



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Thursday, August 03, 2017

RDOS Boardroom – 101 Martin Street, Penticton

SCHEDULE OF MEETINGS

9:00 am	-	9:15 am	Public Hearing: Zoning Bylaw Amendment – Electoral Area “E”, 4865 N. Naramata Road [Page 2] Zoning Bylaw Amendment – Electoral Area “H”, 4800 Teepee Lakes Road [Page 3] Zoning Bylaw Amendment– Electoral Area “H”, 3492 Princeton-Summerland Road [Page 4]
9:15 am	-	10:00 am	Community Services Committee [Page 5]
10:00 am	-	11:00 am	Corporate Services Committee [Page 8]
11:00 am	-	11:45 am	Protective Services Committee [Page 95]
11:45 am	-	12:15 pm	Lunch
12:15 pm	-	2:00 pm	Environment and Infrastructure Committee [Page 98]
2:00 pm	-	3:00 pm	RDOS Board [Page 138]

"Karla Kozakevich"

Karla Kozakevich
RDOS Board Chair

Advance Notice of Meetings:

August 17, 2017	RDOS Board/OSRHD Board/Committee Meetings
September 07, 2017	RDOS Board/Committee Meetings
September 21, 2017	RDOS Board/OSRHD Board/Committee Meetings
October 05, 2017	RDOS Board/Committee Meetings
October 19, 2017	RDOS Board/OSRHD Board/Committee Meetings
November 02, 2017	RDOS Board/Committee Meetings



NOTICE OF PUBLIC HEARING

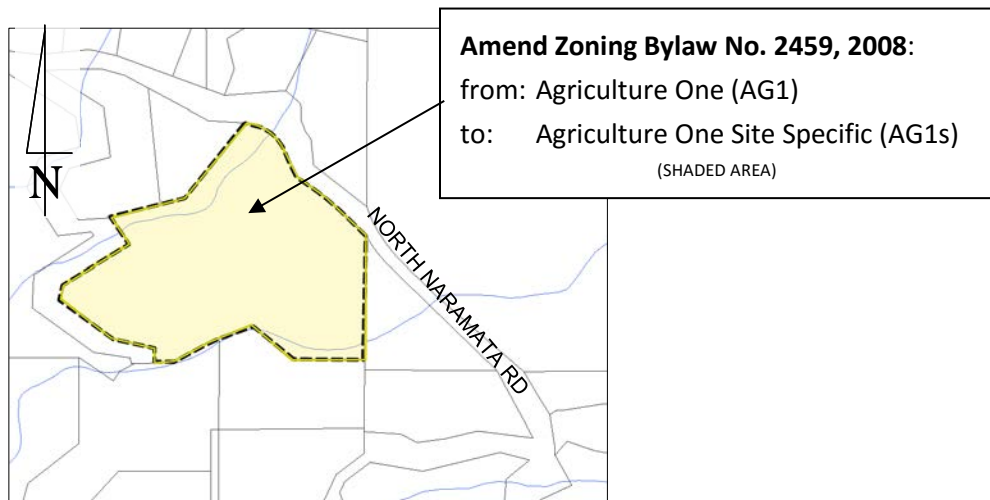
Electoral Area "E" Zoning Bylaw Amendment
4865 North Naramata Road

Date: Thursday, August 3, 2017
Time: 9:00 A.M.
Location: RDOS, Board Room, 101 Martin Street, Penticton

PURPOSE: To combine two allowable accessory dwellings of 140 m² and 70 m² into one accessory dwelling of up to 210 m².

- *Amendment Bylaw No. 2459.24, 2017:* proposes to amend Schedule '2' of the Electoral Area "E" Zoning Bylaw No. 2459, 2008, by changing the land use designation on the land described as Part of District Lot 286 shown on Plan B1364, SDYD, Except Plans 2996 and A11020(4865 N Naramata Rd) from Agriculture One (AG1) to Agriculture One Site Specific (AG1s).

The site specific regulation will allow only one accessory dwelling on the subject property and to not exceed a maximum size of 210 m².



VIEW COPIES OF THE DRAFT BYLAWS, THE RESOLUTION DELEGATING THE HOLDING OF THE PUBLIC HEARING & SUPPORTING INFORMATION AT:

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

Weekdays (excluding statutory holidays) between the hours of 8:30 a.m. to 4:30 p.m.

Basic information related to this proposal is also available at: www.rdos.bc.ca

(Departments → Development Services → Planning → Current Applications & Decisions → Electoral Area "E")

Anyone who considers themselves affected by the proposed bylaw amendments can present written information or speak at the public hearing. All correspondence received for the public hearing will be made public and should be addressed to: Public Hearing Bylaw No.2459.24, c/o Regional District of Okanagan-Similkameen at 101 Martin Street, Penticton, BC, V2A 5J9. No letter, report or representation from the public will be received after the conclusion of the public hearing.

FOR MORE INFORMATION PLEASE CONTACT DEVELOPMENT SERVICES:

Telephone: 250-490-4107 | Fax: 250-492-0063 | Email: planning@rdos.bc.ca

Brad Dollevoet
Manager of Development Services

Bill Newell
Chief Administrative Officer



NOTICE OF PUBLIC HEARING

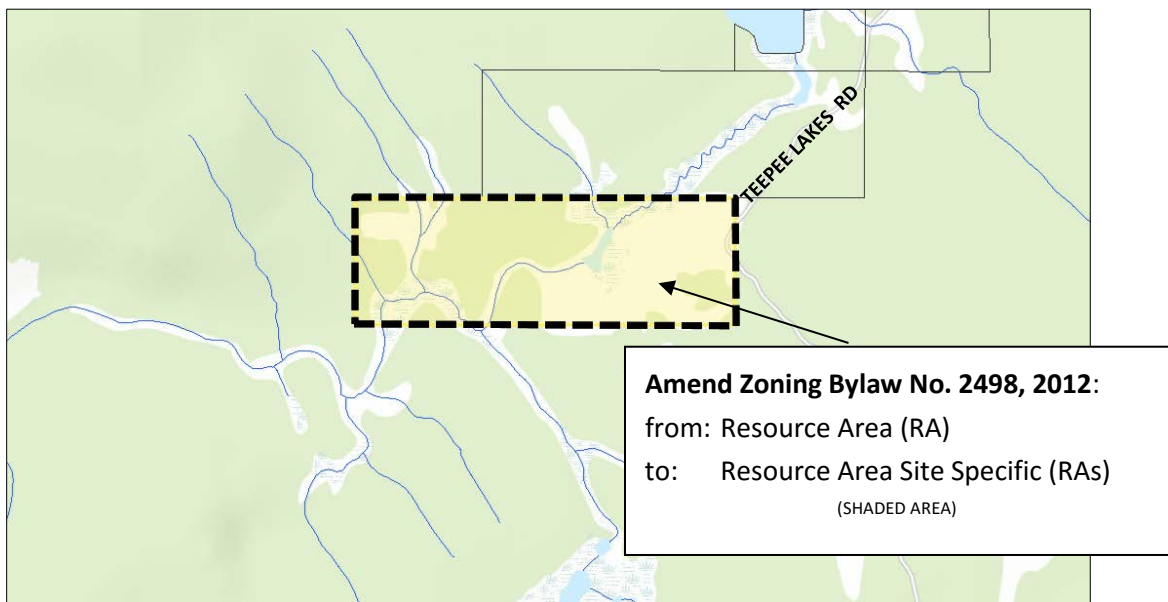
Electoral Area “H” Zoning Bylaw Amendment

4800 Teepee Lakes Road

Date: Thursday, August 3, 2017
Time: 9:00 A.M.
Location: RDOS, Board Room, 101 Martin Street, Penticton

PURPOSE: To amend the zoning designation of the subject property in order to formalize eight existing cabins and permit up to four new seasonal cabins.

- *Amendment Bylaw No. 2498.11, 2017:* proposes to amend Schedule ‘2’ of the Electoral Area “H” Zoning Bylaw No. 2498, 2008, by changing the land use designation on the land described as District Lot 4526, KDYD from Resource Area (RA) to Resource Area Site Specific (RAs).



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

Weekdays (excluding statutory holidays) between the hours of 8:30 a.m. to 4:30 p.m.

Basic information related to this proposal is also available at: www.rdos.bc.ca

(Departments → Development Services → Planning → Current Applications & Decisions → Electoral Area “H”)

Anyone who considers themselves affected by the proposed bylaw amendments can present written information or speak at the public hearing. All correspondence received for the public hearing will be made public and should be addressed to: Public Hearing Bylaw No. 2498.11, c/o Regional District of Okanagan-Similkameen at 101 Martin Street, Penticton, BC, V2A 5J9. No letter, report or representation from the public will be received after the conclusion of the public hearing.

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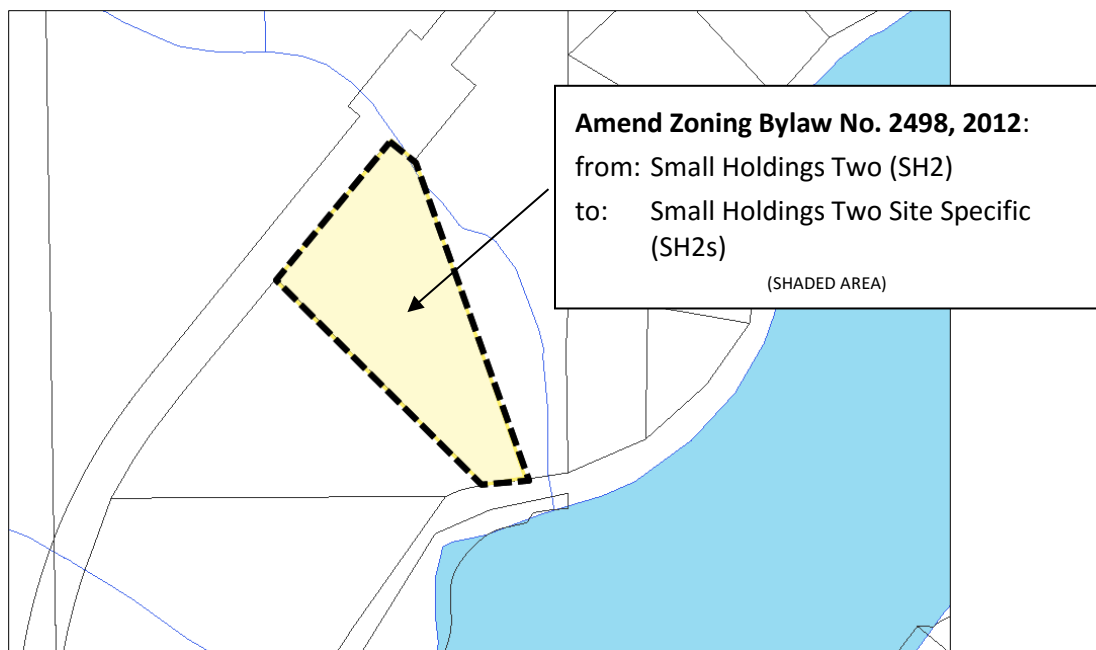
NOTICE OF PUBLIC HEARING

Electoral Area “H” Zoning Bylaw Amendment
3492 Princeton- Summerland Road

Date: Thursday, August 3, 2017
Time: 9:00 A.M.
Location: RDOS, Board Room, 101 Martin Street, Penticton

PURPOSE: To amend the zoning designation of the subject property in order to formalize the use of five existing RV pads.

- *Amendment Bylaw No. 2498.12, 2017:* proposes to amend Schedule ‘2’ of the Electoral Area “H” Zoning Bylaw No. 2498, 2008, by changing the land use designation on the land described as Lot 2, DL 2076, KDYD, Plan KAP78220, (3492 Princeton-Summerland Rd) from Small Holdings Two (SH2) to Small Holdings Two Site Specific (SH2s).



VIEW COPIES OF THE DRAFT BYLAWS, THE RESOLUTION DELEGATING THE HOLDING OF THE PUBLIC HEARING & SUPPORTING INFORMATION AT:

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

Weekdays (excluding statutory holidays) between the hours of 8:30 a.m. to 4:30 p.m.

Basic information related to this proposal is also available at: www.rdos.bc.ca
(Departments → Development Services → Planning → Current Applications & Decisions → Electoral Area “H”)

Anyone who considers themselves affected by the proposed bylaw amendments can present written information or speak at the public hearing. All correspondence received for the public hearing will be made public and should be addressed to: Public Hearing Bylaw No. 2498.12, c/o Regional District of Okanagan-Similkameen at 101 Martin Street, Penticton, BC, V2A 5J9. No letter, report or representation from the public will be received after the conclusion of the public hearing.

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Brad Dollevoet
Manager of Development Services

Bill Newell
Chief Administrative Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Community Services Committee

Thursday, August 03, 2017

9:15 a.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Community Services Committee Meeting of August 3, 2017 be adopted.

B. DELEGATION

1. Andy Orr - Principal, Atcorr Development, Consulting on behalf of South Skaha Housing Society (SSHS)

Mr. Orr will address the Board to present an update regarding the SSHS site acquisition and next steps; and

To request the Board of Directors support for the project and to request a directive to RDOS staff to assist in expediting the RDOS approvals through a "fast track" process; and

To advise the Board of Directors that the SSHS intends to respectfully request, as part of the approvals process, an equity contribution to the project from the RDOS in the form of fees forgiveness and DCC and property tax exemptions to assist in providing affordable rents to seniors in Okanagan Falls.

C. PROPOSED TRANSIT EXPANSIONS FOR 2018/19 – For Discussion [Page 6]

D. ADJOURNMENT

ADMINISTRATIVE REPORT

TO: Community Services Committee

FROM: B. Newell, Chief Administrative Officer

DATE: August 3, 2017

RE: Proposed Transit Expansions for 2018/19 – For Discussion

INTRODUCTION:

The Transit Future Plan recognizes the potential of transit to contribute to more economically vibrant, livable and sustainable communities. Enhancing transit service throughout the region plays a vital role in supporting a large aging demographic, consolidated medical services, mobility for individuals who do not have access to other modes of travel, population growth and climate change.

Expansion initiatives are important components to sustaining and growing a successful transit system. Under the shared services model, BC Transit requests provincial funding on local government partners' behalf to meet operating and capital costs. To formalize the process, BC Transit requires a Memorandum of Understanding to proceed with expansion funding requests.

The procurement of a spare bus would serve as an immediate replacement to our existing fleet in the event of mechanical issues or accident. Costs for the spare bus would be shared across all RDOS administrated transit systems, the Okanagan-Similkameen (Naramata and Okanagan Falls), and the South-Okanagan (Osoyoos, Oliver, and Kaleden) transit systems.

AOA Period	In Service Date	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2018/19	Sept 2018	0	1	\$0	\$28,592	\$28,592
		Description	Implementation of new vehicle to address lack of spare ratio in the Okanagan-Similkameen, South Okanagan, and West Bench service.			

Rationale:

The RDOS currently does not have a spare bus to draw upon to avoid unforeseen events that could result in an interruption of transit service. Securing a spare bus is key to maintaining consistent and reliable transit service for our growing ridership.

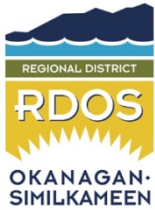
Considerations:

Expansions that involved the procurement of buses for the following operational year are binding for up to one year. For example, if the proposed expansions are approved for the 2018/19 operating year but are later deemed undesired, RDOS would be still be required to pay the lease fees related to the new buses for a minimum of a one year period.

Respectfully submitted:

Candice Gartner

C. Gartner, Rural Projects Coordinator



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Corporate Services Committee

Thursday, August 03, 2017

10:00 a.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Corporate Services Committee Meeting of August 3, 2017 be adopted.

B. DELEGATION

1. Cory Sivell, Asset Management Consultant, Urban Systems

Mr. Sivell will address the Board to discuss Asset Management Organizational Assessment and Implementation Plan.

- i. RDOS Asset Management: Organizational Assessment and Implementation Plan (August 2017) [Page 9]
 - ii. Presentation [Page 31]
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C. OKANAGAN SIMILKAMEEN HEALTHY LIVING SOCIETY (OSHLS) APPOINTMENT [Page 42]

1. Letter of Request from the OSHLS
2. Conflict of Interest Exceptions Regulations [Page 44]

RECOMMENDATION 2

THAT Director Boot be appointed as the Regional District representative to the Okanagan Similkameen Healthy Living Society.

D. 2017 CITIZEN SURVEY – For Information Only [Page47]

1. 2017 Results [Page 50]
 2. Online Comments [Page 91]
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E. ADJOURNMENT

Asset Management Organizational Assessment and Implementation Plan

August, 2017

Cory Sivell
Asset Management Consultant
304- 1353 Ellis Street
Kelowna, BC V1Y 1Z9

URBAN
systems

Background

Asset Management is an integrated process that brings together skills, expertise and activities of people; with information about a community's physical assets and finances; so that informed decisions can be made, supporting Sustainable Service Delivery. Simply put, it's about being good stewards of infrastructure and community assets, by making sure the infrastructure is well cared for and that decisions about how to maintain and invest in infrastructure are adequately informed.

The Union of British Columbia Municipalities (UBCM) recently partnered with Ministry of Community, Sport, and Cultural Development and Asset Management BC (with consulting support from Urban Systems) to create Asset Management for Sustainable Service Delivery: A BC Framework. This framework (illustrated to the right) outlines a strategic high level outcome focused approach to sound Asset Management practices. The framework supports local governments in moving towards delivering services in a financially, socially, and environmentally responsible manner. Sound asset management practices encourage sustainable service delivery by considering community priorities, understanding the trade-offs between available resources and desired services.

The framework illustrates the four core elements of asset management – assets, information, finances and people.

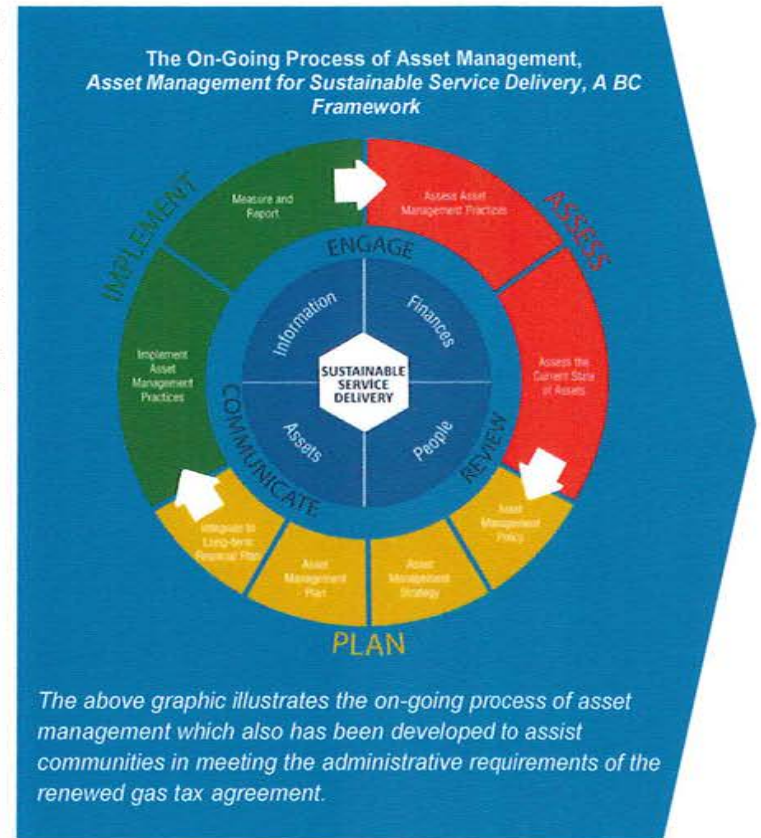
These can be defined as follows:

- **Assets** - Physical Infrastructure to enable Service Delivery
- **Information** – to Support Decision-making for Sustainable Service Delivery
- **Finances** – Understanding Long Term Costs of Service Delivery
- **People**– Culture and Capacity for Informed Decision-making

The framework illustrated here is founded on continuous quality improvement which is incremental and scalable. The process involves assessing capacity (shown in red), planning what needs to be done (shown in yellow) and implementing the plans (shown in green).

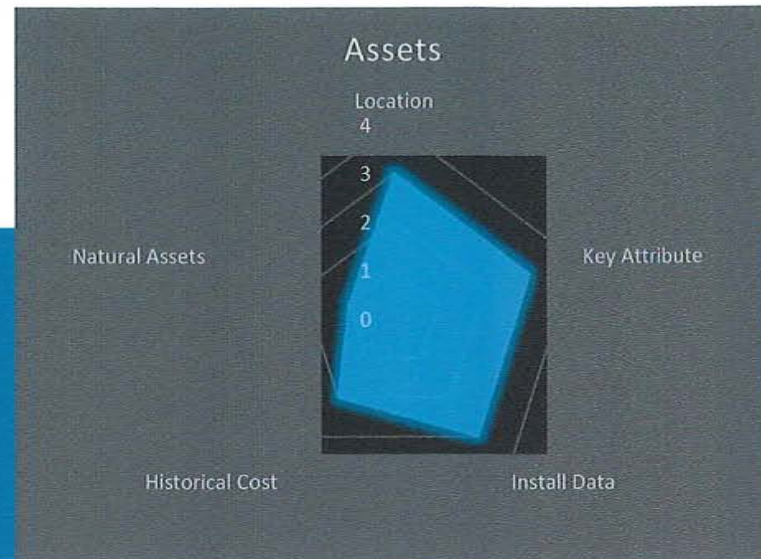
Approach

The Regional District Okanagan Similkameen (RDOS), in alignment with the framework outlined above, engaged Urban Systems to complete an assessment of its current organizational asset management practices and develop an asset management implementation plan. The objective of this assessment is to document current practices, develop a plan to improve RDOS's asset management practices and deliver the information in a format that can be used to measure progress over time. As part of the gas tax agreement, British Columbia (BC) is required to report out on the status of asset management and the progress made. This document directly supports this gas tax agreement and can be used to strategically support RDOS with future grant funding applications.



Assets

Assets represent the physical infrastructure owned by the community which enable services to be delivered. Assets include, water, wastewater, facilities, parks and fleet. It is important to consider what assets are currently providing a service and what assets might be needed in the future to support growth, climate change and other system demands. Assets can also include natural infrastructure that reduce the need for local governments to build hard infrastructure.



Strengths



- The Regional District understands what assets they own and the services they provide
- The Regional District owns the necessary programs that support storage of asset information (ESERI GIS)
- Majority of linear assets are location based and have complete and accurate information available
- Some data is collected in the field and transferred to GIS (hydrant, valve, water meter)

Challenges



- Processes and procedures for collecting, transferring and integrating asset and maintenance information are not well defined
- Data is mostly accessed and inputted through desktop computers with limited mobile phone applications (some software limitations)
- Field information is collected in paper based format (with exception of few assets)
- Non-linear asset data is limited (parks, buildings etc.)
- No asset register strategy (data exists in various locations)
- Minimal consideration is given to natural assets in asset management planning

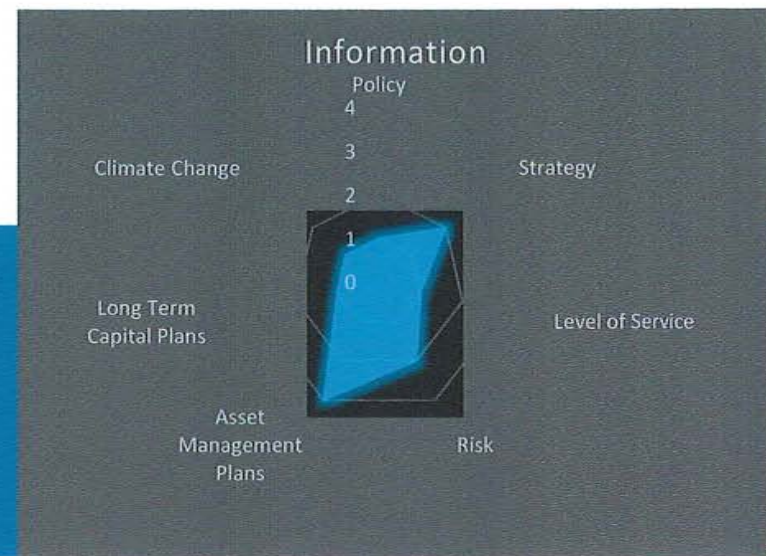
Opportunities



- Develop processes and procedures for collecting, transferring and integrating asset and maintenance information from the field to GIS system
- Develop a system to collect and access data in the field using mobile phone applications (specifically condition data)
- Develop data collection framework for non-linear assets and improve inventory (includes: buildings, parks, solid waste)
- Develop asset register framework (Where are linear and non-linear assets stored)
- Develop maintenance management plan
- Develop inventory of key natural assets
- Complete data review and software needs assessment

Information

Information about level of service, risk, condition and costs must be collected and integrated into the decision making process to ensure the maximum value of each asset can be realized. The collection and utilization of this information requires solid organization practices and procedures to be in place.



Strengths



- Asset Management Investment Plan (AMIP) completed in 2016
- Anecdotal information from the field is used to assist in the decision-making processes
- Asset management is linked to 2017 business plan

Challenges



- Long term costs from asset management plan seem large and unattainable
- No formal process to better understand where and how to invest to ensure maximum value from assets are realized and risk is reduced
 - Asset service lives are not well understood (industry best practice)
 - No system in place to measure organizational progress
- Level of service is not well understood by customers and staff (future capacity is not well-understood)
- Climate change is not considered in service risk or long term planning

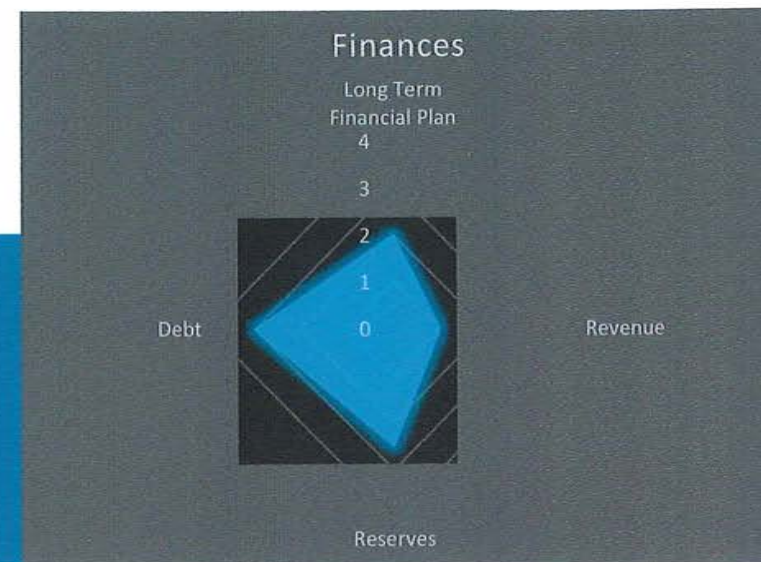
Opportunities



- Develop a consistent and structured decision making framework for prioritization of capital projects
- Develop asset management strategy and performance measurement system
- Develop condition assessment framework, confirm asset remaining life with operators and develop RDOs specific service lives
- Refine asset renewal investment level using risk
- Integrate asset management planning to climate change
- Define current, expected and desired levels of service including a review of system capacity (private irrigation districts and land-use)
- Link climate change to asset management planning

Finances

Sufficient and sustainable financial resources are needed to ensure the established level of service over the life of the asset can be achieved. A lack of sufficient resources can lead to decreasing service levels, increased risk and large future tax increases. Successful financing for asset management requires a long term financial plan which fully considers the renewal of existing assets.



Strengths



- There is the recognition that funds must be secured to replace assets in the future
- Staff are aware of the need to bridge the infrastructure funding gap

Challenges



- Community members lack understanding of the true cost of providing service
- Philosophy on how infrastructure should be paid for is not well understood (debt, reserves, taxation, etc.)
- Financial Plans are generally short term and do not reflect the true long-term infrastructure requirements
- Connection between cost, level of service and risk is not well understood
- TCA and Asset Management systems are separated

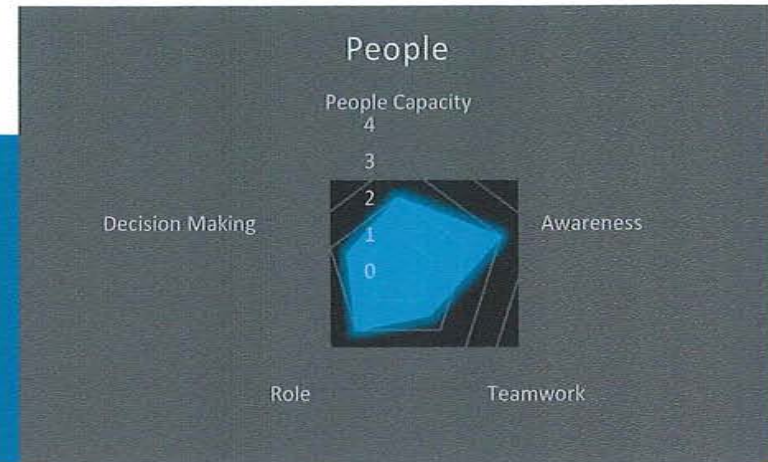
Opportunities



- Build public awareness with the community on the true cost of providing service
- Develop financial policies to better understand philosophy on how infrastructure will be funded
- Link financial planning to asset management (review rates, develop revenue plan and innovative funding alternatives)
- Review TCA and asset management systems to determine if systems should be kept separate or amalgamated

People

People are enablers of community assets; without people, the delivery of community services would not be possible. In order to ensure people within an organization deliver the services in an effective manner, it's important that each person and department understand the importance of asset management, their role and can work together collaboratively.



Strengths



- Management team, staff and board are aware of the need to implement asset management practices and procedures into their organizational

Challenges



- Each department and team member requires further clarification of the role they place in asset management
- Limited knowledge of how to implement the various components of asset management
- Field staff lack understanding of asset management and why it's important
- Staffing resources are limited

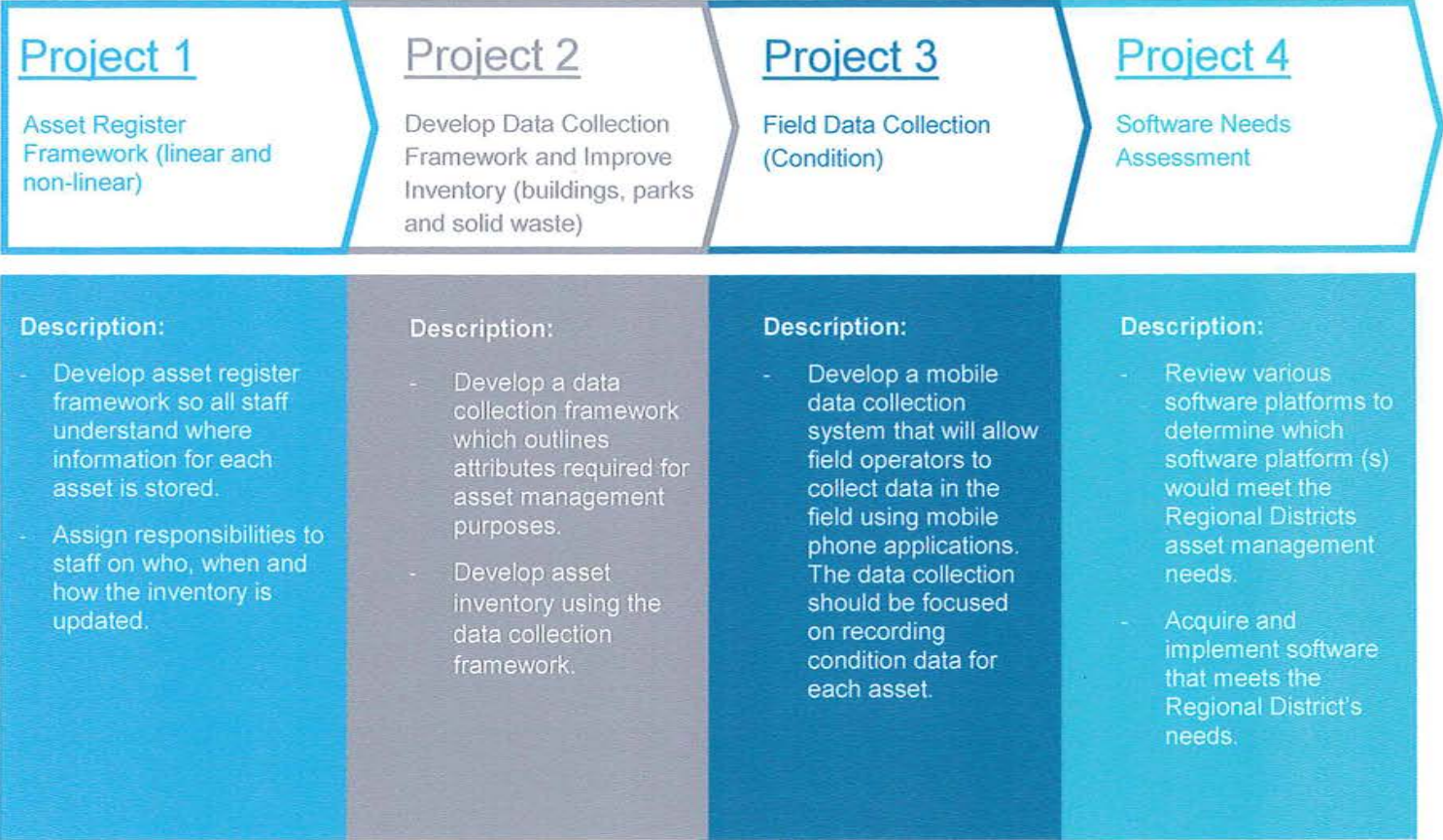
Opportunities



- Define department/staff roles in asset management (cross collaboration)
- Establish an asset management committee (member from each department)
- Build capacity with staff on asset management
- Review and assess staff's capacity and capabilities to undertake asset management activities to determine if additional resources, training or assistance from a consultant is required

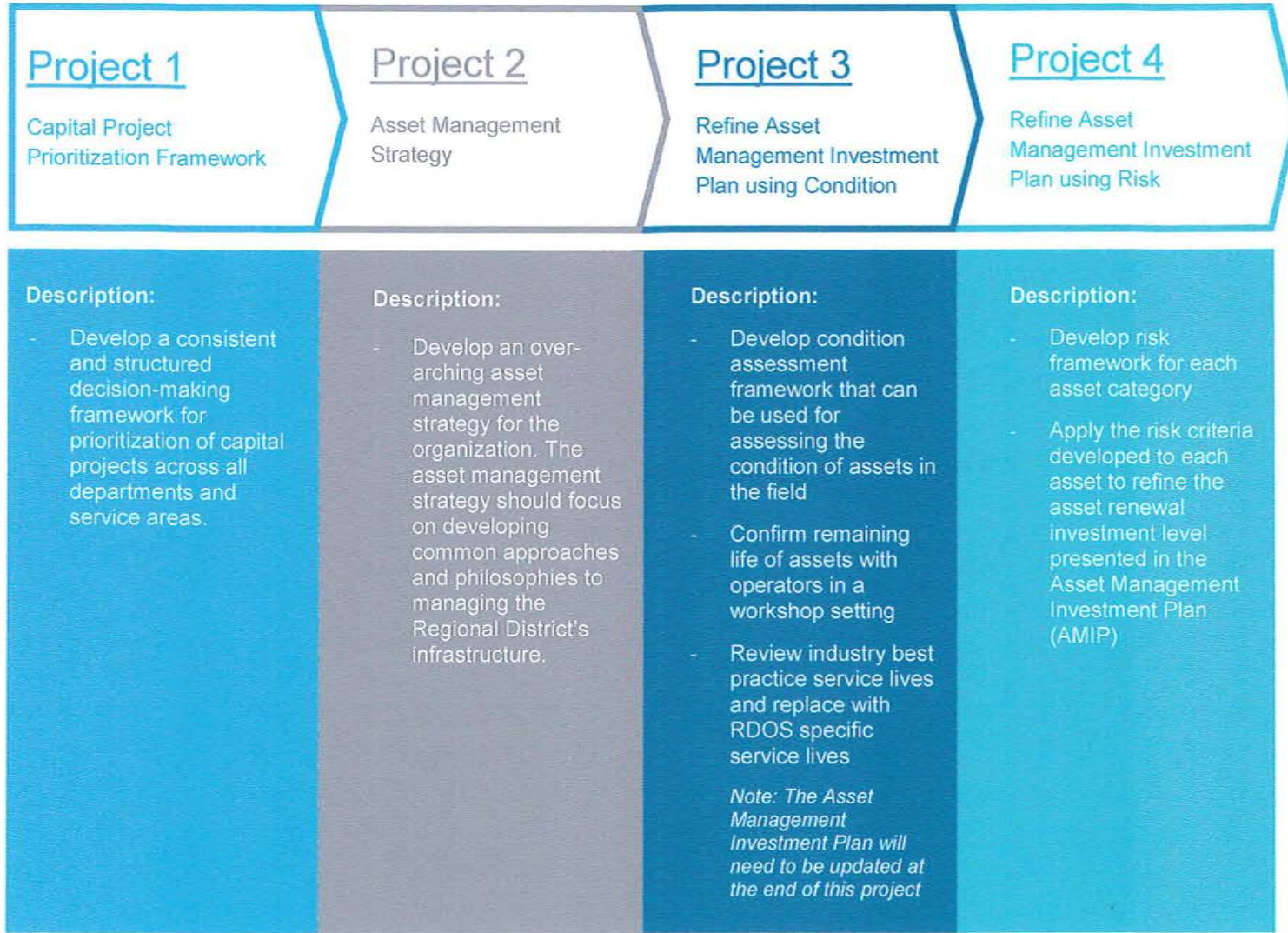
Short Term Asset Management Implementation Plan

Assets



Short Term Asset Management Implementation Plan

Information



Short Term Asset Management Implementation Plan

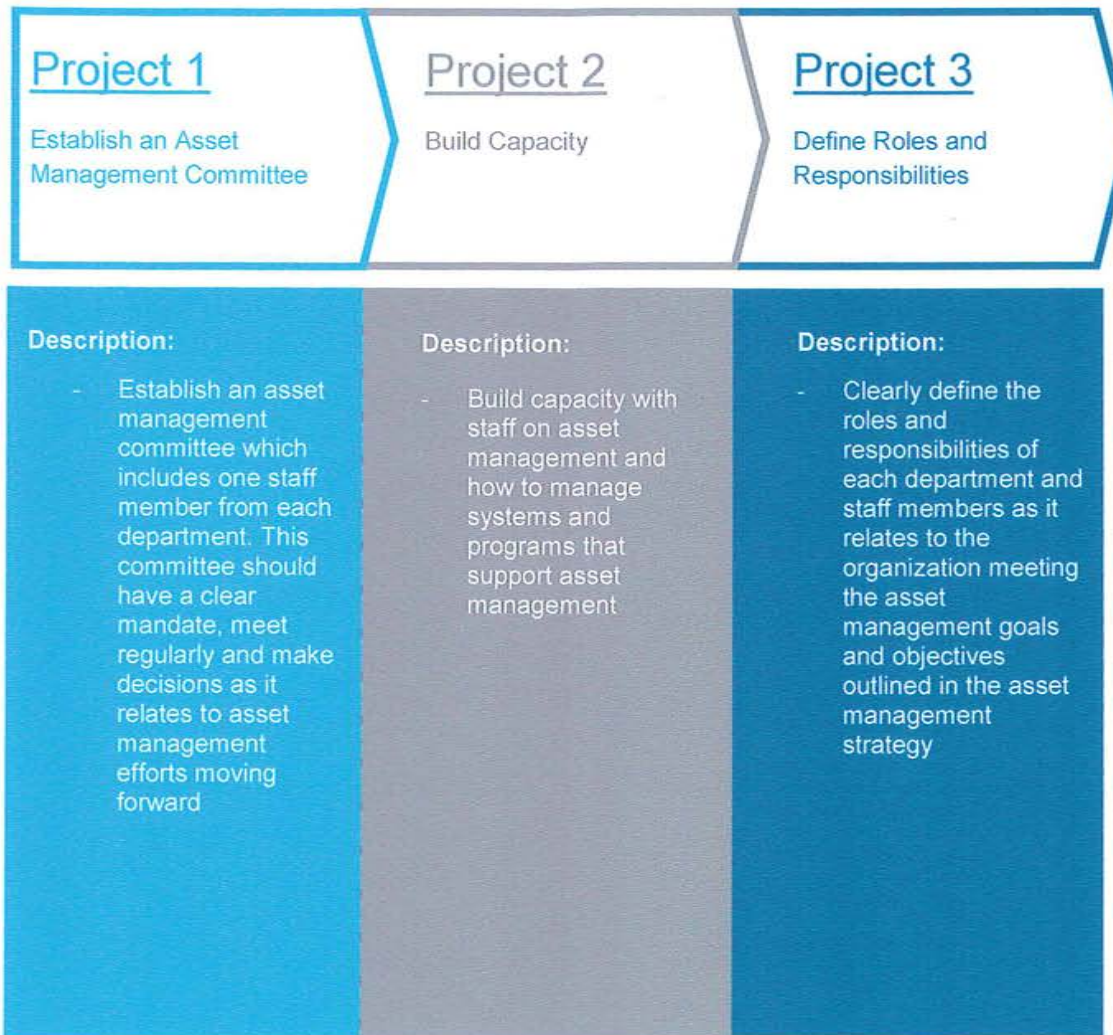
Finances



<p>Description:</p> <ul style="list-style-type: none">- Build public awareness with the community on the true cost of providing service	<p>Description:</p> <ul style="list-style-type: none">- Link financial planning to asset management (review rates and develop revenue plan)- Understand the financial impact each asset renewal funding scenario presented in the Asset Management Investment Plan has on Property taxes, levies and user fees. This could also include a review of alternative funding sources.	<p>Description:</p> <ul style="list-style-type: none">- Develop asset management and financial policies to guide infrastructure decisions and establish funding philosophies (borrowing vs. reserves vs. pay as you go)
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Short Term Asset Management Implementation Plan

People



APPENDIX

AssetSMART 2.0

A Tool to Assess Your Community's Asset Management Practices

What is AssetSMART?

AssetSMART is a tool that local governments can use to assess their capacity to manage their assets. This tool has been designed to help local governments:

- ◇ Evaluate their asset management practices in a comprehensive way
- ◇ Identify particular areas of strength and areas for improvement
- ◇ Establish priorities
- ◇ Build awareness of the many dimensions of asset management
- ◇ Generate productive discussion across departments
- ◇ Measure progress over time
- ◇ Benchmark against other communities
- ◇ Set short-, mid-, and long-term objectives in specific areas

Which communities should use AssetSMART?

AssetSMART has been specifically designed to reflect the unique challenges that local governments face in managing their assets. This tool is intended to be used by any local government, of any size, and at any stage of implementing an asset management program. Whether your community is in the initial or advanced stages of asset management, AssetSMART can help your organization take stock of where it is today and plan for the future.

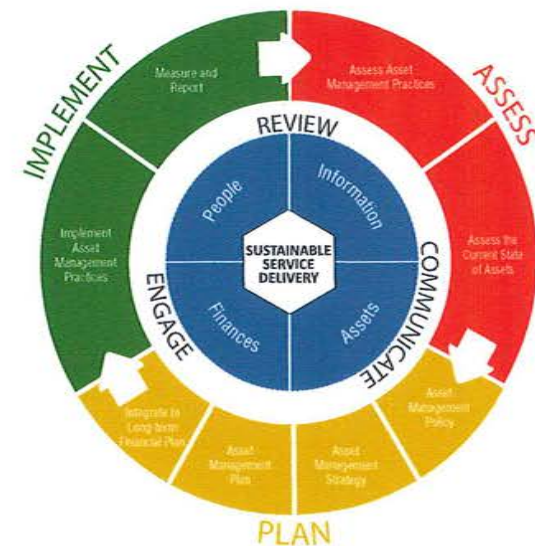
DATE _____

NAME _____

ORGANIZATION _____

The Framework

AssetSMART uses Asset Management for Sustainable Service Delivery: A BC Framework (the Framework) as a foundation. The Framework establishes a high-level, systematic approach that supports local governments in moving toward service, asset and financial sustainability through an asset management process.



The Core Elements of Asset Management

People, Information, Assets, and Finances are considered the core elements of asset management. Each of these elements are necessary for sustainable service delivery. Success requires the integration of these four elements throughout the process of asset management. The four core elements form the AssetSMART assessment categories.

Step 1 Assess Current Capacity

For each of the rows, choose the cell that most closely describes your organization's capacity today (simply check the appropriate box). If you feel that your organization falls between two cells, choose the line between the two cells. Add comments as needed in the adjacent column.

The assessment matrix is organized into the five core capacity areas (rows), and by capacity level (columns). Capacity increases from left to right as follows:

- Level 1 Very low capacity
- Level 2 Fair capacity
- Level 3 Good capacity
- Level A High capacity

Step 2 Identify Desired Capacity

For each of the rows, choose the cell that most closely describes the level of capacity that you would like your organization to have in the future. You may want to indicate desired capacities for a given timeframe, as your organization may have different short-, mid-, and long-term objectives.

Defining "desired capacity levels" will likely be more difficult than identifying "current capacity levels", and will require organization-wide discussion to establish attainable objectives. It is not suggested that all communities aim for Level A capacity on all components – targets will need to reflect the specific circumstances of each community.

Who should fill in the self-assessment?

Effectively managing a community's assets will require the participation of many individuals and groups from across the organization. At a minimum, personnel responsible for

the following functions should be invited to participate in the self-assessment:

- ◊ Engineering (transportation, water, sanitary, stormwater)
- ◊ Facilities
- ◊ Parks and Recreation
- ◊ Operations
- ◊ Planning (current and long-range)
- ◊ Finance

How should the self-assessment be completed?

Local governments can opt to fill in the self-assessment in a number of ways, such as:

A group (whole organization)

Local governments may choose to complete the assessment together as a group in workshop format, to help ensure that all participants are on the same page. This approach can effectively build buy-in from the entire group, but may not highlight significant differences in understanding across the organization.

Individually

Alternatively, local governments may choose to ask each participant to complete the assessment independently, and then meet as a group to review the results. Providing respondents with the assessment prior to meeting as a group can help ensure that individual input is fully explored, and bring to light any significant differences in understanding across the organization.

Business units

Other local governments may choose to complete the assessment first by business unit or department, and then discuss the results as an entire organization.

Local governments will need to choose an approach that makes the most sense for their organization. However, it is recommended that local governments always include plenty of time for discussion about assessment results. **The discussion is the most valuable part of the exercise.** Local governments may also find it helpful to have an outside asset management expert facilitate the discussion. Involving an objective third-party can help ensure that issues are discussed fairly and comprehensively.

How can the assessment results be used?

Completing AssetSMART is an important first step in developing an asset management strategy. Next steps include:

Prioritizing gaps

For most local governments, it will not be reasonable to expect to build capacity in all areas at once. Local governments will need to choose which capacity gaps to address first. Some capacity gaps will be more significant than others. This will all depend on the local government's unique circumstances.

Developing implementation strategies

The next step will be to develop detailed implementation strategies to fill the most significant capacity gaps.

AssetSMART helps frame the discussion on prioritizing gaps and developing implementation plans, but it does not provide pre-packaged solutions. Local governments will need to look carefully at their specific circumstances, evaluate available options, and decide for themselves the best way forward.

ASSET

A physical component of a system that has value, enables services to be provided, and has an economic life of greater than 12 months.

ASSET MANAGEMENT

Systematic and coordinated activities and practices through which an organization manages its assets, their associated performance, risks and expenditures over their life cycles.

ASSET MANAGEMENT PLAN

Document specifying activities and resources, responsibilities and timescales for implementing the asset management program.

ASSET MANAGEMENT PROGRAM

A program to identify asset management needs, set up longer term financing means, and regularly schedule maintenance, rehabilitation and replacement works for the long term sustainability of the asset.

ASSET RENEWAL

Works to upgrade, refurbish or replace existing facilities with facilities of equivalent capacity or performance capability.

GIS

Geographic Information System.

INFRASTRUCTURE DEFICIT

A cumulative shortfall of required asset renewal.

LEVEL OF SERVICE

The defined quality for the provision of a particular service. Service levels usually relate to quality, quantity, reliability, responsiveness, environmental acceptability, and cost.

LIFE CYCLE

The life of an asset, from the point when a need for it is first established, through its design, construction, acquisition, operation and any maintenance or renewal, to its disposal.

LIFE CYCLE COST

The total cost of an asset throughout its life including planning, design, construction, acquisition, operation, maintenance, rehabilitation, and disposal costs.

LOCAL GOVERNMENT

Municipalities and regional districts.

LONG-TERM FINANCIAL PLAN

Funds the long term investment plan.

LONG-TERM INVESTMENT PLAN

A long-term multi-asset renewal plan (e.g. 20 years).

MAINTENANCE

All actions necessary for retaining an asset as near as practicable to its original condition, but excluding rehabilitation or renewal.



