetings
September 17	RDOS/OSRHD Board/Committee Meetings
October 1	RDOS Board/Committee Meetings
October 15	RDOS/OSRHD Board/Committee Meetings

July 2, 2015



# REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

## Corporate Services Committee

Thursday, July 2, 2015, 2015

9:00 a.m.

## REGULAR AGENDA

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### A. APPROVAL OF AGENDA

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- B. Board Policy Review
- a. Media Relations (for repeal)
  - b. Communications Policy
  - c. Board Correspondence Policy

#### **RECOMMENDATION 1**

**THAT the Board of Directors rescind Media Relations policy – P0100-00.07 and adopt the proposed Communications Policy and Board Correspondence Policy as presented at Committee July 2, 2015.**

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### C. ADJOURNMENT

## ADMINISTRATIVE REPORT



**TO:** Corporate Services Committee  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** June 18, 2015  
**RE:** Board Policy Review

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### **Administrative Recommendation:**

**THAT the Board of Directors rescind Media Relations policy – P0100-00.07 and adopt the proposed Communications Policy and Board Correspondence Policy as presented at Committee July 2, 2015.**

### **Reference:**

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

Outdated Media Relations Policy P0100-00.07 (to be rescinded)

### **History:**

Goal 4.4 of the RDOS Business Plan is to develop a responsive, transparent, effective organization. One of the objectives of this goal is achieved by developing policy framework and ensuring current policy is current and represents the Boards intentions.

### **Analysis:**

The Board requires clear policies and as such has instructed that a process to ensure the timely review and update of Board policy be implemented.

In order to achieve this objective, outdated policies will be brought forward for review at each Corporate Services Committee meeting and future review dates will be established. It is expected that this process will complete in the first quarter of 2016.

The intention is to create relevant, transparent policies which are easy for the public to access and that set out how the Board wants recurring issues to be addressed.

The Board may access the RDOS Board Policy manual at the referenced hyperlink to view the current policies and track progress of amendments as they occur.

The policies contained within this report include:

- **Communication Policy**

- o outlines who is responsible for corporate communication to ratepayers, stakeholders and other partners
- o provides procedures for ensuring information is accurate and appropriate for the target audience
- o ensures Communication Planning is part of the annual strategic planning process

- acknowledges the importance of internal communication
- **Board Correspondence Policy**
  - Outlines procedures for timely handling of correspondence addressed to the Board, Chair or a Director
  - Establishes standards for outgoing corporate correspondence

**Respectfully submitted:**

*“Christy Malden”*

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C. Malden, Manager of Legislative Services

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**

**P O L I C Y**

**POLICY NO:**           **P0100-00.07**

**Page 1 of 1**

**SUBJECT:**           **MEDIA RELATIONS**

<b>Effective Date</b>	<b>Amendment</b>	<b>Board Resolution</b>	<b>Administered By</b>
March, 1990		SB35/90	Chief Administrative Officer
	January 22, 1998	B28/98	
	May 17, 2001	B364.01	

**Policy Statement:**

Only the Chairman and or Committee Chairman are authorized to release Press Releases on behalf of the District and provide media interviews in relation to any Board or Committee position.

Only the Chief Administrative Officer and Department Heads and those given prior authorization by their Department Heads are authorized to provide technical information on regional district matters to the media.

When discussions are held with the media, employees are responsible to ensure that:

- the interests of the District are not jeopardised
- the information provided is factual and free of personal opinions that may embarrass the District, Chair, individual Directors and other District employees
- the issues discussed must be directly relating to the areas of responsibility of the employee who is providing the information to the media
- questions relating to other Departments are referred to the relevant Department Head for comments
- they do not respond to media questions if they are not sure of the answers
- they will refrain from speculating what individual Director's, the Board's or Committee's position is on District issues
- the confidential nature of sensitive issues is respected; and
- the privacy of members of the public, District employees and elected officials are respected to the extent required by the Freedom of Information and Protection of Privacy Act.

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

**POLICY:** Communications Policy

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

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

**POLICY STATEMENT**

Consistent communications enable the Regional District of Okanagan-Similkameen (RDOS) to optimize the customer experience and build the organization’s brand by fostering dynamic and effective community relationships. The Regional District strives to elevate external communications to a high performing level and values effective communications as an integral part of good governance. It embraces open government and transparency as a fundamental responsibility.

**PURPOSE**

The purpose of this policy is to establish guidelines to facilitate coordinated, open and responsive corporate communications that consistently and effectively provides information concerning the Regional District’s policies, programs, services and initiatives to ratepayers, stakeholders and other partners.

**DEFINITIONS**

**Brand:** The personification of our organization: the visual, emotional, rational, and cultural image that is associated with our organization. It is a collection of perceptions in the mind of our stakeholders.

**CAO:** The Chief Administrative Officer of the Regional District of Okanagan Similkameen, duly appointed by resolution or bylaw of the Board of Directors, and holding the designations under s. 197, 198 and 199 of the Local Government Act.

**Chair:** The person elected as Chairperson of the Board of Directors for the Regional District of Okanagan Similkameen by his peers on the Board.

**Communications Committee:** A team comprised of Regional District staff who meet regularly to network and provide input on communication issues.

**Corporate Advertising:** Advertising generated at the corporate or departmental level with the function of building the Regional District’s corporate image or name-awareness or to disseminate information.

**Corporate Signature:** The primary way the Regional District identifies itself visually. It is composed of two elements: the symbol and the word mark.

**Information Release:** A factual written summary of information issued to the Public for the purpose of making a statement or announcement.

**Legislative Advertising:** Advertising generated at the corporate or departmental level with the function of meeting the statutory advertising requirements specified in relevant legislation.

**Manager of Legislative Services:** The person delegated the responsibility of s. 198 (Corporate Officer) of the Local Government Act by the CAO.

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**Media:** Representatives of the print and electronic Media.

**Plain Language:** Effective communication that is clear, concise, relevant and easy to understand.

**Senior Management Team:** The Senior Management Team for the Regional District of Okanagan Similkameen, as appointed by the CAO.

**Stakeholder:** Any individual, group of individuals, elected representative or organization with a specific stake or interest in the outcome of a decision.

**Target Audience:** Groups of people that the RDOS is impacting. In general, target audiences can be divided into two groups, internal and external:

#### Internal

- Regional Board
- RDOS Staff and Management
- Regional Committees
- RDOS Volunteers

#### External

- RDOS residents, rural and urban
- Member municipalities, including councillors and staff
- First Nations
- Media
- RDOS business communities
- Identified stakeholder groups
- Senior governments

## RESPONSIBILITIES

Information provided by the Regional District to the public will be delivered by trained and knowledgeable staff.

### Office of the Chief Administrative Officer

While every employee has an influence on the Regional District's communication efforts, the Office of the Chief Administrative Officer is responsible for managing overall corporate communications.

As part of this function, the Manager of Legislative Services is responsible for the development, management and implementation of corporate communication efforts. The Manager of Legislative Services, with the assistance of staff in that department, will work with all departments and Directors to assist with and guide as necessary, communication and engagement issues.

### Regional Board

The Chair and/or their Designate is the primary spokesperson for the Regional District. The Chair is authorized to release information releases on behalf of the Regional District and provide media interviews in relation to any Board position.

Other members of the Regional Board are secondary spokespersons for the Regional District.

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## **Senior Management Team**

Senior Management Team should be prepared to speak to media and/or designate staff from their departments to speak to the media. Management must ensure messages coming from their departments are consistent and timely, and that good media relations are maintained.

Designated staff are expected to maintain media relationships with respect to their specific programs and present consistent and timely messages as required by the Senior Manager.

## **Communications Committee**

The Communications Committee is organized under and administered through the Manager of Legislative Services. Its primary function is to provide advice to the Manager of Legislative Services on communications matters.

## **PROCEDURES**

### **General**

Information provided by the Regional District to the public will be delivered to various target audiences in a timely, courteous and efficient manner. As much as possible, information provided shall be delivered using Plain Language.

When information is provided, it shall be delivered in a format that ensures it is identified as being delivered by the Regional District of Okanagan-Similkameen and will be accompanied by the Corporate Signature.

The range of communication tools at the Regional District's disposal shall be considered with each communication application and staff will identify and use those tools deemed most effective.

When information is unavailable, a prompt and clear explanation shall be provided to the party requesting the information.

### **Communication Planning**

To ensure coordinated and consistent communication practice, strategic communication planning should be part of the annual business planning process.

The Manager of Legislative Services, with input from the organization's various departments and managers, is responsible for developing a strategic communications plan that integrates the Regional District's Vision, Mission and Key Success Drivers.

This plan will broadly identify target audiences, and develop objectives, tools, messages, responsibilities, resources required and means of evaluation parallel to the organization's strategic business plan.

### **Communicating on behalf of the Regional District**

Members of the Regional Board, the Chief Administrative Officer, and Senior Managers are authorized to communicate on behalf of the Regional District in interviews, publications, news releases, on social media sites, and related communications. Other staff may represent the Regional District if approved by a Senior Manager to communicate on a specific topic.

When discussions are held with the media and/or material such as ads, press releases and newsletters are produced, Directors, employees and specified contractors are responsible to ensure that:

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- the privacy of members of the public, District employees and elected officials are respected to the extent required by the Freedom of Information and Protection of Privacy Act. If there is any question about what material is routinely releasable, staff should make contact with the Manager of Legislative Services prior to releasing the information.
  - the interests of the District are not jeopardized;
  - the information provided is factual and free of personal opinions that may embarrass the District, Chair, individual Directors and other District employees;
  - the issues discussed are directly relating to the areas of responsibility of the employee who is providing the information to the media;
  - questions relating to other Departments are referred to the relevant Department Head for comments;
  - they do not respond to media questions if they are not sure of the answers;
  - they will refrain from speculation on an individual Director's or the Board's position on District issues; and,
  - the confidential nature of sensitive issues is respected.

### **Handling Information Releases**

Department staff are responsible for preparing Information Releases in accordance with the appropriate Administrative Directive.

Information Releases containing information pertaining to Regional Board matters of decisions, potential litigation, controversial issues of involving Regional District personnel shall be routed to the Manager of Legislative Services for approval by the Chairperson of the Regional Board or his/her designate prior to public release.

Information Releases containing routine or public information, including advisories, meeting notices and agendas shall be routed to the Manager of Legislative Services for release in accordance with delegation from the Chair.

### **Handling General Requests**

All staff are responsible for communicating basic and routine information to the public in relation to specific job duties as outlined in the RDOS Freedom of Information and Protection of Privacy Corporate Guide.

Information outside of the scope of an individual's job duties should be routed to a supervisor or manager. Requests for or questions about private data should be routed to the Manager of Legislative Services for disposition.

### **Handling Media Requests**

With the exception of routine events and basic information that is readily available to the public, all requests for interviews from the media are to be routed through the applicable Manager.

Media requests include anything intended to be published or viewable to others in some form, including television, radio, newspaper, newsletters, and websites. When responding to media requests, employees should follow these steps:

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- If the request is for routine or public information (such as a meeting time or agenda) provide the information.
  - If the request is regarding information about Regional District personnel, potential litigation, controversial issues, an opinion on a Regional District matter, or if you are unsure if it is a “routine” question, forward the request to the Manager of Human Resources for matters related to personnel or the Manager of Legislative Services for all other matters.

### **Internal Communications**

The Regional District recognizes that open, two-way communication among Managers and Employees is vital to the effective operation of the Corporation and to achieve its Vision, Mission and Goals. Internal communication is an integral part of the annual Corporate Communications Plan.

### **Corporate Advertising**

Corporate Advertising plays an integral role in the Regional District of Okanagan-Similkameen’s brand management and corporate communication efforts. Advertising can be a key instrument in building the corporate image, name-awareness and providing information to stakeholders.

An Administrative Directive shall be developed and maintained to effectively administer corporate advertising at the Regional District.

### **GUIDING PRINCIPLES**

The Regional District of Okanagan-Similkameen will:

- Provide information that is timely, accurate, clear, accessible and responsive;
- Respect the access to information and privacy rights of citizens and employees;
- Support opportunities for engagement to inform public policy;
- Strive to achieve a culture of two-way communication and communications excellence practices.

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

**POLICY:** Board Correspondence

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

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

**POLICY STATEMENT**

The Regional District of Okanagan-Similkameen ensures that both incoming and outgoing correspondence is handled in a timely fashion in order to optimize the customer experience and cultivate a high performing organization.

**PURPOSE**

To foster a consistent, professional image in all business dealings related to the Regional District and the correspondence received from the public.

**DEFINITIONS (IF REQUIRED)**

1. "Board" means the Board of Directors for the Regional District of Okanagan Similkameen.
2. "CAO" means the Chief Administrative Officer of the Regional District of Okanagan Similkameen, duly appointed by resolution or bylaw of the Board of Directors, and holding the designations under s. 197, 198 and 199 of the Local Government Act.
3. "Chair" means the person elected as Chairperson of the Board of Directors for the Regional District of Okanagan Similkameen by his peers on the Board.
4. "Committee" means a standing, select or ad hoc committee of the Regional District of Okanagan Similkameen.
5. "Manager of Legislative Services" means the person delegated the responsibility of s. 198 (Corporate Officer) of the Local Government Act by the CAO.
6. "Member" means an individual member of the Board of Directors.
7. "RDOS" means the Regional District of Okanagan Similkameen.
8. "Senior Management Team" means the Senior Management Team for the Regional District of Okanagan Similkameen, as appointed by the CAO.

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## PROCEDURES

### Incoming Correspondence

Correspondence addressed to Chair will be placed in the Chair's wall file for review. A copy will be provided to the CAO

Correspondence addressed to Chair and Board will be posted each Friday on [www.rdos.bc.ca](http://www.rdos.bc.ca) under Regional Government / Board Correspondence for Board and public viewing.

A copy of any correspondence addressed to a specific Director will be placed in their mail folder for retrieval at the next Board meeting and the writer advised that they may email the Director directly

Correspondence which is anonymous will not be actioned and will be destroyed except when the correspondence is a request for information under the Freedom of Information and Protection of Privacy Act or if it pertains directly to public health or safety.

Anonymous complaints will not be investigated unless potential safety, liability or health issues are raised. Determination will be made by the CAO.

Any correspondence to the Chair or Director marked 'personal' or 'confidential' will be forwarded to the Manager of Legislative Services in the form it was received.

Notwithstanding the foregoing, the Regional District of Okanagan-Similkameen will not publish, in an agenda or otherwise, any material deemed to be libelous. Materials which have been deemed libelous will be returned to the sender with an invitation to remove the libelous comments and resubmit the materials.

### Outgoing Correspondence

All corporate correspondence shall be sent out under the letterhead of the Regional District and shall be used for the purpose of obtaining or giving information or conveying the official position of the Regional Board established by resolution adopted at a regularly constituted meeting.

Official correspondence under the signature of the Chair may have an electronic signature attached, providing proof of confirmation by the Chair is obtained and attached to the file copy of the correspondence.

Any Director sending out correspondence for those matters related to their constituency shall do so on personal letterhead and shall include a statement that the views expressed are not those of the Board. All correspondence on Directors letterhead must be forwarded to the Office of the CAO to ensure that proper records are maintained and to ensure compliance with the *Freedom of Information and Protection of Privacy Act*.

Correspondence which advises of a Board direction and which may have implications with a higher level of government shall be copied to the appropriate MLA, Minister or MP's office.

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Correspondence arising from a Board meeting shall be prepared within five business days following the meeting and a copy will be posted each Friday on [www.rdos.bc.ca](http://www.rdos.bc.ca) under Regional Government / Board Correspondence for Board and public viewing.

### **General**

Incoming and Outgoing correspondence related to a specific Electoral Area shall be copied to the affected Director.



# REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

## BOARD of DIRECTORS MEETING

Thursday, July 2, 2015

9:30 a.m.

## REGULAR AGENDA

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### A. APPROVAL OF AGENDA

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

**That the Agenda for the RDOS Board Meeting of July 2, 2015 be adopted.**

#### 1. Consent Agenda – Corporate Issues

##### a. Corporate Services Committee – June 18, 2015

*THAT the Minutes of the June 18, 2015 Corporate Services Committee be received.*

##### b. Community Services Committee – June 18, 2015

*THAT the Minutes of the June 18, 2015 Community Services Committee be received.*

##### c. Environment and Infrastructure Committee – June 18, 2015

*THAT the Minutes of the June 18, 2015 Environment and Infrastructure Committee be received.*

THAT the Regional District of Okanagan-Similkameen apply for substituted requirements to the Landfill Gas Management Regulation to allow for diversion of organics and bio-cover at the Campbell Mountain Landfill in place of Landfill Gas Collection.

##### d. Planning and Development Committee – June 18, 2015

*THAT the Minutes of the June 18, 2015 Planning and Development Committee be received.*

THAT the RDOS provide a letter in support of SIBAC for their application for funding to support the Community Land Trust Initiatives

##### e. RDOS Regular Board Meeting – June 18, 2015

*THAT the minutes of the June 18, 2015 RDOS Regular Board meeting be adopted.*

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

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

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**2. Consent Agenda – Development Services****a. Development Variance Permit Application, F. & P. Farinha, 7409 45<sup>th</sup> Street, Osoyoos, Electoral Area “A”****i. Permit**

To allow for the replacement of a shop/garage and future construction of a pool and gazebo.

*THAT the Board of Directors approve Development Variance Permit No. A2015.054-DVP.*

**b. Development Variance Permit Application, Jesslyn Holdings Ltd. & Raven Creek Holdings Co. Ltd, 26-125 Cabernet Drive, Electoral Area “D”****i. Permit**

To facilitate the construction of a principal single detached dwelling.

*THAT the Board of Directors approve Development Variance Permit No. D2015.061-DVP*

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

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

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**B. DEVELOPMENT SERVICES – Rural Land Use Matters****1. Agricultural Land Commission Referral (Exclusion) L. & A. DeMelo, unknown civic & 8525 104<sup>th</sup> Avenue, Electoral Area “A”**

To facilitate the exclusion of approximately 3.4 ha so that it may be subdivided in future to low density residential parcels. **More information may be provided before the Board meeting.**

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

**THAT the RDOS Board not “authorise” the application to exclude approximately 3.4 ha of land comprised within Lot C, Plan KAP72608, District Lot 2450S, SDYD, and part of Lot B, Plan KAP72608, District Lot 2450S, SDYD, in Electoral Area “A” to proceed to the Agricultural Land Commission.**

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- 2. Official Community Plan and Zoning Bylaw Amendment, L. Bray/Parkridge Lifestyle Communities Inc., 8487 Highway 97, Electoral Area “C”**
- a. Bylaw No. 2452.14
  - b. Bylaw No. 2453.24
  - c. Public Hearing Report – June 22, 2015
  - d. Responses Received

To adjust the zone boundary between the CT4 and RSM1 zoned parts of the property and to introduce cabins as a permitted form of campground use.

**RECOMMENDATION 5** (Unweighted Corporate Vote – Simple Majority)  
**THAT the public hearing report be received.**

**RECOMMENDATION 6** (Unweighted Participant Vote – Simple Majority)  
**THAT Bylaw No. 2452.14, 2015, Electoral Area “C” Official Community Plan Amendment Bylaw and Bylaw No. 2453.24, 2015, Electoral Area “C” Zoning Amendment Bylaw be read a third time, as amended.**

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- 3. Official Community Plan and Zoning Bylaw Amendment, Electoral Area “D”**
- a. Bylaw No. 2456.07
  - b. Bylaw No. 2457.14
  - c. Responses Received

To amend subject properties from a mixed use (RMU) to a primary residential use only (RM3) zone.

**RECOMMENDATION 7** (Unweighted Participant Vote – Simple Majority)  
**THAT Bylaw No. 2456.07, 2015, Electoral Area “D-1” Official Community Plan Amendment Bylaw and Bylaw No. 2457.14, 2015, Electoral Area “D-1” Zoning Amendment Bylaw be read a first and second time and proceed to a public hearing;**

**AND THAT the Board considers the process, as outlined in the report from the Chief Administrative Officer dated July 2, 2015, to be appropriate consultation for the purpose of Section 879 of the *Local Government Act*;**

**AND THAT, in accordance with Section 882 of the *Local Government Act*, the Board has considered Amendment Bylaw No. 2452.14, 2015, in conjunction with its Financial and applicable Waste Management Plans;**

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

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

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

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**C. FINANCE****1. 2015-2019 Five Year Financial Plan Amendment – Oliver Parks and Recreation Society****a. Drawing**

To fund an Age Friendly Fitness Park and paved pathway at Lion's Park.

**RECOMMENDATION 8** (Weighted Corporate Vote – Simple Majority)

**THAT the Board of Directors support a Five-year Financial Plan Amendment in the amount of \$55,000 for Oliver Parks and Recreation Parks to fund an Age-Friendly Outdoor Fitness Park and paving of a pathway in Lion's Park for the purpose of creating a circuit for the Age-Friendly Outdoor Fitness Park.**

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**D. COMMUNITY SERVICES – Rural Projects****1. Award of contract – Okanagan Falls Downtown Plan Phase II****a. Okanagan Falls Town Centre Revitalization Visioning Exercise – Phase 2**

To award contract for Phase 2 of Okanagan Falls Downtown Plan

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

**That the Board authorize COUNTERPOINT COMMUNICATIONS Inc. to proceed with Phase II of the Okanagan Falls Downtown Development Plan at a cost of \$49,950.00, excluding GST.**

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**E. OFFICE OF THE CAO****1. Kaleden Parks & Recreation Commission Appointment**

To appoint a member to the commission.

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

**THAT the Board of Directors appoint Janie Malloy as a member of the Kaleden Parks & Recreation Commission.**

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## 2. Okanagan Falls Parks & Recreation Commission Appointment

To rescind an appointment and appoint a new member to the commission.

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

**THAT THAT the Board rescind the appointment Darcy Godfrey from the Okanagan Falls Parks & Recreation Commission;**

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

**AND THAT the Board of Directors appoint the following people as members of the Okanagan Falls Parks & Recreation Commission for the periods indicated:**

Name	Term	Expires
Shona Schleppe	1 Year	December 31, 2015
Mike Bryne	2 Year	December 31, 2016

## 3. Board Policies

- a. Proclamation Policy (proposed to be rescinded)
- b. Proclamation Policy
- c. Terms of Reference – Select Committees Policy
- d. Exempt Employee Performance Planning and Review Policy
- e. June 18, 2015 Report to Corporate Services Committee regarding Proclamation Policy and Terms of Reference Policy
- f. June 18, 2015 Report to Corporate Services Committee regarding Exempt Employee Performance Planning and Review Policy

To rescind two outdated policies and adopt three new policies that are more reflective of current practise and direction.

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

**THAT the Board of Directors rescind outdated Proclamations Policy - P0100-00.30 and adopt the proposed Proclamations Policy**

**THAT the Board of Directors adopt the Terms of Reference – Select Committee policy**

**THAT Policy No. 2615-00.01 Annual Performance Evaluations be rescinded.**

**THAT the Board adopt the Exempt Employee Performance Planning and Review Policy**

**F. CAO REPORTS**

**1. Verbal Update**

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**G. 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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**H. ADJOURNMENT**



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

## REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

### Corporate Services Committee

Thursday, June 18, 2015

11:03 a.m.

## Minutes

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#### MEMBERS PRESENT:

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

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#### A. APPROVAL OF AGENDA

##### It was MOVED and SECONDED

THAT the agenda for the Corporate Services Committee Meeting of June 18, 2015 be adopted. - CARRIED

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#### B. Board Policy

- a. Proclamations
  - i. Outdated Proclamation Policy (proposed to rescind)
- b. Terms of Reference – Select Committees

#### **RECOMMENDATION 1**

##### It was MOVED and SECONDED

THAT the Board of Directors rescind outdated Proclamations policy - P0100-00.30 and adopt the proposed Proclamations Policy as presented at Committee June 18, 2015. -

CARRIED

**IT was MOVED and SECONDED**

THAT “including First Nations”(Section 1g of RESPONSIBILITIES) be removed from the proposed amended Terms of Reference – Select Committee policy – **CARRIED**

**It was MOVED and SECONDED**

THAT the Board of Directors amend the Terms of Reference – Select Committee policy as amended at the June 18, 2015 Corporate Services Committee. - **CARRIED**

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**C. UBCM Convention**

## a. Request for topics

The 2015 UBCM Convention will be held September 21 through 25 in Vancouver. The Directors were encouraged to bring forward any specific requests for meetings as soon as possible. The following meetings requests were suggested by the Directors:

- Town Centre Revitalization – Director Siddon – Stone
- BCUC corporate structure, two tier, Fortis relations – Director Siddon - Energy and Mines
- Roadside Signage – Dir Brydon – Ministry of Transportation and Infrastructure
- Subsidized energy retrofit
- Regional Trails – KVR (Vaseaux section) Ministry of Forest

In addition, Director Bauer suggested removing proposed meeting requests regarding The Crossing, and illegal camping on Crown Land/Rivers, as the Village of Keremeos will take the lead on these two items.

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**D. Lean Sensai**

## a. Grad Audits

The Committee was advised that “Lean Management” is a program that is about about improving service and efficiency, without spending more money, using management practices developed in leading private companies and public sector institutions. RDOS has identified the Zoning Bylaw Amendment Process for a pilot in the Fall, and will respond back to the Board as to the cost/benefit of maintaining or increasing the program at that time.

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**E. Performance Management Policy**

## a. Policy

**RECOMMENDATION 2****It was MOVED and SECONDED**

THAT the Board adopt the Exempt Employee Performance Planning and Review Policy. - **CARRIED**

**F. ADJOURNMENT**

By consensus, the meeting adjourned at 12:15 p.m.

APPROVED:

CERTIFIED CORRECT:

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M. Pendergraft  
RDOS Board Chair

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B. Newell  
Corporate Officer



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

# REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

## Community Services Committee

Thursday, June 18, 2015, 2015

9:00 am

## Minutes

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### MEMBERS PRESENT:

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

Director A. Jakubeit, City of Penticton  
Director H. Konanz, City of Penticton  
Director A. Martin, City of Penticton  
Director S. McKortoff, Town of Osoyoos  
Director M. Pendergraft, Electoral Area "A"  
Director T. Schafer, Electoral Area "C"  
Director 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

M. Woods, Manager of Community Services  
L. Bourque, Rural Projects Coordinator

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### A. APPROVAL OF AGENDA

By consensus, the agenda of the Community Services Committee meeting of June 18, 2015 was adopted.

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### B. Heritage Plan

Consultants Denise Cook and James Burton provided an update and facilitated a workshop on the [Heritage Plan](#).

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### C. ADJOURNMENT

By consensus, the Community Services Committee meeting of June 18, 2015 adjourned at 11:00 a.m.

APPROVED:

CERTIFIED CORRECT:

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K. Kozakevich  
Community Services Committee Chair

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B. Newell  
Chief Administrative Officer



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

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

### **Environment and Infrastructure Committee**

Thursday, June 18, 2015

1:30 p.m.

## **Minutes**

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#### **MEMBERS PRESENT:**

Chair T. Siddon, Electoral Area "D"

Vice Chair K. Kozakevich, Electoral Area "E"

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 A. Jakubeit, City of Penticton

Director H. Konanz, City of Penticton

Director A. Martin, City of Penticton

Director S. McKortoff, Town of Osoyoos

Director M. Pendergraft, Electoral Area "A"

Director T. Schafer, Electoral Area "C"

Director J. Sentes, City of Penticton

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

R. Huston, Manager of Public Works

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

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

THAT the agenda of the Environment and Infrastructure Committee meeting of June 18, 2015 be adopted. - **CARRIED**

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### **B. Campbell Mountain Landfill - Substituted Requirements Landfill Gas Regulation**

#### **a. Campbell Mountain Landfill - Landfill Gas Management Facilities Design Plan**

The Committee was advised that The Landfill Gas Management Regulation requires that the Campbell Mountain Landfill install a Landfill Gas Capture System or apply for substituted requirements. The Landfill Gas Management Facilities Design Plan indicated that there are significant financial and GHG savings by banning all organics from the landfill and utilizing a bio-cover in comparison to installing a Landfill Gas Capture System.

**RECOMMENDATION 1****It was MOVED and SECONDED**

THAT the Regional District of Okanagan-Similkameen apply for substituted requirements to the Landfill Gas Management Regulation to allow for diversion of organics and bio-cover at the Campbell Mountain Landfill in place of Landfill Gas Collection. - **CARRIED**

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**C. ADJOURNMENT**

By consensus, the Environment and Infrastructure Committee meeting of June 18, 2015 adjourned at 1:47 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



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

# REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

## Planning and Development Committee

Thursday, June 18, 2015

12:45 p.m.

