



# REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Thursday, August 18, 2016

RDOS Boardroom – 101 Martin Street, Penticton

## SCHEDULE OF MEETINGS

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9:00 am	-	9:30 am	Public Hearings
9:30 am	-	9:45 am	Corporate Services Committee
9:45 am	-	11:30 am	RDOS Board
11:30 am	-	12:00 pm	Lunch

*"Mark Pendergraft"*

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Mark Pendergraft  
RDOS Board Chair

### Advance Notice of Meetings:

September 1	RDOS Board/Committee Meetings
September 15	RDOS/OSRHD Board/Committee Meetings
October 6	RDOS Board/Committee Meetings
October 20	RDOS/OSRHD Board/Committee Meetings
November 3	RDOS Board/Committee Meetings
November 17	RDOS/OSRHD Board/Committee Meetings
December 1	Inaugural RDOS/OSRHD Meetings
December 15	RDOS/OSRHD Board/Committee Meetings



# REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Corporate Services Committee

Thursday, August 18, 2016

9:30 a.m.

## REGULAR AGENDA

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**A. APPROVAL OF AGENDA**

**RECOMMENDATION 1**

That the Agenda for the Corporate Services Committee Meeting of August 18, 2016 be adopted.

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**B. Updated Board Intranet and Internet Mapping – For Information**

To supply the Board Members with current, useful information that is easy to access.

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**C. ADJOURNMENT**

## ADMINISTRATIVE REPORT

**TO:** Corporate Services Committee  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** August 18, 2016  
**RE:** Updated Board Intranet and Internet Mapping

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### Administrative Recommendation: Information Report

#### Purpose:

To supply Board Members with current, useful information that is easy to access.

#### Background:

In 2009 administration created an intranet specific for the rural Board members to access general RDOS information that they might find useful. The technology used to create this application is now outdated and much of the information on this site is also out of date.

The internal internet mapping application provides much information on individual parcels, including legal, civic, owner, zoning, water and sewer system information. Our current Silverlight application is no longer supported by Chrome browsers and is being phased out by other operating systems and browsers as well.

#### Analysis:

Administration has created a new Board Intranet, v 2.0. It is created with current technology for use on modern devices and browsers. It provides easy access to information the Directors may find helpful including:

- Various forms
- Various contact information
- Direct link to Board Policy documents
- Internet parcel mapping application

A new function that we have added in this version of the Board Intranet is direct access to the information on our Board Action Tracker database. Now, instead of waiting for the quarterly report, if a Director is interested in the status of a specific action item on the tracker, you can find it on the Board Intranet.

Later this year we will be adding the current status of zoning applications to this site as per the Kaizen work we did last year. In the future we plan to add additional links to our Building Inspection Tracker and Development tracker so you will be able to find the current status of building permits and development permits directly through this interface.

We are also launching a new version of Internet mapping. Our new application uses HTML5 technology which works on all operating systems, browsers and devices including mobile devices like smart phones. This new application offers all of the functionality of our old Silverlight app plus has several extras like:

- simplified, single search
- nice, clean topographic base map
- seamless ortho layer for the entire RDOS
- Cleaner parcel report

Both the Board intranet and our new HTML5 internal internet mapping application are also available to municipal Directors. There is sensitive information on these applications however so specific user logins will have to be set up for access to these sites.

**Respectfully submitted:**

*"Tim Bouwmeester"*

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T. Bouwmeester, Manager of Information Services



# REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

## BOARD of DIRECTORS MEETING

Thursday, August 18, 2016

9:45 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 August 18, 2016 be adopted.**

#### 1. Consent Agenda – Corporate Issues

##### a. Corporate Services Committee – August 04, 2016

*THAT the Minutes of the August 04, 2016 Corporate Services Committee be received.*

##### b. Community Services Committee – August 04, 2016

*THAT the Minutes of the August 04, 2016 Community Services Committee be received.*

##### c. Environment and Infrastructure Committee – August 04, 2016

*THAT the Minutes of the August 04, 2016 Environment and Infrastructure Committee be received.*

##### d. RDOS Regular Board Meeting – August 04, 2016

*THAT the minutes of the August 04, 2016 RDOS Regular Board meeting be adopted.*

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

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

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### B. DELEGATIONS

#### 1. Mr. Duane Ophus, Board Chair, and Ms. Melissa Tesche, Acting General Manager, Okanagan-Kootenay Sterile Insect Release (SIR) Program

Mr. Ophus and Ms. Melissa Tesche will address the Board to present an update on SIR activities.

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**C. DEVELOPMENT SERVICES – Rural Land Use Matters****1. Zoning Bylaw Amendment – H. Noble, 2825 Naramata Road, Electoral Area “E”**

- a. Bylaw No. 2459.20, 2016
- b. Responses Received

To allow for the development of a new “a new tasting room, sales area, staff offices and primary dwelling, upon removing the existing tasting room/office structure.

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

**THAT Bylaw No. 2459.20, 2016, Electoral Area “E” Zoning Amendment Bylaw be read a third time and adopted.**

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**2. Official Community Plan (OCP) & Zoning Bylaw Amendment – Electoral Area Boundaries, Electoral Area “H”**

- a. Bylaw No. 2497.07, 2016
- b. Schedule B – Electoral Area “H” Official Community Plan Bylaw No. 2497, 2013
- c. Bylaw No. 2498.10, 2016
- d. Schedule 2 – Electoral Area “H” Zoning Bylaw No. 2498, 2013
- e. Responses Received

To outline proposed OCP and Zoning Bylaw amendments to the Electoral Area “H” boundaries resulting from the recent incorporation of the Copper Mountain mine site with the Town of Princeton.

**RECOMMENDATION 4** (Unweighted Rural Vote – 2/3 Majority)

**THAT Bylaw No. 2497.07, 2016, Electoral Area “H” Official Community Plan Amendment Bylaw be read a third time and adopted;**

**AND THAT Bylaw No. 2498.10, 2016, Electoral Area “H” Zoning Amendment Bylaw be read a third time.**

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**D. PUBLIC WORKS****1. Household Hazardous Waste Facility Operations Contract Award**

Brought forward from August 04, 2016 Environment and Infrastructure Committee.

To continue providing environmentally sound disposal of Residential Household Hazardous Waste to the public.

**RECOMMENDATION 5** (Weighted Corporate Vote – Majority)

**THAT the contract for the “Household Hazardous Waste Facility Service Provider” be awarded to Terrapure Environmental.**

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**E. FINANCE**

- 1. Community Facilities Capital Reserve Expenditure Bylaw – Electoral Area “H”**
  - a. Bylaw No. 2753, 2016

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

**THAT Bylaw No. 2753, 2016, Electoral Area “H” Community Facilities Capital Reserve Fund Expenditure Bylaw be read a first, second and third time and be adopted.**

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**F. OFFICE OF THE CAO**

- 1. Appointment of Additional Bylaw Enforcement Officer**

To improve customer service by appointing an additional Bylaw Enforcement Officer.

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

**THAT the Board of Directors appoint Don Lowndes of South Okanagan Security as a Bylaw Enforcement Officer for the purposes of enforcing regulatory bylaws within the Regional District of Okanagan-Similkameen.**

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- 2. Loose Bay Campground Service - Electoral Area “C”**
  - a. Bylaw No. 2757, 2016
  - b. Administrative Report - June 5, 2014 – For Reference
  - c. Bylaw No. 2659, 2014 – To Be Rescinded

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

**THAT first, second and third reading of Bylaw No. 2659, 2014 Electoral Area “C” (Loose Bay) Water Service be rescinded; and further,**

**THAT Bylaw No. 2757, 2016 be read a first, second and third time and forwarded to the Inspector of Municipalities for approval, prior to elector approval; and,**

**THAT the Board of Directors authorize that electoral approval for the adoption of the bylaw be obtained through an alternative approval process.**

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**3. Okanagan Regional Library Contribution Service Establishment Bylaws - Electoral Areas “B” and “G”**

- a. Bylaw No. 2756, 2016
- b. Administrative Report – August 04, 2016 – For Reference
- c. Bylaw No. 2751, 2016 – To Be Rescinded
- d. Bylaw No. 2755, 2016 – To Be Rescinded

To establish a contribution service for the contribution of funds from both Electoral Areas “B” and “G” to the Okanagan Regional Library, to assist with operations and maintenance of existing hours at the Keremeos branch.

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

**THAT first, second and third readings of Electoral Area “B” Okanagan Regional Library Contribution Service Establishment Bylaw No. 2751, 2016 be rescinded;**

**THAT first, second and third readings of Electoral Area “G” Okanagan Regional Library Contribution Service Establishment Bylaw No. 2755, 2016 be rescinded;**

**THAT Bylaw No. 2756, 2016 Okanagan Regional Library Contribution Service Establishment Bylaw be read a first, second and third time and be forwarded to the Inspector of Municipalities for approval;**

**THAT the Board of Directors, with a 2/3 vote, authorize that elector approval for Okanagan Regional Library Contribution Service Establishment Bylaw No. 2756, 2016 be obtained for the entire service area through an Alternative Approval Process in accordance with section 342 (4) of the *Local Government Act*.**

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**4. Naramata Water Advisory Committee Repeal Bylaw No. 2752, 2016**

- a. Bylaw No. 2752, 2016
- b. Naramata Water Advisory Committee Bylaw No. 1969, 1999 – To Be Rescinded

**RECOMMENDATION 10** (Unweighted Corporate Vote – 2/3 Majority)

**THAT Naramata Water Advisory Committee Repeal Bylaw No. 2752, 2016 be read a first, second and third time, and be adopted.**

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**5. Bordertown Vineyard and Estate Winery – Application for a Permanent Change to Liquor License**

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

**THAT the Board of Directors advise the Liquor Control and Licensing Branch that it will not provide comment on the Bordertown Vineyard and Estate Winery request for a change to hours of sale.**

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**6. OK Falls Hotel – Application for a Permanent Change to Liquor License**

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

**THAT the Board of Directors advise the Liquor Control and Licensing Branch that it will not provide comment on the OK Falls Hotel request for a change to hours of sale.**

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**7. Mailing and Inserter/Folder Machines****a. Administrative Report – April 28, 2016**

To replace the existing Inserter/Folder and the existing Mail System, both of which have reached the end of their service agreements and warrantee period with more efficient, cost effective systems.

**RECOMMENDATION 13** (Weighted Corporate Vote – Majority)

**THAT the Board of Directors approve a liability under Section 175 of the Community Charter authorizing the purchase of the NeoPost DS-75 Inserter/Folder in the amount of \$19,883 and the IS-480 Mail System in the amount of \$6,870 with no provision for renewal.**

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**G. CAO REPORTS****1. Verbal Update**

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

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**4. Board Members Verbal Update**

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**I. 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, August 4, 2016

10:16 am

## Minutes

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#### MEMBERS PRESENT:

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

Director B. Coyne, Electoral Area "H"  
Director R. Hovanes, Town of Oliver  
Director H. Konanz, City of Penticton  
Director K. Kozakevich, Electoral Area "E"  
Director A. Martin, City of Penticton  
Director C. Rhodes, Alt. Town of Osoyoos  
Director T. Sayeed, Alt. City of Penticton  
Director T. Schafer, Electoral Area "C"  
Director T. Siddon, Electoral Area "D"

#### MEMBERS ABSENT:

Director S. McKortoff, Town of Osoyoos  
Director J. Sentes, City of Penticton  
Director P. Waterman, District of Summerland

#### STAFF PRESENT:

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

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#### A. APPROVAL OF AGENDA **RECOMMENDATION 1**

##### IT WAS MOVED AND SECONDED

THAT the Agenda for the Corporate Services Committee Meeting of August 4, 2016 be adopted. - CARRIED

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#### B. Board Fall Meeting Schedule

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#### C. ADJOURNMENT

By consensus, the meeting adjourned at 10:28 a.m.

APPROVED:

CERTIFIED CORRECT:

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M. Pendergraft  
RDOS Board Chair

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B. Newell  
Corporate Officer



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## REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

### Community Services Committee

Thursday, August 4, 2016

10:30 a.m.

## 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 R. Barkwill, Alt. District of Summerland  
Director M. Bauer, Village of Keremeos  
Director T. Boot, District of Summerland  
Director M. Brydon, Electoral Area "F"  
Director G. Bush, Electoral Area "B"  
Director E. Christensen, Electoral Area "G"

Director B. Coyne, Electoral Area "H"  
Director A. Jakubeit, City of Penticton  
Director H. Konanz, City of Penticton  
Director A. Martin, City of Penticton  
Director M. Pendergraft, Electoral Area "A"  
Director C. Rhodes, Alt. Town of Osoyoos  
Director T. Sayeed, Alt. City of Penticton  
Director T. Schafer, Electoral Area "C"  
Director T. Siddon, Electoral Area "D"

#### MEMBERS ABSENT:

Director S. McKortoff, Town of Osoyoos  
Director J. Sentes, City of Penticton  
Director P. Waterman, District of Summerland

#### STAFF PRESENT:

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

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#### A. APPROVAL OF AGENDA

##### **RECOMMENDATION 1**

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

THAT the Agenda for the Community Services Committee Meeting of August 4, 2016 be adopted. - **CARRIED**

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#### B. Delegation

Daniel Pizarro, Senior Regional Transit Manager, and Maria Lockley, Senior Transit Planner, BC Transit

Mr. Pizzaro and Ms. Lockley addressed the Committee to present the Okanagan Similkameen Transit System Service Review.

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#### C. ADJOURNMENT

By consensus, the Community Services Committee meeting of August 04, 2016 adjourned at 11:15 a.m.

APPROVED:

CERTIFIED CORRECT:

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K. Kozakevich  
Community Services Committee Chair

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B. Newell  
Chief Administrative Officer



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

### **Environment and Infrastructure Committee**

Thursday, August 4, 2016

9:00 a.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 R. Barkwill, Alt. District of Summerland  
Director M. Bauer, Village of Keremeos  
Director T. Boot, District of Summerland  
Director M. Brydon, Electoral Area "F"  
Director G. Bush, Electoral Area "B"  
Director E. Christensen, Electoral Area "G"

Director B. Coyne, Electoral Area "H"  
Director A. Jakubeit, City of Penticton  
Director R. Hovanes, Town of Oliver  
Director H. Konanz, City of Penticton  
Director A. Martin, City of Penticton  
Director M. Pendergraft, Electoral Area "A"  
Director C. Rhodes, Alt. Town of Osoyoos  
Director T. Sayeed, Alt. City of Penticton  
Director T. Schafer, Electoral Area "C"

### **MEMBERS ABSENT:**

Director S. McKortoff, Town of Osoyoos  
Director J. Sentes, City of Penticton  
Director P. Waterman, District of Summerland

### **STAFF PRESENT:**

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

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

#### **RECOMMENDATION 1**

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

THAT the Agenda for the Environment and Infrastructure Committee Meeting of August 4, 2016 be adopted. - **CARRIED**

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### **B. Household Hazardous Waste Facility Operations – Contract Award**

#### **RECOMMENDATION 2**

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

THAT the contract for the "Household Hazardous Waste Facility Service Provider" be awarded to Terrapure Environmental. - **CARRIED**

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**C. Closed Session****RECOMMENDATION 3****It was MOVED and SECONDED**

THAT in accordance with Section 90(1)(e) and (k) of the *Community Charter*, the Board close the meeting to the public on the basis of the acquisition, disposition or expropriation of land or improvements, if the Board considers that disclosure could reasonably be expected to harm the interests of the Regional District; and negotiations and related discussions respecting the proposed provision of a Regional District service that are at their preliminary stages and that, in the view of the Regional District, could reasonably be expected to harm the interests of the Regional District if they were held in public. - **CARRIED**

The meeting was closed to the public at 9:18 a.m.

The meeting was opened to the public at 10:12 a.m.

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**D. ADJOURNMENT**

By consensus, the Environment and Infrastructure Committee meeting of August 4, 2016 adjourned at 10:12 a.m.

APPROVED:

CERTIFIED CORRECT:

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T. Siddon  
Environment and Infrastructure Committee Chair

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B. Newell  
Chief Administrative Officer





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

### **BOARD of DIRECTORS MEETING**

Minutes of the Board Meeting of the Regional District of Okanagan-Similkameen (RDOS) Board of Directors held at 11:15 a.m. Thursday, August 4, 2016 in the Boardroom, 101 Martin Street, Penticton, British Columbia.

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#### **MEMBERS PRESENT:**

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

Director B. Coyne, Electoral Area "H"  
Director R. Hovanes, Town of Oliver  
Director H. Konanz, City of Penticton  
Director K. Kozakevich, Electoral Area "E"  
Director A. Martin, City of Penticton  
Director C. Rhodes, Alt. Town of Osoyoos  
Director T. Sayeed, Alt. City of Penticton  
Director T. Schafer, Electoral Area "C"  
Director T. Siddon, Electoral Area "D"

#### **MEMBERS ABSENT:**

Director S. McKortoff, Town of Osoyoos  
Director J. Sentes, City of Penticton  
Director P. Waterman, District of Summerland

#### **STAFF PRESENT:**

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

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

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

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

**THAT the Agenda for the RDOS Board Meeting of August 4, 2016 be adopted. - CARRIED**

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

##### **a. Corporate Services Committee – July 21, 2016**

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

*THAT the Regional District provide a letter of support for the Keremeos Resolution on recreation activities within active river beds, and the adverse impact on the environment.*

##### **b. Community Services Committee – July 21, 2016**

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

- c. Environment and Infrastructure Committee – July 21, 2016  
*THAT the Minutes of the July 21, 2016 Environment and Infrastructure Committee be received.*

- d. Planning and Development Committee – July 21, 2016  
*THAT the Minutes of the July 21, 2016 Planning and Development Committee be received.*

*THAT the Board of Directors proceed with Amendment Bylaw No. 2743, being a bylaw to revise regulations regarding permissions for modular and mobile homes.*

*THAT the Board of Directors proceed with Amendment Bylaw No. 2728, being a bylaw to update agricultural regulations and zones as amended to adjust minimum numbers in small livestock and livestock from 1 to 2.*

- e. Protective Services Committee – July 21, 2016  
*THAT the Minutes of the July 21, 2016 Protective Services Committee be received.*
- f. RDOS Regular Board Meeting – July 21, 2016  
*THAT the minutes of the July 21, 2016 RDOS Regular Board meeting be adopted.*

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

**It was MOVED and SECONDED**

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

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**2. Consent Agenda – Development Services**

- a. Development Variance Permit – C. Moores & H. Stevens, 2575 Naramata Road, Electoral Area “E”
- i. Permit No. E2016.038-DVP
- ii. Responses Received
- THAT the Board of Directors approve Development Variance Permit No. E2016.038–DVP, being a variance to the Area E Zoning Bylaw to reduce the rear parcel setback from 7.5m to 1.6m and interior side setback from 4.5m to 1.7m for the construction of an accessory dwelling.*

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

**It was MOVED and SECONDED**

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

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**B. DELEGATIONS**

1. Stephanie Hall, CEO, Okanagan Regional Library  
Ms. Stephanie Hall addressed the Board to present the annual Okanagan Regional Library update.
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2. Glenn Mandziuk, CEO, and Ellen Walker-Matthews, Experiences Specialist, Thompson Okanagan Tourism Association  
Mr. Mandziuk and Ms. Walker-Matthews addressed the Board to present the Thompson Okanagan Rail Trails Tourism Strategy.

**It was MOVED and SECONDED**

THAT the Board of Directors endorse the Thompson Okanagan Rail Trails Tourism Strategy as presented at the August 4, 2016 Board meeting. – **CARRIED**

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

1. Temporary Use Permit Application – E. Schultz, 16435 87 Street, Electoral Area “A”
  - a. Permit No. A2016.048-TUP
  - b. Responses Received

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

THAT the Board of Directors approve Temporary Use Permit No. A2016.048-TUP, being a permit to allow placement of a mobile home on a temporary basis to allow for care to an elderly relative. - **CARRIED**

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2. Temporary Use Permit Application – V-Line Holdings Limited, 18256 Highway 3, Electoral Area “A”
  - a. Permit No. A2016.070-TUP
  - b. Responses Received

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

THAT the Board of Directors approve Temporary Use Permit No. A2016.070-TUP, being a permit to allow placement of a mobile home. - **CARRIED**

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3. Development Variance Permit – J. Hofman, 224 Circle Drive, Electoral Area “C”
  - a. Permit No. C2016.069-DVP

The property owner addressed the Board regarding the application.

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

**It was MOVED and SECONDED**

THAT the Board of Directors approve Development Variance Permit No. C2016.069–DVP - **CARRIED**

Opposed: Director Brydon

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4. Zoning Bylaw Amendment – Avro Oil Ltd., 8360 Gallagher Lake Frontage Road, Electoral Area “C”
  - a. Bylaw No. 2453.28

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

**It was MOVED and SECONDED**

THAT Bylaw No. 2453.28, 2016, Electoral Area “C” Zoning Amendment Bylaw be adopted. - **CARRIED**

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5. Zoning Bylaw Amendment – H. Noble, 2825 Naramata Road, Electoral Area “E”
  - a. Bylaw No. 2459.20, 2016
  - b. Responses Received

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

**It was MOVED and SECONDED**

THAT Bylaw No. 2459.20, 2016, Electoral Area “E” Zoning Amendment Bylaw be read a first and second time and proceed to a public hearing;

AND THAT the holding of a public hearing be scheduled for the Regional District Board meeting of August 18, 2016;

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

**CARRIED**

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6. Zoning Amendment Bylaw – Modular and Mobile Homes – Electoral Areas “A”, “C”, “D”, “E”, “F”, and “H”
  - a. Bylaw No. 2743, 2016
  - b. Responses Received

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

**It was MOVED and SECONDED**

THAT Bylaw No. 2743, 2016, Regional District of Okanagan-Similkameen Modular and Mobile Home Amendment Bylaw be read a first and second time and proceed to a public hearing;

AND THAT the holding of a public hearing be scheduled for the Regional District Board meeting of September 1, 2016;

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

**CARRIED**

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**D. ENGINEERING SERVICES**

1. Award of Olalla Water System Upgrades
  - a. Tender Recommendation Letter

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

**It was MOVED and SECONDED**

THAT the Board of Directors receive the July 11th, 2016 tender evaluation report for award of the “Olalla Water System Upgrades” tender from WSP Canada Ltd. as attached; and,

THAT the Regional District award phase 1 of the “Olalla Water System Upgrades” project to Cantex-Okanagan Construction Ltd. in the amount of \$290,766 .00 plus applicable taxes; and,

THAT the Regional District approve a contingency for the construction in the amount of \$55,000.

**CARRIED**

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**E. FINANCE**

1. Community Facilities Capital Reserve Expenditure Bylaw – Electoral Area “H”
  - a. Bylaw 2735, 2016

**RECOMMENDATION 11 (Weighted Corporate Vote – 2/3 Majority)****It was MOVED and SECONDED**

THAT Bylaw No. 2735, 2016, Electoral Area “H” Community Facilities Capital Reserve Fund Expenditure Bylaw authorizing up to \$33,500 for the Erris Volunteer Fire Association Fire Hall Addition be read a first, second and third time and be adopted.

**CARRIED**

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**F. OFFICE OF THE CAO**

1. Board Policy Review

This Item was brought forward from the July 21, 2016 Corporate Services Committee meeting.

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

THAT the following policies be rescinded:

- Positive Workplace Environment policy
- Substance Abuse policy
- Volunteer Recognition policy.

**CARRIED**

---

2. Fleet Acquisition Replacement and Disposal Policy

This Item was brought forward from the July 21, 2016 Corporate Services Committee meeting.

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

THAT the Board of Directors adopt the Fleet Acquisition, Replacement and Disposal Policy. - **CARRIED**

---

3. RDOS Fees and Charges Amendment – August 4, 2016
  - a. Report – June 16, 2016
  - b. Bylaw No. 2723.01, 2016

**RECOMMENDATION 14 (Weighted Corporate Vote – 2/3 Majority)**

**It was MOVED and SECONDED**

THAT Bylaw No. 2723.01, 2016 Regional District of Okanagan-Similkameen Fees and Charges Bylaw be read a second and third time; and be adopted. - **CARRIED**

---

4. Gallagher Lake Sewer and Water Service Establishment
  - a. Bylaw No. 2630.03, 2016

**RECOMMENDATION 15 (Unweighted Corporate Vote – 2/3 Majority)**

**It was MOVED and SECONDED**

THAT the Board of Directors authorize consent be given on behalf of the electoral area by the electoral area Director pursuant to the *Local Government Act*; and further,

THAT Bylaw No. 2630.03, 2016 Gallagher Lake Sewer and Water Service Amendment Bylaw be read a first, second and third time and be adopted. - **CARRIED**

---

5. Olalla Water System Service Establishment Amendment
  - a. Bylaw No. 2677, 2016

**RECOMMENDATION 16 (Unweighted Corporate Vote – 2/3 Majority)**

**It was MOVED and SECONDED**

THAT Olalla Water System Service Establishment Amendment Bylaw No. 2677, 2016, be read a first, second and third time, and be adopted. - **CARRIED**

---

6. Naramata Water Advisory Committee (NWAC)
  - a. NWAC Terms of Reference

**RECOMMENDATION 17 (Unweighted Corporate Vote – Simple Majority)**

**It was MOVED and SECONDED**

THAT the Board of Directors adopt the Terms of Reference for the Naramata Water Advisory Committee. - **CARRIED**

---

7. Victim Assistance Contribution
  - a. Bylaw No. 2748, 2016 – Electoral Area “A”
  - b. Bylaw No. 2749, 2016 – Electoral Area “C”
  - c. Bylaw No. 2750, 2016 – Electoral Areas “D”, “E”, “F”

**RECOMMENDATION 18 (Unweighted Corporate Vote – Simple Majority)**

**It was MOVED and SECONDED**

THAT Electoral Area “A” Victim Assistance Contribution Bylaw No. 2748, 2016, and Electoral Area “C” Victim Assistance Contribution Bylaw No. 2749, 2016, and Electoral Areas “D”, “E”, “F” Victim Assistance Contribution Bylaw No. 2750, 2016 be read a first, second and third time and forwarded to the Inspector of Municipalities for approval;

THAT upon approval by the Inspector of Municipalities, the Board of Directors authorize that elector approval for the adoption of Electoral Area “A” Victim Assistance Contribution Bylaw No. 2748, 2016, and Electoral Area “C” Victim Assistance Contribution Bylaw No. 2749, 2016 be obtained through an Alternative Approval Process. - **CARRIED**

**RECOMMENDATION 19 (Unweighted Corporate Vote – 2/3 Majority)**

**It was MOVED and SECONDED**

THAT upon approval by the Inspector of Municipalities, the Board of Directors, with a 2/3 vote, authorize that elector approval for Electoral Areas “D”, “E”, “F” Victim Assistance Contribution Bylaw No. 2750, 2016 be obtained for the entire service area through an Alternative Approval Process in accordance with section 342 (4) of the *Local Government Act*. - **CARRIED**

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8. Okanagan Regional Library Contribution Service Establishment – Electoral Areas “B” and “G”
  - a. Bylaw No. 2751, 2016
  - b. Bylaw No. 2755, 2016

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

THAT Electoral Area “B” Okanagan Regional Library Contribution Service Establishment Bylaw No. 2751, 2016 be read a first, second and third time and be forwarded to the Inspector of Municipalities for approval;

THAT Electoral Area “G” Okanagan Regional Library Contribution Service Establishment Bylaw No. 2755, 2016 be read a first, second and third time and be forwarded to the Inspector of Municipalities for approval;

THAT upon approval by the Inspector of Municipalities, the Board of Directors authorize that elector approval for Electoral Area “B” Okanagan Regional Library Contribution Service Establishment Bylaw No. 2751, 2016 and Electoral Area “G” Okanagan Regional Library Contribution Service Establishment Bylaw No. 2755, 2016 be obtained through an Alternative Approval Process in accordance with the Local Government Act. - **CARRIED**

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**G. CAO REPORTS**

1. Verbal Update

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**H. OTHER BUSINESS**

1. Chair’s Report

- 
2. Directors Motions

- 
3. Board Members Verbal Update

---

**I. ADJOURNMENT**

By consensus, the meeting adjourned at 12:30 p.m.