	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	EVIDENCE / NOTES
1 Location	Accurate location data is available for fewer than half of the assets and is in a format or location that is generally inaccessible to those who need it.	Accurate location data is available for at least 50% of the assets.	Complete and accurate data is available for most assets, including all critical assets. Data is easily accessible to all who require it.	Complete and accurate data is available for all assets, including new assets. Data is easily accessible to all who require it.	<ul style="list-style-type: none"> - Majority of underground water and sanitary assets are geographically located in GIS but location of assets cannot be trusted. - Buildings are not geographically located or stored in GIS system. - Other asset categories such as parks do not have a location based inventory. - Data transfer from field to GIS could be improved and standardized. - Hydrant repairs current tracked but other maintenance items are not. - Current: Level 3
2 Key Attribute Data	Accurate attribute data is available for fewer than half of the assets and is in a format or location that is generally inaccessible to those who need it.	Accurate attribute data is available for at least 50% of the assets.	Complete and accurate data is available for most assets, including all critical assets. Data is easily accessible to all who require it.	Complete and accurate data is available for all assets, including new assets. Data is easily accessible to all who require it.	<ul style="list-style-type: none"> - Key attribute data required for asset management planning is available for water and sanitary assets. Record drawings not linked to pipes. - Key attribute data required for fleet, building and landfill should be improved overtime. - Data is currently available in an excel spreadsheet. Should consider developing a centralized system that all staff can access (GIS based) - Asset breakages/repairs are tracked but not always available in digital format - Current: Level 3
3 Install Data	The installation date is available for fewer than half of the assets and is in a format or location that is generally inaccessible to those who need it.	Asset installation date is available for at least 50% of the assets.	Accurate install date is available for most assets, including all critical assets. Data is easily accessible to all who require it.	Complete and accurate data is available for all assets, including new assets. Data is easily accessible to all who require it.	<ul style="list-style-type: none"> - See comment above - Current: Level 3 - Desired:
4 Historic Cost	Accurate historic cost data is available for fewer than half of the assets and is in a format or location that is generally inaccessible to those who need it.	Accurate historic cost data is available for at least 50% of the assets.	Complete and accurate historic cost data is available for most assets, including all critical assets. Data is easily accessible to all who require it.	Complete and accurate historic cost data is available for all assets, including new assets. Data is easily accessible to all who require it.	<ul style="list-style-type: none"> - Historical costs are not tracked on an asset by asset basis but are summarized in the TCA records - Current: Level 2
5 Natural Assets	No consideration is given to natural assets in planning for sustainable service delivery.	There is general awareness of the services provided by natural assets, but natural assets are not included in planning or decision making.	Some natural assets have been identified and the value of service is partially understood.	All significant natural assets have been identified and the value of service they provide is understood. This value is considered in decision making and planning.	<ul style="list-style-type: none"> - Little consideration is currently given to natural assets which provide a service to the community - Current: Level 1



6 Policy

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	EVIDENCE / NOTES
	No policies are in place related to sustainable service delivery.	Some policies related to sustainable service delivery are in place, but there are significant gaps or policies are not actionable.	Good policies are in place related to sustainable service delivery, but they are not all referenced for decision making.	Policy(ies) adopted by council that are understood and provide clear direction on how the community will achieve sustainable service delivery. Policies are a regular reference for guiding decisions.	<ul style="list-style-type: none"> - Tangible Capital Asset (TCA) policy in place. - No financial or asset management policy. - Current: Level 1
	No strategy is in place.	Components of a strategy or framework are in place, but there are significant gaps in providing direction for sustainable service delivery and the linkage of plans and initiatives.	A strategy / framework is in place that identifies specific sustainable service delivery goals, the approach to achieving them, and identifies how organizational plans or initiatives fit together to inform decision making and achieving the goals. The strategy is not being widely implemented.	A strategy / framework is in place that identifies specific sustainable service delivery goals, the approach to achieving them, and identifies how organizational plans or initiatives fit together to inform decision making and achieving the goals. The strategy is being implemented.	<ul style="list-style-type: none"> - No formal asset management strategy. - The 2017 business plan provides a direct link to asset management. - Goal 3.2: Focus on being fiscally responsible organization and good stewards of assets. - Goal 3.2.1: Develop an asset management plan. Focus on investigating options for asset management systems that will be most appropriate for the Regional District. Interest in maintenance scheduling, life cycle planning, and financial planning - Current: Level 1.5
	The levels of service currently delivered are not consistently understood by the public or documented.	In some of the core service areas, the current level of service is understood and documented, and the desired level of service has been defined.	In all service areas, the current level of service is understood and documented, and service targets have been set.	Current and desired levels of service, and trade offs between costs and services are well understood by both staff and the public.	<ul style="list-style-type: none"> - Levels of service are not consistently understood or used to inform planning and decision-making. - Current: Level 1.5

7 Strategy

8 Level of Service



9 Risk

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	EVIDENCE / NOTES
	Risks to assets and service levels are not understood or documented	Asset risk is estimated according to asset remaining life only, condition assessment information is not available. Broader service delivery risks have not been considered.	Estimated remaining life is known for all assets and is supported by a condition assessment for critical assets or assets nearing replacement. Risk assessments consider the consequence of failure. Some 'big-picture' risks to service delivery for the organization are understood at a corporate level.	Asset risks are well understood and documented based on evidence of the probability and the consequence of failure. High-level organizational risks to service delivery are well understood throughout the corporation.	- Risk based decisions are currently made using anecdotal information. This information is usually provided by operators based on experience in the field. Risk is also considered in replacement decisions (i.e number of people affected) but is not documented or formal. - Current: Level 2
	No Asset Replacement Plan exists to show the theoretical timing for asset replacement.	Parts of an Asset Replacement Plan exist (e.g. for some asset categories, for a duration <20 years, etc.) but it is not consolidated into an organizational long term view.	An Asset Replacement Plan has been developed, but it is either <20 years in scope or does not include all assets.	A long term (75+ year) plan is in place that illustrates the timing of expenditure to replace all existing assets, the current infrastructure deficit, and the average annual sustainable funding level.	- A replacement plan was developed in 2016. This plan identified long term funding targets for each service area. Current: Level 3
	No long term (10 year) capital plan is in place.	A ten year capital plan is in place but it is limited to new projects and it does not reflect anticipated asset renewal.	A ten year capital plan is in place that reflects new capital projects for growth or regulatory compliance, and the replacement of existing assets to manage risk and deliver an appropriate level of service.	A ten year capital plan is in place that is current, informed by level of service targets, risk to service delivery. The capital plan is integrated with the long term financial plan, and is being followed and tracked.	- Capital plan is developed based on a 5 year planning period - Disconnect between asset management plan and capital plan Current: Level 3

10 AMP - Asset Replacement Plans

11 AMP - Long Term Capital Plan



12 Climate Change

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	EVIDENCE / NOTES
Climate change is not considered in service delivery risk or long term asset replacements.	Probable local impacts of climate change have been identified and are considered in some organizational plans.	An assessment of risk to some critical existing infrastructure has been conducted. Design and construction of new assets consider climate change.	An assessment of risk to existing infrastructure has been conducted, and plans are in place to manage this risk. Design and construction of new assets consider climate change.	<ul style="list-style-type: none">- According to staff, climate change is not meaningfully considered in current capital and asset management planning and decisions.- Current: Level 1





13 Long Term Financial Plan

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	EVIDENCE / NOTES
	No long term financial plan is in place.	A financial plan is in place but it covers <10 years or does not reflect the future costs of replacing existing assets.	A long term (10+ years) financial plan is in place that reflects the revenue required and funding sources to fund new assets and asset replacements, but the plan is not being followed or updated.	A comprehensive long term financial plan exists and is based on up to date information. The plan looks forward 10 years or more and is integrated with long term capital plan. The plan is being tracked and followed.	<ul style="list-style-type: none"> - Based on the Asset Management Plan developed in 2016, there is an infrastructure funding gap that needs to be addressed. - Budgeting is currently conducted annually with a four-year outlook in accordance with local government requirements. - Need to link asset management plan to the long term financial plan. - Current: Level 2
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

14 Revenue

	Revenue is year to year and there is no linkage between revenues and long term requirements. Revenues are not sufficient to meet needs without reliance on grants or subsidies.	Revenue is sufficient and reliable to fund the requirements for the next 5 years, but there is a significant gap between revenues and sustainable funding levels for later years.	Revenue is sufficient and reliable to fund the requirements in the 10 year capital plan, but there is still a gap between revenues and sustainable funding levels for the long term.	Revenues are sufficient, predictable, and stable to fund long term sustainable service delivery in alignment with the long term financial plan and the asset replacement plan.	<ul style="list-style-type: none"> - Revenues are not currently sufficient to fund asset management without reliance on grants or subsidies. - Current: Level 1
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

15 Reserves

	No reserves are in place.	Minimal reserves are in place that can buffer short term fluctuations in revenue (e.g. 6 weeks operating expenses).	Reserves are in place to buffer short term revenue fluctuations. There are dedicated reserves for future capital renewal, but do not meet the levels required as identified in the financial plan.	Reserves are held at levels established in accordance with the financial plan in order to meet long term requirements.	<ul style="list-style-type: none"> - Majority of water systems have a capital reserve. Reserves are not dedicated for asset replacement. - Reserve levels vary based on service area (no consistent approach) - Reserves are currently short-term in nature (more for operational emergencies) - There is lack of understanding of minimum and maximum reserve levels - No plan in place to clearly understand why reserves are being accumulated and what they need to be on an annual basis to sustain assets. - Current: Level 2.5
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

16 Debt

	Debt levels are high (at or very near the maximum), limiting capacity for additional borrowing and no plan is in place to reduce debt.	Debt levels higher than desired and debt management strategy is being considered.	Debt levels are reasonable but is trending upward and are not aligned with the long term financial plan.	Debt levels are prudent and reasonable. Debt levels are in line with the long term financial plan and relatively stable.	TBD - Waiting for information
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



17 People Capacity

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	EVIDENCE / NOTES
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Staff have no time for asset management.

Some staff time could be made available for asset management, but staff have limited or no knowledge of the tasks and processes required to meet asset management outcomes.

Staff are investing some time in asset management and are working to build the capacities, knowledge, and systems needed.

Staff have the necessary time, knowledge, skills, and capacities to achieve asset management outcomes and are implementing asset management as part of their jobs.

- Great leadership among staff under this current initiative. Staff currently completing asset management but not always in a formal manner
- Understanding of asset management is present but could be improved
- Current: Level 2.5



18 Awareness

There is no awareness of the needs to manage assets and sustainably deliver services among staff, elected officials, or members of the public.

Staff are generally aware of the major issues related to Asset Management and service sustainability in the community, and what is needed to address these issues.

Staff members and elected officials are aware of community issues and future risks related to sustainable service delivery.

Members of the public are aware of the issues related to sustainable service delivery, and there is evidence these issues are considered in public decision making.

- Staff and council are very aware of the importance of asset management and its importance for long term delivery of services.
- Public is not well informed.
- Current: Level 3



19 Teamwork

No cross functional team is in place to manage assets. There are significant siloes in the organization that prevent information from being shared and used in decision making.

A cross functional team is in place, but siloes among departments or staff positions (e.g. between operations and management) still prevent information from being shared.

A cross functional team is in place that is effectively bridging siloes in the organization.

There is no perception of siloes across departments at all levels of the organization. There is a strong culture of teamwork and information is readily and consistently shared through formal and informal channels.

- Organization spends a lot of time on team work.
- Room to improve communication between departments
- No formal asset management team in place.
- Current: Level 1.5



20 Role

People do not understand their role in asset management or sustainable service delivery which hinders the ability to manage assets.

A small group of people understand their role as it relates to sustainable service delivery, but there are some significant gaps causing things to fall through the cracks.

Most people in the organization understand their role as it relates to sustainable service delivery.

Roles are clearly understood by everyone, including council, resulting in nothing 'falling through the cracks'.

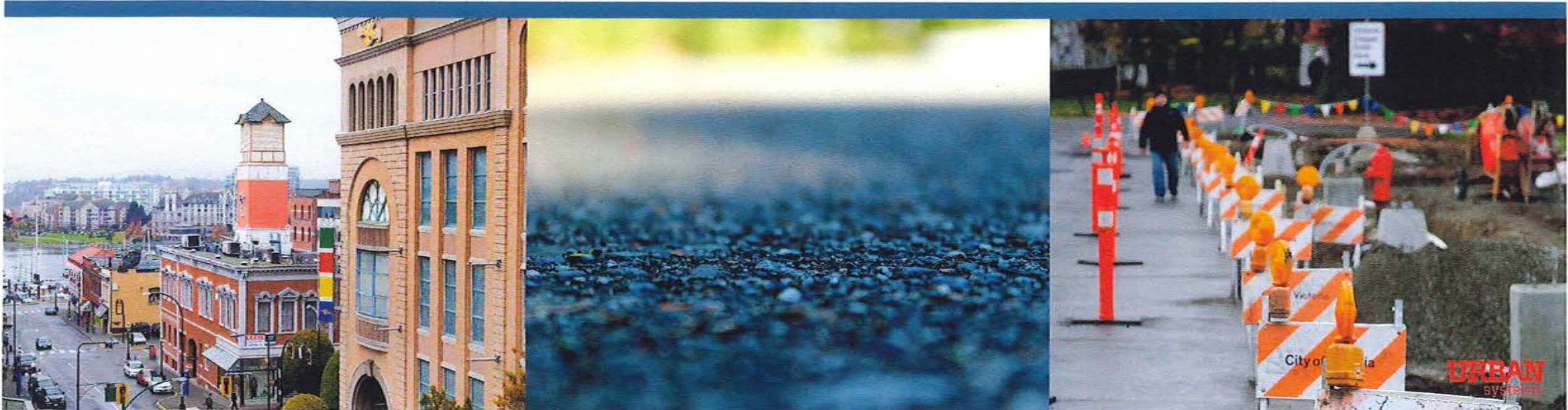
- Roles within asset management for each person has not been formally defined.
- Lack of understanding from field staff on the role they play in asset management
- Current: Level 2





21 Decision Making

LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	EVIDENCE / NOTES
<p>Decisions are made based on a short term frame or reactive in nature and in isolation of appropriate information.</p> <p style="text-align: right;">☒</p>	<p>Decision making based on a long term frame, but are informed only by incomplete or anecdotal information.</p> <p style="text-align: right;">☒</p>	<p>Decision making is based on the long term and incorporates appropriate information.</p> <p style="text-align: right;">☐</p>	<p>Decision making about assets and service delivery is informed with appropriate and timely information, is transparent, and is aligned with community priorities and long-term sustainable service delivery.</p> <p style="text-align: right;">☐</p>	<ul style="list-style-type: none"> - Effective decision-making is currently hindered by the accuracy and reliability of asset data as well as proper processes and frameworks which support strong, transparent decision making. - Prioritizing grant applications can be difficult - Current: Level 1.5



Asset Management Organizational Assessment and Implementation Plan

August, 2017

The Project

1. Benchmark current Asset Management practices
2. Develop an Asset Management Implementation Plan

Why

Approach

Use Asset Smart 2.0 (AM Assessment tool)

- Evaluate AM Practice in a comprehensive way
- Identify areas of strength and opportunities
- Establish Priorities
- Build awareness (various dimensions of AM)
- Generate productive discussion across departments
- Measure progress (easily updated in the future)
- Bench mark against other communities

Asset Smart Uses The Asset Management Framework



Core Elements of Asset Smart

- **Assets** - Physical Infrastructure to enable Service Delivery
- **Information** – to Support Decision-making for Sustainable Service Delivery
- **Finances** – Understanding Long Term Costs of Service Delivery
- **People** – Culture and Capacity for Informed Decision-making

Assets

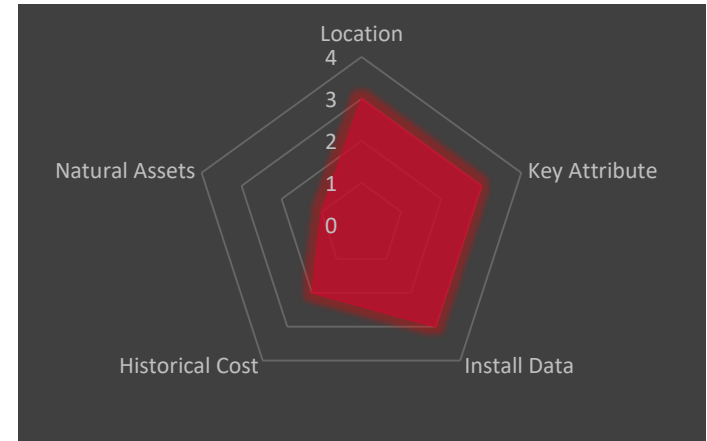
Physical Infrastructure to Enable Service Delivery

Strengths

- Ownership understanding
- ESRI GIS Platform
- Linear Assets are location based and have attribute data for asset management purposes

Challenges

- Multiple asset registers
- Processing, transferring and integrating asset information is not well understood
- Access to information is limited
- Non-linear asset data (parks, buildings etc..) is limited
- Natural assets are not incorporated into asset management plan



Project 1

Asset Register Framework (linear and non-linear)

Project 2

Develop Data Collection Framework and Improve Inventory (buildings, parks and solid waste)

Project 3

Field Data Collection (Condition)

Project 4

Software Needs Assessment/Implement Software Tool(s)

Information

Information to Support Decision-making for Sustainable Service Delivery

Strengths

- 1st version of AMIP completed
- Anecdotal information used to assist in decision making processes
- 2017 business plan (AM)

Challenges

- No formal, consistent and structured decision making framework to assist staff with prioritization of Capital projects
- Lack of connection of AM to corporate and departmental goals and objectives
- Long term costs from AMIP seem large and unaffordable



Project 1

Capital Project
Prioritization Framework

Project 2

Asset Management
Strategy

Project 3

Refine Asset
Management Investment
Plan using Condition

Project 4

Refine Asset
Management Investment
Plan using Risk

Finances

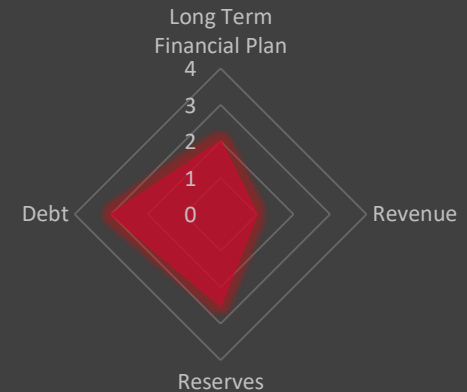
Understanding the Long Term Cost of Service Delivery

Strengths

- There is the recognition that funds must be secured to replace assets in the future
- Staff are aware of the need to bridge the infrastructure funding gap

Challenges

- Community members lack understanding of the true cost of providing service
- Philosophy on how infrastructure should be funded is not well understood
- Financial plans are short term and do not reflect the true cost of providing service



Project 1

Build Public Awareness

Project 2

Funding Asset Replacement

Project 3

Asset Management and Financial Policy

People

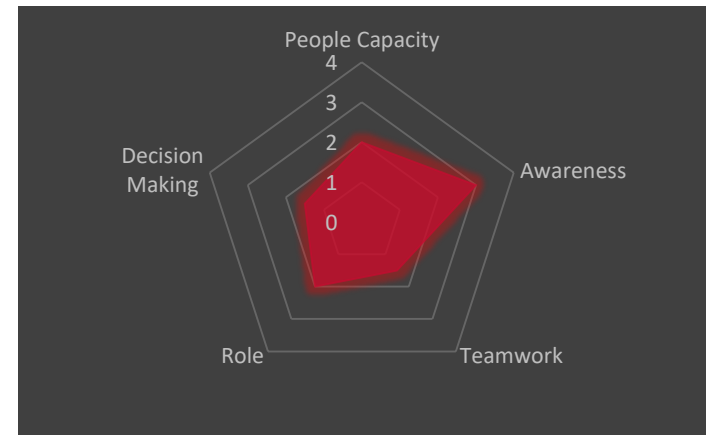
Culture and Capacity for Informed Decision-Making

Strengths

- Management team, staff and board are aware of the need to implement asset management practices and procedures into their organization

Challenges

- Limited knowledge of how to implement asset management
- Each department and team member requires further clarification of the role they play in asset management
- Staffing resources are limited



Project 1

Establish an asset management committee

Project 2

Build Capacity

Project 3

Define Roles and Responsibilities

Questions?

ADMINISTRATIVE REPORT

TO: Corporate Services Committee

FROM: B. Newell, Chief Administrative Officer

DATE: August 3, 2017

RE: Okanagan Similkameen Healthy Living Society (OSHLS) Appointment

Administrative Recommendation:

THAT Director Boot be appointed as the Regional District representative to the Okanagan Similkameen Healthy Living Society.

Purpose:

To formalize the Regional District support for the OSHLS and establish a reporting link on Society activities.

Reference:

1. OSHLS Letter of Request
2. Conflict of Interest Exceptions Regulation

Background:

The Regional District of Okanagan is a founding member of the OSHLS and signed a Letter of Understanding (LOU) with Interior Health, City of Penticton, Penticton Indian Band and School District 67 to form the Coalition in June 2012.

In that LOU the Parties' agreed to collaborate to provide services that will attract, engage and support the people of our communities in successful and sustained achievement of healthy lifestyles with a focus on children, youth and high risk populations. Healthy Living is a term used by the BC Health Authorities and the BC Ministry of Health, Population Health and Wellness to identify three lifestyle behaviors: a smoke-free lifestyle, healthy eating and physical activity as representing the major lifestyle components for preventing chronic disease in British Columbia at this time.

The LOU identified the OSHLS as a 5-year pilot project commencing in 2013. The Regional District participated on the Board of Directors and provided both administrative and financial support to the OSHLS during that time. Participation was reduced significantly at the end of 2016, although the Society continues to function.

The Regional District has now received a formal invitation to appoint Toni Boot, the current Chair of OSHLC, as a liaison to the OSHLC Board of Directors.

Alternatives:

1. Appoint Director Boot
2. Reject the request

Analysis:

The OSHLS continues to operate and wish to re-establish their relationship with the Regional District. While some of our board members continue to participate in meetings as interested community members, the OSHLS has requested that the Regional District formalize the relationship by appointing a representative to their Board of Directors. Director Boot is the incumbent Chair of OSHLS.

With the appointment of Director Boot to the OSHLS, and as Chair of the OSHLS Board of Directors, there is no conflict of interest should any matter concerning OSHLS come to the Regional District. With reference to the Conflict of Interest Exceptions Regulation, should Director Boot be appointed as the Regional District representative to the OSHLS, there would be **no requirement** for her to declare a conflict of interest and remove herself from Board discussion or vote on the matter before them.

The mandate of OSHLS is compatible with the Regional District vision and it would be beneficial to receive regular updates on OSHLS progress at Board meetings. The Regional District has contributed financially to the OSHLS in the past, but this appointment would have no commitment to a financial contribution in the future.

B.C. Reg. 91/2016
O.C. 226/2016

Deposited April 15, 2016

This consolidation is current to July 18, 2017.

***Community Charter; Greater Vancouver Sewerage and Drainage
District Act; Greater Vancouver Water District Act; Islands Trust Act***

CONFLICT OF INTEREST EXCEPTIONS REGULATION

Contents

- 1 Definitions
- 2 Nature of pecuniary interest

Definitions

1 In this regulation:

"Act" means the *Community Charter*;

"council representative" means a member of a municipal council appointed by that council to the board of an entity;

"entity" means any of the following:

- (a) a society or extraprovincial society;
- (b) a corporation, other than a society or extraprovincial society, incorporated by a public authority, that provides a service to the following:
 - (i) a municipality of which a council member is appointed to the board of the corporation;
 - (ii) a regional district of which a regional district director is appointed to the board of the corporation;
 - (iii) a greater board of which a board member is appointed to the board of the corporation;
 - (iv) the Islands Trust of which an Islands Trust trustee is appointed to the board of the corporation;

"extraprovincial society" has the same meaning as in the *Society Act*;

"governing body" means any of the following:

- (a) the council of a municipality;
- (b) the board of a regional district;
- (c) the board of a greater board;
- (d) the trust council;

"greater board representative" means a member of a board of a greater board appointed by that board to the board of an entity;

"Islands Trust representative" means an Islands Trust trustee appointed by the trust council to the board of an entity;

"Islands Trust trustee" means a local trustee or a municipal trustee within the meaning of the *Islands Trust Act*;

"regional district director" means a director in relation to a regional district within the meaning of the *Local Government Act*;

"regional district representative" means a regional district director appointed by the board of a regional district to the board of an entity;

"representative" means any of the following:

- (a) a council representative;
- (b) a regional district representative;
- (c) a greater board representative;
- (d) an Islands Trust representative;

"society" has the same meaning as in the *Society Act*;

"specified interest" means any of the following:

- (a) an expenditure of public funds to or on behalf of an entity;
- (b) an advantage, benefit, grant or other form of assistance to or on behalf of an entity;
- (c) an acquisition or disposition of an interest or right in real or personal property that results in an advantage, benefit or disadvantage to or on behalf of an entity;
- (d) an agreement respecting a matter described in paragraph (a), (b) or (c).

Nature of pecuniary interest

- 2 For the purposes of section 104 (1) (e) [*exceptions from conflict restrictions*] of the Act, a pecuniary interest in relation to a representative in the nature of a specified interest that arises as a result of
- (a) the representative being appointed by a governing body to the board of the entity, and
 - (b) the representative
 - (i) attending any part of a meeting during which the specified interest is under consideration by the following:
 - (A) the governing body;
 - (B) a committee of the governing body;
 - (C) any other body referred to in section 93 [*application of rules to other bodies*] of the Act,
 - (ii) participating in any discussion of the specified interest at such a meeting, or
 - (iii) voting on a question in respect of the specified interest at such a meeting
- is prescribed.

[Provisions relevant to the enactment of this regulation: *Community Charter*, S.B.C. 2003, c. 26, section 104 (1) (e); *Greater Vancouver Sewerage and Drainage District Act*, S.B.C. 1956, c. 59, section 8 (5); *Greater Vancouver Water District Act*, S.B.C. 1924, c. 22, section 10 (5); *Islands Trust Act*, R.S.B.C. 1996, c. 239, section 6 (7)]

ADMINISTRATIVE REPORT

TO: Corporate Services Committee

FROM: B. Newell, Chief Administrative Officer

DATE: August 3, 2017

RE: 2017 Citizen Survey – For Information Only

Reference:

2017 Citizen Survey Results
2017 Citizen Survey Phone Survey Comments
2017 Citizen Survey Online Survey Comments

History:

The Regional District of Okanagan-Similkameen Corporate Strategic Plan includes Success Indicators, one of which is “Optimize Customer Experience”. To gather the information we need to make informed decisions about the current perception of our services, a Citizen Survey Tool was developed in 2010 approved for distribution by the Board biannually. The survey was implemented in April of this year and now has been analyzed by the Senior Management Team.

Every business needs to continually ask their customers for feedback on the services they provide. High performing organizations want to know what their citizens think. We received baseline data from a similar survey in 2010, 2012, and 2014 that the organization is now using to compare trends. In addition to identifying specific areas for us to work, the survey will form part of our environmental examining process to kick off the planning cycle for 2018.

In 2014, in addition to the telephone Citizen Survey, an online Citizen Survey was conducted for the first time. This was done again in 2017 with the survey available online for the months of April and May. The online survey was added as another way to determine the satisfaction of residents within the Regional District and to incorporate a reading from other demographics which may not be reached using a telephone survey. The online survey was set up using SurveyPal software, which is an online survey creation tool that is created by Canadians, with all survey data being stored in Canada to comply with Freedom of Information and Protection of Privacy Legislation.

The online Citizen Survey was advertised on the main page of the Regional District website and a media release was issued; however, promotion of the online survey was not as robust as in 2014 due to staff turnover. As a result, the number of respondents to the online survey was down from 198 in 2014 to 52 in 2017.

In addition to the areas of focus outlined in this report, citizens were also asked to rank other topics relating to water, environmental concerns, effective use of taxes, and other specific service satisfaction.

A summary of narrative comments received from telephone and online surveys is appended to this report.

Analysis:

DEMOGRAPHICS

Phone Survey:

Place of residence was derived from the percent of total population of each electoral area.

Phone Citizen Survey participants per Electoral Area:

Total of 400 people within the RDOS surveyed.

Electoral Area "A" – 38	Electoral Area "B" – 20	Electoral Area "C" – 72	Electoral Area "D" – 108
Electoral Area "E" – 41	Electoral Area "F" – 37	Electoral Area "G" – 44	Electoral Area "H" – 40

Online Survey:

Survey was open to all citizens within the Regional District.

Online Citizen Survey participants per Electoral Area:

Total of 52 people participated in the online survey. **(each participant did not answer each question, participating numbers shown in percentages)**

Electoral Area "A" – 3%	Electoral Area "B" – 1%	Electoral Area "C" – 5%	Electoral Area "D" – 34%
Electoral Area "E" – 15%	Electoral Area "F" – 19%	Electoral Area "G" – 13%	Electoral Area "H" – 5%

94% of phone survey respondents were homeowners, compared to the same figure in 2014, 89% in 2012, and 91% in 2010 and **88%** of those surveyed have lived in the Regional District more than five years, exactly the same percentage as in 2014 and 2012, and up 1% over 2010. **99%** of respondents listed the RDOS as their principal place of residence.

There was an equal split in gender of respondents while in 2014, **41%** of respondents were male and **59%** were female. **32%** of citizens were 65 years of age or older, 46% were aged 40–64, while only **23%** were 18-39 years of age.

96% of online survey respondents were homeowners, up from **90.7%** in 2014. **72%** of those surveyed online have lived in the Regional District for more than five years, up from **67%** in 2014. **90.7%** of respondents listed the RDOS as their principal place of residence, no change from 2014.

38% of respondents were male and **53%** were female. **9%** did not identify their gender. Only **1%** of online respondents were 18-39 years of age. **38%** of citizens were 65 years of age or older, up from **24%** in 2014. **53%** of citizens who took the online survey were between the ages of 40-64, down from **63%** in 2014 so this indicates a significant shift in online response from the 40-64 age group to the 65 and older group.

OVERALL SATISFACTION RATING

In 2017, as in 2014 **80%** of citizens rate the overall quality of life in their community as excellent, compared to 77% in 2012, and 81% in 2010. **75%** rate their community as an excellent place to raise children with the highest rating going to Electoral Area "E", closely followed by Area "C". **80%** rate the Regional District as an excellent place to retire.

Online Survey - **74 %** of citizens are satisfied or very satisfied with their overall quality of life in their community. **64%** of citizens are satisfied or very satisfied with their community as a place to raise children, and **70%** of citizens are satisfied or very satisfied with the Regional District as a place to retire.

CORPORATE PERFORMANCE

58% of Regional District citizens indicate they believe they receive good value for the taxes they pay, down from 60% in 2014, 62% in 2012, and up from 5.7% in 2010.

When citizens were asked which methods the Regional District could use to involve citizens more in policy making, development planning and budget process, in the phone survey, citizens indicated that public meetings or public hearings, followed closely by contact with Regional District staff were most important. This would seem to support the Regional District's increasing focus on community engagement and the need for the Regional District to get out into each community more frequently. In the online survey, citizens ranked public opinion surveys much higher than other methods.

COMMUNICATIONS

Only **37%** of our citizens responding to the phone survey, have had personal contact with the Regional District over the past year, the majority of that by phone.

62% of our citizens surveyed use social media and **54 %** look to the RDOS website for information. When citizens were asked how they learn about local government issues **44%** said by newspaper, **37%** by word of mouth, neighbours, and **22%** from RDOS publications.

Online Survey - **71%** of citizens have had personal contact with the Regional District over the past year, the majority of that being via email.

65% of citizens responding online use social media. When citizens were asked how they learn about local government issues **57%** said by newspaper, **46%** word of mouth (neighbours, friends), and **50%** said from the RDOS website.

COMMUNITY ISSUES

Citizens were asked what they felt were the single most important issues facing their community. Water supply and lack of jobs/poor economy were the top rated issues indicating the importance of the continued focus on regional water systems and potential for more focus on economic development.

Online Survey – Citizens were asked what they felt were the single most important issue facing their community. Water supply and quality were rated as top issues.

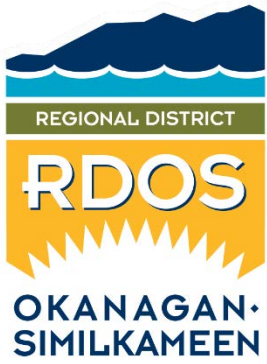
NEXT STEPS

Administration will now take the statistical and narrative results received from the survey and develop a plan to address those areas that scored lowest. Going forward, the Board may wish to discuss whether the Citizen Survey is a good value and whether the information gathered is useful for improving Regional District services. Should the Board wish to continue with some form of survey, administration could be directed to look at various survey options and report back to the Board with associated costs.

Respectfully submitted:

"Christy Malden"

C. Malden, Manager of Legislative Services



Citizen Survey

2017 RESULTS

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Overview

The purpose of the Regional District of Okanagan-Similkameen (RDOS) 2017 Citizen Survey is to:

- Assess perceptions of the quality of life in the RDOS;
- Measure citizen satisfaction with the RDOS Staff and Board;
- Identify key issues from citizen perspectives;
- Measure citizen use and satisfaction with specific RDOS services;
- Understand information needs and communication preferences; and
- Determine the perceived value for taxes and identify preferred funding options.

In March of 2017, the telephone survey was administered to a region wide base of 400 residents, divided according to the populations of each of the electoral areas within the Regional District. With a sample size of 400, the results are accurate within +/- 4.9%, at the 95% confidence level. Contrary to previous telephone surveys that relied on landline phone numbers, the 2017 survey was conducted using cell phone numbers grounded in the South Okanagan.

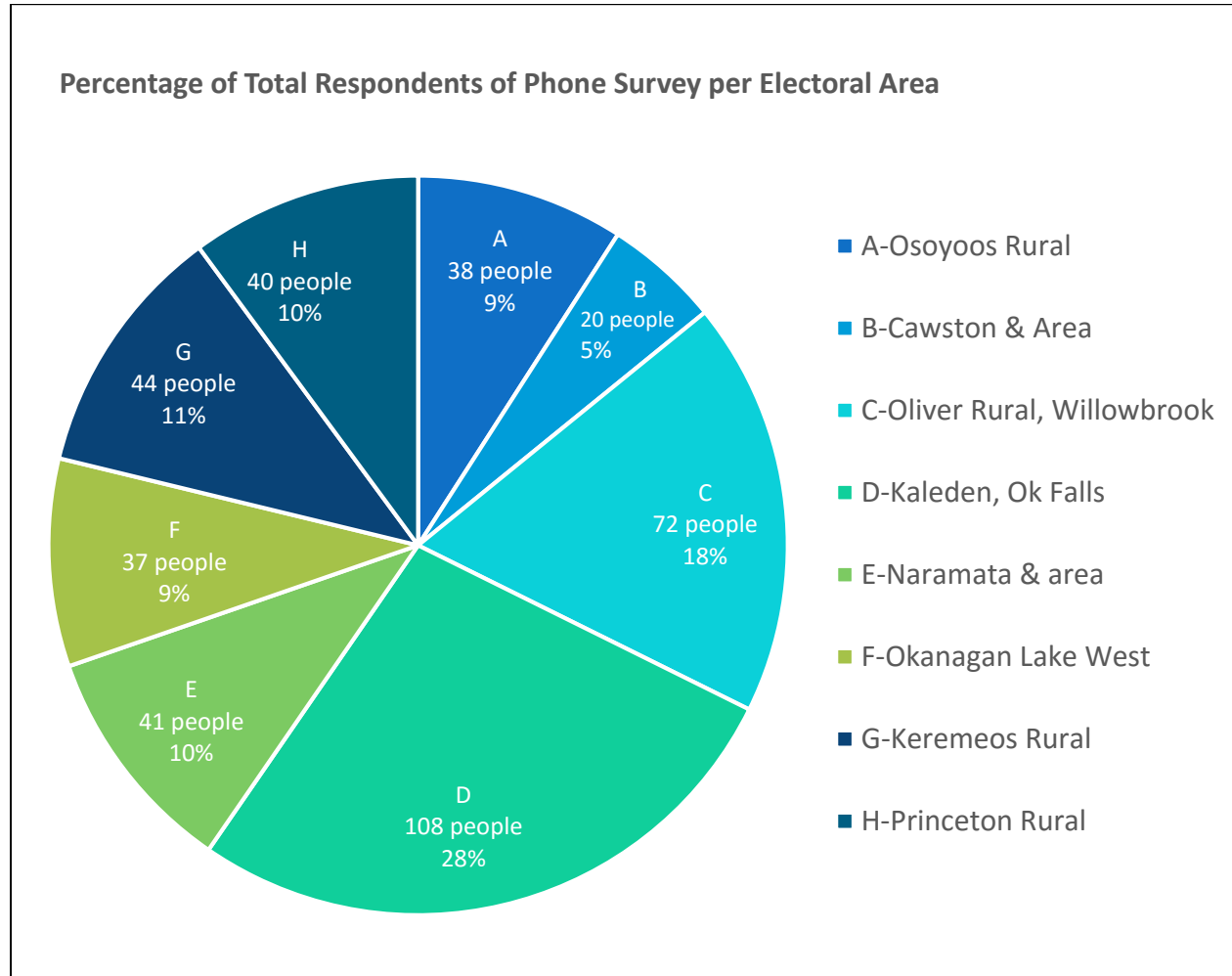
The RDOS 2017 Citizen Survey was concomitantly launched online using a SurveyPal tool. Promoted via social media and the RDOS website, a total of fifty-two responses were received.

This report provides a summary of the telephone and online survey results. Data generated by the scientifically representative telephone survey are demonstrated through a variety of charts. Data generated by the online survey are not scientifically representative of the population, and are therefore reported separately in text below each chart.

Comprised of three parts, this report is organized as follows. The first section provides a summary of results that are specific to the 2017 survey year. These results are reported for the Regional District as a whole, and where applicable, specific to electoral areas. The second section includes a series of multi-year comparisons, in which results of the 2017 survey are displayed alongside the results of years prior. The final section of the report includes recommendations for further analysis for the purpose of supporting empirically-based decision making.

2017 Results

Survey Responses



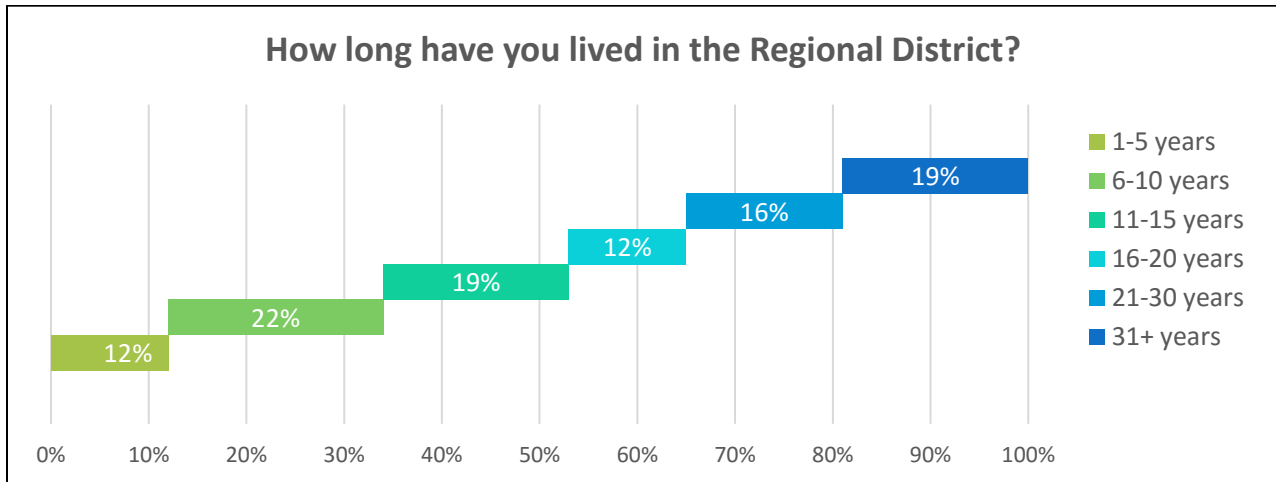
Phone Survey Total Respondents: 400

Online Survey Total Respondents: 52

Online Survey Results:

- Electoral Area "A" = 3%
- Electoral Area "B" = 1%
- Electoral Area "C" = 5%
- Electoral Area "D" = 34%
- Electoral Area "E" = 15%
- Electoral Area "F" = 19%
- Electoral Area "G" = 13%
- Electoral Area "H" = 5%

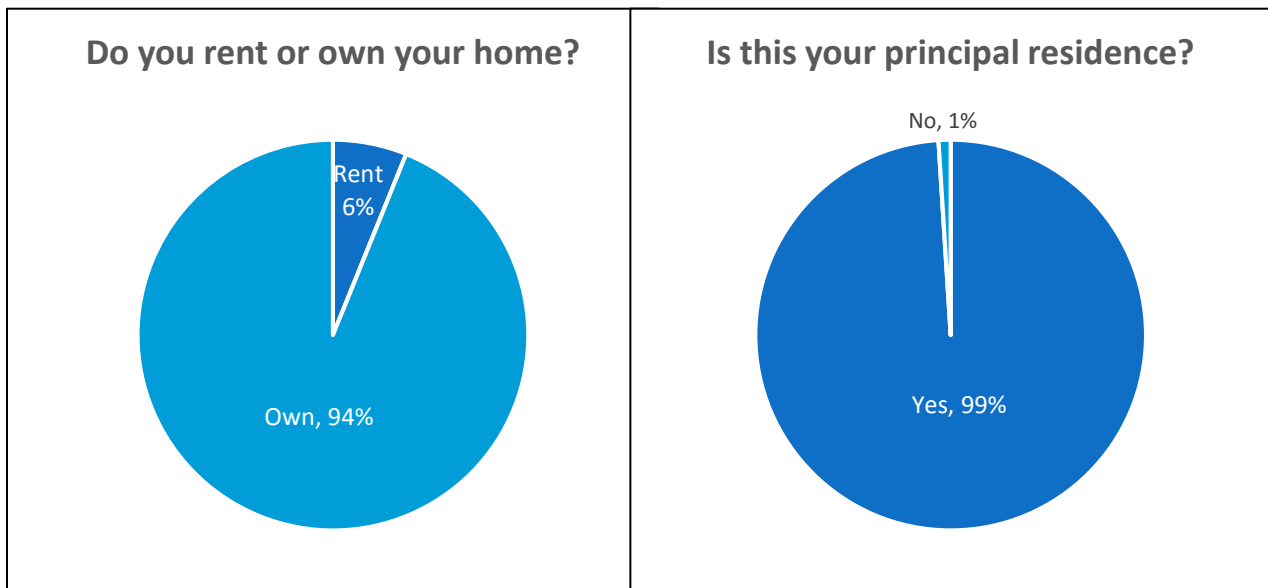
Demographic Information



Total Respondents: 400

Online Survey Total Respondents: 52

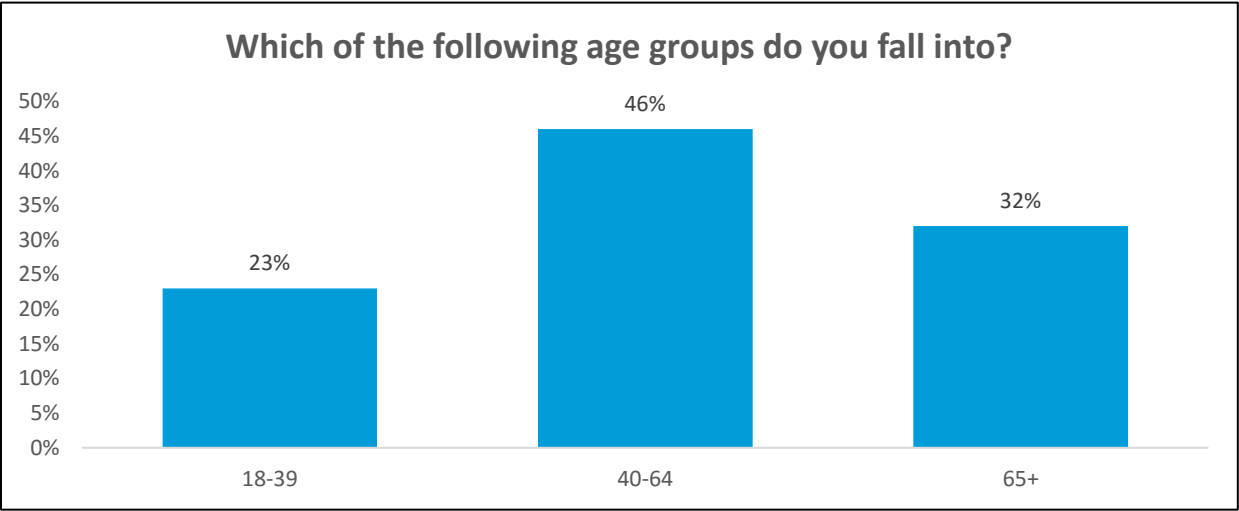
Online Survey Results: 1-5 years = 28%; 6-10 years = 13%; 11-15 years = 15%; 16-20 years = 9%; 21-30 years = 11%; 31+ years = 21%



Total Respondents: 400

Online Survey Total Respondents: 52

Online Survey Results: Own Home = 96%; Rent Home = 3.8%; Principal Residence: Yes = 90%; No = 9%

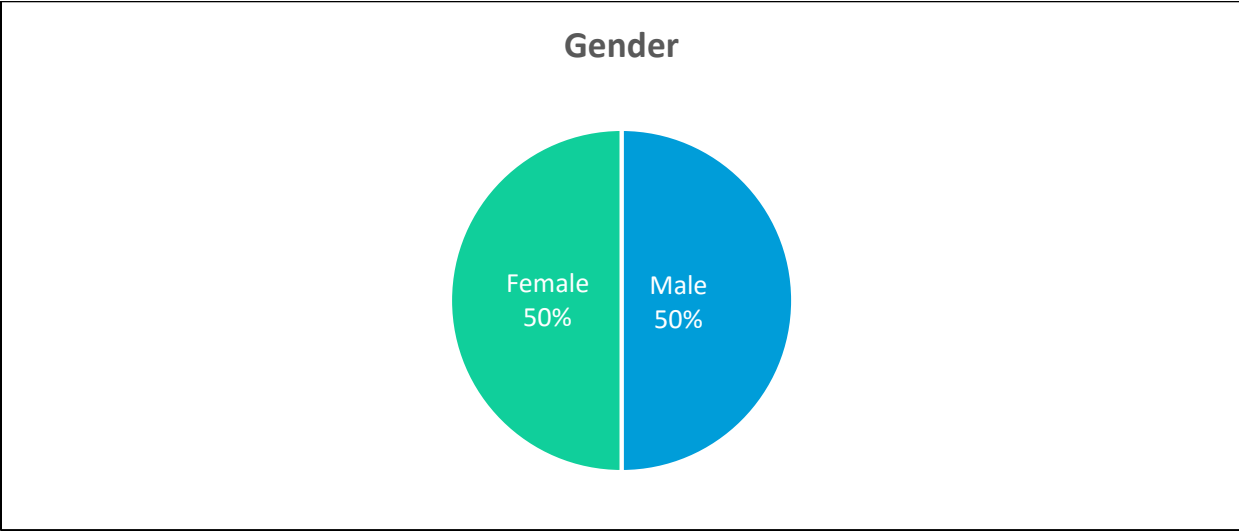


Total Respondents: 400

Online Survey Total Respondents: 52

Online Survey Results: 18 to 39 years = 1%; 40-64 years = 53%; 65+ years = 38%

See [Appendix A](#) for detailed chart based on recent Census 2016 data.



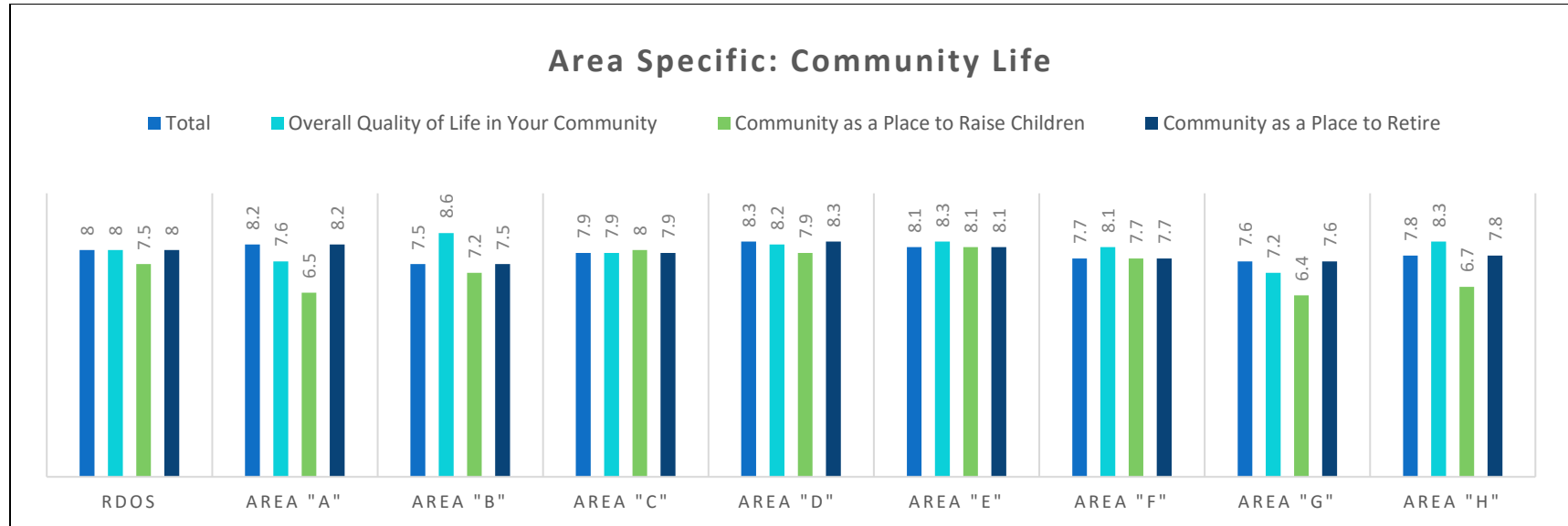
Total Respondents: 400

Online Survey Total Respondents: 52

Online Survey Results: Male = 38%; Female = 53%

Community Life

On a scale from 1 to 10 with 1 equal to POOR and 10 equal to EXCELLENT, how would you rate:



Total Respondents: 400

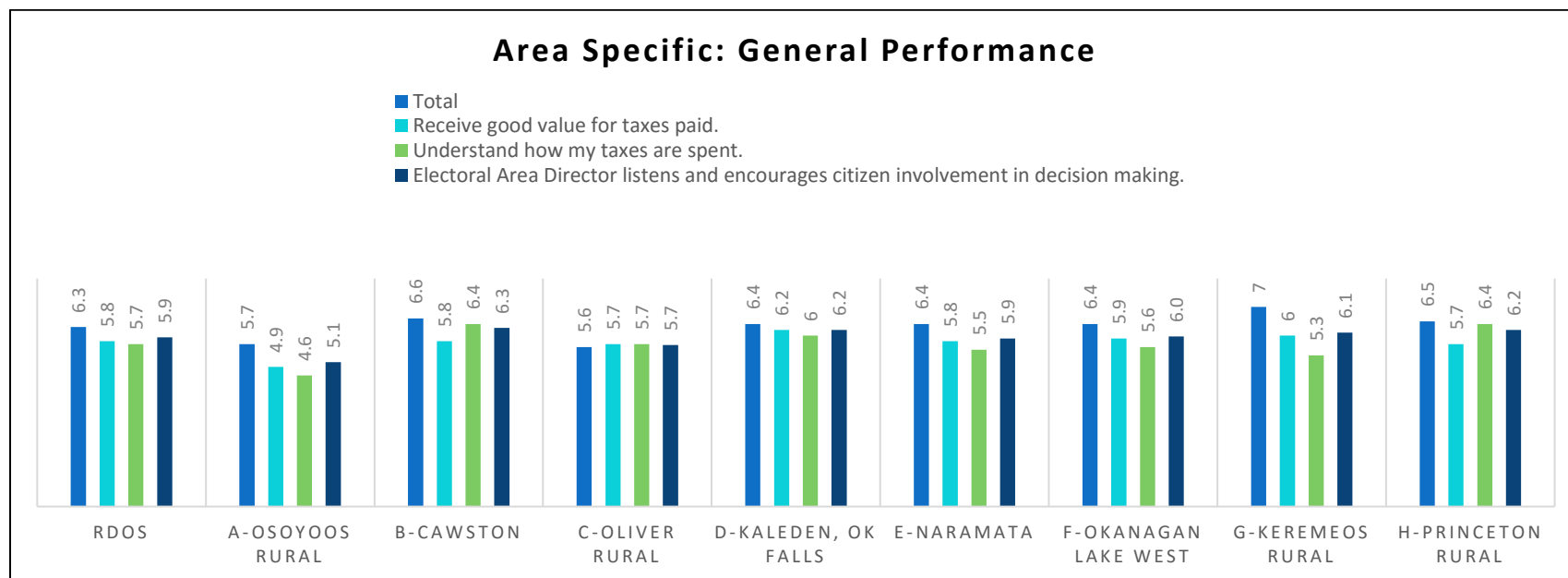
Online Survey Total Respondents: 52

Online Survey Results:

- Overall quality of life in your community = 7.4
- Community as a place to raise children = 6.4
- Community as a place to retire = 7.0

General Performance

On a scale from 1 to 10 with 1 equal to POOR and 10 equal to EXCELLENT, how would you rate:



Total Respondents: 385 – 394. The first question was not included on the 2017 survey. The third question was not part of the 2010 or 2012 surveys.