## Minutes

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### MEMBERS PRESENT:

Chair M. Brydon, Electoral Area "F"

Vice Chair G. Bush, Electoral Area "B"

Director F. Armitage, Town of Princeton

Director M. Bauer, Village of Keremeos

Director T. Boot, District of Summerland

Director B. Coyne, Electoral Area "H"

Director R. Hovanes, Town of Oliver

Director A. Jakubeit, City of Penticton

Director K. Kozakevich, Electoral Area "E"

Director H. Konanz, City of Penticton

Director A. Martin, City of Penticton

Director S. McKortoff, Town of Osoyoos

Director M. Pendergraft, Electoral Area "A"

Director T. Schafer, Electoral Area "C"

Director 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

C. Garrish, Planning Supervisor

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### A. APPROVAL OF AGENDA

#### It was MOVED and SECONDED

THAT the agenda of the Planning and Development Committee meeting of June 18, 2015 be adopted. - CARRIED

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### B. Delegation

#### 1. Southern Interior Beetle Action Coalition

Angelique Wood and Kim English addressed the Committee regarding the Community Land Trust Initiative and the work being done in the Similkameen Valley around innovative housing solutions for seniors and families.

- a. Letter of Support – Town of Princeton
- b. Letter of Support – VanCity
- c. PowerPoint Presentation

#### It was MOVED and SECONDED

THAT the RDOS provide a letter in support of SIBAC for their application for funding to support the Community Land Trust Initiatives. - CARRIED

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**C. ADJOURNMENT**

By consensus, the Planning and Development Committee meeting of June 18, 2015 adjourned at 1:28 p.m.

APPROVED:

CERTIFIED CORRECT:

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M. Brydon  
Planning and Development Committee Chair

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B. Newell  
Corporate Officer



# REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

## BOARD of DIRECTORS MEETING

Minutes of the Board Meeting of the Regional District of Okanagan-Similkameen (RDOS) Board of Directors held at 2:00 pm Thursday, June 18, 2015 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  
S. Croteau, Manager of Finance

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

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## A. APPROVAL OF AGENDA

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

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

That the Agenda for the RDOS Board Meeting of June 18, 2015 be adopted as amended to include Item E3 – Reallocation of unspent Regionally Significant Gas Tax Funding. -

#### **CARRIED**

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### 1. Consent Agenda – Corporate Issues

#### a. Corporate Services Committee – June 4, 2015

*THAT the Minutes of the June 4, 2015 Corporate Services Committee be received.*

*THAT the Board adopt the Corporate Performance Management Rating Worksheet as presented.*

#### b. Community Services Committee – June 4, 2015

*THAT the Minutes of the June 4, 2015 Community Services Committee be received.*

#### c. RDOS Regular Board Meeting – June 4, 2015

*THAT the minutes of the June 4, 2015 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. DEVELOPMENT SERVICES – Rural Land Use Matters**

1. OCP & Zoning Bylaw Amendment — Electoral Area “A”
  - a. Bylaw No. 2450.08
  - b. Bylaw No. 2451.14

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

THAT First and Second Reading of Bylaw No. 2450.08, 2013, Electoral Area “A” Official Community Plan Bylaw Amendment, and, Bylaw No. 2451.14, 2013, Electoral Area “A” Zoning Bylaw Amendment be rescinded and the Bylaws be abandoned. - **CARRIED**

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2. Temporary Use Permit Application — Electoral Area “E”, A & C Taylor, 380 Gwendoline Avenue, Naramata
  - a. Permit
  - b. Responses Received

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

THAT the Board of Directors approve Temporary Use Permit No. E2015.018-TUP. - **CARRIED**

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3. Temporary Use Permit Application — Electoral Area “D”, R & C Huitikka, 100 Spruce Avenue, Kaleden
  - a. Permit
  - b. Responses Received

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

**It was MOVED and SECONDED**

THAT the Board of Directors approve Temporary Use Permit No. D2015.042-TUP; and,

THAT prior to the issuance of TUP No. D2015.042-TUP for the use of the property at 100 Spruce Avenue for the purposes of a vacation rental, the property owner submits an assessment from a suitably qualified individual confirming the ability of the septic system to accommodate the flows generated from the single detached dwelling. - **CARRIED**

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4. Floodplain Exemption Application — Electoral Area “H”, A. & F. Folino, 176 Rivers End Road

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

**It was MOVED and SECONDED**

THAT the Board of Directors approve an Exemption to the Floodplain Regulations prescribed at Sections 8.2.2 and 8.3.3.3(a)(i) of the Electoral Area “H” Zoning Bylaw No. 2498, 2012, in order to:

- i) reduce the floodplain setback from the west tributary of Bonnevier Creek from 15.0 metres to 14.3 metres;
- ii) reduce the floodplain setback from the east tributary of Bonnevier Creek from 15.0 metres to 8.8 metres; and
- iii) reduce the requirement to locate the wooden floor system of a dwelling unit from 1.0 metre to 0.0 metres above the natural ground elevation taken at any point on the perimeter of the building

applied to buildings and structures on the legal parcel described as Lot 5, Plan KAP20249, District Lot 902, YDYD;

AND THAT this Exemption to the Floodplain Regulations be conditional upon registration of a statutory covenant against the legal parcel described as Lot 5, Plan KAP20249, District Lot 902, YDYD, that will “save harmless” the Regional District against any damages as a result of a flood occurrence. - **CARRIED**

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**C. ENGINEERING SERVICES**

1. Okanagan Falls Sanitary Sewer Development Cost Charge Amendment Bylaw
  - a. Bylaw No. 2486.01

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

THAT Bylaw No. 2486.01, “Okanagan Falls Sanitary Sewer Development Cost Charge Amendment Bylaw” be adopted. - **CARRIED**

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**D. PUBLIC WORKS**

1. Update on Regional Invasive Plant Program
- 

**E. FINANCE**

1. Electoral Area ‘H’ Community Facilities Capital Reserve Fund Expenditure Bylaw
  - a. Bylaw No. 2699

**RECOMMENDATION 8 (Weighted Corporate Vote – 2/3 Majority)****It was MOVED and SECONDED**

THAT Bylaw No. 2699, 2015, Electoral Area ‘H’ Community Facilities Capital Reserve Fund Expenditure Bylaw be read a first, second and third time and be adopted. - **CARRIED**

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2. Okanagan Falls & District Parkland Acquisition Temporary Borrowing Bylaw
  - a. Bylaw No. 2694

**RECOMMENDATION 9 (Weighted Corporate Vote – 2/3 Majority)****It was MOVED and SECONDED**

THAT Bylaw No. 2694, 2015 Okanagan Falls & District Parkland Acquisition Temporary Borrowing Bylaw be read a first, second and third time and be adopted. - **CARRIED**

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Addendum

3. Reallocation of unspent Regionally Significant Gas Tax Funding

**It was MOVED and SECONDED**

THAT the Board of Directors reallocate unspent Regionally Significant Gas Tax funds from the Interregional Transportation Study in the amount of \$156,036 and from the Liquid Waste Management Plan in the amount of \$18,289 to the RDOS Administrative Building Renovations project. - **CARRIED**

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**F. INFORMATION SERVICES**

1. Information Systems Policies
  - a. Information Systems Use and Social Media Policy
  - b. Directors Mobile Computer Policy
  - c. Electronic Mobile Communications Policy
  - d. Personal Device Agreement

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

THAT the Board of Directors adopt the Information Systems Use and Social Media Policy, Directors Mobile Computer Policy, Electronic Mobile Communications Policy and the Personal Device Agreement as presented to the Corporate Services Committee on June 4, 2015; and further,

THAT Policy P1070.00.01 Directors Laptop and Policy P1070.00.02 Directors Laptop-Software, Hardware & Support, be rescinded. - **CARRIED**

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**G. OFFICE OF THE CAO**

1. Okanagan Falls Parks and Recreation Service Establishment Amendment Bylaw
  - a. Bylaw No. 2684

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

THAT Bylaw No. 2684, 2015 Okanagan Falls & District Recreation Service Establishment Amendment Bylaw be read a first, second and third time and forwarded to the Inspector of Municipalities for approval. - **CARRIED**

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2. Regional Economic Development Service
  - b. Bylaw No. 2695

**RECOMMENDATION 12 (Unweighted Corporate Vote – Simple Majority)****It was MOVED and SECONDED**

THAT the Board authorize consent be given on behalf of the electoral participating areas by the Electoral Area Director pursuant to Section 801.5(2) of the *Local Government Act*.

THAT Regional District of Okanagan-Similkameen Regional Economic Development Service Establishment Bylaw No. 2695, 2015 be read a first, second and third time prior to being forwarded to the Inspector of Municipalities for approval.

**CARRIED**

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**3. Electoral Area “D” Governance Study****RECOMMENDATION 13 (Unweighted Corporate Vote – Simple Majority)****It was MOVED and SECONDED**

THAT the Board of Directors endorse the Terms of Reference for the Electoral Area “D” Governance Study as attached to the June 18, 2015 administrative report; and further,

THAT the following residents of Electoral Area “D” be appointed as Chair and members of the Ad Hoc Committee:

- Bob Daly, Chair
- Myleen Mallach, member
- Larry Kenyon, member
- Eleanor Walker, member
- Sam Hancheroff, member
- Doug Lychak, member
- Navid Chaudry, member
- Gerry Stewart, member
- Tamara Brown, member
- Leslie D’Andrea, member
- Director Tom Siddon (ex-officio)

**CARRIED**

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**4. Olalla Local Community Commission Appointment****RECOMMENDATION 14 (Unweighted Corporate Vote – Simple Majority)****It was MOVED and SECONDED**

THAT the Board rescind the appointment of Daniel Banman to the Olalla Local Community Commission; and further

THAT a letter be forwarded to Mr. Banman thanking him for his contribution to the Olalla Local Community Commission; and further,

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

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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*
  - 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*
- 

**3. Directors Motions**

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**4. Board Members Verbal Update**

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**J. ADJOURNMENT**

By consensus, the meeting adjourned at 2:51 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:** July 2, 2015  
**RE:** Development Variance Permit Application — Electoral Area “A”

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## **Administrative Recommendation:**

**THAT the Regional Board approve Development Variance Permit No. A2015.054-DVP**

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Purpose: To allow for the replacement of a shop/garage and future construction of a pool and gazebo.

Applicant: Ken Sieben

Owner: Fred & Pam Farinha

Folio: A-01170.002

Civic: 7409 45<sup>th</sup> Street, Osoyoos Legal: Lot A, Plan EPP40258, DL 41, SDYD Zone: Agriculture One (AG1)

Requested Variances: to vary the maximum parcel coverage from 15% to 22%.

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## **Proposed Development:**

This application seeks to increase the maximum parcel coverage in the Agriculture One (AG1) Zone from 15% to 22% in order to allow for the replacement of an existing shop and the future construction of a pool and gazebo.

The applicant has indicated that the current parcel coverage is approximately 8.4%, or 207.73 m<sup>2</sup> (which is comprised of a single detached dwelling at 115.94 m<sup>2</sup>, and a detached garage at 91.79 m<sup>2</sup>), while the proposed replacement shop and future pool and gazebo represent a floor area increase to 527.69 m<sup>2</sup>, or a 21.3% parcel coverage.

## **Site Context:**

The subject parcel is 2,478.8 m<sup>2</sup> in area, and is located on the eastern side of 45<sup>th</sup> Street (which forms the boundary with the Town of Osoyoos). Surrounding uses are agricultural.

## **Background:**

The subject property was created by subdivision in December 2014 following approval by the Agricultural Land Commission (ALC) of a homesite severance application. The ALC resolved to approve the homesite severance application at its meeting of March 26, 2009, and approved a request to transfer approval of the homesite severance subdivision from the original owners to their children at its meeting of March 26, 2014. The subdivision of the property is now seen to have been completed.

Under the Electoral Area “A” Zoning Bylaw No. 2451, 2008, the subject property is zoned Agriculture One (AG1), which permits “single detached dwellings” as a permitted principal use, and “accessory buildings and structures” as permitted secondary uses.

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At Section 10.2.8 of the Zoning Bylaw, the maximum parcel coverage for parcels less than 2,020 m<sup>2</sup> in area is 35%, while parcels greater than 2,020 m<sup>2</sup> in area are limited to 15% and 70% for greenhouses.

At Section 4.0 (Definitions) of the bylaw, “parcel coverage” is defined as meaning “the sum of the areas covered by the footprint of all buildings and structures on a parcel, expressed as a percentage of the total parcel area.”

The bylaw also defines “structure” as meaning “any construction fixed to, supported by or sunk into land or water, but not concrete or asphalt paving or similar surfacing at grade, and excluding signs and fences”, and this is seen to include the proposed future pool and gazebo for the subject property.

**Public Process:**

Adjacent property owners will have received notification of this application with written comments regarding the proposal being accepted until 12:00 noon on Thursday June 25, 2015.

**Alternative:**

1. THAT the Regional Board deny Development Permit No. A2015.054-DVP.
2. THAT the RDOS Board defers making a decision and directs that the proposal be considered by the Electoral Area “A” Advisory Planning Commission (APC).

**Analysis:**

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

In considering this proposal, Administration believes that the proposed variance is not inconsistent with the objectives of the AG1 zoning — which is to preserve the land base for agricultural production — given the ALCs recent decision to approve the creation of a homesite parcel for residential purposes. Further, the proposed parcel coverage of 22% is less than would be permitted for a parcel 2,020 m<sup>2</sup> in area, which would be 35%.

Given the surrounding pattern of agricultural development and the ALC’s requirement for “the construction of a fence on the north, east and south boundaries of the homesite lot to limit trespass on the farm remnant” and “the planting of a cedar hedge adjacent to the new fence to buffer the farm from the home”, it is not anticipated that the proposed increase in parcel coverage to allow for the replacement of the shop and future construction of a pool and gazebo will adversely impact upon the amenity of the area and/or adjoining uses.

**Respectfully submitted:**



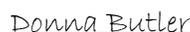
S. Lightfoot, Planning Technician

**Endorsed by:**



C. Garrish, Planning Supervisor

**Endorsed by:**



D. Butler, Development Services Manager



# Development Variance Permit

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FILE NO.: A2015.054-DVP

TO: Fred & Pam Farinha  
7409 45<sup>th</sup> Street,  
Osoyoos, BC V0H-1V6

AGENT: Ken Sieben  
Box 839  
Osoyoos, BC V0H-1V0

## ADMINISTRATION

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

## APPLICABILITY

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

Legal Description: Lot A, Plan EPP40258, District Lot 41, SDYD

Civic Address: 7409 45<sup>th</sup> Street

Parcel Identifier (PID): 029-467-357 Folio: 714 01170.002

## CONDITIONS

### 6. Development Variance

- a) The maximum parcel coverage, as prescribed at Section 10.2.8(b) of the Electoral Area "A" Osoyoos Rural Zoning Bylaw No. 2451, 2008, in the Regional District of Okanagan-Similkameen, is varied as follows:
  - i) from: 15%

to: 22% and as shown on Schedules 'A' and 'B'.

**7. Covenant**

- a) Not Applicable

**8. Security**

- a) Not Applicable

**9. Schedule**

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

- (a) In accordance with Section 926 of the Local Government Act and subject to the terms of the permit, if the holder of this permit does not substantially start any construction with respect to which the permit was issued within two (2) years after the date it was issued, the permit lapses.
- (b) Lapsed permits cannot be renewed; however, an application for a new development permit can be submitted.

Authorising resolution passed by the Regional Board on \_\_\_\_\_, 2015.

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B. Newell, Chief Administrative Officer

# Regional District of Okanagan-Similkameen

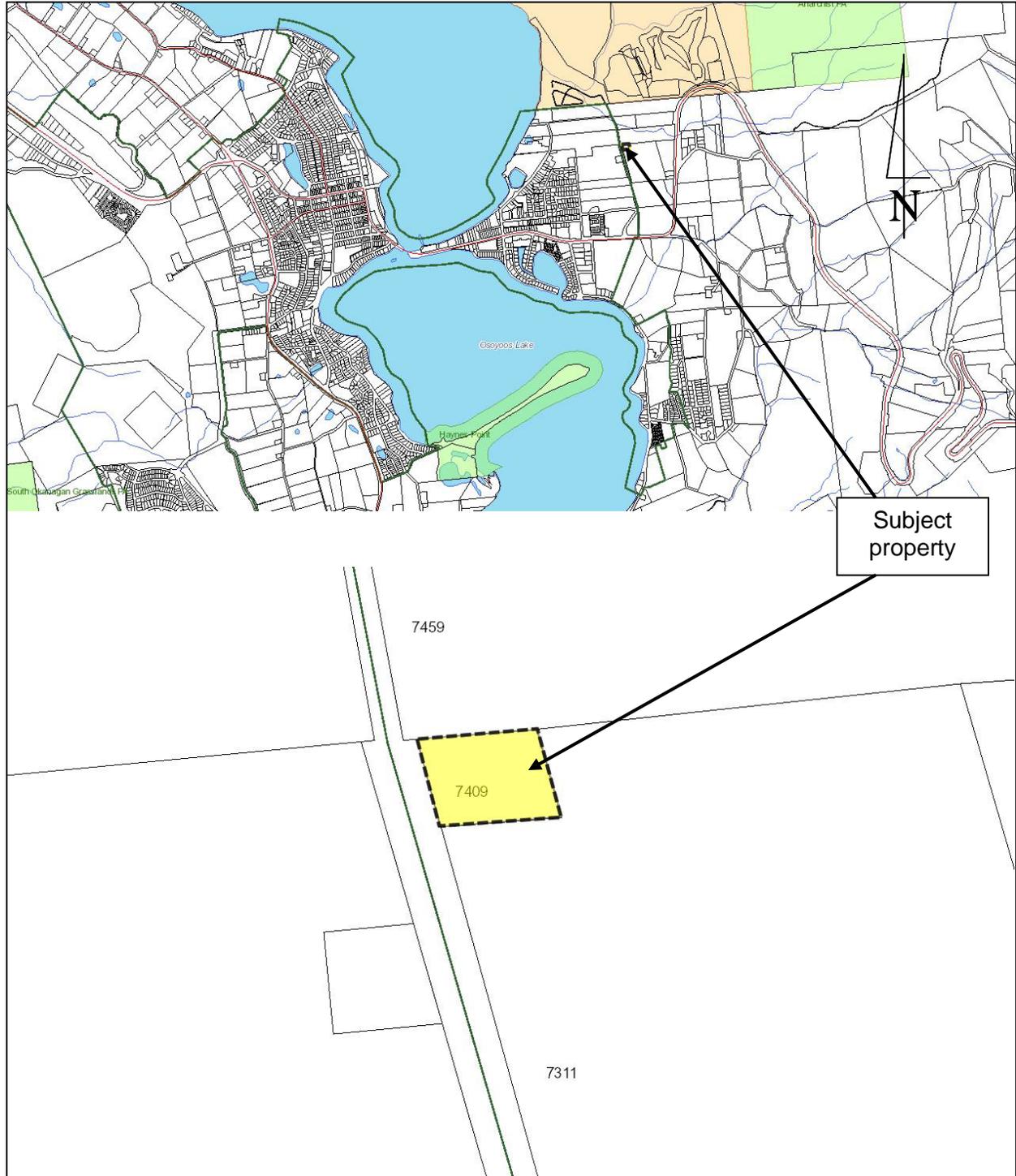
101 Martin St, Penticton, BC V2A 5J9  
Tel: (250) 492-0237 Fax (250) 492-0063



Development Variance Permit

File No. A2015-054-DVP

## Schedule 'A'



# Regional District of Okanagan-Similkameen

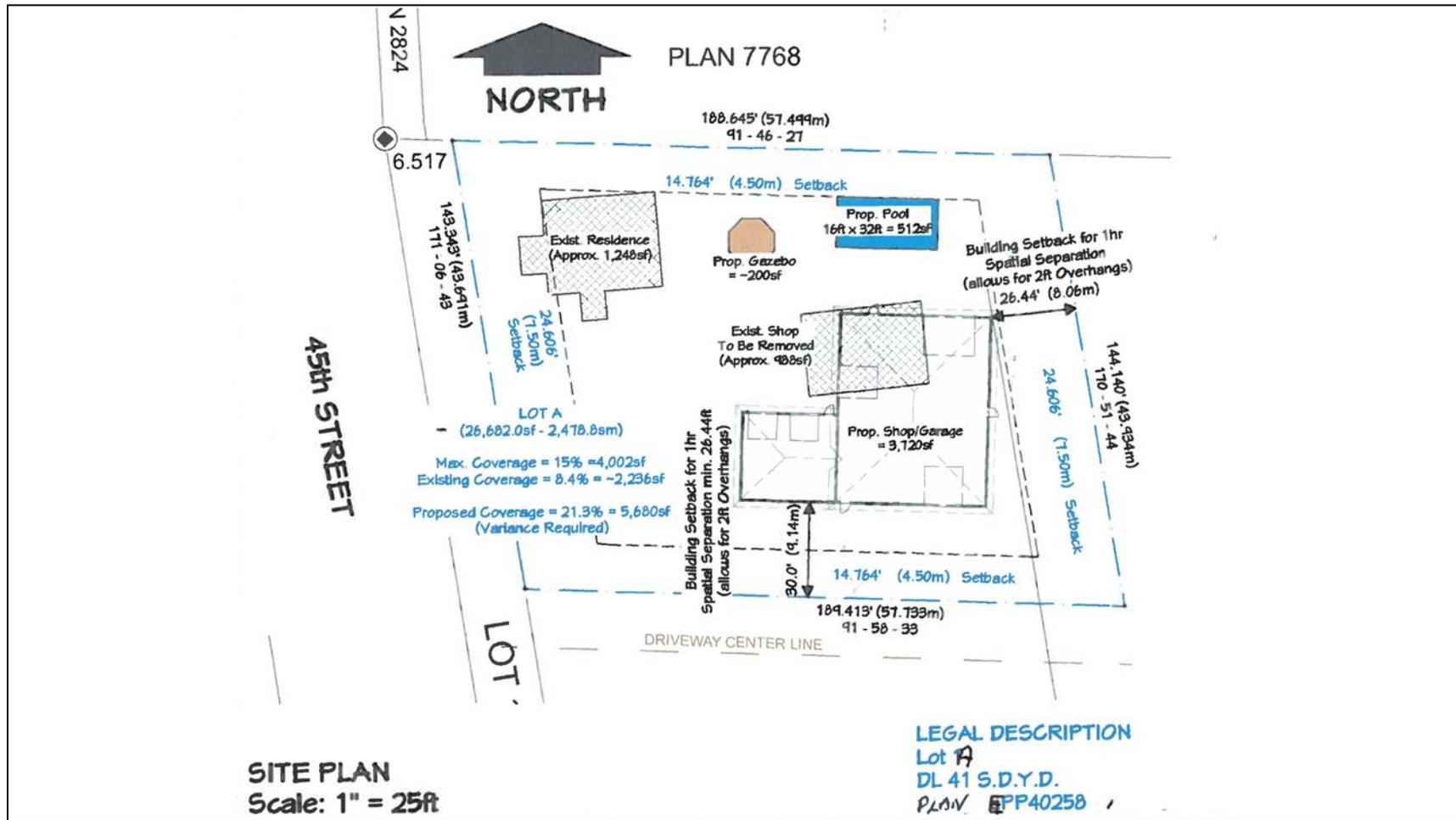
101 Martin St, Penticton, BC V2A 5J9  
 Tel: (250) 492-0237 Fax (250) 492-0063



Development Variance Permit

File No. A2015-054-DVP

Schedule 'B'



## ADMINISTRATIVE REPORT



**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** July 2, 2015  
**RE:** Development Variance Permit Application — Electoral Area “D”

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### **Administrative Recommendation:**

**THAT the Regional Board approve Development Variance Permit No. D2015.061–DVP.**

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Purpose: To facilitate the construction of a principal single detached dwelling.

Owners: Jesslyn Holdings Ltd. and Raven Creek Holdings Co. Ltd.

Folio: D-06800.150

Civic: 26 - 125 Cabernet Drive

Legal: Lot 26, Plan KAS3813, District Lot 2710, SDYD

Land Use Contract: Land Use Contract No. LU-3-D

Requested Variances: to vary the minimum front parcel line setback from 25 feet to 16.5 feet; to vary the minimum interior side parcel line setback from 5 and 10 feet to 3.0 and 4.75 feet, respectively; and to vary the maximum height from 30 feet to 32.74 feet, in relation to a principal single detached dwelling.

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### **Proposed Development:**

This application proposes a number of variances to the provisions of Land Use Contract (LUC) No. LU-3-D in order to facilitate the construction of a single detached dwelling on an existing vacant lot, specifically:

- reduce the minimum front parcel line setback from 25 feet to 16.5 feet;
- to reduce the minimum interior side parcel line setback from 5 feet to 3.0 feet;
- to reduce the other minimum interior side parcel line setback from 10 feet to 4.75 feet, ; and
- to increase the maximum height from 30 feet to 32.74 feet.

In support of the proposal, the applicant has stated that “This lot was bought as an RS1 zoning. All other neighbouring houses have been built to RS1 setbacks and rules. The Planning Department will be discharging the land use contract late this year, but I cannot wait until then. We are ready to pour as soon as a permit is attained. This variance request meets all current RS1 zoning and does not exceed. This is an extremely challenging lot in terms of topography; therefore it is difficult to meet the current setbacks as it would create a higher house, as it falls further down the hillside, and it runs into a Fortis R/W. We have already designed the house to barely fit the land that is buildable. The house was designed for RS1 as we have built 3 other houses in this subdivision all with the RS1 zoning. There was no reason for us to believe it was not RS1.”

### **Site Context:**

Approximately 842 m<sup>2</sup> in area, the subject property is located approximately 5 km north of Okanagan Falls, within the 42-lot Vintage Views subdivision, on the east side of Cabernet Drive. The currently

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vacant property slopes downward to the east from Cabernet Drive. Surrounding land uses are predominantly low density residential.

**Background:**

The subject property was created by subdivision in 2010. LUC No. LU-3-D from the parent parcel area remains on title. Consequently, the property's land use designations under of Low Density Residential (LR) under the Official Community Plan (OCP) and Residential Single Family One (RS1) under the zoning bylaw of no effect and the terms of the LUC remain in force.

**Public Process:**

Adjacent property owners will have received notification of this application with written comments regarding the proposal being accepted until 12:00 noon on Thursday June 25, 2015.

**Alternatives:**

- .1 THAT the Regional Board deny Development Variance Permit No. D2015.061–DVP; or
- .2 THAT the Regional Board defers making a decision and directs that the proposal be considered by the Electoral Area “D” Advisory Planning Commission (APC).

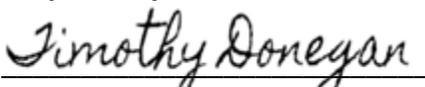
**Analysis:**

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

In considering the proposal, Administration considers the proposed height and setbacks to be consistent with the provisions of the RS1 zone and consistent with existing residential development within the subdivision (over 30 previously issued building permits for the subdivision assumed the RS1 zoning to be in effect).

Administration also recognizes that the presence of a steep slope at the rear of the property potentially limits development such that it would be difficult to meet the setback requirements without making the building higher than proposed.