APPROVED:

CERTIFIED CORRECT:

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M. Pendergraft  
RDOS Board Chair

---

B. Newell  
Corporate Officer

## ADMINISTRATIVE REPORT

**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** August 18, 2016  
**RE:** Zoning Bylaw Amendment – Electoral Area “E”



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### Administrative Recommendation:

**THAT** Bylaw No. 2459.20, 2016, Electoral Area “E” Zoning Amendment Bylaw be read a third time and adopted.

---

Purpose: To allow for the development of a new “a new tasting room, sales area, staff offices and primary dwelling, upon removing the existing tasting room/office structure.”

Owner: Heidi Noble                      Agent: People Plus Space (Heather Shedden)                      Folio: E-02140.000

Legal: Plan KAP576, Block 21, District Lot 209, SDYD, Except Plan H16696                      Civic: 2825 Naramata Rd.

Zoning: Agriculture One (AG1)                      Proposed Zoning: Agriculture One Site Specific (AG1s)

---

### Proposal:

This proposal is seeking to amend the current zoning of the subject property in order to allow for the construction of “a new tasting room, sales area, staff offices and primary dwelling, upon removing the existing tasting room/office structure.”

Specifically, the applicant is requesting an Agriculture One Site Specific (AG1s) Zone that will permit an increase to the gross floor area of all buildings associated with the retail, processing, packing and storage of farm products from 600.0 m<sup>2</sup> to approximately 750.0 m<sup>2</sup>.

The applicant has indicated that this increase is being requested “in order to accommodate the existing and future staff, as well as provide a safe and enjoyable experience for patrons in the new structure ... The proposed building will provide a safe and enjoyable experience for customers and staff ... [and that] the variance proposed is minor in order to increase the sales and operational space required by the winery.”

### Site Context:

The subject property is approximately 2.02 ha in area and is situated on the west side of Naramata Road and is bounded by Aikens Loop to the west and is approximately 2.5 kilometres (km) south of the Naramata Townsite.

### Background:

At its meeting of July 11, 2016, the Electoral Area “E” Advisory Planning Commission (APC) considered this proposal but was unable to form a recommendation to the Regional District Board due to the inability to achieve a quorum on this matter.

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A Public Information Meeting was held ahead of the APC meeting on July 11, 2016, and was attended by approximately 10 members of the public.

Referral comments on this proposal have been received from the Penticton Indian Band (PIB), Ministry of Forests, Lands and Natural Resource Operations (Archaeology Branch & Ecosystems Section), Fortis, Agricultural Land Commission (ALC) and the Ministry of Transportation and Infrastructure (MoTI) and these are included as a separate item on the Board Agenda.

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

At its meeting of August 4, 2016, the Regional District Board resolved to approve first and second reading of the amendment bylaws and directed the scheduling of a public hearing.

**A Public Hearing is scheduled to occur ahead of the Regular Board Meeting on August 18, 2016**

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

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

#### **Analysis:**

Administration does not generally support the creation of ad hoc or spot zonings where they are divorced from broader strategic land use objectives. In such instances, spot zonings grant privileges to a single parcel which are not granted or extended to other parcels in the vicinity and it is likely that other commercial winery operations in Naramata would benefit from relaxation in the current floor area restrictions.

Administration is aware, however, that the Board has previously supported all applications that have sought to increase the floor area limitations applied to wineries in Electoral Area "E" (as well as in other Electoral Areas).

For this reason, Administration is proposing — through a separate review of the AG Zones and Regs — to remove the 600 m<sup>2</sup> floor area restriction on the retail sales, processing, packing and storage of farm products and to replace this with a revised maximum parcel coverage allowance of 5% (current provision is for 15%).

If assessed against this new criteria, the proposed winery would result in a total parcel coverage at the subject property of approximately 4%, and a rezoning to allow for this expansion in floor area would be unnecessary.

Administration notes that an objective of the OCP is "to support a strategy for diversifying and enhancing farm income by creating opportunities for uses secondary to and related to the agricultural use" and to "encourage the agricultural sector's improvement and expansion by pursuing supportive land use policies ..."

The proposed expansion is seen to be consistent with this policy direction as it will support the agricultural use of the property while contributing to the continuing growth of the local agri-tourism industry and is, therefore, supportive of the requested increase in floor area.

#### **Alternatives:**

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THAT first and second readings of Bylaw No. 2459.20, 2016, Electoral Area "E" Zoning Amendment Bylaw be rescinded and the bylaw abandoned.

**Respectfully submitted:**



C. Garrish, Planning Supervisor

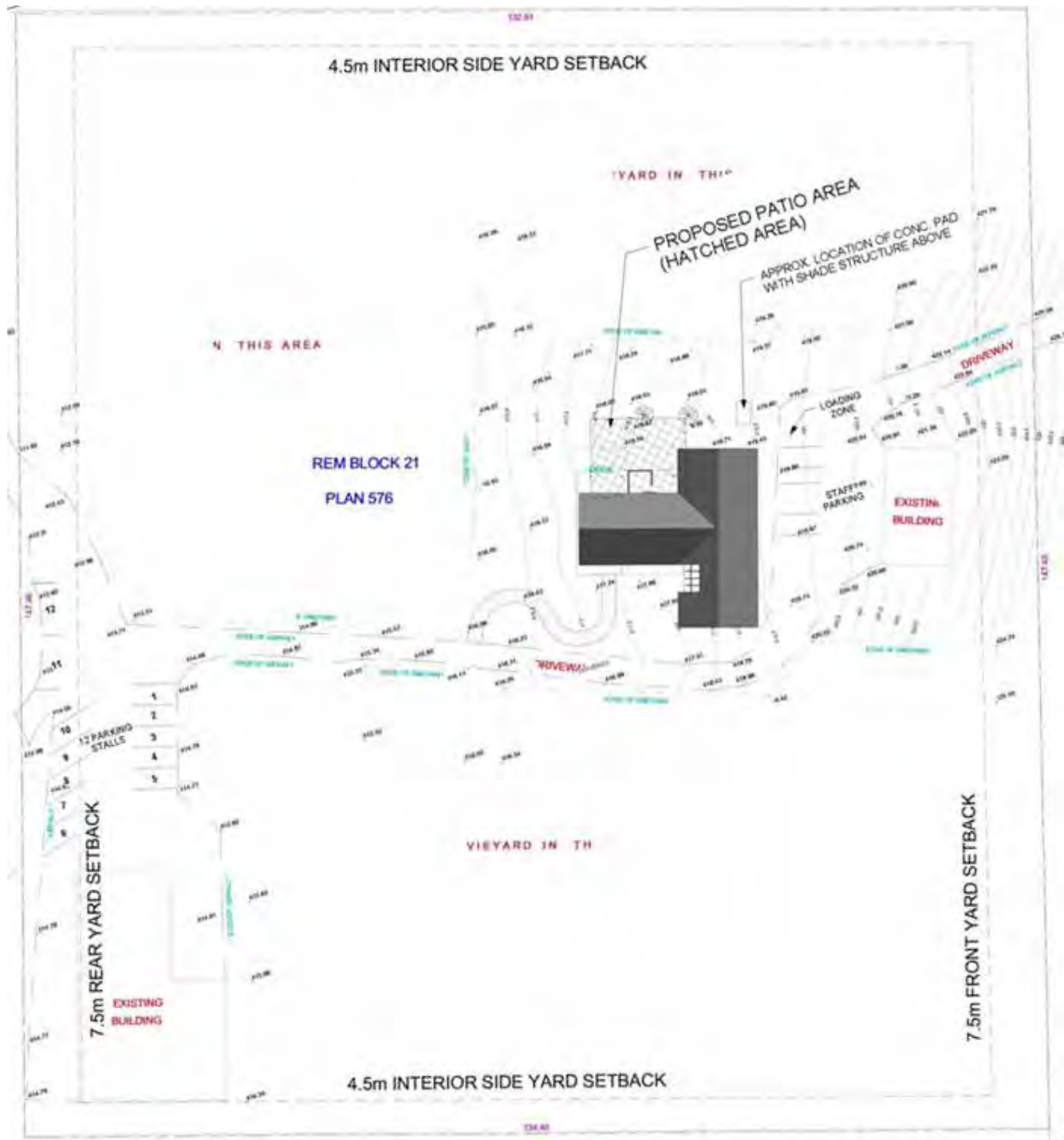
**Endorsed by:**

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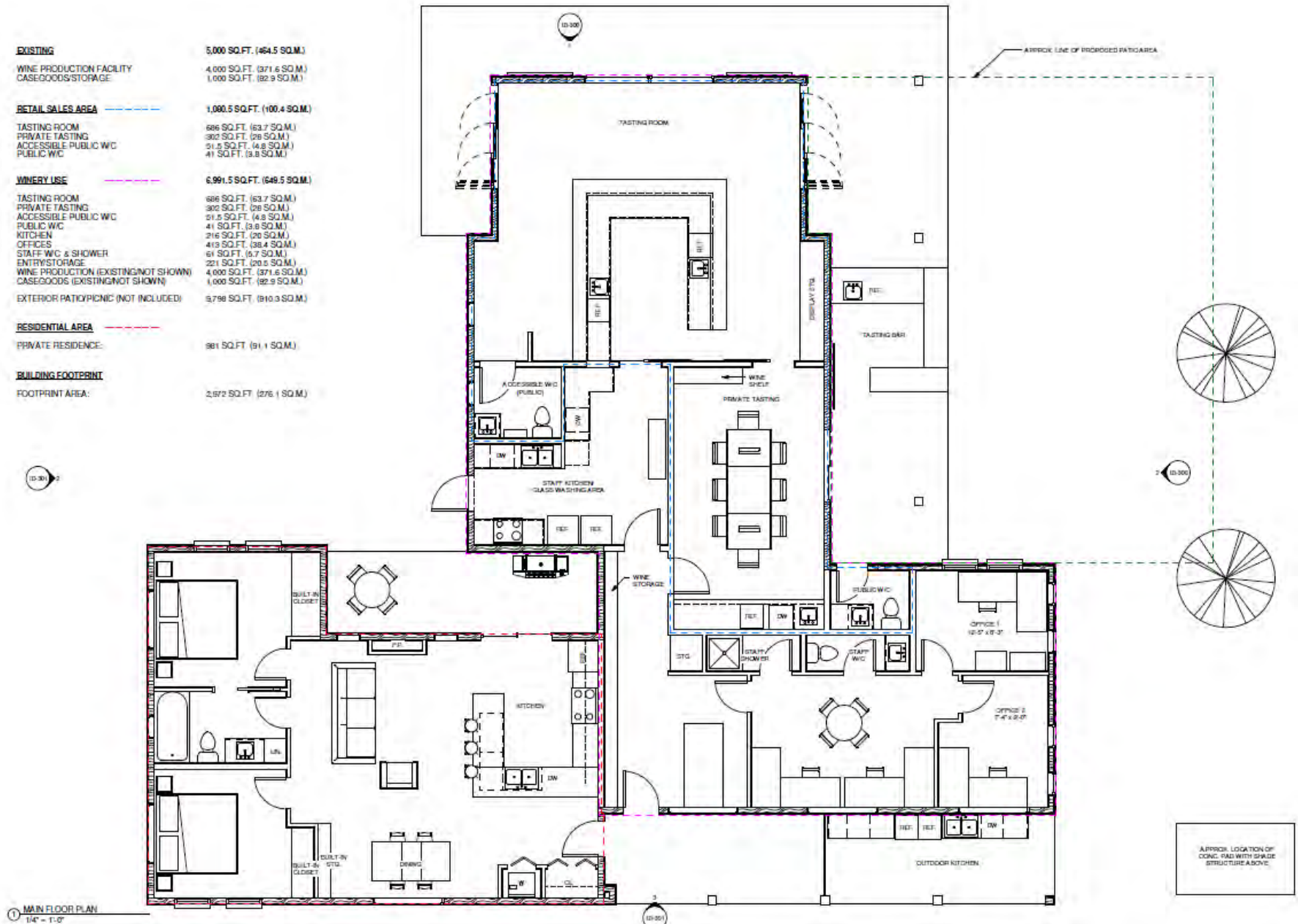
D. Butler, Development Services Manager

Attachments: No. 1 – Applicant's Site Plan  
No. 2 – Applicant's Floor Plan  
No. 3 – Applicant's Elevations  
No. 4 – Aerial Photo (2007)

Attachment No. 1 – Applicant's Site Plan



## Attachment No. 2 – Applicant's Floor Plan





Attachment No. 3 – Applicant's Elevations





Attachment No. 4 – Aerial Photo (2007)



**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**

**BYLAW NO. 2459.20, 2016**

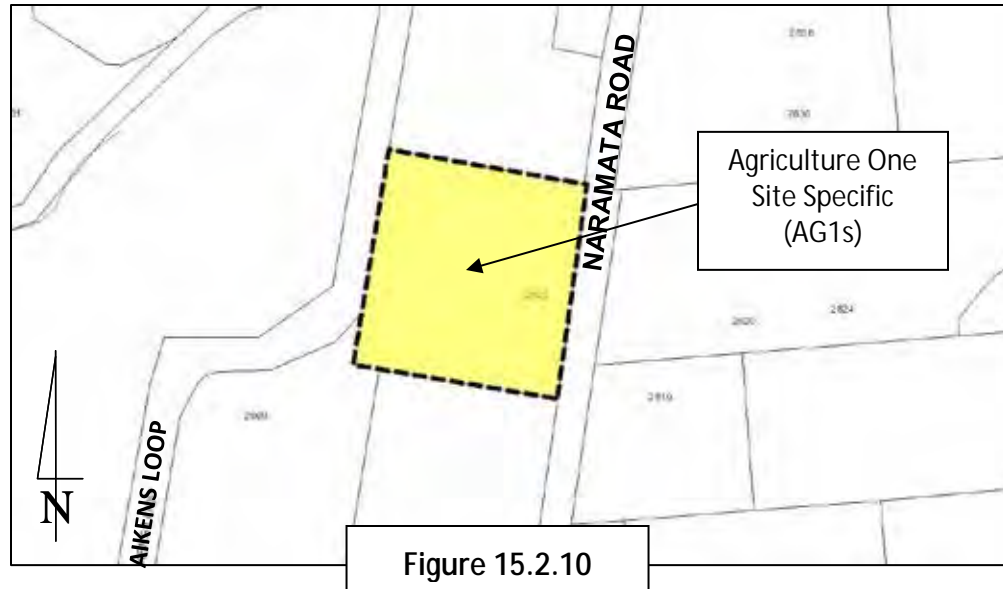
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**A Bylaw to amend the Electoral Area "E" Zoning Bylaw No. 2459, 2008**

---

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 "E" Zoning Amendment Bylaw No. 2459.20, 2016."
2. The Zoning Map, being Schedule '2' of the Electoral Area "E" Zoning Bylaw No. 2459, 2008, is amended by changing the land use designation on land described as Plan KAP576, Block 21, District Lot 209, SDYD, Except Plan H16696 and shown shaded yellow on Schedule 'Y-1', which forms part of this Bylaw, from Agriculture One (AG1) to Agriculture One Site Specific (AG1s).
3. The Electoral Area "E" Zoning Bylaw No. 2459, 2008, is amended by:
  - i) adding a new section following 15.2.9 under Section 15.0 (Site Specific Designations) to read as follows:
    - .10 in the case of land described as Plan KAP576, Block 21, District Lot 209, SDYD, Except Plan H16696, and shown shaded yellow on Figure 15.2.10:
      - a) despite Section 7.24, the gross floor area of all buildings associated with the retail, processing, packing and storage of farm products shall not exceed 750.0 m<sup>2</sup>.



READ A FIRST AND SECOND TIME this 4<sup>th</sup> day of August, 2016.

PUBLIC HEARING held on this 18<sup>th</sup> day of August, 2016.

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

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

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

# Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC V2A 5J9

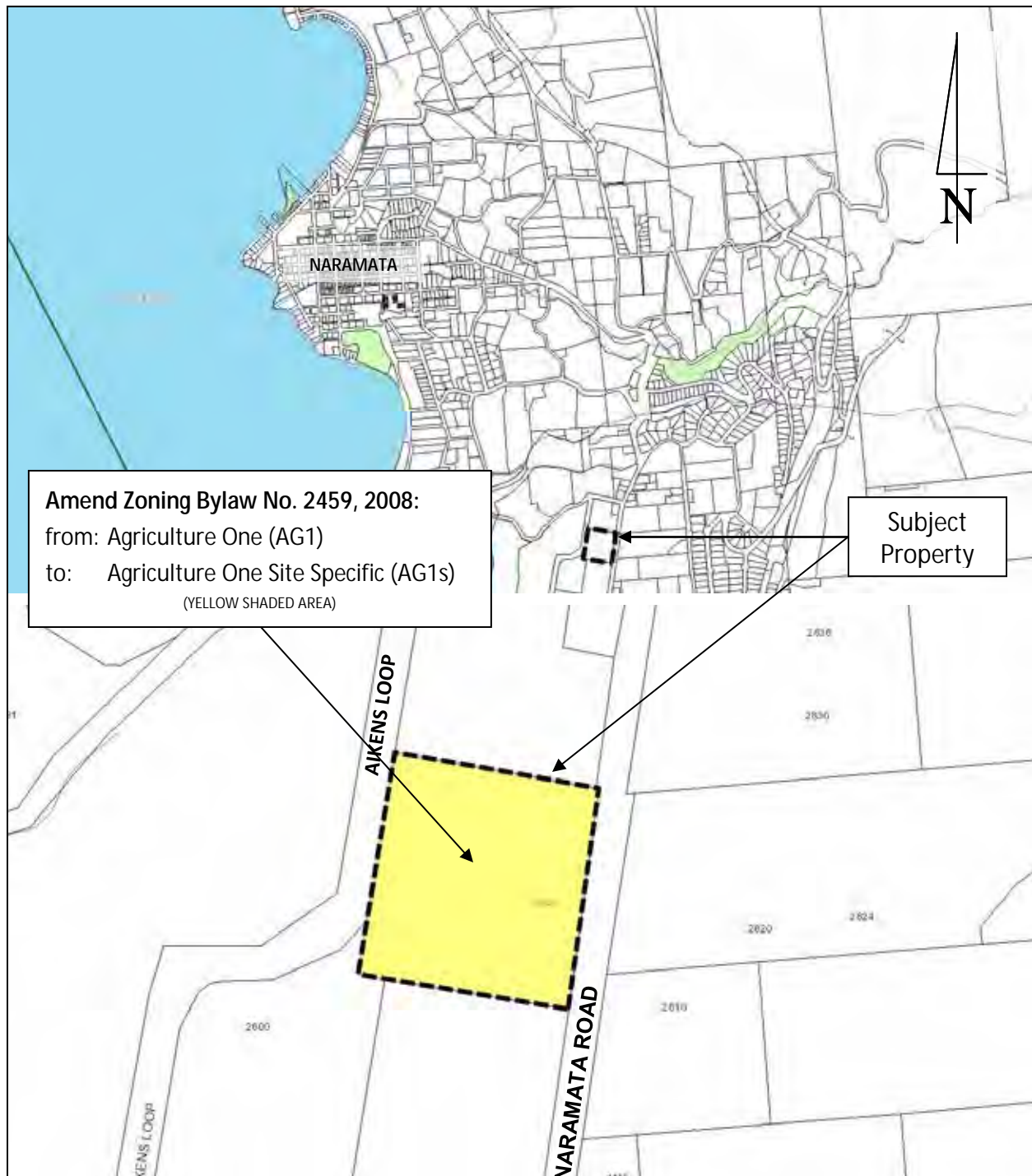
Tel: (250) 492-0237 Fax (250) 492-0063



Amendment Bylaw No. 2459.20, 2016

Project No: E2016.063-ZONE

## Schedule 'Y-1'





**From:** Collins, Martin J ALC:EX  
**To:** Christopher Garrish  
**Subject:** Bylaw Referral E2016.063-ZONE  
**Date:** June-28-16 8:32:33 AM

---

Hi Chris

This is to advise that the ALC has no objection to the proposed bylaw amendment as the winery expansion appears to be consistent with the ALC's regulation.

Regards

**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

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**From:** Beaupre, John <John.Beaupre@interiorhealth.ca>  
**Sent:** August 3, 2016 1:05 PM  
**To:** Planning  
**Cc:** Christopher Garrish  
**Subject:** Zoning Amendment - RDOS File: E2016.063-ZONE

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

Dear Mr. Garrish:

**Re: Proposed Rezoning of Plan KAP576, Block 21, District Lot 209, SDYD, Except Plan H16696 from AG1 to AG1s  
2825 Naramata Road  
Jole Farm**

Thank you for the opportunity to provide comment on the above referenced proposed zoning amendment to allow construction and expansion of a new winery building containing a dwelling, tasting room, offices and staff room areas replacing the existing tasting room and office facilities at the winery.

The applicant must contact the Interior Health – Health Protection Office, 3090 Skaha Lake Road, 250-770-5540, [HP.admin.penticton@interiorhealth.ca](mailto:HP.admin.penticton@interiorhealth.ca) regarding the required construction plan approval for the tasting room and the required operating approvals and permit for the tasting room.

The applicant should contact the Penticton HP office as soon as possible in this proposed expansion project to ensure compliance with the Public Health Act and regulations made there under.

Please contact me with any questions you may have.

Thank you.

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



## Lauri Feindell

---

**From:** Cooper, Diana FLNR:EX <Diana.Cooper@gov.bc.ca>  
**Sent:** July 11, 2016 11:38 AM  
**To:** Planning  
**Cc:** Lauri Feindell  
**Subject:** RE: Bylaw Referral E2016.063-ZONE

Hello Christopher and the Planning Team at RDOS!

Thank you for your referral regarding 2825 Naramata Road, PID 012218171, BK 21 DL 209 SIMILKAMEEN DIVISION YALE DISTRICT PL 576 EXC PL H16696 (File E2016.063-ZONE). According to Provincial records there are no known archaeological sites recorded on the subject property. However, archaeological potential modeling indicates there is the possibility for unknown/unrecorded archaeological sites to exist on the property.

Archaeological sites (both recorded and unrecorded, disturbed and intact) are protected under the *Heritage Conservation Act* and must not be altered or damaged without a permit from the Archaeology Branch.

Prior to any land alterations (e.g., addition to home, property redevelopment, extensive landscaping, service installation), an Eligible Consulting Archaeologist should be contacted to review the proposed activities and, where warranted, conduct a walk over and/or detailed study of the property to determine whether the work may impact protected archaeological materials. An Eligible Consulting Archaeologist is one who is able to hold a Provincial heritage permit that allows them to conduct archaeological studies. Ask an archaeologist if he or she can hold a permit, and contact the Archaeology Branch (250-953-3334) to verify an archaeologist's eligibility. Consulting archaeologists can be contacted through the BC Association of Professional Archaeologists ([www.bcapa.ca](http://www.bcapa.ca)) or through local directories.

If the archaeologist determines that development activities will not impact any archaeological deposits, then a permit is not required. Occupying an existing dwelling or building without any land alterations does not require archaeological study or permitting.

In the absence of a confirmed archaeological site, the Archaeology Branch cannot require the proponent to conduct an archaeological study or obtain a permit prior to development. In this instance it is a risk management decision for the proponent.

If any land-altering development is planned and proponents choose not to contact an archaeologist prior to development, owners and operators should be notified that if an archaeological site is encountered during development, activities **must** be halted and the Archaeology Branch contacted at 250-953-3334 for direction. If an archaeological site is encountered during development and the appropriate permits are not in place, proponents will be in contravention of the *Heritage Conservation Act* and likely experience development delays while the appropriate permits are obtained.

Please review the screenshot of the property below (outlined in yellow). The area in which this property is located has high potential for unknown/unrecorded archaeological materials.

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

Kind regards,

Diana





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

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

---

**From:** Lauri Feindell [mailto:lfeindell@rdos.bc.ca]

**Sent:** Monday, June 27, 2016 6:08 PM

**To:** HBE@interiorhealth.ca; Cooper, Diana FLNR:EX; fbclands@fortisbc.com; Referral Apps REG8 FLNR:EX; Collins, Martin J ALC:EX; anne.skinner@gov.bc.ca; onareception@sylix.org; PIB Referrals (referrals@pib.ca)

**Cc:** Christopher Garrish

**Subject:** Bylaw Referral E2016.063-ZONE

**Re:** Bylaw amendment 2459.20

**Project No.:** E2016.063-ZONE

**Address:** 2825 Naramata Road

Please find attached a bylaw referral along with supporting documentation for a bylaw amendment. Please forward any comments/concerns you may have to [planning@rdos.bc.ca](mailto:planning@rdos.bc.ca). If you have any questions, please do not hesitate to contact Chris Garrish, [cgarrish@rdos.bc.ca](mailto:cgarrish@rdos.bc.ca).

Kind Regards,

Lauri



**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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## Lauri Feindell

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**From:** Danielson, Steven <Steven.Danielson@fortisbc.com>  
**Sent:** July 19, 2016 10:56 AM  
**To:** Planning  
**Subject:** Naramata Rd, 2825 Naramata (E2016.063-ZONE)

With respect to the above noted file,

**There are FortisBC Inc (Electric) ("FBC(E)") primary distribution facilities along Naramata Road and Aikins Road. 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, FBC(E) has no concerns with this circulation.

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

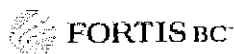
If you have any questions or comments, please contact me at your convenience.