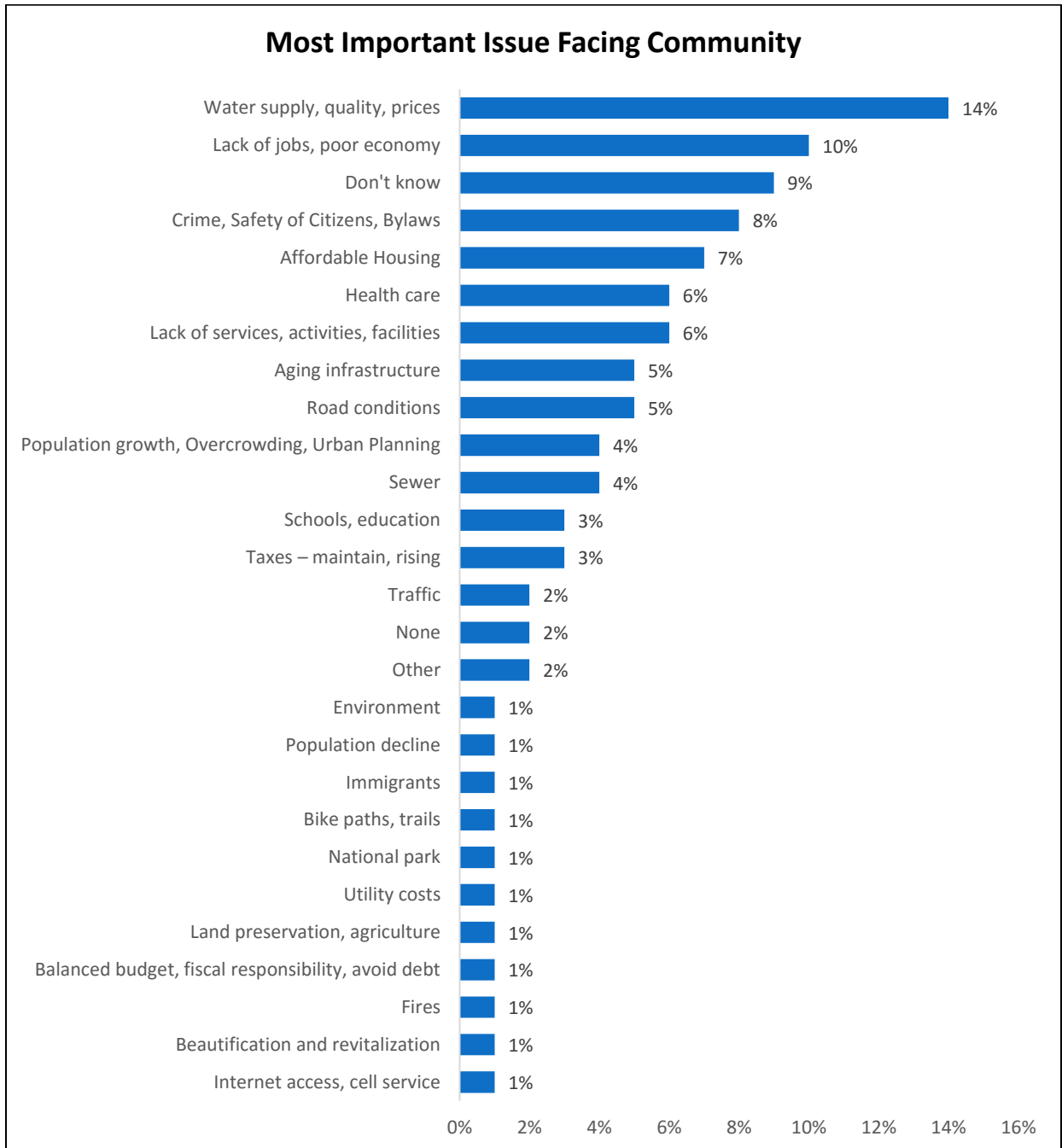
Online Survey Total Respondents: 52

Online Survey Results:

- Electoral Area Director listens to Citizens and encourages involvement = 5.4
- I receive good value for the taxes I pay (if a homeowner) = 5.7
- I understand how the Regional District spends the taxes I pay = 6.0

Key Issues

In your opinion, what is the SINGLE MOST important issue facing your community?



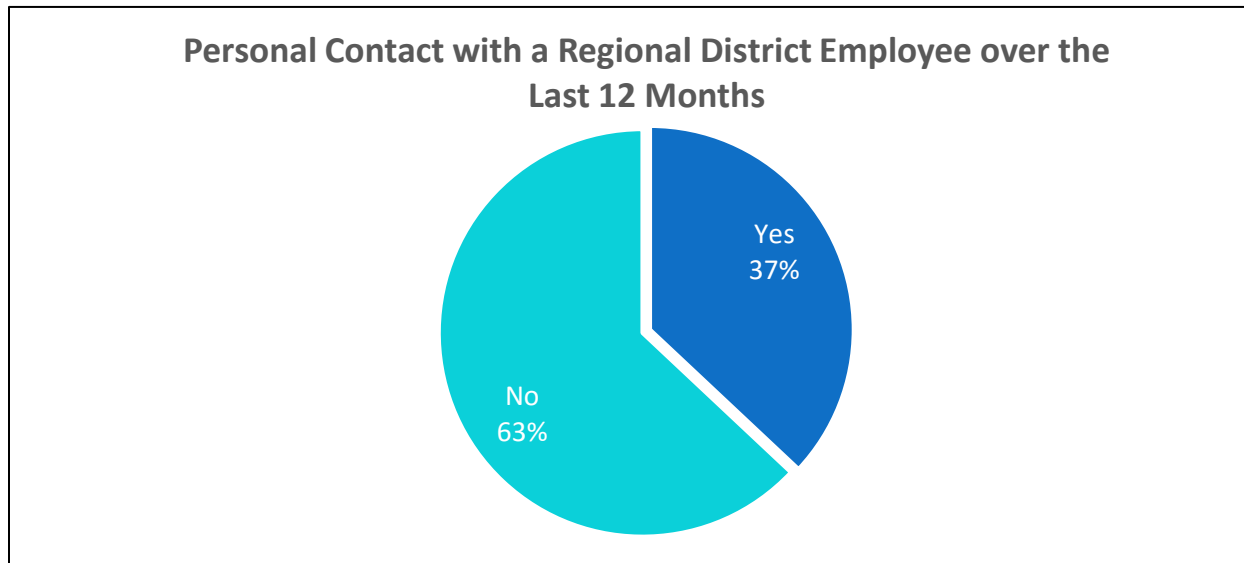
Total Respondents: 400

Question not included in online survey.

Area Specific: Top Four Most Important Issues Facing Community

<p>A-OSOYOOS RURAL</p> <p>Water supply, quality, prices 32%</p> <p>Lack of jobs, poor economy 10%</p> <p>Sewer 10%</p> <p>Affordable Housing 9%</p> <p>Total Respondents 38</p>	<p>B-CAWSTON</p> <p>Affordable Housing 23%</p> <p>Health care 23%</p> <p>Other 9%</p> <p>Lack of services, activities, facilities 8%</p> <p>Total Respondents 20</p>
<p>C-OLIVER RURAL</p> <p>Taxes – maintain, rising 13%</p> <p>Don't know 13%</p> <p>Lack of jobs, poor economy 11%</p> <p>Affordable Housing 11%</p> <p>Total Respondents 72</p>	<p>D-KALEDEN, OK FALLS</p> <p>Lack of jobs, poor economy 19%</p> <p>Crime, Safety of Citizens, Bylaws 12%</p> <p>Water supply, quality, prices 11%</p> <p>Lack of services, activities, facilities 6%</p> <p>Total Respondents 108</p>
<p>E-NARAMATA</p> <p>Aging infrastructure 16%</p> <p>Population growth, Overcrowding, Urban Planning 15%</p> <p>Water supply, quality, prices 11%</p> <p>Affordable Housing 11%</p> <p>Road conditions 11%</p> <p>Total Respondents 41</p>	<p>F-OKANAGAN LAKE WEST</p> <p>Water supply, quality, prices 30%</p> <p>Schools, education 18%</p> <p>Sewer 12%</p> <p>Population growth, Overcrowding, Urban Planning 9%</p> <p>Total Respondents 37</p>
<p>G-KEREMEOS RURAL</p> <p>Don't know 20%</p> <p>Lack of services, activities, facilities 19%</p> <p>Aging infrastructure 12%</p> <p>Lack of jobs, poor economy 10%</p> <p>Total Respondents 44</p>	<p>H-PRINCETON RURAL</p> <p>Health care 24%</p> <p>Don't know 18%</p> <p>Water supply, quality, prices 17%</p> <p>Crime, Safety of Citizens, Bylaws 9%</p> <p>Total Respondents 40</p>

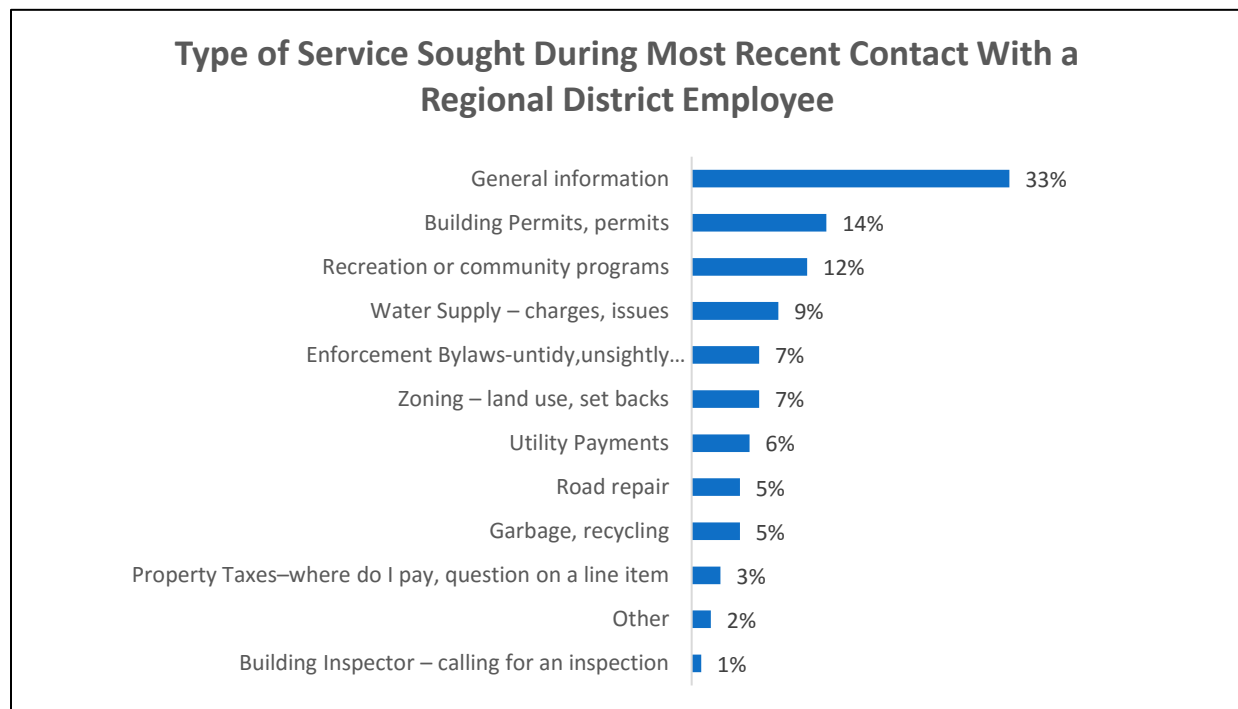
Customer Contact



Total Respondents: 400

Online Survey Total Respondents: 52

Online Survey Results: Yes = 71%; No = 25%



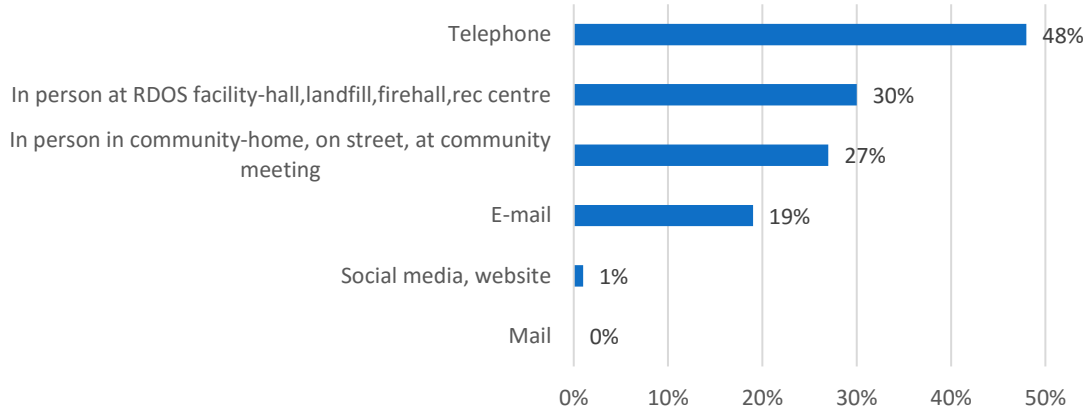
Includes only respondents that had personal contact with RDOS employees in past 12 months.

Total Respondents: 147. Multiple responses given. Total Responses: 153.

Online Survey Total Responses: 44.

Online Survey Results: Enforcement Bylaws = 38%; Other = 29%; Water supply = 15%; Recreation = 15%; Garbage, recycling = 13%; Building Permits = 13%

Method Or Methods Used To Contact A Regional District Employee



Includes only respondents that had personal contact with RDOS employees in past 12 months.

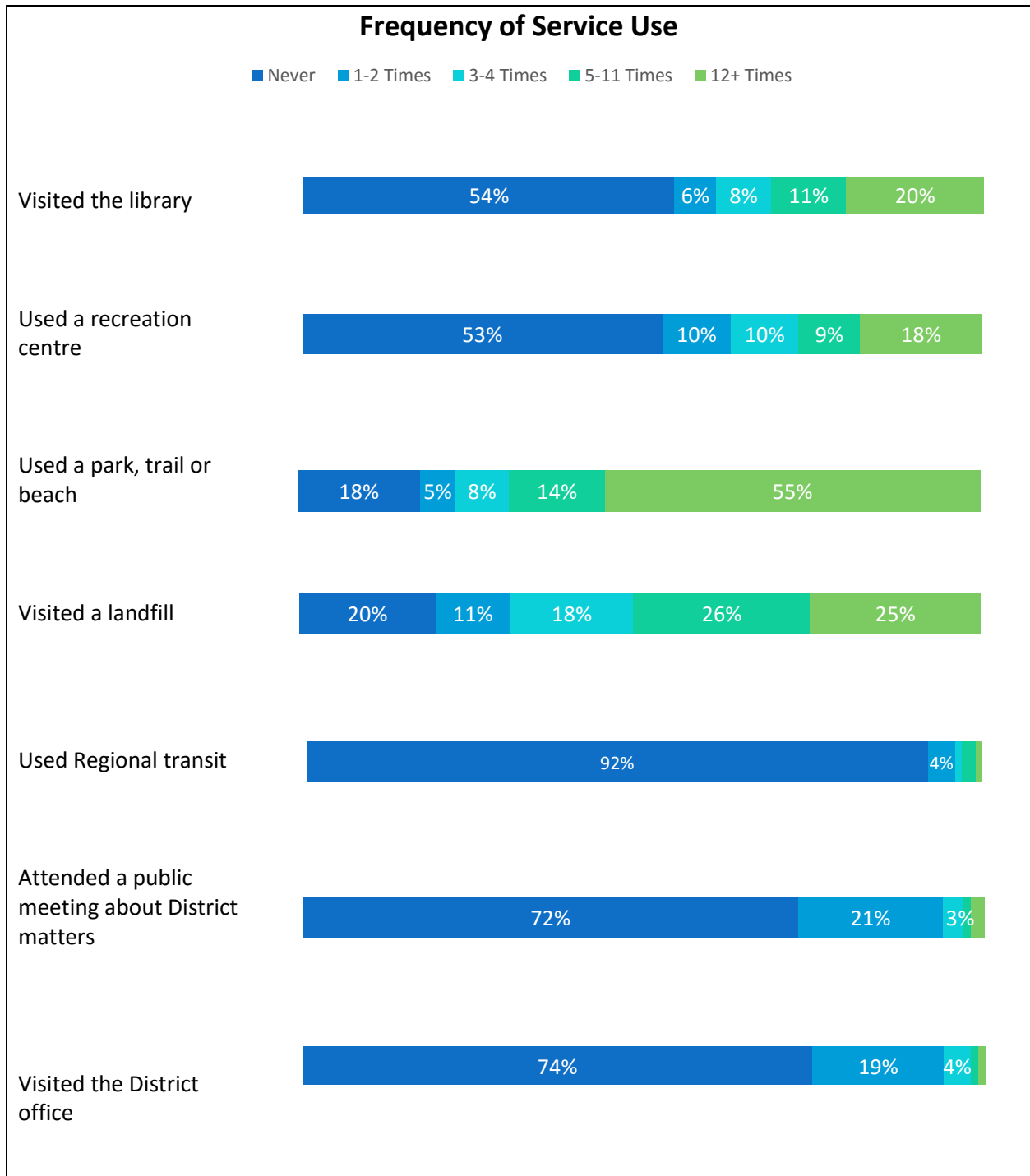
Total Respondents: 147. Multiple Responses given. Total Responses: 186

Online Survey Total Respondents: 52

Online Survey Results: E-mail = 60%; In person @ RD facility = 48%; Telephone = 48%; In person community = 30%

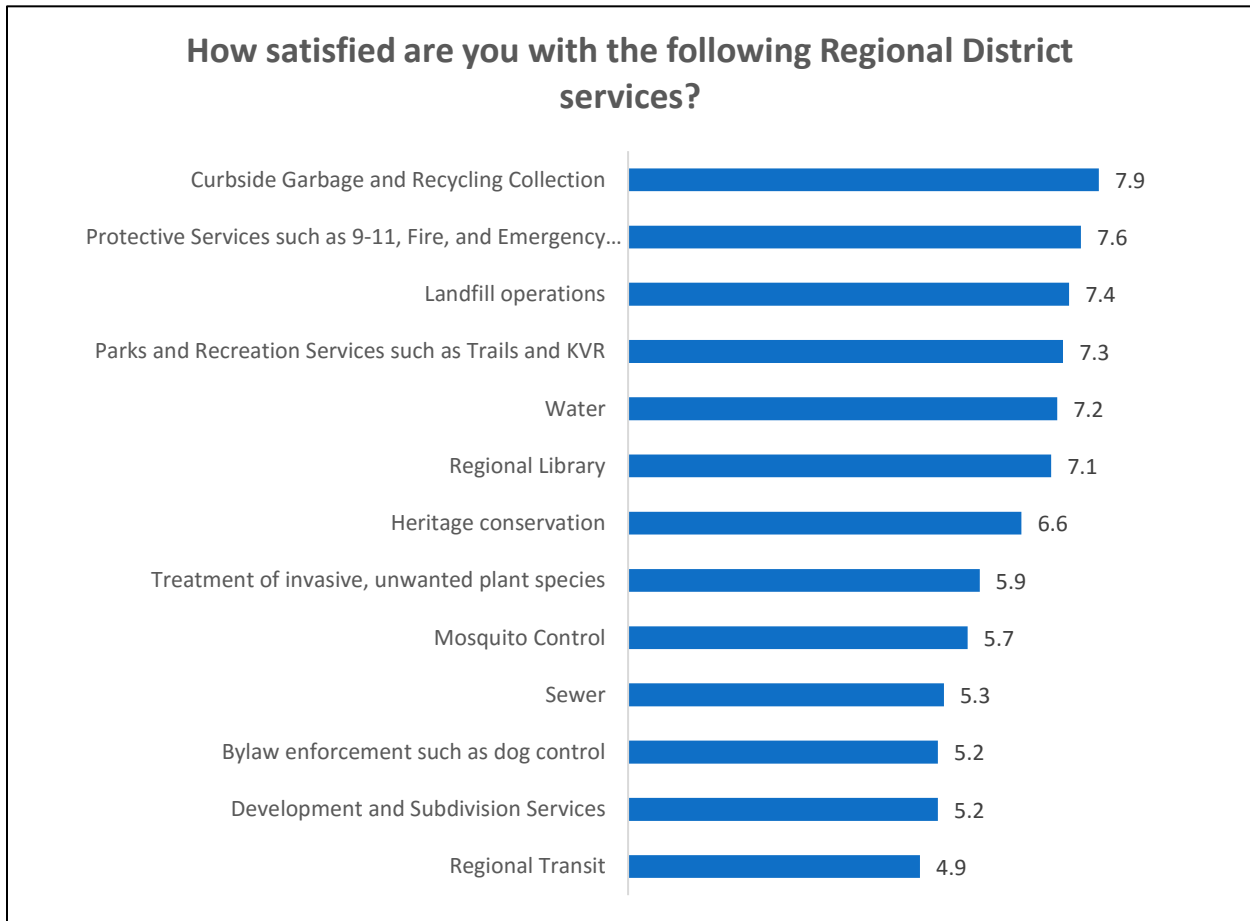
Service Use

In the past 12 months, approximately how often did you participate in each of the following activities?



Total Respondents: 400

Service Satisfaction



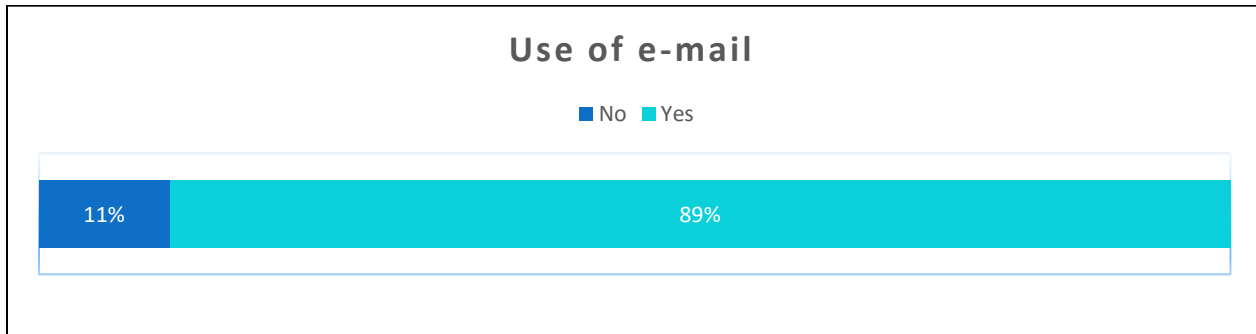
Total Respondents: 400

Online Survey Total Respondents: 39

Online Survey Results:

- Curbside garbage and recycling = 7.3
- Regional library = 7.0
- Protective services such as 911, fire and emergency preparedness = 6.9
- Landfill operations = 6.6
- Parks and recreation services = 6.6
- Water = 6.1
- Mosquito control = 5.8
- Wildsafe program = 5.6
- Heritage conservation = 5.5
- Treatment of invasive, unwanted plant species = 5.4
- Regional transit = 5.3
- Development of subdivision services = 4.8
- Bylaw enforcement = 4.6
- Sewer = 4.3

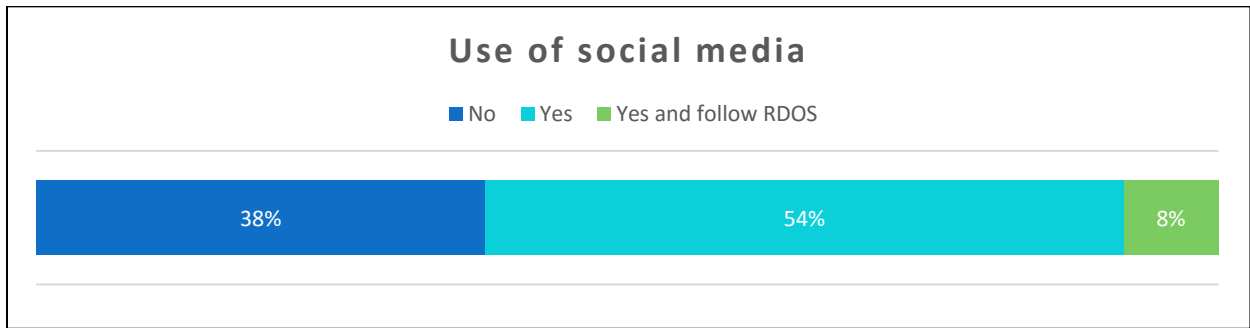
E-mail, Social Media and Website Use



Total Respondents: 400

Online Survey Total Respondents: 52

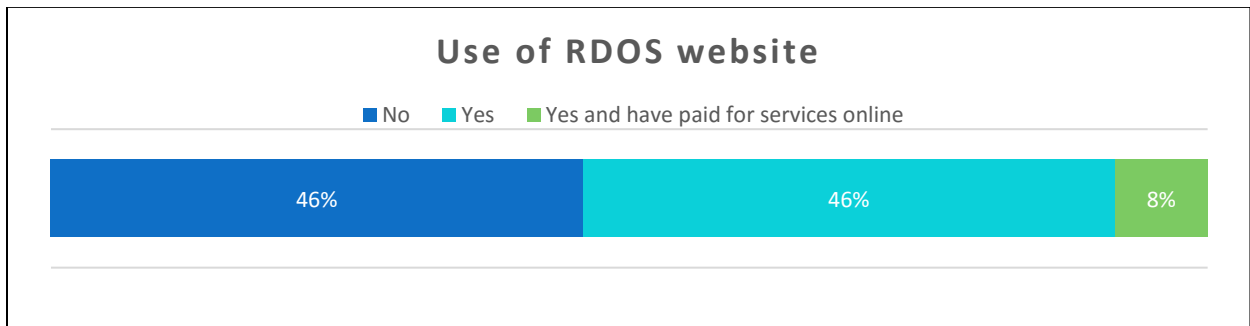
Online Survey Results: Yes = 100%



Total Respondents: 400

Online Survey Total Respondents: 52

Online Survey Results: No = 36%; Yes = 42%; Yes and follow RDOS = 23%



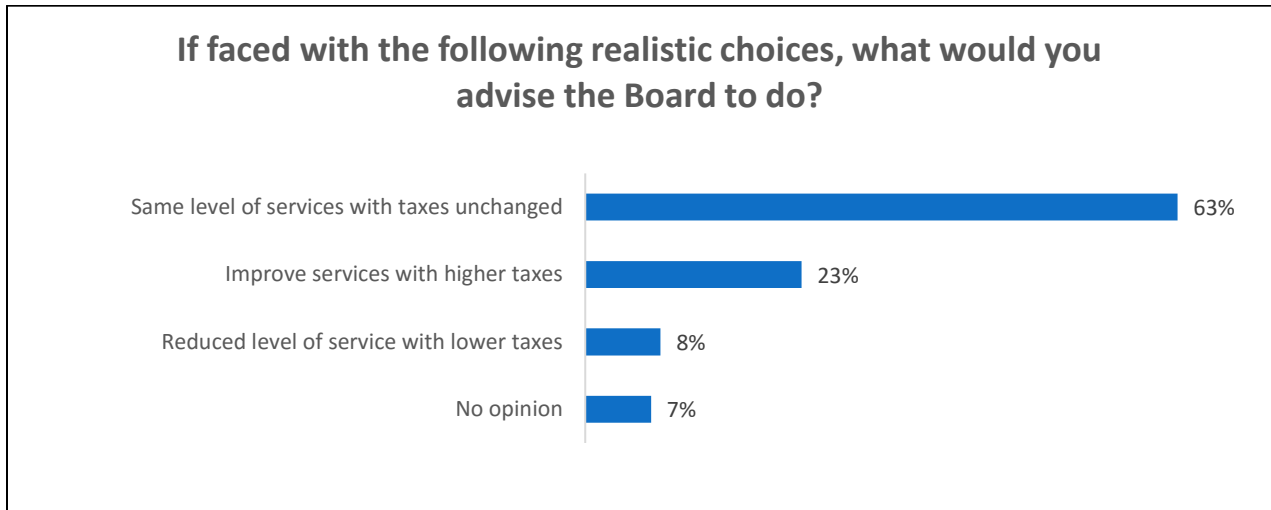
* Respondents who have visited the RDOS website rate the website a 6.6 out of 10.0.

Total Respondents: 400

Online Survey Total Respondents: 52

Online Survey Results: No = 9%; Yes = 76%; Yes and have paid for services online = 13%; Website rating = 6.2.

Future Choices

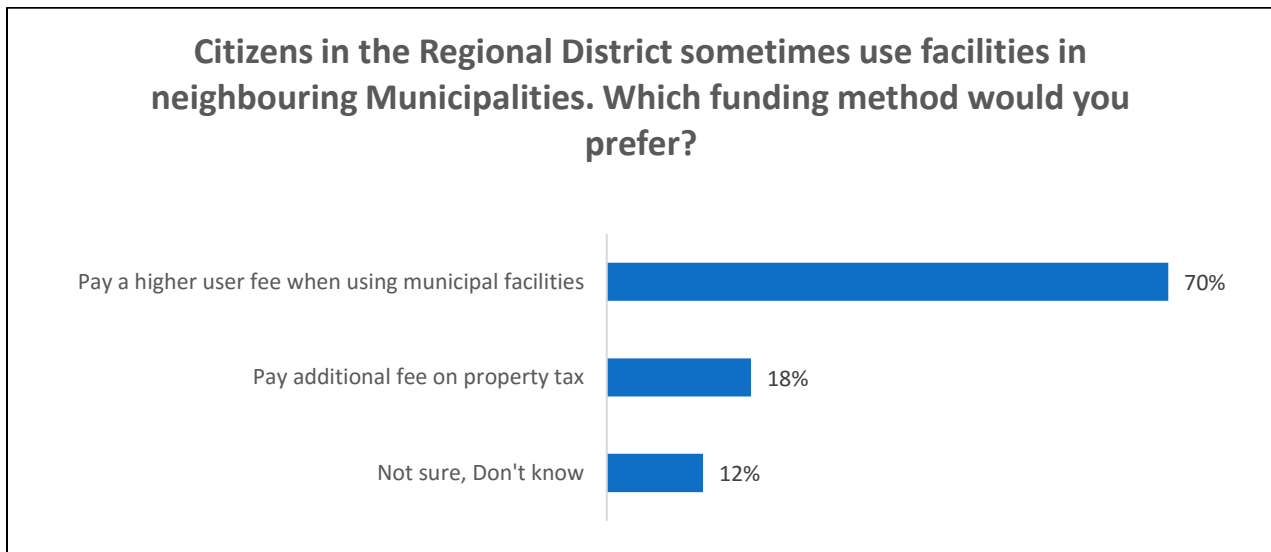


Total Respondents: 400

Online Survey Total Respondents: 52

Online Survey Results:

- Same level of services with taxes unchanged = 44%
- Improve services with higher taxes = 36%
- Reduce level of service with lower taxes = 11%



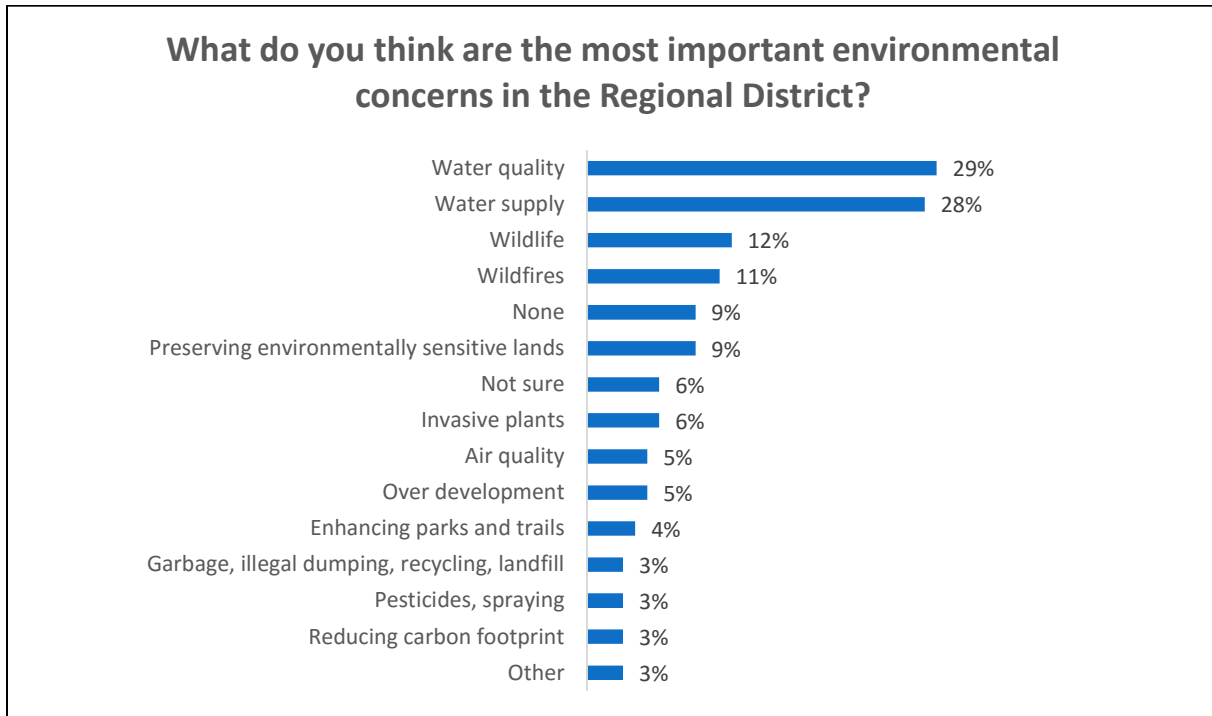
Total Respondents: 400

Online Survey Total Respondents: 52

Online Survey Results:

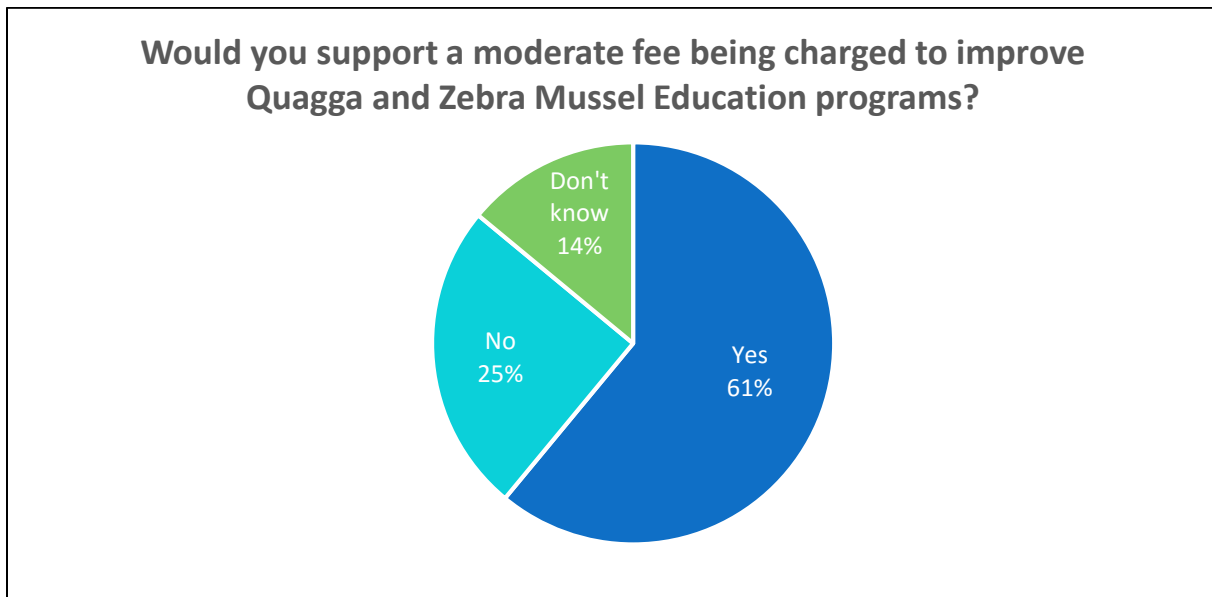
- Pay a higher user fee when using municipal facilities = 59%
- Not sure / Don't know = 26%
- Pay additional fee on property tax = 13%

Environmental Concerns



Total Respondents: 400

Online Survey Results: Water quality = 69%; Preserving environmentally sensitive land = 61%; Enhancing parks and trails 61%; Water supply = 59%; Wildfire = 55%; Invasive plants = 50%; Wildlife = 46%; Air quality = 42%



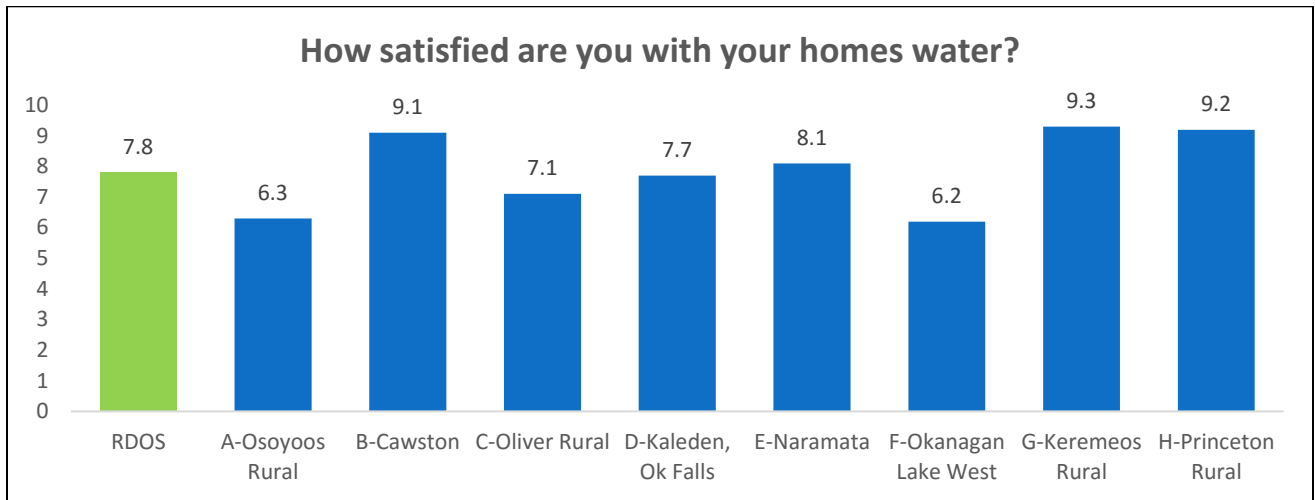
Total Respondents: 400

Online Survey Total Respondents: 52

Online Survey Results: Yes = 32%; No = 34%; Don't know = 32%

Water

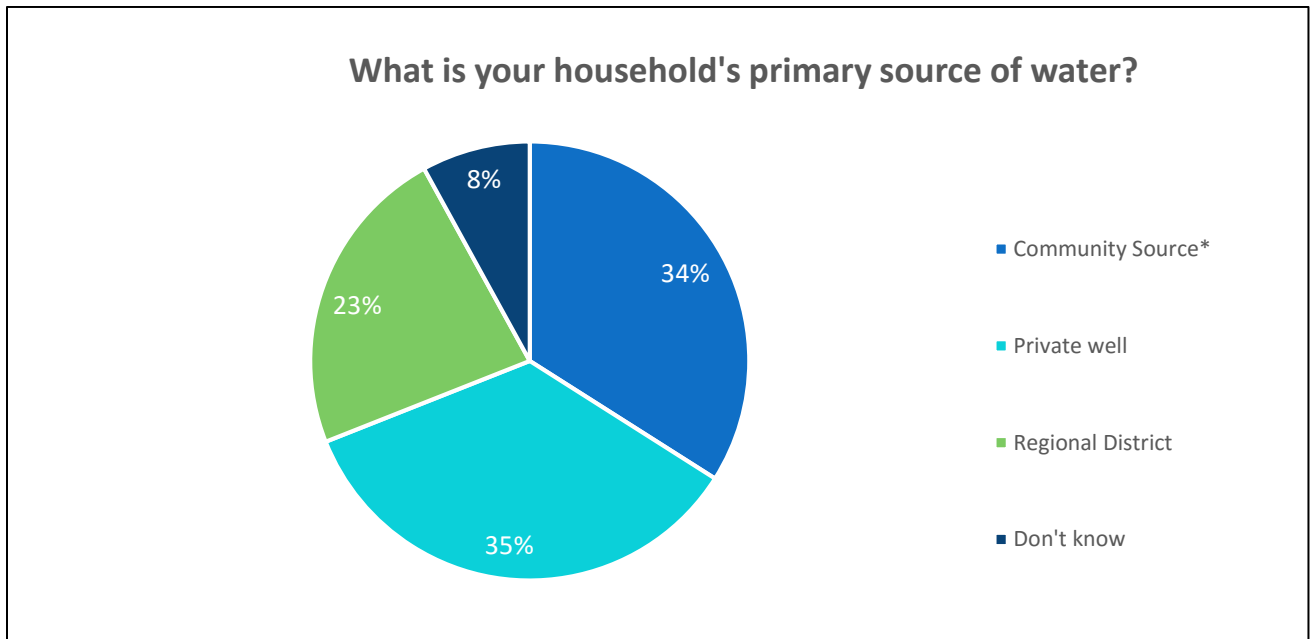
On a scale from 1 to 10 with 1 equal to not satisfied and 10 equal to very satisfied, respondents rated their satisfaction at 7.8.



Total Respondents: 400

Online Survey Total Respondents: 48

Online Survey Results: 7.0 out of 10.0



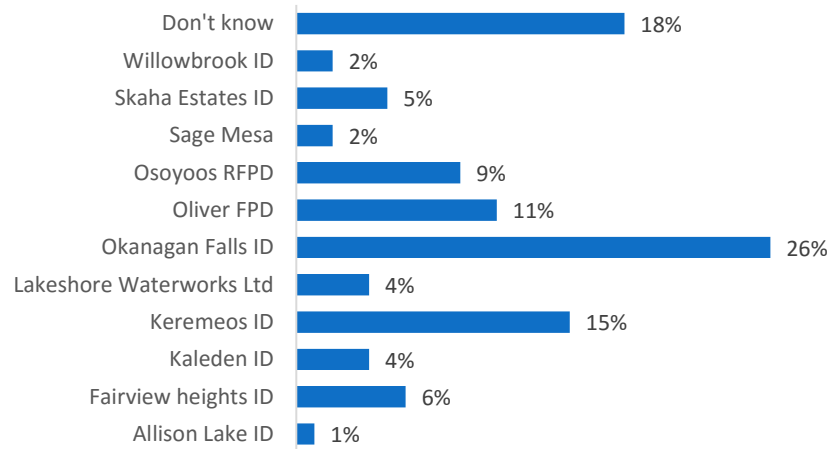
* Community Source such as Irrigation District or Fire Protection District

Total Respondents: 400

Online Survey Total Respondents: 52

Online Survey Results: Community source = 38%; Private well = 28%; Regional District = 32%

Which Irrigation District are you a part of?



Includes only respondents with 'Community' source of water.

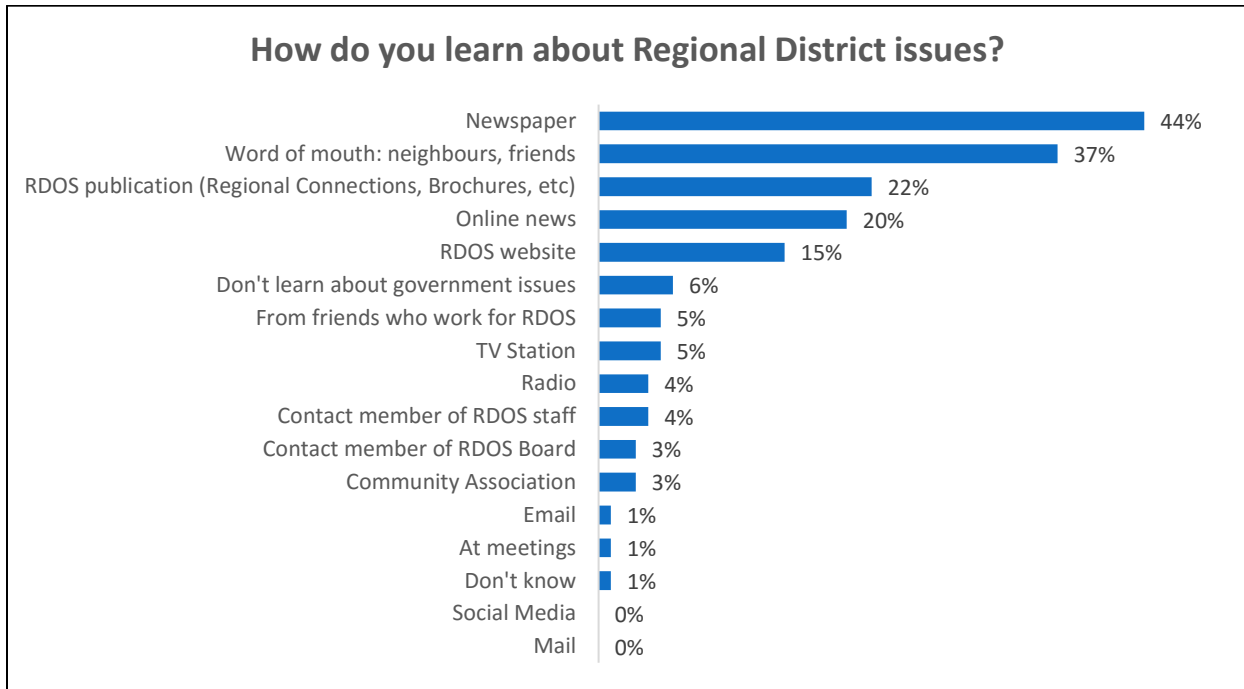
Total Respondents: 137

Online Survey Total Respondents: 30

Online Survey Results:

- Hedley ID = 10%
- Kaleden ID = 3%
- Keremeos ID = 10%
- Lakeshore Waterworks Ltd. = 6%
- Okanagan Falls ID = 23%
- Oliver FPD = 3%
- Osoyoos RFPD = 6%
- Skaha Estates = 10%
- Vintage Views = 3%
- Other = 23%

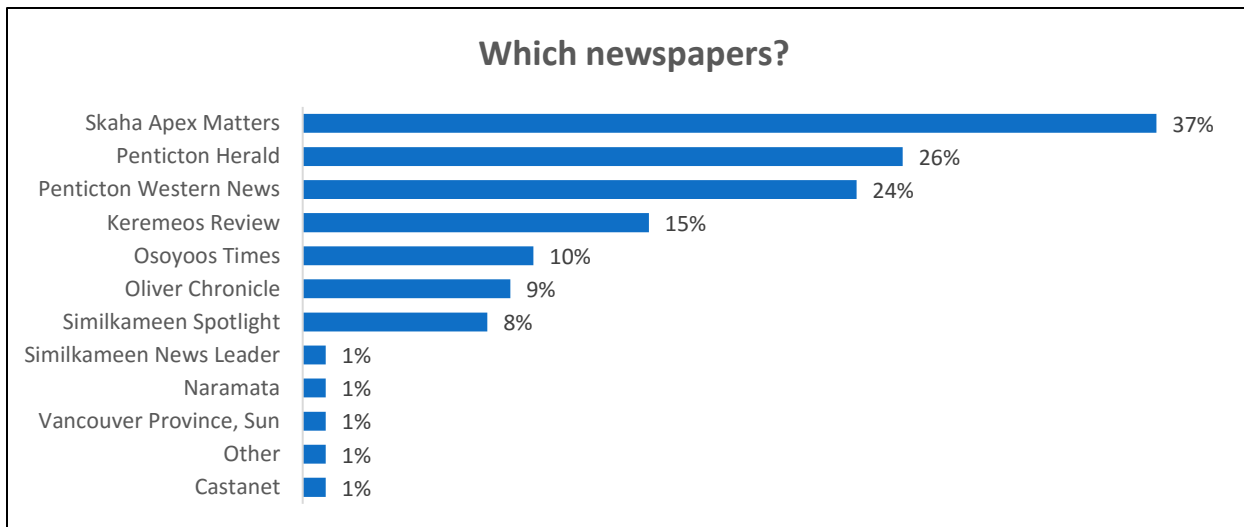
Knowledge of RDOS



Total Respondents: 400. Multiple Responses given. Total Responses: 682.

Online Survey Total Respondents: 52

Online Survey Results: Newspaper = 57%; Website = 50%; Word of mouth = 46%; Online publications = 44%;
Online news = 40%; Regional District Publication = 25%



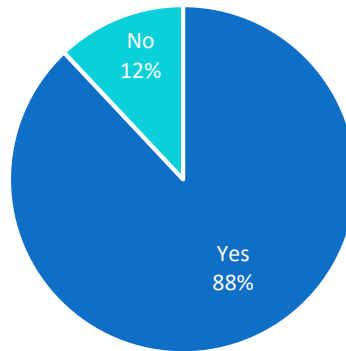
Includes only respondents who learn about Regional District issues for the newspaper.

Total Respondents: 177. Multiple answers given. Total Responses: 234.

Online Survey Total Respondents: 39

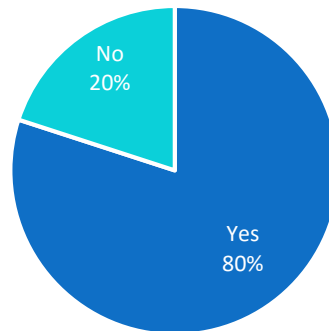
Online Survey Results: Penticton Western News = 59%; Penticton Herald = 53%; Skaha Matters = 28%

Were you aware that the Province of British Columbia contracts out road maintenance within the Regional District to Argo Road Maintenance?