**Respectfully submitted:**

  
\_\_\_\_\_  
T. Donegan, Planning Technician

**Endorsed by:**

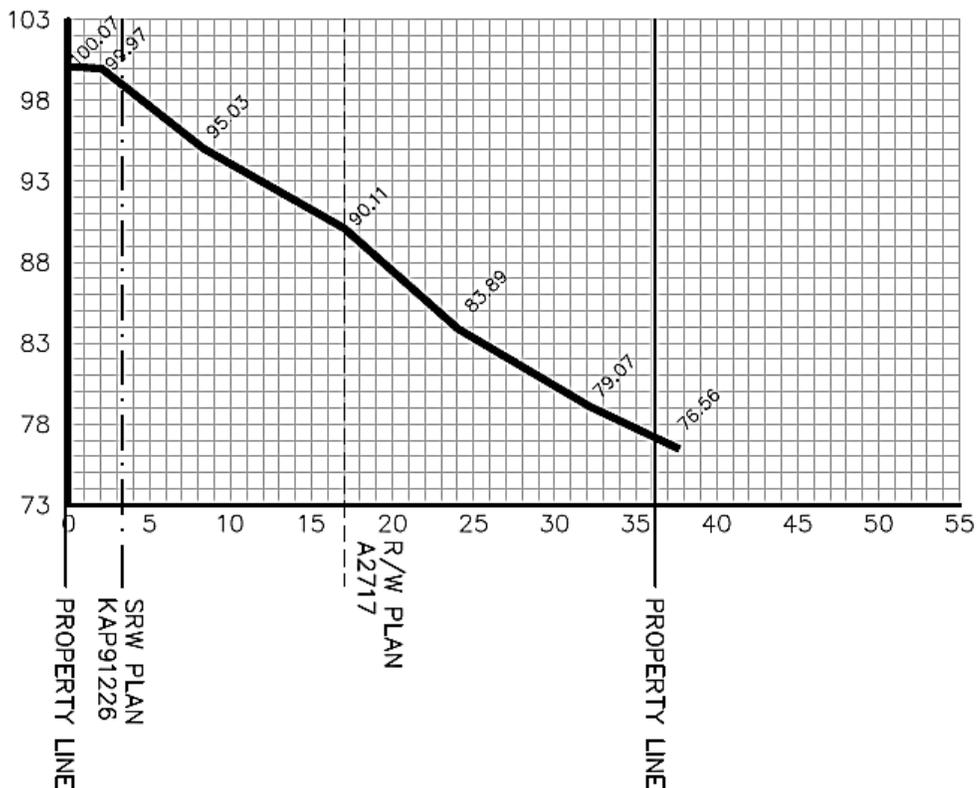
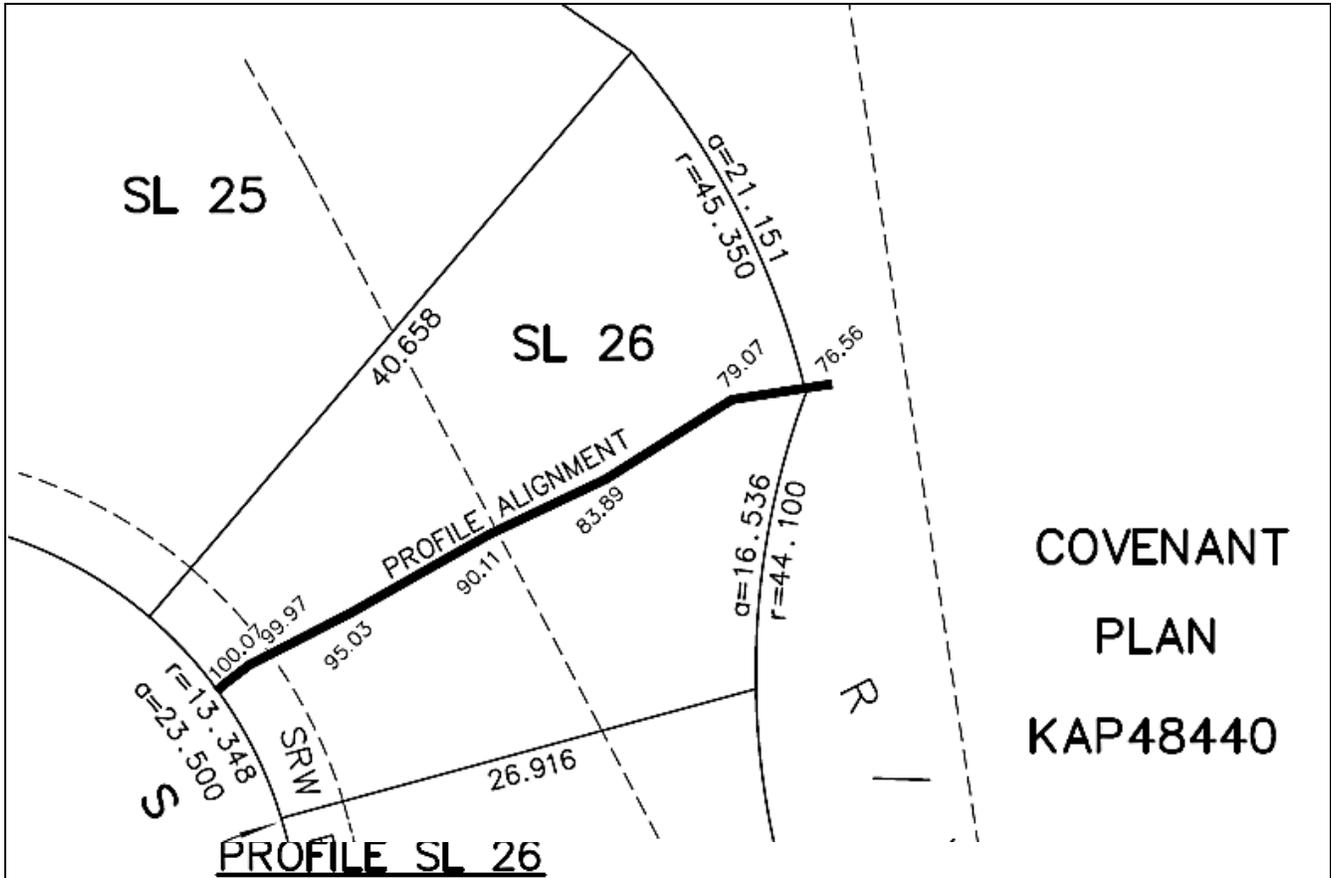
  
\_\_\_\_\_

C. Garrish, Planning Supervisor

**Endorsed by:**

\_\_\_\_\_  
D. Butler, Development Services Manager

Attachments: No. 1 – Applicant's Site Profile





# Development Variance Permit

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FILE NO.: D2015.061-DVP

Owner: Jesslyn Holdings Ltd. and Raven Creek Holdings Co. Ltd.  
Box 5017  
Penticton, BC, V2A-8L8

## ADMINISTRATION

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

## APPLICABILITY

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

Legal Description: Lot 26, Plan KAS3813, District Lot 2710, SDYD

Civic Address: 26 - 125 Cabernet Drive

Parcel Identifier (PID): 028-497-597 Folio: 715 06800.150

## CONDITIONS

### 6. Development Variance

- a) The minimum front parcel line setback for a principal building or structure, as prescribed at Schedule 'B' of Land Use Contract No. 3-D (Bylaw No. 158, 1972), in the Regional District of Okanagan-Similkameen, is varied as follows:
  - i) from: 25 feet

to: 16.5 feet, as measured from the outermost projection and as shown on Schedule 'B'.

b) The minimum interior side parcel line setback for a principal building or structure, as prescribed at Schedule 'B' of Land Use Contract No. 3-D (Bylaw No. 158, 1972), in the Regional District of Okanagan-Similkameen, is varied as follows:

i) from: 5 feet

to: 3.0 feet, as measured from the outermost projection and as shown on Schedule 'B'.

c) The minimum interior side parcel line setback for a principal building or structure, as prescribed at Schedule 'B' of Land Use Contract No. 3-D (Bylaw No. 158, 1972), in the Regional District of Okanagan-Similkameen, is varied as follows:

i) from: 10 feet

to: 4.75 feet, as measured from the outermost projection and as shown on Schedule 'B'.

d) The maximum height of a dwelling, as prescribed at Schedule 'B' of Land Use Contract No. 3-D (Bylaw No. 158, 1972), in the Regional District of Okanagan-Similkameen, is varied as follows:

i) from: 30 feet

to: 32.74 feet, as shown on Schedule 'B'.

## 7. Security

a) Not Applicable

## 8. Covenant

a) Not applicable

## 9. Schedule

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

(a) In accordance with Section 926 of the *Local Government Act* and subject to the terms of the permit, if the holder of this permit does not substantially start any construction with respect to which the permit was issued within two (2) years after the date it was issued, the permit lapses.

(b) Lapsed permits cannot be renewed; however, an application for a new development permit can be submitted.

Authorising resolution passed by the Regional Board on \_\_\_\_\_, 2015.

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B. Newell, Chief Administrative Officer

# Regional District of Okanagan-Similkameen

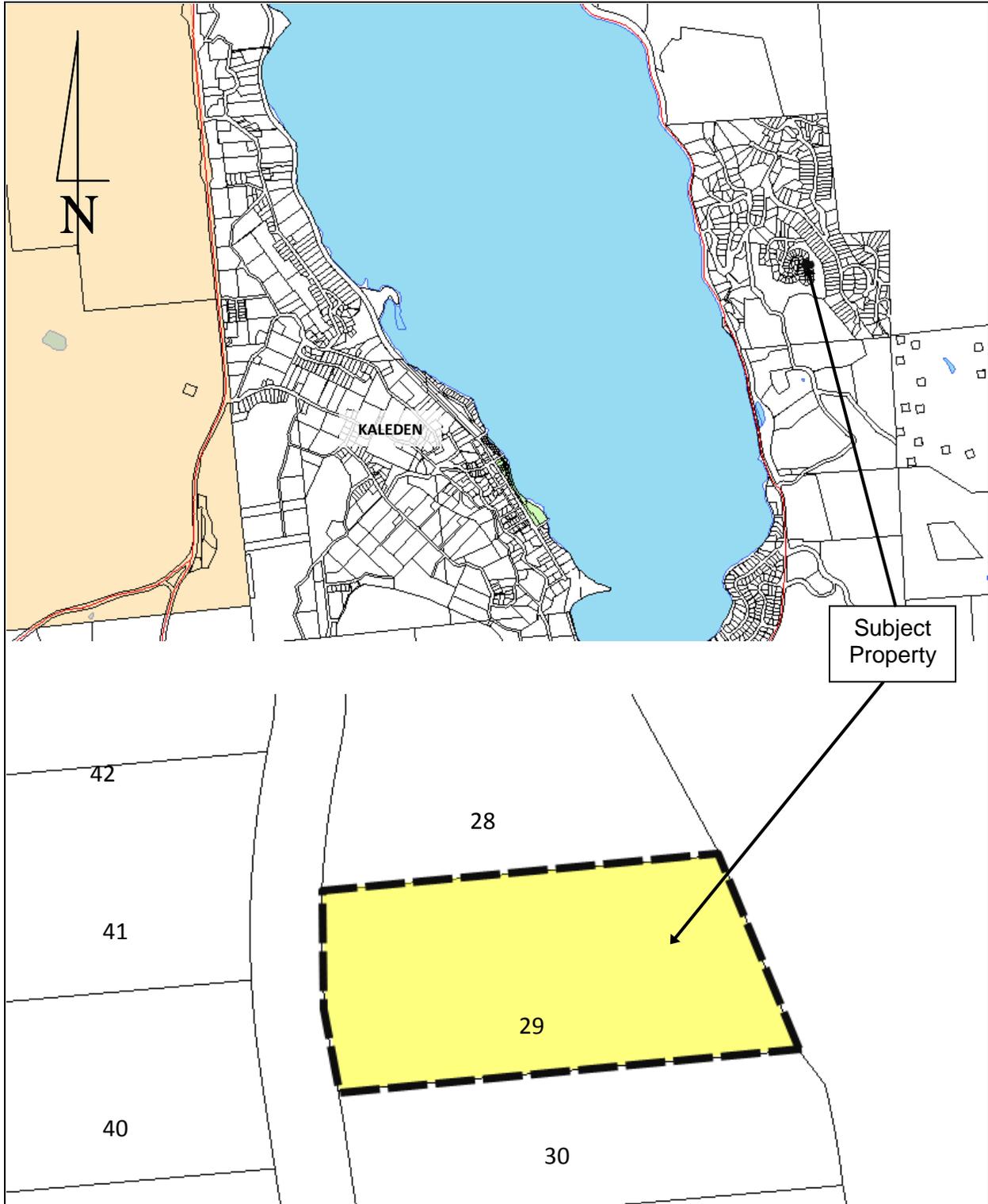
101 Martin St, Penticton, BC V2A 5J9  
Tel: (250) 492-0237 Fax (250) 492-0063



Development Variance Permit

File No. D2015.061-DVP

Schedule 'A'



# Regional District of Okanagan-Similkameen

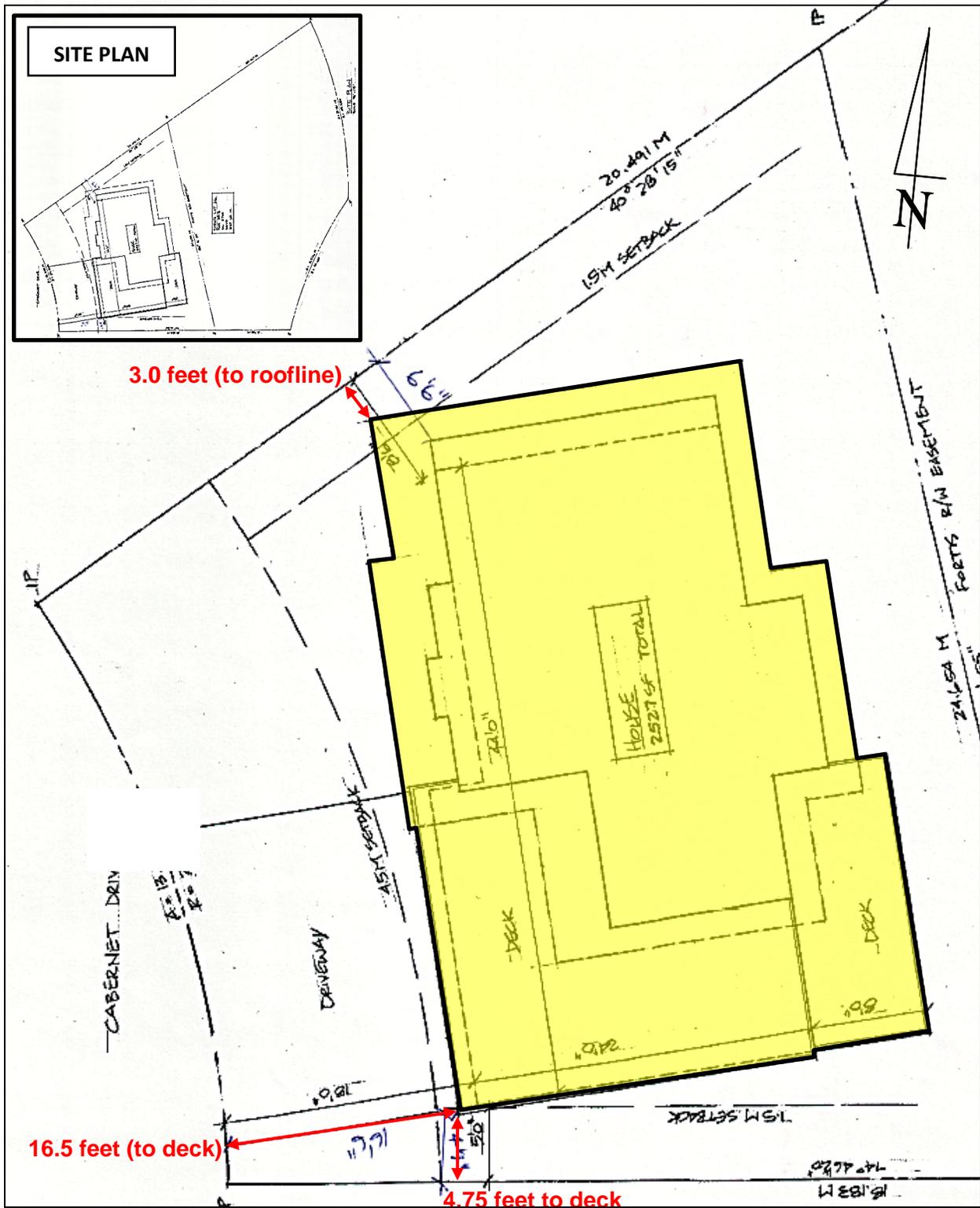
101 Martin St, Penticton, BC V2A 5J9  
Tel: (250) 492-0237 Fax (250) 492-0063



Development Variance Permit

File No. D2015.061-DVP

Schedule 'B'



# Regional District of Okanagan-Similkameen

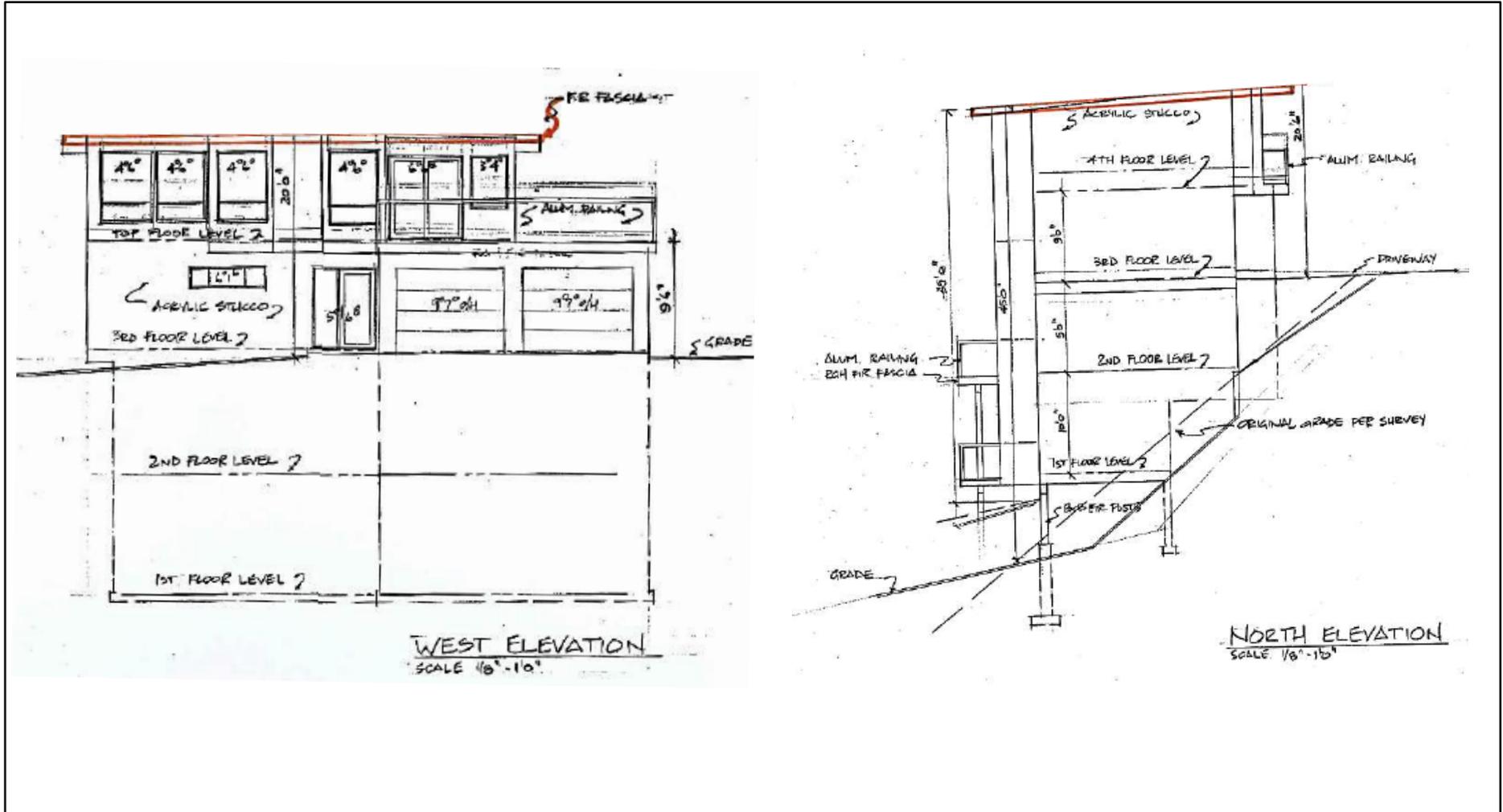
101 Martin St, Penticton, BC V2A 5J9  
Tel: (250) 492-0237 Fax (250) 492-0063



Development Variance Permit

File No. D2015.061-DVP

Schedule 'C'



# Regional District of Okanagan-Similkameen

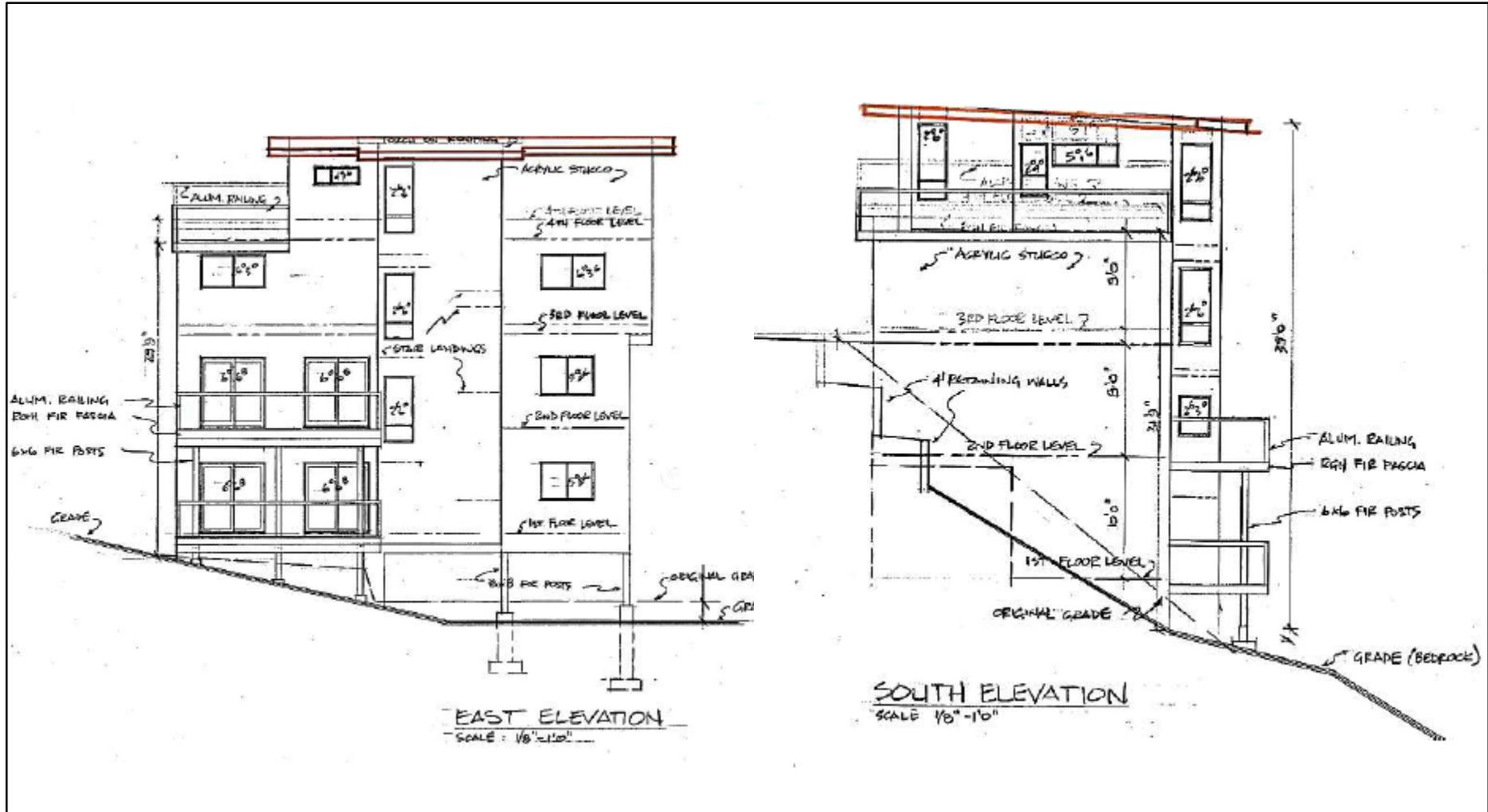
101 Martin St, Penticton, BC V2A 5J9  
Tel: (250) 492-0237 Fax (250) 492-0063



Development Variance Permit

File No. D2015.061-DVP

Schedule 'D'



## ADMINISTRATIVE REPORT



**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** July 2, 2015  
**RE:** Agricultural Land Commission Referral (Exclusion) – Electoral Area “A”

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### Administrative Recommendation:

**THAT the RDOS Board not “authorise” the application to exclude approximately 3.4 ha of land comprised within Lot C, Plan KAP72608, District Lot 2450S, SDYD, and part of Lot B, Plan KAP72608, District Lot 2450S, SDYD, in Electoral Area “A” to proceed to the Agricultural Land Commission.**

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Purpose: To facilitate the exclusion of approximately 3.4 ha so that it may be subdivided in future to low density residential parcels.

Owners: Luis & Alcida DeMelo                      Agent: Brad Elenko                      Folio: A-06047.010/.015

Civic: unknown & 8525 104<sup>th</sup> Avenue                      Legal: Lots B & C, Plan KAP72608, District Lot 2450S, SDYD

OCP: part Agriculture (AG); and                      Zone: part Agriculture One (AG1)  
part Small Holdings (SH)                                      part Small Holdings Four (SH4)

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### Proposed Development:

An application has been lodged with the Agricultural Land Commission (ALC) under Section 30(1) of the Agricultural Land Commission Act (the Act) in order to allow for an Exclusion from the Agricultural Land Reserve (ALR).

Specifically, the applicant is seeking to exclude an approximately 3.4 hectare (ha) area currently comprised within parts of two legal parcels in order to *potentially* undertake a future low density residential subdivision.

The 3.9 ha remainder of Lot B (situated on the west side of 104<sup>th</sup> Avenue), is to remain within the ALR and is proposed to be consolidated with the adjacent parcel described as Lot E, Plan KAP72608, District Lot 2450S, SDYD, in order to form a new 8.1 ha parcel.

In support of this proposal, the applicant has stated that there has been a history of conflict with adjacent residential uses which has impaired the ability of the property owner to effectively farm these parcels, specifically:

- *theft and vandalism of farm equipment, theft of fruit and trespass of neighbours and neighbour pets onto the farmland ...;*
  - *the farm owners cannot efficiently or practically farm the lands proposed for exclusion due to the added cost of the ongoing vandalism, the cost of compromising required farm practices due to neighbourhood complaints, and the lost opportunity due to theft of fruit;*
  - *the cost to farm the lands including repairs and replacement of farm equipment on the land and the compromised farm practices due to neighbourhood complaints, outweighs the revenue generated from the sale of the fruit from the property; and*
-

- 
- *the proposed exclusion ... will not result in any future land use conflicts with agriculture as 104<sup>th</sup> Avenue will provide a very defined and distinct division between farm and non-farm uses.*

The Board is also asked to be aware that the applicant is suggesting that an approximately 36 ha area of land situated within the Old Camp McKinny Road community of Electoral Area “C” will be included in the ALR and planted with fruit trees, in exchange for the exclusion of the subject area.

As proposals to include land within the ALR do not require Board “authorization”, this application will be dealt with administratively should the Board authorise the exclusion application (NOTE: the applicant has indicated that they will withdraw the inclusion should the exclusion not be authorised).

### **Statutory Requirements:**

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

In this instance, Section 30(4) is seen to apply as the property “is zoned by bylaw to permit [an] agricultural or farm use”.

### **Site Context:**

The area that is proposed for exclusion is comprised in parts of two legal parcels (i.e. Lots B & C, Plan KAP72608, District Lot 2450S, SDYD) representing a land area of approximately 3.4 ha that is situated on the west side 104<sup>th</sup> Avenue between 81<sup>st</sup> Street and 87<sup>th</sup> Street. More specifically:

- Lot B is approximately 5.89 ha and is bisected by 104<sup>th</sup> Avenue. The parcel is seen to be undeveloped (i.e. no structures) and is currently under agricultural production; and
- Lot C (8525 104<sup>th</sup> Avenue) is approximately 0.7 ha in area and is seen to be a “panhandle” lot and is similarly undeveloped (i.e. no structures) and is currently under agricultural production.

Surrounding land use patterns within are primarily low density residential while agricultural operations occur further to the west.

### **Background:**

In 1996, an application to exclude what was then described as Lot 491 (being approximately 3.24 ha in area) from the ALR was refused by the ALC on the basis that “the subject property has a reasonable degree of agricultural capability and utility which could be compromised through exclusion”, but:

*the Commission would be willing to allow the creation of a small lot in the southeast corner of the property ... [as] this option will allow you to eliminate the conflict problems you have experienced with the land owners on the south boundary of the property [emphasis added] by creating a controlled land use transition will minimizing the impact on the agricultural land base ...*

The property owner subsequently submitted a revised proposal to create a “small lot”, in accordance with the ALC’s comments, and this was approved by the Commission in August of 1998.