Best Regards,

*Steven Danielson,  
Contract Land Agent for:*

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

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



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## Lauri Feindell

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**From:** Lacey, Cathy M ENV:EX <Cathy.Lacey@gov.bc.ca>  
**Sent:** July 7, 2016 9:55 AM  
**To:** Planning  
**Cc:** Christopher Garrish  
**Subject:** Your file E2016.063-ZONE

Hi,

Grant Furness, Section Head, with the Ecosystems Section of the Ministry of Forest Lands & Natural Resources has reviewed the above noted referral for 2825 Naramata Road, Naramata, B.C. and has "No Comment".

Cathy Lacey  
Admin Support  
MOE/MFLNRO Penticton



**Lauri Feindell**

---

**Subject:** FW: New winery development at 2825 Naramata Road

---

**From:** Bitte, Rob TRAN:EX [<mailto:Rob.Bitte@gov.bc.ca>]  
**Sent:** July-11-16 12:38 PM  
**To:** Christopher Garrish  
**Cc:** Robyn Clifford; Keir, Chris TRAN:EX; Wiseman, Jeff TRAN:EX  
**Subject:** RE: New winery development at 2825 Naramata Road  
**Importance:** High

Hi Chris,

Yes there are implications.

BACKGROUND

- Joie Ventures Inc. has received a Commercial Access Permit from the Ministry dated June 10, 2015
- This Permit was issued based on a 39m2 tasting room only AND the access is from Aikens Loop Road and NOT Naramata Road.
- The Permittee is required to provide four parking spaces on-site and no parking allowed on the public road(s).

So if the land use changes from the above, the Permit will become null and void. The applicant will be required to obtain a new access permit based on the approved new land use. Of course with a proposed larger tasting room, additional parking spaces will need to be established on-site only and access/egress will still be from Aikens Loop Road only. The Naramata Road driveway will be used for SFR only and must be gated when not in use- as it currently is.

It is absolutely critical that the landowners prepare and provide for ALL PARKING to be on-site. If they can't produce enough parking on-site, they should not be permitted to increase their tasting room or any other facility that would invite the public to their property. The Motor Vehicle Act is pretty clear about vehicles not being allowed to park on a public road.

I hope that helps

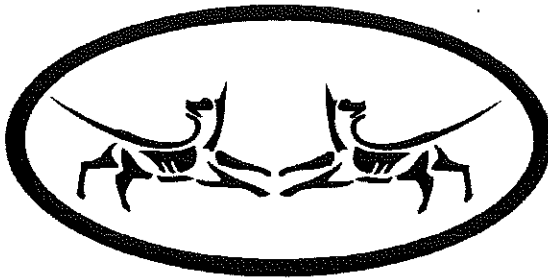
Regards,

**ROB BITTE**

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

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## **Penticton Indian Band**

Natural Resource Department  
R.R. #2, Site 80, Comp.19  
Penticton, British Columbia  
Canada V2A 6J7

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

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

June-28-16

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

**RTS #: 1784**

**Referral ID: 2016-06-27 ZON 1784**

**Reference #: BL2459.20 E2016.063-ZONE**

**Referral Date: June-27-16**

**Summary:** Construction of "a new tasting room, sales area, staff offices and primary dwelling, upon removing the existing tasting room/office structure." 2825 Naramata Road, Naramata.

**Attention: Christopher Garrish**

The Penticton Indian Band acknowledges receipt of your referral dated June-27-16. The PIB has insufficient information to begin review of your referral. Please provide the information indicated below.

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

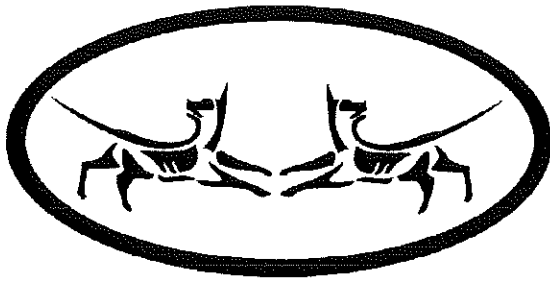
- KMZ file for area of interest
  - Shape files of are of interest
  - Proponent contact info
- Please provide : name, phone, email, address

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

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

Limlɛmt,

Lavonda Nelson  
Data Management Clerk



## Penticton Indian Band

*Natural resource Department*

R.R. #2, Site 80, Comp.19

Penticton, B.C. CAN

V2A 6J7

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

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

June-28-16

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

**Referral ID:** 2016-06-27 ZON 1784

**RTS #:** 1784

**Date:** June-27-16

**Reference #:** BL2459.20 E2016.063-ZONE

**Summary:** Construction of "a new tasting room, sales area, staff offices and primary dwelling, upon removing the existing tasting room/office structure." 2825 Naramata Road, Naramata.

**Attention: Christopher Garrish**

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

Thank you for the above application that was received on June-28-16. This letter is to inform you that due to current levels of internal capacity, we are unable to review your referral in your proposed timeline. With additional time, Penticton Indian Band will be able to ensure that an informed review process will occur. We are setting the new timeline to be 60 days from the existing timeline.

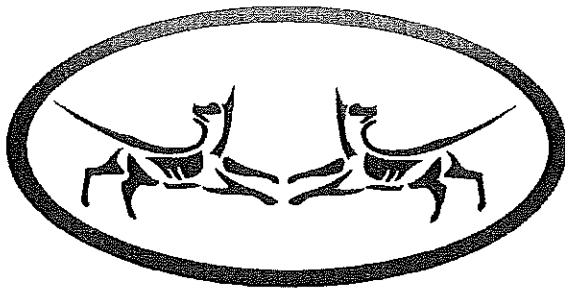
Most recently, the Supreme Court of Canada in the Tsilquot'in case confirmed that the province has been applying an incorrect and restrictive test to the determination of Aboriginal Title, and that Aboriginal Title includes the exclusive right of a First Nation to decide how that land is used and the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

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

I appreciate your co-operation.

Limlɛmt,

Lavonda Nelson  
Data Management Clerk



## Penticton Indian Band

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

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

June-28-16

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

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

**Referral ID:** 2016-06-27 ZON 1784

**RTS #:** 1784

**Date:** June-27-16

**Reference #:** BL2459.20 E2016.063-ZONE

**Summary:** Construction of "a new tasting room, sales area, staff offices and primary dwelling, upon removing the existing tasting room/office structure." 2825 Naramata Road, Naramata.

### **ATTENTION: Christopher Garrish**

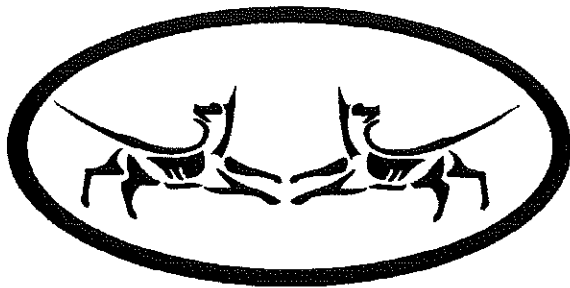
We are in receipt of the above referral. The proposed activity is located within Okanagan Nation Territory and the PIB Area of Responsibility. All lands and resources within the vicinity of this referral are subject to our unextinguished Aboriginal Title and Rights.

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

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

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

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



## Penticton Indian Band

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

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

June-28-16

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

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

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Total	\$ 500.00	\$ 0.00	\$ 500.00

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

We are the occupants of the neighbouring winery and have no objection to the proposed amendment which would permit the gross floor area of all 3 buildings on the property to 650 m<sup>2</sup> subject to the following two conditions:

### 1. Parking

The issue of parking is not addressed in the proposal and should go hand in hand with the proposed amendment given the existing shortage of parking and expected future traffic in the area.

- As some patrons attending the property stay for extended periods of time for wine tastings and/or eat at the bistro the turn around time of cars in the parking lot and on Aikens Loop is much longer than tastings at most wineries. As a result cars<sup>or</sup> the small parking lot on the property is full of cars resulting in line ups of cars for up to \*\*\*\* meters along Aikens Loop and using our winery's designated parking spots.

➤ To accommodate the existing parking shortage and expected increase of patrons at the expanded facilities the applicant should consider during the demolition and construction of the new building on the property to allow for better parking by:

- increasing the parking spaces on the its property, AND/OR
- allowing access off Naramata Road to create a one way traffic flow as Elephant Island (another neighbouring winery) does to accommodate the traffic to and parking at their winery.





## 2. Septic


We have had ongoing issues with the applicant regarding water gushing from the applicant's property over Aikens Look into the apple orchard creating standing water. We understand some measure have been taken to remedy the situation but are concerned that with the facilities in the new building it may be inadequate and seek comfort that this is being addressed along with the proposed changes on the property.

## Closing

If we were to expand our winery operations we would most certainly provide for more parking on our property by removing some apple trees or vines but as it is we should have sufficient parking for our patrons for our current operating size.

We have our own septic field to accommodate our current operations; likewise expect the applicant to ensure their septic fields for the winery and the new building are adequate for the proposed uses on the property.

VAN WESTEN ORCHARDS LTA

 Pres



# Minutes

## Electoral Area 'E' Advisory Planning Commission

Meeting of Monday, July 11th, 2016

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

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### Present:

Members: Bruce Clough (Chair, Electoral Area "E" APC), Heather Fleck, Phil Janzen, Judi Harvey, Tom Hoenisch

Absent: David Kopp (Vice Chair), Don Mancell, Tim Forty

Staff: Donna Butler (Development Services Manager, RDOS)

Guests: Mary Simonin, Justin Skidmore, Noelle Starzynski, Mary Jane Szel, Kalman Szel, Robert Van Westen, Jake Van Westen Sr., Karla Kozakevich (Area 'E' Director)

Recording Secretary: Heather Lemieux (Recording Secretary) via transcription

Delegates: Heidi Noble (Joie Farm Winery), Chase Tracy (Richie Custom Homes), Nicholas Hill (Richie Custom Homes)

### 1. ADOPTION OF AGENDA

The meeting was called to order at 7:38 p.m. Quorum Present.

### MOTION

It was Moved and Seconded that the Agenda be adopted.

CARRIED (UNANIMOUSLY)

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### 2. DELEGATIONS

#### 2.1 Noble, Heidi for Zoning Bylaw Amendment Application Agent: People Plus Space (Shedden, Heather) E02140.000 / E2016.063-ZONE

Heather Fleck, APC member, recused herself as meeting participant at 7:41 p.m. to passively observe from the audience. Quorum not maintained.

Heidi Noble addressed guests and APC members regarding the rezoning application AG1 to the site specific AG1s. Discussed proposed bylaw amendments, detailed planning and project timelines.

Roundtable discussion held in regards to the application. Concerns heard about the parking, vehicle accessibility and the role of the Ministry of Transportation.

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### 3. DEVELOPMENT APPLICATIONS

- 3.1 E02140.000 (E2016.063-ZONE) - Zoning Bylaw Amendment Application Administrative Report written by Christopher Garrish, Planning Supervisor & presented in his absence by Donna Butler (Development Services Manager, RDOS).

No Motion was made due to unmaintained Quorum, but Karla Kozakevich (Area 'E' Director) & Donna Butler (Development Services Manager, RDOS) gained insight into matters regarding the application.

Heather Fleck, APC member, rejoined commission as active participant at 8:18 p.m. restoring Quorum for remaining matters.

Departure of all public guests at 8:19 p.m., except Justin Skidmore & Heidi Noble who left at 8:30 p.m.

### 4. OTHER

#### 4.1 X2016.057-ZONE

Review of Zoning Bylaw Regulations - Modular and Mobile Homes Administrative Report submitted by Christopher Garrish, Planning Supervisor

Delegate: Christopher Garrish (Planning Supervisor) not present. Donna Butler (Development Services Manager, RDOS) present.

Donna Butler (Development Services Manager, RDOS) presented details of the review. Discussed definitions, current bylaws and zoning for mobile vs. modular (manufactured) homes.

The APC then considered the following questions before making their recommendation to the Board regarding the proposed changes to the Electoral Area Zoning Bylaws:

4.1.1 *Should modular homes be permitted as a form of "single detached dwelling" in all zones?*

Yes, subject to same limitations as in any normal home dwelling.

4.1.2 *Should modular homes be permitted as an allowable form of "accessory dwelling" in all zones?*

Yes, subject to same limitations as in any normal home dwelling.

4.1.3 *Should mobile homes be permitted as an allowable form of principal dwelling unit in the RA, LH and AG zones?*

## ADMINISTRATIVE REPORT

**TO:** Board of Directors

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

**DATE:** August 18, 2016

**TYPE:** Official Community Plan & Zoning Bylaw Amendment — Electoral Area Boundaries



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### Administrative Recommendation:

**THAT Bylaw No. 2497.07, 2016, Electoral Area “H” Official Community Plan Amendment Bylaw be read a third time and adopted;**

**AND THAT Bylaw No. 2498.10, 2016, Electoral Area “H” Zoning Amendment Bylaw be read a third time.**

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### Proposal:

The purpose of this report is to outline proposed OCP and Zoning Bylaw amendments to the Electoral Area “H” boundaries resulting from the recent incorporation of the Copper Mountain mine site with the Town of Princeton.

Specifically, it is being proposed to repeal Schedules ‘B’ - ‘I’ of the Electoral Area ‘H’ Official Community Plan Bylaw No. 2497, 2012 and Schedule ‘2’ of the Electoral Area ‘H’ Zoning Bylaw No. 2498, 2012, and to replace these with new Schedules reflecting the new boundaries.

### Background:

On January 1, 2016, the Province approved the incorporation of approximately 5,274.4 ha of land comprising the Copper Mountain mine site within the Town of Princeton’s municipal boundaries.

As part of this process, mapping provided by the Province highlighted a number of other discrepancies between the existing Town and Electoral Area “H” boundaries, as well as discrepancies between the boundaries of Electoral Areas “H” & “G”.

At its meeting of April 19, 2016, the Electoral Area “H” Advisory Planning Commission (APC) resolved to recommend to the Regional District Board that the proposed amendments be approved.

At its meeting of July 21, 2016, the Regional District Board resolved to approve first and second reading of the amendment bylaws and directed that a public hearing occur at the Board meeting of August 18, 2016.

All other comments received through the public process, including APC minutes are compiled and included as a separate item on the Board Agenda.

Prior to adoption of Amendment Bylaw No. 2498.10, 2016, approval from the Ministry of Transportation and Infrastructure (MoTI) is required as the mapping amendments affect lands situated within 800 metres of a controlled area (i.e. Highway 3).

### Analysis:

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To reflect the incorporation of the Copper Mountain mine site within the Town of Princeton, Administration is recommending that this area be removed from all OCP and Zoning Bylaw schedules (NOTE: this area is currently designated and zoned as Resource Area).

With regard to the other electoral area boundary issues that have been identified, Administration is proposing to also remove an approximately 4.2 ha area of Crown land from the Schedules as this land is within the Town's boundaries (see Attachment No. 2). This land was previously zoned Agriculture Three (AG3) by the Regional District and, if the Town has not already done so, it will be incumbent upon them to zone this area under their Zoning Bylaw.

Conversely, an approximately 12.5 ha of land that was previously thought to be within the Town will now be formally designated Resource Area (RA) under the OCP Bylaw and zoned RA under the Zoning Bylaw (see Attachment No. 2).

The remaining boundary issues are largely found at the eastern edge of the Electoral Area where it borders Electoral Area "G" (Keremeos Rural/Hedley). The Board of Directors is asked to be aware that Electoral Area "G" does not have any zoning that applies in this area and will not be affected by this change.

**Alternative:**

THAT the Board of Directors rescind first and second reading of Amendment Bylaw Nos. 2497.07 & 2498.10, 2016, and abandon the bylaws.

**Respectfully submitted:**

**Endorsed by:**



C. Garrish, Planning Supervisor

S. Lightfoot, Planning Tech.



D. Butler, Development Services Manager

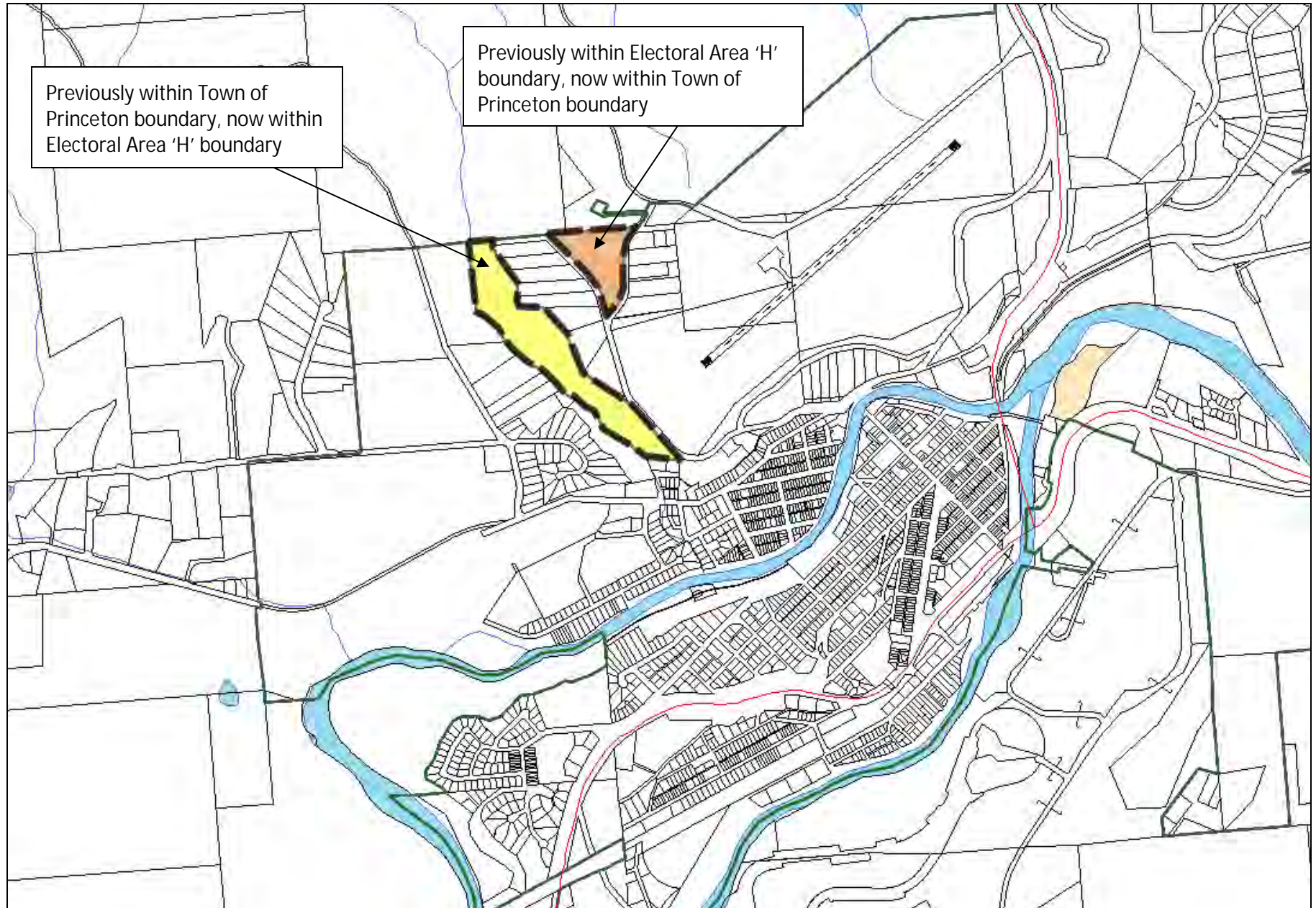
Attachments: No. 1 – Princeton Municipal Boundary Change

No. 2 – Parcel Changes Along Municipal Boundary





## Attachment No. 2 – Parcel Changes Along Municipal Boundary



**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**

**BYLAW NO. 2497.07, 2016**

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**A Bylaw to amend the Electoral Area "H"  
Official Community Plan Bylaw No. 2497, 2012**

---

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 "H" Official Community Plan Amendment Bylaw No. 2497.07, 2016."
2. The Electoral Area "H" Official Community Bylaw No. 2497, 2012, is amended by:
  - i) replacing Schedule 'B' (Electoral Area 'H' Official Community Plan Map) with a new Schedule 'B' (Electoral Area 'H' Official Community Plan Map), as shown on the attached Schedule 'X-1' (which forms part of this bylaw).
  - ii) replacing Schedule 'C' (Electoral Area 'H' Road Network Plan) with a new Schedule 'C' (Electoral Area 'H' Road Network Plan), as shown on the attached Schedule 'X-2' (which forms part of this bylaw).
  - iii) replacing Schedule 'D' (Electoral Area 'H' Trail Network Plan) with a new Schedule 'D' (Electoral Area 'H' Trail Network Plan), as shown on the attached Schedule 'X-3' (which forms part of this bylaw).
  - iv) replacing Schedule 'E' (Electoral Area 'H' Hazard Lands) with a new Schedule 'E' (Electoral Area 'H' Hazard Lands), as shown on the attached Schedule 'X-4' (which forms part of this bylaw).



- v) replacing Schedule 'F' (Electoral Area 'H' Aggregate Resources Map) with a new Schedule 'F' (Electoral Area 'H' Aggregate Resources Map), as shown on the attached Schedule 'X-5' (which forms part of this bylaw).
- vi) replacing Schedule 'G' (Electoral Area 'H' Environmentally Sensitive Development Permit Areas) with a new Schedule 'G' (Electoral Area 'H' Environmentally Sensitive Development Permit Areas), as shown on the attached Schedule 'X-6' (which forms part of this bylaw).
- vii) replacing Schedule 'H' (Electoral Area 'H' Watercourse Development Permit Area) with a new Schedule 'H' (Electoral Area 'H' Watercourse Development Permit Area), as shown on the attached Schedule 'X-7' (which forms part of this bylaw).
- viii) replacing Schedule 'I' (Electoral Area 'H' Archaeologically Sensitive Areas) with a new Schedule 'I' (Electoral Area 'H' Archaeologically Sensitive Areas), as shown on the attached Schedule 'X-8' (which forms part of this bylaw).

READ A FIRST AND SECOND TIME this 21<sup>st</sup> day of July, 2016.

PUBLIC HEARING held on this 18<sup>th</sup> day of July, 2016.

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

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

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

# Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC V2A 5J9

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



Amendment Bylaw No. 2497.07, 2016

Project No: H2016.030-ZONE

Schedule 'X-1'

*"Schedule 'B' — Official Community Plan Map"*

# Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC V2A 5J9

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



Amendment Bylaw No. 2497.07, 2016

Project No: H2016.030-ZONE

Schedule 'X-2'

*"Schedule 'C' — Road Network Plan"*

# Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC V2A 5J9

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



Amendment Bylaw No. 2497.07, 2016

Project No: H2016.030-ZONE

Schedule 'X-3'

*"Schedule 'D' — Trail Network Plan"*

# Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC V2A 5J9

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



Amendment Bylaw No. 2497.07, 2016

Project No: H2016.030-ZONE

Schedule 'X-4'

*"Schedule 'E' — Hazard Lands"*

# Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC V2A 5J9

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



Amendment Bylaw No. 2497.07, 2016

Project No: H2016.030-ZONE

Schedule 'X-5'

*"Schedule 'F' — Aggregate Resources Map"*

# Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC V2A 5J9

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



Amendment Bylaw No. 2497.07, 2016

Project No: H2016.030-ZONE

Schedule 'X-6'

*"Schedule 'G' — Environmentally Sensitive Development Permit Areas"*

# Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC V2A 5J9

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



Amendment Bylaw No. 2497.07, 2016

Project No: H2016.030-ZONE

Schedule 'X-7'

*"Schedule 'H' — Watercourse Development Permit Area"*



# Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC V2A 5J9

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



Amendment Bylaw No. 2497.07, 2016

Project No: H2016.030-ZONE

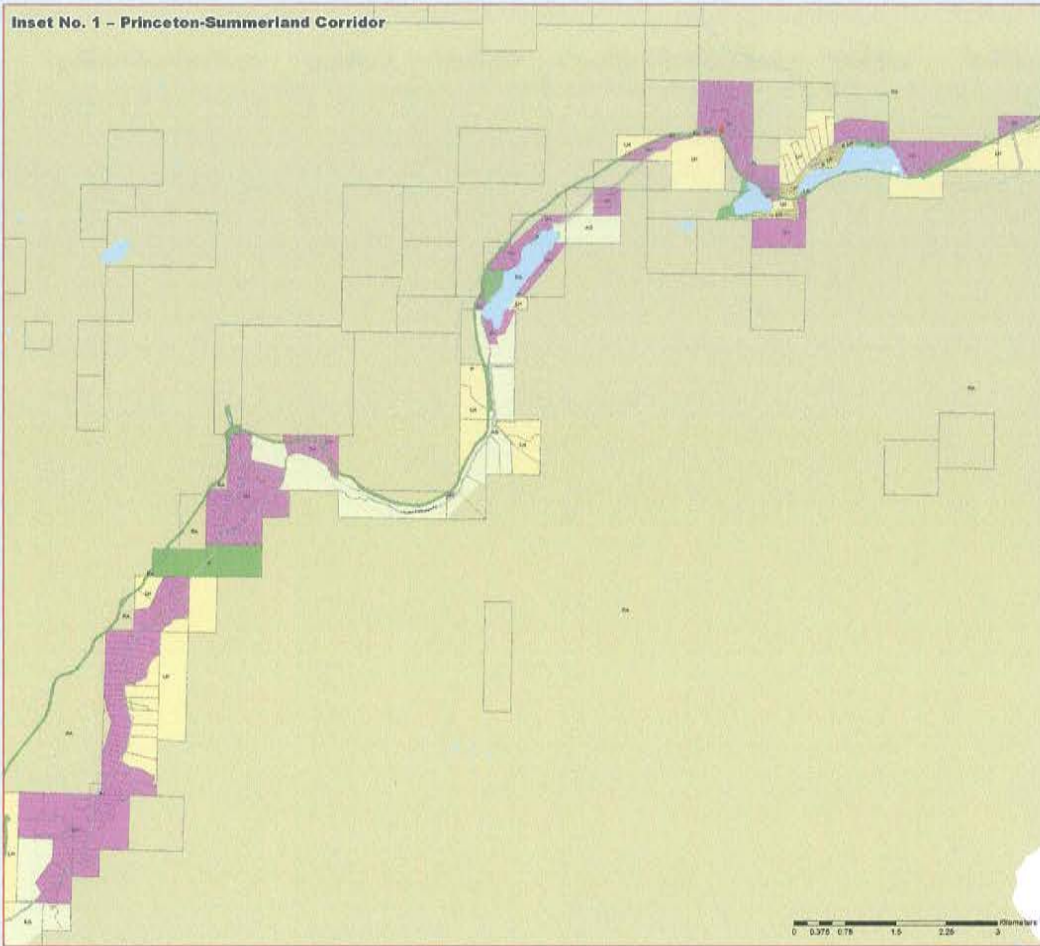
Schedule 'X-8'