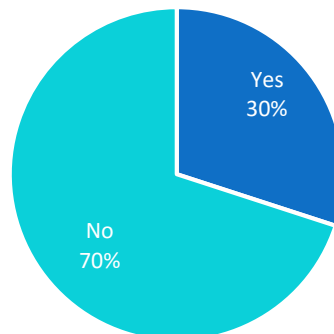
Total Respondents: 400.
Online Survey Total Respondents: 52
Online Survey Results: Yes = 92%; No = 7%

Are you aware of the Okanagan Similkameen Regional Hospital District?



Total Respondents: 400.
Online Survey Total Respondents: 52
Online Survey Results: Yes = 73%; No = 26%

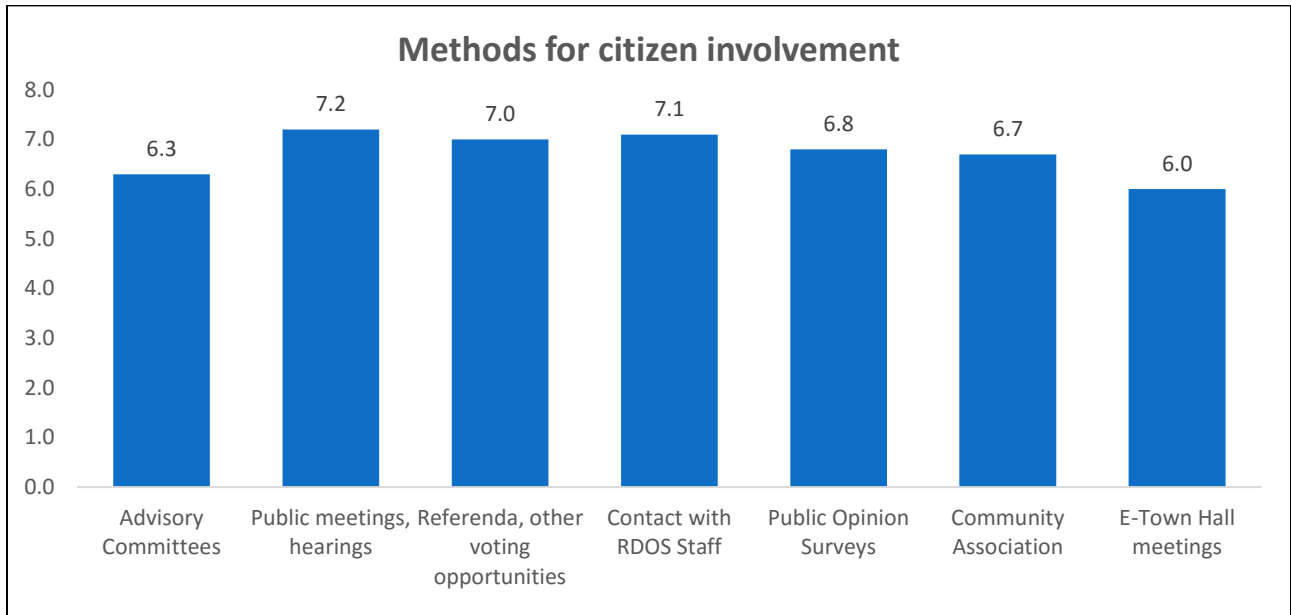
Do you understand how Okanagan Similkameen Regional Hospital District taxes work?



Total Respondents: 400.
Online Survey Total Respondents: 52
Online Survey Results: Yes = 42%; No = 57%

Citizen Involvement

On a scale from 1 to 10 with 1 equal to NOT IMPORTANT and 10 equal to VERY IMPORTANT, please rate the importance of the following ways the Regional District can involve you more in policy making, development planning and the budget process.



Total Respondents: 400.

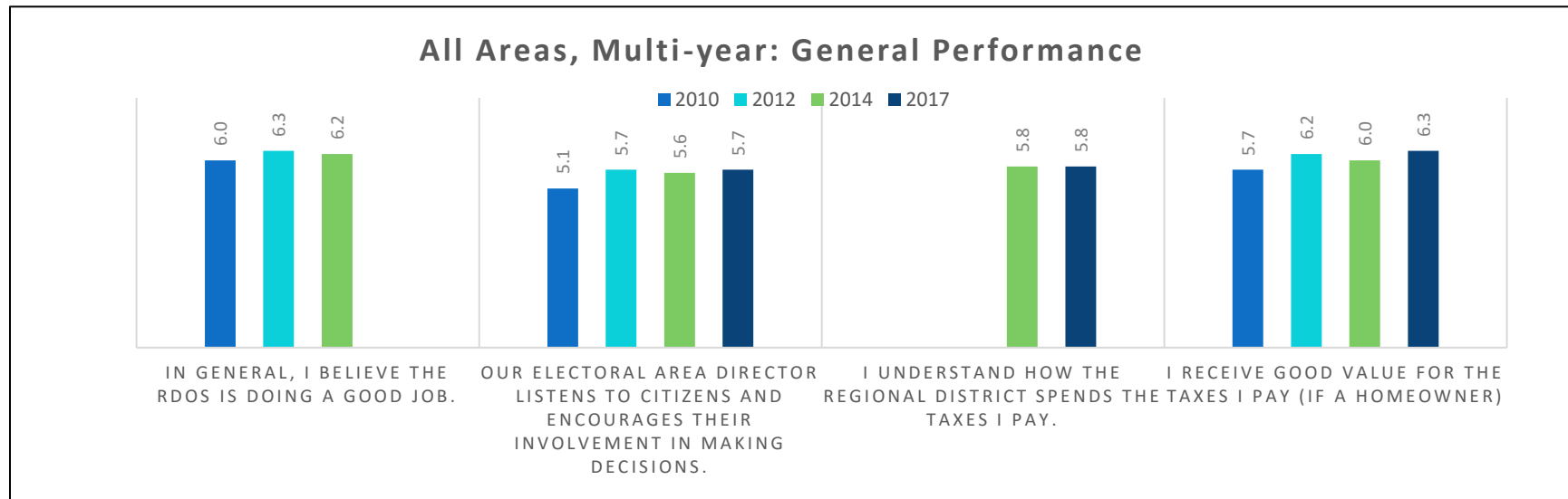
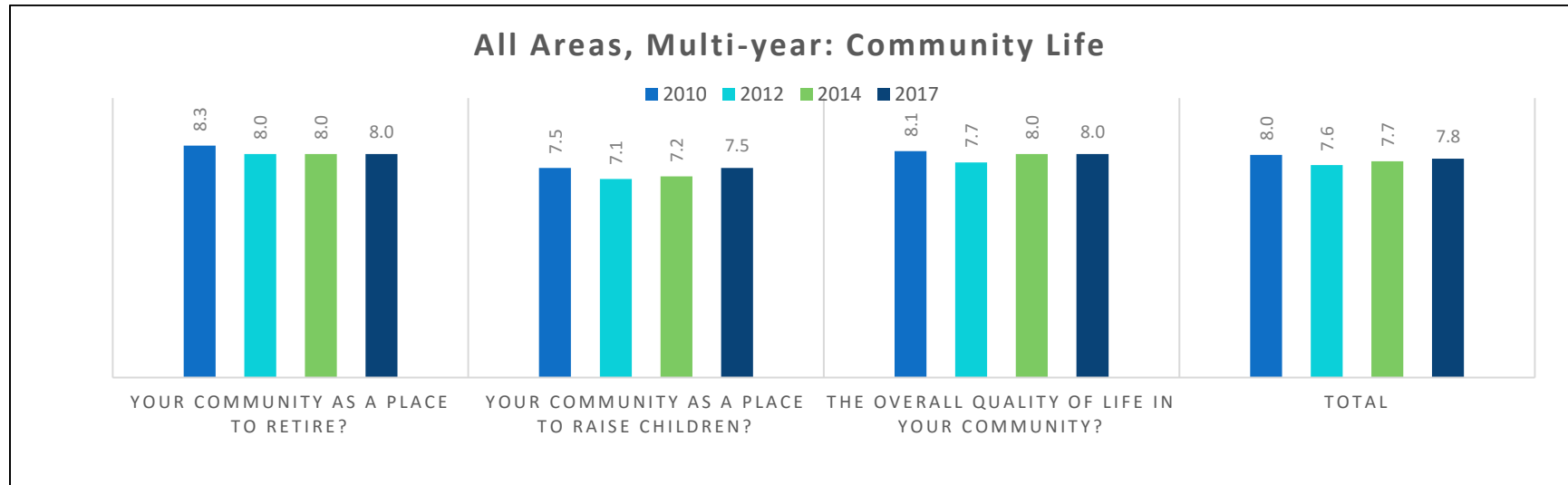
Online Survey Total Respondents: 52

Online Survey Results:

- Advisory committees = 5.7
- Public meetings, hearings = 6.6
- Referendum, other voting opportunities = 6.6
- Contact with Regional District staff = 6.0
- Public opinion surveys = 7.4
- Community associations = 5.7
- E-town hall meetings = 5.6
- Other = 3.75

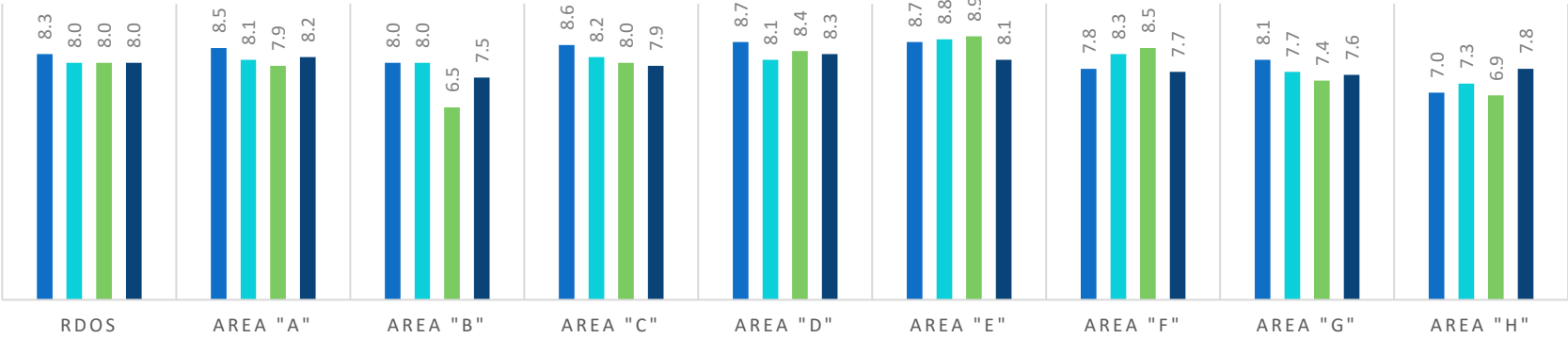
Multi-Year Comparisons

Community Life



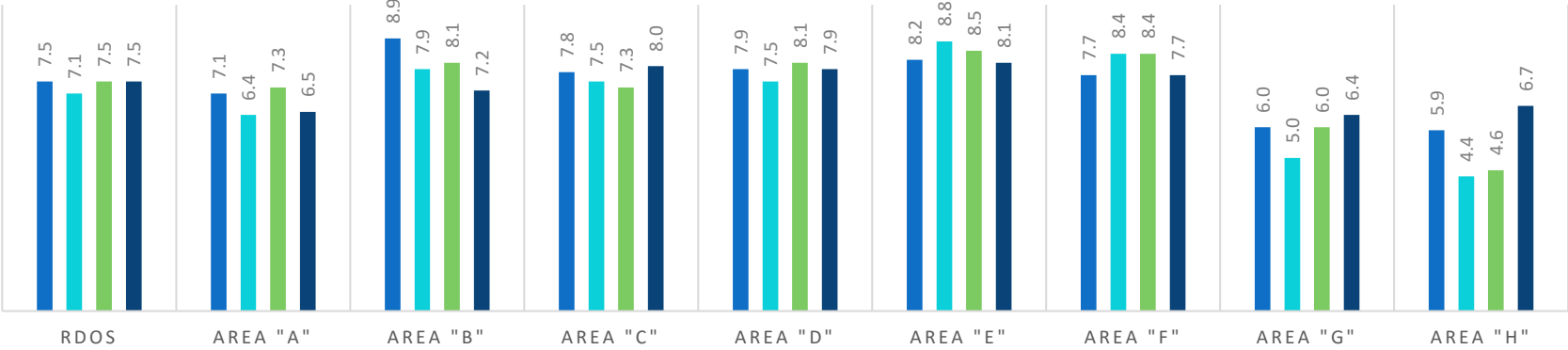
Area Specific, Multi-year: Community As A Place To Retire

■ 2010 ■ 2012 ■ 2014 ■ 2017



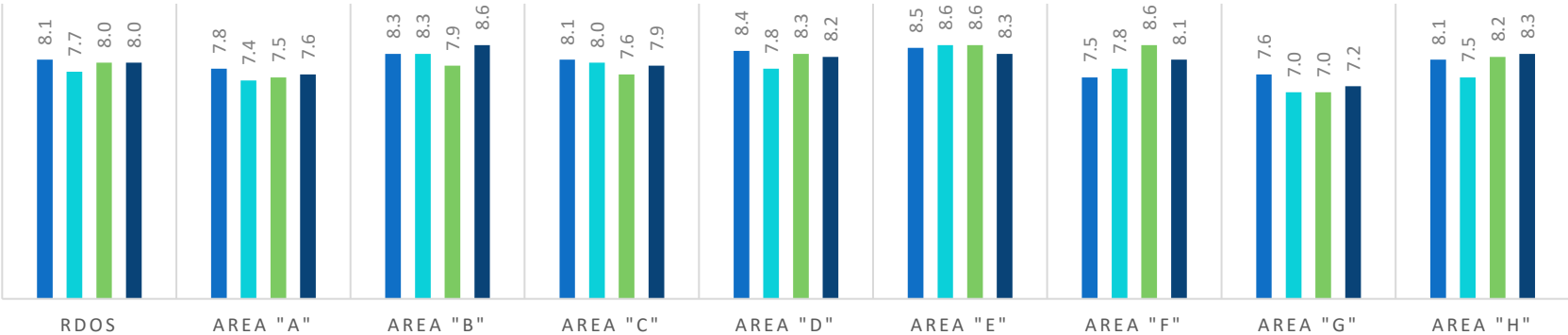
Area Specific, Multi-year: Community As A Place To Raise Children

■ 2010 ■ 2012 ■ 2014 ■ 2017

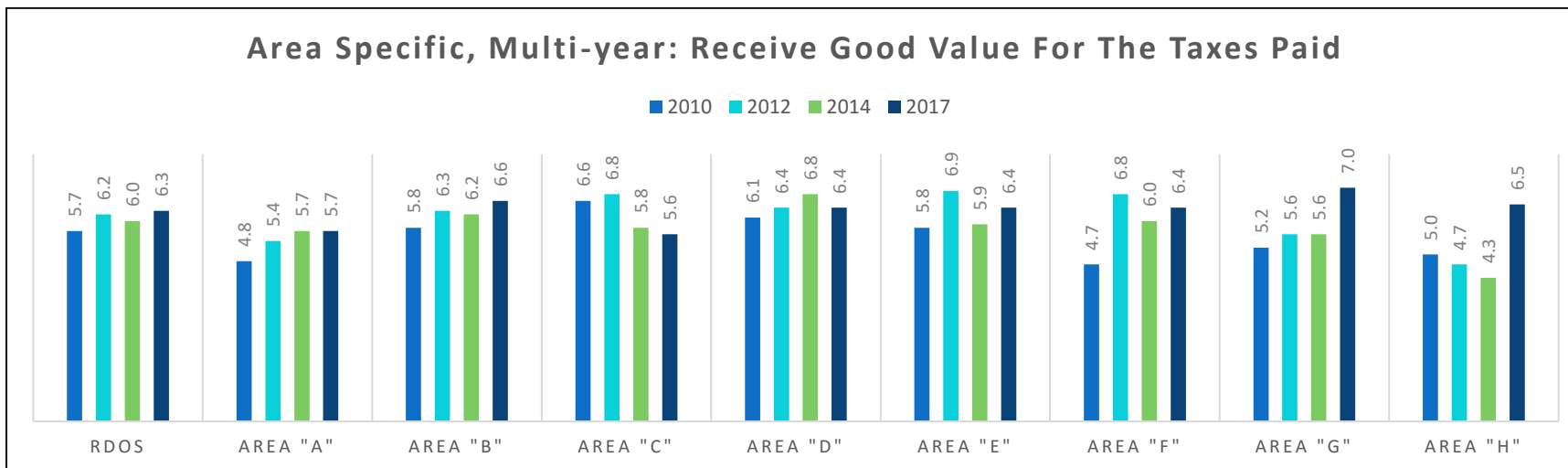
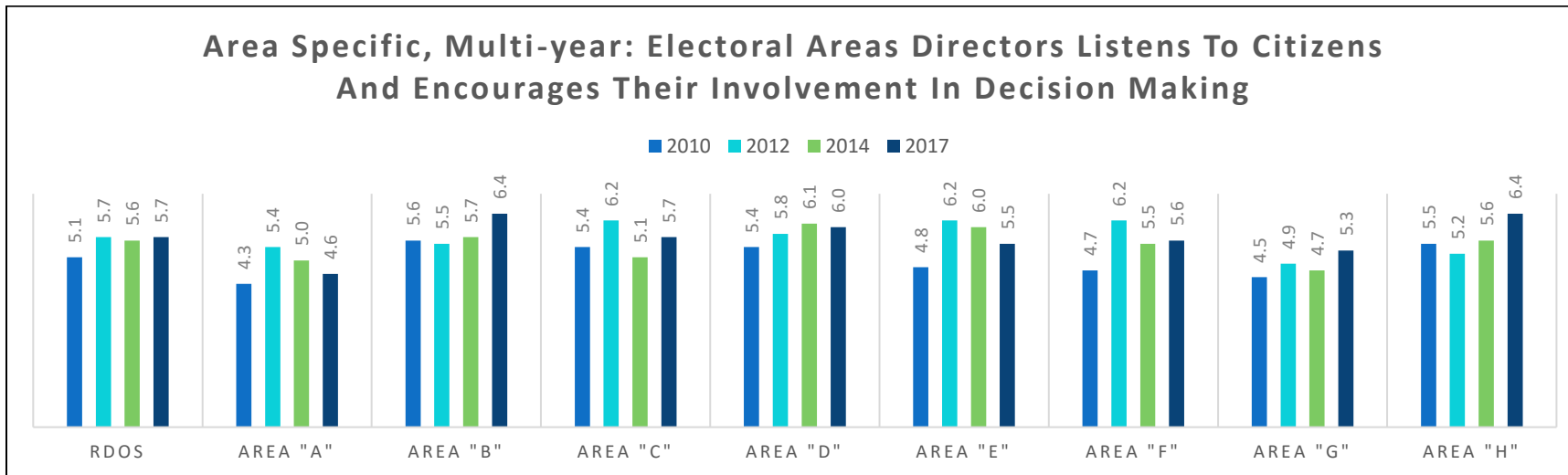


Area Specific, Multi-year: Overall Quality Of Life

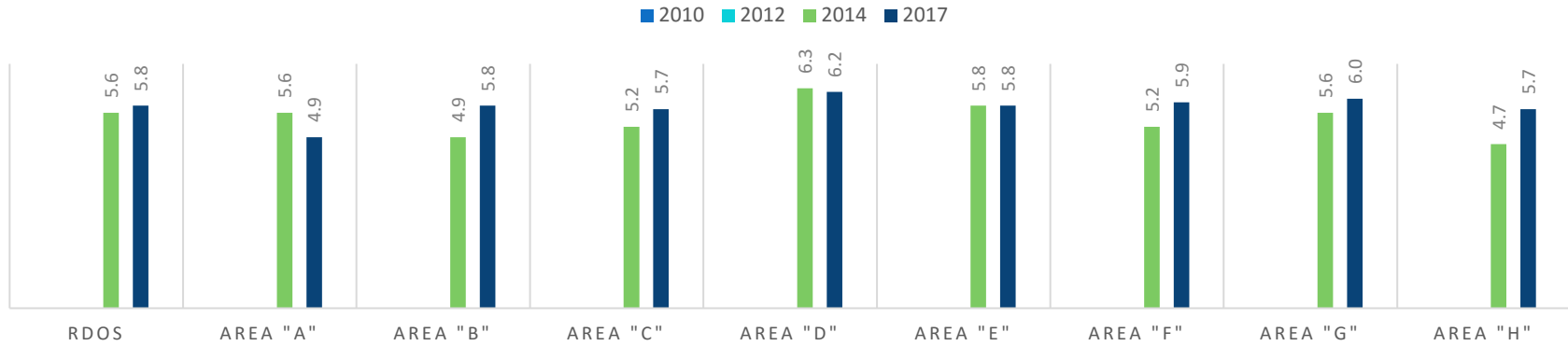
■ 2010 ■ 2012 ■ 2014 ■ 2017



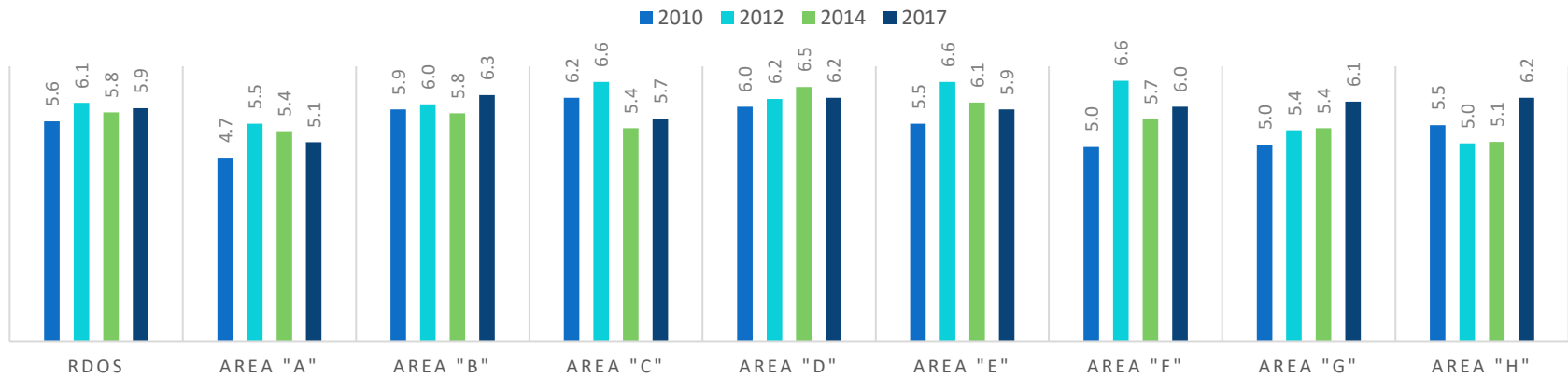
General Performance



Area Specific, Multi-Year: I Understand How The Regional District Spends The Taxes I Pay.

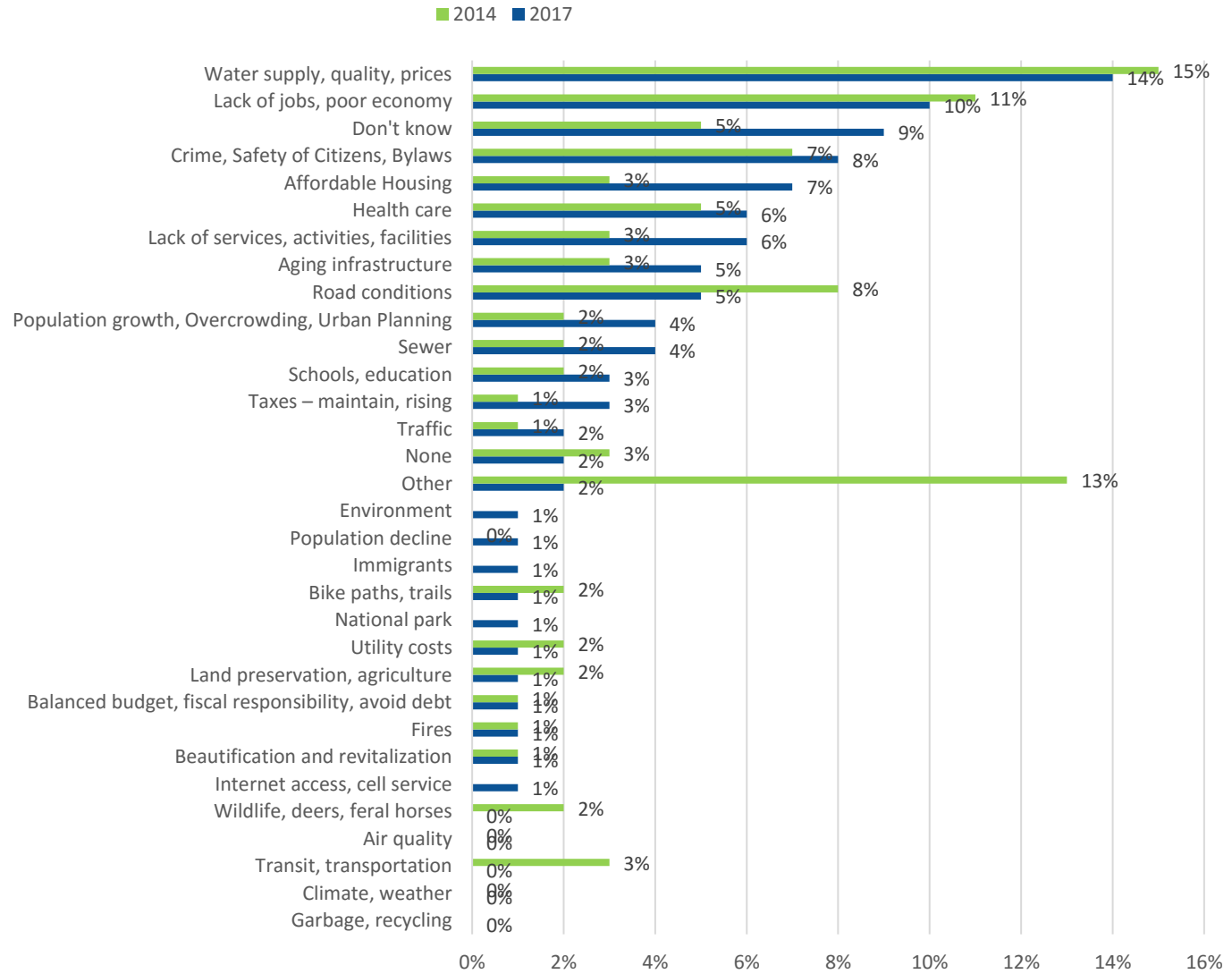


Area Specific, Multi-year: General Performance Overall

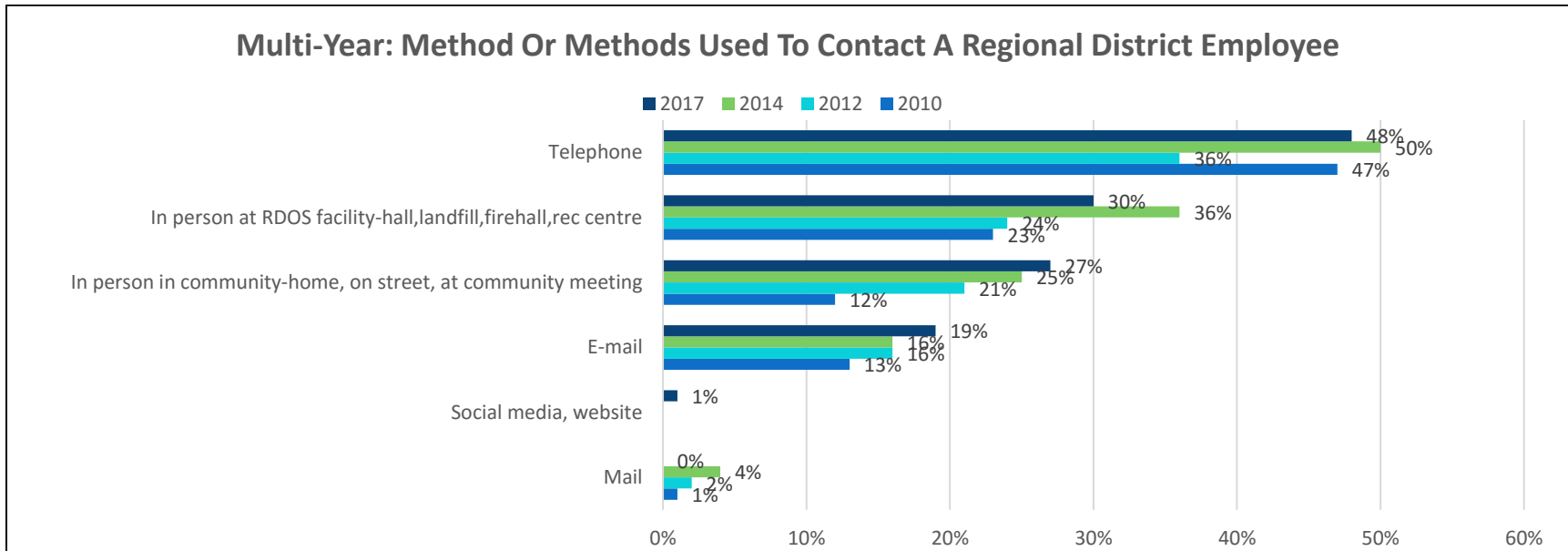
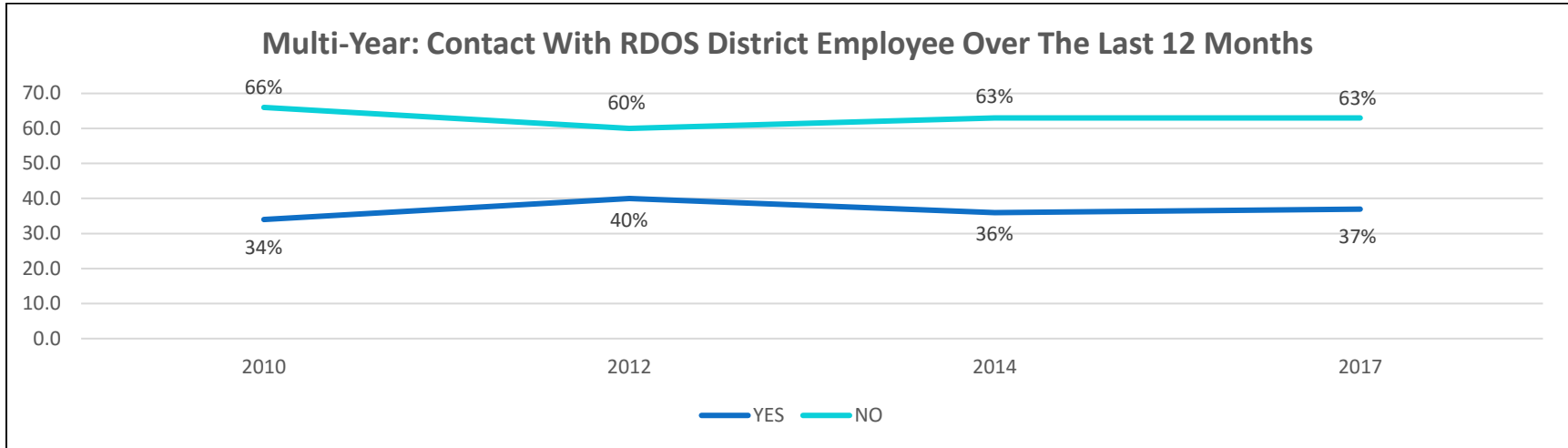


Key Issues

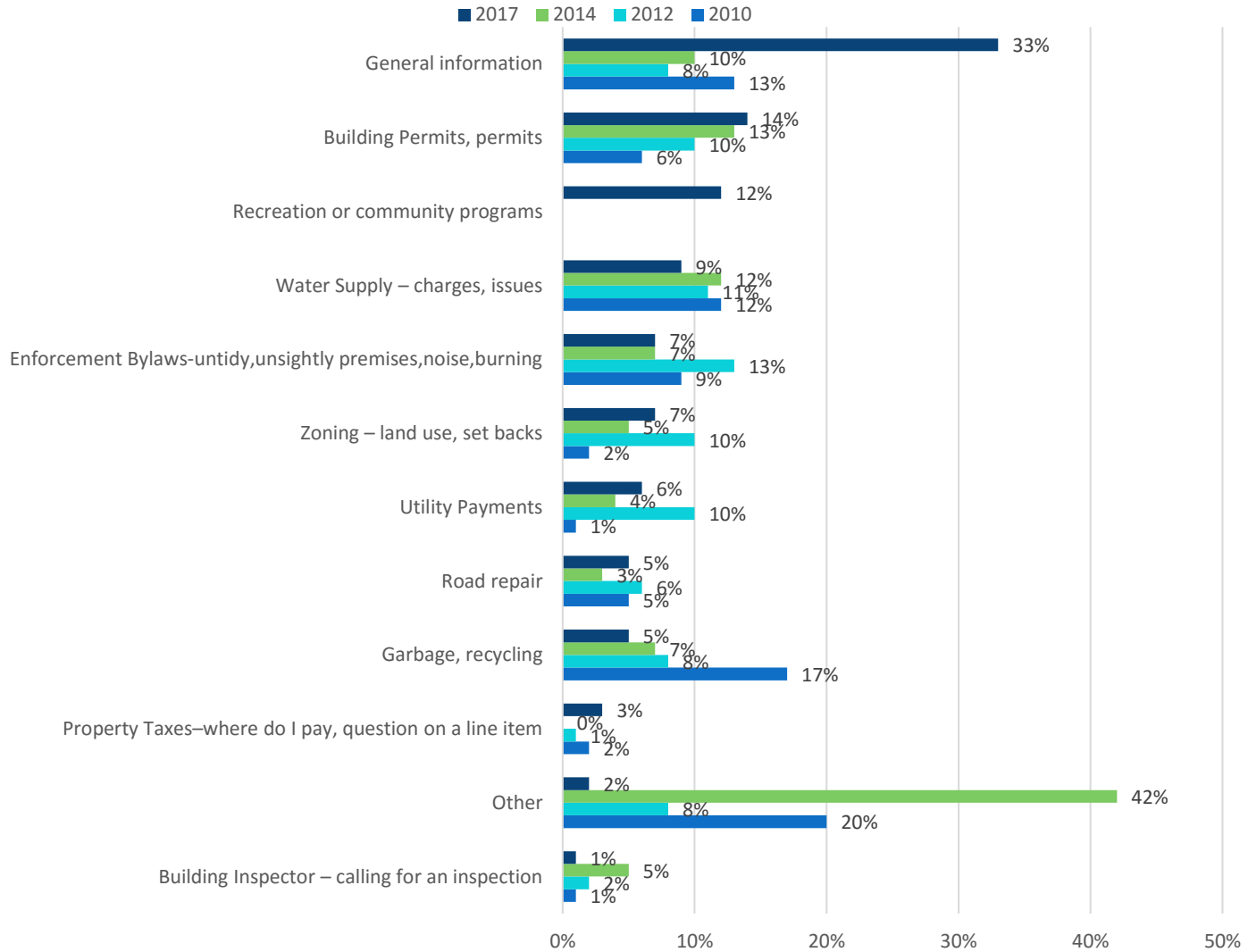
Multi-Year: Single Key Important Issue Facing Community



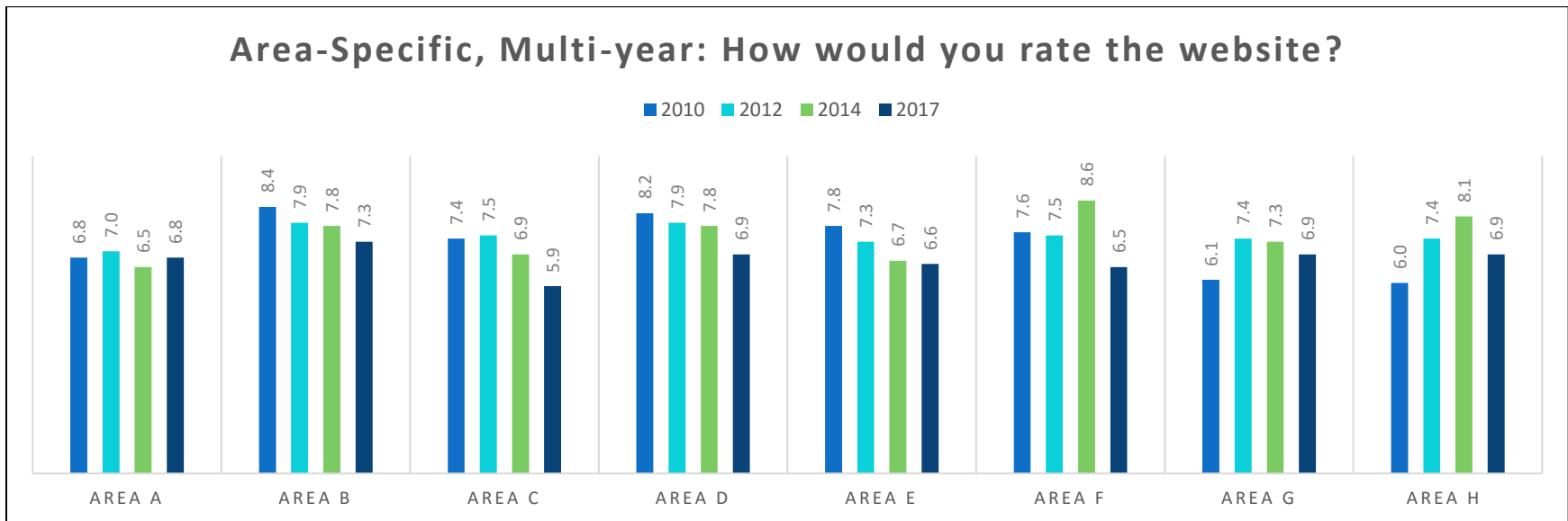
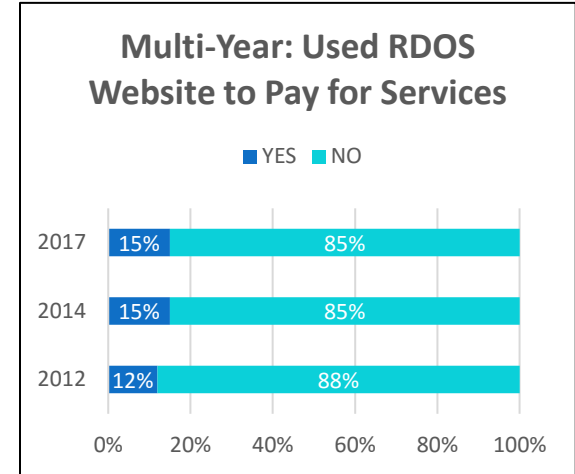
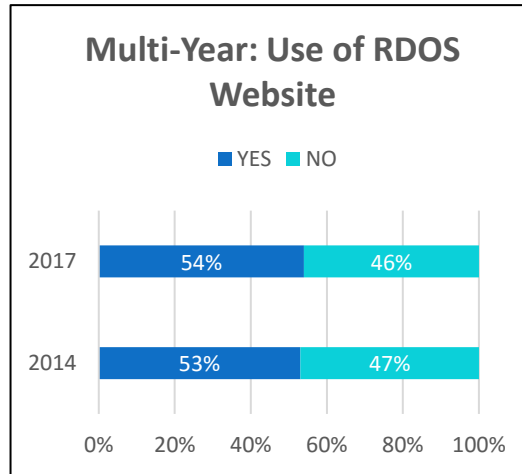
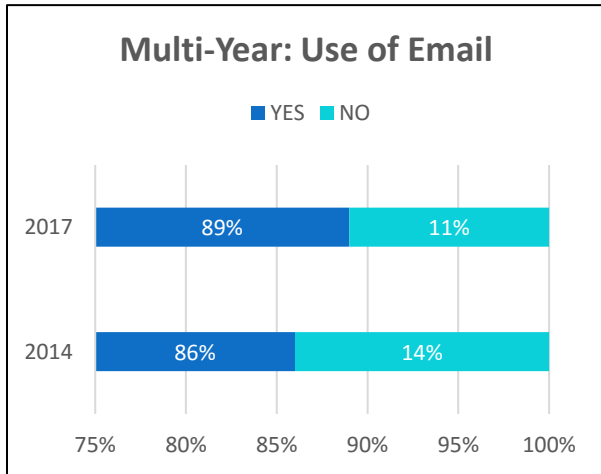
Customer Contact



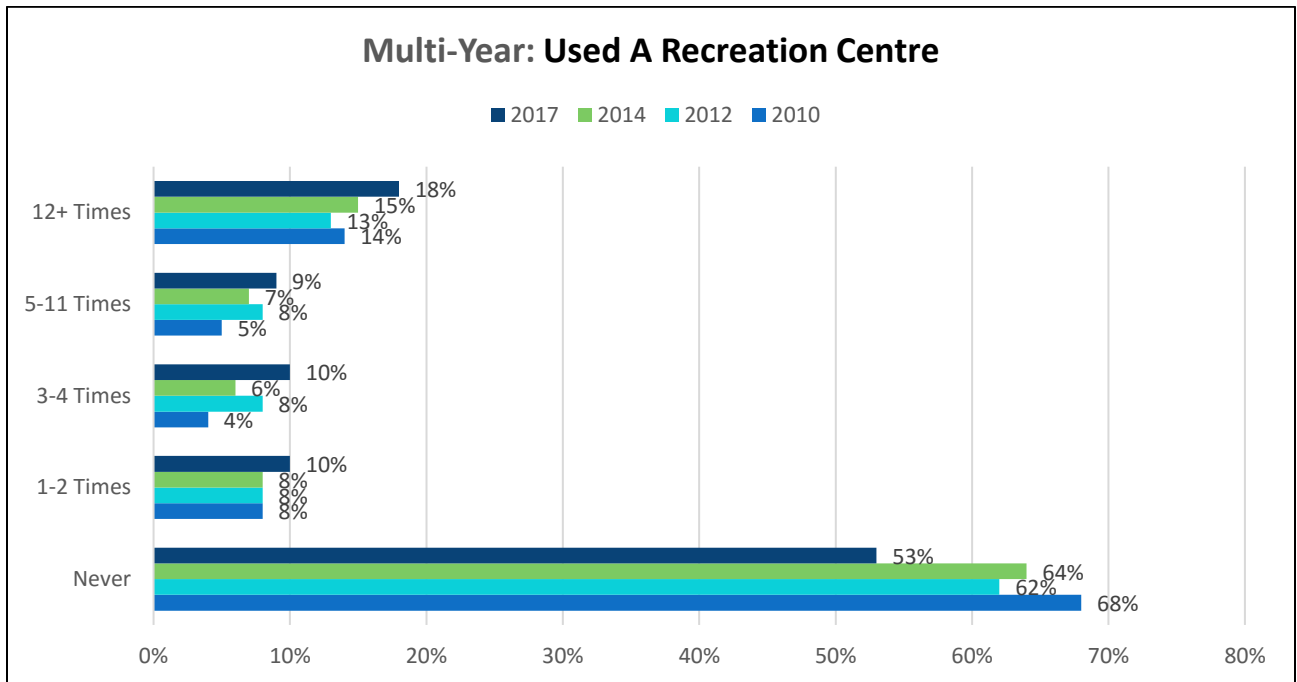
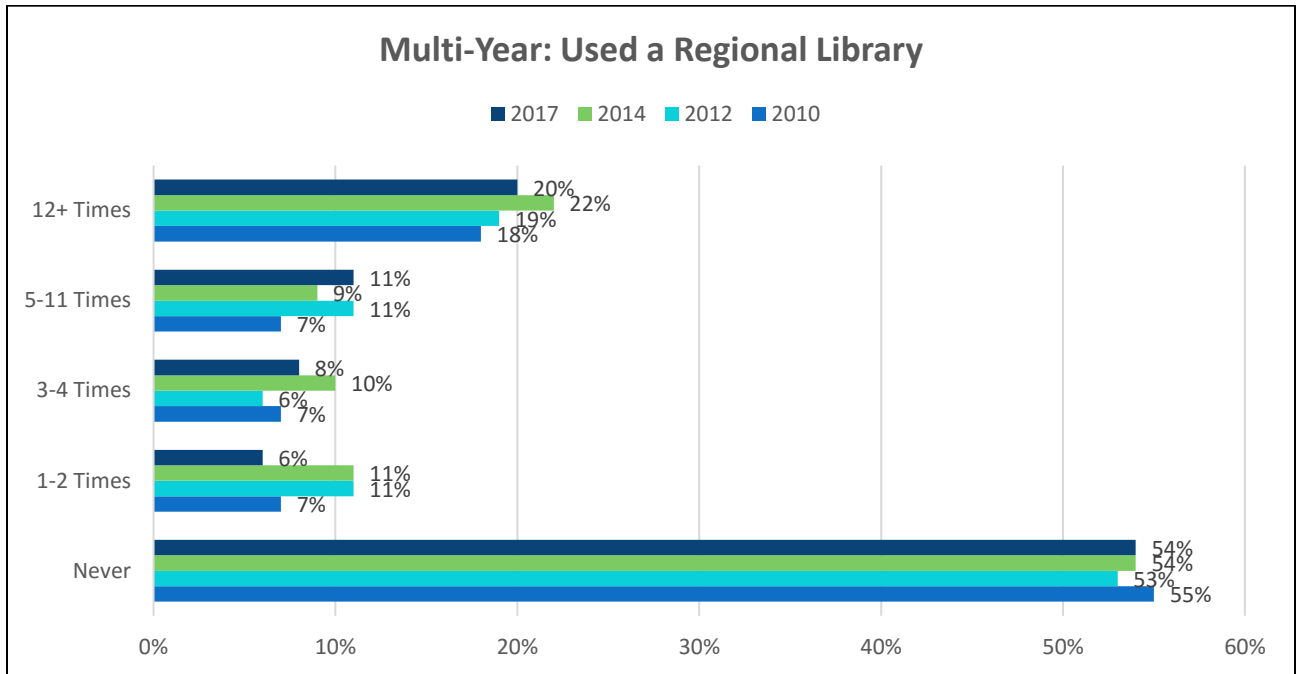
Multi-Year: Type Of Service Sought During Most Recent Contact With A Regional District Employee

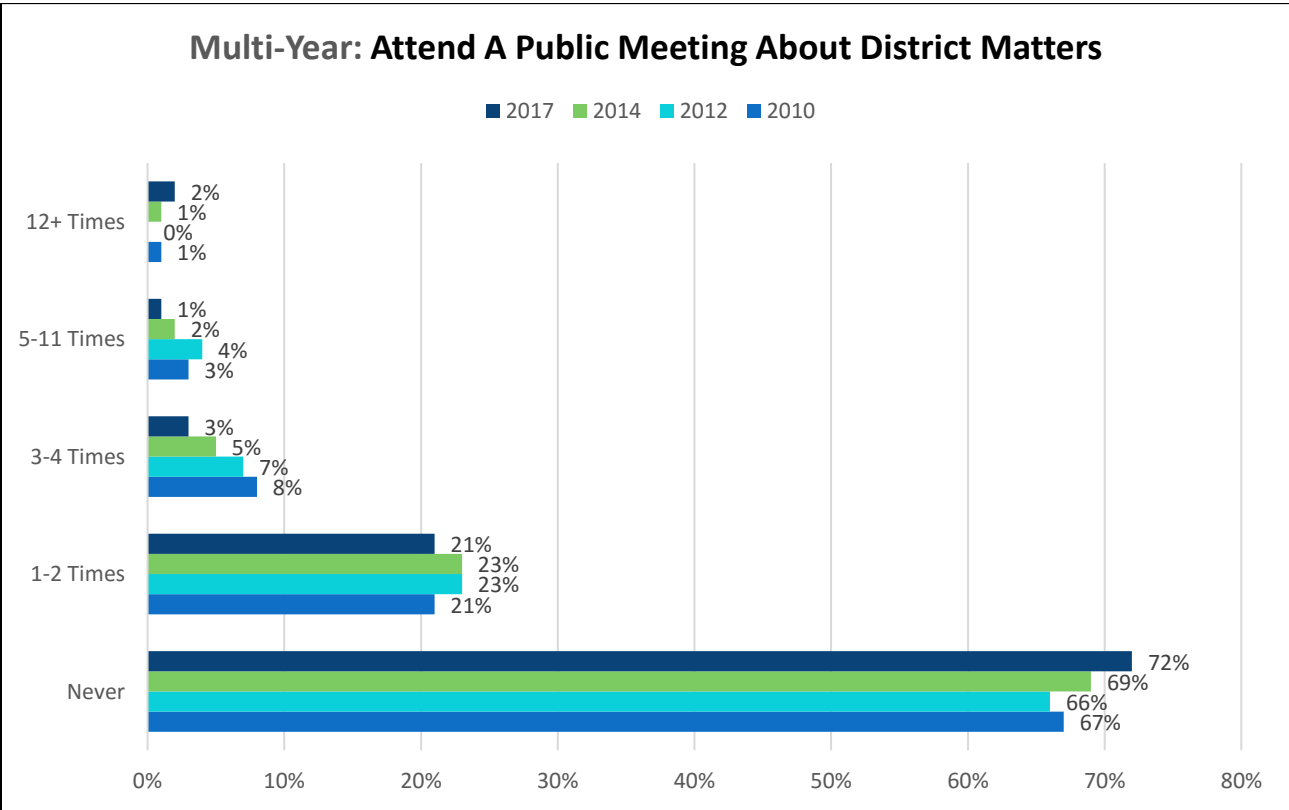
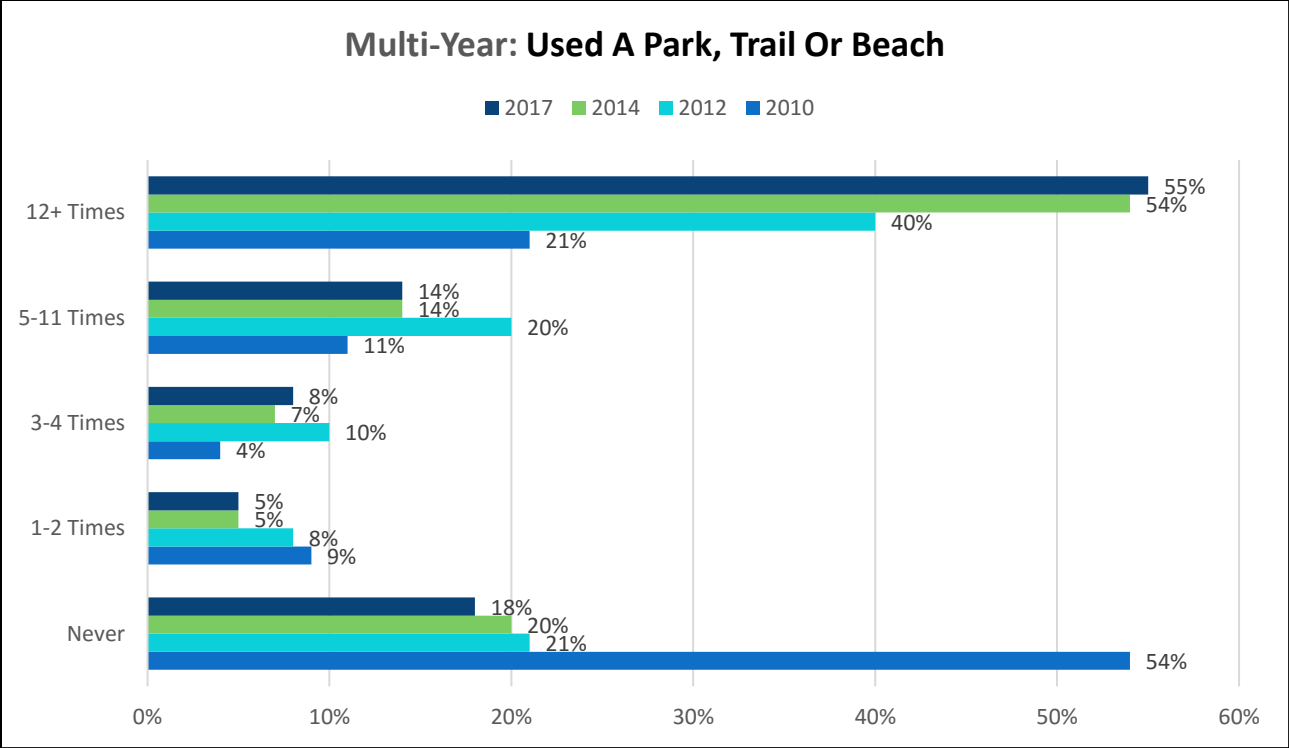