In order to give effect to this decision, the Regional District Board, at its meeting of March 28, 2002, adopted Amendment Bylaw Nos. 2096 & 2097, 2001, which changed the zoning on part of the subject property from Agricultural (AG) to (what is now known as) Small Holdings Four (SH4). A significant

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number of representations were submitted to the Regional District in relation to this rezoning application.

A new survey plan creating the current boundaries of the subject parcels was subsequently deposited with the Land Titles Office on January 16, 2003.

In 2004, a proposal to exclude the subject properties was notified in the local press and an application submitted to the Regional District, but subsequently withdrawn for unknown reasons. A number of representations were submitted to the Regional District in relation to this proposed exclusion.

At present, the area under application is designated part Agriculture (AG) and part Small Holdings (SH) under the Electoral Area "A" Official Community Plan (OCP) Bylaw No. 2450, 2008, and is also shown as being comprised within the "Agricultural Protection Area" referenced at Section 6.3.19 of the Plan.

Under the Electoral Area "A" Zoning Bylaw No. 2453, 2008, these same areas are zoned part Agriculture One (AG1) and part Small Holdings Four (SH4).

The subject area has been assessed as "farm" by BC Assessment, and is currently being utilised for tree fruit production.

In accordance with Section 16 of the *ALR Use, Subdivision and Procedure Regulation*, this proposal was notified by the applicant to surrounding residents and advertised in the local Osoyoos Times newspaper. To date, seventeen (17) representations have been received by the Regional District and are included as a separate item on the Board's Agenda.

At its meeting of May 7, 2015, the Regional District Board resolved to defer making a decision on this application and directed that this proposal first be considered by the Electoral Area "A" Advisory Planning Commission (APC).

At its meeting of June 8, 2015, the Electoral Area "A" APC resolved to recommend to the Regional District Board that the application to exclude approximately 3.4 ha of land comprised within Lot C, Plan KAP72608, District Lot 2450S, SDYD, and part of Lot B, Plan KAP72608, District Lot 2450S, SDYD, be "authorised" to proceed to the ALC.

**Alternative:**

THAT the RDOS Board "authorise" the application to exclude approximately 3.4 ha of land comprised within Lot C, Plan KAP72608, District Lot 2450S, SDYD, and part of Lot B, Plan KAP72608, District Lot 2450S, SDYD, in Electoral Area "A" to proceed to the Agricultural Land Commission.

**Analysis:**

While Exclusion requests are generally considered to be the purview of the ALC, in this instance there are seen to be strong Board policy statements against the exclusion of these parcels and their subsequent development for non-agricultural purposes.

Specifically, the recent Agricultural Area Plan (AAP) supported by the Board and implemented into the OCP in 2014 introduced a policy statement to the effect that the Board "will generally not support applications to ... exclude land from the Agricultural Land Reserve for the purposes of future urban, recreation or amenity uses" within the Agricultural Protection Area (see Attachment No. 3).

Furthermore, while it is recognised that the Northwest Sector Sewer Service traverses this property, it is Board policy (through the OCP, and as informed by the AAP) that this infrastructure was "not [to be]

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in support of facilitating future non-agricultural development on the agriculturally designated properties.”

In this instance, while the applicant has not provided a future development proposal, they have suggested that low density residential development could occur, similar to that found adjacent 87<sup>th</sup> Street. With a land area of 3.4 ha, Administration considers that this *could* result in upwards of 25 new residential parcels (under a similar RS1 zoning).

From a growth management perspective, while the Town of Osoyoos is designated as a Primary Growth Area under the Regional Growth Strategy (RGS), it is not currently contemplating these parcels as a potential “Municipal Extension Area” under its OCP.

It is further noted that the RGS speaks to discouraging incremental rural growth (including rezoning of large rural land parcels to smaller parcel sizes), *except* “where such growth is infill and does not significantly increase the number of units or the established density ...”

While there may be an argument to be made that this represents infill development in light of the low density development found in this area, Administration notes that many of these small lots predate the creation of the ALR and are not reflective of current land use policies adopted by the Board – such as those related to the Agricultural Protection Area.

With regard to the reasons for exclusion, Administration notes that these are substantially the same as those considered by the Commission in 1996 (i.e. nuisance complaints about neighbours), but that the property owner has chosen to not create the buffer recommended by the ALC in 1998 to mitigate these conflicts.

Moreover, it has not been demonstrated — through the submission of a capability study prepared by a suitably qualified individual — that the proposed exclusion area is unsuitable for agricultural use and should be removed from the Reserve.

#### Proposed Inclusion – Electoral Area “C”

The following is presented for the information of the Board only. As stated above, the applicant has suggested that in exchange for excluding these lands in Electoral Area “A”, the property owner is prepared to include approximately 36 ha of land in Electoral Area “C” (near Old Camp McKinny Road) which will be developed to cherry orchard.

Administration considers these types of “exchanges”, “swaps” or “offsets” of ALR for non-ALR lands to be separate, unconnected and potentially inequitable.

The Board is asked to consider that, in the absence of a capability study, the value of the lands to be included is unknown and potentially less than those to be excluded. Moreover, funding the development of potentially marginal agricultural lands through the sale and conversion of ALR lands is not seen to be sustainable in the long-term. There is also no assurance that the lands to be included will be farmed in future (as inclusion in the ALR carries no requirement to actually farm a parcel).

Finally, “swaps” of ALR lands for non-ALR lands are not contemplated by the OCP, and do not reflect any known ALC policy.

**Respectfully submitted:**



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C. Garrish, Planning Supervisor

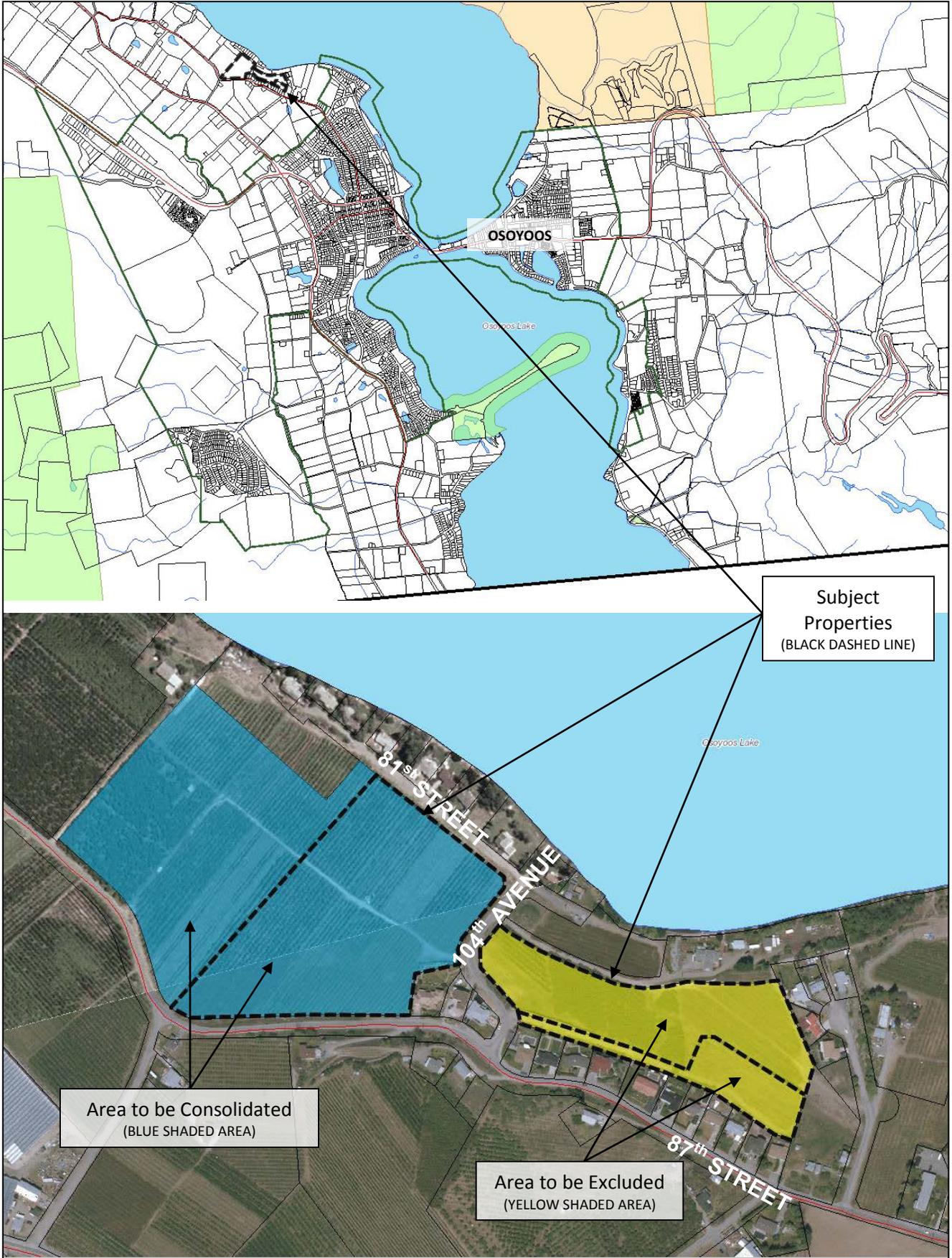
Attachments: No. 1 — Context Map

No. 2 — Applicant's Site Plan

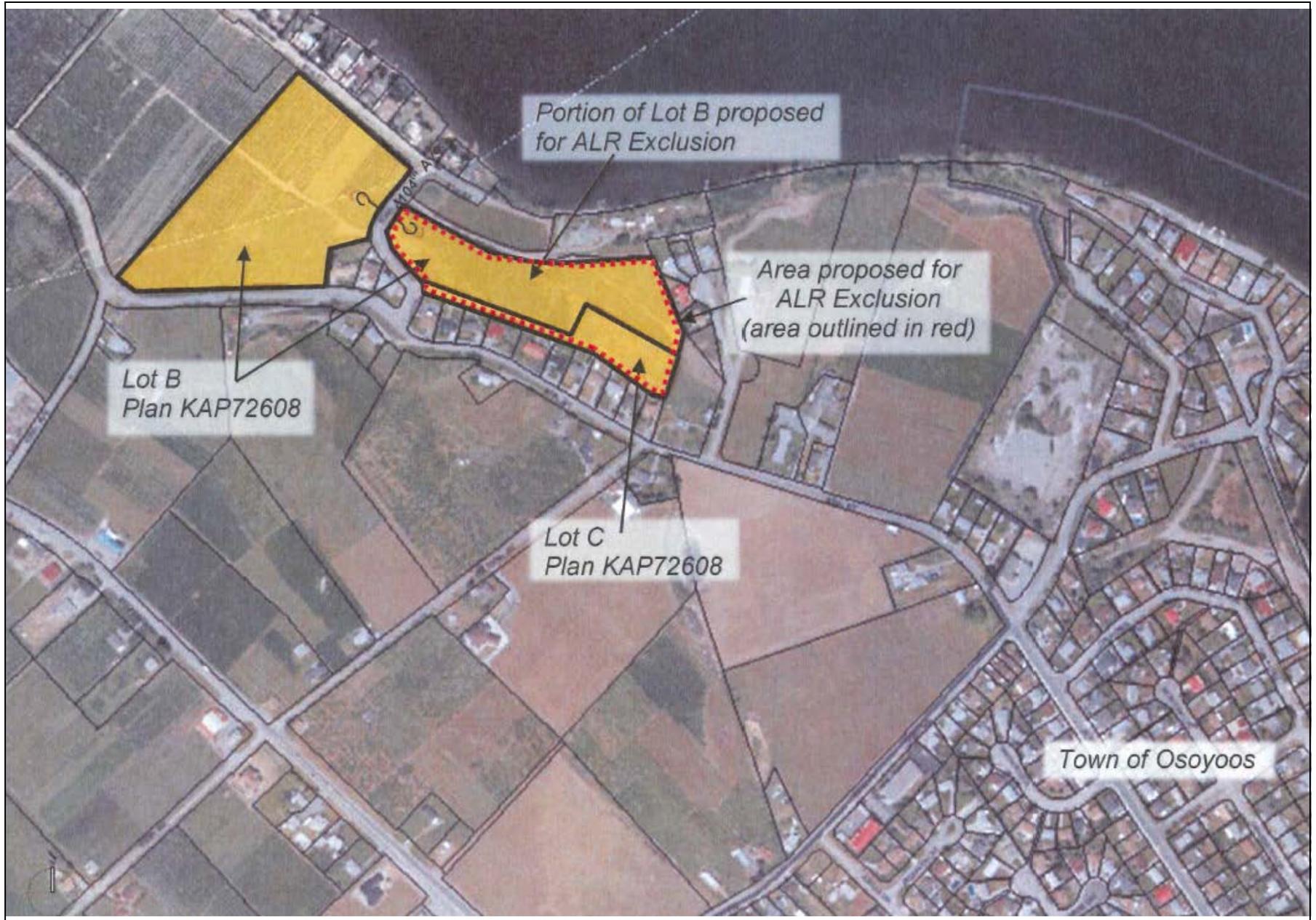
No. 3 — Agricultural Protection Area

No. 4 — Aerial Photo (2007)

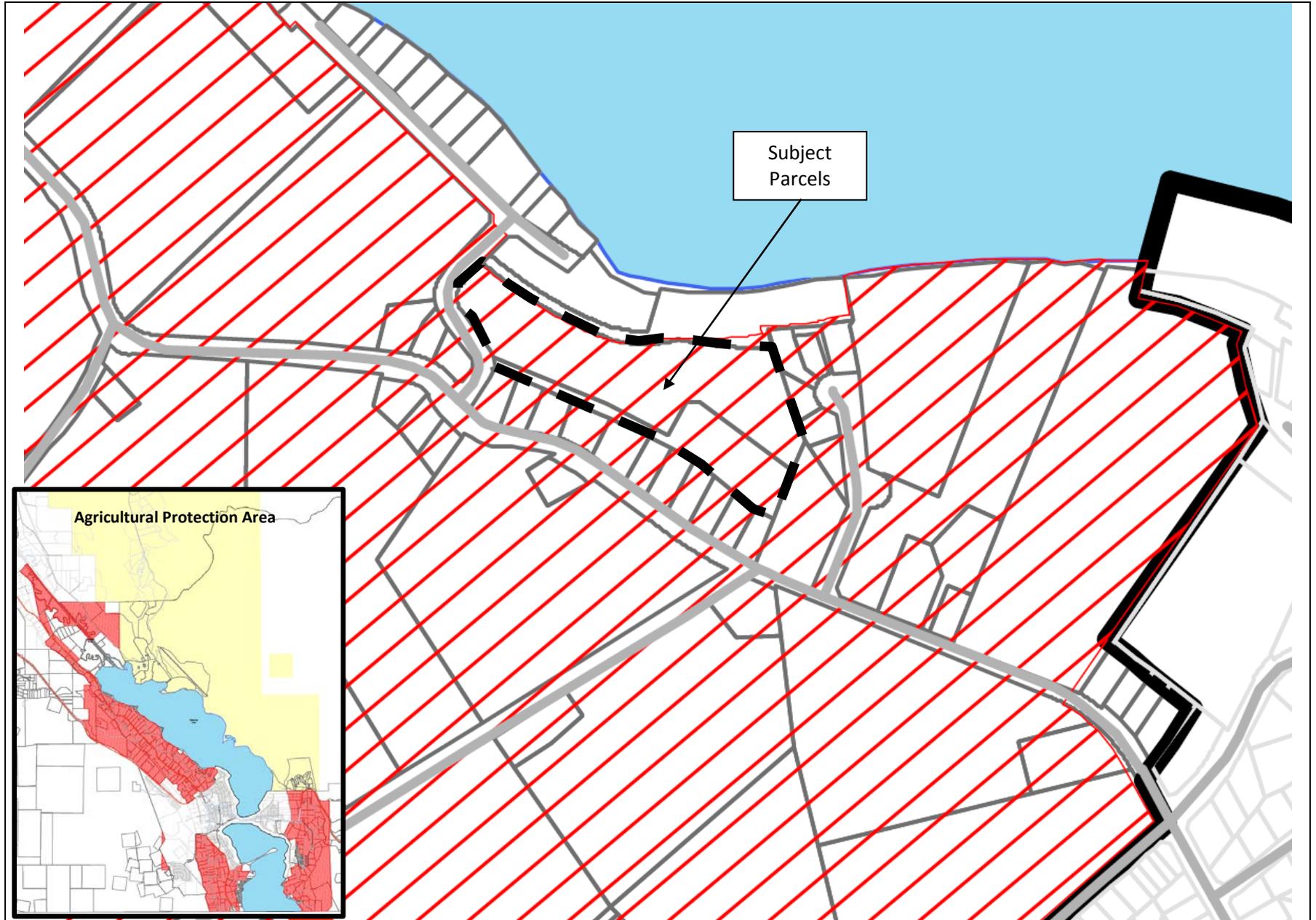
Attachment No. 1 — Context Maps



Attachment No. 2 — Applicant's Site Plan



Attachment No. 3 — Agricultural Protection Area



Attachment No. 4 — Aerial Photo (2007)



Area to be Excluded  
(APPROXIMATE)

## ADMINISTRATIVE REPORT



**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** July 2, 2015  
**TYPE:** Official Community Plan and Zoning Bylaw Amendment — Electoral Area “C”

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### Administrative Recommendation:

**THAT Bylaw No. 2452.14, 2015, Electoral Area “C” Official Community Plan Amendment Bylaw and Bylaw No. 2453.24, 2015, Electoral Area “C” Zoning Amendment Bylaw be read a third time, as amended.**

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Purpose: To adjust the zone boundary between the CT4 and RSM1 zoned parts of the property and to introduce cabins as a permitted form of campground use.

Owners: Larry Bray      Agent: Parkbridge Lifestyle Communities Inc.      Folios: C-01149.000

Legal: Lot 3, Plan KAP3579, DL 28S, SDYD      Civic: 8487 Highway 97

Zoning: part Tourist Commercial Four (CT4) and part Residential Manufactured Home Park (RSM1)

Proposed Zoning: part Tourist Commercial Four Site Specific (CT4s); and  
part Residential Manufactured Home Park (RSM1)

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### Proposal:

This proposal is seeking to amend the zoning on part of the subject property in order to formalise the use of cabins as part of an existing campground operation and to adjust the zoning boundaries in order that they correspond to the boundaries of the campground use and adjacent manufactured home park use.

Specifically, it is being proposed to amend the land use designation under the Official Community Plan (OCP) Bylaw for an approximately 0.67 ha area from Commercial (C) to Low Density Residential (LR); and to rezone this same area under the Zoning Bylaw from Tourist Commercial Four (Campground) (CT4) to Residential Manufactured Home Park (RSM1).

It is further proposed to amend the land use designation under the OCP Bylaw for an approximately 0.15 ha area from Low Density Residential (LR) to Commercial (C); and to rezone this same area under the Zoning Bylaw from RSM1 to Tourist Commercial Four (Campground) Site Specific (CT4s), and to also apply the site specific zoning to the remainder of the property currently zoned CT4.

The purpose of the site specific amendment is to introduce an amended definition of “campground” which will include a reference to “tourist cabins” being a permitted form of accommodation.

The applicant has stated that “Gallagher Lake Resort and Parkbridge Lifestyle Communities are planning, with approval, to build three camping cabins on existing and operating campsites. These cabins are 12’ x 12’, with a 12’ x 4’ deck. The cabins are not on foundations, rather on skids. They

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have power, and no sewerage services. Water is supplied to the site, though not serviced to the cabin.”

**Site Context:**

The subject property is situated on the east side of Highway 97 and is comprised of two parts (one of which adjoins Gallagher Lake), which are “hooked” across Gallagher Lake Road and represent a combined land area of approximately 12 ha.

The property currently comprises a manufactured home park (i.e. “Country Pines Retirement Park”) over a majority of the northern part of the parcel, and a “campground” (i.e. “Gallagher Lake Resort”) over the remainder of the parcel (including the whole of that part which adjoins Gallagher Lake).

The surrounding pattern of development is a mix of residential, agricultural, commercial and industrial uses, as well as provincial park and first nations band lands.

**Background:**

At its meeting of May 19, 2015, the Electoral Area “C” Advisory Planning Commission (APC) failed to achieve a quorum.

At its meeting of June 4, 2015, the Regional District Board approved first and second reading of Amendment Bylaw Nos. 2452.14, 2015 & 2453.24, 2015, and delegated the holding of a Public Hearing.

A Public Hearing was held on June 22, 2015, where approximately eight (8) members of the public attended.

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

**Referrals:**

Approval from the Ministry of Transportation and Infrastructure (MoTI) is required as the proposal is situated within 800 metres of a controlled area (i.e. Highway 97).

**Alternative:**

THAT the Board of Directors rescind first and second reading of Bylaw No. 2452.14, 2015, Electoral Area “C” Official Community Plan Amendment Bylaw and Bylaw No. 2453.24, 2015, Electoral Area “C” Zoning Amendment Bylaw, and abandon the bylaws.

**Analysis:**

In considering this proposal, Administration believes that the Regional District’s zoning bylaws do not properly take account of small, un-serviced cabins as an increasingly common feature in campground operations and generally supports the introduction of these into the definition of “campgrounds”.

To ensure, however, the campgrounds remain predominantly geared towards the accommodation of the *travelling* public in tents and recreational vehicles, Administration favours restricting the development of cabins to no more than 20% of all campsites within a campground, and to limit the floor area, height and services provided to these structures in order to discourage their potential use

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for year-round residential purposes (i.e. single storey structures with a floor area not exceeding 25 m<sup>2</sup>).

Similarly, Administration is also supportive of the proposed adjustment to the zoning boundaries found on the subject property in order to better reflect the extent of the campground and manufactured home park uses.

The Board is asked to be aware that the recommendation to amend the zoning amendment bylaw at third reading is in relation to an error on Schedule 'Y-2' which incorrectly referenced the "red shaded area" as being currently zoned CT4 when the correct reference should have been RSM1.

**Respectfully submitted:**

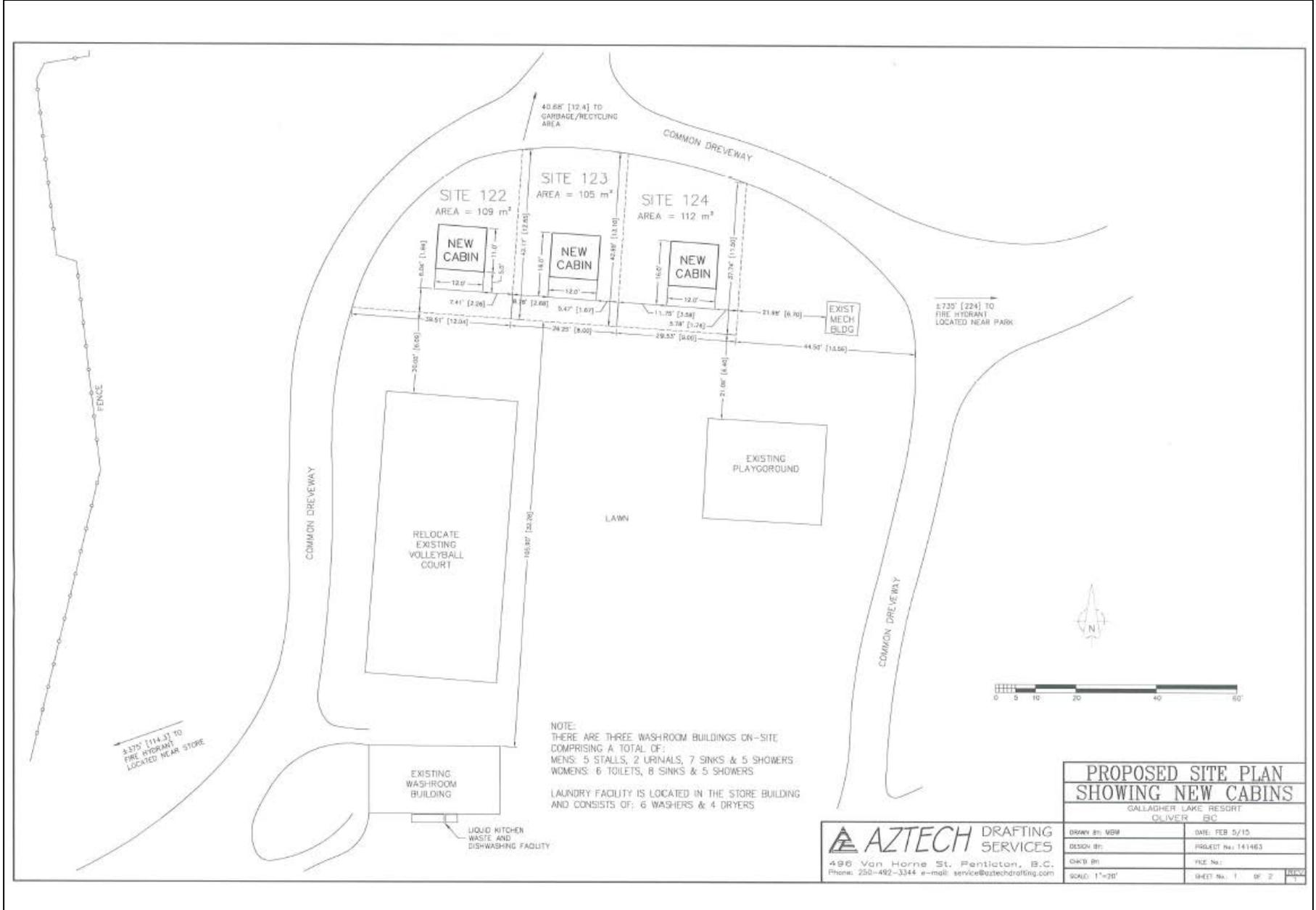


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C. Garrish, Planning Supervisor

Attachments: No. 1 – Applicant's Site Plan

Attachment No. 1 - Applicant's Site Plan



**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**

**BYLAW NO. 2452.14, 2015**

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**A Bylaw to amend the Electoral Area "C"  
Official Community Plan Bylaw No. 2452, 2008**

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

1. This Bylaw may be cited for all purposes as the "Electoral Area "C" Oliver Rural Official Community Plan Amendment Bylaw No. 2452.14, 2015."
2. The Official Community Plan Bylaw Map, being Schedule 'B' of the Electoral Area "C" Official Community Plan Bylaw No. 2452, 2008, is amended by changing the land use designation on part of the land described as Lot 3, Plan KAP3579, District Lot 28S, SDYD, and shown shaded red on Schedule 'X-2', which forms part of this Bylaw, from Low Density Residential (LR) to Commercial (C).
3. The Official Community Plan Bylaw Map, being Schedule 'B' of the Electoral Area "C" Official Community Plan Bylaw No. 2452, 2008, is amended by changing the land use designation on part of the land described as Lot 3, Plan KAP3579, District Lot 28S, SDYD, and shown hatched blue on Schedule 'X-2', which forms part of this Bylaw, from Commercial (C) to Low Density Residential (LR).

READ A FIRST AND SECOND TIME this 4<sup>th</sup> day of June, 2015.

PUBLIC HEARING held on this 22<sup>nd</sup> day of June, 2015.

READ A THIRD TIME this \_\_ day of \_\_\_\_, 2015.

ADOPTED this \_\_ day of \_\_\_\_, 2015.