*"Schedule 'I' — Archaeologically Sensitive Areas"*

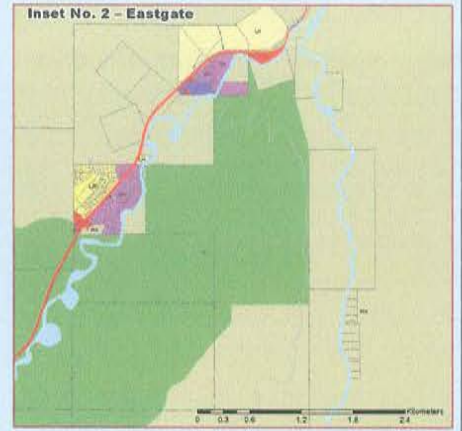




**Inset No. 1 – Princeton-Summerland Corridor**



**Inset No. 2 – Eastgate**

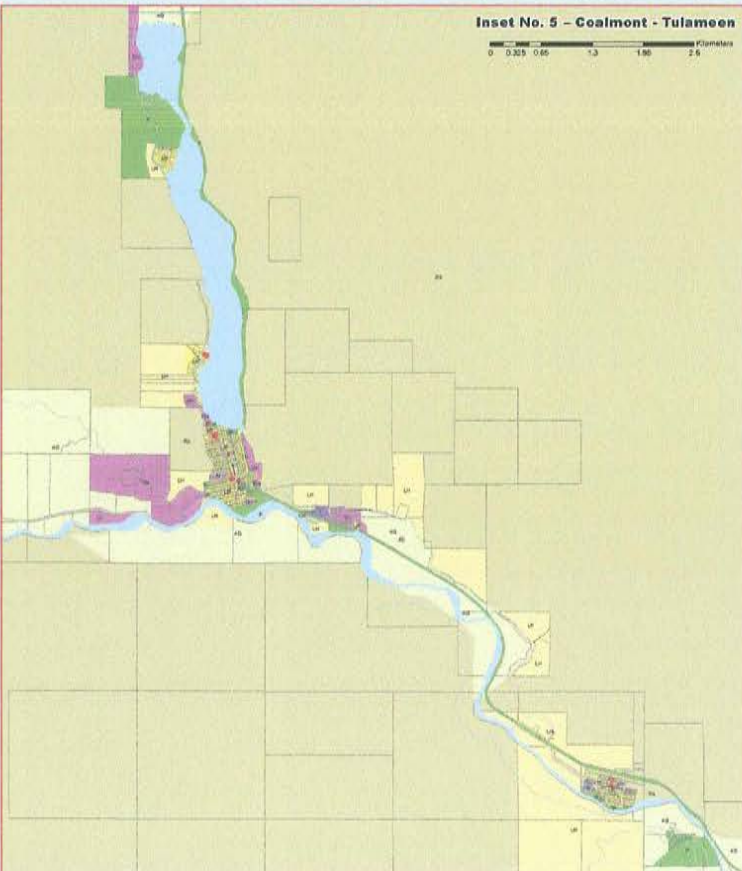


- Legend**
- Scale**
- Land Designations:**
- Residential (R)
  - Agriculture (A)
  - Forest (F)
  - Water (W)
  - Other (O)
- Residential Designations:**
- Low Density Residential (LD)
  - Medium Density Residential (MD)
  - High Density Residential (HD)
- Commercial Designations:**
- Community Services and Automobile Use Designations
  - Community Services and Automobile Use Designations
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- Community Services and Automobile Use Designations
  - Community Services and Automobile Use Designations

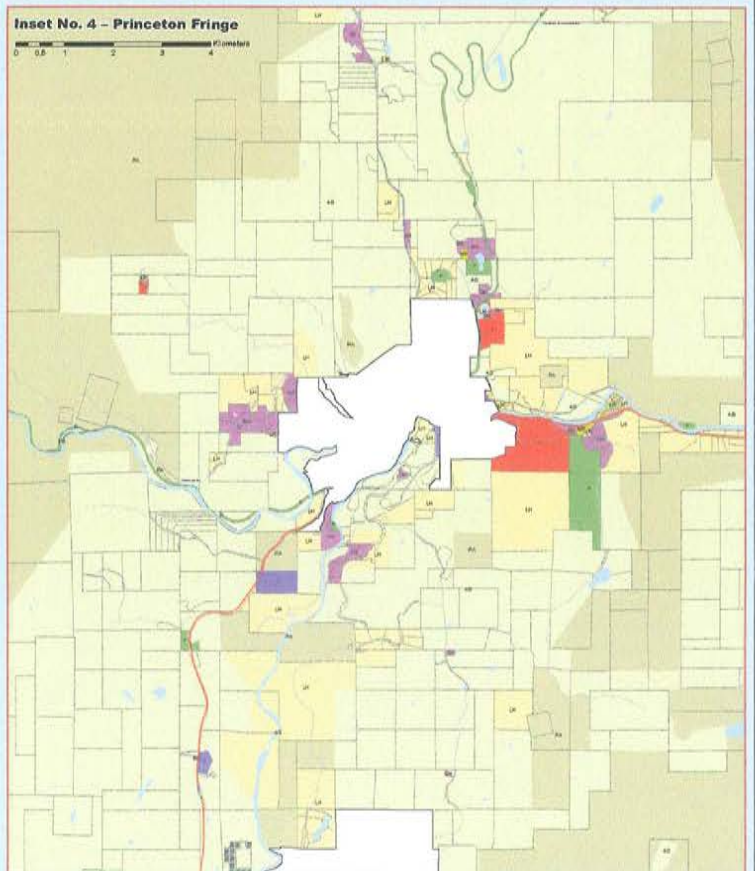
**Inset No. 3 – Allison Lake**



**Inset No. 5 – Coalmont - Tulameen**



**Inset No. 4 – Princeton Fringe**



Date: 2016-07-14

Official Community Plan Map  
Schedule 'B'  
Electoral Area 'H' Official Community Plan Bylaw No. 2497, 2013

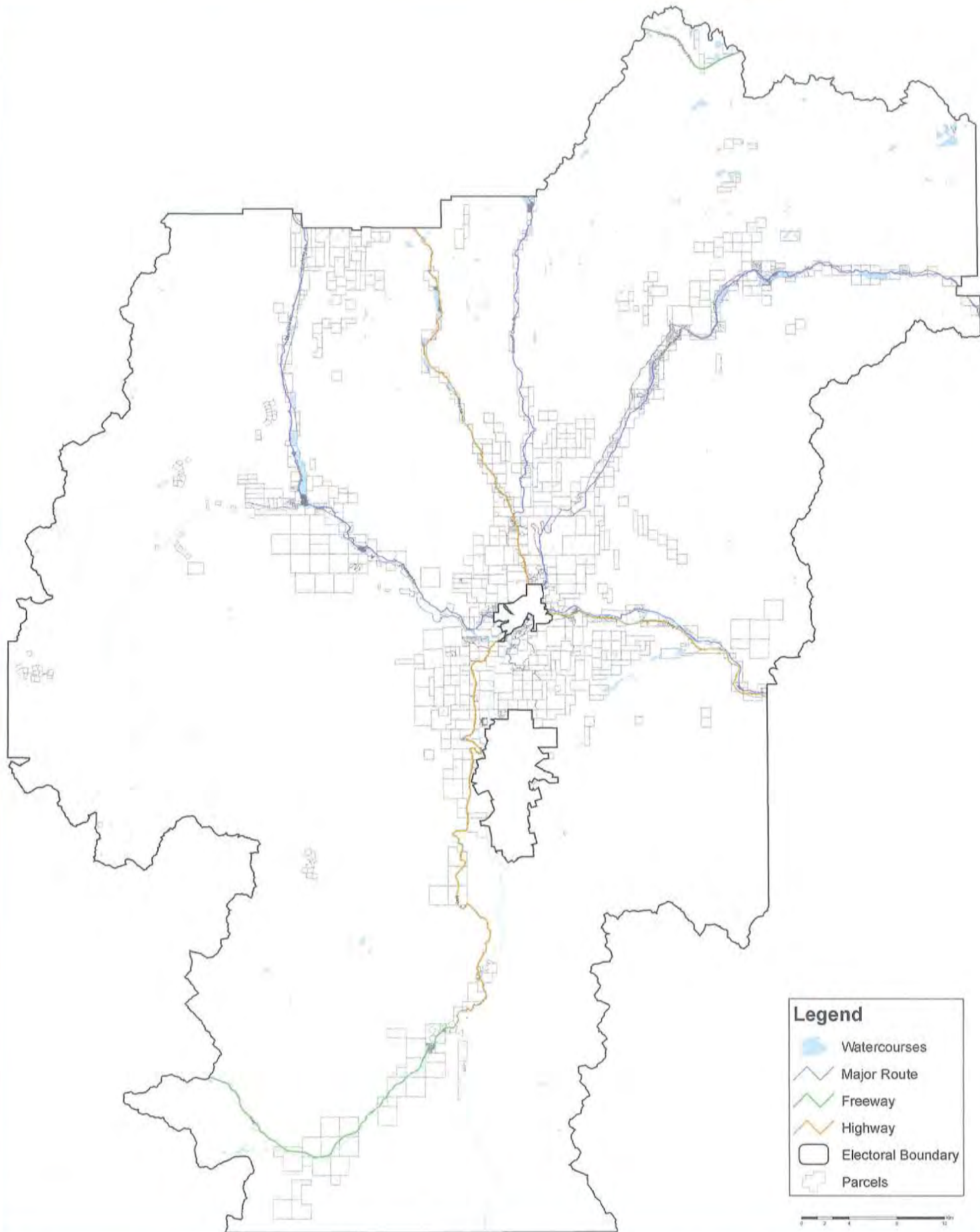
This is Schedule B (Official Community Plan Map)  
as referenced in the Regional District of Okanagan-Similkameen's  
Electoral Area 'H' Official Community Bylaw No. 2497, 2013

Chair

Chief Administrative Officer



Sheet 2



**Legend**

- Watercourses
- Major Route
- Freeway
- Highway
- Electoral Boundary
- Parcels



Date: 2019-07-19

**Road Network Plan  
Schedule 'C'  
Electoral Area 'H' Official Community Plan Bylaw No. 2497, 2013**

This is Schedule 'C' (Road Network Plan) as referenced in the  
Regional District of Okanagan-Similkameen's Electoral Area 'H'  
Official Community Plan Bylaw No. 2497, 2013

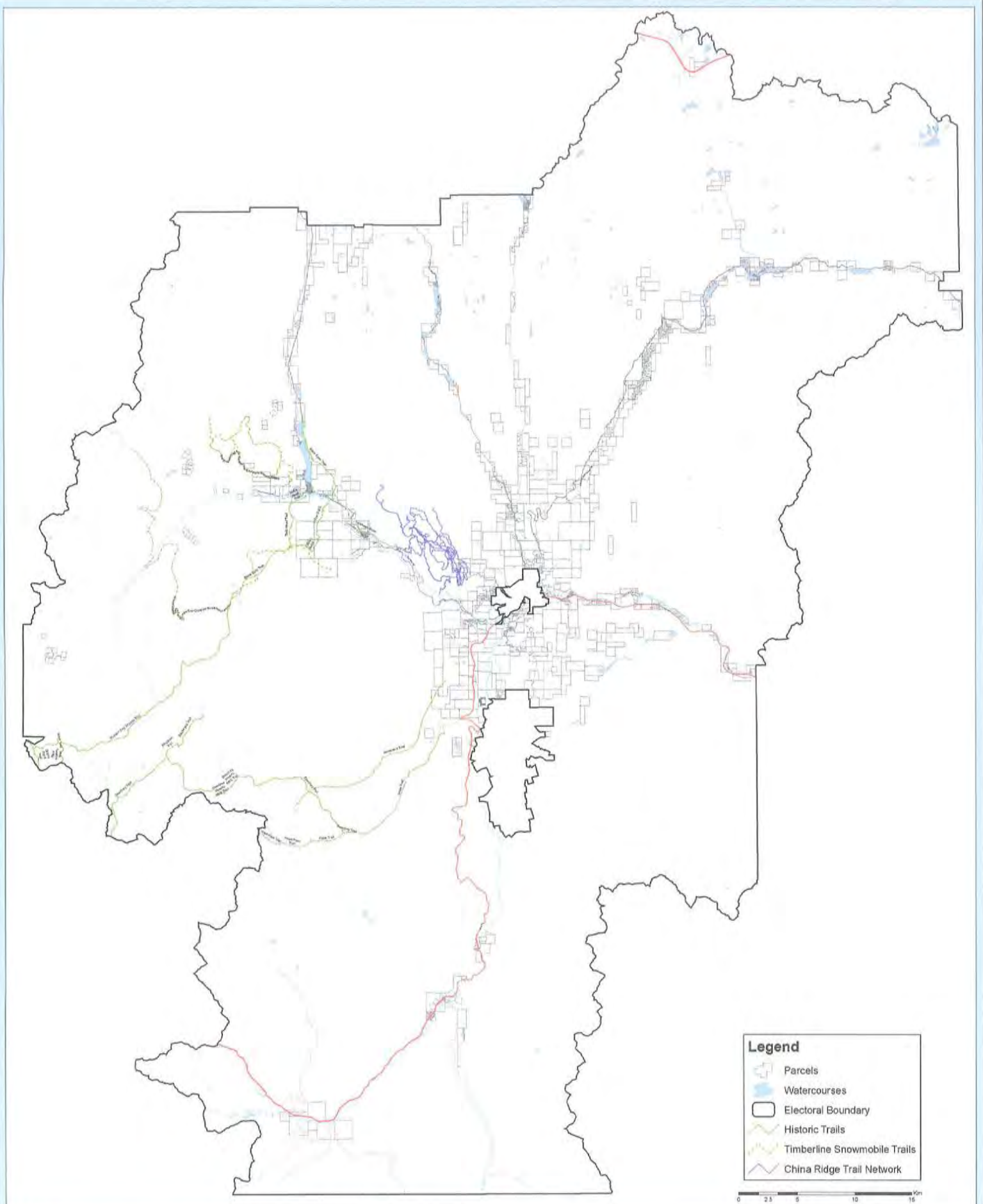
Chair

Chief Administrative Officer



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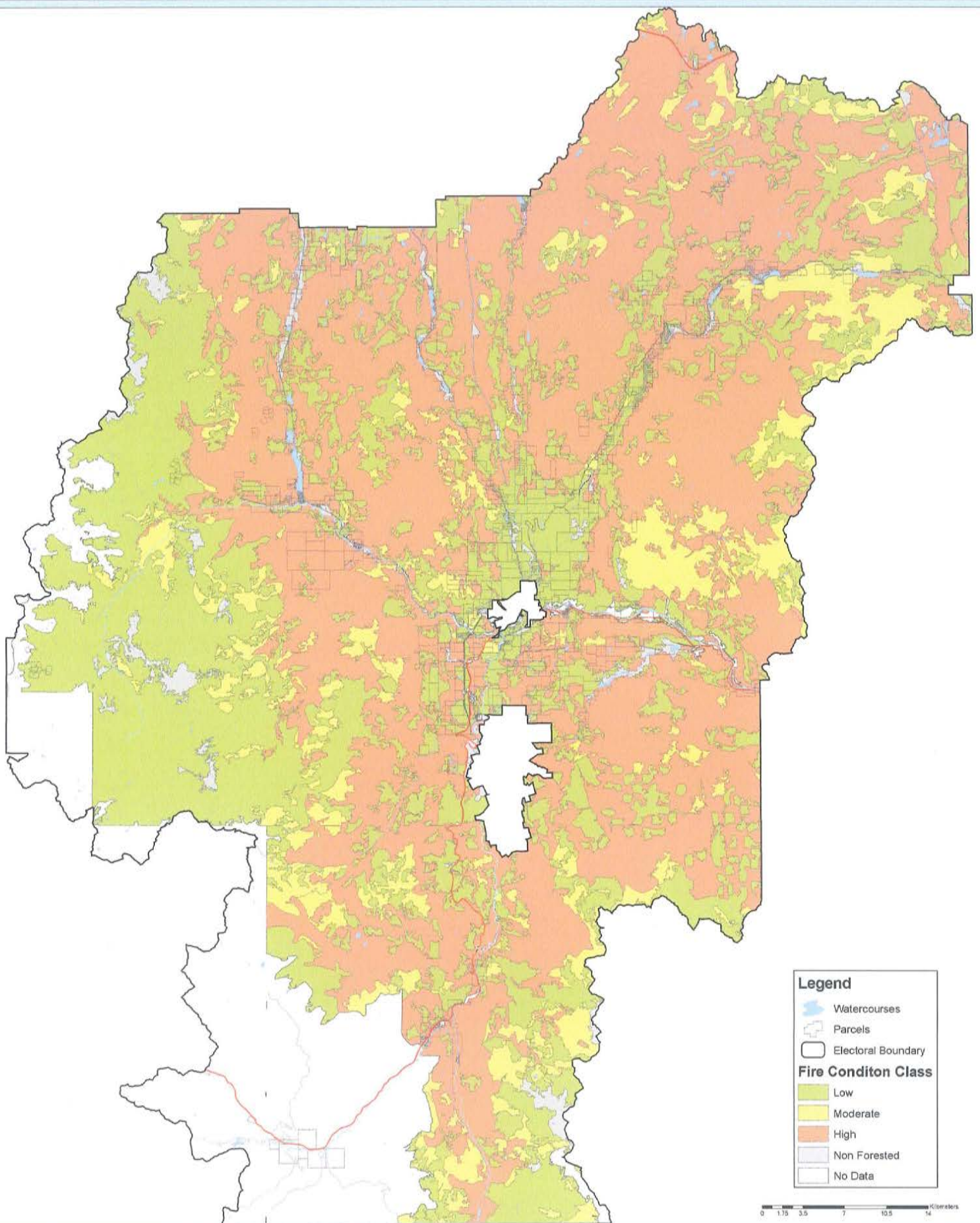
- Legend**
- Parcels
  - Watercourses
  - Electoral Boundary
  - Historic Trails
  - Timberline Snowmobile Trails
  - China Ridge Trail Network



**Trail Network Plan**  
**Schedule 'D'**  
**Electoral Area 'H' Official Community Plan Bylaw No. 2497, 2013**

This is Schedule 'D' (Trail Network Plan) as referenced in the  
 Regional District of Okanagan-Similkameen's Electoral Area 'H'  
 Official Community Plan Bylaw No. 2497, 2013.  
 Chair \_\_\_\_\_ Chief Administrative Officer \_\_\_\_\_





**Legend**

- Watercourses
- Parcels
- Electoral Boundary

**Fire Conditon Class**

- Low
- Moderate
- High
- Non Forested
- No Data



Date: 2016-07-16

**Hazard Lands  
Schedule 'E'**  
Electoral Area 'H' Official Community Plan Bylaw No. 2497, 2013

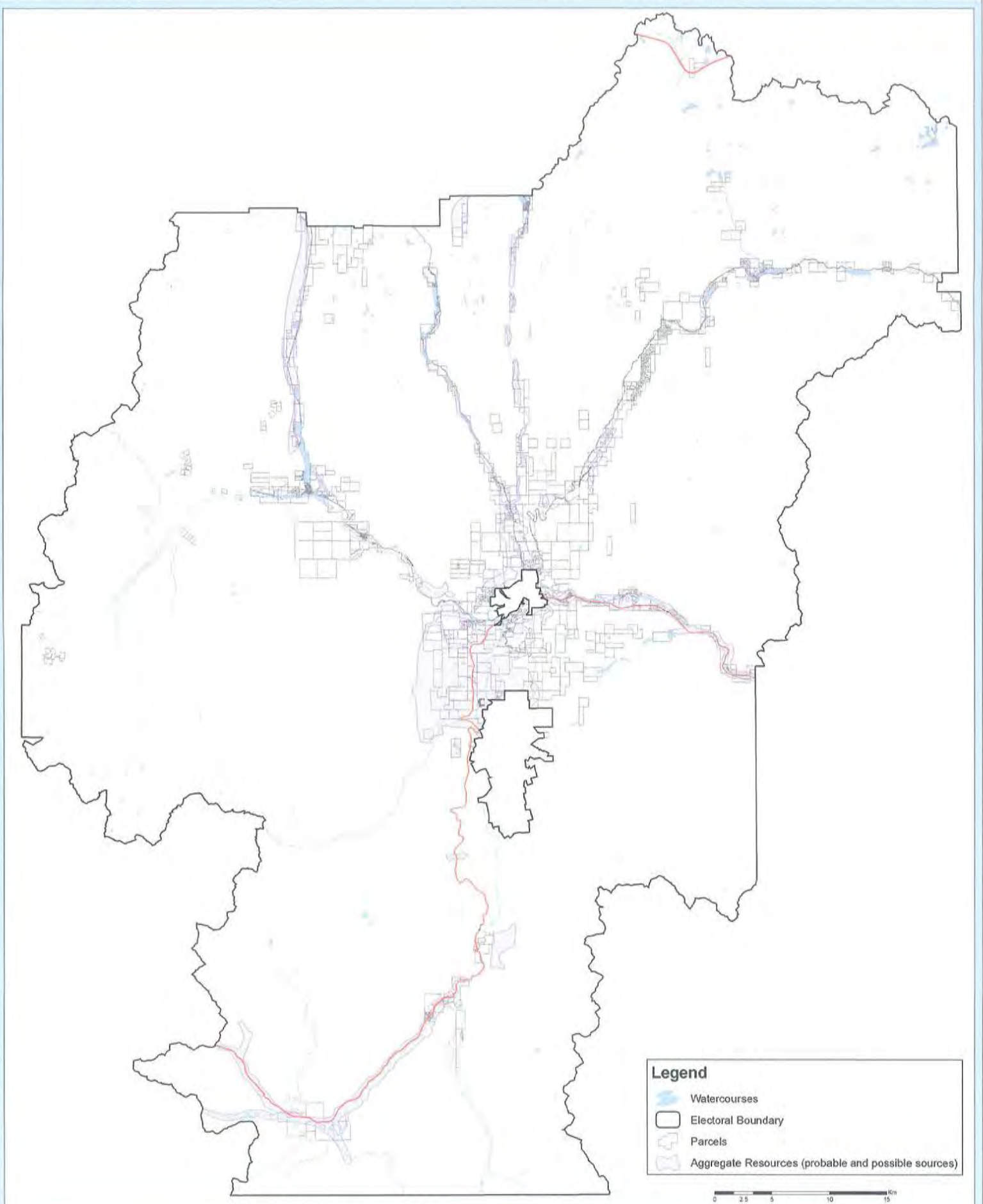
This is Schedule 'E' (Hazard Lands) as referenced in the Regional District of Okanagan-Similkameen's Electoral Area 'H' Official Community Plan Bylaw No. 2497, 2013.

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



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**Legend**

- Watercourses
- Electoral Boundary
- Parcels
- Aggregate Resources (probable and possible sources)



Date: 2018-07-14

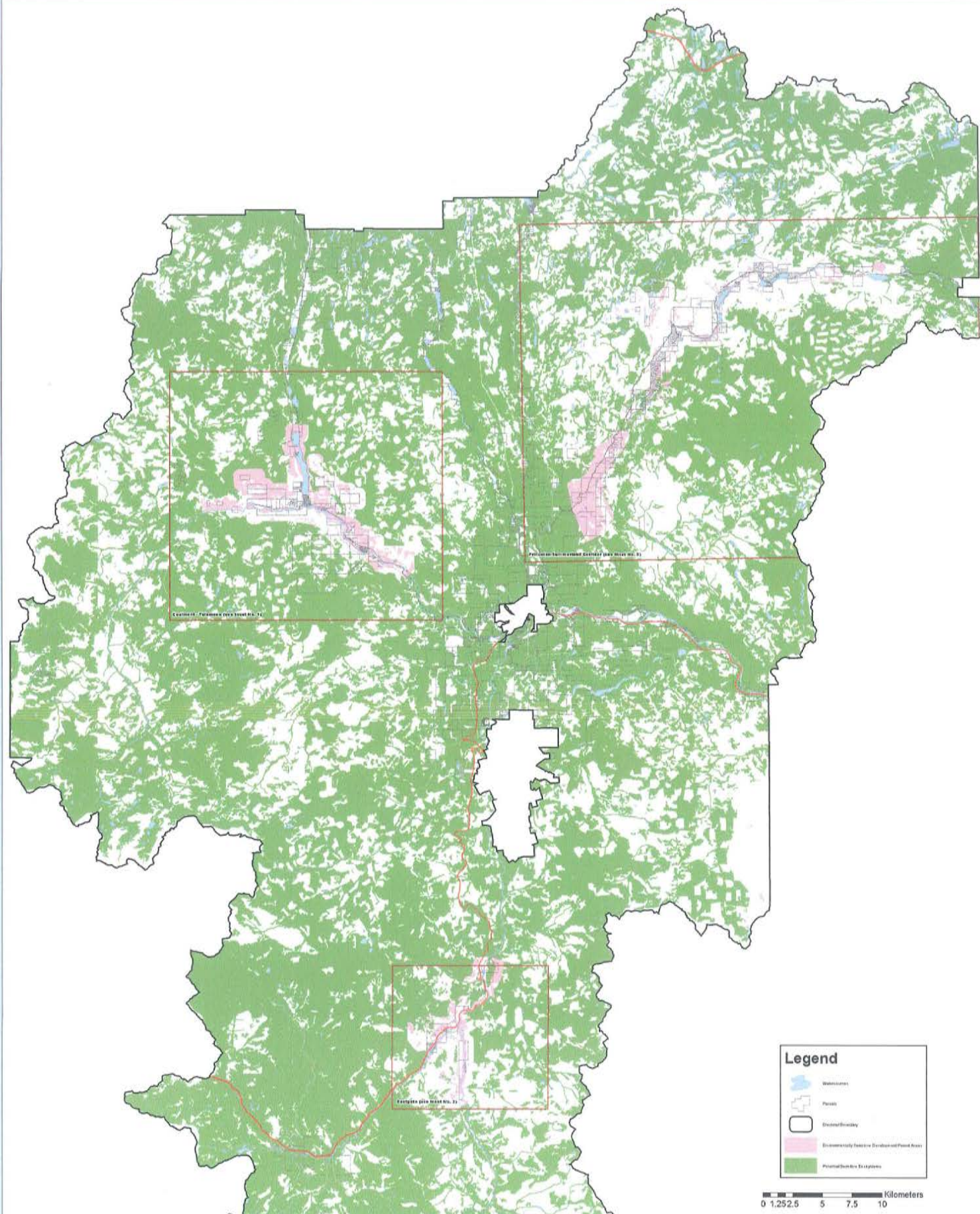
**Aggregate Resources Map**  
**Schedule 'F'**  
**Electoral Area 'H' Official Community Plan Bylaw No. 2497, 2013**

This is Schedule 'F' (Aggregate Resources Map) as referenced in the Regional District of Okanagan-Similkameen's Electoral Area 'H' Official Community Plan Bylaw No. 2497, 2013.