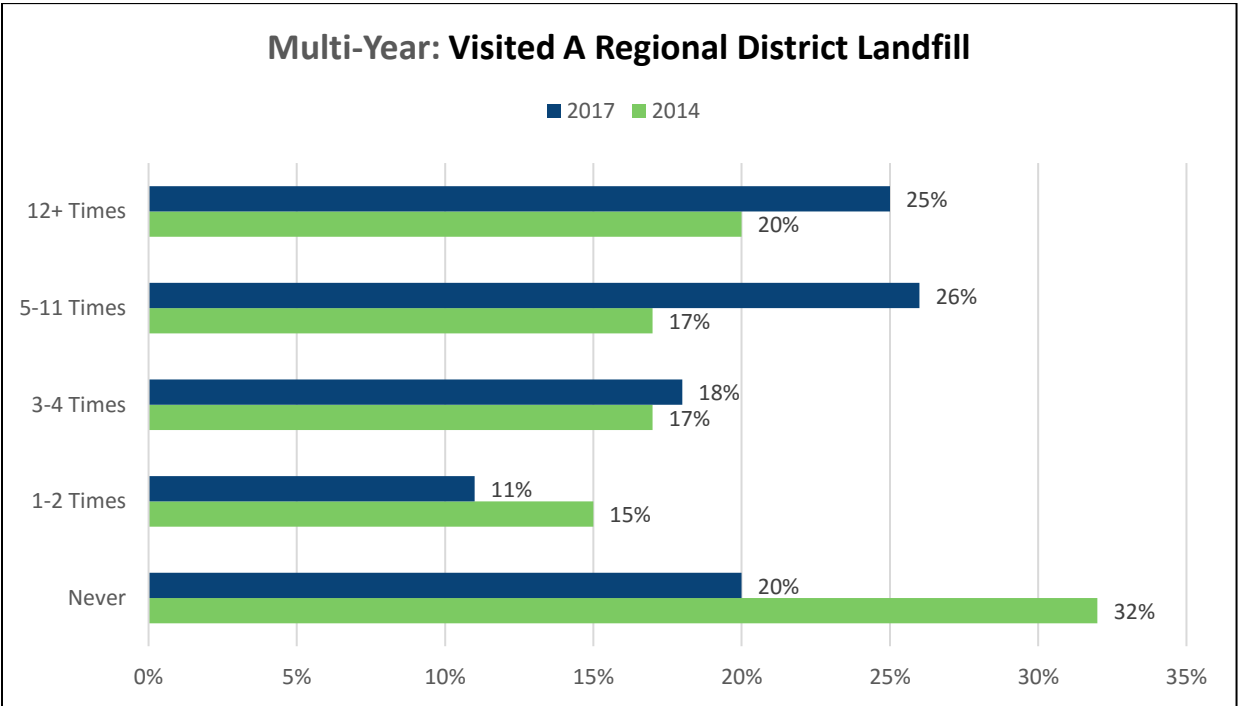
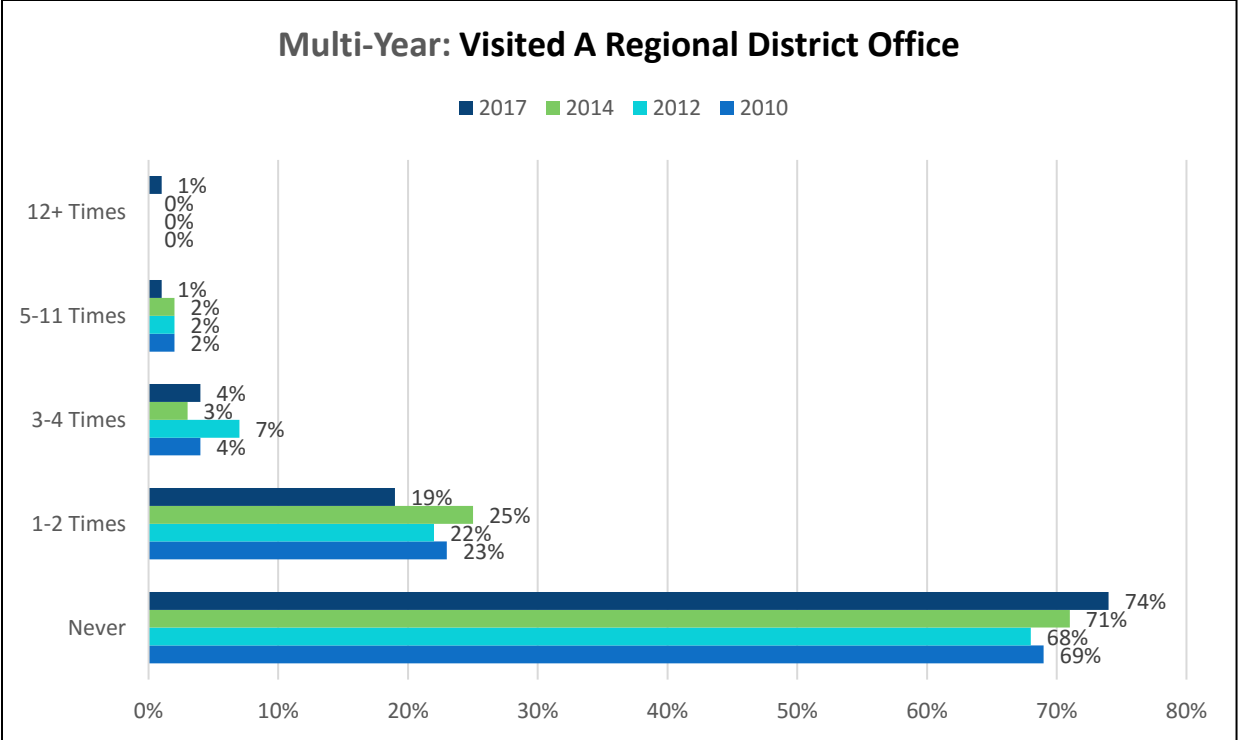
E-mail and Website Use



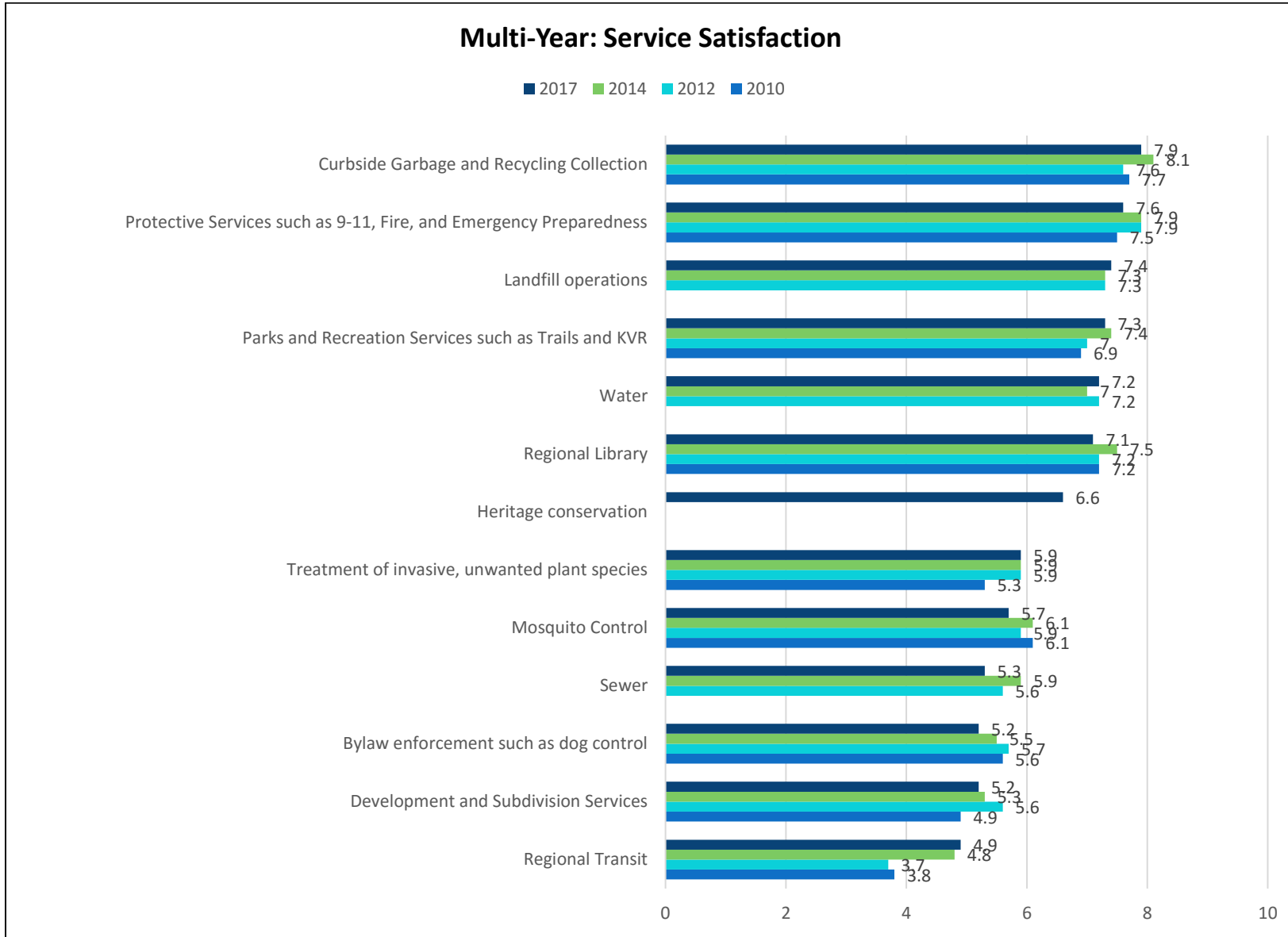
Service Use



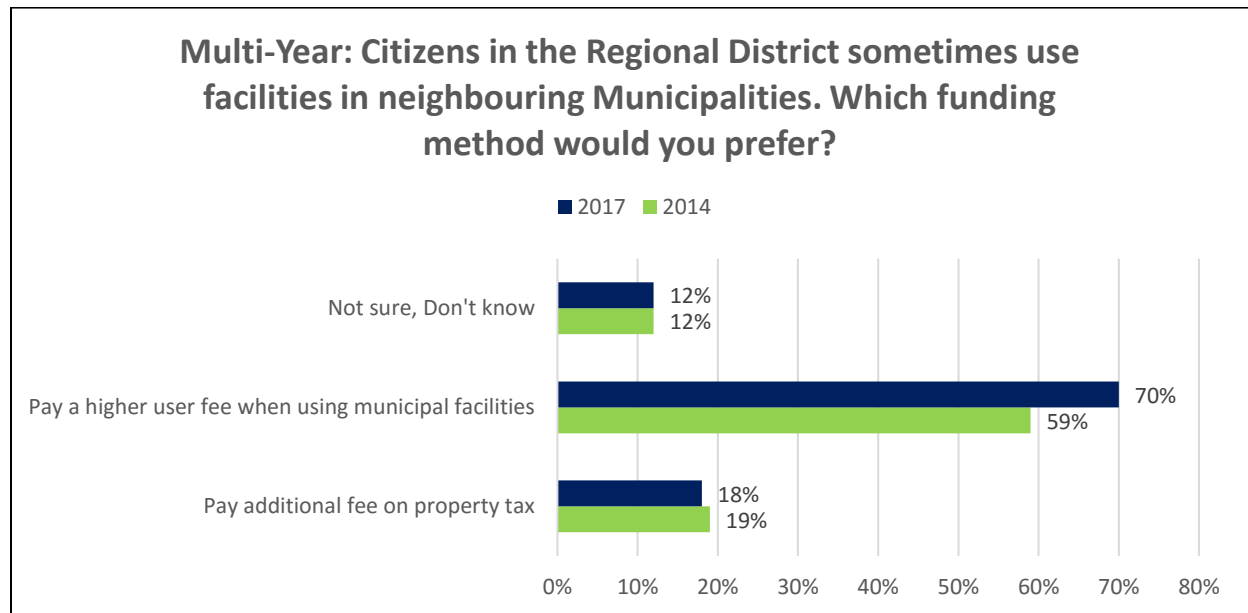
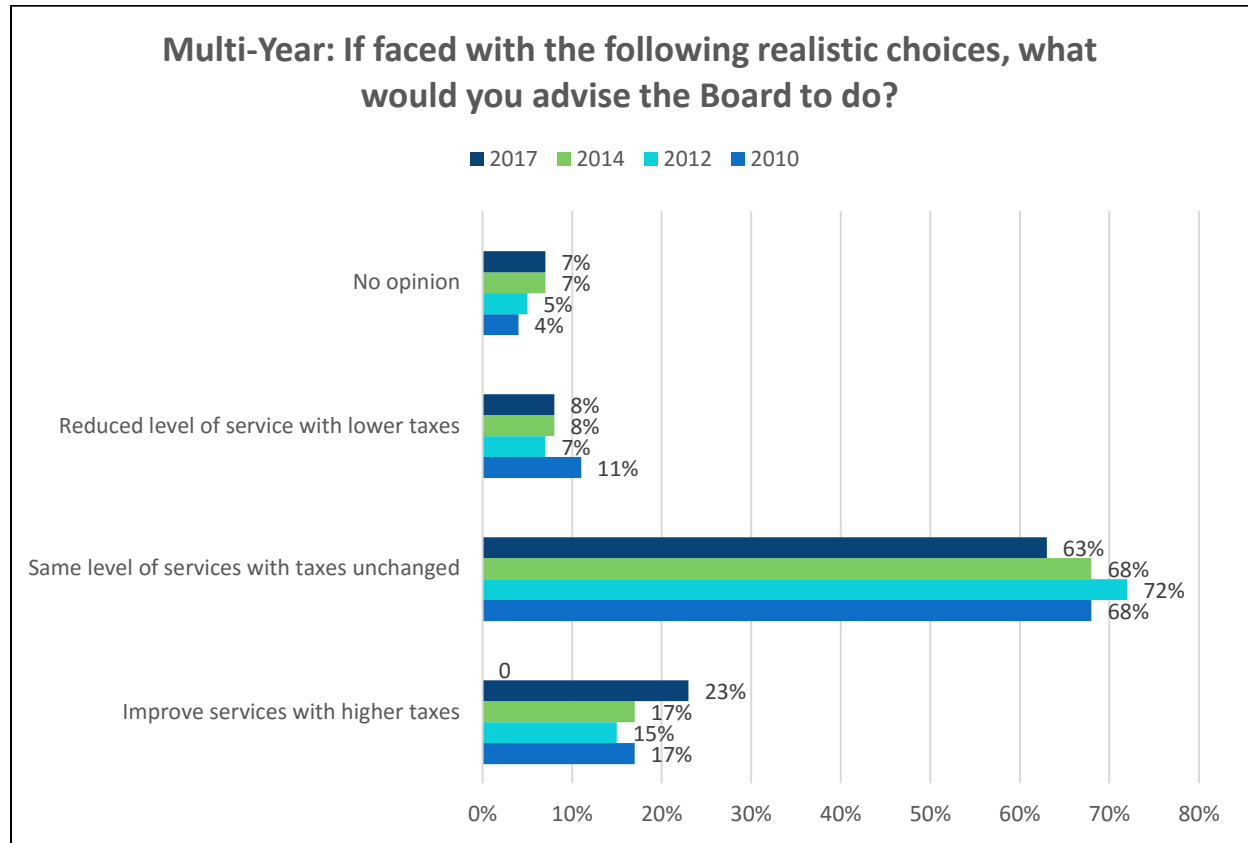




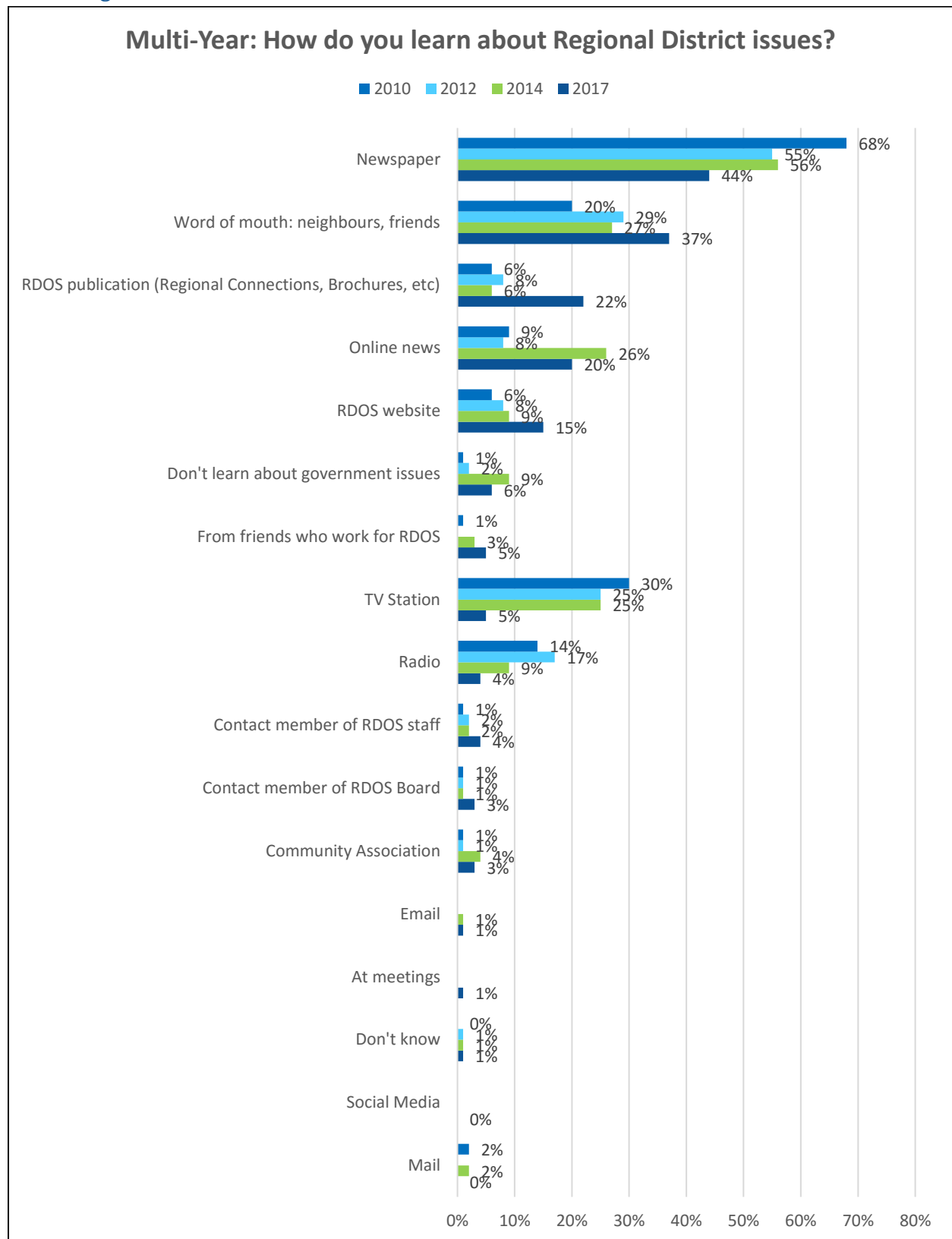
Service Satisfaction



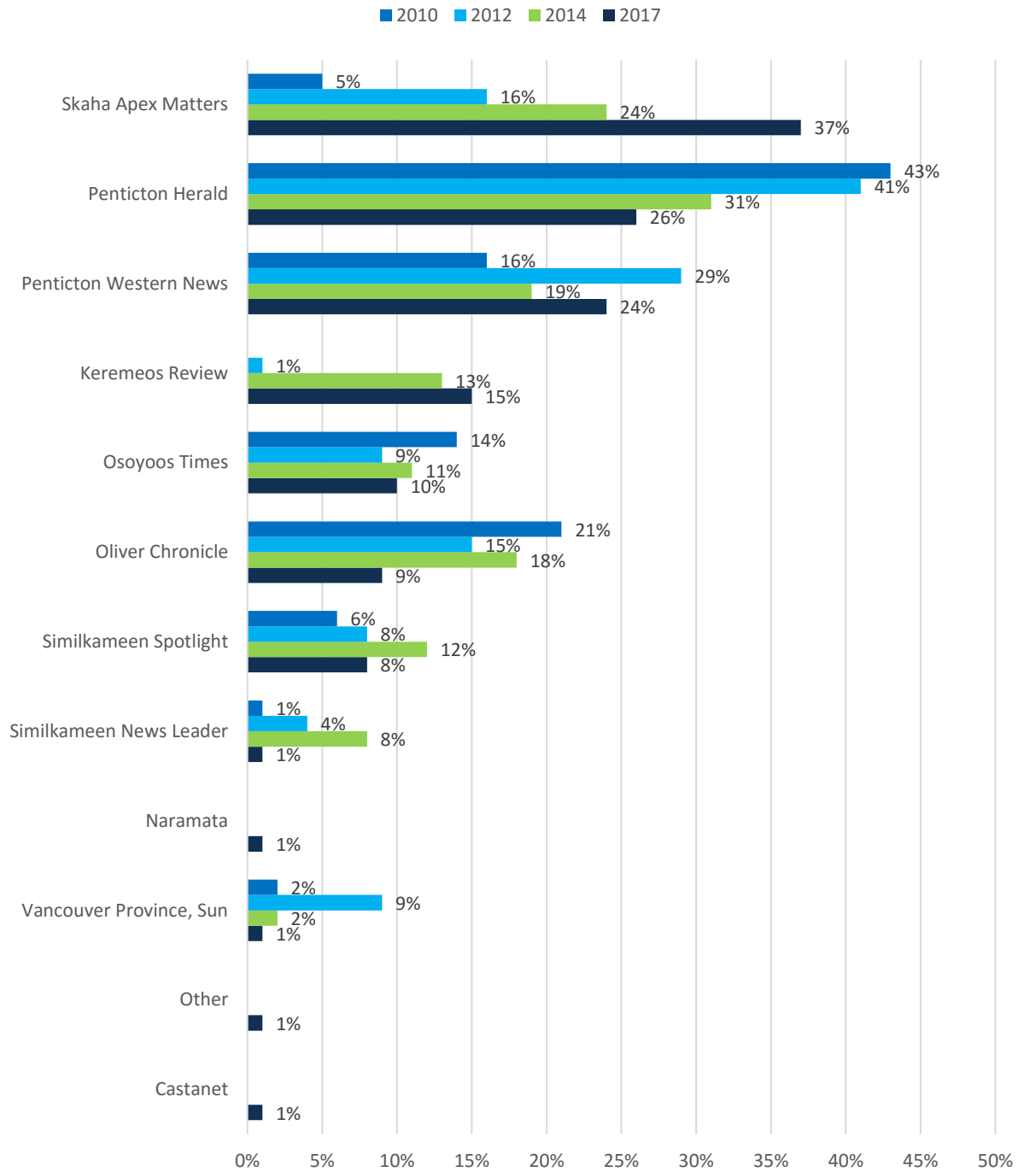
Future Choices



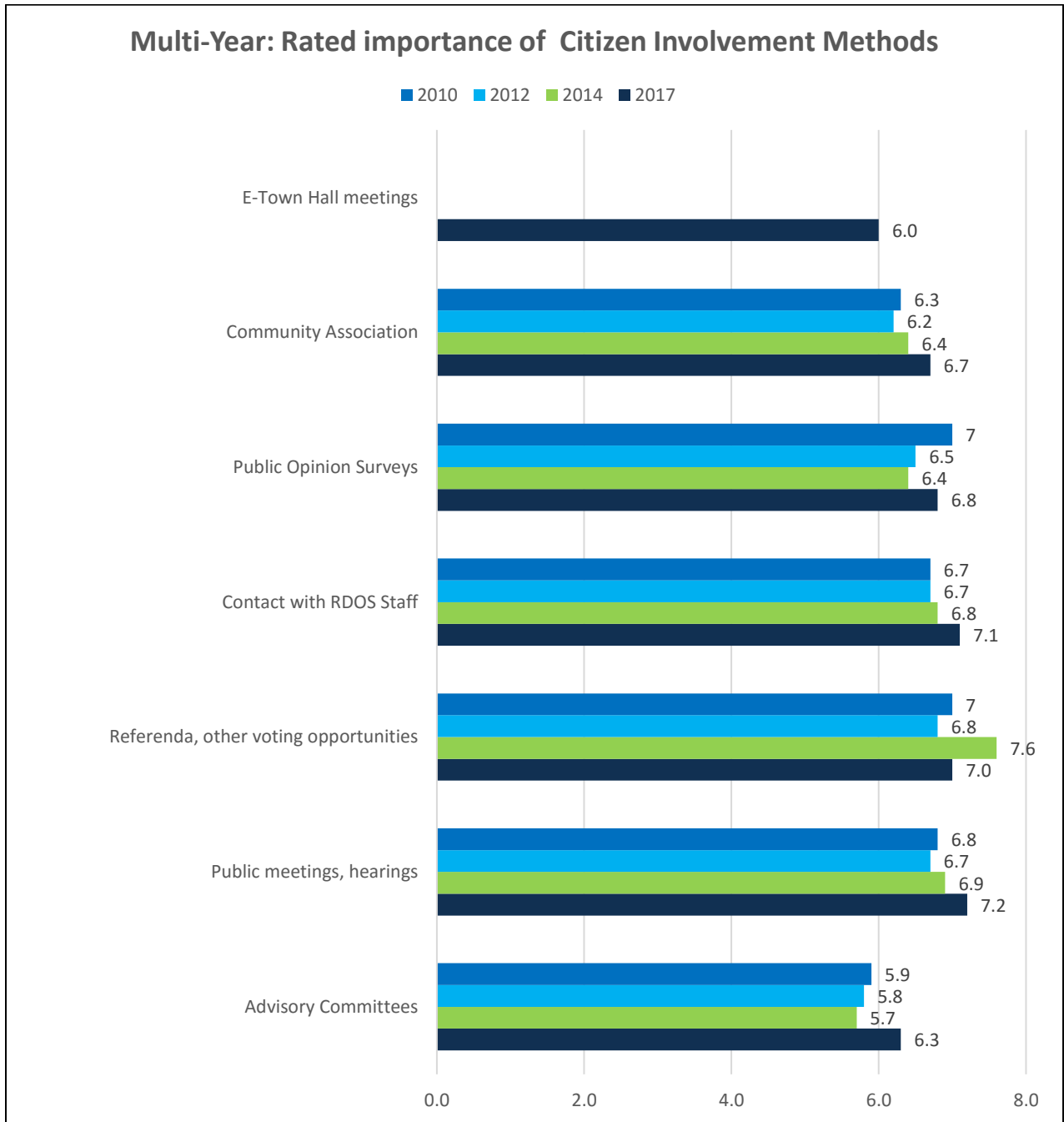
Knowledge of RDOS



Multi-year: Which Newspaper(s)?



Citizen Involvement



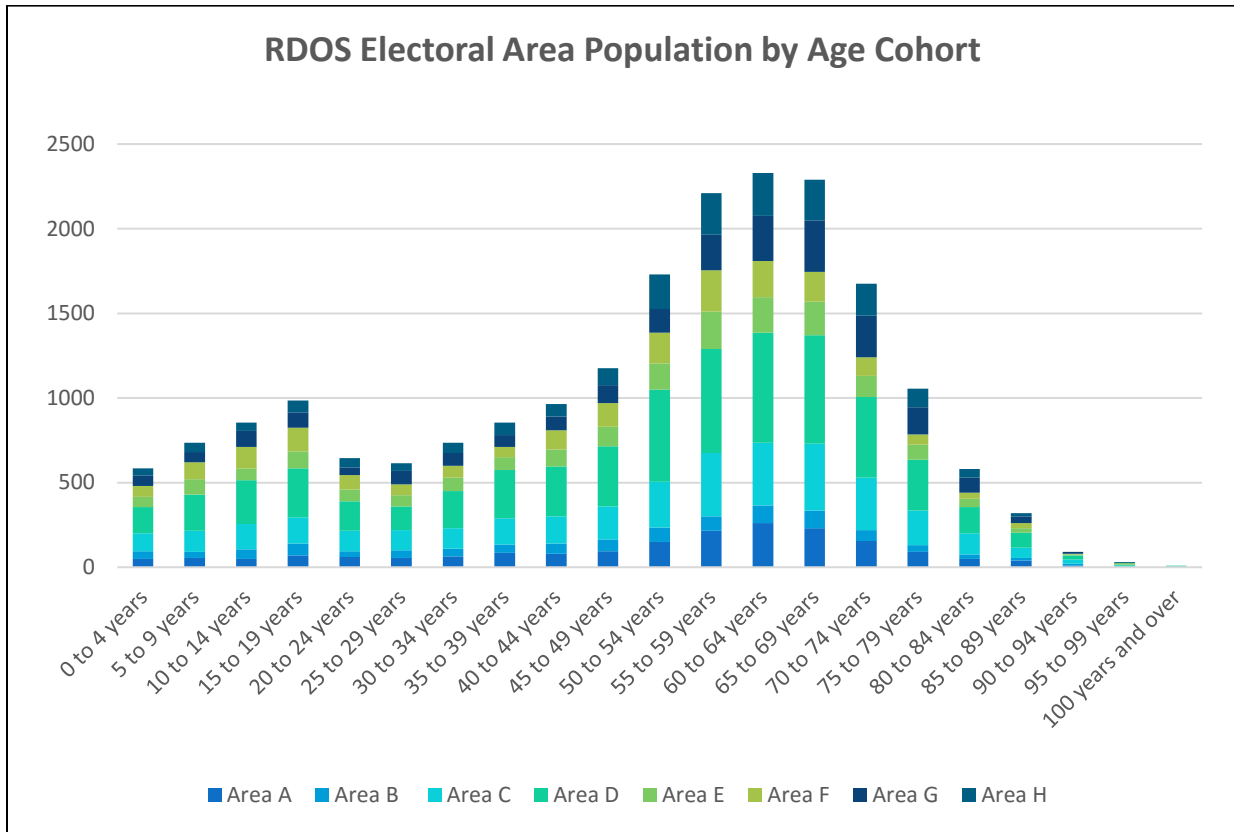
Potential Further Analyses

- Response projections to total RDOS population (less municipalities).
 - For example: Based on statistically representative sample of the phone survey, we can extrapolate that a total of 9,403 people have visited the RDOS website, and 1,635 people have paid for services via the RDOS website.
 - Note: Projections are based on Census 2016 population data that reports a population of 20,442 in RDOS Electoral Areas.
- Rating of understanding how the Regional District spends taxes in relation to the respondents' rating of receiving good value for the taxes paid.*
 - Answer: How do respondents' ratings of value for taxes paid relate to their knowledge of how Regional District taxes are spent?
- Frequency of Service Use by Service Satisfaction
 - Answer: How does satisfaction correlate with frequency of use? Are ratings from people who have used the service? Data can be filtered to consider ratings only from those who have used the service at least once in the past year. *
 - i.e. Use of Regional transit in relation to Satisfaction levels.
- Frequency of Service Use by Electoral Areas
 - Answer: How does the frequency of use for a particular service vary by Electoral Area?
 - i.e. Recreation centre use in various electoral areas.*
 - Note: Final result to be interpreted in the context of the services available.
- Frequency of Service Use by Demographic Variables (Age Cohort and Gender)
 - Answer: How does the frequency of use for a particular service vary across age groups? *
 - i.e. Parks, trails and beach use among age groups of 18-39 yrs, 40-64 yrs, 65+ yrs
- Which demographic groups are most interested in each citizen involvement method?
 - Requires cross-analysis by demographic variables.*
- Water satisfaction by Water source or Irrigation District
 - Answer: How do satisfaction levels correlate with water sources, irrigation district?*
- Thematic coding of qualitative responses.

(*) = Use of statistical software (ie. SPSS) recommended.

Appendices

Appendix A – Population by Detailed Age Cohort – Census 2016



Census 2016 Data

If faced with the following realistic choices, what would you advise the Board to do?

Most common answer: Reduced level of services with lower taxes.

Which Services should be reduced?

- RECREATION PROGRAMS (x5)
- MORE DILIGENT AND FRUGAL WITH THE TAXES, BE MORE FISCALLY RESPONSIVE (x4)
- GARBAGE
- SNOW REMOVAL
- BYLAW ENFORCEMENT (x4)
- TRANSIT SERVICES (x6)
- REDUCE LIBRARY HOURS
- USE OF OUTSIDE CONSULTANTS

How can the Regional District involve citizens better in policy making, development management and the budget process.

- WORKING WITH VARIED SCHEDULES (IE NIGHT MEETINGS).
- E-MAIL AND NEWSLETTERS
- ENCOURAGE INTERACTIVE WEBSITE PROGRAMS
- FACEBOOK PAGE
- DIRECT MAIL OUTS, QUESTIONNAIRES
- IMPROVE ONLINE PRESENCE AND TRANSPARENCY.
- MORE SOCIAL MEDIA
- MORE ADVERTISING ABOUT MEETINGS
- MORE LOCAL MEETINGS/MORE OFTEN
- MORE MEDIA COVERAGE ABOUT ISSUES
- MORE POSITIVE OPEN DOOR AT RDOS OFFICE
- LARGER FACILITIES FOR PUBLIC MEETINGS
- MORE NOTICE IN NEWSPAPERS
- NOTICE BOARDS
- SMALLER PUBLIC MEETINGS WITH THE REGIONAL DIRECTOR
- SURVEYS AND E TOWN HALL MEETING
- EMAIL LISTS / E-BLASTS

Do you have any additional comments or suggestions for the Regional District? (comments may be shortened or combined for brevity)

A-Osoyoos Rural

- ASKING FOR ROAD MAINTENANCE FOR 4 YEARS AND THERE IS NO RESPONSE
- THE RDOS NEEDS TO BE MORE AVAILABLE TO CITIZENS

- THE ONLY THING I DON'T LIKE ABOUT RDOS IS THE VERY POOR QUALITY OF OUR WATER
- IF WE HAVE TO PAY FOR DOG CONTROL BYLAW, THEN DO SOMETHING.
- IT WOULD BE NICE TO HAVE A POLICE OFFICER DRIVE BY EVEN JUST ONCE IN AWHILE, THEY SHOULD BE FAMILIAR WITH THE AREA AT LEAST (x2)
- MORE REGULATION ON SUMMER VISITORS USING PROPERTY FOR NON-ZONED THINGS. WE HAVE TO CONFORM TO RULES SO SHOULD TOURISTS, RENTING FRONT YARDS TO CAMPERS IS UNFAIR
- MY PROPERTY TAXES SHOULD BE SPENT FOR MY AREA, BUT IT APPEARS THAT POUR MONEY IS SPENT WHEREVER THE RDOS WANTS, NOT WHERE WE WANT
- TRY TO REDUCE COSTS OF THINGS THAT ARE NOT NECESSARY
- WE PAY A LOT FOR OUR WATER BUT IT IS ONLY DRINKABLE FROM OCTOBER - MARCH. WATER SHOULD BE A PRIORITY

B-Cawston

- LEAVE THE WEEDS AND MOSQUITOES, QUIT ENDANGERING BEES
- IMPROVE RECYCLING, TOO MANY RESTRICTIONS, MANY CITIZENS CANT GET TO LANDFILL, TAXES GO UP BUT SERVICES GOES DOWN
- OPEN UP DYKE ROADS TO PUBLIC

C-Oliver Rural

- BETTER SERVICES BY HIGHWAYS CONTRACTOR -- THEY NEVER TAKE CARE OF THE BACK ROADS UNLESS IT'S A SCHOOL BUS ROUTE
- CHARGE LESS FOR WATER
- CLIMATE CHANGE CONCERNS.
- RDOS IS HARD TO GET A HOLD OF
- I SUPPORT THE IDEA OF JOINING WILDLIFE PRESERVES TOGETHER
- THE QUALITY OF THE WATER IS FANTASTIC, BUT THE PRICE IS TOO HIGH. (x2)
- THE WATERS TERRIBLE. WE'VE BEEN ON A BOIL-WATER ADVISORY FOR THREE MONTHS
- I'M SATISFIED WITH THE TREATMENT [OF INVASIVE AND UNWANTED PLANT SPECIES], BUT IT SHOULDN'T BE PAID BY THE REGIONAL DISTRICT, IT SHOULD BE PROVINCIAL.
- HERITAGE CONSERVATION, IT SHOULD BE PROVINCIAL.
- MY SUGGESTION IS TO GET AN INDOOR POOL.
- ONE OF THE AREAS WHERE I THINK THEY COULD DO A MUCH BETTER JOB IS DISTINGUISHING BETWEEN MUCH HIGHER RURAL AREAS AND URBANIZED RURAL AREAS.
- ONE OF THE PROBLEMS HERE IS POLICING AND FIRE
- THE REGIONAL DISTRICT NEEDS TO HAVE MORE POWER TO MAKE PEOPLE WITH UNTIDY PROPERTIES DO SOMETHING ABOUT IT.
- THERE'S TOO MUCH BUREAUCRACY

D-Kaleden, Ok Falls, Apex, Upper Carmi

- BETTER CELL SERVICE
- BOAT LAUNCH IN OK FALLS NEEDS ATTENTION
- ATTRACTION OF YOUNGER AGE GROUP INTO RDOS
- DEER PROBLEM IN THE AREA
- FIX THE WATER SYSTEM IN OK FALLS THAT HAS BOIL WATER ADVISORIES (x3)
- COMMUNITY IS VERY GOOD
- FIRE PROTECTION FUNDING IS NEEDED
- IMPROVING ROADS, POTHOLES SHOULD BE A PRIORITY (x8)
- I WOULD LIKE TO UNDERSTAND HOW EVERYTHING WORKS WITH THE REGIONAL DISTRICT
- I'M PRETTY HAPPY WITH THE WAY THINGS ARE RUN HERE
- IMPROVE TRANSIT (X2)
- MAKE IT MORE FAMILY FRIENDLY AND IMPROVE TRAFFIC CONTROL
- MORE COMMUNICATION FROM THE DISTRICT WOULD BE GOOD
- MY CONCERN IS WHEN THEY WIDENED YELLOW LAKE THEY DUMPED THE TOP FILL THAT ARGO USES TO MAINTAIN THE ROADS, CREATING A BLOCKAGE FOR WHERE TROUT LAKE DRAINS
- NEED FUNDS FOR THE PARK IN HERITAGE HILLS
- NEED STREET LIGHTS IN PEACHCLIFF PLACE
- EXPANDING RECYCLING PROGRAMS
- RECREATION CENTER WITH A POOL OPEN YEAR ROUND
- ROAD MAINTENANCE IN WINTER FOR SECONDARY ROADS IS NOT GOOD. THE NO MOTORIZED BOATING ISSUE ON TROUT LAKE SHOULD BE ADDRESSED BECAUSE IT IS A WATER SUPPLY FOR RESIDENTS
- THANKS FOR TRAIL FROM HIGHWAY TO THE LAKE
- THE ROADS ARE TERRIBLE AND NEED WORK
- WE HAVE NO HOUSE FIRE PROTECTION IN TWIN LAKES AREA AND ARE CLOSE ENOUGH TO KALEDEN FIRE HALL TO HAVE IT.
- WHAT IS THE MODERATE FEE FOR ZEBRA MUSSEL EDUCATION?
- WHAT IS THE RDOS GOING TO DO WITH THE SURVEY INFORMATION
- WOULD LIKE TO SEE MORE FAMILY ORIENTED ACTIVITIES AND ID LIKE TO SEE THE RESULTS OF THIS SURVEY IN MY MAILBOX

E-Naramata

- BE MORE TRANSPARENT
- BETTER SNOW REMOVAL
- CUT BACK ON EXPANSION SPENDING MONEY ON RIDICULOUS THINGS
- LANGUAGE USED IN ADVERTISING COMMUNITY MEETINGS IS VERY LEGALISTIC, NEEDS TO BE COMMON LANGUAGE AND MORE INVITING AND WELCOMING TO THE CITIZENS TO INVITE PARTICIPATION
- LOOK AFTER ROADS BETTER. TOO MANY POTHOLES
- NEED SOME KIND OF ENFORCEMENT DURING THE SUMMER TO KEEP DOGS OFF THE NO DOG BEACHES

- NEW DEVELOPMENT IS GETTING PRIORITY OVER EXISTING DEVELOPMENT. (x2)
- PUBLIC TRANSIT NEEDS TO BE MORE AVAILABLE, RUN LONGER ETC.
- CONCERN ABOUT PACKING HOUSE PROPERTY ON VALUABLE LAND. WHATEVER HAPPENS THERE WILL DEFINE THE COMMUNITY FOR YEARS.
- THE ROAD FROM NARAMATA TO PENTICTON NEEDS TO BE WIDENED.
- THERE NEEDS TO BE MORE POLICE PRESENCE. I WOULD HAVE SAID QUALITY OF LIFE AND RAISING CHILDREN WAS A 10 IF THERE WAS POLICE PRESENCE

F-Okanagan Lake West

- BIGGEST ISSUES- HORSES, MOSQUITOS, MORE POLICE NEEDED
- DIRT BIKES SHOULDN'T BE ALLOWED ON THE KVR
- IT IS SO IMPORTANT TO HAVE CLEAN WATER
- OUR NEIGHBORS YARD IS UNSIGHTLY. I'VE CALLED THE RDOS NUMEROUS TIMES AND NOTHING IS BEING DONE
- WE DON'T HAVE ENOUGH POLICE FOR THE AREA FOR THE COST OF TAXES WE PAY, ROAD MAINTENANCE IS LAPSE, NO ROADSIDE MOWING FOR OVER A YEAR, BUT WE PAY FOR IT AND THIS A SCHOOL BUS ROUTE. WE PAY 1800.00 PER YEAR FOR WATER, BUT THE QUALITY IS HORRIBLE

G-Keremeos Rural

- DIRECTORS\RDOS SHOULD ACCEPT THAT THIS IS A MOSTLY RURAL SMALL TOWN AREA, DON'T NEED BIG CITY AMENITIES\POLITICS
- DON'T REDUCE LIBRARY HOURS (X3)
- GET RID OF MOSQUITOES
- MORE OPPORTUNITIES FOR FAMILY RECREATION
- MORE WHEEL CHAIR ACCESSIBILITY IN KEREMEOS
- PARKS AND TRAILS
- STREET LIGHTS IN OLLALA
- WHY DID LANDFILL RATES GO UP?
- YEAR ROUND POOL
- I'D LIKE TO SEE PHARMACARE REDUCED.

H-Princeton Rural

- GOOD JOB



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Protective Services Committee

Thursday, August 03, 2017

11:00 a.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Protective Services Committee Meeting of August 3, 2017 be adopted.

B. FIRE PROOFING/ FUEL MANAGEMENT – For Discussion [Page 96]

C. ADJOURNMENT

-----Original Message-----

From: Karla Kozakevich

Sent: July 19, 2017 9:02 AM

To: Bill Newell <bnewell@rdos.bc.ca>; Christy Malden <cmalden@rdos.bc.ca>

Subject: FW: RDOS Burning Law

Hi Bill & Christy,

Tom would like us to have a discussion at a future board meeting about fire proofing of properties and fuel management. Can this be on the next environment or protective services committee meeting?

Thank you,

Karla

-----Original Message-----

From: Karla Kozakevich

Sent: July 10, 2017 11:29 AM

To: Elef Christensen <echristensen@rdos.bc.ca>

Subject: FW: RDOS Burning Law

Subject: RE: RDOS Burning Law

That sounds like a good idea Tom. I did speak with the Argo supervisor Bill this morning and he said they are not doing any weed mowing on the sides of highways and roads right now due to the fire rating and the possibility of a spark from the equipment. That could last all summer. The excessive rain and ground water this spring has created a higher growth of weeds in some areas than normal. If they get a period of rain they will try to get out and do some mowing.

-----Original Message-----

From: Tom Siddon

Sent: July 10, 2017 11:07 AM

To: Bill Newell <bnewell@rdos.bc.ca>; Mark Woods <mwoods@rdos.bc.ca>

Cc: Michael Brydon <mbrydon@rdos.bc.ca>; George Bush <gbush@rdos.bc.ca>; Bob Coyne <bcoyne@rdos.bc.ca>; echristiansen@rdos.bc.ca; Karla Kozakevich <kkozakevich@rdos.bc.ca>; Mark Pendergraft <mpendergraft@rdos.bc.ca>; Terry Schafer <tschafer@rdos.bc.ca>

Subject: FW: RDOS Burning Law

Good morning Bill and Mark,

Please note the following exchange I had with (former fire chief) Darlene Bailey last Thursday, following the Kaleden Fire. I think Darlene's comments are quite telling of the issues we now have to face throughout our interface areas ever since the burning bylaw was enacted several years ago. The wood waste, brush and other "fuel" continues to build up around our rural populated areas, especially on the bench land cut-banks and along the MOT rights-of-way which are not being kept "weed-free" by MOTI or Argo.

We're going to have to face up to this growing accumulation of wild-fire fuel, which our seniors population in particular is unable to cope with around their homes and properties.

Can we schedule some time for our Board, or at least the rural area Directors, to discuss possible solutions to this serious problem?

Tom Siddon

-----Original Message-----

From: d bailey

Sent: July 6, 2017 5:44 PM

To: Tom Siddon <tsiddon@rdos.bc.ca>

Subject: Re: RDOS Burning Law

Please do.

> On Jul 6, 2017, at 5:14 PM, Tom Siddon <tsiddon@rdos.bc.ca> wrote:

>

> Thanks for your comments and suggestions Darlene. Do you mind if I share your thoughts with Mark Woods and Bill Newell? Tom Siddon

>

> Sent from my BlackBerry 10 smartphone on the Rogers network.

> Original Message

> From: d bailey

> Sent: Thursday, July 6, 2017 4:52 PM

> To: Tom Siddon

> Cc: kaledenfire

> Subject: RDOS Burning Law

>

>

> Hi Tom

> I just finished reading on castanet your concerns regarding property owners not keeping their property fire safe. Highways not mowing along right way. I agree with everything you said. As Kaleden's fire chief for 27 years and a fire fighter for 43 years I have seen the community change in some not favourable ways. Property bought for investment and not maintained except around home. Deer fences with locked gates put up which makes firefighting very default. This fire on Tuesday which I was assisting the department with was not a surprise to me but my worse night mare come true. In 2005 the RDOS put into place a burning bylaw that prevented the residents from removing some of the dangers of wild land fire by burning off some properties. I know that burning is not good for all properties and can be abused. The smoke is also not good for the environment and is very much a health issue with many residents. Larger properties along Pineview Dr and the KVR use to clean up the property every few years by pulling the dry grass and pine needles down the hill part way and burning in the early spring only. Perhaps hire a qualified person to remove hazards by burning or cutting. Very expensive if you can find someone. Not reasonable to expect them to carry 2 or 3 acres of pine needles and waste up the hill and put in a paper bag. After I was not able to give them a burn permit the fuel has continue to build up. This slope above KVR is prime for the next fire. I don't know what the answer is but absent land owners should be required to maintain property as should all property owners.

> Retired Fire Chief Darlene Bailey

>

> Sent from my iPad



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Environment and Infrastructure Committee

Thursday, August 03, 2017

12:15 p.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Environment and Infrastructure Committee Meeting of August 3, 2017 be adopted.

B. DELEGATION

1. **Bryn White - Program Manager, South Okanagan-Similkameen Conservation Program**

Ms. White will address the Board to introduce the South Okanagan-Similkameen Conservation Program Foreshore Partnership Presentations.

2. **Jason Schleppe – RPBio, Senior Natural Resources Biologist, Ecoscape Consulting**

Mr. Schleppe will address the Board to discuss Okanagan Lake Foreshore Inventory Mapping Results of 2016.

3. **Lora Nield - Senior Ecosystem Biologist, Ministry of Forests, Lands, and Natural Resource Operations**

Ms. Nield will address the Board to discuss Foreshore Flood Protection and Post Flood Recovery Works.

C. ORGANICS FACILITY SITE [Page 99]

1. Presentation [Page 102]

2. Responses Received - Letters [Page 111]

3. Responses Received - Emails [Page 115]

4. SLR Global Environmental Solution Report - Compost & Woodchip Market Potential [Page 118]

To determine a preferred location for a Regional Compost Site for food waste, yard waste, wood waste and waste water treatment sludge.

RECOMMENDATION 2

THAT the Regional District identify the Summerland Landfill as the preferred site for a Regional Compost facility; and,

THAT the Marron Valley Road site be considered as a secondary alternative for the development of a Regional Compost facility.

D. ADJOURNMENT

ADMINISTRATIVE REPORT

TO: Environment and Infrastructure Committee

FROM: B. Newell, Chief Administrative Officer

DATE: August 3, 2017

RE: Selection of Site for Regional Compost Facility

Administrative Recommendation:

THAT the Regional District identify the Summerland Landfill as the preferred site for a Regional Compost facility; and,

THAT the Marron Valley Road site be considered as a secondary alternative for the development of a Regional Compost facility.

Purpose:

To determine a preferred location for a Regional Compost Site for food waste, yard waste, wood waste and waste water treatment sludge.