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Board Chair

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Corporate Officer

# Regional District of Okanagan-Similkameen

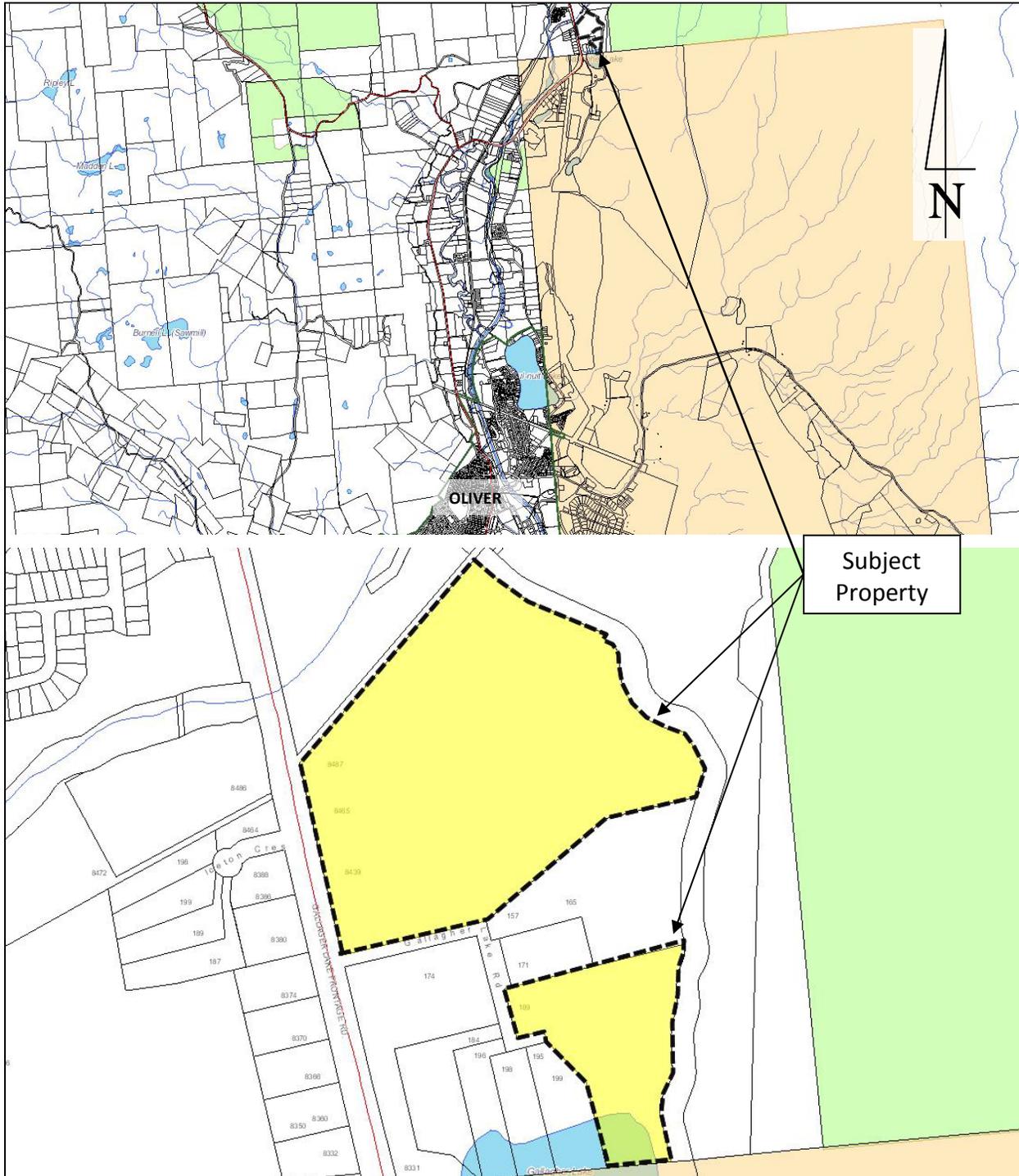
101 Martin St, Penticton, BC V2A 5J9  
Tel: (250) 492-0237 Fax (250) 492-0063



Amendment Bylaw No. 2452.14, 2015

Project No: C2015-018-ZONE

## Schedule 'X-1'



# Regional District of Okanagan-Similkameen

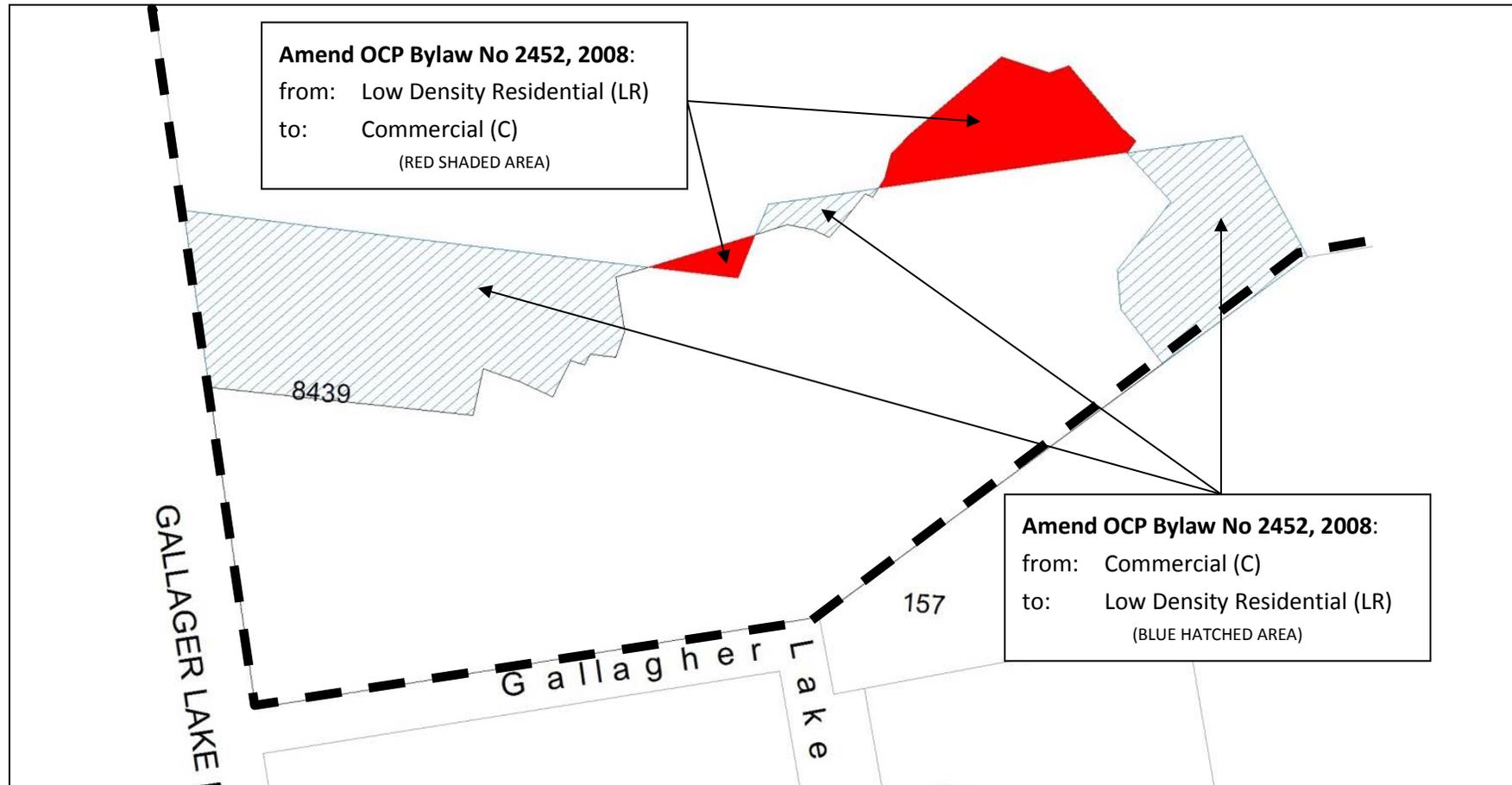
101 Martin St, Penticton, BC V2A 5J9  
Tel: (250) 492-0237 Fax (250) 492-0063



Amendment Bylaw No. 2452.14, 2015

File No.: C2015.018-ZONE

## Schedule 'X-2'



**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**

**BYLAW NO. 2453.24, 2015**

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

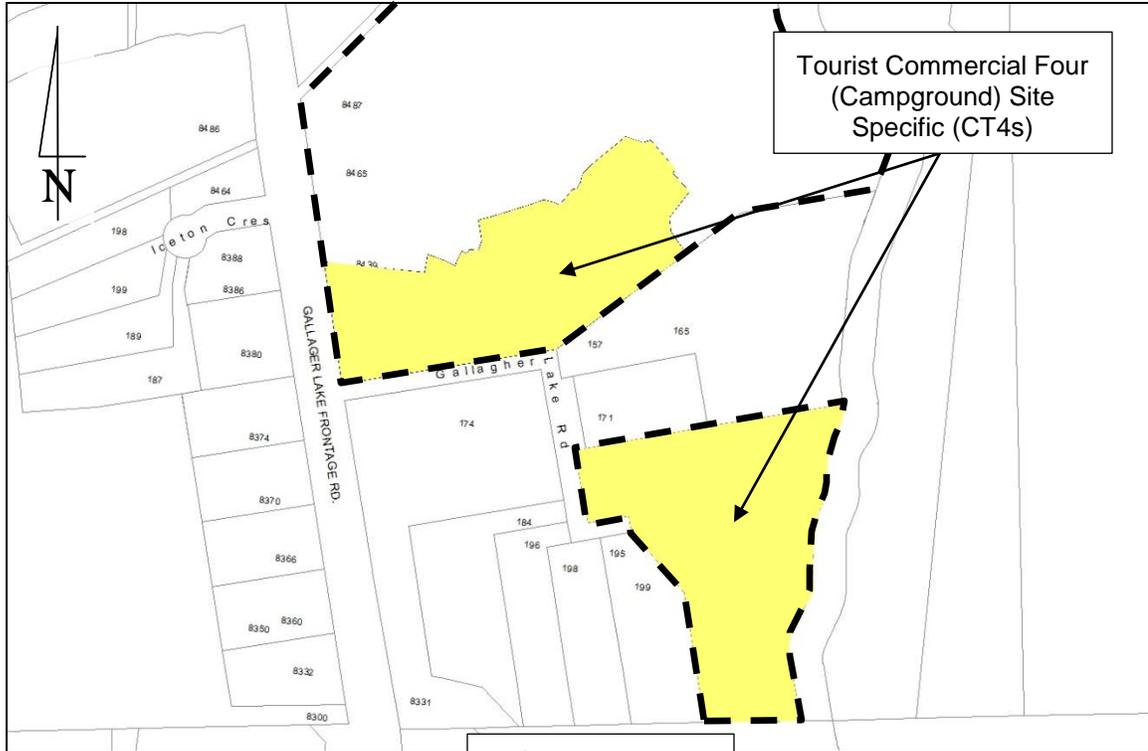
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The REGIONAL BOARD of the Regional District of Okanagan-Similkameen in open meeting assembled, ENACTS as follows:

1. This Bylaw may be cited for all purposes as the “Electoral Area “C” Oliver Rural Zoning Amendment Bylaw No. 2453.24, 2015.”
2. The Official Zoning Map, being Schedule ‘2’ of the Electoral Area “C” Zoning Bylaw No. 2453, 2008, is amended by changing the land use designation on part of the land described as Lot 3, Plan KAP3579, District Lot 28S, SDYD, and shown hatched blue on Schedule ‘Y-2’, which forms part of this Bylaw, from Tourist Commercial Four (Campground) (CT4) to Residential Manufactured Home Park (RSM1).
3. The Official Zoning Map, being Schedule ‘2’ of the Electoral Area “C” Zoning Bylaw No. 2453, 2008, is amended by changing the land use designation on part of the land described as Lot 3, Plan KAP3579, District Lot 28S, SDYD, and shown shaded red on Schedule ‘Y-2’, which forms part of this Bylaw, from Residential Manufactured Home Park (RSM1) to Tourist Commercial Four (Campground) Site Specific (CT4s).
4. The Official Zoning Map, being Schedule ‘2’ of the Electoral Area “C” Zoning Bylaw No. 2453, 2008, is amended by changing the land use designation on part of the land described as Lot 3, Plan KAP3579, District Lot 28S, SDYD, and shown hatched green on Schedule ‘Y-2’, which forms part of this Bylaw, from Tourist Commercial

Four (Campground) (CT4) to Tourist Commercial Four (Campground) Site Specific (CT4s).

5. The Electoral Area “C” Zoning Bylaw No. 2453, 2008, is amended by amending subsection 16.20.1 under “Site Specific Tourist Commercial Four (Campground) (CT4s) Provisions”, to read as follows:
  - .1 In the case of part of the land described as Lot 3, Plan KAP3579, District Lot 28S, SDYD, and shown shaded yellow on Figure 16.20.1:
    - i) The following principal use and no other shall be permitted on the land:
      - a) “campground”, which is defined as meaning a parcel of land occupied and maintained for temporary accommodation (maximum 30 days) of the traveling public in tents, tourist cabins or recreation vehicles which are licensed for the current year and have been brought to the site by the traveler. Tourist cabins are to contain a maximum of one sleeping unit and are not to be provided with plumbing. May include an office as part of the permitted use but does not include hotels, manufactured homes, manufactured home parks, motels or park model trailers.
    - ii) Not more than 20% of all campsites within a campground shall be used for the placement of tourist cabins.
    - iii) Tourist cabins may not exceed 5.0 metres in height and may not have a gross floor area exceeding 25.0 m<sup>2</sup> including additions such as covered patios and covered or uncovered decks.



**Figure 16.20.1**

READ A FIRST AND SECOND TIME this 4<sup>th</sup> day of June, 2015.

PUBLIC HEARING held on this 22<sup>nd</sup> day of June, 2015.

READ A THIRD TIME this \_\_\_ day of \_\_\_\_, 2015.

I hereby certify the foregoing to be a true and correct copy of the “Electoral Area “C” Zoning Amendment Bylaw No. 2453.24, 2015” as read a Third time by the Regional Board on this \_\_\_ day of \_\_\_\_, 2015.

Dated at Penticton, BC this \_\_\_ day of \_\_\_\_, 2015.

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

Approved pursuant to Section 52(3) of the *Transportation Act* this \_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
For the Minister of Transportation & Infrastructure

ADOPTED this \_\_\_ day of \_\_\_\_, 2015.

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

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

# Regional District of Okanagan-Similkameen

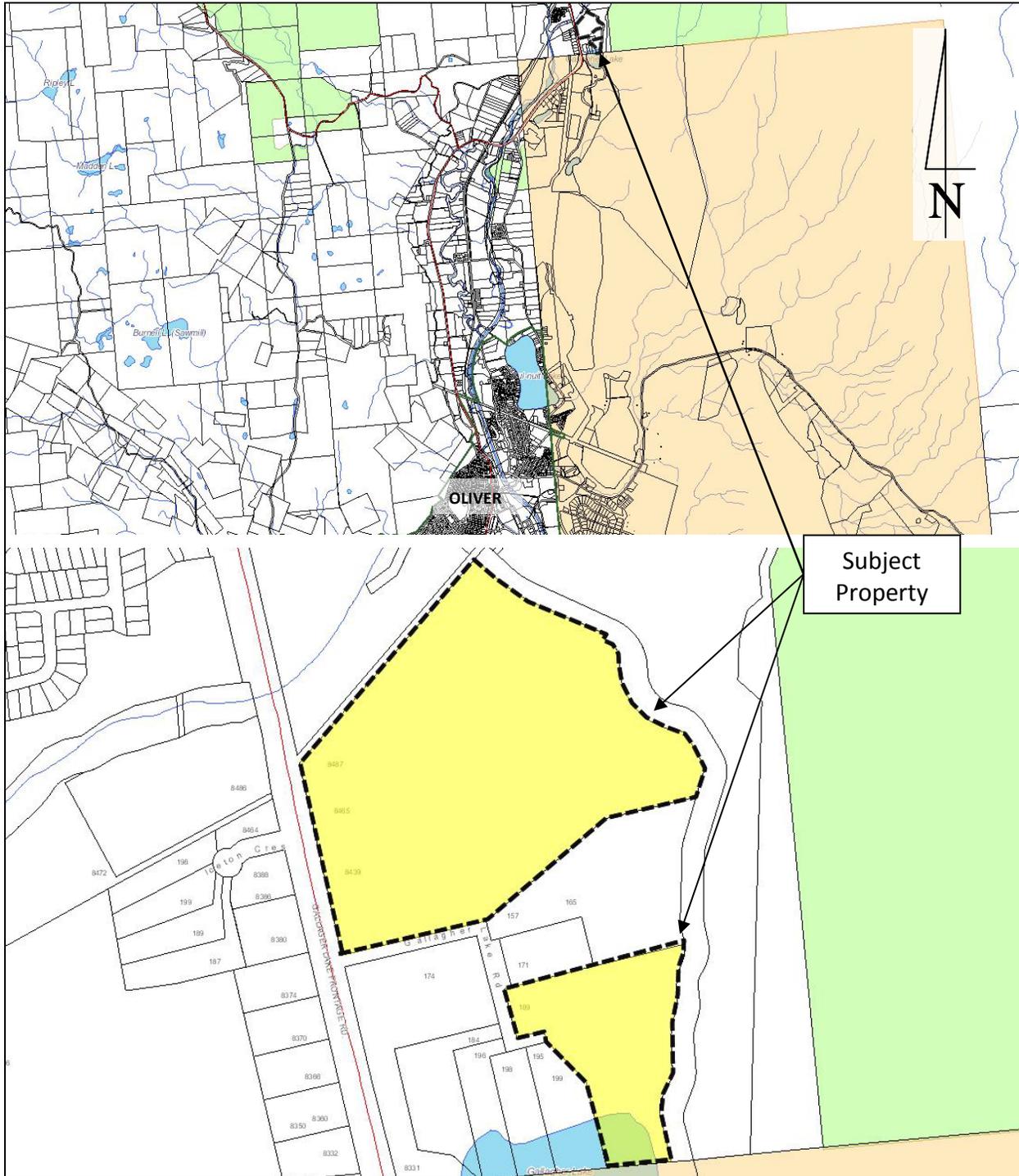
101 Martin St, Penticton, BC V2A 5J9  
Tel: (250) 492-0237 Fax (250) 492-0063



Amendment Bylaw No. 2453.24, 2015

Project No: C2015-018-ZONE

## Schedule 'Y-1'



# Regional District of Okanagan-Similkameen

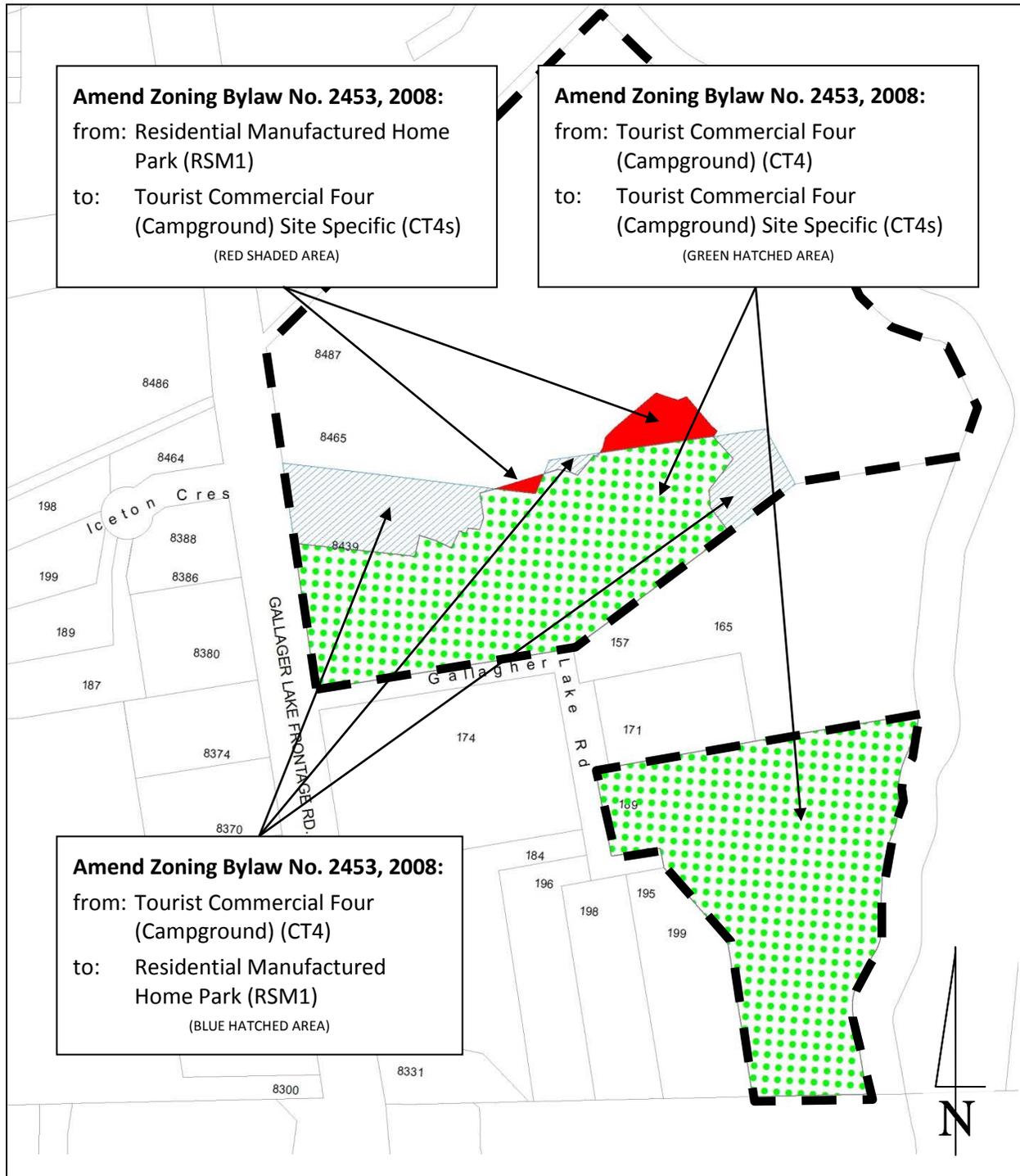
101 Martin St, Penticton, BC V2A 5J9  
Tel: (250) 492-0237 Fax (250) 492-0063



Amendment Bylaw No. 2453.24, 2015

Project No: C2015-018-ZONE

## Schedule 'Y-2'



## PUBLIC HEARING REPORT



**TO:** Regional Board of Directors

**FROM:** Chair Terry Schafer, Electoral Area "C"

**DATE:** June 22, 2015

**RE:** Public Hearing Report on Amendment Bylaw Nos. 2452.14 and 2453.24

---

### **Purpose of Amendment Bylaw:**

The purpose of the amendment bylaws are to amend the Electoral Area "C" Official Community Plan (OCP) Bylaw No. 2452, 2008, and Zoning Bylaw No. 2453, 2008, is to adjust the zoning districts found on the subject property and to introduce "tourist cabins" as a permitted form of development in a "campground" use on the subject property.

### **Public Hearing Overview:**

The Public Hearing for Amendment Bylaw Nos. 2452.14 and 2453.24 was convened on Monday, June 22, 2015, at 7:00 p.m., at the Oliver Community Centre, 6359 Park Drive, Oliver.

There were 8 members of the public present.

Members of the Regional District Board present were:

- Chair Terry Schafer

Members of the Regional District staff present were:

- Christopher Garrish, Planning Supervisor
- Gillian Cramm, Recording Secretary

Chair Schafer called the Public Hearing to order at the Oliver Community Centre, Meeting Room at 6359 Park Drive, Oliver.

Pursuant to Section 890 and 892 of the *Local Government Act* in order to consider Amendment Bylaw Nos. 2452.14 and 2453.24, 2015.

In accordance with subsections 1 and 2 of Section 892, the time and place of the public hearing was advertised in the June 10 and June 17 editions of the Oliver Chronicle.

Copies of reports and correspondence received related to Amendment Bylaw Nos. 2452.14 and 2453.24, 2015 were available for viewing at the Regional District office during the required posting period.

### **Summary of Representations:**

There was no written brief submitted at the public hearing.

---

**Chair Schafer** called a first time for briefs and comments from the floor and noted that a binder is available which includes all written comments received to date and anyone wishing to review the comments could do so.

**Chair Schafer** asked if anyone wished to speak to the proposed bylaws.

Several questions were asked about the mobile home park/campground's future plans.

Catherine Hodge stated that she is in favour of the application.

**Chair Schafer** asked a second time if there was anyone who wished to speak further to the proposed bylaws.

**Chair Schafer** asked a third time if there was anyone who wished to speak further to the proposed bylaws and hearing none, declared the public hearing closed at 7:21 p.m.

Recorded by:

*Gillian Cramm*

Gillian Cramm  
Recording Secretary

Confirmed:



Christopher Garrish  
Planning Supervisor

Confirmed:

*Terry Schafer*

Terry Schafer  
Chair

**Lauri Feindell**

---

**Subject:** FW: Bylaw Referral - cabin use in a campground / zone boundary change (C2015.022-ZONE)

---

**From:** Collins, Martin J ALC:EX [<mailto:Martin.Collins@gov.bc.ca>]

**Sent:** April-27-15 11:02 AM

**To:** Lauri Feindell

**Subject:** RE: Bylaw Referral - cabin use in a campground / zone boundary change (C2015.022-ZONE)

No comments or objections – no ALR involved.

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



## Lauri Feindell

---

**From:** Danielson, Steven <Steven.Danielson@fortisbc.com>  
**Sent:** May-14-15 3:27 PM  
**To:** Christopher Garrish; Planning  
**Cc:** Mirsky, Nicholas  
**Subject:** Highway 97, 8487 RDOS (C2015.022-Zone, C2015.018-Zone)

With respect to the above noted file,

There are primary distribution facilities within the boundary of the subject property. The applicant is responsible for costs associated with any change to the subject property's existing service, if any, as well as the provision of appropriate land rights where required.

Otherwise, FortisBC Inc. (Electric) has no concerns with this circulation.

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

Best Regards,

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

**Nicholas Mirsky, B.Comm., AACI, P.App.**  
**Land Agent | Lands & Planning | FortisBC Inc.**

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



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\*"FortisBC" refers to the FortisBC group of companies which includes FortisBC Holdings, Inc., FortisBC Energy Inc., FortisBC Inc., FortisBC Alternative Energy Services Inc. and Fortis Generation Inc.

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**Lauri Feindell**

---

**Subject:** FW: Bylaw Referral - cabin use in a campground / zone boundary change (C2015.022-ZONE)

---

**From:** Sandy Croteau

**Sent:** May-21-15 4:29 PM

**To:** Lauri Feindell

**Subject:** RE: Bylaw Referral - cabin use in a campground / zone boundary change (C2015.022-ZONE)

No concern

Sandy Croteau  
250-490-4230



## Lauri Feindell

---

**Subject:** FW: Bylaw Referral - cabin use in a campground / zone boundary change (C2015.022-ZONE)

---

**From:** Cameron Baughen  
**Sent:** May-21-15 4:25 PM  
**To:** Lauri Feindell; Sandy Croteau  
**Subject:** RE: Bylaw Referral - cabin use in a campground / zone boundary change (C2015.022-ZONE)

Hi Lauri. This residential development has no connection with the Solid Waste Management Plan.

There may be an applicable Liquid Waste Management Plan for this area. Check with Darcy if you have any concerns.



**Cameron Baughen** • Solid Waste Management Coordinator  
Regional District of Okanagan-Similkameen  
101 Martin Street, Penticton, BC V2A 5J9  
p. 250.490.4203 • tf. 1.877.610.3737 • f. 250.492.0063  
[www.rdos.bc.ca](http://www.rdos.bc.ca) • [cbaughen@rdos.bc.ca](mailto:cbaughen@rdos.bc.ca)

---

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Your File #: C2452.14 Parkridge  
eDAS File #: 2015-02514  
Date: May 25, 2015

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

Attention: Lauri A Feindell, Planning Secretary

**Re: Proposed Bylaw 2453.24, 2015 for:  
That Part Lot 3 Lying North of Plan 4507,  
District Lot 28s, SDYD, Plan 3579  
8487 Highway 97, Oliver, BC**

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

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

Yours truly,

Robert Bitte  
District Development Technician

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



## Lauri Feindell

---

**From:** Beaupre, John <John.Beaupre@interiorhealth.ca>  
**Sent:** May-11-15 4:41 PM  
**To:** Planning 022  
**Subject:** Zoning Amendment - RDOS File: C2015.018-ZONE

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

Dear Mr. Garrish:

**Re: Proposed Amendment of Zoning to Formalize the Use of Cabins as Part of Existing Campground Operation**  
**Lot 3, Plan KAP3579, District Lot 28S, SDYD**  
**8487 Highway 97**

Thank you for the opportunity to provide comment on the above referenced proposal to adjust the zoning and OCP designation boundaries to formalize the use of cabins as part of an existing campground operation.

Provided that the 3 proposed camping cabins will have no plumbing fixtures, no water service connected to them and not generate any wastewater, this office has no objection to the proposed amendments to the zoning and OCP designation boundaries on part of the subject property.