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







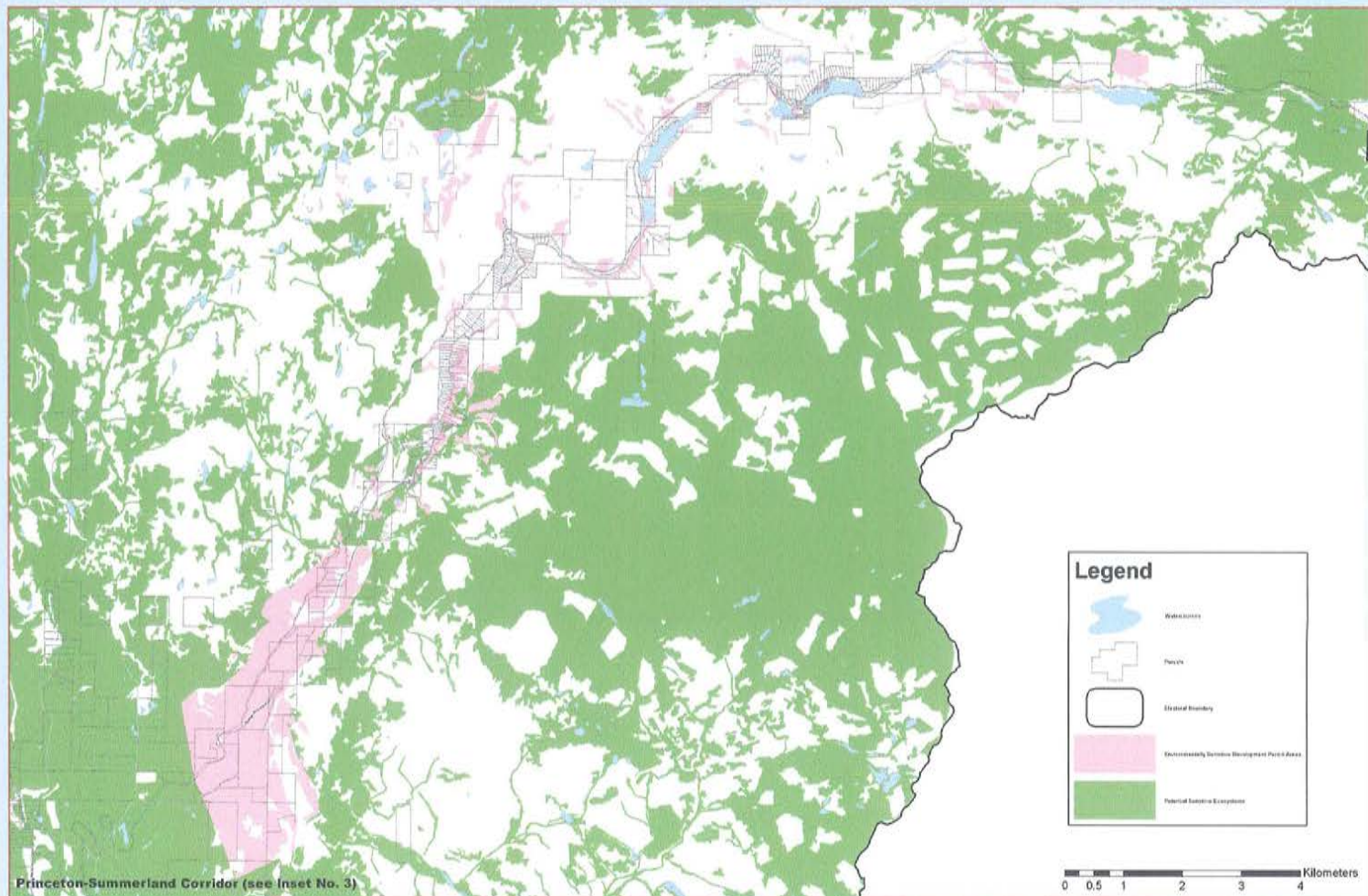
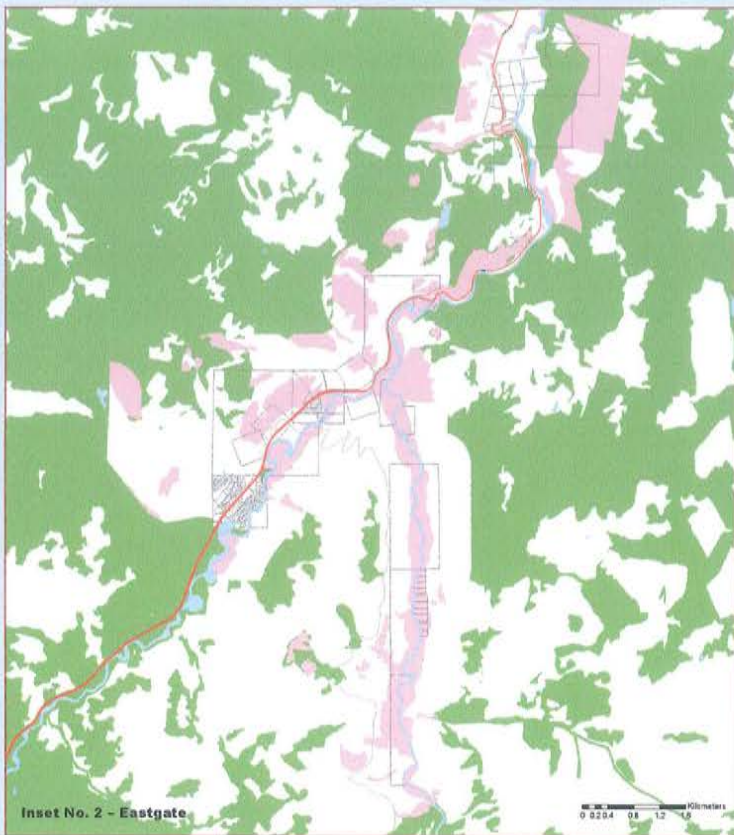
Environmentally Sensitive Development Permit Areas  
Schedule 'G'  
Electoral Area 'H' Official Community Plan Bylaw No. 2497, 2013

This is Schedule 'G' (Environmentally Sensitive Development Permit Areas) as referenced in the Regional District of Okanagan-Similkameen's Electoral Area 'H' Official Community Plan Bylaw No. 2497, 2013

Chair

Chief Administrative Officer





Date: 2016-07-16

**Environmentally Sensitive Development Permit Areas**  
**Schedule 'G'**  
**Electoral Area 'H' Official Community Plan Bylaw No. 2497, 2013**

This is Schedule 'G' (Environmentally Sensitive Development Permit Areas) as referenced in the Regional District of Okanagan-Similkameen's Electoral Area 'H' Official Community Plan Bylaw No. 2497, 2013

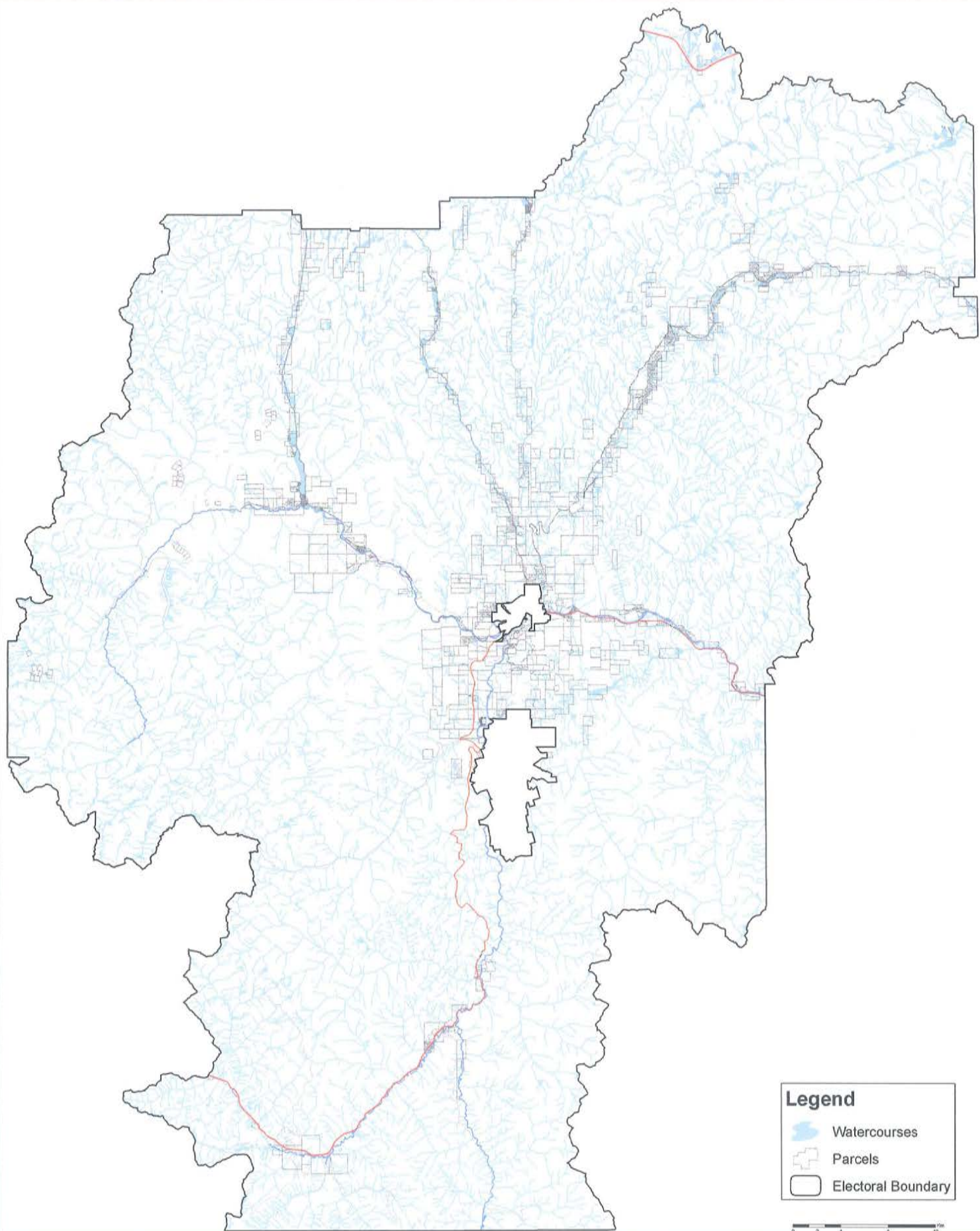
Chair

Chief Administrative Officer



Sheet 2





**Legend**

-  Watercourses
-  Parcels
-  Electoral Boundary



Date: 2018-07-18

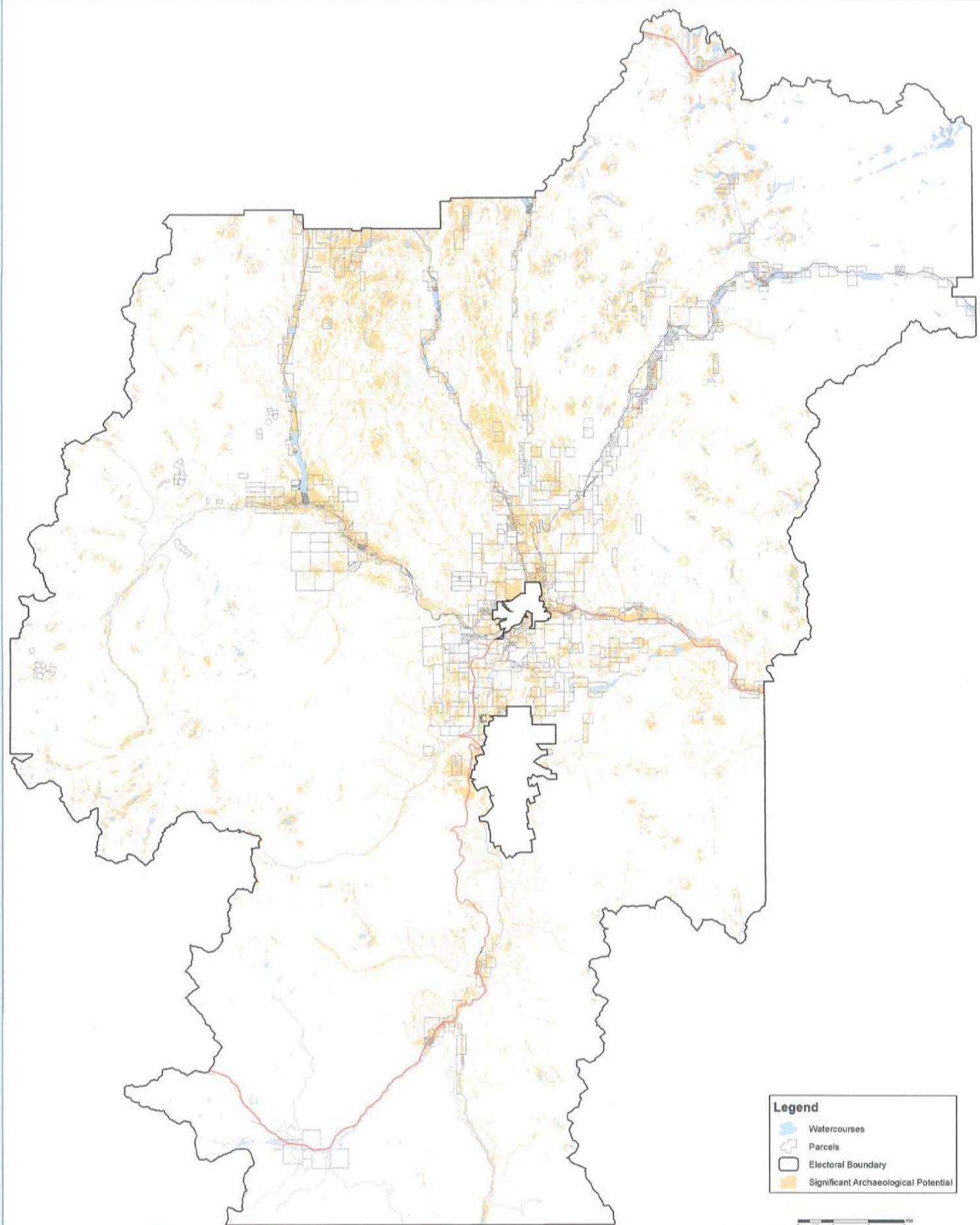
**Watercourse Development Permit Area  
Schedule 'H'**  
**Electoral Area 'H' Official Community Plan Bylaw No. 2497, 2013**

This is Schedule 'H' (Watercourse Development Permit Areas) as referenced in the Regional District of Okanagan-Similkameen's Electoral Area 'H' Official Community Plan Bylaw No. 2497, 2013

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



1:100,000



Date: 2018-07-14

# Archaeologically Sensitive Areas Schedule 'I' Electoral Area 'H' Official Community Plan Bylaw No. 2497, 2013

This is Schedule 'I' (Archaeologically Sensitive Areas) as referenced in the Regional District of Okanagan-Similkameen's Electoral Area 'H' Official Community Plan Bylaw No. 2497, 2013.

Chair

Chief Administrative Officer



1:100,000

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**

**BYLAW NO. 2498.10, 2016**

---

**A Bylaw to amend the Electoral Area "H" Zoning Bylaw No. 2498, 2012**

---

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 "H" Zoning Amendment Bylaw No. 2498.10, 2016."
2. The Electoral Area "H" Zoning Bylaw No. 2498, 2012, is amended by:
  - i) replacing Schedule '2' (Electoral Area 'H' Zoning Map) with a new Schedule '2' (Electoral Area 'H' Zoning Map), as shown on the attached Schedule 'Y-1', which forms part of this Bylaw.

READ A FIRST AND SECOND TIME this 21<sup>st</sup> day of July, 2016.

PUBLIC HEARING held on this 18<sup>th</sup> day of July, 2016.

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

I hereby certify the foregoing to be a true and correct copy of the "Electoral Area "H" Zoning Amendment Bylaw No. 2498.10, 2016" as read a Third time by the Regional Board on this \_\_\_\_day of \_\_\_\_, 2016.

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

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

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

ADOPTED this \_\_\_\_\_day of \_\_\_\_\_ 2016.

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

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

# Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC V2A 5J9

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



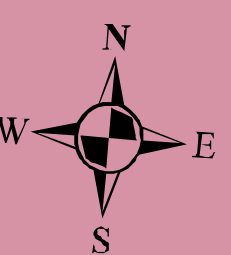
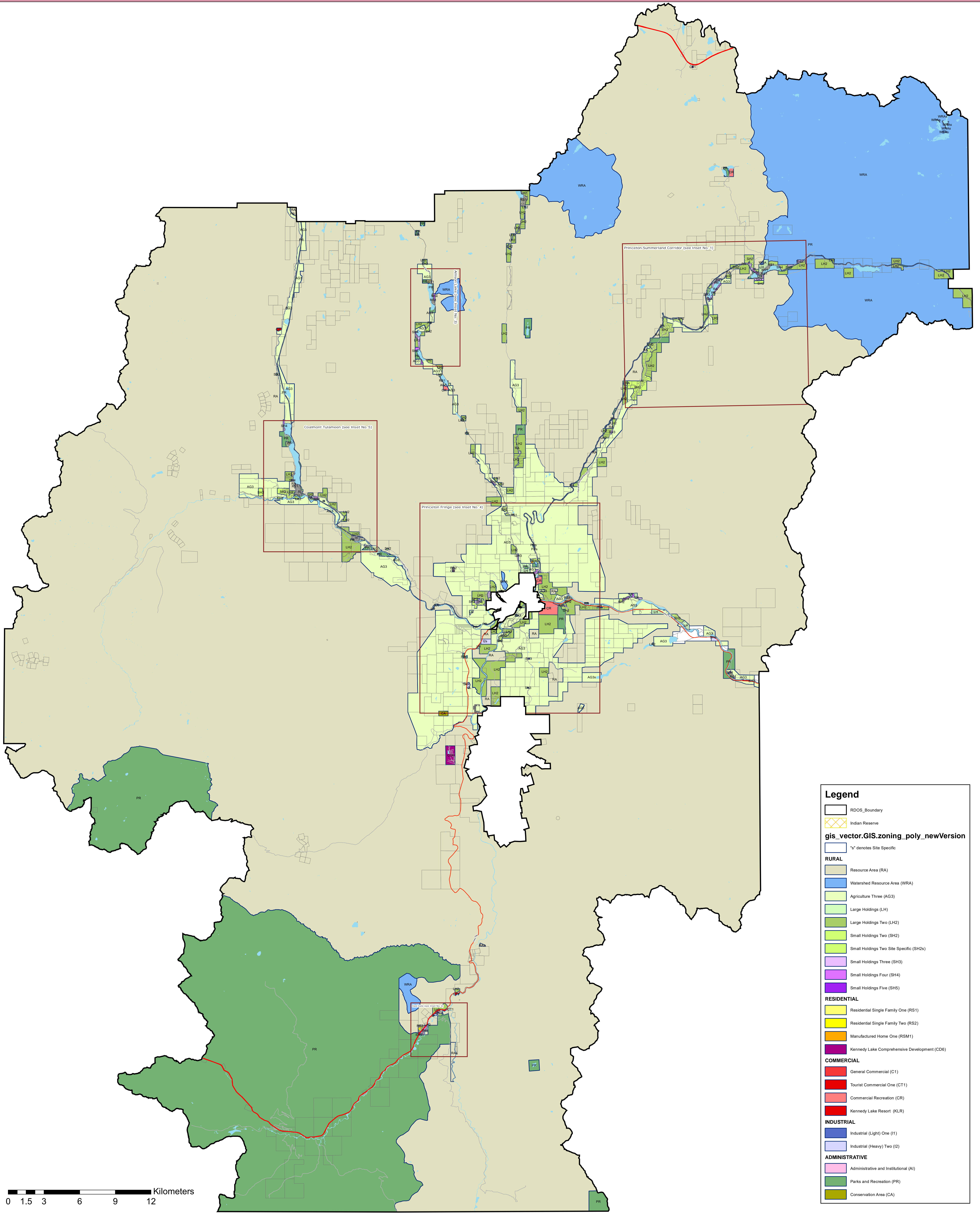
Amendment Bylaw No. 2498.10, 2016

Project No: H2016.030-ZONE

Schedule 'Y-1'

*"Schedule '2' — Electoral Area 'H' Zoning Map"*





Date: 2016-07-14

# Zoning Map Schedule '2' Electoral Area 'H' Zoning Bylaw No. 2498, 2013.

This is Schedule '2' (Zoning Map) as referenced in the Regional District of Okanagan-Similkameen's Electoral Area 'H' Zoning Bylaw No. 2498, 2013.