Reference:

[Webpage - Organic Management Facilities Feasibility Study](#)

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

KSD #3 – Build a sustainable region: Goal 3.3 – To develop an environmentally sustainable region
Objective 3.3.4 – Complete site analysis of the new organics processing facility

Background:

The 2012 Solid Waste Management Plan called for the development of facilities that would allow food waste and other organics to be diverted from local landfills. The Plan also called for improvements of local composting facilities including those for waste water treatment sludge.

In addition, the Regional District is now in contravention of the Landfill Gas Capture Regulation. RDOS has advocated to the Province that with the removal of organics from Campbell Mountain Landfill, a BioCover Methodology would be favourable to an Active Gas Capture System.

With partial funding from the Federation of Canadian Municipalities, the RDOS hired Tetra Tech EBA to conduct numerous feasibility studies and odour models. The RDOS hired SLR to provide

comparisons between 6 sites using 4 scenarios and the attached marketing study. SLR evaluated a site adjacent to the District of Summerland Landfill and the Marron Valley Road site as the two most favourable based on a number of predetermined criteria.

In 2017 the RDOS engaged in a wide public consultation regarding the two sites following the updated Provincial 'Guide to Solid Waste Management Planning'. The results of this public consultation have been presented to the Board at a prior meeting.

Feasibility Study Results:

From the SLR analysis, the Marron Valley Rd site is preferred in terms of net Greenhouse Gas (GHG) savings, distance along non-highway roads and overall lifecycle costs which includes transportation to site. The Summerland site was found to have preferable odour modelling results using the same modelling, technology and feedstocks. The comparisons assumed the cost of acquiring tenure to the sites, improving the infrastructure and constructing the facilities would be similar.

Table 1: Results From SLR Analysis

Analysis (Co-Siting Food Waste and WWTP Sludge, Mixed Residential Food & Yard Waste Collection)	Marron Valley Rd	Summerland	Notes
GHG Savings Net tonnes CO2 equivalent (Open Windrow Compost some Residential Food & Yard Waste)	3572	3552	0.6% difference
Comparative distance along non-highway roads one way ¹	1 km	6.5 km	Based on quickest driving routes
Odour Impacts (homes within estimated 5 odour unit maximum per year Moderate odour control)	31	0	CALPUFF Model, identical scenarios
Life cycle Costs (\$/tonne including transportation costs to site)	\$95	\$98 (\$96*)	*Use of existing Summerland Scale reduces cost \$2/tonne

1. Estimated Google Maps

Public Consultation Results:

Public consultation brought forward a number of concerns for both alternatives including odour, leachate and transportation to the site. These, and other concerns, are detailed in a technical memo presented to the Board at an earlier meeting.

The Solid Waste Management Plan directs that the RDOS 'consider the acquisition of land to collocate several waste management facilities on the same site.' This was intended to reduce the number of locations of facilities to both save money by sharing utilities and weigh scales; and, minimize conflicts with adjacent land users by siting waste management facilities in one place.

Unique concerns raised by residents in the Marron Valley relate to a new industrial compost facility in an area used presently for rural residential homes and the Marron Valley Springs resort.

Summerland residents were concerned with the facility increasing what they saw as existing issues. This includes potential leachate from the landfill, an unlined wastewater treatment sludge composting site and truck traffic using Prairie Valley Rd.

Properly designed, Regional Compost sites could be placed at both locations with minimal impacts to local residents. Proper design would include full leachate control, high odour control and high standards for vehicles accessing the sites.

RDOS Staff have presented the Summerland site as the preferred location for the Regional Compost site due to the higher perceived social benefits as compared to the Marron Valley site.

Alternatives:

1. Designate the Summerland Landfill as the preferred alternative/ Marron Valley 2nd
2. Designate the Marron Valley as the preferred alternative/ Summerland 2nd
3. Continue to accept organics at the Campbell Mountain Landfill (CMLF) and retract the application for the BioCover Gas Capture Methodology

Analysis:

Committee has received a number of presentations on the importance of diverting organics and liquid waste sludge from CMLF. The public has identified leachate, odour and transportation as the key issues. While mitigating activities have been identified for those key issues for both sites, it would be important for the Regional District to declare a preferred site so we can drill down and get more specific information, such as the following:

- Determine interest to proceed from the preferred alternative;
- Enter into an access agreement to allow the RDOS to conduct various studies;
- Assessment of preferred site, including environmental, archeological, water, appraisals and surveying;
- Submission of Solid Waste Management Plan amendment declaring preferred and secondary sites;
- Identify participating jurisdictions interested in developing the Regional Compost site for diversion of their residential and commercial food waste and their waste water treatment sludge.

While the above studies could be conducted on both sites, it becomes a matter of cost and time.

Respectfully submitted:

Cameron Baughen

C. Baughen, Solid Waste Management Coordinator

Endorsed By:

Janine Dougall

J. Dougall, Public Works Manager



Regional District of Okanagan-Similkameen

Regional Compost Facility
August 3rd 2017
Environment and Infrastructure
Committee

Concerns Raised During Discussion

Continuation and Clarification of Prior July 20 Presentation

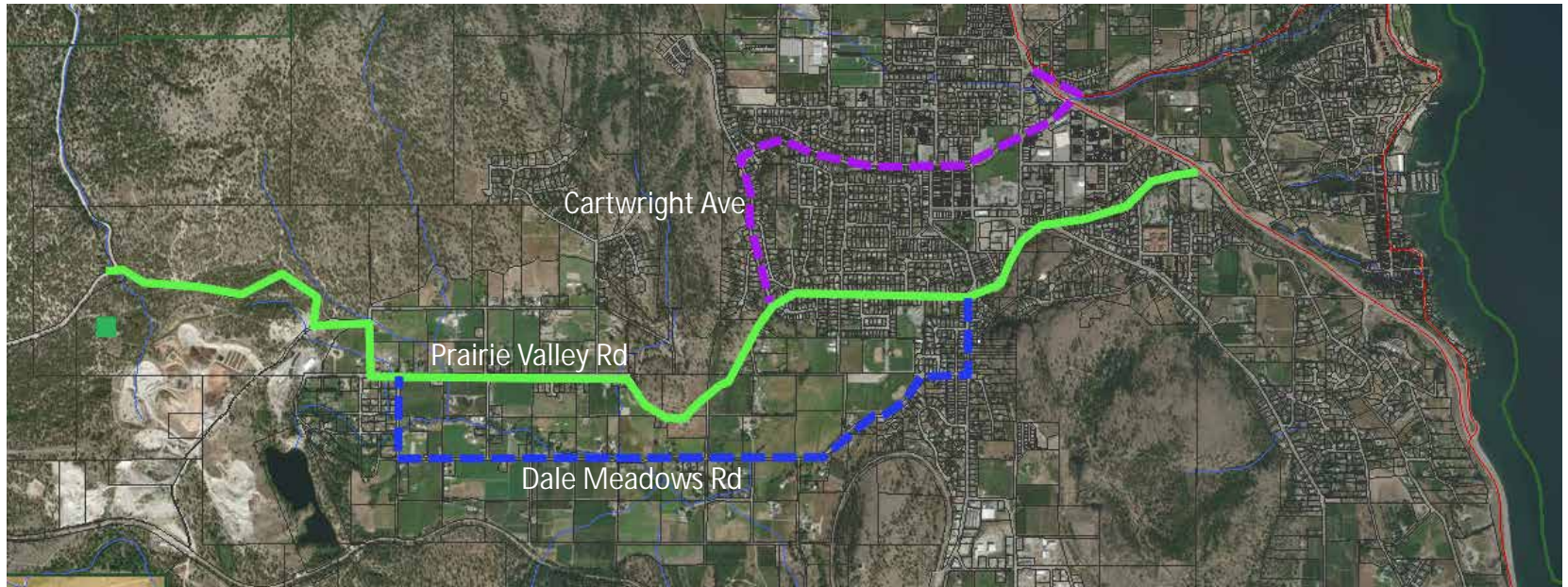
- Summerland Waste Water Treatment Plant
- Alternate Routes Summerland
- Application of Development Cost Charges for Roads in Summerland
- Transfer Station Feasibility Costs
- Compost and Woodchip Marketing Memo
- Tour of Facilities

Summerland WWTP



- The Summerland Waste Water Treatment Plant uses a mix of woodchip and carbon filters to reduce odour

Alternate Routes Summerland

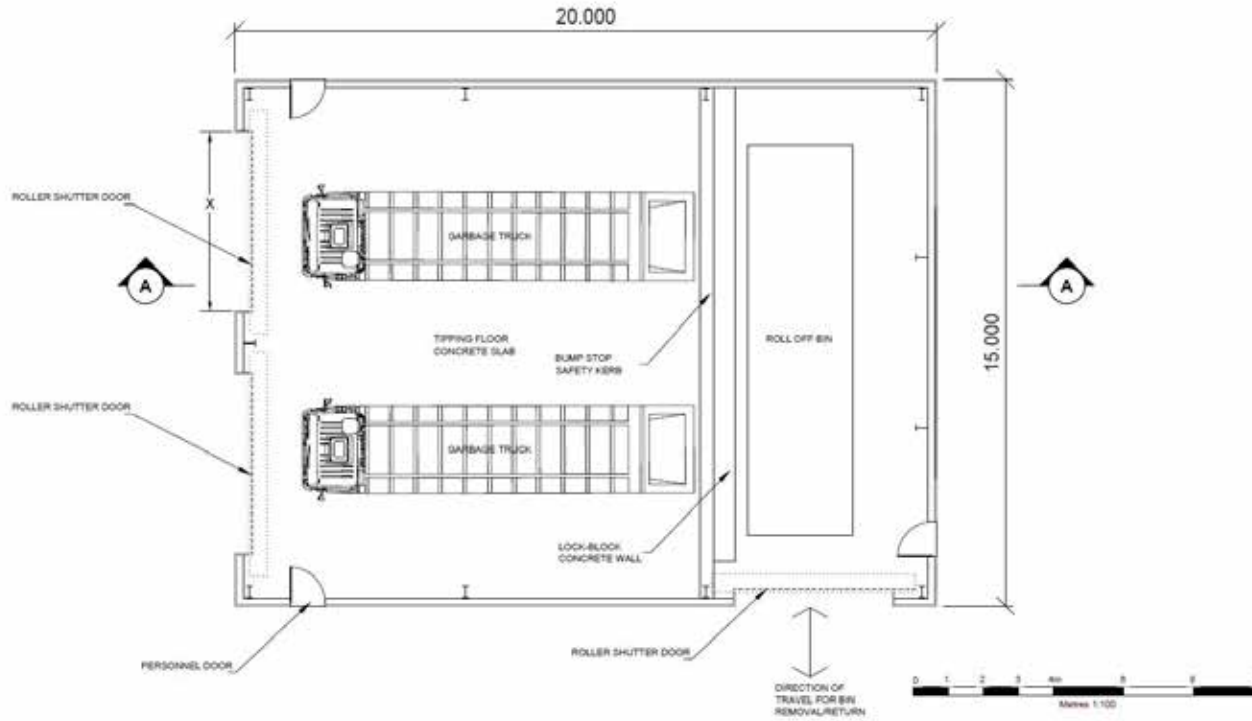


- Potential Alternate Routes – Dale Meadows Rd and Cartwright Ave
- Summerland Staff identify soft soils on Dale Meadows Rd – road restrictions
- Prairie Valley Rd has deeper road base than alternatives
- Alternate routes would require upgrades if used for heavy trucks

Development Cost Charges

- Offset costs due to new development
- Relates to costing based on third party estimates
- Summerland has DCC bylaws applicable to Prairie Valley Rd
- Compost site would need to pay applicable DCC rates for roads
- NOTE: other heavy truck traffic including landfill, aggregate and logging operations would not pay DCCs

Transfer Station Costs



Detailed in
Collection Memo

- \$710,892 for a two bay drop into uncompacted roll off bins
- There is no location (land) selected, no operational/lease costs estimated
- Has building but no odour control, would only be for residential trucks
- The cost and benefit of transfer station and potential location to be considered once technology is chosen

Compost & Woodchip Market Potential

- Market potential study was undertaken
- Review of other Regional Districts compost marketing strategies and survey of existing compost market in RDOS
- Food waste compost had perceived value of \$40-\$50 per tonne
- Waste water treatment sludge compost had perceived value of \$10-\$20 per tonne (price all materials sold; does not consider landfill bio-cover option)
- All revenues considered in overall cost per tonne at facilities
- Local pricing of compost ranges depending of feedstocks, quality and organic certification



Location	Price per tonne delivered (converted from yrd3)
Southern Plus Feedlots	\$67.50
Big Horn Contracting	\$81-\$105.75
Southern Okanagan Equipment	\$164.25

Location (contains waste water sludge)	Price per Tonne at Landfill
Penticton Compost	\$12.50-\$20.00
Summerland Compost	\$20

Potential Tours



[Kelowna/Vernon Regional Compost Site](#)
(potential tour site)



[Abbotsford – Net Zero Waste – Invessel](#)
(potential tour site)

Kelowna/Vernon Regional Compost Facility (1hour, 32 minutes one way, 104 km)
Net Zero Waste Abbotsford (3hr, 28 min one way, 354 km)

Questions and Identification of Additional Information Required

RDOS – Proposed Composting Site West of Kaleden, BC. – May 2, 2017

Attention: RDOS Board via Area “D” Director Tom Siddon

This document is intended to express my objection, concerns and ask questions about placing a composting site along Marron Valley Road. My research has shown that although composting helps with waste management it is not without its effects and negative impact in the areas surrounding its location.

I do not support or wish to have a Composting Facility in this location.

This objection is based on a number of points which I will list below in what I believe are priorities to me. I will try and highlight those points affecting me personally.

- 1. Why create yet another waste management site? Find a way to use the existing locations which RDOS already manages. We live in a very special location in Canada. We know that some delicate ecosystems are the only locations in Canada. With all the land usages for growth and agriculture why create yet another manmade waste site that will impact our air quality, water quality and wildlife and negatively affect those living nearby who moved there to not be burdened with this.**
- 2. Health Effects? My family moved here in 1981 for quality of life. I have asthma and am concerned about the effects this site will have on my health. Air Emissions from this will not be natural. Bio aerosols and the movement of negative fungi, viruses etc. in fine particulate are not conducive to my health. The effects will be particularly bad during the spring, summer and fall with cooling diurnal winds draining down Marron Creek to the main Okanagan Valley. During the evening we sit outside, open our windows to let our house cool and leave the windows open all night to mid-morning. Can you provide 100% assurance that our air quality will not be negatively affected and in effect my health.**
- 3. Odor? What materials are going to be processed at the site? Is the intent to treat sewage effluent and rotting food products? As I mention above we**

live here for a reason, particularly in the rural area. Again my concern is that during the diurnal wind patterns overnight that the odor will follow the drainage pattern and affect where we live. I am aware of other areas such as Richmond and near Vernon to name 2 in BC and I have personally experienced odor from waste treatment, sewage treatment and feedlot sites in the USA. The odor commonly travelled more than 10 miles with certain airflow patterns. I do not want to have to live with this here. Stop it before it starts. Do we want to advertise for tourists and have them come to holiday and have to endure the negative odors. From having lived this in the winter months in Arizona we should stop this before it starts. What guarantee will RDOS provide that this will not occur and will RDOS cover property devaluation in Kaleden if it does occur?

4. Governance, Land Status, Regulations, Decision Makers, Operational Management and Accountability? This site is described on Locatee lands. It is my understanding that for this process to be approved a lease with the Locatee will have to be approved by Penticton Indian Band and INAC. Is there Provincial approval required? What legal authority will dictate how the site is operated? Can the Locatee or Band simply do as they wish as has occurred in other situations? Will BC Ministry of Environment play a roll or take hands off approach as they have in other situations? Will RDOS directly manage the site with employees or will it be a contractual arrangement? My worry is the monitoring, enforcement and required direct action will be bogged down in process, authorities, land ownership and we will see the buck passing or having to register a complaint, have some form of inspector go out (if they are allowed on Indian Reserve Lands) and then get into a situation where we are having to work through contracts or litigation, warnings, compliance notices etc. All while the existing impact is on the residents around the site. There is a recycling site near this location now and the activity and environmental stewardship is frankly not very stellar.
5. Environmental? As mentioned above the south Okanagan has delicate and endangered ecosystems that are found nowhere else in Canada. Why are

we considering yet another waste site? In addition to the air quality points I make above what impacts will this site have on the Marron Valley Watershed, that residence who gather water from it down to and including Skaha Lake. With the limitations on the water and the concerns around Twin lakes why would we risk another area? Any concentration of compost will attract wildlife, birds and rodents that are not natural to this area and in concentrations. Campbell Mountain was in effect when we moved here in 1981 and leaching concerns are now just showing. Waste on farmland in the Fraser Valley, Merritt and near Vernon show the concern elsewhere in the Province. Will the RDOS guarantee no negative impacts on Air Quality, Water Quality and conflicts with Wildlife, Birds and Rodents?

6. Emergency Management? The location of this site is particularly concerning as it is within a High to Extreme Wildfire risk area. During late spring to early fall this risk is 24 hours a day and is evident for example by 2 large wildfires that were person caused – 1985 Marron Valley Fire and the 1988 Parker Mountain or Twin lake Fire. It is not just the operation itself that worries me but also the increase in traffic to and from the site. How did the wildfires in recent years along the access road to Campbell Mountain landfill start? What agency will provide Emergency Management oversight including Fire Prevention and Response Activities. Will it be the Penticton Indian Band with authorities elevated to INAC. Who will pay for these functions? It is a big risk close to Interface areas.
7. Other Options? Maybe I missed it but I do not recall any notice or request for input into the establishment of composting sites in the preliminary stages. Now it seems like there are only 2 options to pick from. Too me both are fraught with the same issues. Use existing sites and if this is absolutely not possible why not us a site which has already seen extreme change such as the mine sites at either Brenda mines or Nickelplate as 2 examples.

I do not want this in my "Backyard". I ask that you consider my points above and request a follow-up response to these questions and concerns. I do intend to mention my concerns at the Public Meeting in Kaleden but not in detail as above. If you wish any further clarification please call or email me.

Finally I would like to thank you for this opportunity to express my objection, questions and concerns.

Sincerely

Denis G. Gaudry

Kaleden, BC.

Sent: July-18-17 10:28 AM

Subject: Marron Valley Proposed Compost Site Fire Protection Concern

Greetings,

The July 20th presentation to the Environment and Infrastructure Committee regarding concerns raised by public consultation identified that the Marron Valley site is not within a Fire Department Service area and that the Kaleden Fire Department may consent to extending fire service – fee for service.

It is highly unlikely that fire service will be provided. In prior conversations with the CAO of the RDOS we have been told that due to the lack of personnel and equipment at the Kaleden fire department, the Regional District's insurance would not cover the Regional District in the event that the area of service was extended.

This option to mitigate the concern for a lack of fire protection appears to be completely unrealistic.

Sincerely,

Ken Lintott & Brenda Leir

Subject: Proposed Regional Compost Facility Concerns

Sent: Jul 21, 2017 11:09 AM

As an RDOS taxpayer and property owner directly affected by a decision to locate the Regional Compost Facility in Marron Valley I would like to bring to your attention the advantages and disadvantages in locating the facility on land not owned or controlled by the Regional District or Municipal by-laws and regulations. The REFERENCES used in this memo contain additional information and confirmation of the conclusions made herein.

Respectfully

Ken Lintott

ADVANTAGES AND DISADVANTAGES OF LEASING LOCATEE OR CERTIFICATE OF POSSESSION LANDS ("CP") ON CANADIAN RESERVES

- As you are probably aware from the attendance in the gallery at the July 20th RDOS meeting, some influential PIB members have significant concerns about the proposed compost facility in Marron Valley and have taken their concerns to the Band Leadership. The PIB is currently developing a Land Code under the First Nations Land Management Act (FNLMA) (4) but until that is ratified, leases of Locatee land is under the legislation of the Indian Act.

Before executing a Section 58(3) lease, Aboriginal Affairs and Northern Development Canada ("AANDC") will require the consent of the CP (Locatee) holder and a letter or band council resolution from the Band indicating the Band's position on the application. In the *Tsartlip* (2) case, Federal Court of Appeal held that the Minister must balance of the interest of the CP holder and the First Nation as a whole when making a decision to lease CP land to a third party. (1)

- A development in the amount of \$15 to \$23 million on land that is not owned or controlled by the RDOS or Municipality within the district creates unnecessary risks to the RDOS taxpayer particularly in renewal clauses required in long term leases.
- The costs prior to actual development can "cost four to six times as much to put together a major investment project on reserve and it takes much longer to take a project from the proposal to operating stages." (3)
- A significant disadvantage of CP lands is the absence of any explicit provision permitting a mortgage over the lands, restricting the lessee's ability to get financing (1). This may not be a consideration for an RDOS project but should be thoroughly vetted.
- Uncertainty on lease renewal and the requirement for a closure plan that will include removal of waste, buildings, concrete and asphalt and possible disruption or termination of the facility.

- A formal Environmental Assessment will be required (1). Under Section 5 of CEAA 2012 all effects from the project to the environment can be considered, including fish and fish habitat, migratory birds, species at risk, air quality, water quality, soil, plants and wildlife, etc. The s.5 (c) definition of "environmental effects" also includes provisions that explicitly relate to Aboriginal peoples and the effects of any change caused to the environment on their:
 - (1) health and socio-economic conditions;
 - (2) physical and cultural heritage;
 - (3) current use of land and resources for traditional purposes; or
 - (4) structures, sites or things that are of historical, archaeological, paleontological or architectural significance.

The main advantage to locating the Regional Compost site on Locatee land rather than RDOS owned land or off Reserve land is the small benefit to the Band itself in taxation revenue, although the largest beneficiary will be to the individual Locatee property owners.

REFERENCES

- (1) **DGW Barristers** http://www.dgwlaw.ca/wp-content/uploads/2014/12/140207Paper_on_Leasing_Reserve_Land.pdf#page=7&zoom=auto,486,711 These materials were prepared by John W. Gailus, Partner with Devlin Gailus Barristers and Solicitors, for a conference held in Vancouver, BC hosted by Pacific Business & Law Institute, February 20 21, 2014

- (2) **Tsartlip Indian Band v. Canada** (Minister of Indian Affairs and Northern Development), [2000] 2 FC 314 (C.A.)
- (3) THE HIGH COSTS OF DOING BUSINESS ON FIRST NATION LANDS IN CANADA (15 PAGE STUDY)
https://www.google.ca/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=0ahUKEwi0o_LD7pLVAhUFwWMKHbyFCZkQFgguMAA&url=http%3A%2F%2Fwww.fiscalrealities.com%2Fuploads%2F1%2F0%2F7%2F1%2F10716604%2Fthe_high_costs_of_doing_business_on_first_nation_lands_in_canada.pdf&usg=AFQjCNHHTR-y4fHtJ3-W1fZgkVx3sl-ktA
- (4) Penticton Indian Band Land and Estates http://pib.ca/?page_id=157
-

Sent: July-21-17 6:34 PM

Subject: STIGMA attached to composting, especially in a pristine community where none presently exists

Dear RDOS Directors and others interested and involved in the welfare of our communities,

To the best of my knowledge this subject has been totally discounted and/or avoided in all discussions pertaining to the proposed composting site locations of either Summerland or Marron Valley. The subject is the **STIGMA** attached to composting sites due to the many failures around BC and around Canada to provide the odor free environment that has been promised, but seldom, if ever, delivered.

I am not saying it is impossible to provide such an environment, but I am saying the failures so outweigh and outnumber the successes that when such a proposal is made, especially in such a pristine community as Marron Valley, it has such a negative impact that properties are rendered virtually worthless or unsalable.....and that is what you have done to our Marron Valley community and our many property owners, until you remove this community from consideration. No one buying property in the Okanagan, and this is a hot time to buy, will even consider Marron Valley due to this **STIGMA** hanging over our heads.

I have a hard time believing that the RDOS Board of Directors would even consider sacrificing the financial lives and property values of so many people, knowing they were doing so.....and maybe that is why this **STIGMA** subject has been downplayed or avoided..... something you don't want to know, admit, or acknowledge?? But you are dealing with LIVES, real people, some who have supported this community for more than two and three decades, some with health issues who may not survive to see your decision, some who need to sell and move on with their lives but cannot due to this composting issue.

I hope this helps you to understand and see the error of placing a facility in such an unspoiled and pristine community as Marron Valley when you can place it in a co-location such as the already existing Summerland landfill and by doing so improve and reduce the already existing odor problem there by removing those odorous items from the dump and composting them.

Sincerely,

Randall D. Castle



global environmental solutions

**Organic Waste Management Strategy
Regional District of Okanagan Similkameen**

TASK 3 - COMPOST & WOODCHIP MARKET POTENTIAL MEMO



**Aug 2016
SLR Project No.: 209.40329.00000**

ORGANIC WASTE MANAGEMENT STRATEGY
TASK 3 - COMPOST & WOODCHIP MARKET POTENTIAL MEMO

SLR Project No.: 209.40329.00000

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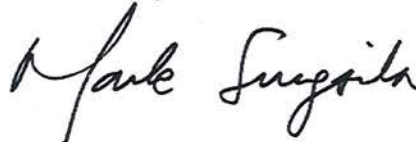
FINAL – Aug 2016

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APPENDICES

Appendix A	Summary of Survey of Wineries & Fruit Growers
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1.0 INTRODUCTION

In December 2010, the Regional District of Okanagan Similkameen (RDOS) published a Regional Organic Waste Management Strategy, in recognition of the significant contribution this could make to landfill diversion goals. This document considered a range of options for the management of organics, and evaluated the costs and other impacts of a number of defined systems. The RDOS Solid Waste Management Plan (SWMP) was updated in June 2011 and sets out a program for implementation of key recommendations over the period up to 2017.

The RDOS has commissioned SLR Consulting (Canada) Ltd to carry out a variety of tasks in further support of the progression and implementation of a full organics management system. These can be summarized as follows:

- Collection Options Memo;
- **Compost & Wood Chip Market Potential Memo;**
- Review of Public Properties Feasibility Studies;
- Review of Private Compost Site RfP;
- Lifecycle Costing Memo;
- Triple Bottom Line Evaluation
- Recommended Scenario Report

This document represents the second of these tasks and is organised according to the following structure:

Section 2: Assessment of the current situation in the compost market;
Section 3: Consideration of future potential for the compost market;
Section 4: Overview of the market for wood chips
Section 5: Recommendations

2.0 COMPOST – CURRENT SITUATION

2.1 Compost generation in the RDOS

Compost has been created and used in the Okanagan Valley for many years. The RDOS keeps good data on the quantities of waste materials that are received at composting facilities managed by the District and the Municipalities. Latest relevant published statistics are set out in Table 1 below.

**Table 1:
 Segregated organic waste inputs to RDOS facilities (2013)**

Composting facility	Technology	Input (tonnes/annum)	OMRR Compliant
Campbell Mountain (City of Penticton)	ASP & Open windrow	5,224	Product Yes but issues noted with facility
Campbell Mountain (RDOS)	Open windrow	7,873	No
Summerland	Open windrow	5,013	Yes
Okanagan Falls	Open windrow	1,266	No
Oliver	Open windrow	2,671	Yes
Osoyoos	Open windrow	835	Yes

Source: Tetra Tech Site Assessment Report - Dec 2014

Previous studies in support of organic waste management in RDOS have not examined in any detail the relationship between tonnages of waste materials received at compost facilities and the tonnages of waste sold. The City of Penticton does however keep good records of their biosolids composting operation. While the sizing of facilities and the estimation of capital and operating costs is primarily driven by waste input quantities, output tonnages and the future income that will be derived from them will be critically dependent upon the treatment process (or mix of processes) selected.

For the purpose of modelling lifecycle costs, SLR has drawn on experience of the design and operation of a range of organic processing facilities, handling municipal wastes to derive typical anticipated input/output ratios. Table 2 below sets out the figures that we have used in our Lifecycle Cost Assessment, which reflect the different mix of input waste types which are needed for effective operation.

**Table 2:
 Typical organics processing input/output ratios**

Treatment process type	Output as % of input (by weight)
Open Windrow	60%
In-vessel composting	65%
Anaerobic digestion	55%

Applying the above ratio for Open Windrow composting, to the input figures in Table 1 above, it is possible to estimate the likely tonnages of compost that currently could be generated from the public sector facilities in the RD, as shown in Table 3. It should be noted that landfills currently export organic chips to offsite users such as feedlots and other compost sites. Compost sites

receiving chipped organics include local agricultural operators and local government sites in the Central Okanagan.

**Table 3:
 Actual/estimated compost production**

Composting facility	Source material	Potential Output (tonnes/annum)	Primary Use
Campbell Mountain (City of Penticton)	Biosolids	2,500 ¹	Sold
Campbell Mountain (RDOS)	Yard waste	4,725	Used Onsite
Summerland	Biosolids & yard waste	3,000	Sold
Okanagan Falls	Biosolids & yard waste	760	Used Onsite
Oliver	Yard waste	1,600	Sold and Used Onsite
Osoyoos	Yard waste	500	Sold

Notes: 1. Actual data 2015, from City of Penticton

Actual sales of City of Penticton biosolids-derived, screened and finished compost have varied between around 1,700 and 3,150 tonnes per annum over the last seven years. Given the stable population with very modest annual increase, it is not clear why the output volumes have fluctuated so significantly. Staff with the City of Penticton point to an increase in sale price reducing the volume of compost sold over several years. The amount of compost purchased increased once prices were dropped to prior levels. As such the demand for bio-solids-derived compost indicates significant price sensitivity due to other competing soil amendments in the local market and the perceived quality of the bio-solids compost.

Unfortunately there is no formal source of information on the quantities of compost created by the private sector. The 2010 Organic Waste Management Strategy includes a table of active composting facilities with indicative outputs and this data is repeated in the 2011 Solid Waste Management Plan. Limited information from our discussions with three private sector operators, discussed further in Section 2.2 below, suggests that between them they may handle around 16,000 tonnes per annum. Comparing this figure with the total private sector quantities identified in the Plans, suggests that these three firms are handling the majority of material which is being produced for use by third parties.

The RDOS does not keep a database of compost customers nor does it keep records of quantities sold for different end uses. We were therefore unable to follow one intended line of enquiry to understand more about quality expectations and future demand, from a cross-section of RDOS compost customers. We have however liaised with a number of local stakeholders in the compost market and identified the following:

- A representative of the Town of Osoyoos indicated that their Parks Dept was encouraged to utilize compost from the Osoyoos landfill wherever possible. Their discussions with the composting facility operator suggested that they were only just able to keep up with public demand for compost at the current sale price. The representative

did not however believe that there was any benefit in encouraging local wineries & orchards to bring more surplus organic waste to public sector facilities as this would involve additional processing costs;

- Discussions with the Parks Departments of various Municipalities within the RD indicated that they do not currently have any formal programs for encouraging use of public sector generated compost within public works or for requiring contractors to use specified compost products where appropriate.
- Representatives of local Municipalities and the RD also confirmed that there has been very little focus on formal marketing of compost products generated

2.2 Compost in the wineries & orchards sector

Data collected from the Statistics Canada Census of 2011 states that the Okanagan Similkameen covers an area of 1,041,300 Ha of which a total of 5,511 Hectares of fruits, berries and nuts were being farmed. Of these, 2,408 Ha were planted with grapes and 259 Ha with vegetables (excluding greenhouse vegetables).

A survey of wineries and orchards in the Regional District of the Okanagan Similkameen (RDOS) has been utilized to gather information on organic waste generation and production. These businesses are important generators of organic material with the potential to contribute to compost production in the RDOS and are significant users of compost materials.

The purpose of the survey was to collect information from a variety of different sized wineries and orchards and to establish what kind of organic waste they produce, determine quantities generated and find out how it is managed. We wanted to understand if they relied on public or private sector companies and what costs were incurred.

The survey consisted of phone calls and follow up emails to a variety of businesses across the RDOS. A selection was chosen from information gathered from the internet and first-hand knowledge of the area. A variety of small, middle sized and larger wineries and orchards were phoned and emailed. Of the 20 wineries and orchards contacted, information was collected from 8. From the information gathered, 3 other businesses involved with the wineries/orchards were contacted as they deal directly in organic waste management for these businesses. The contact person was generally either the owner of the business or the vineyard/orchard manager. These contacts were generally difficult to reach, required several follow up phone calls and represent a small percentage of the businesses in the area. Most respondents were wary in speaking about their business and required encouragement to answer many of the questions. Exact quantities and costs were difficult to extract.

Key findings of the survey included; 1) type of organic material generated – prunings, diseased wood, pomace (the pulpy residue remaining after fruit has been crushed) and yeast lees (residual yeast after fermentation of grapes), 2) approximate quantities of each type of organic material, 3) composting on or off site, 4) use of private or public sector collection of organic waste and cost, 5) purchase of compost and cost, 6) views on food waste and biosolids in compost. See Table 1 for data.

General findings indicate that almost all wineries and orchards, which can range in size from 7.5 acres to over 1000 acres, mulch their yearly prunings into the soil onsite. Diseased wood, which is rare, would be taken off site and to the landfill. Only one of the contacts has had to carry out a complete clearance due to disease in recent years, outside the typical cycle of

replanting every 20 years. Pomace from the fall harvest and press is generally taken off site with the exception of two wineries. One winery has a local distillery collect the yeast lees, which are used to make spirits, some of which the winery then buys back to be used in making their fortified wines.

Discussion with the wineries has not indicated any consistent relationship between unit area and quantity of compost generated. This appears to be a result of the high level of variables between different operations, such as:

- Whether grapes are exported to, or imported from, other wineries outside RDOS for wine making;
- Harvest volume fluctuations, year on year;
- Age and health of vine stock;
- Pruning style, and
- Method of harvesting.

All but one winery uses a private contractor to collect and haul their pomace/organic waste away. The two main local private businesses contracted are Southern Plus Feedlot in Oliver and Big Horn Contracting in Okanagan Falls. Approximate quantities of organic material removed are listed in Appendix A, where information was available. In almost all cases, the pomace/organic waste was removed or accepted free of charge to the wineries/orchards. Compost was purchased by some of the wineries and orchards in the spring. Some had agreements for free compost with the company that took the pomace, others got some compost for free and purchased the balance, others purchased what they required.

We understand from discussion with some wineries that Mission Hill makes their own compost using chipped wood from a RDOS landfill combined with their own pomace. This is part of a recognizable shift towards more sustainable business practices across BC wineries and in the Okanagan in particular¹. In addition to the intrinsic ethical benefits, many businesses recognize that there are marketing benefits to demonstrable sustainable practices.

Views of respondents regarding the inclusion of food waste in compost were varied. Some businesses would consider purchasing compost with food waste, but some would not make their own compost with food waste due to perceived issues with rodents and animals. Another understood that composting with food waste would require a special building and equipment to manage the process properly.

The inclusion of biosolids was not an option for any of the businesses we spoke with. Some of the wineries/orchards advised that they could not use compost incorporating biosolids as this would not comply with the status of their registered organic processes. Others were not comfortable with the optics and one owner questioned whether the nutritional makeup of the compost and would in practice be suitable for vine growing.

2.3 Private sector composting

Two private compost businesses, Southern Plus and Big Horn Contracting, provided some information on how they operate. Southern Plus in Oliver is a feedlot that takes organic waste. Southern Plus is certified with the Organic Materials Review Institute (OMRI). They work with one of the large wineries collecting the organic waste and returning what compost the winery

¹ www.greentourismcanada.ca Green Wineries: July 13 2016.

requires in the spring. They have an internal business agreement with one large winery (estimated at a \$40,000-50,000 value) that includes other business practices exchanged between the two but exact costs were not able to be determined. Southern also accepts organic waste, wood chips and prunings from other vineyards and orchards and in this case they do not charge for materials dropped off at their facility.

Southern sells the compost back to the businesses that provide them with organic wastes, at \$15/m³ where it is collected and up to \$30/m³ delivered, depending on distance. Southern only works with local businesses from Osoyoos to Okanagan Falls. They do not believe that they would be able to market to a wider area. It is estimated they produce about (40,000 yds³) 30,600 m³ of compost each year. They do not accept residential food waste or biosolids and they are not interested in moving into that area as it would require a dedicated separate building, there would be potential issues with odours and it is a different type of process.

Big Horn Contracting collects organic waste from wineries and orchards in Naramata and Okanagan Falls. They are certified with the Organic Materials Review Institute (OMRI). The main business is cattle ranching and trucking and the composting is a small part of the overall business. They contract out most of the collection to Appleton Waste who charge them \$50 per load of 15-30m³ (20-40 yds³). Big Horn produces about 1,150-1,500m³ (1,500-2,000 yds³) per year and most goes on their alfalfa fields. They sell any excess at \$27-35 per yd³ (0.75m³) delivered locally depending on location.

Big Horn does not collect food waste or biosolids and are not interested in expanding into those source materials. They could grow larger but are currently reluctant to work with the RDOS. Feedback they obtained from similar businesses on Vancouver Island that took over composting operations from their Regional District was not positive. It was implied that a double standard existed when the private contractors were shut down due to odour and dust issues, at facilities which were not subject to the same stringency of regulation, when under public control.

Several winery respondents referred to a third, business (Southern Okanagan Equipment (SOE) in Oliver) which provides compost for 5 vineyards privately and does not sell their compost elsewhere. It is high quality but not certified to organic standards and is a finished, fully decomposed, neutral product. They sell it for \$55/yard³ and sell approximately 300-400 yards³ per year to Andrew Peller (trucking included) and smaller quantities (trucking not included) to 4 other vineyards – Black Hills, Intersection, Summerhill and Robin Ridge.

Southern Plus and Big Horn Contracting have both indicated to us that they are unlikely to expand the volume of their current businesses. The SOE does not feel there is a much bigger market for their product due to the price. From the information we have collected from wineries/orchards and the businesses that serve them, it would appear that extended public sector composting operations would be able to continue to operate and grow alongside these businesses.

2.4 Compost management in RDCO

The Cities of Kelowna and Vernon have since 2006 collaborated on a program to optimise sales of their two primary compost products. The City of Kelowna commissioned a study of the market for these products in 2015 and some of the key findings of the study have been incorporated into this report.

2.5 Regulatory control of compost

The background to the regulatory control of composting operations and products is set out in full in the RDOS Regional Organic Waste Management Strategy of 2010. The key mechanism by which regulation is applied to composting is the Organic Matter Recycling Regulation (OMRR) of 2002.

In April 2016 the BC MoE announced a major new review and consultation in respect of a variety of elements of OMRR, including potential new standards for organic contaminants as well as requirements for the production, management and use of biosolids. This will include exploratory sampling of biosolids for selected organic contaminants. A policy intentions paper will be posted by the MoE in the fall of 2016, with a view to formally amending the OMRR during 2017. It will be important for the RDOS to monitor the direction of this consultation process as it will have the potential to affect the scope of future developments in the management of organic wastes in the RD.

It should be noted that the City of Penticton biosolids are not strictly biosolids, as defined² in OMRR and compost produced from them cannot accord with the requirements of the Organic Materials Review Institute (OMRI). The City is currently considering making significant investment in new infrastructure at the Campbell Mountain Landfill, in order to allow the product to fully meet OMRR standards and reduce the contributions that the current biosolids composting operation has on the environmental impacts of the landfill.

2.6 Compost pricing

There is very limited published information regarding prices charged for compost products in the RDOS area. The RD charges a standard \$50 per tonne for non biosolids-derived compost collected from their sites. The City of Penticton charges \$15 per tonne for biosolids-derived composted collected from Campbell Mountain Landfill, excluding internal sales for City use.

Pricing identified through our discussions with the wineries/orchards sector identified the following:

- Southern Plus: \$15/m³ (\$33.75/t) collected or \$30/m³ (\$67.50/t) including delivery;
- Big Horn Contracting: \$36 – 47/m³ (\$81 - 105.75/t) including delivery;
- Southern Okanagan Equipment: \$73/m³ (\$164.25/t) including delivery.

Note: Prices per tonne have been calculated on the basis of an assumed density of 0.45 tonnes per cubic metre.

Prices charged in the Regional District of Central Okanagan for “OgoGrow”, biosolids-derived compost, and “GlenGrow”, yard waste derived compost, vary on the basis of collected volume. Prices³ in 2014 for OgoGrow were as follows:

² OMRR 2002: “Biosolids means stabilized municipal sewage sludge resulting from a municipal waste water treatment process or septage treatment process which has been sufficiently treated to reduce pathogen densities and vector attraction to allow the sludge to be beneficially recycled in accordance with the requirements of this regulation”.

³ Lystek: Okanagan Biosolid Feasibility Report - 2014

Commonage Rd: From \$29/m³ (\$64.44/t) for <50yd³, to \$11.30/m³ (\$25.11/t) for >5000yd³;
 Glenmore Landfill: From \$34/m³ (\$75.55/t) for <50yd³, to \$16.64/m³ (\$36.98/t) for >5000yd³;

On the basis of our research into prices charged and paid across the RD, we have proposed the following range of incomes from sales of compost products, within our Lifecycle Cost Assessment, reported under Task 7.

**Table 4:
 Assumed compost sales values, by site**

SITE	Compost product without biosolids ⁴ (\$/tonne)	Compost products with biosolids (\$/tonne)
Campbell Mountain LF	40	10
Summerland LF	40	10
Keremeos LF	45	15
PIB Locatee Site	45	15
Golden Mile Organics	55 ⁵	20
Okanagan Falls LF	45	15
Oliver LF	50	20
Osoyoos LF	50	20

It should be noted that the differential between compost products generated with or without inclusion of biosolids is partially a function of the level of acceptability of the material in the local market and this will have a significant impact upon the lifecycle costings. Organic certification for food waste derived compost has the potential to add value.

3.0 COMPOST – FUTURE OPPORTUNITIES

Estimation of potential future material inputs to processing facilities in RDOS, with a full organics management program in place, was carried out by Tetra Tech in 2015, using the assumptions that 40% of MSW is food waste and that a diversion rate of 65% can be achieved. This would provide an additional 10,350 tonnes of organics from food waste. Tetra Tech also estimate that a further 10,730 tonnes of green waste, white wood and hog fuel could potentially be available as further organic inputs. This additional material could therefore potentially provide a further 16,950 tonnes of compost for sale through RDOS outlets. This figure should however be treated with some caution as it is likely that it will not be possible to include all of the additional identified wood waste within the composting feedstock.

It is clear from our research and that carried out for City of Kelowna that there is significant market resistance to the use of biosolids-derived compost amongst certain types of buyers. However, the success of the OgoGrow program confirms that there is also a ready market for

⁴ But including food scraps

⁵ As specified in GMO submission to RDOS Private Organic Sites RfP.

applications where the biosolids content is not relevant or where the purchase decision is driven more by price than by origin.

A City of Kelowna study identified that while product sales had been successful, a lack of focus on marketing of the materials was contributing to the shortfall between production and sales experienced in recent years. If RDOS is to reap the benefits of commitment to maximising organics diversion and investment in new processing infrastructure it will be important to ensure that there are staff resources made available to plan and implement targeted marketing to the different groups of existing and potential customers.

Discussions with municipal and District representatives have identified that there is currently no policy, standing orders or even informal encouragement for public sector bodies to use the compost products generated by their own facilities. By the same token there is also no current standard approach to specifying minimum usage levels of compost products in design specifications and contract works let by these bodies. A future area of discussion for the RD's Organics Working Group could be the means by which a consensus is built around these issues.

The RDOS has been successful at selling non-biosolids derived compost at the current rates of feedstock delivery. There is clearly some uncertainty regarding the potential to sell all of the material that could be created by a program that sought to maximize feedstock. While there is some degree of price sensitivity, the fact that the southern (biosolids-free) operations can sell everything they produce suggests that this part of the market may be able to accept some price increase. What is not yet understood is the extent to which there is potential for the traditional markets to accept significant additional volumes.

One approach to the broadening of markets for compost products is the development of a bagged product for direct sales to residents and small businesses. This approach has been successful in other jurisdictions and critical issues have been identified such as:

- A consistent and reliable network of outlets for the product via a mix of public sector facilities to which the public routinely have access as well as private retail outlets that are willing to locate the products alongside other similar materials;
- An effective marketing campaign which is sustained over time to target the key potential customers for the products;
- Where it is possible to do so, the non-biosolids-derived compost should be clearly labelled as achieving Certified Organic status; i.e. in this case, compliant with OMRI criteria.

We note that the City of Kelowna has not developed value-added products at this time. We agree that there are high risks associated with seeking to develop a range of specialist products, such as potting mix or fine screened mixes. This is because there is an unfavourable relationship between the costs of additional processing infrastructure and the benefits of additional sales volumes. However, it is our view that a simple bagging operation which provided a different route to market for the same materials which were already being provided to larger users on a wholesale basis, may be a useful way of significantly increasing sales volumes.

The RD could therefore in due course consider the issue of a Request for Expressions of Interest from the private sector, related specifically to the operation of a bagging service for a

guaranteed minimum volume of compost product. With the benefit of further market studies, this could progress to a formal RfP, in which the minimum volume of product was refined and price banding could be offered for additional volumes if supported by sales. Bagged products will always retail at a significantly higher mark-up in comparison with bulk product. The critical issue for a decision to proceed with a future initiative to introduce a bagging operation will be the scope that the additional mark-up provides to cover the additional bagging and transport costs.

4.0 WOOD CHIPS

Tetra Tech report that around 1,400 tonnes of wood waste were chipped and composted at Campbell Mountain Landfill in 2013. Wood waste is chipped at other sites and used in landfill cover, dust control and creation of unregulated compost for on-site use, but chipped unsegregated white wood cannot be used in compost production for off-site use. It is estimated that a total of 8,280 tonnes of wood waste is potentially available for future composting.

One of the respondents in our survey of winery/orchard operations felt that RDOS would have a difficult time increasing compost production as they have too much wood waste. This was based on the concept that wood waste equals carbon, which requires significant time, moisture and nitrogen to break down and unless the RD were able to fully compost a product, the end result would not be saleable as it would not suit the soil in vineyards/orchards. While we do not disagree with the science, we consider that this view is not consistent with a future scenario in which the majority of food waste is segregated and incorporated into the processing stream. As commented in Section 3.0 above, we believe it will be difficult to incorporate all of the theoretically available additional wood waste into future composting operations.

Discussions with site operators have identified that there is no formal segregation of different types of waste wood at the RDOS landfill sites. This means that any product generated from the wood waste must be classified as potentially contaminated, severely limiting its application. It may be unreasonable for the RD to expect customers to segregate their waste wood into clean and potentially contaminated (i.e. painted or treated) prior to or during delivery, but it is also the case that without such segregation volumes of wood waste will remain unmanageable.

We believe that it will be necessary to introduce a new approach to wood waste management at RDOS sites, on one of the following bases:

- Either, introduce a requirement for pre-sorting of all wood waste deliveries, with a surcharge for any unsorted loads which is sufficient to cover segregation by site staff;
- Or, provide sufficient staff resourcing to carry out effective segregation at site and increase tipping charges to ensure additional costs are recovered.

Given that there is likely to always be an excess of wood waste in comparison with the amendment requirements of composting operations, there is a need to develop further markets for receipt of chipped wood, if this material is to contribute to landfill diversion. It appears that the feedlot market is fairly well developed in the RD so this offers very limited opportunity.

The alternative is potential to sell into markets providing fuels for biomass boilers. This option will however require full segregation of contaminated wood which would not be an acceptable fuel, other than in a dedicated waste to energy facility. In order to be competitive, it would be necessary to offer clean woodchips at a price less than that offered in the local market. For guidance, a commercial woodchip provider in Oliver (The Chipping Block) sells woodchips for \$80 for 4yd³ which at a typical density of 0.35t/m³ is equivalent to a cost of \$76.20/tonne. This

firm also delivers woodchips to destinations between Penticton to Osoyoos for \$47.60/tonne or to Summerland/Naramata for \$71.44/tonne.

5.0 RECOMMENDATIONS

As a result of the findings of this review, we make the following recommendations for RDOS in respect of future management and marketing of organic materials.

1. Seek to work with a major private sector provider to grow and develop local compost markets;
2. Carefully monitor the progress of the BC MoE consultation process regarding changes to the OMRR;
3. Seek to build consensus between professionals working in organics in the public sector, regarding a move towards more formal specification of the use of compost products in public works and a requirement for contractors to use such materials wherever practically possible;
4. Ensure adequate staff resources are budgeted in future for the provision of education programs and marketing to support the growth of compost product sales;
4. Progress an RFEoI to private sector operators regarding the potential to develop a compost bagging operation, which can be further developed to the RfP stage, if indicative pricing appears viable;
5. Carry out a cost-benefit analysis regarding the introduction of a clean and contaminated wood segregation protocol at the RDOS landfill sites, including consideration of possible surcharges or increased tipping charges;
6. Review potential for marketing RDOS-derived woodchips into the local biomass fuels market.
7. Organic certification of food waste derived compost has the potential to increase value.

6.0 STATEMENT OF LIMITATIONS

This report has been prepared and the work referred to in this report has been undertaken by SLR Consulting (Canada) Ltd. (SLR) for RDOS, hereafter referred to as the "Client". It is intended for the sole and exclusive use of RDOS. The report has been prepared in accordance with the Scope of Work and agreement between SLR and the Client. Other than by the Client and as set out herein, copying or distribution of this report or use of or reliance on the information contained herein, in whole or in part, is not permitted unless payment for the work has been made in full and express written permission has been obtained from SLR.