Please contact me with any questions you may have.

Thank you.

John C. Beaupre, C.P.H.I.(C)  
Environmental Health Officer  
Interior Health Authority  
Penticton Health Protection  
105 – 550 Carmi Avenue, Penticton, BC, V2A 3G6  
Bus: (250) 770-5540  
Direct: (250) 492-4000 Ext: 2744  
Cell: (250) 809-7356  
Fax: (250) 770-5541  
Email: [john.beaupre@interiorhealth.ca](mailto:john.beaupre@interiorhealth.ca)  
Web: [www.interiorhealth.ca](http://www.interiorhealth.ca)

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# ADMINISTRATIVE REPORT



**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** July 2, 2015  
**TYPE:** Official Community Plan and Zoning Bylaw Amendment — Electoral Area “D”

---

## Administrative Recommendation:

**THAT** Bylaw No. 2456.07, 2015, Electoral Area “D-1” Official Community Plan Amendment Bylaw and Bylaw No. 2457.14, 2015, Electoral Area “D-1” Zoning Amendment Bylaw be read a first and second time and proceed to a public hearing;

**AND THAT** the Board considers the process, as outlined in the report from the Chief Administrative Officer dated July 2, 2015, to be appropriate consultation for the purpose of Section 879 of the *Local Government Act*;

**AND THAT**, in accordance with Section 882 of the *Local Government Act*, the Board has considered Amendment Bylaw No. 2452.14, 2015, in conjunction with its Financial and applicable Waste Management Plans;

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

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

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

---

Purpose: To amend subject properties from a mixed use (RMU) to a primary residential use only (RM3) zone.

Owners: various                      Agent: n/a                      Folios: various

Legal: various    Civic: various, Creekview Rd and Snow Mountain Pl, Apex

OCP: Mixed Use Apex Alpine (RMU)                      Proposed OCP: Medium Density Residential (MR)

Zoning: Mixed Use Apex Alpine (RMU)                      Proposed Zoning: Residential Multiple Family Three (RM3)

---

## Proposal:

This proposal seeks to amend the Official Community Plan (OCP) designation and zoning on the subject properties from a mixed use alpine zone that permits a number of commercial activities along with residential uses to a zone that is primarily residential.

Specifically, the existing Mixed Use Apex Alpine (RMU) Zone is to be replaced by a new Residential Multiple Family Three (RM3) Zone that permits single family, duplexes, multi-unit residential and special needs housing as principal uses. As well, the Official Community Plan designation will be replaced with a Residential Medium Density.

---

**Site Context:**

The subject properties are located along Creekview Road and Snow Mountain Place at the Apex Mountain Resort area and are situated to the north west of the main village core area. The subject properties range in size from approximately 500 m<sup>2</sup> to 3,000 m<sup>2</sup>. A total of 42 properties are affected by the proposed amendments. Out of the 42 properties, 11 have been developed (according to 2013 air photos), and of those 11, two consist of multi-unit strata development.

Adjacent properties are characterized as residential, both single family and multi-family homes. To the south is the ski hill area, to the north is a watercourse and gully with commercial and multi-family beyond. To the east is the main Apex parking lot and access to the 'village' area.

**Background:**

An application was received on March 3, 2015, from 13 landowners in the Creekview Road subdivision at Apex, requesting that their properties be rezoned from a mixed use zone (RMU) that permits commercial and residential uses, to a residential only zone.

The reason behind the applicant's request to rezone is the increase in taxes based on BC Assessment's recent decision to tax a mixed use as commercial. BC Assessment has confirmed that property owners did appeal their assessments in early 2015 but did not receive a change to their classification or value. For the upcoming 2016 assessment roll, BC Assessment would check the zoning on October 31, 2015, and if the properties have been placed in an "exclusive residential use" the properties would be placed in Class 01 – residential.

On April 16, 2015, a report went to the Regional Board requesting the application be deferred until after the current Electoral Area 'D-1' OCP review process is completed. At this meeting, the Regional Board passed a motion to proceed with an application from the 13 property owners on Creekview Road.

At the May 21, 2015 Planning & Development Committee meeting, a motion was made to proceed with the RDOS initiated land use amendments for the whole of Creekview Rd area.

**Referrals:**

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

Pursuant to Section 881 of the *Local Government Act*, the Regional District must consult with the relevant School District when proposing to amend an OCP for an area that includes the whole or any part of that School District. In this instance, School District No. 53 has been made aware of the proposed amendment bylaw.

Pursuant to Section 882 of the *Local Government Act*, after first reading the Regional Board must consider the proposed OCP amendment in conjunction with Regional District's current financial and waste management plans. The proposed OCP amendment has been reviewed by the Public Works Department and Finance Department, and it has been determined that the proposed bylaw is consistent with RDOS's current waste management plan and financial plan.

**Alternative:**

THAT Bylaw No. 2456.07, 2015, Electoral Area "D-1" Official Community Plan Amendment Bylaw and Bylaw No. 2457.14, 2015, Electoral Area "D-1" Zoning Amendment Bylaw be denied.

---

THAT Bylaw No. 2456.07, 2015, Electoral Area “D-1” Official Community Plan Amendment Bylaw and Bylaw No. 2457.14, 2015, Electoral Area “D-1” Zoning Amendment Bylaw be amended to include the property at 313 Creekview Rd.

**Public Process:**

At the June 9, 2015 meeting, the Electoral Area “D” Advisory Planning Commission passed a motion to approve the subject amendments.

A letter was sent to each owner informing them of the proposed change to the zoning of their property. One response was received from the property, that is in group ownership, located at 313 Creekview Rd, which is also located adjacent to the Apex ‘village’ area, requesting that the lot remain RMU.

Administration recommends that consideration by the APC as well as formal referral to the agencies listed at Attachment No. 1, the letters to individual landowners and the OCP process reflecting this proposal should be considered appropriate consultation for the purpose of Section 879 of the *Local Government Act*. As such, this process is seen to be sufficiently early and does not need to be further ongoing consultation.

Comments have been received from the xxxx and these are included as a separate item on the Board Agenda.

**Analysis:**

Under Electoral Area “D-1” Zoning Bylaw No. 2457, 2008, the Mixed Use Apex Alpine Zone (RMU) permits a number of commercial uses such as hotels, eating and drinking establishments, retail stores, and business offices amongst others, along with single family dwellings, duplexes, and multi-unit residential. The RMU zone also permits vacation rentals. The OCP designation, RMU, reflects the same area as the zoned lands.

The review of the “D-1” OCP currently underway includes addressing a number of land use issues at Apex Resort area. One of the issues being reviewed is the RMU designation and how it could be amended to separate the mainly residential areas and focus commercial activity to the village core area.

Generally Administration does not support ‘spot zoning’ unless there are very specific issues needing to be addressed on a property. In this case, Administration would support amending the land use for all the properties along Creekview Rd in order to provide consistency and a fair approach to land use instead of amending land for only 13 property owners.

From a planning perspective, amending the properties to a new Residential Medium Density (RM3) Zone would maintain a principal residential use, as requested and also provide for greater density in close proximity to the core village area of the Apex Resort. Greater density allows for improved services and infrastructure while maintaining a ‘village’ feel to the resort area. The proposed RM3 Zone would permit single family, duplexes, and multi-unit residential and would also permit vacation rentals. The OCP designation would need to be changed to a Medium Density Residential (MR) to reflect the new zoning.

In considering this proposal, Administration believes that to proceed in a timely and fair manner, initiating amendments to properties along Creekview Road and Snow Mountain Rd is best way to proceed.

---

The property located at 313 Creekview Rd is proposed to remain as RMU with the potential to develop some commercial, as requested by the group of owners. Given its proximity to the main Apex core area, that particular parcel remaining as a mixed use RMU zone is seen to be beneficial and is aligned with future directions for Apex.

Conversely, the Board should be made aware that there may be future land use conflicts created by allowing one RMU parcel to remain with commercially potential. The panhandle access from Creekview Rd may also be seen as problematic; however, it may also be possible to access the property from the Apex parking lot.

The new amendments to the OCP will be incorporated into the D-1 OCP updating process.

While there may be further amendments to zoning within D-1 and Apex, resulting from the updated OCP; however, at this time any other potential amendments will be dealt with after the new OCP is adopted.

**Respectfully submitted:**

*ERiechert*

E. Riechert, Planner

**Endorsed by:**



C. Garrish, Planning Supervisor

**Endorsed by:**

\_\_\_\_\_  
D. Butler, Development Services Manager

Attachments: No. 1 – Agency Referral List

No. 2 – Ortho Photos 2013

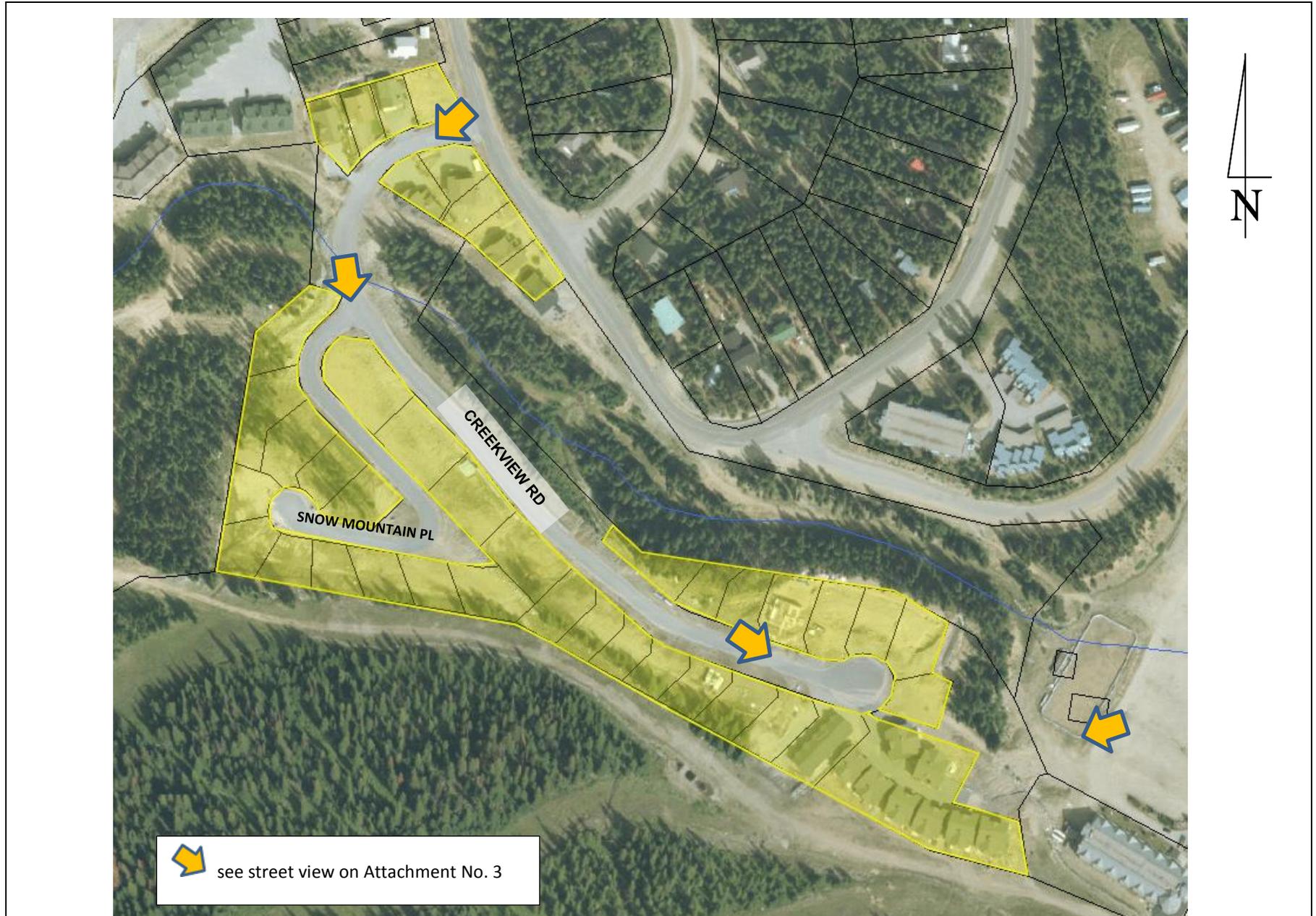
No. 3 – Google Streetview

Attachment No. 1 – Agency Referral List

Referrals to be sent to the following agencies as highlighted with a , prior to the Board considering first reading of Amendment Bylaw No. 2456.07, 2015, and No. 2457.14, 2015.

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

Attachment No. 2 – Ortho Photo 2013



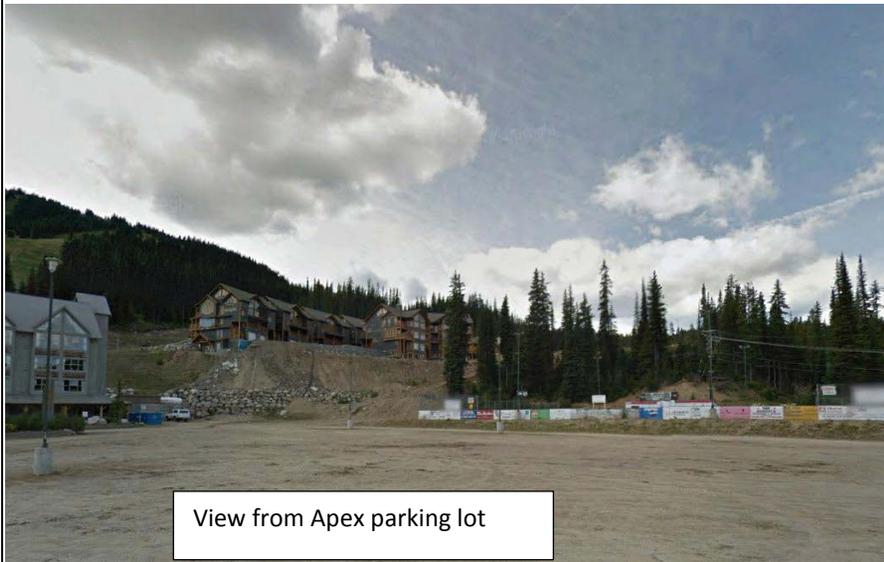
Attachment No. 3 – Google Streetview



View from intersection of Creekview Rd and Snow Mountain Place, looking south



View from intersection of Creekview Rd and Strayhorse Rd



View from Apex parking lot



View from end of Creekview Rd cul-de-sac looking south east.

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**

**BYLAW NO. 2456.07 2015**

---

**A Bylaw to amend the Electoral Area "D-1"  
Official Community Plan Bylaw No. 2456, 2008**

---

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

1. This Bylaw may be cited for all purposes as the "Electoral Area "D-1" Kaleden-Apex Southwest Sector Official Community Plan Amendment Bylaw No. 2456.07 2015."
2. The Official Community Plan Bylaw Map, being Schedule 'B' of the Electoral Area "D-1" Official Community Plan Bylaw No. 2456, 2008, is amended by changing the land use designation of the area shown shaded yellow on Schedule 'X', which forms part of this Bylaw, from Mixed Use Apex Alpine (RMU) to Medium Density Residential (MR).

READ A FIRST AND SECOND TIME this \_\_ day of \_\_\_\_\_, 2015.

PUBLIC HEARING held on this \_\_ day of \_\_\_\_\_, 2015.

READ A THIRD TIME this \_\_ day of \_\_\_\_\_, 2015.

ADOPTED this \_\_ day of \_\_\_\_\_, 2015.

---

Board Chair

---

Corporate Officer

# Regional District of Okanagan-Similkameen

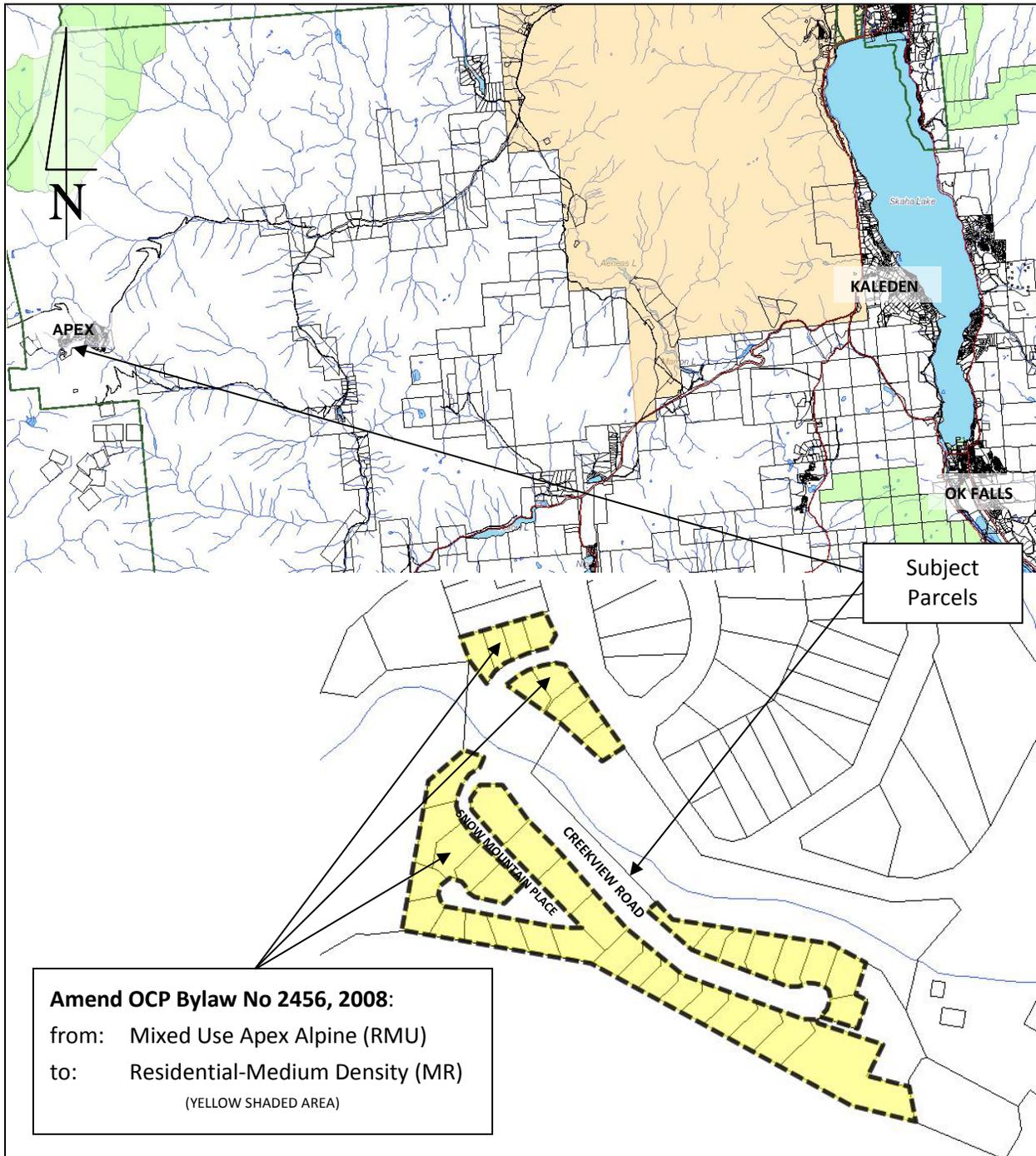
101 Martin St, Penticton, BC V2A 5J9  
Tel: (250) 492-0237 Fax (250) 492-0063



Amendment Bylaw No. 2456.07, 2015

File No.: D2015.026-ZONE

## Schedule 'X'



**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN****BYLAW NO. 2457.14, 2015**

---

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

---

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

1. This Bylaw may be cited for all purposes as the “Electoral Area “D” Kaleden-Apex Southwest Sector Zoning Amendment Bylaw No. 2457.14, 2015.”
2. The Official Zoning Map, being Schedule ‘2’ of the Electoral Area “D” Zoning Bylaw No. 2457, 2008, is amended by changing the land use designation on lands described as in table below and as shown on Schedule ‘Y’:

<b>Lot</b>	<b>District Lot,</b>		<b>Additional descriptor</b>	<b>Plan</b>
1-7 & 10-17	395s	SDYD	Except Plan KAS3409 (Phases 1-4)	KAP83847
1-5	395s	SDYD	Together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown Form V	KAS3992
1-21	395s	SDYD	Together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on Form V	KAS3409
1-11	395s	SDYD	Together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on Form 1 or V	KAS3172
1-4	395s	SDYD		KAP81773
3-6	395s	SDYD		KAP68689

A & B	395s	SDYD	Together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on Form 1 or V	KAS2448
A & B	395s	SDYD	Together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on Form 1 or V	KAS2366
C	395s	SDYD		KAP69221
1-2	395s	SDYD	Together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on Form 1 or V	KAS3100
1-2	395s	SDYD	Together with an interest in the common property in proportion to the unit entitlement of the strata lot as shown on Form 1 or V	KAS2945

And shown shaded yellow on Schedule ‘Y’ which forms part of this Bylaw, from Apex Alpine Mixed Use (RMU) to Residential Multiple Family Three (RM3).

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

i) adding a new sub-section 12.3, under Section 12.0 (Medium Density Residential), to read as follows:

### **12.3 RESIDENTIAL MULTIPLE UNIT THREE ZONE (RM3)**

#### **12.3.1 Permitted Uses:**

##### Principal uses:

- a) single detached dwellings;
- b) duplex dwellings;
- c) multi-unit residential;
- d) special needs housing;
- e) vacation rental, subject to Section 7.28

##### Secondary uses:

- f) amenity area, accessory to multi-unit residential;
- g) bed and breakfast, subject to 7.19;
- h) care centre, minor, accessory to residential building;
- i) home occupation, subject to Section 7.17;

- j) accessory buildings and structures, subject to Section 7.13

**12.3.2 Site Specific Residential Multiple Family (RM3s) Provisions:**

- a) see Section 16.14

**12.3.3 Minimum Parcel Size:**

- a) 1,000 m<sup>2</sup>, subject to servicing requirements.

**12.3.4 Minimum Parcel Width:**

- a) 30 metres

**12.3.5 Maximum Density:**

- a) one (1) single detached dwelling per parcel; or
- b) one (1) duplex dwelling per parcel; or
- c) 55 dwelling units per ha for multi-unit residential buildings, subject to servicing requirements.

**12.3.6 Minimum Setbacks:**

- a) Buildings and Structures:
  - i) Front parcel line: 6.0 metres
  - ii) Rear parcel line: 3.0 metres
  - iii) Exterior side parcel line: 5.0 metres
  - iv) Interior side parcel line: 3.0 metres
- b) Accessory Buildings or Structures:
  - i) Front parcel line: 6.0 metres
  - ii) Rear parcel line: 1.0 metres
  - iii) Interior side parcel line: 1.5 metres
  - iv) Exterior side parcel line: 5.0 metres
- c) Despite Section 12.3.6 a) b) and c) internal parcel lines for a strata subdivision are subject to Section 7.21.

**12.3.7 Maximum Height:**

- a) No multi-unit residential building shall exceed a height of 12.0 metres; or
- b) No single detached dwelling or duplex building shall exceed a height of 10.0 metres; and
- c) No accessory building or structure shall exceed a height of 5.5 metres.

**12.3.8 Maximum Parcel Coverage:**

- a) 50%

**12.3.9 Amenity Area for Multi-Unit Residential:**

- a) 7.0 m<sup>2</sup> per unit for bachelor units;
- b) 12.0m<sup>2</sup> per unit for one bedroom units; and
- c) 18.0 m<sup>2</sup> per unit for two or more bedroom units.

**12.3.10 Minimum Building Width and Width-to-Length Ratio:**

- a) Principal dwellings: 5.0 metres in width, as originally designed and constructed, and a width-to-length ratio of 1:4 or less.

- ii) adding a new sub-section 16.14, under Section 16.0 (Site Specific Provisions), to read as follows:

**16.14 Site Specific Residential Multiple Family Three (RM3s) Provisions:**

- a) *blank*

- iii) by renumbering those sub-sections that follow sub-section 16.14, as well as any references to these same sub-sections found in Sections 13.0 to 15.0.

READ A FIRST AND SECOND TIME this \_\_ day of \_\_\_\_, 2015.

PUBLIC HEARING held on this \_\_ day of \_\_\_\_, 2015.

READ A THIRD TIME this \_\_ day of \_\_\_\_, 2015.

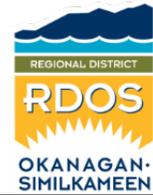
ADOPTED this \_\_ day of \_\_\_\_, 2015.

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

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

# Regional District of Okanagan-Similkameen

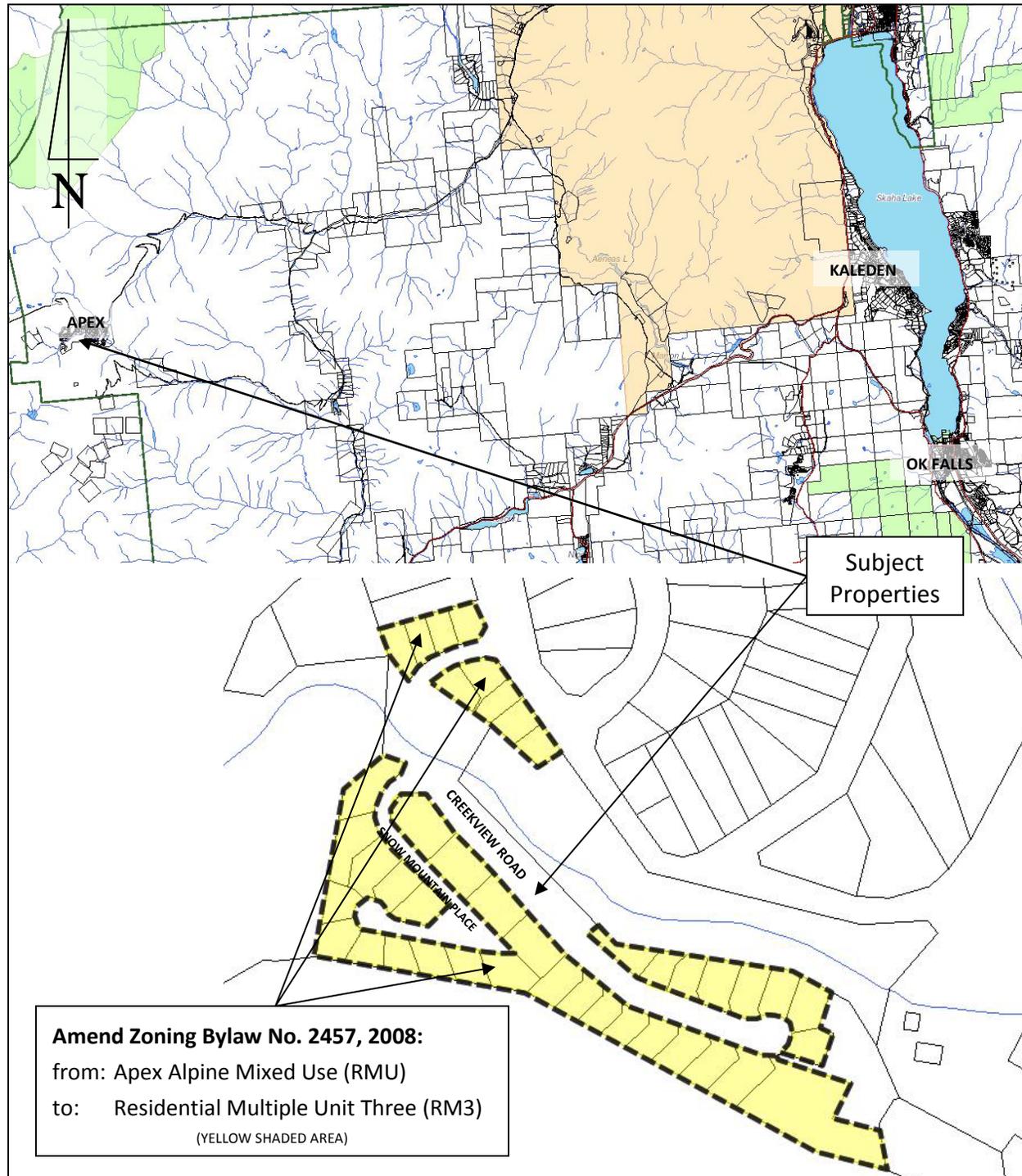
101 Martin St, Penticton, BC V2A 5J9  
Tel: (250) 492-0237 Fax (250) 492-0063



Amendment Bylaw No. 2455.07, 2015

Project No: D2015-026-ZONE

## Schedule 'Y'



## Lauri Feindell

---

**From:** Cameron Baughen  
**Sent:** June-10-15 12:41 PM  
**To:** Lauri Feindell; Sandy Croteau  
**Cc:** Roger Huston; Evelyn Riechert  
**Subject:** RE: Bylaw Referral - Apex  
**Attachments:** D2015.026-ZONE (Paakspuu et al).docx

Hi Lauri and Evelyn,

The Solid Waste Management Plan would oppose more residential development until such time we have a Waste Transfer Station in place. As this appears to not increase residential units (language change) the SWMP would not oppose it. Comments attached.