Chair

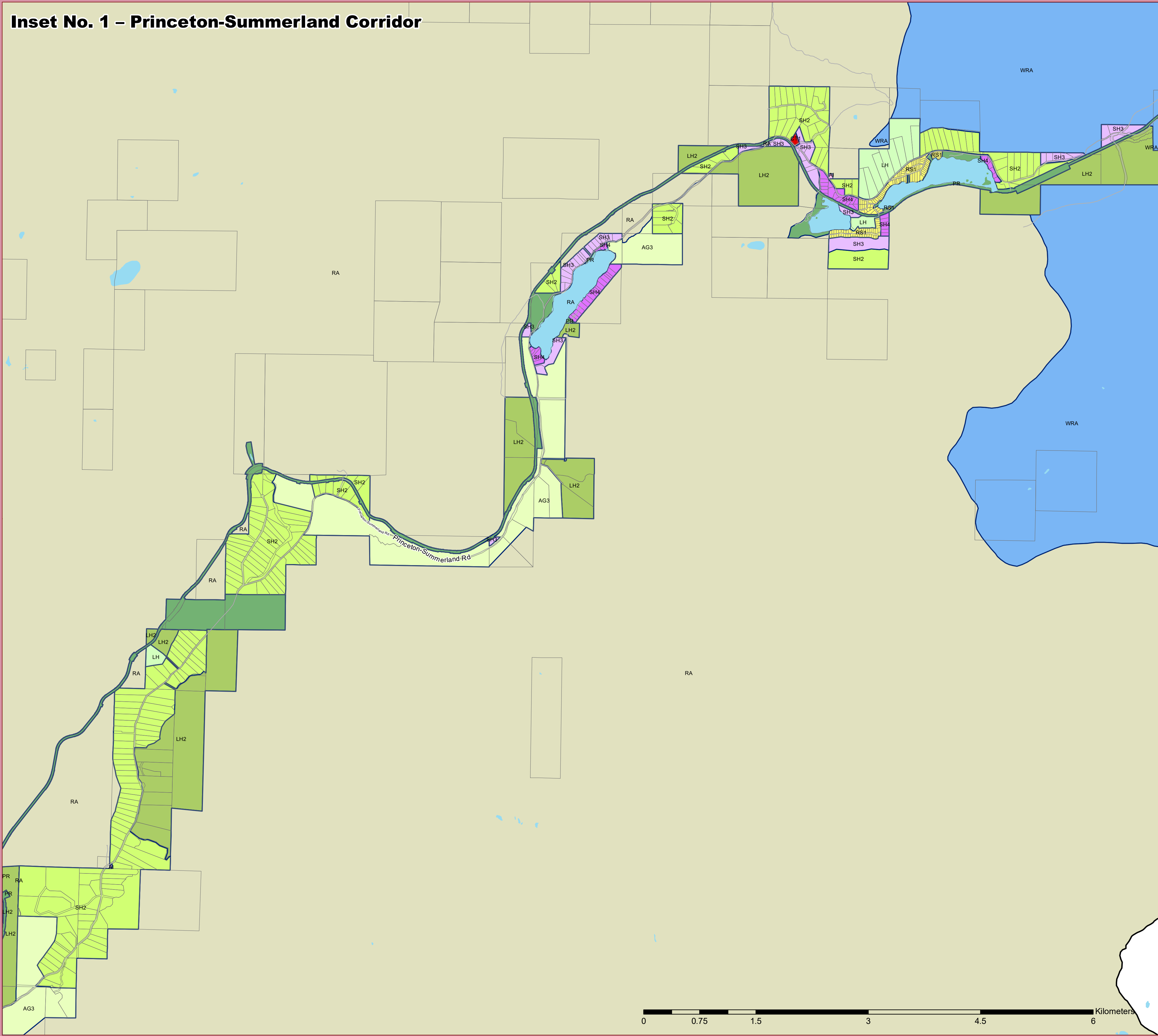
Chief Administrative Officer



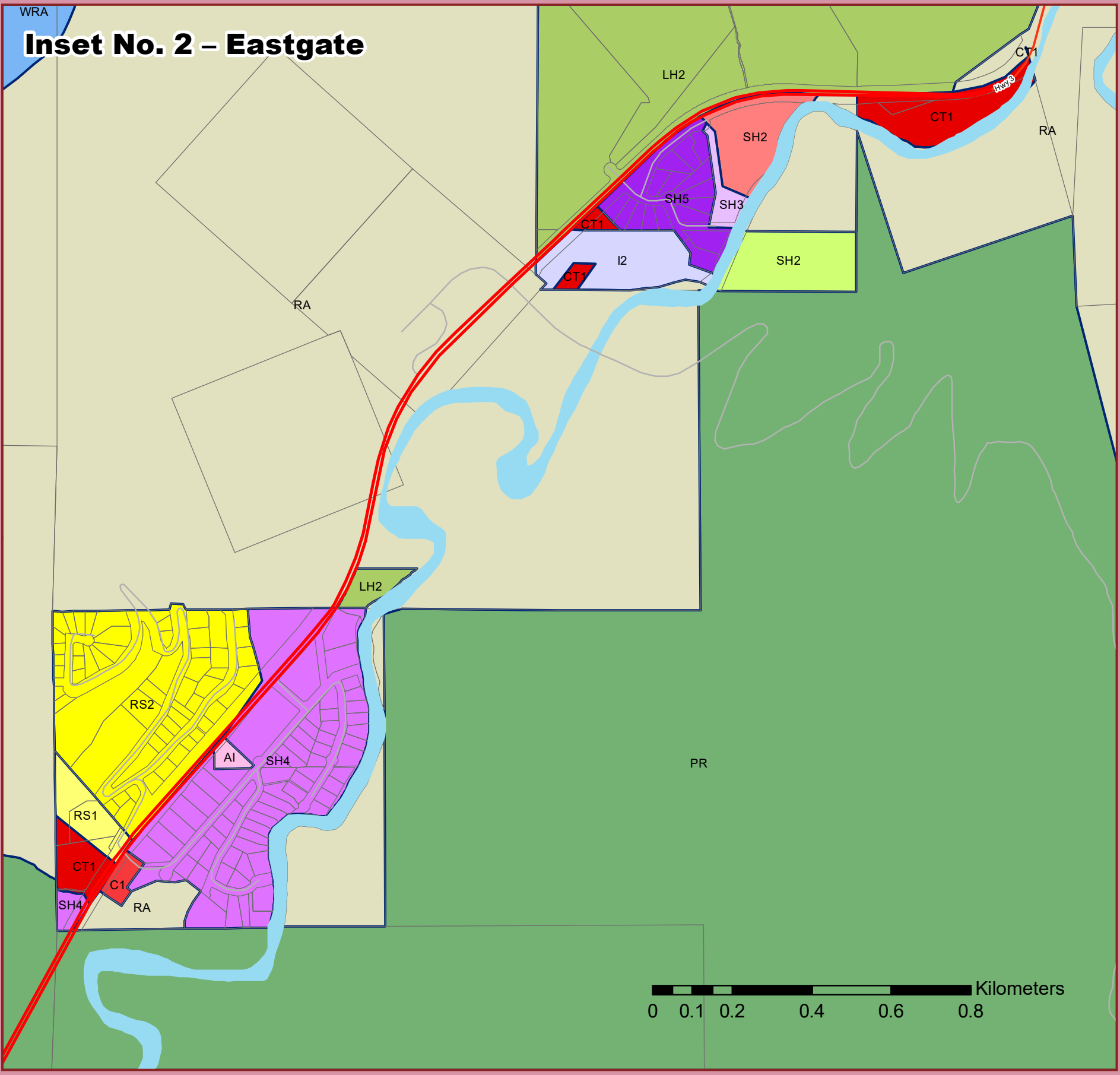
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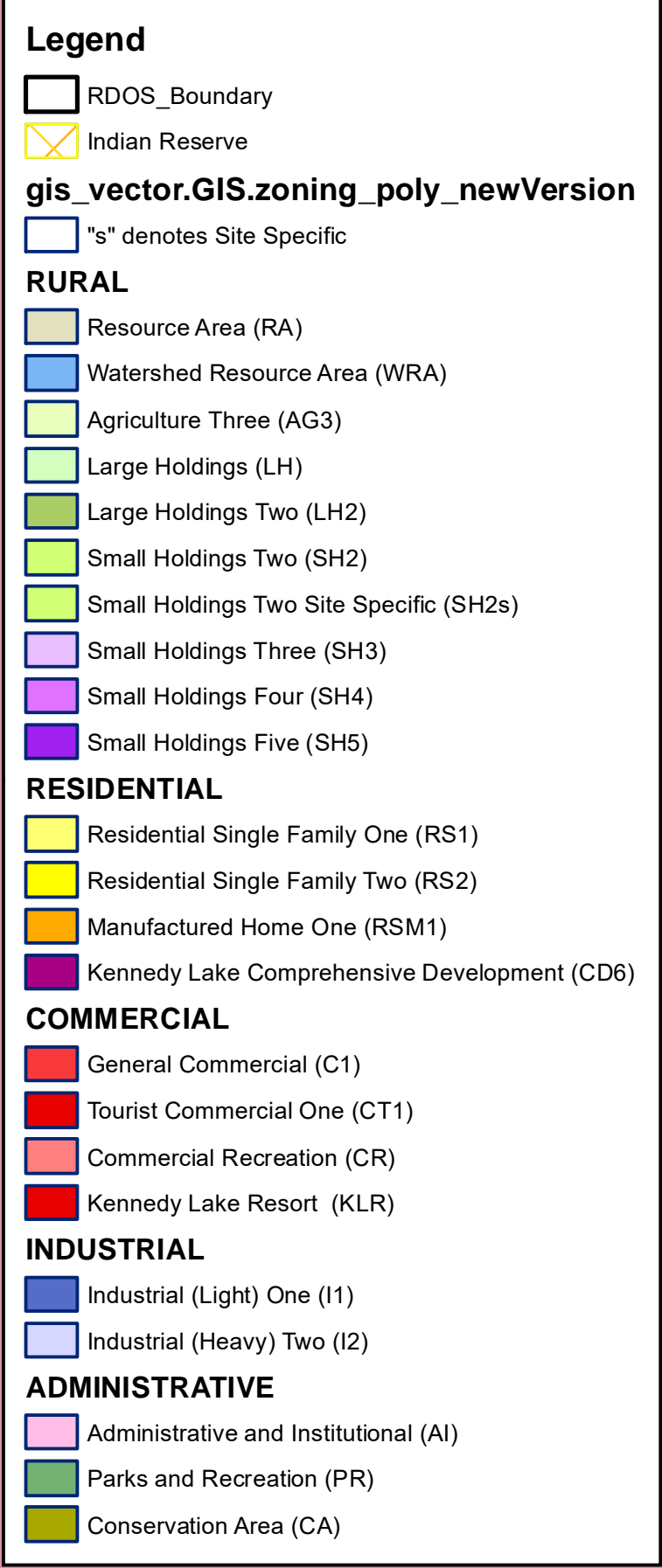
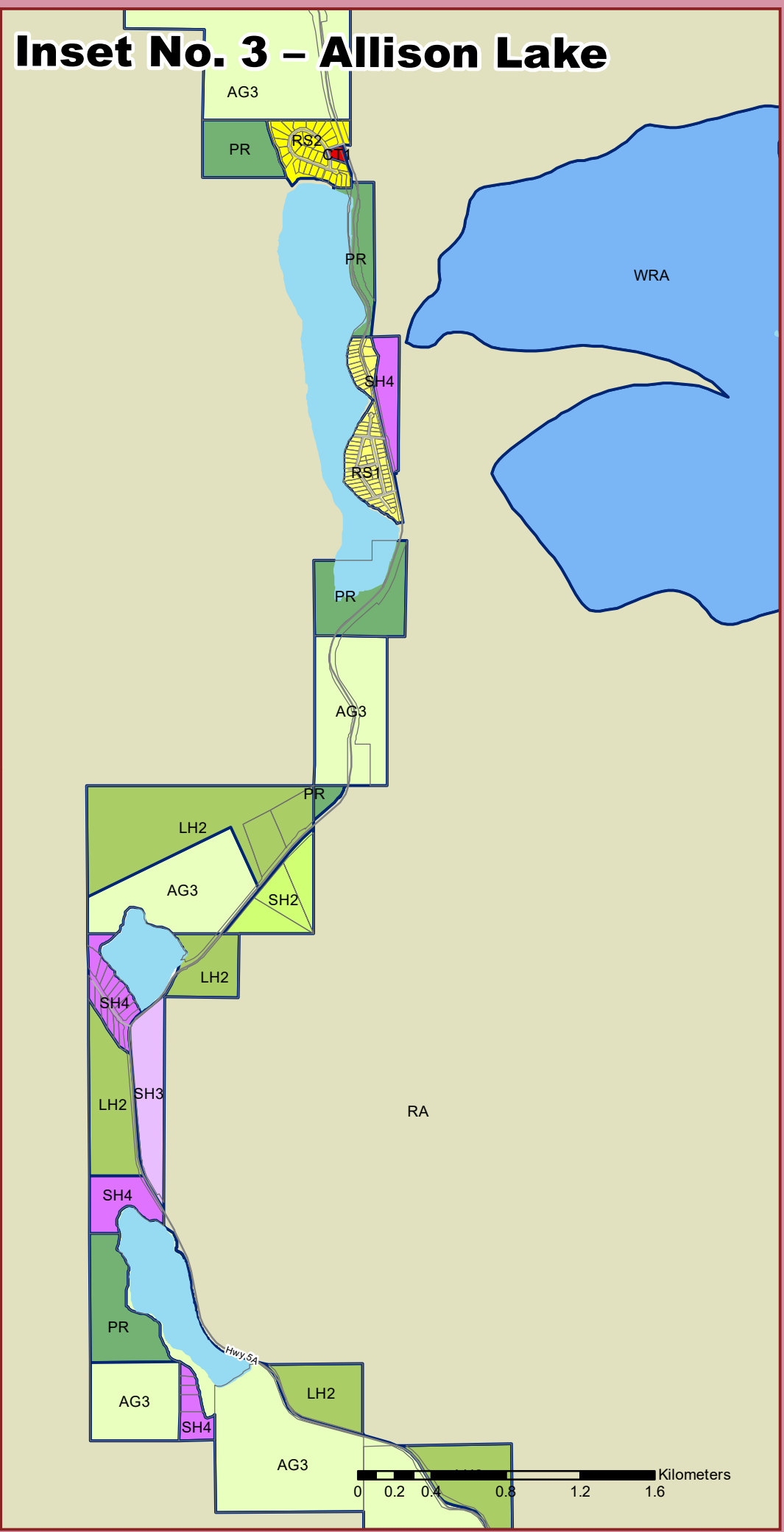
Inset No. 1 – Princeton-Summerland Corridor



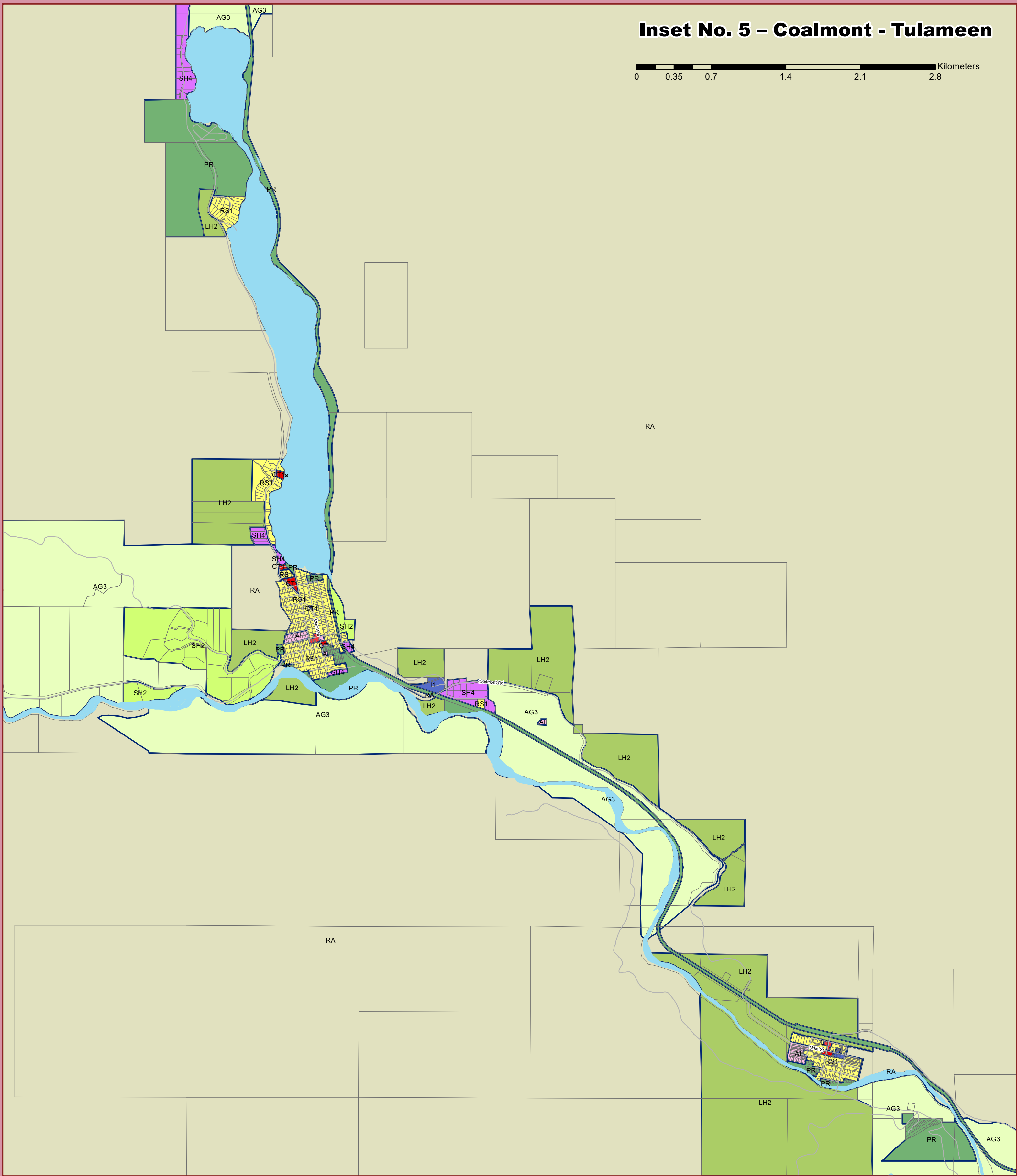
Inset No. 2 – Eastgate



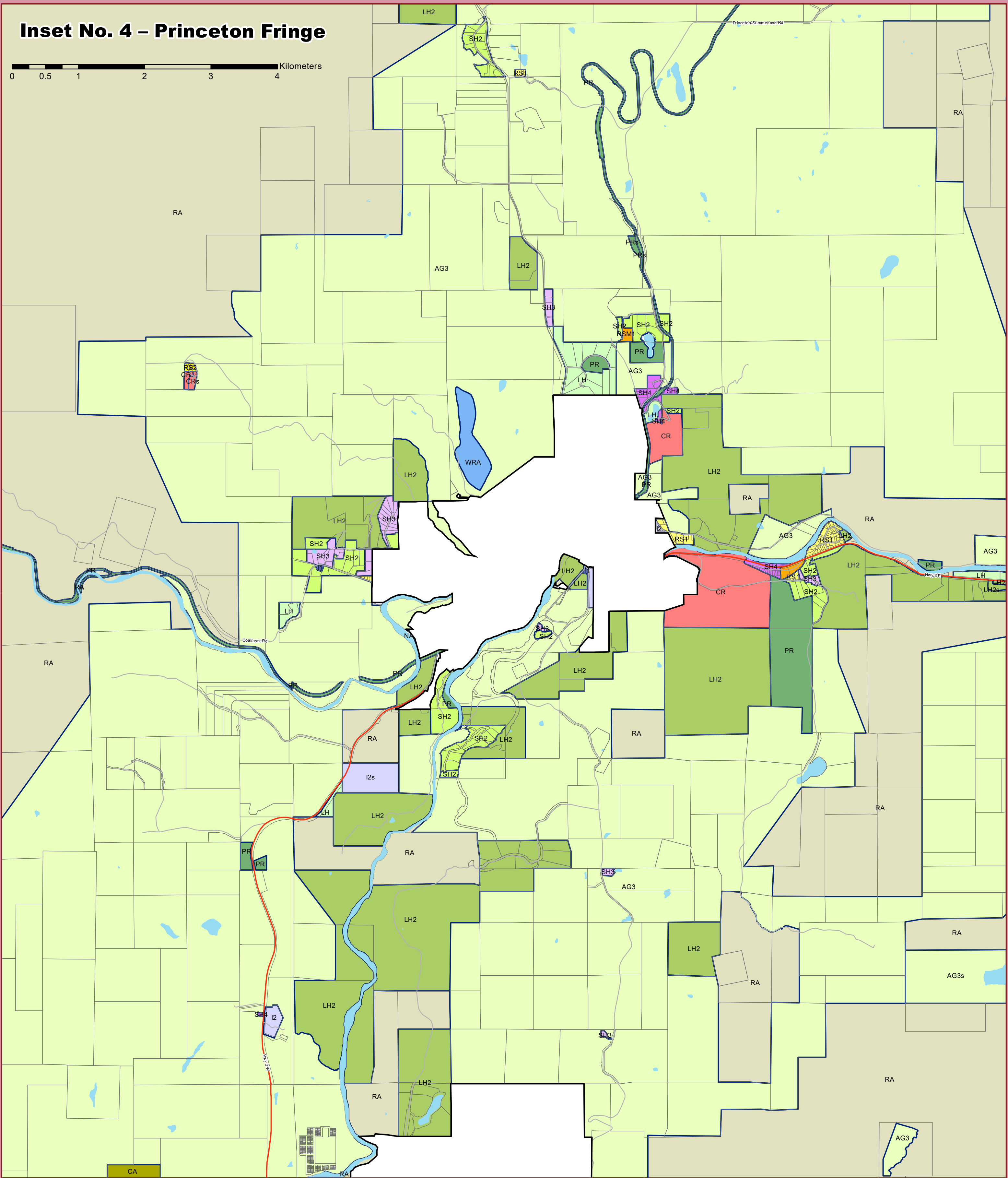
Inset No. 3 – Allison Lake



Inset No. 5 – Coalmont - Tulameen



Inset No. 4 – Princeton Fringe



Zoning Map  
Schedule '2' Electoral Area 'H' Zoning Bylaw  
No. 2498, 2013.

This is Schedule '2' (Zoning Map) as referenced  
in the Regional District of Okanagan-Similkameen's  
Electoral Area 'H' Zoning Bylaw No. 2498, 2013.

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







# Thompson-Nicola Regional District

Department: Planning

300 - 465 Victoria Street  
Kamloops, British Columbia  
Canada V2C 2A9  
Tel. (250) 377-8673  
Fax. (250) 372-5048  
Toll Free in BC: 1-877-377-8673  
Email: [admin@tnrd.ca](mailto:admin@tnrd.ca)  
Website: [www.tnrd.ca](http://www.tnrd.ca)

July 27, 2016

VIA Email: [planning@rdos.bc.ca](mailto:planning@rdos.bc.ca)

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

Attn. Chris Garrish, MCIP

Dear Sir/Madam:

Subject: Proposed Boundary Adjustment (REF No. 377)  
Regional District of Okanagan-Similkameen - Electoral Area "H"  
Near the Town of Princeton, BC

**RECEIVED**  
Regional District

**AUG - 2 2016**

101 Martin Street  
Penticton BC V2A 5J9

Planning Services has reviewed the subject referral which includes amendments to boundaries in and around the Town of Princeton and map boundary refinements in the area bordering the TNRD.

The boundary amendments near Princeton have no impact on TNRD planning services. We would encourage your GIS staff to contact our GIS staff to discuss the refined map boundaries in the areas bordering our region.

Thank you for the opportunity to comment on this application.

Yours truly,

DAN WALLACE, MCIP  
Planner

DW/cs

MUNICIPALITIES: Ashcroft, Barriere,  
Cache Creek, Chase, Clearwater,  
Clinton, Kamloops, Logan Lake,  
Lytton, Merritt, Sun Peaks  
ELECTORAL AREAS: "A" "B" "E" "I" "J"  
"L" "M" "N" "O" "P"

**Lauri Feindell**

---

**From:** Danielson, Steven <Steven.Danielson@fortisbc.com>  
**Sent:** June 21, 2016 12:48 PM  
**To:** Planning  
**Subject:** Electoral Area H RDOS (H2016.030-Zone)

With respect to the above noted file,

FortisBC Inc (Electric) ("FBC(E)") 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.  
Supervisor | Property Services | FortisBC Inc.**

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



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**Lauri Feindell**

---

**Subject:** FW: Bylaw Referral H2016.030-ZONE

---

**From:** Referral Apps REG8 FLNR:EX [<mailto:ReferralAppsREG8@gov.bc.ca>]  
**Sent:** July 6, 2016 2:57 PM  
**To:** Lauri Feindell  
**Subject:** RE: Bylaw Referral H2016.030-ZONE

Hi Lauri,

Robert Stewart, Ecosystems Biologist with the Ecosystems Section of the Ministry of Forest Lands & Natural Resources has reviewed this referral and has "No Comment".

Cathy Lacey  
Admin Support  
MOE/MFLNRO Penticton





# Interior Health

June 30, 2016

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

Dear Christopher

RE; Bylaw No. 2497.07, A Bylaw to amend the Electoral Area "H" Official Community Plan Bylaw No. 2497, 2012

Thank you for the opportunity to respond to this bylaw amendment. It appears that this is a text amendment to include the incorporated area of Copper Mountain Mines within the Town of Princeton's boundary.

Interior Health has to our knowledge not been part of any of the previous planning processes in relation to the incorporation. As such we have no comments at this time as the ability to offer health evidence to help support a healthier community in relation to this application is past.

If the above information is not correct, please feel free to contact me if you have any questions or comments.

Sincerely,

Pam Moore  
Healthy Built Environment Team

---

**Bus:** (250) 980-5077  
**Fax:** (250) 980-5060  
**Web:** [interiorhealth.ca](http://interiorhealth.ca)

HEALTH PROTECTION  
*"Less Risk, Better Health"*  
2<sup>nd</sup> Floor, 1835 Gordon Drive Kelowna, BC V1Y 3H5







Your File #: H2016.030-  
ZONE Princeton  
Amendments  
eDAS File #: 2016-03049  
Date: June 14, 2016

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

Attention: Lauri Feindell

**Re: Proposed Bylaw 2498.10 for:  
Amendment to the Electoral Area H Boundaries in Princeton**

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

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

Yours truly,

Rob Bitte  
District Development Technician

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



**Lauri Feindell**

---

**Subject:** FW: OCP Bylaw Amendment

---

**From:** Sandy Croteau  
**Sent:** June 14, 2016 11:48 AM  
**To:** Lauri Feindell  
**Subject:** RE: OCP Bylaw Amendment

No unexpected financial plan implications

Sandy Croteau  
250-490-4230



**From:** FPP.Pac / PPP.Pac (DFO/MPO) [mailto:ReferralsPacific@dfo-mpo.gc.ca]

**Sent:** June 14, 2016 8:21 AM

**To:** Lauri Feindell

**Subject:** RE: Bylaw Referral H2016.030-ZONE

Hello Ms. Feindell,

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

DFO does not have a regulatory role related to the bylaw because it does not directly propose works, undertakings or activities that may result in serious harm to fish.

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

Regards,

Michael Engelsjord, B.Sc., R.P.Bio.

Team Leader, Fisheries Protection Program / Ecosystem Management Branch  
Fisheries and Oceans Canada / Government of Canada  
[Michael.Engelsjord@dfo-mpo.gc.ca](mailto:Michael.Engelsjord@dfo-mpo.gc.ca) / Tel. : 604-666-2365

Chef d'équipe, Programme de protection des pêches / Direction des écosystèmes  
Pêches et Océans Canada / Gouvernement du Canada  
[Michael.Engelsjord@dfo-mpo.gc.ca](mailto:Michael.Engelsjord@dfo-mpo.gc.ca) / Tél. : 604-666-2365



**Lauri Feindell**

---

**Subject:** FW: OCP Bylaw Amendment

---

**From:** Cameron Baughen  
**Sent:** June 14, 2016 10:16 AM  
**To:** Lauri Feindell; Sandy Croteau; Roger Huston  
**Cc:** Susan Lightfoot  
**Subject:** RE: OCP Bylaw Amendment

Hi Lauri,

The municipal boundaries changes and OCP amendments would not affect the Solid Waste Management Plan. The Town of Princeton would now include a Mushroom Composting Facility. These facilities are exempt from the Solid Waste Management Plan as they are regulated directly by the Province under the Mushroom Composting Regulation.

Initial discussions were brought forward for an auto-fluff landfill at that mine site several years ago. Any development of this nature would not affect the Solid Waste Management Plan as landfills are directly regulated by the Province.

I don't know if any Liquid Waste Management Plans are in that area but the Town of Princeton or RDOS may have one?

**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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## ADMINISTRATIVE REPORT

**TO:** Environment and Infrastructure Committee  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** August 4, 2016  
**RE:** Household Hazardous Waste Facility Operations  
Contract Award

---



### Administrative Recommendation:

**THAT the contract for the “Household Hazardous Waste Facility Service Provider” be awarded to Terrapure Environmental.**

### Reference Documents:

- Request for Proposals ‘Household Hazardous Waste Facility Service Provider’ May 31, 2016
- RDOS Purchasing and Sales Policy

### Purpose:

To continue providing environmentally sound disposal of Residential Household Hazardous Waste to the public.

### Business Plan Objective:

Solid Waste Management Plan

### Funding:

The funding for the provision of this service is available in the 2016 Final Budget, Line Item 1-2-3500-3530 / HHW DISPOSAL CONTRACTOR, 2016 Budget Allocation \$75,000. The Contract term is for five years with a two year extension option.

### Background:

In order to protect the local environment by diverting Household Hazardous Waste from disposal in wastewater systems and landfill, the Regional District established a permanent Household Hazardous Waste Collection Facility at the Campbell Mountain Sanitary Landfill (CMSL), which became operational in 2005. This facility provides the residents of the region with the opportunity to discard for free, unwanted HHW in a controlled, regulated environmentally sound manner.

With the expiry of the current Service Contract proposals were solicited for the safe operation, training, collection, transportation and disposal functions of the facility. The operations contract includes training of RDOS Staff in the safe on-site and in-house acceptance, sorting and interim storage of HHW. The contractor is responsible for the bulking, packing, transportation and disposal of collected HHW.

**Analysis:**

Two Proposals were received:

Terrapure Environmental (formerly the Industrial Division of Newalta Corporation, RDOS HHW Service Provider 2011- 2015) has been the assigned HHW Service Provider since March of 2015. Terrapure is a Full Service Provider that does not sub-contract. Terrapures Facility is located in Winfield B.C.

Sumas Environmental Inc. HHW Transport and Consolidation Facility is located in Kamloops B.C. Sumas proposes to sub-contract Training and Emergency Response to 'Ram Environmental Response' located in Kelowna B.C. The price sheet from Sumas Environmental was not on the prescribed bid sheet and per unit costs were indecipherable. They were allotted the lowest score on cost evaluation.

<b>Company</b>	<b>Technical Evaluation Matrix 70 Points</b>	<b>Cost Evaluation Matrix 30 Points</b>	<b>Total</b>
TERRAPURE ENVIRONMENTAL	63	30	93
SUMAS ENVIRONMENTAL SERVICES INC.	53	27	80

**Alternatives:**

The Board may choose to to not award this project at this time.

Respectfully submitted:

*"Don Hamilton"*

---

D. Hamilton, Solid Waste Facilities Coordinator

Endorsed by:

*Roger Huston*

---

R. Huston, Public Works Manager

## ADMINISTRATIVE REPORT

**TO:** Select meeting type...

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

**DATE:** August 18, 2016

**RE:** BL2753 Area H Community Facilities Capital Reserve  
Expenditure Bylaw

---



### **Administrative Recommendation:**

**THAT Bylaw No. 2753, 2016, Electoral Area “H” Community Facilities Capital Reserve Fund Expenditure Bylaw be read a first, second and third time and be adopted.**

### **Reference:**

Bylaw 2653, 2014

### **Background:**

At the August 4, 2016 meeting this bylaw was brought forward with the incorrect bylaw number – the number read 2735 and should have been 2753. The information below is as it appeared on the August 4<sup>th</sup> report. No details have changed other than the bylaw number.