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APPENDIX A

Summary of Survey of Wineries & Fruit Growers

Table 1
 RDOS - Survey of wineries/fruit growers re organic waste management

Operation Name	Location/size	Contact Name	Type of Organic waste	Quantity	Compost on or off site	Use of public or private sector collection	Costs	Purchase of Compost	Cost	View on use of food waste and biosolids	Notes:
Desert Hillis Winery	Oliver/70 acres	Randy Toor/Owner	Prunings	Unknown	On site, mulched in	n/a	n/a	No		None given	Landfill puts limits on amounts per visit. Owner complained and was able to make 3 trips rather than 5, to meet limits.
Jackson Triggs Okanagan/Constellation	Oliver/1000+ acres	Keith Gideon/Jordan Clark/Vineyard Managers	Pomace	Approx. 18 m ³	Off site	public landfill	\$150		n/a	Would consider food waste. Would not consider biosolids	Would buy compost from a municipal source if they needed more and it was cost effective. Engaged in environmentally friendly/organic projects and practices. Due to high cost of and specific nature of equipment to compost organically they organize off-site at present. Would not consider biosolids due to the industry
Hillside Orchards	Oliver/22 acres	Heidi Helv/Owner	Prunings	30-50 tonnes/year	On site	Private - Southern Plus	Internal cost per business arrangement with Southern Plus	Yes in Spring		None given	Owner suggested that the North part of the RDOS would be different than the south as farming practices and lot sizes are different. Many owners are very suspicious of the RDOS, might be difficult to get people to respond.
8th Generation Winery	Summerland/20 acres	Stefanie Schales/Owner	Prunings	Unknown	On site, mulched in	n/a	n/a	No, generate enough on site each year	n/a	Would not take food waste compost due to concerns attracting animals and rodents. Would not consider biosolids as they are registered organic.	This small winery is self contained for the most part.
Hillside Winery	Penticton/12.5 acres owned. Bring in grapes	Kathy Malone/Winemaker	Pomace & yeast Lees	16 tonnes/year	On site	Private - Big Horn contracting & Maple Leaf Distillery (Lees)	n/a	Yes, manure from a private source	Unknown	Open to food waste in compost but wouldn't do it themselves. Nervous about biosolids on the vines	They use Earlico - a 3rd party vineyard management company. Nutrient make up of compost is important when deciding if they would use it in the vineyards.
Perscus Winery	Penticton/100 acres 5 acres at Penticton winery	Craig - GM	Prunings	Unknown	On site, mulched in	n/a	n/a	No		Open to food waste in compost but wouldn't do it themselves. Would be reluctant to purchase compost with biosolids	If they required compost they would potentially buy from the Penticton landfill if needed. Open to purchasing from a municipal source.
Earlico Winery (and Vineyard Management company)	Naramata/7.5 acres plus 160 acres managed for other wineries	John Lawrence/Owner	Pomace	Unknown	On site, mulched in	private - Big Horn	n/a	Yes, in Spring	Purchase @ \$30/yard from Big Horn, quantity unspecified.	First year in the winemaking business this past year, so limited experience to relate.	



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REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BOARD of DIRECTORS MEETING

Thursday, August 03, 2017

2:00 p.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

THAT the Agenda for the RDOS Board Meeting of August 3, 2017 be adopted.

1. Consent Agenda – Corporate Issues

a. Naramata Water Advisory Committee – July 11, 2017 [Page 143]

THAT the Minutes of the July 11, 2017 Naramata Water Advisory Committee be received.

b. Electoral Area “A” Advisory Planning Commission – July 17, 2017 [Page 146]

THAT the Minutes of the July 17, 2017 Electoral Area “A” Advisory Planning Commission be received.

c. Electoral Area “D” Advisory Planning Commission – July 11, 2017 [Page 147]

THAT the Minutes of the July 11, 2017 Electoral Area “D” Advisory Planning Commission be received.

d. Electoral Area “E” Advisory Planning Commission – July 10, 2017 [Page 150]

THAT the Minutes of the July 10, 2017 Electoral Area “E” Advisory Planning Commission be received.

e. Electoral Area “H” Advisory Planning Commission – June 20, 2017 [Page 153]

THAT the Minutes of the June 20, 2017 Electoral Area “H” Advisory Planning Commission be received.

f. Electoral Area “G” Advisory Planning Commission Resignation [Page 156]

THAT the Board of Directors accept the resignation of Ms. Beverly Fraser as a member of the Electoral Area “G” Advisory Planning Commission; and further,

THAT a letter be forwarded to Ms. Fraser thanking her for her contribution to the Electoral Area “G” Advisory Planning Commission.

- g. Community Services Committee – July 20, 2017 [Page 157]**
THAT the Minutes of the July 20, 2017 Community Services Committee be received.
- h. Corporate Services Committee – July 20, 2017 [Page 159]**
THAT the Minutes of the July 20, 2017 Corporate Services Committee be received.
- i. Environment and Infrastructure Committee – July 20, 2017 [Page 161]**
THAT the Minutes of the July 20, 2017 Environment and Infrastructure Committee be received.
- j. Planning and Development Committee – July 20, 2017 [Page 163]**
THAT the Minutes of the July 20, 2017 Planning and Development Committee be received.

THAT the Regional District proceed with Bylaw No. 2777, being a bylaw of the Regional District to amend the Electoral Area “C” Official Community Plan and Zoning Bylaws and Electoral Area “D-1” Zoning Bylaw to update land use provisions in the DRAO radio frequency interference (RFI) area; and more specifically:

- increase the minimum parcel size requirement for subdivision in the RFI Area from 20.0 ha to 60.0 ha;*
- limit the number of accessory dwellings permitted on parcels in the RFI Area to one (1); and*
- revise the general regulations pertaining to “home occupation” and “home industry” uses occurring in the RFI Area in order to exclude the repair of small engines and repair or assembly of electronic devices.*

- k. Protective Services Committee – July 20, 2017 [Page 165]**
THAT the Minutes of the July 20, 2017 Protective Services Committee be received.
- l. RDOS Regular Board Meeting – July 20, 2017 [Page 167]**
THAT the Minutes of the July 20, 2017 RDOS Regular Board meeting be adopted.

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

B. DEVELOPMENT SERVICES – Rural Land Use Matters

1. **Zoning Bylaw Amendment – M. & H. Clark, 4865 North Naramata Road, Naramata, Electoral Area “E” [Page 178]**
 - a. Bylaw No. 2459.24, 2017 [Page 182]

To allow for the development of one accessory building up to 210 m³ in area.

The public hearing for this item will have been held Thursday, August 3, 2017 at 9:00 a.m. in the RDOS Board Room located at 101 Martin Street, Penticton.

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

THAT Bylaw No. 2459.24, 2017, Electoral Area “E” Zoning Amendment Bylaw be read a third time and adopted.

2. **Zoning Bylaw Amendment – R. Clark, 4800 Teepee Lakes Road, Bankier, Electoral Area “H” [Page 185]**
 - a. Bylaw No. 2498.11, 2017 [Page 190]

To amend the land use on the subject property in order to permit up to 12 seasonal cabins.

The public hearing for this item will have been held Thursday, August 3, 2017 at 9:00 a.m. in the RDOS Board Room located at 101 Martin Street, Penticton.

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

THAT Bylaw No. 2498.11, 2017, Electoral Area “H” Zoning Amendment Bylaw be read a third time and adopted.

3. **Zoning Bylaw Amendment – M. Hoff, 3492 Princeton-Summerland Road, Electoral Area “H” [Page 193]**
 - a. Bylaw No. 2498.12, 2017 [Page 196]
 - b. Responses Received [Page 199]

The public hearing for this item will have been held Thursday, August 3, 2017 at 9:00 a.m. in the RDOS Board Room located at 101 Martin Street, Penticton.

RECOMMENDATION 5 (Unweighted Rural Vote – Simple Majority)

THAT Bylaw No. 2498.12, 2017, Electoral Area “H” Zoning Amendment Bylaw be read a third time.

C. LEGISLATIVE SERVICES

- 1. Provision of Water and Sewer by Town of Osoyoos [Page 200]**
 - a. Town of Osoyoos Letter dated June 27, 2017 [Page 202]

To allow for the provision of water and sewer by the Town of Osoyoos to 5221 Lakeshore Drive, Osoyoos.

RECOMMENDATION 6 (Unweighted Corporate Vote – Simple Majority)
THAT the Regional District of Okanagan-Similkameen consent to the Town of Osoyoos providing water and sewer service to 5221 Lakeshore Drive, Osoyoos, Electoral Area “A” (Lot 10A, Plan KAP1958, SDYD, DL43 100, Except Plan H95).

- 2. South Okanagan Conservation Fund – Technical Advisory Committee Appointments [Page 203]**
 - a. Biographies [Page 206]
 - b. South Okanagan Conservation Fund Terms of Reference – May 2017 [Page 209]

To appoint seven volunteer members to the South Okanagan Conservation Fund Technical Advisory Committee (TAC) to provide expertise in the review and selection of projects or recipients of the South Okanagan Conservation Funds.

RECOMMENDATION 7 (Unweighted Corporate Vote – Simple Majority)
THAT the Board of Directors appoint the following as volunteer members of the South Okanagan Conservation Fund Technical Advisory Committee:

One year term ending September 2018:

- **Judy Millar**

Two year term ending September 2019:

- **Eva Durance**
- **Carrie Terbasket**
- **Adam Ford**

Three year term ending September 2020:

- **Steven Matthews**
 - **Orville Dyer**
 - **Darcy Henderson**
-

- 3. Declarations of State of Local Emergency, Evacuation Orders or Alerts**
-

D. CAO REPORTS

1. Verbal Update

E. OTHER BUSINESS

1. Chair’s Report

2. Directors Motions

THAT the Board of Directors direct staff to undertake a review of existing Fireworks bylaws within the region and provide recommendation to the Board of Directors regarding regulation and enforcement options.

3. Board Members Verbal Update

F. ADJOURNMENT



Minutes

Naramata Water Advisory Committee

Meeting of Tuesday, July 11th, 2017 at 7:00 p.m.

RDOS Field Office, 224 Robinson Avenue, Naramata, BC

-
- Present: Peter Neilans (as Chair) Tim Watts, Norbert Lacis, Richard Roskell, Eva Antonijevic, Alan Nixon
- Absent: Peter Graham (Chair)
- Area 'E' Director: Karla Kozakevich (Area 'E' RDOS Director)
- Staff: Zoe Kirk (RDOS, Public Works Projects Coordinator)
- Guests: None
- Recording Secretary: Heather Lemieux

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m., Quorum Present

2. ADOPTION OF AGENDA

Amended the meeting date and Next Meeting date.

MOTION

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

CARRIED (UNANIMOUSLY)

3. ADOPTION OF THE PREVIOUS MEETING MINUTES

Correction noted in Minutes of June 13th, 2017 - Next Meeting date changed from July 11th, 2016 to July 11th, 2017.

Correction noted in the Minutes of April 11th, 2017 - Next Meeting date changed from May 10th, 2016 to May 10th, 2017.

MOTION

It was Moved and Seconded by NWAC that the Minutes of June 13th, 2017 be approved as amended.

CARRIED (UNANIMOUSLY)

4. West Bench Water Metering - Zoe Kirk

- a. Zoe Kirk (RDOS, Public Works Projects Coordinator) presented on the West Bench water metering project.

Discussed data logging, leak data and detection, consumption, new water meter technologies, curb side metres, whole scale metering and total line losses, infrastructure and water cost savings, meter access and RDOS staff time savings.

5. DIRECTOR'S UPDATE

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

- a. Water Pipe Replacement Project Update: Major water pipe replacement is underway and on schedule. The grant funds need to be utilized before the deadline. The RDOS is giving as much notice as possible for residents and businesses affected by the construction.

ONGOING

- b. Water System Tour: The treatment plant and pump house tour will be held in September 2017 for NWAC members, followed by a public tour. Date and time TBA.

ONGOING

- c. Mill Bay Water Main: Janine Dougall (RDOS Public Works Manager) is preparing an update on water main replacement.

ONGOING

- d. Water Pressure: PSI testing has been done on Granite Court. ACTION - Norbert Lacin to follow up with RDOS staff.

- e. Water Quality Advisory: The water advisory remains in place due to turbidity, no boil water advisory has been issued. The Interior Health Authority is in charge of all water advisories.

ONGOING

- f. Water Usage Data: Peter Graham submitted data to NWAC Members. Monthly readings are now up to date.

NWAC requests quarterly updates from the RDOS on water usage data.

- g. Auditor General Report: Discussed Water Audit and recommendations and record keeping. NWAC / RDOS responsibilities, audit recommendations and timelines. It was requested that NWAC members each provide a top 5 list of priority areas to work on based on the report.

6. NEW BUSINESS

None

7. OLD BUSINESS

None

8 ADJOURNMENT

MOTION

It was Moved and Seconded that the meeting be adjourned at 9:00 p.m.

CARRIED (UNANIMOUSLY)

NEXT MEETING

Tuesday, August 8th, 2017, RDOS Field Office

Minutes Approved by
Naramata Water Advisory Committee Chair

Heather Lemieux, Recording Secretary

APC Meeting minutes for Area A meeting July 17/2017

Attending APC members Gerry Hesketh, Bill Plasket, Peter Beckett and Grant Montgomery.

Alternate Director Denis Potter for first half of meeting (Director Pendergraft declared potential conflict with 1st application coming from Family) 2nd half of meeting Director Pendergraft

Minutes taken by Grant Montgomery

RDOS Staff Evelyn Riechert.

Public Brad Elenko, Jim Pendergraft, Sean Harding and Gerry Leering

Meeting Called to Order 7:00 pm by Chair Beckett

1st agenda Item-Presentation by Brad Elenko on Jim Pendergraft application to subdivide within the ALR.

After questions and a discussion a motion was made by Gerry 2nd by Grant, **to Recommend to RDOS Board that the application be forwarded to the ALC. *Carried*** Unanimously.

Grant Montgomery recused himself as he has done work for the applicant but stayed on to take minutes.

2nd Agenda Item- Presentation by QEP Gerry Leering and Sean Harding applicant on Development Variance request

After questions and discussion a motion was made by Bill 2nd by Peter **to recommend to the RDOS Board that the application for the Variance be denied. *Carried*** In favour 2 abstained 1

Meeting adjourned 8:15 pm

Minutes

Electoral Area “D” Advisory Planning Commission

Meeting of Tuesday, July 11, 2017

Okanagan Falls Community Centre
1141 Cedar Street, Okanagan Falls, BC

Present: Mr. T. Siddon, Director, Area “D”
Members: Jerry Stewart, Doug Lychak, Robert Handfield, Jill Adamson, Ron Obirek, Doreen Olson, Don Allbright, Robert Pearce, Navid Chaudry
Absent: Yvonne Kennedy, Bob Haddow,
Staff: Christopher Garrish, Planning Supervisor
Vickie Hansen, Recording Secretary
Delegates: Bennett, Dave & Bryant, Rowena for Zoning Bylaw Amendment Application D0098.134 / D2017.090-ZONE

1. CALL TO ORDER

The meeting was called to order at 7:02 p.m.

ADOPTION OF AGENDA

MOTION

It was Moved and Seconded that the Agenda be adopted.

CARRIED (UNANIMOUSLY)

2. APPROVAL OF PREVIOUS MEETING MINUTES

MOTION

It was Moved and Seconded by the APC that the Minutes of June 13, 2017 be approved.

The Chair called for errors or omissions and there were none.

CARRIED (UNANIMOUSLY)

3. DEVELOPMENT APPLICATIONS

3.1 D0098.134 / D2017.090-ZONE – Zoning Bylaw Amendment Application

Delegates: Bennett, Dave & Bryant, Rowena

Discussion

MOTION

It was Moved and Seconded that the APC recommends to the RDOS Board that the subject Development Application be approved.

CARRIED (UNANIMOUSLY)

Discussion: Proposed zoning change is consistent with D2-OCP and it is possible to recommend to the board to waive the public hearing to expedite this matter.

MOTION

It was Moved and Seconded that the APC recommends to the RDOS Board that the public hearing be waived to expedite this application.

CARRIED (UNANIMOUSLY)

3.2 X2017.072-ZONE (DRAO Update)

Discussion

MOTION

It was Moved and Seconded that the APC recommends to the RDOS Board that the proposed amendments to the Electoral Area D-1 zoning Bylaw No. 2457, 2008 be approved with the following conditions:

1. That the parcel size be 60 hectares, and;
2. not more than 1 (or 0) accessory dwelling, and
3. restrict installation and use of electrical equipment/devices that could cause RFI and suppression to reduce the emission of it to levels acceptable to the observatory.

CARRIED (UNANIMOUSLY)

4. ADJOURNMENT

MOTION

It was Moved and Seconded that the meeting be adjourned at 7:51 pm.

CARRIED (UNANIMOUSLY)

Advisory Planning Commission Chair

Advisory Planning Commission Recording Secretary



Minutes

Electoral Area 'E' Advisory Planning Commission

Meeting of Monday, July 10th, 2017 at 7:30 p.m.
OAP Hall, 330 - 3rd Street, Naramata, BC

Present:

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

Absent: None

Staff: Kevin Taylor (RDOS Planning Technician)

Guests: Karla Kozakevich (RDOS Area 'E' Director), Peggy Evans

Recording Secretary: Heather Lemieux (Recording Secretary), via transcription

Delegates: Gary McDonald

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 as presented.

CARRIED (UNANIMOUSLY)

2. APPROVAL OF PREVIOUS MEETING MINUTES

MOTION

It was Moved and Seconded by the APC that the Minutes of June 12th, 2017 be approved.

CARRIED (UNANIMOUSLY)

3. DELEGATIONS

- 3.1 MacDonald, Gary for Temporary Use Permit Application E02212.020 (E2017.089-TUP)

- 3.2 South, Nancy and Mant, Iain for Temporary Use Permit Application
E02062.000 (E2017.067-TUP)

4. DEVELOPMENT APPLICATIONS

- 4.1 E02212.020 (E2017.089-TUP) - Temporary Use Permit Application
Administrative Report submitted by Kevin Taylor, Planner

MOTION

It was Moved and Seconded in favour of Option 1. THAT the APC recommends to the RDOS Board of Directors that the proposed Temporary Use Application be approved.

CARRIED (UNANIMOUSLY)

- 4.2 E02062.000 (E2017.067-TUP) - Temporary Use Permit Application
Administrative Report submitted by Kevin Taylor, Planning Technician

MOTION

It was Moved and Seconded in favour of Option 1. THAT the APC recommends to the RDOS Board of Directors that the proposed Temporary Use Application be approved.

CARRIED (UNANIMOUSLY)

5. OTHER

- 5.1 APC Bylaw No. 2339 5.1 - Chair of the Commission
Election of the Chair, Vice-Chair and Secretary (to be performed at the first meeting of each new year - Section 5.1; Bylaw No. 2339)

Bruce Clough, voted in as Chair of the Electoral Area 'E' Advisory Planning Commission.

David Kopp retired from the Electoral Area 'E' Advisory Planning Commission.

In the event that the Chair is unable to attend any scheduled meetings, another member of the Electoral Area 'E' Advisory Planning Commission will be nominated to act 'as Chair'.

6. ADJOURNMENT

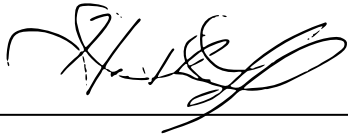
MOTION

It was Moved and Seconded that the meeting be adjourned at 8:07 p.m.

CARRIED (UNANIMOUSLY)

Next Electoral Area 'E' Advisory Planning Commission Meeting
Monday, August 14th, 2017 at 7:30 p.m.

Advisory Planning Commission Chair



Advisory Planning Commission Recording Secretary / minute taker



Minutes

Electoral Area 'H' Advisory Planning Commission

Meeting of Tuesday, June 20, 2017

148 Old Hedley Road, Princeton, BC (Riverside Centre)

Present: Bob Coyne, Director, Electoral Area 'H'
Members: Ole Juul, Lynne Smyth, Gail Smart, Rob Miller, Dennis Dawson, Tom Rushworth
Absent: Marg Reichert, Dave Rainer
Staff: Kevin Taylor, Planning Technician
Recording Secretary: Kevin Taylor
Delegates: Normal Earl Schuler

1. CALL TO ORDER

The meeting was called to order at 7:03 p.m.

ADOPTION OF AGENDA

MOTION

It was Moved and Seconded that the Agenda be adopted.

CARRIED (UNANIMOUSLY)

2. DEVELOPMENT APPLICATIONS

2.1 H00955.030 (H2017.075-DVP) – Development Variance Permit Application

Delegate Norman Earl Schuler present

Discussion around why this type of lot has a larger side yard setback. Clarified that zones that allow for taller structures often have increased setbacks in order to prevent crowding of neighbouring lots.

MOTION

It was Moved and Seconded that the APC recommends to the RDOS Board that the subject Development Application be approved.

CARRIED (UNANIMOUSLY)

3. REFERRALS

3.1 H2017.076 – Crown – Integrated Land Management Bureau

Delegate Elkhart Wind Ltd. not present.

Discussion.

MOTION

It was Moved and Seconded that the APC recommends to the RDOS that the subject Referral Application be approved:

CARRIED (UNANIMOUSLY)

3.2 H2017.078 – Crown – Integrated Land Management Bureau

Delegate James Griffiths not present.

Discussion.

MOTION

It was Moved and Seconded that the APC recommends to the RDOS that the subject Referral Application be approved:

CARRIED (UNANIMOUSLY)

4. ELECTION

4.1 Election of the Chair, Vice-Chair and Secretary:

Ole Juul was nominated and Acclaimed as Chair;

Rob Miller was nominated and Acclaimed as Vice-Chair;

Gail Smart was nominated and Acclaimed as Secretary;

MOTION

It was Moved and Seconded that the APC appoints Ole Juul as Chair, Rob Miller as Vice-Chair, and Gail Smart as Secretary for the Electoral Area 'H' Advisory Planning Commission.

CARRIED (UNANIMOUSLY)

5. APPROVAL OF PREVIOUS MEETING MINUTES

MOTION

It was Moved and Seconded by the APC that the Minutes of May 23, 2017 be approved.

CARRIED (UNANIMOUSLY)

6. ADJOURNMENT

4.1 MOTION

It was Moved and Seconded that the meeting be adjourned at 7:35 pm.

CARRIED (UNANIMOUSLY)

A handwritten signature in black ink, consisting of a cursive 'C' followed by a horizontal line and a large loop.

Advisory Planning Commission Chair

A handwritten signature in black ink, enclosed in an oval shape.

Advisory Planning Commission Recording Secretary / minute taker

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: July 20, 2017

RE: Electoral Area "G" Advisory Planning Commission (APC) Resignation

Administrative Recommendation:

THAT the Board of Directors accept the resignation of Ms. Beverly Fraser as a member of the Electoral Area "G" Advisory Planning Commission; and further,

THAT a letter be forwarded to Ms. Fraser thanking her for her contribution to the Electoral Area "G" Advisory Planning Commission.

Purpose:

To accept the resignation of one member of Electoral Area "G" Advisory Planning Commission (APC).

Background:

Bylaw 2339, being a bylaw of the Regional District of Okanagan-Similkameen, enables the creation of Advisory Planning Commissions for each of our electoral areas and establishes the role of the Commission members in the Regional District planning process.

Section 3 of the Bylaw establishes that the role of the Commission is to provide recommendations to the Regional District on all matters referred to it by the Regional District or by its Electoral Area Director respecting land use, the preparation and adoption of an official community plan or a proposed bylaw and permits under certain sections of the *Local Government Act*.

Section 4 of the Bylaw provides for retention of commission members, requiring the Board, by resolution, to appoint and accept the resignation of Commission members upon the recommendation of the respective Electoral Area Director.

Analysis:

On July 13, 2017, Administration was notified that that Ms. Fraser had advised of her intent to resign as a member of the Electoral Area "G" APC effective July 31, 2017. Ms. Fraser has provided long service to the Electoral Area "G" Advisory Planning Commission, joining the APC in 2015. The Director has not, at this time, indicated that he will be appointing a new member.

Volunteers are critical to the success of the Regional District and the Board wishes to acknowledge the significant contribution provided by Ms. Fraser.

Respectfully submitted:

"Debra Paulhus"

D. Paulhus, Administration Support Clerk

Endorsed by:

C. Malden, Manager of Legislative Services



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REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Community Services Committee

Thursday, July 20, 2017

9:55 a.m.

Minutes

MEMBERS PRESENT:

Chair R. Hovanes, Town of Oliver

Vice Chair M. Bauer, Village of Keremeos

Director F. Armitage, Town of Princeton

Director T. Boot, District of Summerland

Director M. Brydon, Electoral Area "F"

Director G. Bush, Electoral Area "B"

Director E. Christensen, Electoral Area "G"

Director B. Coyne, Electoral Area "H"

Director A. Jakubeit, City of Penticton

Director H. Konanz, City of Penticton

Director K. Kozakevich, Electoral Area "E"

Director A. Martin, City of Penticton

Director S. McKortoff, Town of Osoyoos

Director M. Pendergraft, Electoral Area "A"

Director T. Schafer, Electoral Area "C"

Director J. Sentes, City of Penticton

Director T. Siddon, Electoral Area "D"

Director P. Waterman, District of Summerland

MEMBERS ABSENT:

STAFF PRESENT:

B. Newell, Chief Administrative Officer

G. Cramm, Administrative Assistant

C. Gartner, Rural Projects Coordinator

J. Shuttleworth, Parks/Facilities Coordinator

A. APPROVAL OF AGENDA

RECOMMENDATION 1

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

THAT the Agenda for the Community Services Committee Meeting of July 20, 2017 be adopted. - **CARRIED**

B. Q2 ACTIVITY REPORT – For Information Only

The Committee was advised of the activities of the second quarter of 2017 and the planned activities for the third quarter.

C. ADJOURNMENT

By consensus, the Community Services Committee meeting of July 20, 2017 adjourned at 10:12 a.m.

APPROVED:

CERTIFIED CORRECT:

R. Hovanes
Community Services Committee Chair

B. Newell
Chief Administrative Officer



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REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Corporate Services Committee

Thursday, July 20, 2017

10:22 a.m.

Minutes

MEMBERS PRESENT:

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

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

MEMBERS ABSENT:

STAFF PRESENT:

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

T. Bouwmeester, Manager of Information Services
M. Hayter, Manager of Finance

A. APPROVAL OF AGENDA

RECOMMENDATION 1

IT was MOVED and SECONDED

THAT the Agenda for the Corporate Services Committee Meeting of July 20, 2017 be amended by removing Item E MULTI-JURISDICTIONAL ELECTORAL AREA GRANT-IN-AID REQUEST. - CARRIED

B. Q2 ACTIVITY REPORT – For Information Only

The Committee was advised of the activities of the second quarter of 2017 and the planned activities of the third quarter.

C. Q2 CORPORATE ACTION PLAN – For Information Only

The Committee reviewed the 2017 Corporate Action Plan.

D. Q2 VARIANCE REPORT – For Information Only

The Committee reviewed the variance between the Income Statement and the Budget with forecasts to year-end.

E. MULTI-JURISDICTIONAL ELECTORAL AREA GRANT-IN-AID REQUEST

1. Electoral Area Community Grant-In-Aid Application Form

This item was removed from the agenda.

F. ENTERPRISE RISK MANAGEMENT PLAN – For Information Only

1. Enterprise Risk Management Plan
2. Enterprise Risk Management Registry

The Committee reviewed the Enterprise Risk Management Plan and Registry.

G. REQUEST FOR DECISION PROCESS KAIZEN UPDATE – For Information Only

The Committee was advised that the kaizen to review RDOS's Request for Decision Guidelines is complete. It tweaked and improved the decision making process, decreased the wait time for a final decision to the end user, and introduced stronger structured information and communication methods with the Committees and Commissions.

H. ADJOURNMENT

By consensus, the meeting adjourned at 11:27 a.m.

APPROVED:

CERTIFIED CORRECT:

K. Kozakevich
RDOS Board Chair

B. Newell
Corporate Officer



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REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Environment and Infrastructure Committee

Thursday, July 20, 2017

1:08 p.m.

Minutes

MEMBERS PRESENT:

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

MEMBERS ABSENT:

STAFF PRESENT:

B. Newell, Chief Administrative Officer	J. Dougall, Manager of Development Services
C. Malden, Manager of Legislative Services	C. Baughen, Solid Waste Management Coordinator

A. APPROVAL OF AGENDA

RECOMMENDATION 1

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

THAT the Agenda for the Environment and Infrastructure Committee Meeting of July 20, 2017 be adopted. - **CARRIED**

B. Q2 ACTIVITY REPORT – For Information Only

The Committee was advised of the activities of the second quarter of 2017 and the planned activities of the third quarter.

C. ORGANICS FACILITY SITE REPORT – For Information Only

1. Presentation
 2. Odor Modelling Report – Addendum #1
-

D. ADJOURNMENT

By consensus, the Protective Services Committee meeting of July 20, 2017 adjourned at 2:02 p.m.

APPROVED:

CERTIFIED CORRECT:

T. Siddon
Environment and Infrastructure Committee Chair

B. Newell
Chief Administrative Officer



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REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Planning and Development Committee

Thursday, July 20, 2017

9:04 a.m.

Minutes

MEMBERS PRESENT:

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

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

MEMBERS ABSENT:

Director A. Martin, City of Penticton

STAFF PRESENT:

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

B. Dollevoet, Manager of Development Services
C. Garrish, Planning Supervisor

A. APPROVAL OF AGENDA

RECOMMENDATION 1

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

THAT the Agenda for the Planning and Development Committee Meeting of July 20, 2017 be adopted. - **CARRIED**

B. Q2 ACTIVITY REPORT – For Information Only

The Committee was advised of the activities of the second quarter of 2017 and the planned activities for the third quarter.

C. REVIEW OF ZONING REGULATIONS – DOMINION RADIO ASTROPHYSICAL OBSERVATORY (DRAO)

1. Bylaw No. 2777, 2017 – Annotated Version
2. Responses Received

RECOMMENDATION 2

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

THAT the Regional District proceed with Bylaw No. 2777, being a bylaw of the Regional

District to amend the Electoral Area "C" Official Community Plan and Zoning Bylaws and Electoral Area "D-1" Zoning Bylaw to update land use provisions in the DRAO radio frequency interference (RFI) area; and more specifically:

- increase the minimum parcel size requirement for subdivision in the RFI Area from 20.0 ha to 60.0 ha;
- limit the number of accessory dwellings permitted on parcels in the RFI Area to one (1); and
- revise the general regulations pertaining to "home occupation" and "home industry" uses occurring in the RFI Area in order to exclude the repair of small engines and repair or assembly of electronic devices.

CARRIED

D. COMMERCIAL TOURIST ZONE REVIEW AND CONSOLIDATION – For Information Only

Amendments are proposed to the Commercial Tourist zones as part of work being undertaken on the preparation of a single Okanagan Valley Electoral Area Zoning Bylaw.

E. UPDATE OF CAMPSITE BYLAW NO. 713, 1982 – For Information Only

1. Campground Regulations Bylaw No. 2779, 2017 - Draft

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

F. ADJOURNMENT

By consensus, the Planning and Development Committee meeting of July 20, 2017 adjourned at 9:54 a.m.

APPROVED:

CERTIFIED CORRECT:

M. Brydon
Planning and Development Committee Chair

B. Newell
Corporate Officer



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REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Protective Services Committee

Thursday, July 20, 2017

12:53 p.m.

Minutes

MEMBERS PRESENT:

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

MEMBERS ABSENT:

STAFF PRESENT:

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

M. Woods, Manager of Community Services

A. APPROVAL OF AGENDA

RECOMMENDATION 1

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

THAT the Agenda for the Protective Services Committee Meeting of July 20, 2017 be adopted. – **CARRIED**

B. Q2 ACTIVITY REPORT – For Information Only

The Committee was advised of the activities of the second quarter of 2017 and the planned activities of the third quarter.

C. EMERGENCY OPERATION CENTRE UPDATE – For Information Only

D. ADJOURNMENT

By consensus, the Protective Services Committee meeting of July 20, 2017 adjourned at 1:08 p.m.

APPROVED:

CERTIFIED CORRECT:

A. Jakubeit
Protective Services Committee Chair

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 2:02 p.m. Thursday, July 20, 2017 in the Boardroom, 101 Martin Street, Penticton, British Columbia.

MEMBERS PRESENT:

Chair K. Kozakevich, Electoral Area "E"
Director F. Armitage, Town of Princeton
Vice Chair 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 A. Jakubeit, City of Penticton
Director H. Konanz, City of Penticton
Director A. Martin, City of Penticton
Director S. McKortoff, Town of Osoyoos
Director M. Pendergraft, Electoral Area "A"
Director J. Sentes, City of Penticton
Director T. Schafer, Electoral Area "C"
Director T. Siddon, Electoral Area "D"
Director P. Waterman, District of Summerland

MEMBERS ABSENT:

STAFF PRESENT:

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

A. APPROVAL OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

IT WAS MOVED AND SECONDED

THAT the [Agenda](#) for the RDOS Board Meeting of July 20, 2017 be adopted. - **CARRIED**

1. Consent Agenda – Corporate Issues

- a. Naramata Parks & Recreation Commission – June 26, 2017
THAT the Minutes of the June 26, 2017 Corporate Services Committee be received.
- b. Corporate Services Committee – July 6, 2017
THAT the Minutes of the July 6, 2017 Corporate Services Committee be received.
- c. Environment and Infrastructure Committee – July 6, 2017
THAT the Minutes of the July 6, 2017 Environment and Infrastructure Committee be received.
- d. Protective Services Committee – July 6, 2017
THAT the Minutes of the July 6, 2017 Protective Services Committee be received.
- e. RDOS Regular Board Meeting – July 6, 2017
THAT the minutes of the July 6, 2017 RDOS Regular Board meeting be adopted.

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)
IT WAS MOVED AND SECONDED
THAT the Consent Agenda – Corporate Issues be adopted. - **CARRIED**

2. Consent Agenda – Development Services
- a. Temporary Use Permit Application – G. Macdonald & M. Stolberg, 3180 McKay Road, Naramata, Electoral Area “E”
- i. Permit No. E2017.089-TUP
- ii. Responses Received

THAT the Board of Directors approve Temporary Use Permit No. E2017.089-TUP.

- b. Temporary Use Permit Application – N. South & I. Mant, 2255 Naramata Road, Naramata, Electoral Area “E”
- i. Permit No. E2017.067-TUP
- ii. Responses Received

THAT the Board of Directors approve Temporary Use Permit No. E2017.067-TUP; and

THAT prior to the issuance of Temporary Use Permit No. E2017.067-TUP for the use of the property at 2255 Naramata Road (Lot 21, DL 206, SDYD, Plan 576 Except Plan H17800), for the purpose of a vacation rental, the following works be undertaken to the existing single detached dwelling:

- Smoke alarms in each bedroom;*
- Carbon monoxide alarms within 5m of each bedroom (or within if dual smoke/CO alarm); and*
- Carbon monoxide alarms in rooms with wood burning fireplaces; and*

THAT prior to the issuance of Temporary Use Permit No. E2017.067-TUP for the use of property at 2255 Naramata Road (Lot 21, DL 206, SDYD, Plan 576 Except Plan H17800), for the purpose of a vacation rental, contact information for a property manager shall be provided to the Regional District.

- c. Floodplain Exemption Application – B A R Ranch Ltd., 100 Pasayten Valley Road, Princeton, Electoral Area “H”
- i. Statlu Environmental Consulting Ltd.’s Flood Protection Report dated May 29, 2017

THAT the Board of Directors approve a floodplain exemption for Lot A, Plan KAP77345, DL 901, LDYD, in order to formalize an existing deck with structural supports placed within 30 metres of the Similkameen River, subject to the following conditions:

- i) a statutory covenant is registered on title in order to:*

- a) “save harmless” the Regional District against any damages as a result of a flood occurrence; and
- b) secure the recommendations contained within the flood hazard assessment report prepared by Drew Brayshaw (Ph.D., P.Geo.) of Statlu Environmental Consulting Limited, dated May 29, 2017.

RECOMMENDATION 3 (Unweighted Rural Vote – Simple Majority)

IT WAS MOVED AND SECONDED

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

B. DELEGATIONS

1. Ingo Grady, President, Phantom Creek Estates
 - i. Presentation

Mr. Grady addressed the Board to present a project overview, scope of work/ investment, and economic impact of Phantom Creek Estates Winery.

C. DEVELOPMENT SERVICES – Building Inspection

1. Building Bylaw Infraction, 2320 Princeton-Summerland Road, Electoral Area “H”

The Chair enquired whether the property owner was present to speak to the application; however, no one was present.

RECOMMENDATION 4 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT a Section 302 Notice on Title, pursuant to Section 302 of the *Local Government Act* and Section 57 of the *Community Charter* (made applicable to Regional Districts by Section 302 of the LGA), be filed against the title of lands described as Lot 13, Plan KAP31258, District Lot 937, KDYD, that certain works have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2333; and

THAT injunctive action be commenced.

CARRIED

D. DEVELOPMENT SERVICES – Rural Land Use Matters

1. Agricultural Land Commission Referral (Subdivision) – J. Pendergraft, 2257 82nd Avenue, Osoyoos, Electoral Area “A”

Director Pendergraft recused himself from the meeting and the Boardroom for Item D1 because to the application came from a family member. His alternate director, Alternate Denis Potter, assumed his seat at 2:35 p.m.

To facilitate the subdivision of the subject property into two new parcels; one to be approximately 4.0 ha in area, and the other approximately 12.7 ha in area.

The Chair enquired whether the property owner or agent were present to speak to the application. Brad Elenko addressed the Board on behalf of applicant.

RECOMMENDATION 5 (Unweighted Rural Vote – Simple Majority)**It was Moved and Seconded**

THAT the RDOS Board “authorize” the application to undertake a two lot subdivision at 2257 82nd Avenue (Lot A, DL 223, SDYD, Plan KAP92472) in Electoral Area “A” to proceed to the Agricultural Land Commission.

CARRIED

Opposed: Director Brydon

Director Pendergraft reentered the meeting at 2:57 p.m.

2. Official Community Plan (OCP) Bylaw Amendment – Electoral Area “C”
 - a. Responses Received

The public hearing for this item was held Thursday, July 20, 2017 at 9:00 a.m. in the RDOS Board Room located at 101 Martin Street, Penticton.

The purpose of this amendment to the Electoral Area “C” Official Community Plan (OCP) Bylaw is to update the Protection of Farming Development Permit (PFDP) Area designation.

RECOMMENDATION 6 (Unweighted Rural Vote – 2/3 Majority)**It was MOVED and SECONDED**

THAT Bylaw No. 2452.17, 2017, Regional District of Okanagan-Similkameen Protection of Farming Development Permit Area Update Official Community Plan Amendment Bylaw be read a third time and adopted. - **CARRIED**

3. Zoning Bylaw Amendment – D. Bennett & R. Bryant, 4820 9th Avenue, Okanagan Falls, Electoral Area “D”
 - a. Bylaw No. 2455.29, 2017
 - b. Responses Received

To allow for the development of the site to a duplex or single detached dwelling unit.

RECOMMENDATION 7 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2455.29, 2017, Electoral Area “D” 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 17, 2017;

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

CARRIED

4. Zoning Bylaw Amendments – Electoral Areas “A”, “C”, “D”, “E”, “F” & “H” Ag Zone & Regulations Update
 - a. Bylaw No. 2728, 2017

Amendment Bylaw No. 2728 represents the culmination of a multi-year review and update of the definitions and regulations that affect the agricultural zones in the Electoral Area Zoning Bylaws.

RECOMMENDATION 8 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2728, 2017, Regional District of Okanagan-Similkameen Update of Agricultural Zones and Regulations Amendment Bylaw be adopted. - **CARRIED**

E. PUBLIC WORKS

1. Award of Tendering and Construction Services for Campbell Mountain landfill (CML) Leachate and Drainage Works

To complete the tendering, contract administration and inspection during construction of the Campbell Mountain Landfill drainage and leachate collection.

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

THAT the Board of Directors approve an increase to the budget of the Campbell Mountain Landfill Design, Operations and Closure Plan for tendering, inspection and construction services to Sperling Hansen Associates up to the amount of \$220,000 plus GST; and

THAT a further contingency be approved at \$50,000 for the consulting services if required; and

THAT an extension to the Sperling Hansen Associates consulting services agreement be granted until March 31, 2018.

CARRIED

2. Biocover and Test Plot Project Update

Meet the compliance requirements of the Landfill Gas Management Regulation through the use of biocover rather than the typical gas management system.

RECOMMENDATION 10 (Weighted Participant Vote – Majority)

Participants: City of Penticton, Village of Keremeos, Electoral Areas “B”, “D”, “E”, “F” and “G”

It was MOVED and SECONDED

THAT the Board of Directors approve a budget of \$250,000 to complete the biocover test plot study and analysis to meet the objectives set by the Ministry of Environment.

CARRIED

3. Federation of Canadian Municipalities (FCM) Grant Resolution

Request endorsement of the application to the Federation of Canadian Municipalities – Municipalities for Climate Innovation Program (MCIP) to request funding for the biocover pilot testing project.

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

THAT the Regional District submit an application to the Federation of Canadian Municipalities Climate Innovation Program for completion of a feasibility study on reducing GHG emissions using biocover at the Campbell Mountain Landfill. - **CARRIED**

F. COMMUNITY SERVICES – Recreation Services

1. Tulameen Community Club Agreement
 - a. Form of Agreement

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

THAT the Regional District enter into 5-year agreement with the Tulameen Community Club (TCC) to manage, operate and maintain the Tulameen Arena.

CARRIED

2. Five Year Financial Plan Amendment – Similkameen Recreation Facility

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

THAT the Regional District amend the 2017 Five Year Financial Plan to authorize the Similkameen Recreation Commission to conduct a Capital Recreation Facilities Improvement Survey by moving up to \$20,000.00 from the Recreation Reserve into the Capital and Equipment Line Account.

It was MOVED and SECONDED

THAT the motion be amended to add “And further THAT the Survey identify cost per household.”

CARRIED**Question on the Main Motion AS AMENDED**

THAT the Regional District amend the 2017 Five Year Financial Plan to authorize the Similkameen Recreation Commission to conduct a Capital Recreation Facilities Improvement Survey by moving up to \$20,000.00 from the Recreation Reserve into the Capital and Equipment Line Account; and further,

THAT the Survey identify cost per household.

CARRIED

G. COMMUNITY SERVICES – Rural Projects

1. Rural Dividend Program – Hedley Community Recreation Commission Association
 - a. Grant Application
 - b. Resolution from the Hedley Community Recreation Commission Association

To support a local community organization in their effort to maintain and improve public spaces.

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

THAT the Board apply to the BC Rural Dividend Program on behalf of the Hedley Community Recreation Commission Association, for financial support to complete exterior improvements to the Hedley Community Hall. - **CARRIED**

H. FINANCE

1. Bylaw 2780, 2017 Security Issuing Bylaw – 9-1-1 Emergency Service, Naramata Fire Truck Acquisition, Tulameen Fire Truck Acquisition
 - a. Bylaw No. 2780, 2017

RECOMMENDATION 15 (Weighted Corporate Vote – 2/3 Majority)
It was MOVED and SECONDED

THAT Bylaw No 2780, 2017 Regional District Okanagan Similkameen Security Issuing bylaw be read a first, second and third time and be adopted. - **CARRIED**

I. LEGISLATIVE SERVICES

1. 2017 UBCM Convention – For Information Only
-
2. Electoral Area “D” Division – For Information Only
 - a. Appendix A - Electoral Area “D” Map
 - b. Appendix B - Electoral Area “D” Division Tax Base
-

3. [Declarations of State of Local Emergency, Evacuation Orders Approval](#)

Administrative Recommendation:

It was MOVED and SECONDED

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration of the State of Local Emergency for the areas surrounding Nipit and Horn Lakes (Twin Lakes) due to expire 7 July 2017 at midnight for a further seven days to 14 July 2017, at midnight; and

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration of the State of Local Emergency for the areas surrounding Nipit and Horn Lakes (Twin Lakes) due to expire 14 July 2017 at midnight for a further seven days to 21 July 2017, at midnight; and

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration of the State of Local Emergency for the areas surrounding Nipit and Horn Lakes (Twin Lakes) due to expire 21 July 2017 at midnight for a further seven days to 28 July 2017, at midnight; and

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration of the State of Local Emergency for the area of Red Wing Resorts due to expire 11 July 2017 at midnight for a further seven days to 18 July 2017, at midnight; and

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration of the State of Local Emergency for the area of Red Wing Resorts due to expire 18 July 2017 at midnight for a further seven days to 25 July 2017, at midnight; and

THAT the Board of Directors consent to the Declaration of a State of Local Emergency issued by the Chair on 7 July, 2017 for the area Highway 5A near the community of Princeton to remain in force for seven days until 14 July, 2017 at midnight; and

THAT the Board of Directors consent to the Declaration of a State of Local Emergency issued by the Chair on 7 July, 2017 for the area of Electoral Area "H" north of Princeton to remain in force for seven days until 14 July, 2017 at midnight; and

THAT the Board of Directors request the Minister of State for Emergency Preparedness to extend the Declaration of the State of Local Emergency for the area of Electoral Area "H" north of Princeton due to expire on 14 July, 2017 at midnight for a further seven days to 24 July, 2017, at midnight; and

THAT the Board of Directors consent to the Evacuation Order issued by the Chair on 7 July 2017 at 1700 hours for 34 properties in the vicinity of the community of Princeton, due to immediate danger to life safety due to threat of fire; and

THAT the Board of Directors consent to the Evacuation Order issued by the Chair on 7 July 2017 at 2000 hours for 20 properties in the vicinity of the community of Princeton, due to immediate danger to life safety due to threat of fire; and

THAT the Board of Directors consent to the Evacuation Order issued by the Chair on 8 July 2017 at 1200 hours for 6 properties in the vicinity of the community of Princeton, due to immediate danger to life safety due to threat of fire; and

THAT the Board of Directors consent to the Evacuation Order issued by the Chair on 9 July 2017 at 1900 hours for 43 properties in the vicinity of Electoral District “H” north of the community of Princeton, due to immediate danger to life safety due to threat of fire; and

THAT the Board of Directors consent to the Evacuation Order issued by the Chair on 10 July 2017 at 0200 hours for 195 properties in the vicinity of the community of Princeton, due to immediate danger to life safety due to threat of fire; and

THAT the Board of Directors consent to the Evacuation Order issued by the Chair on 10 July 2017 at 1600 hours for 49 properties in the vicinity of the community of Princeton, due to immediate danger to life safety due to threat of fire.

CARRIED

J. CAO REPORTS

1. Verbal Update

K. OTHER BUSINESS

1. Chair’s Report

2. Board Representation

- a. Developing Sustainable Rural Practice Communities - *McKortoff*
- b. Intergovernmental First Nations Joint Council - *Kozakevich, Bauer, Pendergraft*
- c. Municipal Finance Authority (MFA) – *Kozakevich, Bauer*
- d. Municipal Insurance Association (MIA) - *Kozakevich, Bauer*
- e. Okanagan Basin Water Board (OBWB) – *McKortoff, Hovanes, Waterman*
 - i. June 2017 Report
- f. Okanagan Film Commission (OFC) – *Jakubeit*
- g. Okanagan Regional Library (ORL) – *Kozakevich*
- h. Okanagan Sterile Insect Release Board (SIR) – *Bush*
- i. Okanagan-Similkameen Regional Hospital District (OSRHD) - *Brydon*
- j. Southern Interior Beetle Action Coalition (SIBAC) - *Armitage*
- k. Southern Interior Local Government Association (SILGA) – *Kozakevich*
- l. Southern Interior Municipal Employers Association (SIMEA) – *Kozakevich, Martin*
- m. Starling Control - *Bush*

n. UBCO Water Chair Advisory Committee – *Bauer*

3. Directors Motions

Director Siddon advised that he intended to bring forward a motion at the August 3, 2017 Board Meeting regarding a fireworks bylaw.

4. Board Members Verbal Update

L. ADJOURNMENT

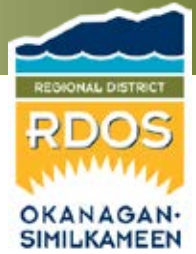
By consensus, the meeting adjourned at 3:40 p.m.

APPROVED:

CERTIFIED CORRECT:

K. Kozakevich
RDOS Board Chair

B. Newell
Corporate Officer



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: August 3, 2017
RE: Zoning Bylaw Amendment – Electoral Area “E”

Administrative Recommendation:

THAT Bylaw No. 2459.24, 2017, Electoral Area “E” Zoning Amendment Bylaw be read a third time and adopted.

Purpose: To allow for the development of one accessory building up to 210 m² in area

Owners: Malcolm & Hazel Clark **Agent:** Dave Sutton **Folio:** E-02500.000

Legal: That part of DL 286 shown on Plan B1364, SDYD, Except Plans 29967 and A11020

Civic: 4865 North Naramata Road, Naramata

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

Proposed Development:

This application is seeking to combine two allowable accessory dwellings of 140 m² and 70 m² into one accessory dwelling of up to 210 m².

Site Context:

The subject property is approximately 6.43 ha in area and is situated on the west side of North Naramata Rd approximately 2 km from the Naramata town area. There is currently one dwelling on the property located near North Naramata Rd.

Background:

At its meeting of June 12, 2017, the Electoral Area “E” Advisory Planning Commission (APC) resolved to recommend to the Regional District Board that this development proposal be approved.

A Public Information Meeting was held ahead of the APC meeting on June 12, 2017, and was attended by one (1) member of the public.

At its meeting of July 6, 2017, the Regional Board gave first and second reading to Bylaw No. 2459, 2017.

A public hearing is scheduled to occur prior to the regular Board meeting of August 3, 2017.

Referrals:

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:

In this instance the proposed site specific zone will not substantially vary the intent of zone or strategic land use objectives. Objectives of the OCP for agriculture lands are to “preserve agricultural land with continuing value for agriculture for current and future production, to protect this land from uses which are incompatible with existing agricultural uses”.

The proposal, by combining the floor area of two permitted accessory dwellings as one building, will effectively result in a reduction of the overall footprint.

Alternatives:

THAT first and second reading of Bylaw No. 2459.24, 2017, Electoral Area “E” Zoning Amendment Bylaw be rescinded and the bylaw amendment be denied.