**Cameron Baughen, RDOS Solid Waste Management Coordinator**

101 Martin Street, Penticton BC  
Ph 250-490-4203 TF 1-877-610-3737  
[cbaughen@rdos.bc.ca](mailto:cbaughen@rdos.bc.ca) [www.rdos.bc.ca](http://www.rdos.bc.ca)

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---

**From:** Lauri Feindell  
**Sent:** June-10-15 12:00 PM  
**To:** Sandy Croteau; Cameron Baughen  
**Cc:** Roger Huston; Evelyn Riechert  
**Subject:** FW: Bylaw Referral - Apex

Sandy and Cam,

Pursuant to Section 882 of the *Local Government Act*, after first reading the Regional Board must consider the proposed OCP amendment in conjunction with Regional District's current financial and waste management plans.

Please advise if the proposed Bylaws are consistent with the RDOS's current waste management plan and financial plan.

If you have any questions with respect to this Bylaw, (Referral attached, the Final bylaw not yet completed), please contact Evelyn,

Thank you,

Lauri

## Lauri Feindell

---

**From:** Sandy Croteau  
**Sent:** June-10-15 12:27 PM  
**To:** Lauri Feindell  
**Subject:** RE: Bylaw Referral - Apex

No issues

Sandy Croteau  
250-490-4230

---

**From:** Lauri Feindell  
**Sent:** June-10-15 12:00 PM  
**To:** Sandy Croteau; Cameron Baughen  
**Cc:** Roger Huston; Evelyn Riechert  
**Subject:** FW: Bylaw Referral - Apex

Sandy and Cam,

Pursuant to Section 882 of the *Local Government Act*, after first reading the Regional Board must consider the proposed OCP amendment in conjunction with Regional District's current financial and waste management plans.

Please advise if the proposed Bylaws are consistent with the RDOS's current waste management plan and financial plan.

If you have any questions with respect to this Bylaw, (Referral attached, the Final bylaw not yet completed), please contact Evelyn,

Thank you,

Lauri

## Lauri Feindell

---

**From:** Referral Apps REG8 FLNR:EX <ReferralAppsREG8@gov.bc.ca>  
**Sent:** June-11-15 8:03 AM  
**To:** Lauri Feindell  
**Subject:** RE: Bylaw Referral - Apex

Hi Lauri,

The Ecosystems Section of the Ministry of Forest Lands & Natural Resources has reviewed the above mentioned referral and has "No Comment".

Thank you for referring the referral to our Ministry.

Cathy Lacey  
Admin Support  
MOE/MFLNRO Penticton

---

**From:** Lauri Feindell [<mailto:lfeindell@rdos.bc.ca>]  
**Sent:** Wednesday, May 27, 2015 3:53 PM  
**To:** [HBE@interiorhealth.ca](mailto:HBE@interiorhealth.ca); 'mbjerkan@sd53.bc.ca' ([mbjerkan@sd53.bc.ca](mailto:mbjerkan@sd53.bc.ca)); Referral Apps REG8 FLNR:EX; Hughes, Pat D FLNR:EX; [onareception@syilx.org](mailto:onareception@syilx.org); PIB Referrals ([referrals@pib.ca](mailto:referrals@pib.ca)); Cooper, Diana FLNR:EX; [fbclands@fortisbc.com](mailto:fbclands@fortisbc.com); [alisa.Corscadden@fortisbc.com](mailto:alisa.Corscadden@fortisbc.com); Johnson, Jerry FLNR:EX; Rhodes, Gillian GCPE:EX  
**Subject:** Bylaw Referral - Apex

Re: Bylaw No.(s) 2457.14 and 2456.07, 2015  
Project No.: D2015.026-ZONE

Please review the attached Bylaw Referral and attachments and forward any comments you may have to [planning@rdos.bc.ca](mailto:planning@rdos.bc.ca). If you have any queries please contact Evelyn Riechert, at 250-490-4204 or [eriechert@rdos.bc.ca](mailto:eriechert@rdos.bc.ca). Please forward any comments by June 26, 2015.

Sincerely,



**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)

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## ADMINISTRATIVE REPORT



**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** July 2, 2015  
**RE:** OPRS 2015-2019 Five Year Financial Plan Amendment

---

### Administrative Recommendation:

**THAT the Board of Directors support a Five-year Financial Plan Amendment in the amount of \$55,000 for Oliver Parks and Recreation Parks to fund an Age-Friendly Outdoor Fitness Park and paving of a pathway in Lion's Park for the purpose of creating a circuit for the Age-Friendly Outdoor Fitness Park.**

### Reference:

Bylaw 2686,2015 2015-2019 Five Year Financial Plan

### History:

Amendments to the approved Five-year Financial Plan are brought forward as supporting resolutions with bylaw amendments taking place in aggregation annually.

### Analysis:

After the 2015 budget was approved, the Oliver Parks and Recreation Society (OPRS) received notification that they were successful in their grant application of \$20,000 from UCBM for an Age-Friendly Outdoor Fitness Park. The grant will help cover items such as equipment purchase, community engagement, signage, promotion etc. In addition to the grant, the project has also received donation funds in the amount of \$15,000.

Community consultation on the project has determined that the older adults in the community want a circuit park rather than a cluster park. To accommodate this, paving a new portion of pathway in Lion's Park is necessary. A map of the proposed circuit pathway is included for your reference. The additional funding for the pathway paving would require use of OPRS Parks Reserve.

At the June 15<sup>th</sup> OPRS Board Meeting, the Board passed the following motion:  
*"to requisition \$20,000 from the Parks reserve to fund the paving of a pathway in Lion's Park for the purpose of creating a circuit for the Age-Friendly Outdoor Fitness Park"* Clarke/Knodel **CARRIED**

To note, Lion's Park is a Town park and the RDOS does not have an agreement regarding the operation of this park. However, the park is within the area defined in the service establishment bylaw for OPRS Parks service and the reserve funding collected within this service is contributed to by both Electoral Area 'C' and the Town of Oliver.

At the end of 2014, the OPRS Parks Reserve had a balance of \$275,600. The 2015 approved budget utilize \$140,475 of reserve funding leaving a balance available for this project of \$135,125.

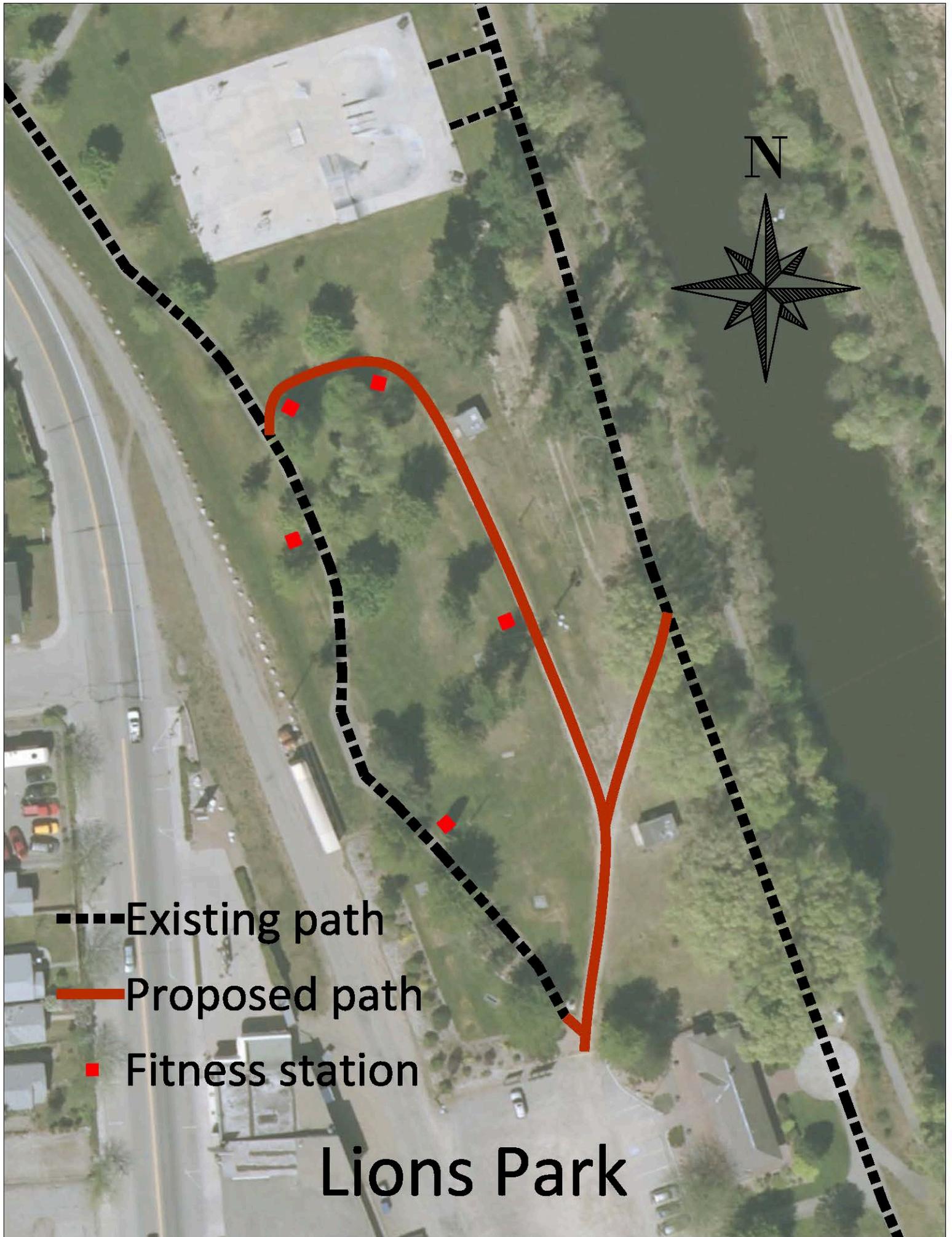
In summary, the \$55,000 project will include an Age Friendly Fitness Park component at \$35,000 funded from grants and donations and a \$20,000 paved pathway component funded from Reserves.

**Respectfully submitted:**

*"Sandy Croteau"*

---

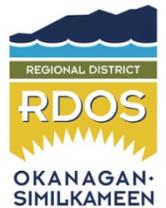
S. Croteau, Finance Manager



- Existing path
- Proposed path
- Fitness station

# Lions Park

## ADMINISTRATIVE REPORT



**TO:** Board of Directors  
**FROM:** Bill Newell, CAO  
**DATE:** 2 July 2015  
**RE:** Award of Contract – Okanagan Falls Downtown Plan/ Phase II

---

### RECOMMENDATION:

That the Board authorize COUNTERPOINT COMMUNICATIONS Inc. to proceed with Phase II of the Okanagan Falls Downtown Development Plan at a cost of \$49,950.00, excluding GST.

### REFERENCE:

1. Okanagan Falls Town Centre Revitalization Visioning Exercise - Phase 2
2. RDOS Purchasing Policy

### HISTORY:

The Regional District, Electoral Area D is taking a phased process to develop a design-focused economic revitalization plan and implementation strategy for Okanagan Falls Town Centre. Phase 2, and builds on the work recently completed in Phase 1, which included:

- an analysis of current conditions (development trends and market demand; transportation assessment; SWOT analysis);
- stakeholder and approving agency consultation;
- identification of 'place magnet' opportunities;
- the development of preliminary alternative scenarios and street network plans; and community review and feedback via an open house and survey
- a Phase 1 Summary Report

Phase 2 will take the work that was developed in Phase 1 and, through an inclusive and multi-disciplinary integrated design workshop (or 'Charrette') process that involves a wide range of stakeholders, develop a preferred draft Revitalization Plan that is both broadly supported by the community and implementable.

S. 9.3 of the Purchasing Policy provides that, "The Board shall approve all purchases which are not included in the budget or which exceed the budgeted amount of the function. The Board shall also approve those tenders where the accepted supplier is not the lowest qualified bid meeting specifications or requirements".

While the CAO has the authority to award contracts, including sole-sourced contracts meeting described conditions, up to \$50,000,00, this proposal is close enough to the threshold that it was deemed beneficial to send it to the Board for approval.

### ALTERNATIVES:

1. Award the contract
2. Direct that the contract go to competition

---

L:\Board Staff Reports\2015\2015-07-02\Boardreports\Approved\D1 OK Falls Downtown Phase 2 Award.Docx

File No: [Click here to](#)

## **ANALYSIS:**

This is Phase II of a project where a certain expertise is required. It was sent out for competition at Phase I and the selection team decided at that time that Counterpoint Communications offered the best value. The community and the Board were pleased with the Phase I activities and report and have determined that the knowledge gained by the consultants in the first phase and the connections made with the community would be hard to replace.

# Okanagan Falls Town Centre Revitalization Visioning Exercise Phase 2

Regional District of Okanagan-Similkameen

May 2015

submitted by

**COUNTERPOINT COMMUNICATIONS INC.**

and

**URBAN FORUM ASSOCIATES**

Town Planning + Urban Design + Communications

with

Frank Ducote Urban Design

Contact:

Bob Ransford  
ransford@counterpoint.ca  
1-866-824-8337



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# OKANAGAN FALLS TOWN CENTRE REVITALIZATION VISIONING EXERCISE – PHASE 2

## 1. Team

**COUNTERPOINT COMMUNICATIONS INC.** (CCI) and **URBAN FORUM ASSOCIATES** (UFA), with graphics support from **Frank Ducote Urban Design** (FDUD), is pleased to submit this proposal to the Regional District of Okanagan-Similkameen (RDOS) to undertake Phase 2 of the Okanagan Falls Town Centre Revitalization Visioning Exercise. This builds on our recently completed work in Phase 1 to develop an implementable Town Centre Revitalization Plan for Okanagan Falls. Phase 2 is focused on a two-day integrated design workshop, or ‘charrette’, with invited stakeholders in Okanagan Falls.

Our team will be carried forward from Phase 1, augmented by the addition of a 3D graphics specialist. Our key team members and their roles include:

<b>Counterpoint Communications Inc.</b>	Land & Development Economics, Strategic Planning, Prime Consultant
Bob Ransford	Team Leader, Project Manager
<b>Urban Forum Associates</b>	Land Use Planning, Urban Design, Community Engagement
Lance Berelowitz AA DIPL MCIP RPP	Lead Planner, Charrette Facilitator
Emory Davidge B.URPL	Charrette Facilitator, Planner
Susan Milley BFA MLA	Charrette Facilitator, Graphics
<b>Frank Ducote Urban Design</b>	Urban Design & Graphics
Frank Ducote MCIP B.Arch MCRP	Urban Designer, 3D graphics specialist

Frank Ducote will provide specialist urban design graphics expertise during and after the charrette, to generate character sketches and 3D renderings of design proposals, which will be included in the Town Centre Revitalization Plan that emerges out of the charrette.

**Boulevard Transportation Group (BTG)** was retained in Phase 1 to provide transportation planning/engineering advice and support, and we would recommend that the RDOS retain the services of BTG (or another transportation firm) directly in Phase 2, to attend the charrette and provide advice on transportation issues, and to provide further transportation planning/engineering input to the Town Centre Revitalization Plan that emerges out of the charrette.

This proposal does not include the services of a transportation consultant.

## 2. Project Understanding

We understand that this is a phased process to develop a design-focused economic revitalization plan and implementation strategy for Okanagan Falls Town Centre. This proposal is for Phase 2, and builds on the work recently completed in Phase 1. This is intended to be the second phase of the process that will deliver a design-focused plan to help Okanagan Falls Town Centre adapt to changing economic circumstances in order to prosper, and to better position the town centre to attract new economic activity.

Phase 1 included:

- an analysis of current conditions (development trends and market demand; transportation assessment; SWOT analysis);
- stakeholder and approving agency consultation;
- identification of 'place magnet' opportunities;
- the development of preliminary alternative scenarios and street network plans; and
- community review and feedback via an open house and survey
- a Phase 1 Summary Report

The review and feedback received indicated strong community support for moving in the direction of orienting future growth, private development/redevelopment and public initiatives in the town centre towards Lake Skaha and away from Highway 97.

Phase 2 will take the work that was developed in Phase 1 and, through an inclusive and multi-disciplinary integrated design workshop (or 'Charrette') process that involves a wide range of stakeholders, develop a preferred draft Revitalization Plan that is both broadly supported by the community and implementable.

Phase 3 will be undertaken as a separate contract after conclusion of this phase of work, and will include a final Summary Report and Implementation Plan, with recommendations for implementation, phasing, and funding options.

The following flowchart describes the phases and the key tasks/deliverables in each phase of work. This proposal is for the provision of Phase 2 services.

**2.1 Planning Process**

**PHASE 1  
(complete)**

**SITUATION ANALYSIS**

- detailed review of land ownership
- SWOT analysis
- research on two or three place magnet possibilities
- technical reviews (development trends, transportation, infrastructure)



**EARLY PUBLIC ENGAGEMENT**

- visioning workshops with stakeholders
- discussion of place magnets and idea-generation session
- a 'walkshop' identifying public realm improvement possibilities
- develop alternative scenarios
- public forum/open house
- Phase 1 Summary Report



**PHASE 2**

**DESIGN BRIEF**

- statement of the vision
- Phase 1 summary
- findings of SWOT analysis
- outline of design principles
- charrette schedule & process outline



**INTEGRATED DESIGN CHARRETTE**

- engages all stakeholders
- multi-day design workshop
- multidisciplinary design team
- inclusive, transparent, responsive
- leads to a common vision
- draft Revitalization Plan



**PHASE 3**

**SUMMARY REPORT & IMPLEMENTATION PLAN**

- final Summary Report
- review with approving agencies
- includes implementation strategy, phasing, and funding options

## 2.2 Planning Goals

As defined in Phase 1, the Revitalization Plan will address the following planning goals:

- **PLACE MAGNETS AND CHARACTER:**  
The vision should define in a physical sense the key form-makers and one or two main attractors that can create a distinctive sense of place with a clear identity for the town centre, bringing people (locals and visitors) to the area to spend time and money.
- **LAND USE:**  
The plan should address the land use requirements for those form-makers and attractors and the mix of other uses that will support the town centre being a people place – the physical land use pattern and the regulatory framework that activates all of that (OCP designation and zoning).
- **TRANSPORTATION:**  
The vision should include a transportation circulation plan (for pedestrians, cyclists and automobiles/goods vehicles) that makes it easier and safer for people to move about the town centre without automobiles (conflicting with them or requiring them to drive one to move about), and to access local services and attractions. The circulation plan will need to address the fact that Highway 97 (Main Street/9 Avenue) is a provincial highway, subject to Ministry of Transportation approvals, and thus restricted in possible changes.
- **URBAN DESIGN:**  
The final plan should include Development Permit Area design guidelines that are performance-based rather than prescriptive but help to define the physical improvements/design details that are essential for the town centre to evolve over time to what it aspires to be.
- **PROGRAMMING AND COMMITMENT:**  
The plan should include a set of values and a clear articulation of a vision that speaks to how the plan can be implemented and what players need to act in concert to evolve the town centre toward the vision. The plan should include a commitment to ongoing community engagement and a governance approach that champions the vision well into the future.

## 2.3 Planning Principles

A set of key Planning Principles for the Town Centre Revitalization Vision was developed in Phase 1 and endorsed by the community through feedback received:

- **Accept that Highway 97 will remain a major transportation corridor through Okanagan Falls Town Centre.**
- **Create a mixed-use "Place Magnet" that will serve as the Town Centre's focal point and capitalizes on the regional attributes that attract visitors and tourists.**
- **Recognize Skaha Lakefront as the Town Centre's greatest asset. Intensify and enhance lakefront and recreational/visitor experiential activities on Skaha Lake as a second "Place Magnet".**
- **Secure uninterrupted public pedestrian lakefront access.**
- **Create an Urban Agriculture/Local Food Hub "Place Magnet" for visitors and tourists.**
- **Develop integrated Pedestrian and Cycling Networks that have significant potential to attract more visitors, tourists and local residents to the Town Centre.**
- **Build on the Town Centre's existing strengths and assets.**
- **Support residential densification in and immediately adjacent to the Town Centre, to support local businesses.**

These planning principles, and the work undertaken in Phase 1, will inform development of the preferred Town Centre Revitalization Plan in Phase 2.

### 3. Work Plan

#### Task 1 – Phase 2 Start-up Meeting (Visit #1, same day)

The team leader and co-leader will attend a start-up meeting in Okanagan Falls/Penticton with the RDOS's project manager, RDOS director, and other RDOS staff as required.

Review outcomes of Phase 1. Review Phase 2 goals, objectives and planning principles. Confirm the Charrette event duration, dates, schedule, participants, venue arrangements and deliverables. Confirm expected type and level of support needed from RDOS during this event.

Jointly develop an engagement strategy to ensure participation by RDOS Planning staff, key community stakeholders and the wider public. Review methods and responsibilities for engagement.

Communicate all relevant information to other team members, via email and/or a team telephone conference call if necessary. Schedule telephone conference(s) with the client to liaise on the engagement strategy and update progress.

#### Task 2 – Charrette Design Brief

Based on the Phase 1 outcomes, develop a detailed *Charrette Design Brief* to frame and guide the charrette process. The *Charrette Design Brief* will explain the purpose of the charrette. It will summarize the Phase 1 outcomes and outline the charrette goals, objectives, process, schedule, participant expectations, and expected outcomes. It will include a study area map and description of the Town Centre Revitalization Plan purpose and process, and background briefing materials on the 'place magnet' concept.

Submit the *Charrette Design Brief* to the RDOS for distribution to all charrette participants in advance of the charrette.

#### Task 3 – Prepare for Integrated Design Charrette

Work with RDOS staff to organize the charrette and source a suitable venue that accommodates approximately 40 participants in addition to up to four consultant facilitators, a transportation consultant, RDOS Planning staff and RDOS support staff. The community participants should include key land owners/developers; representatives of the local business community, including the wine and tourism industries; RDOS Advisory Planning Commission representatives; local recreation and cultural representatives and other community representatives.

Consultants will prepare a charrette invitation for RDOS to circulate to prospective participants. RDOS to monitor RSVPs and manage sign-up list and contact information.

RDOS will provide or arrange the following for the charrette:

- advertising and/or invitations, and monitor RSVPs
- venue
- tables and chairs
- pin-up space/surfaces
- easels and flipcharts
- food and refreshments
- sign-in table with staff
- photocopier
- a/v equipment
- aerial maps of study area at suitable scale

RDOS will invite MoTI staff and its transportation consultant to attend and participate in the charrette.

## OKANAGAN FALLS TOWN CENTRE REVITALIZATION VISIONING EXERCISE – PHASE 2

We will provide drawing materials and tools, and prepare graphic material and PowerPoint presentations for the charrette, and a feedback questionnaire.

Review questionnaire with client.

### **Task 4 – Integrated Design Charrette (Visit #2, 2 nights)**

Consultant team will prepare for and facilitate a two-day integrated design charrette in Okanagan Falls.

The charrette will be facilitated by a multi-disciplinary team of consultants including a land use planner, urban planner, graphic renderer, urban development specialist (and a transportation planner invited by the RDOS). The charrette will be an inclusive, transparent and interactive process that engages a wide range of interest groups and stakeholders, leading towards a common vision.

The charrette will be based on the preferred direction emerging from Phase 1. The charrette will provide an opportunity for a range of issues to be further explored and resolved in real time jointly by the public stakeholders and the design professionals. A charrette offers the advantage of giving the design/planning professionals and the public stakeholders immediate feedback while also building support for the plan by all participants, who will share ownership of the plan.

The design charrette will take place over a period of two days, and will include the participation of invited stakeholders, RDOS staff and community representatives on the first day, development of the preferred plan by the design consultants on the second day, and a Public Review of the outcomes at the conclusion of the charrette. For logistical reasons, a maximum of up to 40 participants are assumed, in addition to the consultants and RDOS staff. Up to four consultants (plus a transportation planner invited by the RDOS) will attend. Key invited stakeholders could include MoTI staff, RDOS Board directors, RDOS Advisory Planning Commission representatives, and other public agency representatives.

### **Charrette Process & Schedule:**

Day 1 (10:00 am – 6:00 pm):

Plenary Session:

- Welcome and Introductions
- review charrette process, schedule and expectations
- review Phase 1 outcomes and initial scenario options
- review community feedback indicating a preferred direction, which will be the basis of the charrette
- Presentation on 'Place Magnets'

Breakout Session 1:

- break into smaller group sessions, each facilitated by a consultant
- work on initial Town Centre Plan directions based on the preferred scenario developed in Phase 1
- brainstorm ideas, explore potential 'Place Magnets'

Lunch Break (lunch provided on-site by RDOS)

Breakout Session 2:

- continue small group sessions: continue to work on initial Town Centre Plan directions based on the preferred scenario developed in Phase 1
- smaller groups could focus on specific areas of the plan (e.g. Highway 97, lakefront, place magnet, pedestrian/bicycle networks, transportation, etc.)

## OKANAGAN FALLS TOWN CENTRE REVITALIZATION VISIONING EXERCISE – PHASE 2

Day 2 (10:00 am – 8:00 pm):

Planning & Design Session:

- the consultant team will work without stakeholders present to develop a preferred Town Centre Revitalization Plan concept based on Day 1 outcomes

Lunch break (lunch provided on-site by RDOS)

Planning & Design Session continued:

- finalize concept plan diagrams, sketches and sections
- prepare graphics for public presentation
- (the transportation planner to meet separately with MOTI staff to review the transportation implications emerging from the charrette and scope out technical transportation work that may be required post-charrette)

Public Review (6:00–8:00 pm):

- facilitate a Public Review at end of charrette to present outcomes
- respond to questions and comments
- seek community feedback via a questionnaire, to be completed at the event or afterwards, and submitted to RDOS
- next steps

### **Task 5 – Post-Charrette Graphics**

The consultants' graphics specialist will prepare a set of character sketches and 3D renderings illustrating the preferred Town Centre Revitalization Plan, for inclusion in the Phase 2 report.

### **Task 6 – Post-Charrette Client Review (Visit #3, same day)**

Receive and summarize community feedback from completed questionnaires.

The consultant team leader and co-leader will meet with RDOS staff and Directors in Penticton to review the charrette outcomes and community feedback. Confirm direction.

### **Task 7 – Draft Revitalization Plan Report**

Post-charrette, the consultants will refine the charrette graphic material, and prepare a draft report summarizing the preferred Town Centre Revitalization Plan and public consultation process. This report will:

- describe the project process (Phases 1 and 2)
- describe the project goals, the charrette process and the resulting plan, in both words and graphics
- cover the entire project process, highlighting stakeholder involvement and decision-making processes
- include text and graphics that summarize the resulting 'Town Centre Revitalization Plan' e.g. a Land Use Plan, Place Magnet design concept, a rendered and annotated Illustrative Plan, supporting drawings, character sketches and 3D renderings, and specific recommendations for physical improvements
- include a draft Street Network Plan
- include plans and cross-sections through Highway 97 illustrating any proposed changes
- include plans and cross-sections through other streets illustrating any proposed changes
- include a Pedestrian Network Plan
- include a Bicycle Network Plan
- include an Open Space/Public Realm Plan
- include a Height and Density Plan

## OKANAGAN FALLS TOWN CENTRE REVITALIZATION VISIONING EXERCISE – PHASE 2

- identify potential incentives that the regional (or future local) government could implement to incentivize development (e.g. tax relief, fast track the development approvals process, rezoning/development permit fees relief, density bonus/transfer, parking relaxations, other development standards relaxations, establishing a BIA, creating a DP Area, land contributions, etc.)
- identify transportation recommendations

Submit draft Revitalization Plan Report to client.