In 2009, The Board approved the formation of the Vermillion Forks Community Forest Corporation (VFCFC) for the purpose of acquiring and managing a Community Forest Agreement. The Upper Similkameen Indian Band, the Town of Princeton and the Regional District are 1/3 shareholders in the Corporation. The Electoral Area “H” Director and the CAO were appointed as the Regional District’s Board Members on the Corporation.

In 2014, the RDOS Board created the Electoral Area “H” Community Facilities Capital Reserve Fund for the purposes of expenditures for or in respect of capital projects within Electoral Area “H”.

Annual dividends received from the VFCFC are transferred into the reserve.

### **Analysis:**

The Erris Volunteer Fire Association has requested \$33,500 funding for a Fire Hall Addition to provide room for a training/meeting area and provide additional equipment storage. The total estimated project cost is \$67,000 and will be undertaken in two stages with the final stage being completed in 2017.

The Area H Community Facilities Reserve Fund balance is estimated at approximately \$560,000 at the end of 2015. A previous expenditure bylaw has \$75,000 of the reserve committed.

### **Respectfully submitted:**

*"Sandy Croteau"*

---

S. Croteau, Finance Manager

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**

**BYLAW NO. 2753, 2016**

---

A bylaw to authorize the expenditure of monies from the Electoral Area 'H' Community Facilities Reserve Fund for Erris Volunteer Fire Association Fire Hall Addition

---

**WHEREAS** Section 814(3) of the Local Government Act, R.S.B.C. 1996, c.323 and Section 189 of the Community Charter authorises the Board, by bylaw adopted by at least 2/3 of its members, to provide for the expenditure of any money in a reserve fund and interest earned on it;;

**AND WHEREAS** the 'Electoral Area 'H' Community Facilities Capital Reserve Fund ' has sufficient monies available for community capital projects;

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

**1 Citation**

- 1.1 This Bylaw shall be cited as the "Electoral Area 'H' Community Facilities Capital Reserve Fund Expenditure Bylaw No. 2753, 2016"
2. The expenditure of up to \$33,500 from the 'Electoral Area 'H' Community Facilities Capital Reserve Fund is hereby authorized for the Erris Volunteer Fire Association Fire Hall Addition

**READ A FIRST, SECOND, AND THIRD TIME** this \_\_\_\_day of\_\_\_\_, 20\_\_

**ADOPTED** this \_\_\_\_ day of \_\_\_\_, 20\_\_

---

RDOS Board Chair

---

Corporate Officer

## ADMINISTRATIVE REPORT

**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** August 18, 2016  
**RE:** Appointment of Additional Bylaw Enforcement Officer



---

**Administrative Recommendation:**

**THAT the Regional District of Okanagan Similkameen Board appoint Don Lowndes, of South Okanagan Security, as a Bylaw Enforcement Officer for the purposes of enforcing regulatory bylaws within the Regional District of Okanagan Similkameen.**

**Purpose:**

To improve customer service by appointing an additional Bylaw Enforcement Officer.

**Business Plan Objective:**

To be a high performing organization by developing an organizational climate where innovation, customer focus, a bias for action and employee effectiveness is valued. To optimize the customer experience by continually improving our customer service rating.

**Background:**

It is legislatively required that Bylaw Enforcement Officers be appointed by the respective local government. The RDOS currently has two appointed officers to enforce regulatory bylaws (Zoning, Noise and Untidy and Unsightly Premises). This appointment is requested to provide for quicker turnaround times for inspection and reporting and to provide for additional vacation relief during the busy summer months.

**Analysis:**

South Okanagan Security has experienced an increased demand for their services this summer. South Okanagan Security has recently hired Don Lowndes who is currently providing enforcement services for the Town of Oliver. Donald Lowndes is considered to be a good addition to the RDOS enforcement team and comes highly recommended.

**Alternatives:**

**That the Regional District of Okanagan Similkameen Board not appoint Don Lowndes as a Bylaw Enforcement Officer for the purposes of enforcing regulatory bylaws within the Regional District of Okanagan Similkameen.**

Respectfully submitted:

---

R. Aylwin, Bylaw Enforcement Coordinator

## ADMINISTRATIVE REPORT

**TO:** Board of Directors

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

**DATE:** August 18, 2016

**RE:** Regional District of Okanagan-Similkameen Electoral Area  
"C" Loose Bay Campground Service Bylaw No. 2757, 2016

---



### Administrative Recommendation:

**THAT first, second and third reading of Bylaw No. 2659, 2014 Electoral Area "C" (Loose Bay) Water Service be rescinded; and further,**

**THAT Regional District of Okanagan-Similkameen Electoral Area "C" Loose Bay Campground Service Bylaw No. 2757, 2016 be read a first, second and third time and forwarded to the Inspector of Municipalities for approval, prior to elector approval; and,**

**THAT the Board of Directors authorize that electoral approval for the adoption of the bylaw be obtained through an alternative approval process.**

### Reference:

- June 5, 2014 Administrative Report (attached)
- Bylaw No. 2659, 2014 (attached)

### Background:

The Regional District of Okanagan-Similkameen (RDOS) holds a License of Occupancy (No 345722) on crown land known as Block A, 1729, DL 2450s, SDYD for the purpose of operating a seasonal fruit pickers' camp. The camp is currently operated by a society and had until early 2014 been provided with potable water via a water line to a neighbouring property. The neighbour, citing insurance and liability concerns discontinued the provision of water to the camp

At that time, the Board of Directors was advised that due to the discontinuance of potable water from the neighbouring property, the RDOS had applied to the Town of Oliver for water service to the camp.

The Regional District was to fully fund the water line construction and booster pump installation costs and would assume ongoing operational costs upon receiving approval for a bylaw to establish a service providing the authority to requisition funds.

The bylaw was given first three readings at the June 5 Board of Directors meeting and forwarded to the Inspector of Municipalities where it was rejected. The Ministry position was that the service would directly benefit both the Electoral Area and the Town of Oliver, and therefore; both local governments would be required to enter into the service area and both be requisitioned for the operating costs. The Town of Oliver indicated that they did not wish to be in the service, nor assume

the operations, should the Regional District transfer ownership over to the Town.

**Analysis:**

Discussion with the Ministry has been ongoing, and the Ministry recently has confirmed that they would approve the establishment of a campground service at Loose Bay, as opposed to a water service. A campground service would allow the Regional District to operate a campground, enter into contracts, own assets (land, water connection pipe, and any other improvements / infrastructure) and borrow for a capital purpose. The Regional District may then enter into an operating agreement with a society for the day to day operation of the campground. The sole participant in the service would be Electoral Area "C".

**Communication Strategy:**

Although the statutory requirement for advertising AAPs is limited to two ads in a single newspaper, it is acknowledged that many residents of smaller communities refer frequently to the small papers or online publications created within those communities. To ensure optimal coverage, the Regional District advertises the AAP in subscription, paid and free newspapers as well as in the online publications. Additionally, copies of the AAP notices are posted to community bulletin boards within the service areas and are communicated out through the RDOS Facebook page.

Data sheets, containing the details of the proposed service are included on the AAP webpage, along with all of the required forms and bylaws.

Staff has developed a guide geared specifically towards the public and a copy is available on the Regional District's AAP webpage <http://www.rdos.bc.ca/news-events/assent-voting/alternative-approval-process-aap/>

**Respectfully submitted:**

*"Christy Malden"*

---

C. Malden, Manager of Legislative Services



## REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

### BYLAW NO. 2757, 2016

---

A bylaw to establish a Loose Bay Campground Service in Electoral Area "C" of the Regional District of Okanagan-Similkameen.

---

**WHEREAS** the *Local Government Act* authorizes the Regional District of Okanagan-Similkameen to operate any service that the Board of the Regional District considers desirable or necessary for all or part of the Regional District.

**AND WHEREAS** the Board of the Regional District of Okanagan-Similkameen considers it desirable and necessary to operate a service to provide recreation and campground services to Loose Bay Campground in Electoral Area "C" of the Regional District;

**AND WHEREAS** the approval of the Electors in Electoral Area "C" was obtained by the alternative approval process in accordance with Section 345 of the *Local Government Act*;

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

**1. CITATION**

- 1.1 This Bylaw shall be cited as the Regional District of Okanagan-Similkameen Electoral Area "C" Loose Bay Campground Service.

**2. ESTABLISHMENT OF THE SERVICE**

- 2.1 The service is being established to manage and operate a campground service at the Loose Bay recreation site in Electoral Area "C" for the purpose of providing recreational campground use and short-term accommodations for fruit-pickers in the area.

**3. BOUNDARIES OF THE SERVICE AREA**

- 3.1 The boundaries of the Service Area are the boundaries of Electoral Area "C" in the Regional District of Okanagan-Similkameen.

**4. PARTICIPANTS**

- 4.1 Electoral Area "C" of the Regional District of Okanagan-Similkameen is the participating area for the service.

**5. COST RECOVERY METHOD**

- 5.1 The annual costs for the Electoral Area "C" Loose Bay Campground Service shall be recovered pursuant to Section 378 of the *Local Government Act* as follows:

- (a) by the requisition of money to be collected by a property value tax on the net taxable value of land and improvements within the service area, to be levied and collected in accordance with Division 2 of Part 11 of the *Local Government Act*;
- (b) by the requisition of money to be collected by a parcel tax on those properties within the service area, to be levied and collected in accordance with Division 2 of Part 11 of the *Local Government Act*;
- (c) by the imposition of fees or other charges that may be fixed by separate bylaw for the purpose of recovering those costs; or
- (d) by a combination of one or more of a, b, and c above.

## **6 LIMIT**

- 6.1 The annual maximum amount that may be requisitioned under Division 2 of Part 11 of the *Local Government Act* for the Electoral Area "C" Loose Bay Campground Service shall not exceed the greater of \$20,000 or \$0.0425 cents per thousand dollars of net taxable value of land and improvements in Electoral Area "C".

**READ A FIRST, SECOND, AND THIRD TIME** this 5<sup>th</sup> day of June, 2014.

**THIRD READING RESCINDED** this XXXX day of xxxx, 2016

**READ A THIRD TIME** this xxxx day of xxxx, 2016

**APPROVED BY THE INSPECTOR OF MUNICIPALITIES** this \_\_\_\_ day of \_\_\_\_, 201\_\_.

**OBTAINED APPROVAL OF THE ELECTORS BY ALTERNATIVE APPROVAL PROCESS** this \_\_\_\_ day of \_\_\_\_, 201\_\_.

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

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RDOS Board Chair

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Corporate Officer

## ADMINISTRATIVE REPORT



**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** June 5, 2014  
**RE:** Bylaw No. 2659, 2014 Electoral Area "C" (Loose Bay) Water Service Bylaw

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### Administrative Recommendation:

**THAT [Bylaw No. 2659, 2014](#) Electoral Area "C" (Loose Bay) Water Service be read a first, second and third time and forwarded to the Inspector of Municipalities for approval, prior to electoral approval; and,**

**THAT the Board of Directors authorize that elector approval for the adoption of the bylaw be obtained through an alternative approval process; and,**

**THAT the Chair and CAO be authorized to execute the Loose Bay Water Service Agreement with the Town of Oliver.**

### Reference:

Loose Bay Water Service Agreement

### History:

The Regional District of Okanagan-Similkameen (RDOS) holds a License of Occupancy (No 345722) on crown land known as Block A, 1729, DL 2450s, SDYD for the purpose of operating a seasonal fruit pickers' camp. The camp is operated by a society and has until recently been provided with potable water via a water line to a neighbouring property. The neighbour, citing insurance and liability concerns has discontinued the provision of water to the camp.

### Analysis:

Due to the discontinuance of potable water from the neighbouring property, the RDOS has applied to the Town of Oliver for water service to the camp, which the Town has capacity to provide from its water supply main on Lot 2A Plan 1729, DL 2540s, SDYD.

The Regional District will fund the full cost of construction of the water service line, along with the installation of a booster pump on Lot 2A to the Loose Bay campsite on Lot A, under a permit to be provided by the Ministry of Transportation (MoT). Capital costs will be covered through a grant from SIDIT, fundraising and from the Area C Community Works Reserve. The RDOS must, then, establish a Service to provide for the operation of the water system.

RDOS will work in cooperation with the Town of Oliver to apply for permits to allow construction to begin immediately; however the RDOS will be required to assume the costs of the service as soon as the Establishment Bylaw is passed and funds can be requisitioned from Area C.

Before the Board can adopt a service establishment bylaw, it must receive the approval of the Province and the service area voters. Elector approval may be obtained by way of referendum or an alternate approval process.

### Elector Approval:

[Section 84](#) of the Community Charter contains the provisions for elector approval. If elector approval is required under the *Community Charter* or *Local Government Act* in relation to a particular matter,

that approval may be obtained either by assent of the electors (i.e., a referendum vote), or by alternative approval process (AAP). The AAP is a significantly less expensive method of obtaining elector assent; therefore it is staff's recommendation that the Board proceed in this manner.

The AAP, outlined in [Section 86](#) of the *Community Charter*, replaces the former counter petition opportunity under the *Local Government Act*. The Board obtains approval of the electors through the AAP if fewer than 10% of eligible electors in the Regional District submit elector response forms.

By signing the alternative approval response form, an elector expresses his or her opposition to the particular matter being proposed by the Regional Board. If more than 10% of eligible electors in the service area sign the response forms, the Regional District must conduct a referendum in order to proceed with the matter.

Respectfully submitted:

A handwritten signature in black ink, appearing to read 'C. Malden', written in a cursive style.

**C. Malden, Manager of Legislative Services**

## REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

### BYLAW NO. 2659, 2014

---

A bylaw to establish a service for the provision of water to the Loose Bay Campground in Electoral Area "C".

---

**WHEREAS** the *Local Government Act* authorizes the Regional District of Okanagan-Similkameen to operate any service that the Board of the Regional District considers desirable or necessary for all or part of the Regional District.

**AND WHEREAS** the Board of the Regional District of Okanagan-Similkameen considers it desirable and necessary to operate a service in relation to the provision of potable water to the Loose Bay Campground in Electoral Area "C" of the Regional District;

**AND WHEREAS** the approval of the Electors in Electoral Area "C" was obtained by the alternative approval process in accordance with Section 801.3 of the *Local Government Act*;

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

**1. CITATION**

- 1.1 This Bylaw shall be cited as the Regional District of Okanagan-Similkameen Electoral Area "C" (Loose Bay) Water Service.

**2. ESTABLISHMENT OF THE SERVICE**

- 2.1 The Regional District of Okanagan-Similkameen hereby establishes a service for the provision of potable water to Loose Bay campground in Electoral Area "C".

**3. BOUNDARIES OF THE SERVICE AREA**

- 3.1 The boundaries of the Service Area are the boundaries of Electoral Area "C" in the Regional District of Okanagan-Similkameen.

**4. PARTICIPATING AREA**

- 4.1 Electoral Area "C" of the Regional District of Okanagan-Similkameen is the participating area for the service.

**5. COST RECOVERY METHOD**

- 5.1 The annual costs for the Electoral Area "C" (Loose Bay) Water Service shall be recovered pursuant to Sections 803.(1)(a), (b), and (c) of the *Local Government Act* as follows:

- (a) by the requisition of money to be collected by a property value tax on the net taxable value of land and improvements within the service area, to be levied and collected in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- (b) by the requisition of money to be collected by a parcel tax on those properties within the service area, to be levied and collected in accordance with Division 4.3 of Part 24 of the *Local Government Act*;
- (c) by the imposition of fees or other charges that may be fixed by separate bylaw for the purpose of recovering those costs; or
- (d) by a combination of one or more of a, b, and c above.

## **6 LIMIT**

- 6.1 The annual maximum amount that may be requisitioned under Division 4.3 of Part 24 of the *Local Government Act* for the Electoral Area "C" (Loose Bay) Water Service shall not exceed the greater of \$20,000 or \$0.0425 cents per thousand dollars of net taxable value of land and improvements in Electoral Area "C".

**READ A FIRST, SECOND, AND THIRD TIME** this 5<sup>th</sup> day of June, 2014.

**APPROVED BY THE INSPECTOR OF MUNICIPALITIES** this \_\_\_\_ day of \_\_\_\_, 201\_\_.

**OBTAINED APPROVAL OF THE ELECTORS BY ALTERNATIVE APPROVAL PROCESS** this \_\_\_\_ day of \_\_\_\_, 201\_\_.

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

---

RDOS Board Chair

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Corporate Officer

## ADMINISTRATIVE REPORT

**TO:** Board of Directors

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

**DATE:** August 18, 2016

**RE:** Okanagan Regional Library Contribution Service  
Establishment Bylaw No. 2756, 2016.

---



### Administrative Recommendation:

THAT first, second and third readings of Electoral Area "B" Okanagan Regional Library Contribution Service Establishment Bylaw No. 2751, 2016 be rescinded;

THAT first, second and third readings of Electoral Area "G" Okanagan Regional Library Contribution Service Establishment Bylaw No. 2755, 2016 be rescinded;

THAT Bylaw No. 2756, 2016 Okanagan Regional Library Contribution Service Establishment Bylaw be read a first, second and third time and be forwarded to the Inspector of Municipalities for approval;

THAT the Board of Directors, with a 2/3 vote, authorize that elector approval for Okanagan Regional Library Contribution Service Establishment Bylaw No. 2756, 2016 be obtained for the entire service area through an Alternative Approval Process in accordance with section 342 (4) of the *Local Government Act*.

### Reference:

- Administrative Report of August 4, 2016
- Electoral Area "B" Okanagan Regional Library Contribution Service Establishment Bylaw No. 2751, 2016
- Electoral Area "G" Okanagan Regional Library Contribution Service Establishment Bylaw No. 2755, 2016

### Purpose:

To establish a service for the contribution of funds from Electoral Areas "B" and "G" and the Village of Keremeos to the Okanagan Regional Library, to assist with operations and maintenance of existing hours at the Keremeos branch.

### Business Plan Objective:

- Ø To meet public needs through the development and implementation of key services
- Ø To develop a responsive, transparent, effective organization



## Background:

The Keremeos branch of the Okanagan Regional Library was facing a reduction in their hours of operation, due to funding limitations. The Directors for Electoral Areas "B" and "G" were requested to contribute funds to maintain existing service levels and did so in 2016 through Rural Projects funding from each of their electoral area.

Administration was requested to commence the process to establish a service to provide for a contribution from the Electoral Areas and at the August 4 meeting, the Board gave three readings to Electoral Area "B" Okanagan Regional Library Contribution Service Establishment Bylaw No. 2751, 2016 and Electoral Area "G" Okanagan Regional Library Contribution Service Establishment Bylaw No. 2755, 2016. The 2016 additional contribution amount was broken out by population; therefore, Administration drafted separate bylaws for the two Electoral Areas as that would be the only mechanism to apportion shares of a total cost based on population.

## Analysis:

Subsequent to the readings of the above noted bylaws, it was requested that a single contribution service be established instead, with the Village of Keremeos and Electoral Areas "B" and "G" being the participants. In order to do so, the readings provided to Bylaws 2751 and 2755 must be rescinded.

The contribution maximum is set at \$33,000 or \$0.0540 per thousand of assessed land and improvement values. The impact on the average residential home valued at \$185,600 is approximately \$10.

In order to create a contribution service, approval of the electors is required. The *Local Government Act* provides for participating area approval to be obtained by either of the following methods:

- Ø assent of the electors by voting;
- Ø approval of the electors by alternative approval process

Participating area approval must be obtained separately for each participating area in the proposed service area, unless the board, by resolution adopted by at least 2/3 of the votes cast, provides that the participating area approval is to be obtained for the entire proposed service area. The Board, therefore would be responsible for obtaining that approval, and the alternative approval process would be conducted, as one whole area, by Regional District administration.

## Alternatives:

- Ø THAT the elector approval be obtained by assent of the electors by voting (referendum)
- Ø THAT participating area approval be obtained separately for each participating area

## Communication Strategy:

Although the statutory requirement for advertising AAPs is limited to two ads in a single newspaper, it is acknowledged that many residents of smaller communities refer frequently to the small papers or online publications created within those communities. To ensure optimal coverage, the Regional

District advertises the AAP in subscription and free newspapers as well as in the online publications. Additionally, copies of the AAP notices are posted to community bulletin boards within the service areas and are communicated out through the RDOS Facebook page.

Data sheets, containing the details of the proposed service are included on the AAP webpage, along with all of the required forms and bylaws.

Staff has developed a guide geared specifically towards the public and a copy is available on the Regional District's AAP webpage <http://www.rdos.bc.ca/news-events/assent-voting/alternative-approval-process-aap/>

**Respectfully submitted:**

*"Christy Malden"*

---

C. Malden, Manager of Legislative Services

# **REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**

## **BYLAW NO. 2756, 2016**

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A bylaw to establish a contribution service for the provision of funds to the Okanagan Regional Library.

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**WHEREAS** the Board of Directors of the Regional District of Okanagan-Similkameen may, in accordance with the *Local Government Act*, operate a service that the Board considers necessary or desirable for all or part of the Regional District;

**AND WHEREAS** the Board of Directors wishes to establish a contribution service for the provision of funds to the Okanagan Regional Library to assist with operations at the Keremeos Branch;

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

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

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

### **1      CITATION**

- 1.1      This bylaw may be cited as the Regional District of Okanagan-Similkameen Okanagan Regional Library Contribution Service Establishment Bylaw No. 2756, 2016.

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

- 2.1      The service established by this bylaw is for the provision of funds to the Okanagan Regional Library to assist with operations at the Keremeos Branch.

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

- 2.1      The boundaries of the service area are the boundaries of the Village of Keremeos, and Electoral Areas "B" and "G" of the Regional District of Okanagan-Similkameen.

### **4      PARTICIPATING AREAS**

- 4.1      The participants in this service are the Village of Keremeos and Electoral Areas "B" and "G" of the Regional District of Okanagan-Similkameen.

### **5.      COST RECOVERY**

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

- (a) property value taxes imposed in accordance with Division 3 [*Requisition and Tax Collection*];
- (b) fees and charges imposed under section 397 [*imposition of fees and charges*];
- (c) revenues raised by other means authorized under this or another Act;
- (d) revenues received by way of agreement, enterprise, gift, grant or otherwise.

## **6. LIMIT**

- 6.1 The annual maximum amount that may be requisitioned for the cost of the service shall not exceed the greater of \$33,000 or \$0.054 per \$1,000 net taxable value of land and improvements in the service area.

## **7. SERVICE REVIEW AND DISPUTE RESOLUTION**

- 7.1 A participant may initiate a bylaw-based service review if the following circumstances apply:
- (i) the participant has been a participant in the service for at least two years; and,
  - (ii) the participant considers that the effectiveness and/or value of the service is not satisfactory.
- 7.2 To initiate a service review, a participant must provide written notice to the Board, all other participants, and the Corporate Officer.
- 7.3 The notice under 7.2 must describe the conditions of involvement in the service that the participant finds unsatisfactory and provide reasons relating to those conditions as to why the participant wishes to initiate a review.
- 7.4 Upon receipt of the notice, the Corporate Officer will secure a date for the participants to review the service.
- 7.5 If a review does not result in resolution of the matter, a participant may withdraw from the service by providing notice in writing to the Board prior to September 1 of a given year; with the withdrawal taking effect December 31 of the following year.

**READ A FIRST, SECOND, AND THIRD TIME** on the xxx day of xxx, 2016.

**APPROVED BY THE INSPECTOR OF MUNICIPALITIES** this xxx<sup>t</sup> day of xxx, 2016.

**RECEIVED APPROVAL OF THE ELECTORATE THROUGH ALTERNATIVE APPROVAL** this xxx day of xxxx, 2016.

**ADOPTED** this xxx day of xxx, 2016

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Board Chair

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Corporate Officer

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

## ADMINISTRATIVE REPORT

**TO:** Board of Directors

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

**DATE:** August 4, 2016

**RE:** Electoral Area "B" Okanagan Regional Library Contribution Service Establishment Bylaw No. 2751, 2016 and Electoral Area "G" Okanagan Regional Library Contribution Service Establishment Bylaw 2755, 2016

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### Administrative Recommendation:

**THAT *Electoral Area "B" Okanagan Regional Library Contribution Service Establishment Bylaw No. 2751, 2016*** be read a first, second and third time and be forwarded to the Inspector of Municipalities for approval;

**THAT *Electoral Area "G" Okanagan Regional Library Contribution Service Establishment Bylaw No. 2755, 2016*** be read a first, second and third time and be forwarded to the Inspector of Municipalities for approval;

**THAT upon approval by the Inspector of Municipalities, the Board of Directors authorize that elector approval for *Electoral Area "B" Okanagan Regional Library Contribution Service Establishment Bylaw No. 2751, 2016* and *Electoral Area "G" Okanagan Regional Library Contribution Service Establishment Bylaw No. 2755, 2016* be obtained through an Alternative Approval Process in accordance with the *Local Government Act*.**

### Purpose:

To establish a contribution service for the contribution of funds from both Electoral Areas "B" and "G" to the Okanagan Regional Library, to assist with operations and maintenance of existing hours at the Keremeos branch.

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

- Ø To meet public needs through the development and implementation of key services
- Ø To develop a responsive, transparent, effective organization

### Background:

The Keremeos branch of the Okanagan Regional Library was facing reducing their hours of operation, due to funding limitations. The Directors for Electoral Areas "B" and "G" were requested to contribute funds to maintain existing service levels and did so in 2016 through Rural Projects funding from each of their electoral area.

## **Analysis:**

In 2016, the allocation of additional costs to maintain the existing hours had Area "B" contributing an additional \$7,318 and Area "G" contributing an additional \$9,909. Based on these numbers, the contribution maximums have been set at \$10,000 and \$13,000 respectively.

For Area "B", the contribution maximum is set at \$10,000 or \$0.0745 per thousand of assessed land and improvement values. The impact on the average residential home valued at \$200,000 is approximately \$15.

For Area "G", the contribution maximum is set at \$13,000 or \$0.0479 per thousand of assessed land and improvement values. The impact on the average residential home valued at \$175,000 is approximately \$8.50.

The Regional District of Okanagan-Similkameen strives to be a responsive, transparent organization, and one way to achieve that is through increased public consultation and assent. With that in mind, contribution of funds for an ongoing service must now be formalized through the establishment of a service and assent of the electors in the service area, generally through an Alternative Approval Process (AAP).

## **Communication Strategy:**

Although the statutory requirement for advertising AAPs is limited to two ads in a single newspaper, it is acknowledged that many residents of smaller communities refer frequently to the small papers or online publications created within those communities. To ensure optimal coverage, the Regional District advertises the AAP in subscription and free newspapers as well as in the online publications. Additionally, copies of the AAP notices are posted to community bulletin boards within the service areas and are communicated out through the RDOS Facebook page.

Data sheets, containing the details of the proposed service are included on the AAP webpage, along with all of the required forms and bylaws.

Staff has developed a guide geared specifically towards the public and a copy is available on the Regional District's AAP webpage <http://www.rdos.bc.ca/news-events/assent-voting/alternative-approval-process-aap/>

## **Respectfully submitted:**

*"Christy Malden"*

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C. Malden, Manager of Legislative Services

# **REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**

## **BYLAW NO. 2751, 2016**

---

A bylaw to establish a contribution service for the provision of funds to the Okanagan Regional Library.

---

**WHEREAS** the Board of Directors of the Regional District of Okanagan-Similkameen may, in accordance with the *Local Government Act*, operate a service that the Board considers necessary or desirable for all or part of the Regional District;

**AND WHEREAS** the Board of Directors wishes to establish a contribution service for the provision of funds to the Okanagan Regional Library to assist with operations at the Keremeos Branch;

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

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

### **1      CITATION**

- 1.1      This bylaw may be cited as the Regional District of Okanagan-Similkameen Electoral Area “B” Okanagan Regional Library Contribution Service Establishment Bylaw No. 2751, 2016.

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

- 2.1      The service established by this bylaw is for the provision of funds to the Okanagan Regional Library to assist with operations at the Keremeos Branch.

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

- 2.1      The boundaries of the service area are the boundaries of Electoral Area “B” of the Regional District of Okanagan-Similkameen.

### **4      PARTICIPATING AREAS**

- 4.1      The participating area is Electoral Areas “B” of the Regional District of Okanagan-Similkameen.

### **5.      COST RECOVERY**

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

(a) property value taxes imposed in accordance with Division 3 [*Requisition and Tax Collection*];

(b) fees and charges imposed under section 397 [*imposition of fees and charges*];



- (c) revenues raised by other means authorized under this or another Act;
- (d) revenues received by way of agreement, enterprise, gift, grant or otherwise.

**6. LIMIT**

- 6.1 The annual maximum amount that may be requisitioned for the cost of the service shall not exceed the greater of \$10,000 or \$0.0745 per \$1,000 net taxable value of land and improvements in the service area.

**READ A FIRST, SECOND, AND THIRD TIME** on the xxx day of xxx, 2016.

**APPROVED BY THE INSPECTOR OF MUNICIPALITIES** this xxx<sup>t</sup> day of xxx, 2016.

**RECEIVED APPROVAL OF THE ELECTORATE THROUGH ALTERNATIVE APPROVAL** this xxx day of xxxx, 2016.

**ADOPTED** this xxx day of xxx, 2016

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Board Chair

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Corporate Officer

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

# **REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**

## **BYLAW NO. 2755, 2016**

---

A bylaw to establish a contribution service for the provision of funds to the Okanagan Regional Library.

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**WHEREAS** the Board of Directors of the Regional District of Okanagan-Similkameen may, in accordance with the *Local Government Act*, operate a service that the Board considers necessary or desirable for all or part of the Regional District;

**AND WHEREAS** the Board of Directors wishes to establish a contribution service for the provision of funds to the Okanagan Regional Library to assist with operations at the Keremeos Branch;

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

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

### **1      CITATION**

- 1.1      This bylaw may be cited as the Regional District of Okanagan-Similkameen Electoral Area "G" Okanagan Regional Library Contribution Service Establishment Bylaw No. 2755, 2016.

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

- 2.1      The service established by this bylaw is for the provision of funds to the Okanagan Regional Library to assist with operations at the Keremeos Branch.

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

- 2.1      The boundaries of the service area are the boundaries of Electoral Area "G" of the Regional District of Okanagan-Similkameen.

### **4      PARTICIPATING AREAS**

- 4.1      The participating area is Electoral Area "G" of the Regional District of Okanagan-Similkameen.

### **5.      COST RECOVERY**

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

(a) property value taxes imposed in accordance with Division 3 [*Requisition and Tax Collection*];

(b) fees and charges imposed under section 397 [*imposition of fees and charges*];

- (c) revenues raised by other means authorized under this or another Act;
- (d) revenues received by way of agreement, enterprise, gift, grant or otherwise.

**6. LIMIT**

- 6.1 The annual maximum amount that may be requisitioned for the cost of the service shall not exceed the greater of \$13,000 or \$0.0479 per \$1,000 net taxable value of land and improvements in the service area.

**READ A FIRST, SECOND, AND THIRD TIME** on the xxx day of xxx, 2016.

**APPROVED BY THE INSPECTOR OF MUNICIPALITIES** this xxx<sup>t</sup> day of xxx, 2016.

**RECEIVED APPROVAL OF THE ELECTORATE THROUGH ALTERNATIVE APPROVAL** this xxx day of xxxx, 2016.

**ADOPTED** this xxx day of xxx, 2016

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Board Chair

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Corporate Officer

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

## ADMINISTRATIVE REPORT

**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** August 18, 2016  
**RE:** Naramata Water Advisory Committee Repeal Bylaw No. 2752, 2016

---



### Administrative Recommendation:

**THAT Naramata Water Advisory Committee Repeal Bylaw No. 2752, 2016 be read a first, second and third time, and be adopted.**

### Reference:

- Naramata Water Advisory Committee Bylaw No. 1969, 1999.

### Background:

Naramata Water Advisory Committee Bylaw No. 1969, was adopted in 1999 to establish a standing committee for the Naramata Water System Local Service Area. The bylaw was amended several times to reflect changes in committee structure and process.

At the August 4, 2016 Board meeting, a Terms of Reference which more accurately reflects the scope of responsibilities, the classification of the committee and other changes was approved by the Board.

### Analysis:

With the approval of the new Terms of Reference, it is appropriate to repeal the bylaw at this time.

### Alternatives:

1. Adopt the Repeal Bylaw
2. Deny the Repeal Bylaw

### Respectfully submitted:

*"Christy Malden"*

---

C. Malden, Manager of Legislative Services

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN  
BYLAW NO. 2752, 2016**

---

**A bylaw to repeal Naramata Water Advisory Committee Bylaw No. 1969, 1999.**

---

**WHEREAS** the Board of Directors of the Regional District of Okanagan-Similkameen wishes to replace Naramata Water Advisory Committee Bylaw No. 1969, 1999 with a committee Terms of Reference;

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

**1.0    CITATION**

1.1    This bylaw may be cited for all purposes as the “Regional District of Okanagan-Similkameen Naramata Water Advisory Committee Repeal Bylaw No. 2752, 2016”.

**2.0    REPEAL OF BYLAW**

2.1    The following Regional District of Okanagan-Similkameen bylaw is repealed:

- Naramata Water Advisory Committee Bylaw No. 1969, 1999.

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

**ADOPTED BY AT LEASE 2/3 OF THE VOTES** this xxx day of xxx, xxx.

---

RDOS Board Chair

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Corporate Officer

# **Naramata Water Advisory Committee Bylaw No. 1969, 1999**

## **Consolidated**

### **Amendments**

**No. 1969.01 adopted December 19, 2002.**

**No. 1969.02 adopted February 19, 2004.**

This Bylaw has been consolidated for convenience only and includes amendments to the text up to February 19, 2004.

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**

**BYLAW NO. 1969, 1999**

---

**A bylaw to establish a standing committee for the Naramata Water System Local Service Area.**

---

**WHEREAS** the Province of British Columbia, pursuant to sections 735 and 781 of the *Municipal Act R.S.B.C. 1996 Chapter 323*, has enacted Order In Council No. 1219 dated September 28, 1995, to dissolve the Naramata Irrigation District and transfer all assets and liabilities of that body to the Regional District of Okanagan-Similkameen;

**AND WHEREAS** the Regional District of Okanagan-Similkameen has, by Bylaw No. 1620 cited as the "Naramata Water System Local Service Establishment Bylaw No. 1620, 1995", established a local service area for the purpose of providing for the supply, treatment, conveyance, storage and distribution of water;

**AND WHEREAS** pursuant to section 795 (1) of the *Municipal Act, R.S.B.C. 1996 Chapter 323*, the Chair may appoint standing committees and, for the purpose, may appoint persons who are not directors, but each committee must have at least one member who is a director;

**AND WHEREAS** pursuant to section 795 (1)(b) and (c) of the *Municipal Act, R.S.B.C. 1996 Chapter 323*, the Board of Directors of the Regional District of Okanagan-Similkameen may, by bylaw adopted by at least 2/3 of the votes cast, delegate administrative powers to a standing committee and set terms, conditions and restrictions on activities of the committee;

**AND WHEREAS** the Board of Directors wishes to establish a standing committee of local ratepayers to provide community input to the Regional District of Okanagan-Similkameen on matters relating to the Naramata water system local service established by Bylaw No. 1620;

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

**1.0 STANDING COMMITTEE ESTABLISHMENT**

- 1.1 A standing committee, to be known as the "Naramata Water Advisory Committee, is established for the purpose of advising the Board of Directors of the Regional District of Okanagan-Similkameen and the Director of Electoral Area 'E' on matters relating to the Naramata Water System Local Service established by Bylaw No. 1620.



## **2.0 DEFINITIONS**

### **2.1** In this bylaw:

**"Board of Directors"** means the Board of Directors of the Regional District of Okanagan-Similkameen.

**"Committee"** means the standing committee appointed by the Chair of the Regional District of Okanagan-Similkameen and known as the "Naramata Water Advisory Committee".

**"Local Service Area"** means the boundaries of the Naramata Water System Local Service Area as established by Bylaw No. 1620 and as amended from time to time.

**"Regional District"** means the Regional District of Okanagan-Similkameen.

## **3.0 MEMBERSHIP**

### **3.1** The Naramata Water Advisory Committee shall consist of seven (7) members and the Director of Electoral Area 'E'.

## **4.0 APPOINTMENT**

### **4.1** One month prior to the annual general meeting of the Committee, the *Legislative Services Manager* of the Regional District shall place an ad in a locally circulating newspaper calling for nominations for membership on the Committee. Candidate names will be accepted up to two days prior to the annual general meeting.

### **4.2** At the annual general meeting, those people in attendance who qualify as electors for the Naramata Water System Local Service Area will vote on the list of candidates and will elect members to fill the vacant Committee positions.

### **4.3** The Chair of the Regional District will consider the names of persons elected at the Annual General Meeting and may appoint any or all persons to the standing committee at the next Regular Board meeting of the Board of Directors of the Regional District. The Chair has the right to refuse to accept any person as a member of the Naramata Water Advisory Committee.

Amended by  
Bylaw 1969.02  
adopted Feb.  
19, 2004

### **4.4** In the event that insufficient nominations are received, the Chair shall appoint the appropriate number of members to the committee, upon recommendation of the Director of Electoral Area 'E'.

## **5.0 QUALIFICATION FOR MEMBERSHIP AND VOTING**

Amended by  
Bylaw 1969.01  
adopted Dec.  
19, 2002

### **5.1** Each member of the Committee other than the director for Electoral Area E must, as a condition of eligibility for membership, be a ratepayer or spouse (as defined in the *Election Act*) of a ratepayer in the Local Service Area.

### **5.2** The seven (7) members other than the Director of Electoral Area 'E' must have paid their annual water taxes by the due date for the water taxes. Any member with water taxes in arrears shall immediately cease to be a member of the Committee.

- 5.3 To qualify as an eligible voter at the annual general meeting the person must be a ratepayer within the Local Service Area. The person must also have paid his/her annual water taxes by the due date for water taxes. Any person with water taxes in arrears shall not be qualified to vote.

**6.0 TERM OF OFFICE**

- 6.1 The Term of Office for members is *three* years.
- 6.2 A member shall be eligible for a maximum of three consecutive terms of office.
- 6.3 In the event of a vacancy arising from any cause other than the expiration of a member's term of office, the Chair shall appoint a successor for the remainder of the term, upon recommendation of the Director of Electoral Area 'E'.
- 6.4 The Chair may replace a member of the Committee at any time.
- 6.5 Any member other than the Director of Electoral Area 'E' who is absent from two consecutive meetings of the Committee, without leave of absence from the Chair of the Regional District or without reason satisfactory to the Chair of the Regional District, shall immediately cease to be a member of the Committee.
- 6.6 No member of the Committee shall receive any remuneration for his/her service.

**7.0 HOLDING OF MEETING - QUORUM, VOTING & CONDUCT**

- 7.1 The Committee shall appoint a Chair and a Vice-Chair from amongst its members at the first meeting held in each year.
- 7.2 A recording secretary, other than a member of the Committee (except for closed meetings), shall be appointed by the Committee to keep records of meetings and perform secretarial duties as may be assigned by the Committee from time to time. The cost of this service to the Committee shall be included in the annual budget for the Naramata Water System Local Service.
- 7.3 The Committee shall hold *in-camera and open* monthly meetings.
- 7.4 The Committee shall hold an Annual General Meeting on the *second* Wednesday in *January* of *each year and an election every three years commencing 2000*.
- 7.5 A quorum shall consist of a simple majority of members.
- 7.6 Rules of procedure for the Committee shall be as prescribed by the current edition of Robert's Rules of Order. This provision notwithstanding, the Board of Directors retains the right of approval of operational rules, procedure and policies.

## **8.0 KEEPING OF MINUTES**

- 8.1 The Committee shall keep minutes of all its meetings in *either an in-camera or open meeting* minute book. The Chair and the Recording Secretary shall sign the minutes.
- 8.2 A copy of the *in-camera or open meeting* minutes shall be sent to the Administrator of the Regional District and the Director of Electoral Area 'E' *prior to the first Thursday of each month*.
- 8.3 It shall be the responsibility of the Committee to alert the Regional District of specific action requested or required of the Regional District arising from the proceedings of any meeting of the Committee.

## **9.0 SCOPE OF RESPONSIBILITY**

- 9.1 The Committee is delegated the basic authority to consider *and form recommendations to the Regional Board regarding annual water system operating budgets, user fees, rate structures, proposed capital upgrades, watershed management issues, potential boundary expansions, provincial compensation offers, arbitration/litigation cost recovery mechanisms, out of court settlement offers regarding existing and emergent legal actions easement acquisitions and quarterly operational status reports, including actual versus budgeted financial information provided by the Public Works Manager*.

## **10.0 REPEAL**

- 10.1 Bylaw No. 1809, 1997 cited as "**Naramata Water Advisory Committee Bylaw No. 1809, 1997**" is hereby repealed.

## **11.0 CITATION**

- 11.1 This bylaw may be cited as the "**Naramata Water Advisory Committee Bylaw No. 1969 1999**".

**READ A FIRST, SECOND AND THIRD TIME** this 16<sup>th</sup> day of December 1999.

**ADOPTED** this 16<sup>th</sup> day of December 1999.

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R. Mayer  
RDOS Board Chairman

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K. Newholm  
Legislative Services Manager

## ADMINISTRATIVE REPORT

**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** August 18, 2016  
**RE:** Bordertown Vineyard and Estate Winery - Application for a permanent change to Liquor License

---



### Administrative Recommendation:

**THAT** the Board of Directors advise the Liquor Control and Licensing Branch that it will not provide comment on the Bordertown Vineyard and Estate Winery request for a change to hours of sale.

### Background:

The Bordertown Vineyard and Estate Winery, located at 9140 92 Avenue in Electoral Area "A", has applied to the Liquor Control and Licensing Branch (LCLB) for a permanent change to their hours of sale as follows:

from 10:00 am–6:00 pm daily to 10:00 am – 10:30 pm daily.

The LCLB is requesting the Regional District Board consider the application and provide a resolution.

### Analysis:

Regional District Okanagan-Similkameen [Policy No. 4320-00.03](#) addresses Liquor Licensing. This policy is intended to guide the Board of Directors in its consideration of liquor license applications which it receives notice of from the Liquor Control and Licensing Branch (LCLB).

The policy further states that the Board is not to apply this policy rigidly. For each liquor license application, the Board is to consider whether to apply this policy and resolve accordingly.

The response outlined in the policy is as follows:

- a) The Board does not want to comment on individual winery lounge endorsement applications or individual picnicking applications. Nevertheless, the Board is to ask the general manager of the Liquor Control and Licensing Branch to impose, as a term or condition of a winery lounge endorsement or picnicking endorsement, if issued, hours of liquor service authorized by the endorsement ending no later than sunset.
- b) The Board does not want to comment on individual liquor license amendment applications.

**Alternatives:**

1. The Board advise the Liquor Control and Licensing Branch that it does not wish to provide comment on the Bordertown Vineyard and Estate Winery request for a change to hours of sale.
2. The Board advise the Liquor Control and Licensing Branch that it wishes to provide comment on the Bordertown Vineyard and Estate Winery request for a change to hours of sale, in accordance with s. 53 of the Liquor Control and Licensing Regulation

**Respectfully submitted:**

*"Christy Malden"*

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C. Malden, Manager of Legislative Services

## ADMINISTRATIVE REPORT

**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** August 18, 2016  
**RE:** OK Falls Hotel - Application for a permanent change to Liquor License

---



### Administrative Recommendation:

**THAT** the Board of Directors advise the Liquor Control and Licensing Branch that it will not provide comment on the OK Falls Hotel request for a change to hours of sale.

### Background:

The OK Falls Hotel, located at 1045 Main Street, Okanagan Falls in Electoral Area "D", has applied to the Liquor Control and Licensing Branch (LCLB) for a permanent change to their hours of sale **for Sundays only** as follows:

**from** 11:00 am–12 pm midnight **to** 9:00 am – 11:00 pm.

The LCLB is requesting the Regional District Board consider the application and provide a resolution.

### Analysis:

Regional District Okanagan-Similkameen [Policy No. 4320-00.03](#) addresses Liquor Licensing. This policy is intended to guide the Board of Directors in its consideration of liquor license applications which it receives notice of from the Liquor Control and Licensing Branch (LCLB).

The policy further states that the Board is not to apply this policy rigidly. For each liquor license application, the Board is to consider whether to apply this policy and resolve accordingly.

The response outlined in the policy is as follows:

- a) The Board does not want to comment on individual winery lounge endorsement applications or individual picnicking applications. Nevertheless, the Board is to ask the general manager of the Liquor Control and Licensing Branch to impose, as a term or condition of a winery lounge endorsement or picnicking endorsement, if issued, hours of liquor service authorized by the endorsement ending no later than sunset.
- b) The Board does not want to comment on individual liquor license amendment applications.

**Alternatives:**

1. The Board advise the Liquor Control and Licensing Branch that it does not wish to provide comment on the OK Falls Hotel request for a change to hours of sale.
2. The Board advise the Liquor Control and Licensing Branch that it wishes to provide comment on the OK Falls Hotel request for a change to hours of sale, in accordance with s. 53 of the Liquor Control and Licensing Regulation

**Respectfully submitted:**

*"Christy Malden"*

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C. Malden, Manager of Legislative Services



## ADMINISTRATIVE REPORT

**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** August 18, 2016  
**RE:** Mailing and Inserter/Folder Machines

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### Administrative Recommendation:

**THAT the Board of Directors approve a liability under [Section 175](#) of the Community Charter authorizing the purchase of the NeoPost DS-75 Inserter/Folder in the amount of \$19,883 and the IS-480 Mail System in the amount of \$6,870 with no provision for renewal.**

### Reference:

April 28, 2016 Administrative Report (attached)

### Purpose:

**To replace the existing Inserter/Folder and the existing Mail System, both of which have reached the end of their service agreements and warrantee period with more efficient, cost effective systems.**

### Background:

At the April 28, 2016 Board meeting, administration brought forward a report recommending that the Board approve the purchase of a new folder/inserter machine and a new mailing machine. As noted at that time, the recommendation was before the Board as part of new criteria which the Municipal Finance Authority has developed for entering into purchase agreements, whereas in past the RDOS would enter into a lease and fund the cost from an ongoing operating budget.

The leases on the existing Mail system and the existing Inserter/Folder have either expired or are about to expire and the machines are nearing the end of their lifecycle; therefore, administration needs to consider new equipment.

Three quotes were obtained and evaluated based on:

- cost
- speed of processing
- availability of representative/service person
- Existing compatibility with software
- Ability to manage different sized documents
- Connectivity between the two machines, providing an ability to automate the entire process

Of the three companies approached, two responded to the request and it was determined that Complete Mailing Solutions - NeoPost matched the criteria above, the most closely.

The Board of Directors requested that administration consult with the City of Penticton to determine whether options for sharing equipment would be feasible.

### Analysis:

A usage breakdown was completed to determine whether efficiencies could be found with sharing equipment and the following was noted: (**Regional District tasks are noted in Red** and **City of Penticton tasks are noted in green**)

#### Monthly (scheduled)

- **Utility invoices 2 days per month @ 13,000 per month appx. 156,000 annually**

#### Quarterly (scheduled)

- **Utility invoices billed quarterly for Naramata @ 1,200 – typically around the first week of each quarter - appx 4,800 annually**
- **Parks and Recreation (Naramata, Area “D”) generally 3-4 times per year - appx. 900 annually**

#### Semi-Annually (scheduled, unless stage adjustments)

- **Water restriction notices for water systems (Naramata 900, Faulder 80, Olalla 280, West Bench/Sage Mesa 700, Gallagher Lake 100, Loose Bay 1 Willowbrook 80) Generally these notices occur in Spring and Fall; however, the frequency would change with adjustments to the stages of restrictions - appx 4,400 annually**

#### Annually (scheduled)

- **Utility invoices for all other Electoral Areas (June) - appx. 10,000 annually**
- **Tax notices (June) 3-4 days - appx. 15,000 annually**
- **Dog License renewals (November) ½ day - appx. 3,500 annually**
- **Business License renewals (December) ½ day - unestimated**

#### Emergency/Urgent (unscheduled, time sensitive)

- **Water Quality Advisories are unplanned, appx. 2,000 annually**

#### Regular Occurring (unscheduled, generally time sensitive)

- **Invasive Plant, landfill program changes, appx 2,000 annually**
- **Landfill contractors notifications appx 250 annually**
- **Curbside garbage and recycling - unestimated**
- **Project Updates, program materials, public education materials - unestimated**
- **Public Hearing, Adjacent resident letters, OCP Reviews appx 3,000 annually**
- **Public Information Meeting Notifications**
- **Planned Power Outage varies – unestimated**
- **Reminders of Outstanding Accounts varies with the majority taking place in August with the Statements of Outstanding Taxes ½ day - unestimated**

If the two local governments were to contemplate sharing a machine, consideration should be given

to sourcing and budgeting for a heavy duty unit with a higher capacity, as the usage would exceed over 220,000 folds per year and the significantly increased use could be expected to reduce the lifecycle of the equipment.

As the current machine at the Regional District requires frequent monitoring and attention, workspace at the operating location would be required so that staff from the other local government could continue to complete other tasks while monitoring the process. Alternatively, a resource sharing agreement could be considered, providing staff were available to take on some of the unscheduled tasks which arise.

As many of the materials generated are as a result of unscheduled and emergent issues, there will be instances when priorities conflict. On those occasions, outsourcing a task could be a consideration; however, the cost is significant. A recent inquiry to three local companies for folding of a mailout of 6500 pieces, comprised of three 11x17 sheets resulted in quotes from \$3,200 (with the Regional District doing the sealing and mailing) to \$4,900 for a complete mailout process.

**Respectfully submitted:**

*"Christy Malden"*

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C. Malden, Manager of Legislative Services

## ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: April 28, 2016

RE: Mailing and Inserter/Folder Machines

---



### Administrative Recommendation:

THAT the Board of Directors approve a liability under [Section 175](#) of the Community Charter authorizing the purchase of the NeoPost DS-75 Inserter/Folder in the amount of \$19,883 and the IS-480 Mail System in the amount of \$6,870 with no provision for renewal.

### Purpose:

To replace the existing Inserter/Folder and the existing Mail System, both of which have reached the end of their service agreements and warrantee period with more efficient, cost effective systems.

### Background:

The Regional District sends out approximately 770 pieces of mail each week, including invoices, statements, boil water notices and other critical communications with citizens.

The leases on the existing Mail system and the existing Inserter/Folder have either expired or are about to expire and the machines are nearing the end of their lifecycle; therefore, administration needs to consider new equipment.

In past when new equipment was required, the RDOS would enter into a lease and fund the cost from an ongoing operating budget. The Municipal Finance Authority has developed new criteria for purchase of equipment and requires a Board resolution to enter into a purchase agreement.

In accordance with the RDOS purchasing policy, three quotes were requested. As each brand of machine offers different features, Administration considered the following to be the most important in meeting the day to day needs, therefore the quotes received were evaluated based on:

- cost
- speed of processing
- availability of representative/service person
- Existing compatibility with software
- Ability to manage different sized documents
- Connectivity between the two machines, providing an ability to automate the entire process

Of the three companies approached, two responded to the request and it was determined that Complete Mailing Solutions - NeoPost matched the criteria above the closest.

**Analysis:**

The current mail system is somewhat manual with staff being required to measure and weigh items to determine the cost of each. Currently, as software updates to the system become available, the supplier must attend the office to manually download the changes, during which time the machine is out of commission. A more advanced system would enable the following:

- a LAN connection which automatically connects to our network, enabling rate change updates, re-credits, system diagnosis and software downloads.
- the ability to electronically weigh and measure items and produce compliant pricing in accordance with Canada Post
- remote diagnostics, minimizing down time and required visits from the supplier;
- faster, more automated processing speeds and online supply ordering

The existing mail system was put into use in April of 2010 and the lease has now expired. A service agreement cannot be entered into, as the lease is complete. This means that ongoing maintenance and repairs will be provided on an hourly basis which is much more costly than through a service agreement.

Costs for the mail system are as follows:

<b>Existing Mail System Costs</b>	<b>New Mail System Costs</b>
\$ 124 per month – basic lease (expired end of 2015)	\$139 per month, including interest and taxes (5 year lease)
\$6,870 – full purchase cost of machine	\$8,500 – full purchase cost of machine
No service agreement – hourly rate for repairs/maintenance	annual service contract – optional (various price options)
\$ 75 per month – meter rental	\$97 per month – meter rental

The existing inserter/folder system was put into use in April of 2011 and is due to expire within the month. During that time it has been used as frequently as weekly. The system is limited in its functionality in comparison to newer systems. A more advanced system could offer:

- higher capacity holder, eliminating the need for staff to stand at the machine, feeding documents and pulling the sealed envelopes;
- can process multiple document sizes, the current system can only handle 8.5 x 11;
- Electronic programming of addresses, bundling of duplicates;
- Customization of inserts per Electoral Area or other grouping criteria

A cost comparison for the system is as follows:

<b>Existing Inserter/Folder System Costs</b>	<b>New Inserter/Folder System Costs</b>
\$ 400 per month – basic lease (expires end of April 2016)	\$398 per month, including interest and taxes (5 years)
\$19,883 – full purchase cost of machine	\$19,750 – full purchase cost of machine
\$ 149 per month – service agreement	\$ 116 per month – optional service agreement

**Respectfully submitted:**

*"Christy Malden"*