### **Additional Resources/Tasks:**

#### **Transportation Consultant Charrette Input\***

As noted above, we recommend that the RDOS retain a transportation planner separately to attend the charrette and provide advice on transportation issues and design options for consideration. The transportation planner would work with the other consultants to optimize transportation-related directions.

MoTI staff should be invited by the RDOS to work with the transportation planner during and immediately after the charrette, to provide input on transportation-related issues and to define required post-charrette technical transportation work. This could take place in a separate workshop.

*\* This task is not included in our proposal.*

#### **Optional Task – RDOS Website Feedback**

The RDOS may seek additional community feedback on the charrette outcomes by scanning and posting the charrette graphic material and questionnaire to its website, and receiving feedback online. The consultants will assist in this task as requested by the client.

This optional task is in addition to the scope of work described above and will be charged for accordingly.

#### **Optional Task – RDOS Board Presentation**

If requested, the team leader and co-leader will attend a meeting of the RDOS Board and make an illustrated PowerPoint presentation of the Phase 2 Town Centre Revitalization Plan. This will be an opportunity for the RDOS Board to ask questions and comment on the Plan.

The RDOS Board may decide to receive the Plan, approve the Plan, or direct staff and the consultants to make changes or undertake additional work.

This optional task is in addition to the scope of work described above and will be charged for accordingly.

## **4. Fees and Expenses**

We propose undertaking the Phase 2 scope of work described above for a total fixed fee of **\$49,950**. This includes professional fees of **\$41,150** and **\$8,800** in estimated expenses. This excludes GST.

The following Fees & Expenses Table is an estimated allocation of the hours by task and by team member, with our hourly rates, and estimated expenses per person.

We reserve the right to reallocate hours and fees between tasks and between team members, as circumstances warrant during the course of the assignment, within the overall fixed fee noted above. We reserve the right to reallocate expenses between team members, as circumstances warrant during the course of the assignment, within the overall expenses budget estimate noted above.

OKANAGAN FALLS TOWN CENTRE REVITALIZATION VISIONING EXERCISE – PHASE 2

**Fees & Expenses Table**

Firm Name		UFA	UFA	FDUD	CCI	Total Hours
Personnel		LB	ED/SM	FD	BR	
Hourly Rate		\$200.00	\$110.00	\$175.00	\$200.00	
<b>Phase 2</b>						
<b>PROJECT TASKS</b>		Hours				
1	Phase 2 Startup Meeting (Visit #1)	9.0			9.0	18.0
2	Charrette Design Brief	4.0	10.0		2.0	16.0
3	Prepare for Charrette	4.0	6.0		4.0	14.0
4	Integrated Design Charette (Visit #2)	18.0	18.0	18.0	18.0	72.0
5	Post-Charrette Graphics			8.0		8.0
6	Post-Charrette Client Review (Visit #3)	6.0			6.0	12.0
7	Draft Revitalization Plan Report	28.0	46.0		10.0	84.0
	Project Administration	6.0			15.0	21.0
	<b>Phase 2 Total Hours</b>	<b>75.0</b>	<b>80.0</b>	<b>26.0</b>	<b>64.0</b>	<b>245.0</b>
	<b>Phase 2 Sub-Total Fees</b>	<b>\$15,000.00</b>	<b>\$8,800.00</b>	<b>\$4,550.00</b>	<b>\$12,800.00</b>	<b>\$41,150.00</b>
	<b>Total Fees by Firm</b>		<b>\$23,800.00</b>	<b>\$4,550.00</b>	<b>\$12,800.00</b>	
	<b>Phase 2 Total Fees</b>					<b>\$41,150.00</b>
<b>Expenses</b>						
	Travel, Meals & Accomodation/person	\$2,200.00	\$1,300.00	\$1,300.00	\$2,200.00	\$7,000.00
	Other Project Expenses	\$1,600.00			\$200.00	\$1,800.00
	Subtotal Expenses by Firm	\$5,100.00		\$1,300.00	\$2,400.00	
	<b>Phase 2 Total Expenses</b>					<b>\$8,800.00</b>
<b>Phase 2 Total Fees &amp; Expenses</b>						
						<b>\$49,950.00</b>

Notes:

Other Project Expenses includes photocopies, courier, scans, map plots, report  
5% GST is charged on all applicable fees and expenses

## 4.2 Expenses

We have estimated \$8,800 in project-related expenses. This includes all consultant travel to/from Okanagan Falls/Penticton, accommodation and meals, plus other project expenses such as graphics and report production (three hard copies and one electronic copy of the final report), courier, photocopying, long distance telecommunications, etc. We have prepared an estimate of the project expenses by team member, see fee table above. This estimate covers up to four (4) team members attending the two-day charrette and staying in Penticton/Okanagan Falls for two (2) nights, plus an additional two (2) same-day visits by the team leader and co-leader as noted in the Work Plan.

We have used the following rounded expense rates per person for estimating travel between Vancouver and Penticton, accommodation and meal expenses:

Roundtrip airfare from Vancouver/Penticton incl. transfers and/or airport parking	\$450
Hotel per night	\$150
Meals per day (breakfast + lunch + dinner, excluding alcohol)	\$100
Cost per person per single overnight visit	\$700

## 5. Project Schedule

This Project Schedule is based on an assumed Phase 2 start-up in early July 2015 and completion by the end of September 2015.

Deliverable/Task	Approximate Dates
i) Phase 2 Start Up Meeting in Okanagan Falls	July 2015
ii) Charrette preparation	August 2015
ii) Charrette (2 days)	September 2015
iii) prepare, submit draft Revitalization Plan Report	by 30 September 2015
Optional RDOS Board presentation	October 2015

The project schedule is somewhat flexible, and will be reviewed with the RDOS. However, if the schedule is substantially extended or delayed for reasons beyond our control, we reserve the right to review our fees accordingly.

## 6. Terms & Conditions

The following Terms and Conditions form an integral part of our proposal, and shall be included in the contract.

### Fixed Fee:

Our proposal is for a total fixed fee of \$49,950, which includes professional fees of \$41,150 and an estimated expenses budget of \$8,800. Only actual expenses incurred will be billed for, which may not require the full expenses budget. In the event that the full expenses budget is not required, this shall not affect the total fixed fee. This fixed fee excludes GST.

This fixed fee is based on a two-day charrette, a maximum of 40 charrette participants and up to four consultant facilitators attending. If significantly more participants sign up for the charrette and we need to increase the number of facilitators attending, we reserve the right to adjust our fee accordingly.

## OKANAGAN FALLS TOWN CENTRE REVITALIZATION VISIONING EXERCISE – PHASE 2

### **Hourly Rates:**

The above noted hourly rates shall remain in effect for the duration of the project. These rates shall be applied for any additional services or meetings that may be requested by the RDOS of the consultants, beyond the scope of work described above.

### **Project Schedule:**

The above noted Project Schedule is based on an assumed Phase 2 start-up in July 2015 and completion by the end of September 2015. If project start-up or completion dates are substantially delayed due to circumstances beyond our control, we reserve the right to review our fee as required.

### **Invoices:**

Our invoices are submitted monthly and are payable upon receipt. Interest at 2% per month is applied on invoices more than 30 days overdue. GST at 5% is charged on all applicable fees and expenses.

### **Reimbursable Expenses:**

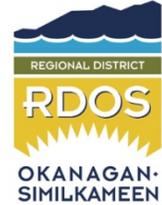
Reimbursable project related expenses include report and drawing production costs, in-house photocopying (20c/page B+W, 50c/page colour), scanning, drawing plotting, courier, photography, air travel to/from Penticton, car rental, airport parking and/or taxis, hotel accommodation, meals (excluding alcohol), long distance telephone/fax, etc. Expenses are billed at cost, and supported by receipts.

## **7. RDOS Assistance & Support**

This proposal assumes the RDOS will provide the following services, assistance and support during the course of the Phase 2 work. The RDOS will:

- provide base maps and/or orthophotos at suitable scale for use in the charrette, of both the study area and the surrounding area of interest
- identify and invite charrette participants, and manage RSVPs
- arrange charrette venue and logistics including food and refreshments, equipment including tables and chairs, pin-up space or boards, flipcharts and easels, a/v equipment, photocopier
- advertise or otherwise notify the public of charrette Public Review opportunity
- provide and staff a Public Review sign-in table
- provide staff to attend the Public Review
- invite its transportation consultant to attend the charrette, under separate contract
- undertake any RDOS technical/policy information searches that may be required
- provide all equipment required for charrette (e.g. photocopier, projector and screen, a/v)
- cover printing costs of any additional copies of summary report that RDOS requires
- arrange presentations to RDOS Board or any other public bodies
- be responsible for all media communications, disseminating proceedings and products, and any RDOS website project updates

## ADMINISTRATIVE REPORT



**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** July 2, 2015  
**RE:** Kaleden Parks & Recreation Commission Appointment

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### **Administrative Recommendation:**

**THAT the Board of Directors appoint Janie Malloy as a member of the Kaleden Parks & Recreation Commission.**

### **Reference:**

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

### **History:**

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

### **Respectfully submitted:**

*“Christy Malden”*

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C. Malden, Manager of Legislative Services

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## ADMINISTRATIVE REPORT



**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** July 2, 2015  
**RE:** Okanagan Falls Parks & Recreation Commission Appointment

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### Administrative Recommendation:

**THAT the Board rescind the appointment Darcy Godfrey from the Okanagan Falls Parks & Recreation Commission;**

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

**AND THAT the Board of Directors appoint the following people as members of the Okanagan Falls Parks & Recreation Commission for the periods indicated:**

Name	Term	Expires
Shona Schleppe	1 Year	December 31, 2015
Mike Bryne	2 Year	December 31, 2016

### Reference:

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

### History:

It is the recommendation of the Okanagan Falls Parks & Recreation Commission to appoint the following members to the Commission.

### Respectfully submitted:

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C. Malden, Manager of Legislative Services

## ADMINISTRATIVE REPORT



**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** July 2, 2015  
**RE:** Policies

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### **Administrative Recommendation:**

**THAT the Board of Directors rescind outdated Proclamations Policy - P0100-00.30 and adopt the proposed Proclamations Policy**

**THAT the Board of Directors adopt the Terms of Reference – Select Committee policy**

**THAT Policy No. 2615-00.01 Annual Performance Evaluations be rescinded.**

**THAT the Board adopt the Exempt Employee Performance Planning and Review Policy**

### **Reference:**

- Administrative Report to Corporate Services June 18, 2015 regarding Proclamation Policy and Terms of Reference – Select Committee policies
- Administrative report to Corporate Services June 18, 2015 regarding Exempt Employee Performance Planning and Review Policy

### **History:**

At the June 18, 2015 Corporate Services Committee meeting, the Board reviewed the above noted policies.

The Proclamation policy is in proper format, promoting corporate consistency in advising of the purpose and responsibilities and noting the Regional District's statutory authority around Proclamations.

The Terms of Reference – Select Committees policy contains those amendments noted at committee and removes the specific reference to First Nations when referencing Intergovernmental relations.

The Exempt Employee Performance Planning and Review policy

### **Respectfully submitted:**

*"Christy Malden"*

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C. Malden, Manager of Legislative Services



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

**POLICY:** Proclamation Policy

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

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

**POLICY STATEMENT**

A proclamation is a public or official announcement made by declaration of a public body. The Regional District of Okanagan-Similkameen does not have any statutory authority in accordance with the *Local Government Act* or the *Community Charter* for the issuance of proclamations.

**PURPOSE**

To provide direction that formalizes the resolution of the Board on handling proclamation requests and to eliminate unnecessary administration of proclamations where the Regional District of Okanagan-Similkameen has no statutory authority.

The Board of Directors may lend political support to community causes, organizations, and events by means other than proclamations.

**PROCEDURES**

All requests for the issuance of proclamations will be referred to the Manager of Legislative Services to acknowledge the request and advise the requesting individual or organization that the Regional District of Okanagan-Similkameen declines to issue proclamations in accordance with Board policy.

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

- POLICY:** TERMS OF REFERENCE-SELECT COMMITTEES
- AUTHORITY:** Board Resolution No. B281/09 dated May 21, 2009.
- AMENDED:** Board Resolution No. B374/09 dated July 16, 2009  
Board Resolution No. B292/10 dated June 17, 2010

**POLICY STATEMENT**

The Regional District of Okanagan Similkameen promotes good decision-making through effective structure and information flow. A Select Committee system has been created to provide an opportunity for informal discussion between elected officials, administrative staff and the public on significant issues coming before the Board to assist in achieving the informed decision making model.

**PURPOSE**

1. To outline the duties of the Regional District Select Committees.
2. To establish procedures for the Select committees.
3. To establish membership for the Select committees.

**RESPONSIBILITIES**

In addition to any other duties referred to the Select Committees by the Regional District of Okanagan-Similkameen Board, the Select Committees duties are as follows:

1. Corporate Services Committee Terms of Reference
  - a. Governance
  - b. Human resources
  - c. Legislation, bylaws and policy
  - d. Litigation and risk management
  - e. Information systems and technology
  - f. Information and privacy legislation
  - g. Intergovernmental relations
  - h. Communications
  - i. Finance
  - j. Property acquisition or disposal
  - k. Fleet Services
  
2. Planning & Development Committee Terms of Reference
  - a. Official Community Plans and Land Use Bylaws
  - b. All matters related to the Sub-Regional Growth Strategy
  - c. Bylaw enforcement activities, including Building bylaw
  - d. Land development related matters
  - e. Climate Change

- f. matters relating to critical habitat as related to local government land and local government jurisdiction

3. Environment & Infrastructure Committee Terms of Reference

- a. capital construction and operation of waterworks and sewerage systems of the Regional District, the property and distribution and collections systems connected therewith
- b. environmental , maintenance and construction matters pertaining to all streets, roads and highways in the electoral areas and liaison with the Ministry of Transportation and Infrastructure
- c. matters pertaining to the solid waste collection service of the Regional District and the maintenance of the waste disposal grounds under the control of the Regional District
- d. air quality
- e. Water Quality & Quantity Governance
- f. street lighting and traffic signs
- g. RDOS building maintenance

4. Community Services Committee Terms of Reference

- a. Liaison with all lay recreation and parks commissions
- b. Operation and control of all public parks, trails, public recreation grounds and facilities and to recommend the establishment of such parks and recreation grounds and facilities deemed necessary to carry on a comprehensive parks and recreation program
- c. Encouraging, initiating and supervising programs which will include physical, artistic, cultural and intellectual recreation while continually striving to meet the parks and recreation needs of the District
- d. Co-operation with and encouragement of all organizations and institutions within the Regional District that are engaged in recreational or cultural pursuits or activities whether such organizations and institutions are public, private, civic, social or religious and to co-operation with provincial and national groups or organizations that support and promote parks and recreation
- e. economic development and tourism development with the Regional District
- f. Public Transit and Transportation
- g. Heritage

5. Protective Services Committee Terms of Reference

- a. Prevention and suppression of fires
- b. Matters related to Ambulance Service
- c. crime prevention
- d. Bylaw enforcement activities, including Building bylaw
- e. Search and Rescue
- f. Emergency Planning
- g. Mitigation of Wildfire Risk

## **PROCEDURES**

The Select committees will conduct its business in accordance with the Regional District of Okanagan-Similkameen Procedure bylaw.

## **MEMBERSHIP**

The Select committees consist of all members of the Regional District of Okanagan-Similkameen Board of Directors.

## **VOTING**

All members are entitled to vote and have one vote on all recommendations to the Regional District of Okanagan-Similkameen Board.

## **APPOINTMENT OF CHAIR / VICE CHAIR**

The Chair of the Board of Directors shall call for expressions of interest from Board members wishing to act as Chair or Vice Chair of a Committee and will make recommendations at the next Corporate Services meeting.

The Chair and Vice Chair of the Board of Directors will also be the Chair and Vice Chair (respectively) of the Corporate Services Committee.

Members should consider the potential for conflict of interest when submitting their name as Chair of a specific committee.

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

**POLICY:** Exempt Employee Performance Planning and Review

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

**POLICY STATEMENT**

It is a policy of the Regional District of Okanagan-Similkameen that, in order to achieve the Board's goals and objectives, the Board shall develop a framework and implement a system to assess the performance, provide adequate compensation and incent superior performance of the Officers and Managers of the RDOS annually.

**PURPOSE**

1. To provide a link between Board expectations and the performance of Officers, Managers and Confidential Employees at the Regional District of Okanagan Similkameen (the "RDOS").
2. To ensure the Board has the opportunity to make informed decisions on the provision of adequate base compensation to secure and retain the services of exempt employees with the skills, abilities and competencies necessary to achieve the goals of the RDOS.
3. To establish a process to link compensation to performance and provide an objective basis for recognizing and rewarding superior performance.
4. To focus management performance on achieving the Corporate Business Plan.
5. To facilitate coordination and teamwork among the organization's senior management team.

**DEFINITIONS**

1. "Administrative Support" means human and financial resources provided by the CAO to carry out a function in support of the RDOS Board or its Committees.
2. "Board" means the Board of Directors for the Regional District of Okanagan Similkameen.
3. "CAO" means the Chief Administrative Officer of the Regional District of Okanagan Similkameen, duly appointed by resolution or bylaw of the Board of Directors, and holding the designations under s. 197, 198 and 199 of the Local Government Act.
4. "CFO" means the person appointed as Chief Financial Officer by the CAO and delegated the responsibility of s. 199 of the Local Government Act.
5. "Chair" means the person elected as Chairperson of the Board of Directors for the Regional District of Okanagan Similkameen by his peers on the Board.
6. "Committee" means a standing, select or ad hoc committee of the Regional District of Okanagan Similkameen.

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7. "Exempt Employees" mean all those employees of the Regional District of Okanagan Similkameen excluded from the Union, including those in Officer, Manager and Confidential positions.
  8. "Governance" means the process of exercising corporate leadership by the policy-making authority on behalf of the organization as a whole in terms of its purpose, control, and future.
  9. "Manager of Legislative Services" means the person delegated the responsibility of s. 198 (Corporate Officer) of the Local Government Act by the CAO.
  10. "Member" means an individual member of the Board of Directors.
  11. "RDOS" means the Regional District of Okanagan Similkameen.
  12. "Senior Management Team" means the Senior Management Team for the Regional District of Okanagan Similkameen, as appointed by the CAO.
  13. Whenever the singular, masculine or feminine is used in this Policy it shall be interpreted as if the plural, feminine or masculine has been used where the context so requires.

## **RESPONSIBILITIES**

### The Board shall:

1. Govern the RDOS consistent with its Legislation, Bylaws, Mission Statement, Values and Budget.
2. Adopt an Annual Business Plan, including weighted corporate objectives.
3. Annually budget an aggregate amount for salary increases and performance rewards for the Exempt Employee Group.
4. On an annual basis, review compensation for Exempt Employees at Budget committee and authorize the CAO to increase salaries for exempt employees based on year-over-year adjustments to the BC Cost of Living Index.
5. Annually review a Corporate Services Committee Report on the performance of the CAO based on achievements against the annual Business Plan (80%) and personal performance (20%).
6. Maintain possession of this policy and any amendments thereto shall be made by resolution of the Board.

### Individual Board Members shall:

7. Participate in the annual electronic performance evaluation of the CAO.

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The Corporate Services Committee shall:

8. Administer the Exempt Employee Performance Planning and Review Policy and recommend amendments to the Board, if any.
9. When required, review the base compensation paid to Exempt Staff, informed by a market survey of benchmarked positions and submit a recommendation to the Board for the subsequent year's base pay.
10. Annually review a consolidated performance evaluation for the CAO based on achievements against the annual Business Plan (80%) and personal performance (20%).

The CAO shall:

11. Within Budget, establish rates of pay for the Exempt Group.
12. Present a Business Plan to the Board by December 31<sup>st</sup> of each year setting out the objectives for the subsequent year to achieve the strategic goals, prioritized and weighted.
13. Present an assessment of the corporate performance against the Business Plan to the Corporate Services Committee in January of the subsequent year, which shall be integral to the performance evaluation calculation.
14. Evaluate the performance of the Senior Management Team against their duties and award a performance reward to the Senior Management Team, if warranted, assessed on their success on corporate (70%) and personal (30%) objectives.
15. Ensure that all exempt employees receive a formal annual performance review.
16. Assign administrative support to the Corporate Services Committee for the review of survey results and undertake any instructions therefrom to address threats or opportunities identified.

**EVALUATION CRITERIA:**

1. The Chief Administrative Officer holds a strategic leadership position within the organization and the CAO Performance Planning and Review Process will address the competencies of critical importance to the success of the Regional District of Okanagan Similkameen:
  - **Communicates Clearly:** Listens to others, provides clear translation between the Board and staff, presents well at all levels and in all mediums.
  - **Leadership:** Supports the Board in maintaining a strategic focus in the organization, assisting and supporting the Board in maintaining operational readiness;
  - **Organizational Development:** Evaluates the CAO's performance on his ability to develop and lead a high performance team;

- 
- **Systems Thinking:** Understands the big picture and forms linkages between strategy and action. Can grasp complexities and identify policy and priority contradictions;
  - **Nurtures Relationships:** Builds trust and respect with others and moves towards win/win situations;
  - **Understands Political Sensitivities:** Understands governance responsibilities and can bridge the political/administrative interface. Ensures implementation of the Board's decisions.

## PROCEDURES

### The Corporate Services Committee shall:

1. November - Review the profile and the competencies required for the CAO position as a basis for the annual CAO Evaluation Survey by the Board.
2. November - Develop an electronic survey tool to allow the Board Members to measure the CAO's success against the profile and competencies for the position. Administrative Support shall be provided by the Manager of Human Resources.
3. December - Survey all Board Members.
4. January - Review a report from the CAO on the corporate performance against the previous year's annual business plan and develop a point-rating for the corporate component of the CAO Performance Evaluation.
5. January - Review the results of the Board Evaluation of the CAO Survey, both quantitative and qualitative, in-camera. This survey shall be non-attributable and the CAO shall be invited to participate in the review at Committee.
6. Information obtained or disclosed during the evaluation process shall be confidential to the Board and the CAO and will not be used or disclosed except as defined per the Policy.

### CAO Evaluation by Employees:

7. December – The HR Manager will develop and distribute an electronic survey to allow Employees to evaluate the performance of the CAO. The survey should be designed with questions that could be responded to fairly by employees to be used to assist the Corporate Services Committee in their assessment of the CAO's personal performance.
8. This survey shall be non-attributable.
9. January - Results of the Survey, both quantitative and qualitative, shall be provided to the Corporate Services Committee.
10. The CAO shall be invited to participate in the review at Committee.

- 
11. Information obtained or disclosed during the evaluation process shall be confidential to the Board and will not be used or disclosed except as defined per the Policy.

CAO Base Compensation

12. It is a priority of the Board to remain competitive with their compensation practices in order to attract and retain competent employees.
13. January - the Corporate Services Committee shall obtain a report from the Manager of Human Resources on CAO Compensation. Every 3<sup>rd</sup> year, the HR Manager shall produce a report that compares remuneration of similar positions to the CAO across a broad range of organizations as a foundation for their analysis of the CAO salary and to determine if adjustment to the range is required.

CAO Performance:

14. The CAO shall provide the Corporate Services Committee with the following information to assist with the performance evaluation:
- a. The Business Plan; quantitative results
  - b. A Self-Assessment
  - c. The Job Description for the position
  - d. The Employee Survey Results
  - e. The Board Evaluation Results

The CAO shall:

15. Conduct performance evaluations on the members of the senior management team annually and issue performance rewards to the Senior Management Team, excluding the CAO, based on performance judged to be superior for that calendar year.
16. The CAO shall brief the Corporate Services Committee on the results of the annual Senior Management Team performance evaluations and performance rewards.

## ADMINISTRATIVE REPORT



**TO:** Corporate Services Committee  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** June 18, 2015  
**RE:** Board Policy Review

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### Administrative Recommendation:

1. **THAT the Board of Directors rescind outdated Proclamations policy - P0100-00.30 and adopt the proposed Proclamations Policy as presented at Committee June 18, 2015.**
2. **THAT the Board of Directors amend the Terms of Reference – Select Committee policy as presented at Committee June 18, 2015.**

### Reference:

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

Outdated Proclamation Policy P0100-00.30 (to be rescinded)

Terms of Reference – Select Committee policy (Marked up showing changes)

### History:

Goal 4.4 of the RDOS Business Plan is to develop a responsive, transparent, effective organization. One of the objectives of this goal is achieved by developing policy framework and ensuring current policy is current and represents the Boards intentions.

### Analysis:

The Board requires clear policies and as such has instructed that a process to ensure the timely review and update of Board policy be implemented.

In order to achieve this objective, outdated policies will be brought forward for review at each Corporate Services Committee meeting and future review dates will be established. It is expected that this process will complete in the first quarter of 2016.

The intention is to create relevant, transparent policies which are easy for the public to access and that set out how the Board wants recurring issues to be addressed.

The Board may access the RDOS Board Policy manual at the referenced hyperlink to view the current policies and track progress of amendments as they occur.

The policies contained within this report include:

- **Proclamation Policy**
  - o The new policy is in proper format, promoting corporate consistency in advising of the purpose and responsibilities as well as outlining the required procedures.

- **Terms of Reference – Select Committee.**

- In recent past, most financial matters have been considered in Corporate Services committee. For better efficiency, the new policy recommends the removal of the Finance Committee, with all responsibilities being moved up to Corporate Services Committee.
- The Corporate Services Committee also reflects the addition of First Nations and Communications functions, as well as property acquisition and disposal, GIS services (from Planning), and fleet services (from Environment and Infrastructure Committee)
- The Planning & Development Committee reflects the addition of climate change (from Environment and Infrastructure Committee) and bylaw enforcement activities (from Protective Services Committee)
- The Environment & Infrastructure Committee notes the addition of projects relating to the capital construction of waterworks and sewerage and distribution systems (from Planning & Development Committee)
- The Community Services Committee shows the addition of public transit and transportation (from Environment & Infrastructure Committee) as well as Heritage as a new function
- The addition of new subsections to Appointment of Chair/ Vice Chair

**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:** June 18, 2015  
**RE:** Performance Management Policy

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### **Administrative Recommendation:**

**THAT the Board adopt the Exempt Employee Performance Planning and Review Policy; and further,  
THAT Policy No. 2615-00.01 Annual Performance Evaluations be rescinded.**

### **Reference:**

- Exempt Employee Performance Planning and Review Policy

### **Business Plan Objective:**

Goal 4.1 To execute a well-defined strategic planning cycle and process;  
Objective 4.1.1 By maintaining, evaluating and executing the Strategic Planning and Enterprise Risk Management Programs.

### **History:**

The Regional District has a robust Strategic Planning Process and it's designed for the Board to measure progress against the annual Corporate Business Plan. At the Corporate Services Committee meeting 4 June 2015, Committee received a proposal from Administration to assign points to each performance indicator in the 2015 Business Plan, which the Board adopted at their regular meeting on 11 June 2015. A qualitative and quantitative quarterly report can now be submitted to the Corporate Services Committee and a final report can be prepared at the end of each calendar year. Management accountability for achieving the objectives set out in the Business Plan by the Board is activity-based and somewhat subjective, but this rating system will allow us to put numbers up for 2015 and to help refine the Business Planning process in the future.

Further, the 2015 Business Plan contemplates a revision to the Performance Planning and Review process and, since the organizational framework of the Regional District is based on the Board/ CAO Relationship, a policy has been developed that establishes a formal review process by the Board on the CAO and then a requirement for the CAO to cascade that evaluation process throughout the organization.

At their meeting of 5 June 2014, the Board resolved to support an incentive program to encourage management accountability and established a fund, not to exceed 1% of Exempt Staff salary, to commence in the next fiscal year. This program excludes the CAO and the amount included in the 2015 budget and available for this program is approximately \$14,000.00.

**Alternatives:**

1. Amend the Exempt Performance Planning and Review Policy
2. Set aside the Exempt Evaluation Policy

**Analysis:**

The Policy anticipates that the Board would choose to incent the accomplishment of the Corporate Objectives in the 2015 Business Plan and hold the CAO responsible for doing so. The CAO performance evaluation process is proposed for weighting as follows: 80% of the evaluation being focused on the Business Plan and the remaining 20% related to personal performance based on the evaluation of the CAO by the Board and Staff. The emphasis on corporate performance is proposed to go down the further the position being evaluated falls into the organization.

As with any process like this, once an organization commences, it's necessary that we put in the effort to get value and it needs to be fair and honest to achieve the credibility that it would need to be successful.

**Communication Strategy:**

This is an internal program and will be communicated to those employees affected.