Respectfully submitted

Endorsed by:

Endorsed by:

ERiechert

CG

B. Dollevoet

E. Riechert, Planner

C. Garrish, Planning Supervisor

B. Dollevoet, Dev. Services Manager

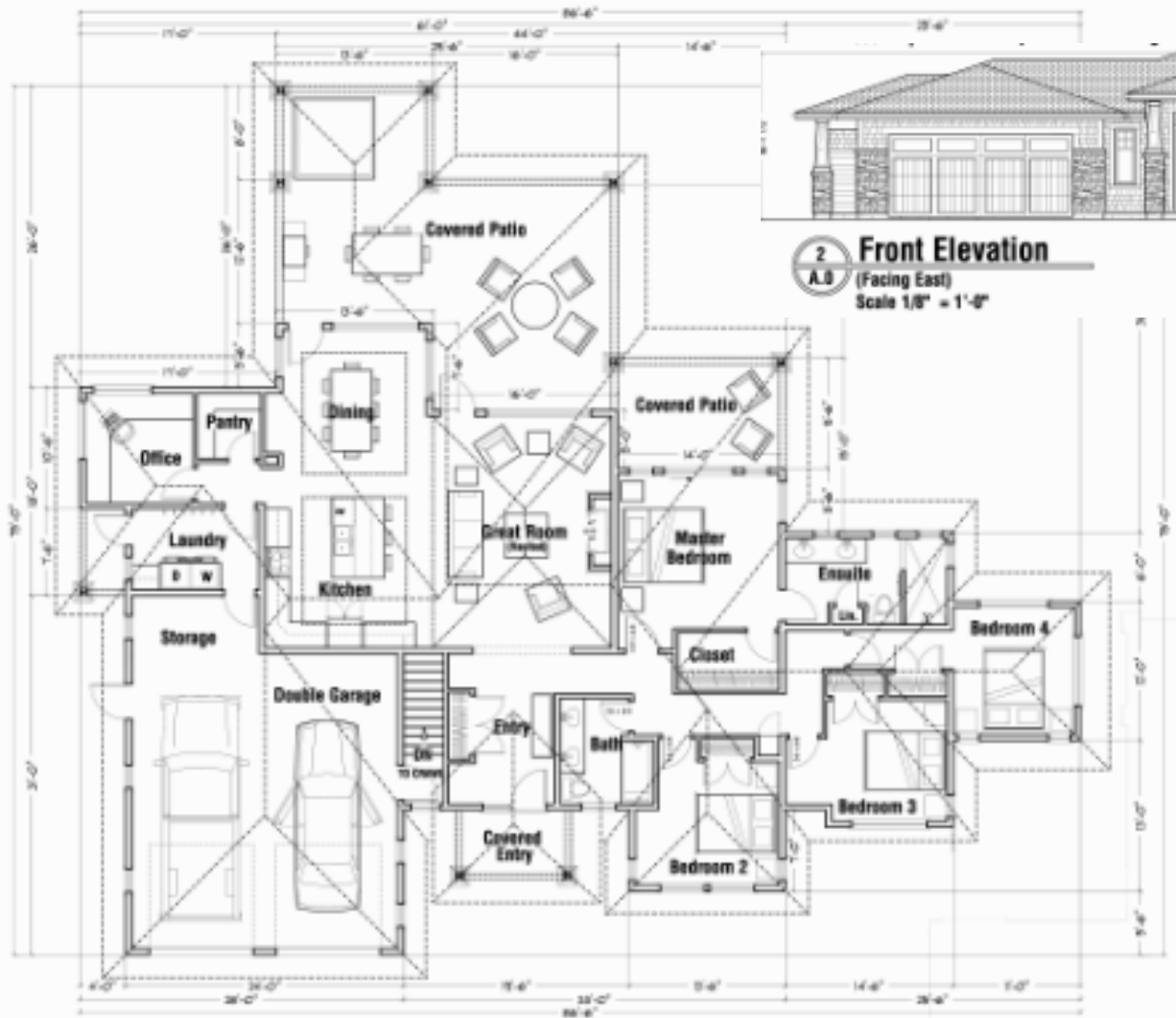
Attachments: No. 1 – Applicant’s Site Plan

No. 2 – Applicant’s Floor Plan & Elevation

Attachment No. 1 – Applicant’s Site Plan



Attachment No. 2 – Applicant’s Floor Plan & Elevation



2 Front Elevation
 (Facing East)
 Scale 1/8" = 1'-0"

1 Main Floor Plan
 A.9 9'-0" Ceilings + Vaulted Areas
 Scale 1/8" = 1'-0"

2258 Sq.Ft / 209.8 Sq.m	Living Area
696 Sq.Ft / 64.7 Sq.m	Garage
733 Sq.Ft / 68.1 Sq.m	Rear Covered Areas
3687 Sq.Ft / 342.6 Sq.m	Total Coverage

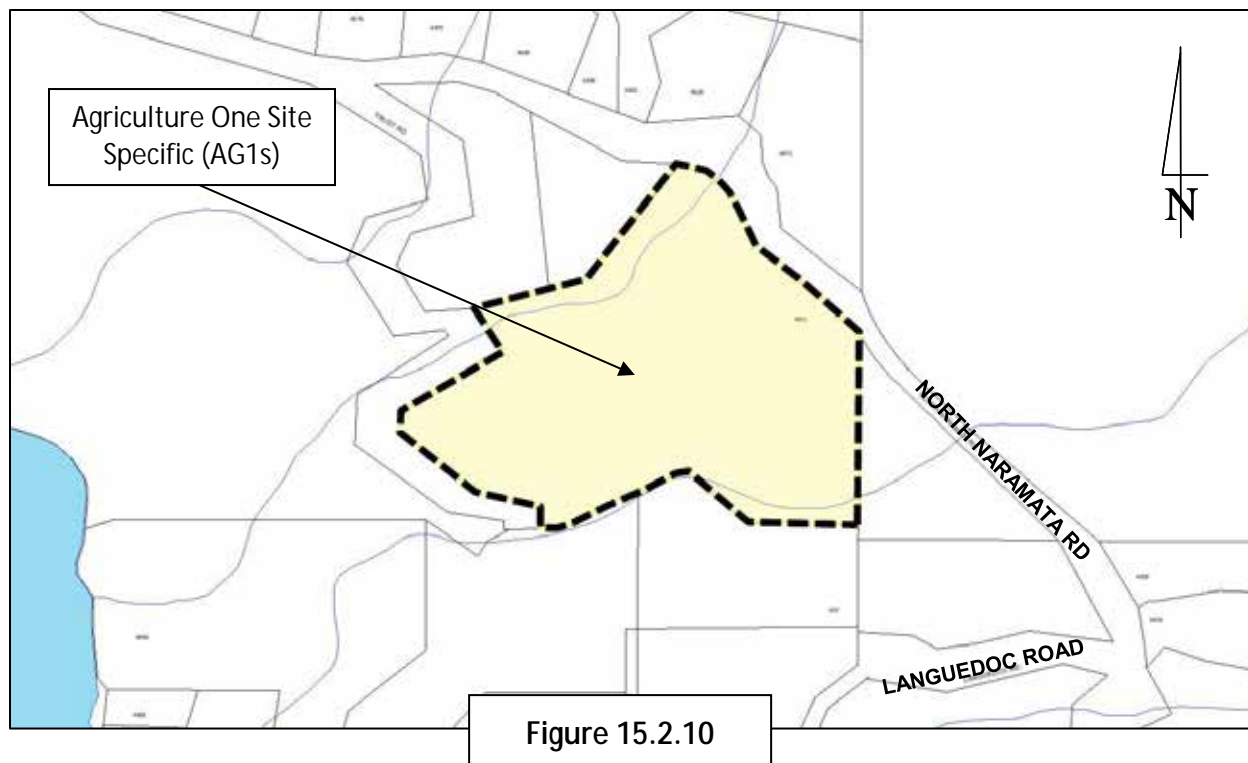
REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2459.24, 2017

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. 2459.24, 2017."
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 That Part of District Lot 286 Shown on Plan B134, SDYD, Except Plans 29967 and A11020, and shown shaded yellow on Schedule 'A', 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 15.2 (Site Specific Agriculture One (AG1) Provisions) to read as follows:
 - .10 in the case of land described as that part of District Lot 286 Shown on Plan B134, SDYD, Except Plans 29967 and A11020, and shown shaded yellow on Figure 15.2.10:
 - a) despite Section 10.2.5, the maximum number of accessory dwellings permitted on the subject parcel shall be one (1); and
 - b) despite Section 7.11.1 the floor area for the accessory dwelling will be no greater than 210 m².



READ A FIRST AND SECOND TIME this 6th day of July, 2017.

PUBLIC HEARING held on this 3rd day of August, 2017.

READ A THIRD TIME this ___ day of _____, 2017.

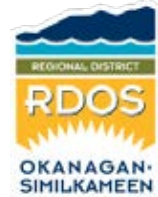
ADOPTED this ___ day of _____, 2017.

Board Chair

Corporate Officer

Regional District of Okanagan-Similkameen

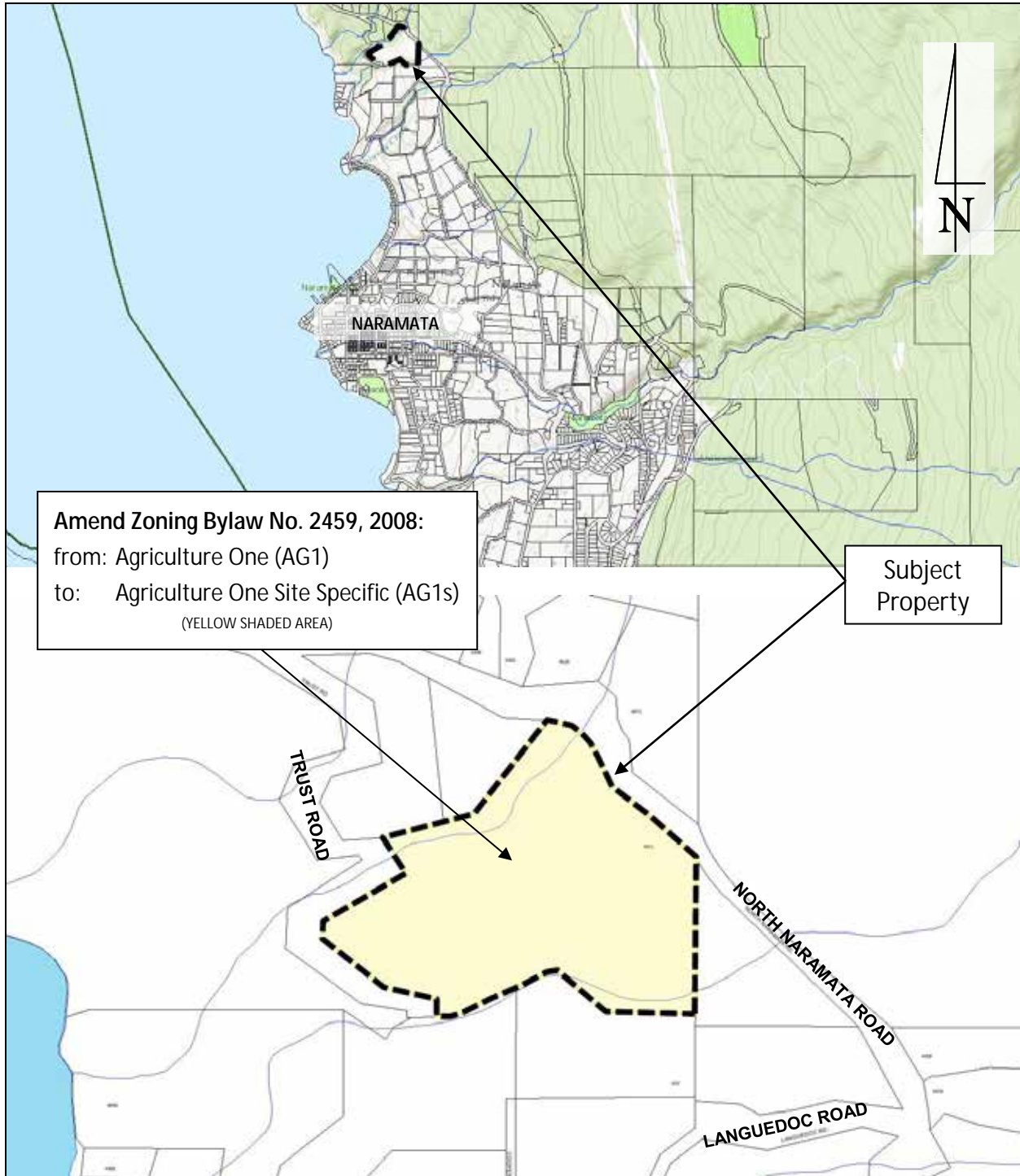
101 Martin St, Penticton, BC, V2A-5J9
Tel: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2459.24, 2017

Project No: E2017.024-ZONE

Schedule 'A'



Analysis:

In considering this proposal, Administration believes that there are a number of items that speak to the merits of the application including the size of the property, its relative remoteness and a commitment by the applicant's to maintain the development as a rustic, recreational retreat for owners of the parcel (i.e. by limiting services - no running water).

Conversely, the absence of basic services (i.e. water, sewer and dedicated road access) should normally speak against an increase in residential dwelling units – even if only for seasonal purposes – on a parcel. It is also noted that the Regional District has had mixed experiences with these types of developments remaining seasonal in nature (i.e. Kennedy Lake & Headwaters lease lots).

Alternatives:

- .1 THAT first and second reading of Bylaw No. 2498.11, 2017, Electoral Area "H" Zoning Amendment Bylaw be rescinded and the amendment be denied.

Respectfully submitted

Endorsed by:

Endorsed by:

ERiechert

CG

B. Dollevoet

E. Riechert, Planner

C. Garrish, Planning Supervisor

B. Dollevoet, Dev. Services Manager

Attachments: No. 1 – Applicant's Site Plan

No. 2 – Site Photographs

Attachment No. 1 – Applicant’s Site Plan



Attachment No. 2 – Site Photos



Attachment No. 2 – Site Photos (continued)



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2498.11, 2017

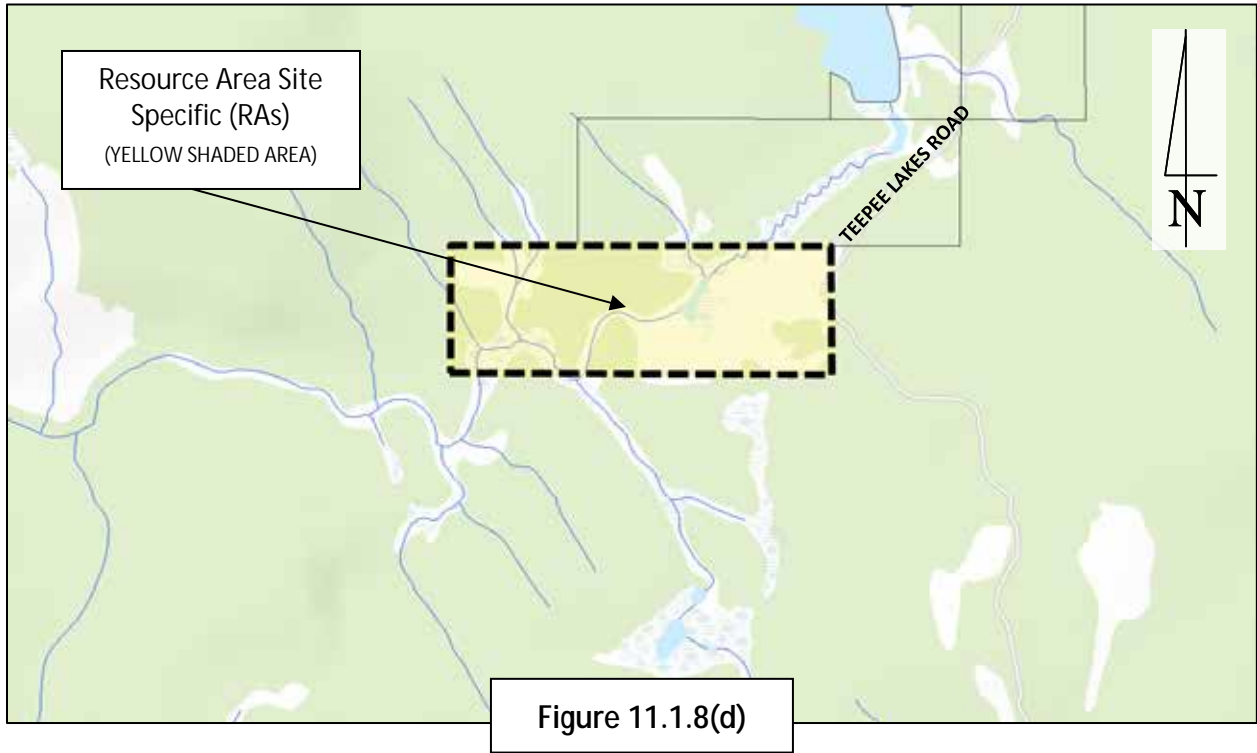
A Bylaw to amend the Electoral Area "H" Zoning Bylaw No. 2498, 2012

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. 2498.11, 2017."
2. The Zoning Map, being Schedule '2' of the Electoral Area "H" Zoning Bylaw No. 2498, 2012, is amended by changing the land use designation on land described as District Lot 4526, KDYD, and shown shaded yellow on Schedule 'Y-1', which forms part of this Bylaw, from Resource Area (RA) to Resource Area Site Specific (RAs).
3. The Electoral Area "H" Zoning Bylaw No. 2498, 2012, is amended by:
 - i) adding a new section following 11.1.8(c) under Section 11.1.8 (Site Specific Resource Area (RAs) Regulations) to read as follows:
 - d) in the case of land described as Lot 2, District Lot 2076 KDYD, Plan KAP78220, and shown shaded yellow on Figure 11.1.8(d):
 - i) the following accessory use shall be permitted on the land in addition to the permitted uses listed in Section 11.1.1:

"seasonal cabin", which is defined as meaning a building or structure that may contain cooking, eating, washroom, living and sleeping facilities, and is primarily used for occasional or seasonal occupancy.

- ii) despite Section 11.1.4, the maximum number of dwellings permitted on the subject parcel shall be one (1) principal and eleven (11) seasonal cabins; and
- iii) no seasonal cabin shall have a floor area greater than 75 m², except for:
 - .1 three (3) seasonal cabins unit which may have a floor area not greater than 100 m²; and
 - .2 one (1) seasonal cabin unit which may have a floor area not greater than 150 m².



READ A FIRST AND SECOND TIME this 6th day of July, 2017.

PUBLIC HEARING held on this 3rd day of August, 2017.

READ A THIRD TIME this ____ day of _____, 2017.

ADOPTED this ____ day of _____, 2017.

Board Chair

Corporate Officer

Regional District of Okanagan-Similkameen

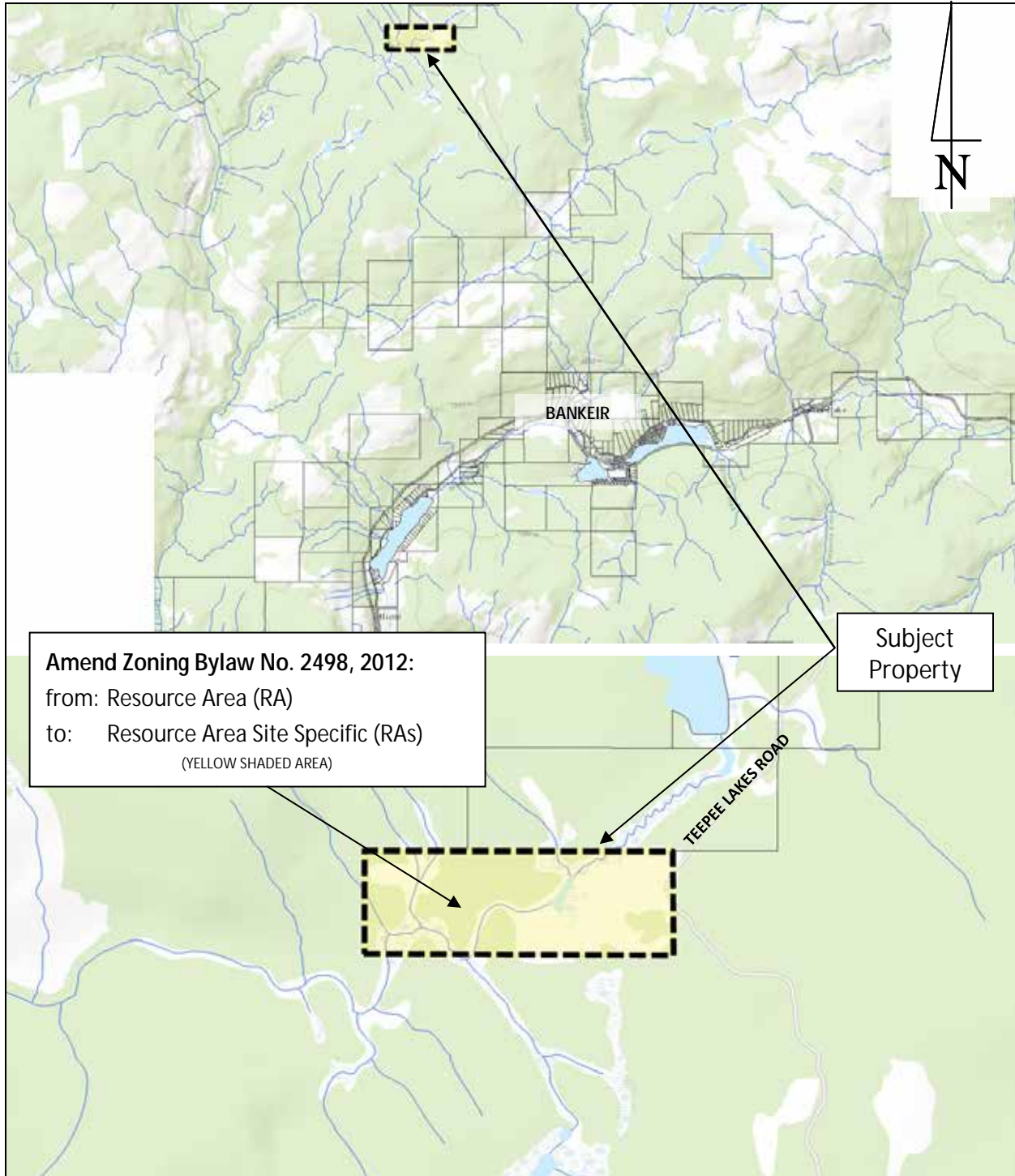
101 Martin St, Penticton, BC, V2A-5J9
Tel: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2498.11, 2017

Project No: H2017.023-ZONE

Schedule 'Y-1'



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:

The site specific bylaw will formalize the use of the five RV pads but would expect a commitment in the longer term for the density of the property to eventually revert back to one single dwelling unit and one secondary suite or carriage house. The bylaw does this by excluding all other uses except for five RVs so that, in the future, if a more permanent dwelling was proposed a rezoning application will be required. It is expected at that time that there will be a reduction in RV pads.

Given the IHA response, Administration recommends that the Zoning Amendment Bylaw be read a third time but not adopted until such time that the water system is brought into compliance.

Conversely, the Board may consider giving the Amendment Bylaw third reading and adoption, thereby allowing IHA to pursue its own regulatory requirements after the land use is approved.

Alternatives:

- .1 THAT first and second reading of Bylaw No. 2498.12, 2017, Electoral Area "H" Zoning Amendment Bylaw be rescinded and the amendment bylaw be denied.
- .2 THAT Bylaw No. 2498.12, 2017, Electoral Area "H" Zoning Amendment Bylaw be read a third time and adopted.

Respectfully submitted

ERiechert

E. Riechert, Planner

Endorsed by:

CG

C. Garrish, Planning Supervisor

Endorsed by:

B. Dollevoet

B. Dollevoet, Dev. Services Manager

Attachments: No. 1 – Applicant's Site Plan

Attachment No. 1 – Applicant's Site Plan



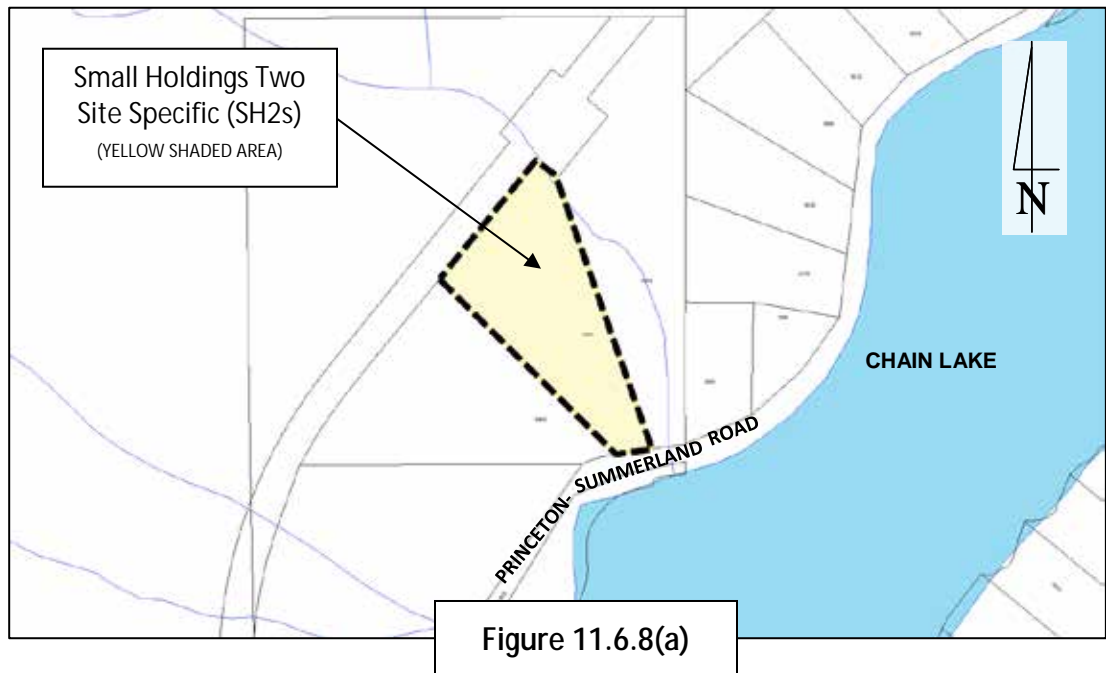
REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2498.12, 2017

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. 2498.12, 2017."
2. The Zoning Map, being Schedule '2' of the Electoral Area "H" Zoning Bylaw No. 2498, 2012, is amended by changing the land use designation on land described as Lot 2, District Lot 2076 KDYD, Plan KAP78220, and shown shaded yellow on Schedule 'Y-1', which forms part of this Bylaw, from Small Holdings Two (SH2) to Small Holdings Two Site Specific (SH2s).
3. The Electoral Area "H" Zoning Bylaw No. 2498, 2012, is amended by:
 - i) replacing Section 11.6.8(a) under Section 11.6. (Small Holdings Two Zone) in its entirety with the following:
 - a) in the case of land described as Lot 2, District Lot 2076 KDYD, Plan KAP78220, and shown shaded yellow on Figure 11.6.8(a):
 - i) the following principal use and no others shall be permitted on the land:
 - .1 recreation vehicle(s).
 - ii) the following accessory use and no others shall be permitted on the land:
 - .1 accessory buildings and structures, subject to 7.12.
 - iii) despite Section 11.6.4, the maximum number of recreational vehicles permitted on the subject parcel shall not exceed five (5).



READ A FIRST AND SECOND TIME this 6th day of July, 2017.

PUBLIC HEARING held on this 3rd day of August, 2017.

READ A THIRD TIME this ____ day of _____, 2017.

ADOPTED this ____ day of _____, 2017.

Board Chair

Corporate Officer

Regional District of Okanagan-Similkameen

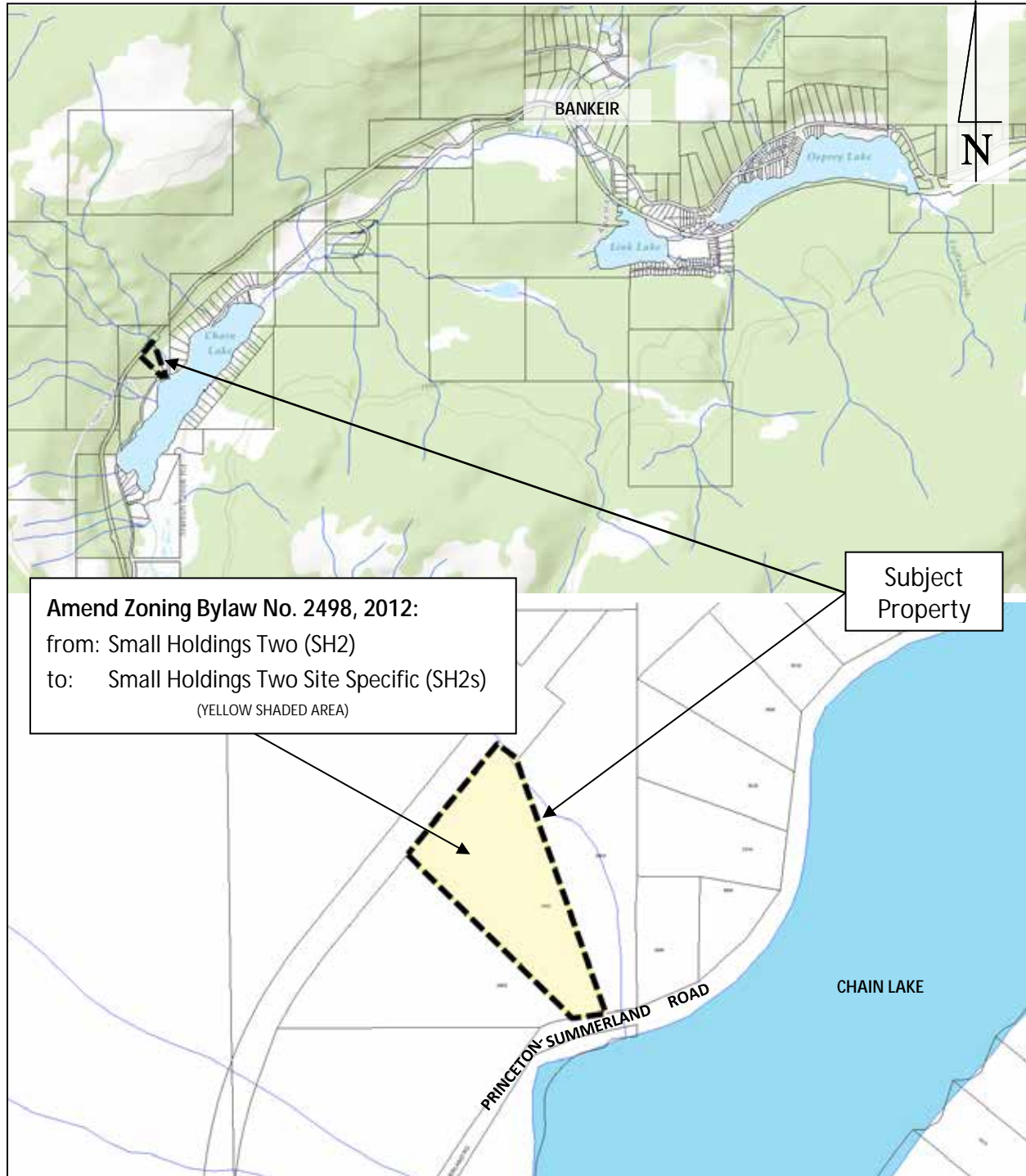
101 Martin St, Penticton, BC, V2A-5J9
Tel: 250-492-0237 Email: info@rdos.bc.ca



Amendment Bylaw No. 2498.12, 2017

Project No: H2017.038-ZONE

Schedule 'Y-1'



Lauri Feindell

From: Beaupre, John <John.Beaupre@interiorhealth.ca>
Sent: May 23, 2017 12:34 PM
To: Planning
Cc: Evelyn Riechert; Wilson, Tristin
Subject: Zoning Bylaw Amendment - RDOS File: H2017.038-ZONE
Attachments: ROWP-Practice-Guidelines-1.pdf

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

Attention Evelyn Riechert:

Re Site Specific Land Use Amendment to Permit 5 Serviced RV Sites on Lot 2, DL 2076, KDYD, Plan KAP78220, 3492 Princeton-Summerland Rd.

Thank you for the opportunity to provide comment on the above referenced Zoning Amendment from the viewpoint of our policies and regulations governing onsite sewage disposal and water supply.

Currently there is a domestic water supply system serving 5 existing RV sites on the subject property. The water system does not have the required approvals or permits in place as required under the Drinking Water Protection Act (DWPA) and Drinking Water Protection Regulation (DWPR). This office recommends that the proposed zoning amendment not proceed until such time the existing water system is brought into compliance with the DWPA and DWPR. The applicant should contact Environmental Health Officer Tristin Wilson at Tristin.Wilson@interiorhealth.ca (phone: 250-492-4000 ext. 2793) regarding the required approvals and permits for the water system.

It is also recommended that an "Authorized Person" as defined in the Sewerage System Regulation (SSR) carry out a Compliance Inspection (see sections 7 and 8 of attached guideline) on the existing onsite Sewerage Dispersal System (SDS) currently serving the 5 RV sites to confirm whether or not the system is in compliance with the SSR and the Sewerage System Standard Practice Manual Version 3. Should the SDS be found to be out of compliance it is recommended it be brought into compliance before the zoning amendment is approved.

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



ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: August 3, 2017
RE: Provision of Water and Sewer by Town of Osoyoos

Administrative Recommendation:

THAT the Regional District of Okanagan-Similkameen consent to the Town of Osoyoos providing water and sewer service to 5221 Lakeshore Drive, Osoyoos, Electoral Area "A" (Lot 10A, Plan KAP1958, SDYD, DL43 100, Except Plan H95).

Purpose:

To allow for the provision of water and sewer by the Town of Osoyoos to 5221 Lakeshore Drive, Osoyoos.

Reference:

Community Charter, Section 13 (1)(b)
June 27, 2017 Letter & July 17, 2017 Email from Town of Osoyoos

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

Goal 2.3 To meet public needs through the provision and enhancement of key services

Analysis:

The Community Charter allows a municipality to provide a service in an area outside of the municipality but it must first obtain consent from the regional district. The regional district may establish terms and conditions, including the process for terminating provision of the service in its area.

The owners of 5221 Lakeshore have approached the Town of Osoyoos seeking water and sewer services to their property. The Town in turn is requesting consent from the Regional District.

Alternatives:

1. THAT the Regional District of Okanagan-Similkameen decline to consent to the Town of Osoyoos providing water and sewer service to 5221 Lakeshore Drive, Osoyoos, Electoral Area "A".
2. THAT the Regional District of Okanagan-Similkameen establish terms and conditions prior to consenting to the Town of Osoyoos providing water and sewer service to 5221 Lakeshore Drive, Osoyoos, Electoral Area "A".

Communication Strategy:

The Town of Osoyoos will be advised of the decision of the Board of Directors regarding the request to provide service to 5221 Lakeshore Drive.

Respectfully submitted:

“insert digital signature; or name in italics”

C. Malden, Manager of Legislative Services

June 27, 2017

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

Dear Christy:

Re: **Water and Sewer Service/Boundary Extension – 5221 Lakeshore Drive**
Our File Number: BLW-226

The owners of the noted property in this motion have approached the Town seeking water and sewer services to their property, which is contiguous to the Town boundary. In order to receive this service they have agreed to bring their property into the Town boundary, if or when the province approves a boundary extension.

At this point in time, I am seeking a water and sewer service agreement with the RDOS for 5221 Lakeshore Drive so we can proceed with servicing this property. I have attached related correspondence that supports the Town's request for implementing this service agreement.

*2017 06 19 Regular Open Meeting MOTION 202/17 Moved by Councillor Campol
Seconded by Councillor King That Council provides administration direction to
request the approval of the RDOS to expand the Town boundary to include Lot
10A, Plan KAP1958, Land District Similkameen Division of Yale, District Lot 100,
Except Plan H95 also identified as civic address 5221 Lakeshore Drive and to bring
water and sewer service to that property. CARRIED*

At a later date, I will be approaching the RDOS with a request for referral comments on a further boundary in this area and the east bench of Osoyoos.

If you have any questions please call 250.495.6515.

Yours truly,



Barry Romanko, CLGM
Chief Administrative Officer

BR/dc

ADMINISTRATIVE REPORT

TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: August 3, 2017

RE: South Okanagan Conservation Fund - Technical Advisory Committee Appointments

Administrative Recommendation:

THAT the Board of Directors appoint the following as volunteer members of the South Okanagan Conservation Fund Technical Advisory Committee:

One year term ending September 2018:

- Judy Millar

Two year term ending September 2019:

- Eva Durance
- Carrie Terbasket
- Adam Ford

Three year term ending September 2020:

- Steven Matthews
- Orville Dyer
- Darcy Henderson

Purpose:

To appoint seven volunteer members to the South Okanagan Conservation Fund Technical Advisory Committee (TAC) to provide expertise in the review and recommendation to the Board of Directors regarding the selection of projects or recipients of the South Okanagan Conservation Funds.

Reference:

South Okanagan Conservation Fund Terms of Reference – (May 2017).

Background:

In December 2016, the Regional District of Okanagan Similkameen, with public assent, adopted Bylaw No. 2690 to establish an Environmental Conservation Service for the Electoral Areas "A", "C", "D", "E", "F", the City of Penticton, District of Summerland, and the Town of Oliver.

The funds requisitioned are in support of undertaking and administering activities, projects, and works that include, but are not limited to, water, environment, wildlife, land and habitat conservation efforts to protect natural areas within the participating areas of the Regional District of Okanagan-Similkameen.

At the June 1, 2017 Board meeting, the Board of Directors approved a Terms of Reference for a Technical Advisory Committee (TAC), which is attached to this report for reference.

The purpose of the TAC is to:

- (a) Ensure that all proposals to the Fund receive an expert technical review based on a fair assessment of merit and project effectiveness;
- (b) Provide a high level of accountability in the review process; and
- (c) Provide recommendation on technically appropriate proposals to the Board of Directors

TAC members may serve a term of up to three years (renewable upon reappointment), with some members serving one- or two-year terms initially to ensure membership continuity.

Analysis:

In accordance with the Terms of Reference, the TAC will be comprised of five to seven volunteer members with expertise in each theme area of hydrology, ecology, conservation biology, ecosystems (sensitive terrestrial and aquatic ecosystems, management, enhancement and restoration), restoration and enhancement of habitat, fish and wildlife conservation including species at risk.

In response to advertisements in local newspapers and via social media, 13 candidates submitted resumes for the 7 positions. Selecting volunteers for this committee proved to be an extremely challenging and competitive process; a decision made very difficult by the many impressive applications received.

Candidates for membership were evaluated by Regional District staff Zoe Kirk, Brad Dollevoet, and Christy Malden along with Bryn White of the South Okanagan Similkameen Conservation Program, and were ranked based on the following criteria.

Mandatories	Maximum Points
Resume received before date of closing	Yes/No
Area of Expertise and Qualifications	Guidance
Expertise in: management, Restoration or Enhancement of Fish and Wildlife Habitat	6 (2 points each)
Native Fish populations	2 points
Native Wildlife populations	2 points
Sensitive Ecosystems (aquatic or terrestrial)	2 points
Species at Risk	2 points
Natural Resource Mgmt	2 points
Qualifications: Env Studies, Env Science, Hydrology, Ecology, Cons Biology, or other applicable qualification	10 points
Practical knowledge and experience in specific technical areas (as detailed above)	10 (2 points each)
Understanding of conservation practices and approaches including stewardship, outreach, traditional ecological knowledge, acquisitions and securement	10 (2 points each)
Practical knowledge of the non-profit and society sectors	4 points (2 each)
50 Maximum Points	

Administration is confident that a diverse balance of academic, technical and practical experience will be achieved with the seven candidates put forward for recommendation, all of who scored between 38 and 50 on the ranking criteria. The seven candidates represent over 170 years of combined experience, 13 post secondary degrees/diplomas and five are members of professional associations. A brief biography for each of the candidates is noted in Appendix 'A' of this document, for the Board's reference.

Next Steps:

The newly appointed TAC will meet in early September for an orientation meeting to review relevant RDOS policies and to discuss the process for receiving and evaluating proposals to the fund. The TAC will then reconvene in the fall to commence the evaluation process and conduct any required site visits.

Alternatives:

1. THAT the Board of Directors appoint as volunteer members of the South Okanagan Conservation Fund Technical Advisory Committee, candidates as contained within this report.
2. THAT the Board of Directors defer appointment of the Committee members for future consideration.
3. THAT the Board of Directors decline to appoint members to the Technical Advisory Committee.
4. THAT the Board of Directors not form a Technical Advisory Committee.

Respectfully submitted:

"Debra Paulhus"

D. Paulhus, Administration Support Clerk

Endorsed by:

"Christy Malden"

C. Malden, Manager of Legislative Services

South Okanagan Conservation Fund Technical Advisory Committee Candidates



Adam Ford, Ph.D. Adam is an Assistant Professor and Canada Research Chair of Wildlife Restoration Ecology at UBC Okanagan. He is a Liber Ero Fellow in Conservation Science and holds a PhD in Zoology, MA in Biology and BSc Honours with Distinction in Geography. His conservation science and research has taken him from Vancouver Island to the Rocky Mountains and the African savanna. In 2015, Adam was the recipient of the American Association for the Advancement of Science & SciLifeLab Prize for Young Scientists winner “Ecology and Environment” category, the T.W.M. Cameron award for Outstanding PhD Thesis from the Canadian Society of Zoologists, and the Governor General’s Academic Gold Medal Award for Top PhD Dissertation in the 2014- 2015 Graduating Class, from the University of British Columbia.



Carrie Terbasket is born from the waters of the Similkameen Valley located in the southern portion of Okanagan Territory; an area containing some of the most threatened ecosystems and species in Canada. Carrie is an active spokeswoman for the preservation of the natural world. She believes that women have a distinct and sacred connection to the land and water and as such must have a place in the forefront of land based discussions and decision-making. She recently completed her second term on the National Aboriginal Council on Species at Risk (NACOSAR), a council responsible to advise the federal Minister of Environment on the administration of the Species at Risk Act (SARA). Throughout her career she has always been a strong advocate for meaningful and direct leadership by her community in the conservation arena throughout the Okanagan Nation and beyond. Carrie is committed to *Naqsm’ist*, an nsylxcen word for “Many Becoming One”, by creating healthy relationships that facilitate respectful movement towards environmental conservation. Carrie has a strong belief and value system deeply rooted in the protection of all tmix^w and her work reflects that. She believes that having the sylx perspective guide environmental policy and programming initiatives will ensure the survival of All Our Relations for tomorrow and always. Most importantly, Carrie is the proud mother of Madison, Liam, and Abigail.

Darcy Henderson Ph.D. Conservation, management, restoration, and enhancement of fish and



wildlife populations and habitats have been Darcy’s vocation for more than 26 years. This includes practical experience working in commercial forestry, fisheries, wetlands and waterfowl, livestock and range management, and parks management. Over that time he has been

employed by Provincial, Federal, and First Nations governments as well as corporations and not-for profit groups. Darcy's initial training and experience grew into teaching at post-secondary colleges and universities, including currently as an Adjunct Professor of Biology at UBC Okanagan. Darcy has been employed by the Canadian Wildlife Service (Environment and Climate Change Canada) since 2006, and as a grasslands restoration ecologist, protected areas biologist and now as a senior species at risk biologist. Darcy has experience with fund management, as signing authority for \$7 million annually under four federal funding programs to support a variety of stewardship, outreach, traditional ecological knowledge, and land securement initiatives delivered by non-profit and municipal government sectors.



Eva Durance. Since relocating to the Penticton area from Ontario in 1990, Eva has been involved in a wide variety of environmental, naturalist, agricultural, and community initiatives and projects, in some instances as a private contractor and in others as a volunteer. Having retired from paid work last year, Eva continues in a volunteer capacity as Caretaker for the Vaseux Lake Important Bird & Biodiversity Area and as an active member of BC Nature's Conservation Committee as well as assisting with projects of the South Okanagan Similkameen Stewardship Society and Burrowing Owl Society of BC. She looks forward to working with other committee members and administrators on the Conservation Fund Technical Advisory Committee.



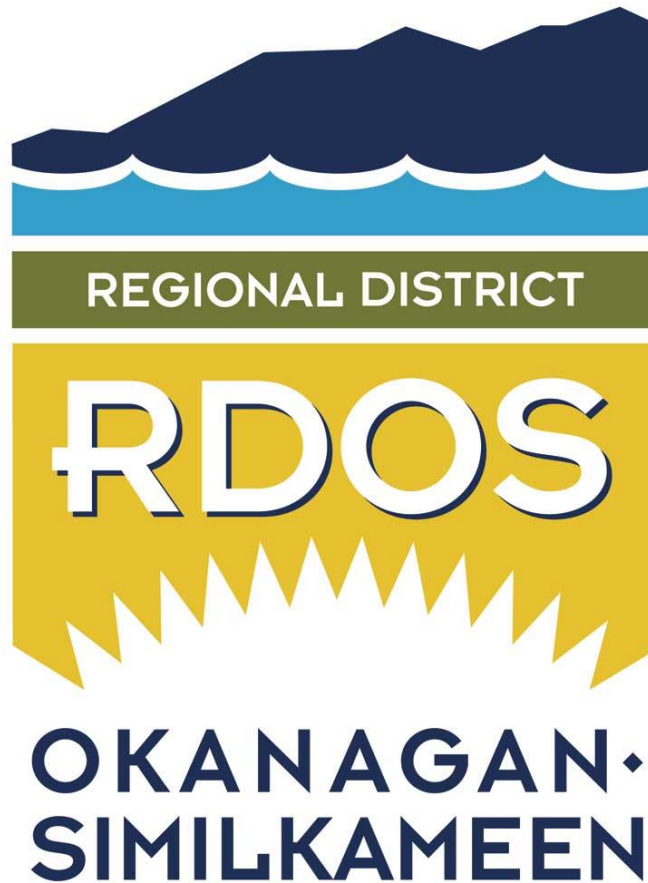
Judy Millar, RPBio. Judy's expertise is deeply rooted in ecological restoration, fire and fuel management, Mountain Pine Beetle, invasive species, as well as conservation and natural resources policy, planning and management in BC. She recently retired with over 20 years' experience in the provincial government, Ministry of Environment and BC Parks as a District Natural Resources Officer, Ecosystems Biologist, Mountain Pine Beetle Restoration Specialist, and Manager of Conservation. During her career, Judy was a member of the Landscape Fire Management Planning Working Group, Board member of the Provincial Invasive Species Council and Prescribed Fire Council, Director of the Whitebark Pine Ecosystem Foundation of Canada, Chair of the Manning Park Fuel Management Project, and Chair of the White Lake Ecosystem Planning Group. Judy is a Registered Professional Biologist, recipient of the provincial Ecosystems Officer of the Year Award, and one of the founding members of the South Okanagan Weed Committee.



Orville Dyer is a wildlife and ecosystems biologist with 35 years of experience, specifically in species and ecosystems at risk with the Province of BC in the South Okanagan region. Inventory, monitoring species re-introduction, wildlife/agriculture conflicts, environmental education, habitat restoration, enhancement, science based conservation planning, species at risk recovery planning and implementation have been at the centre of Orville's work. He has participated in many significant conservation initiatives in the South Okanagan and including the designation of the South Okanagan Wildlife Management Area, the Critical Areas Program, the Habitat Atlas, South Okanagan Conservation Strategy, and the Biodiversity Conservation Strategy *Keeping Nature in Our Future*. Orville has chaired, co-chaired or participated in recovery/management planning for over 40 federal SARA listed species, the SOSCP Science Team, the SOSCP Executive, and the Habitat Conservation Trust Foundation Technical Review Committee. Orville is a member of the College of Applied Biology in BC, and recently received a BC Nature Recognition Award in 2017.



Steve Matthews RPBio. Steve has over 34 years' experience in provincial freshwater fisheries management in all habitat types (large lakes, small lakes, rivers and streams), including extensive experience in sport fishery management, fish and fish habitat inventory, fish stock assessment, habitat restoration/enhancement, fish culture, and habitat impact evaluations. Steve spent 8 years as primary decision authority for all aspects of fish and wildlife management in the Thompson Okanagan Region including 4 years managing multiple government programs (Fish and Wildlife, Ecosystems and Parks Sections). Steve has chaired and participated in a large number of regional and provincial fish and wildlife committees, and has led the development and delivery of many large scale projects and initiatives including the Okanagan River Restoration Initiative (Premiers Award), and the Okanagan Lake Kokanee Recovery Plan (HCTF Silver Award). Following retirement from the provincial government in March 2012, he has been providing consulting services specializing in program planning, project management, and large scale fish habitat restoration.



REGIONAL DISTRICT OF OKANAGAN SIMILKAMEEN

SOUTH OKANAGAN CONSERVATION FUND

Leaving a natural legacy for future generations...

TERMS OF REFERENCE

May 2017

Approved on June 1, 2017

SOUTH OKANAGAN CONSERVATION FUND

DRAFT TERMS OF REFERENCE

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1. BACKGROUND

In December 2016, the Regional District of Okanagan Similkameen (“RDOS”), with public assent, adopted Bylaw #2690 to establish an Environmental Conservation Service for the Electoral Areas “A”, “C”, “D”, “E”, “F”, the City of Penticton, District of Summerland, and the Town of Oliver (collectively referred to as “the participating areas”). Under this Bylaw, the annual maximum amount to be requisitioned for the cost of the service was not to exceed the greater of \$450,000 or \$0.0372 per thousand dollars of net taxable value of land and improvements in the Regional District of Okanagan-Similkameen. These funds are in support of undertaking and administering activities, projects, and works that include, but are not limited to, water, environment, wildlife, land and habitat conservation efforts to protect natural areas within the participating areas of the Regional District of Okanagan-Similkameen.

For the purposes of this Terms of Reference, the Environmental Conservation Service is also known as the “South Okanagan Conservation Fund” or “the Fund”.

2. FUND PURPOSE

The South Okanagan Similkameen is biologically, a unique area of Canada. The RDOS has the second highest number of species at risk of any other Regional District in BC as well as the highest proportion of sensitive ecosystems.

Natural lands in both rural and urban areas filter our water, supply open spaces for wildlife and people, and provide quality of life to communities. Unfortunately, these systems are under stress. The current generation must take action now to ensure a healthy physical environment for future generations.

The purpose of the Fund is to provide local financial support for projects that will contribute to the conservation of our valuable natural areas; one step towards restoring and preserving a healthy environment. The intent is to provide funding for conservation projects that are not the existing responsibility of the federal, provincial or local governments.

3. FUND ADMINISTRATION

3.1 RDOS Responsibility

The RDOS is responsible for maintaining the integrity of the Fund and retains the responsibility for approval of all matters related thereto, including projects, payments, and financial audits of the Fund.

3.2 Consultant Responsibility

The RDOS may enter into agreement with a third party to be responsible for aspects of administrative management of the fund for a fee for service.

3.3 Technical Advisory Committee

The RDOS may also appoint a Technical Advisory Committee to provide expertise in the review and selection of projects or recipients of funds, as outlined in Appendix 2.

Some of the top-mentioned public environmental concerns from RDOS citizen and public opinion surveys include; water quality and quantity, air quality, wildfires, preserving lands and parks, the loss of natural areas due to land conversion and development, population growth and development, sprawl, and the loss or extinction of wildlife.

4. CONSERVATION THEMES AND GOALS

4.1 Themes

The themes for the Fund shall address top public environmental issues including: conservation of water quality and quantity stewardship, (aquatic ecosystems, surface and groundwater), protection, enhancement and restoration of sensitive terrestrial and aquatic ecosystems, wildlife species (including those at risk), and habitat for native fish and wildlife.

These themes are based on market research done in RDOS community surveys (2010, 2012, and 2014) and SOSCP opinion polling (2004 and 2008) to identify what residents value in the RDOS region. Themes are also consistent with the Biodiversity Conservation Strategy *Keeping Nature in Our Future*.

4.2 Targets

Projects that can demonstrate a reduction of a known threat to a biodiversity target will be given priority (see Appendix 1 for a list of ineligible projects). Projects on all land tenure types will be considered. The biodiversity targets are:

- Sensitive Ecosystems as defined by Provincial SEI classifications and predominantly occurring in the valley bottom <1200m in elevation*.
 - Riparian, foreshore and water bodies including gullies, creeks, rivers, ponds, lakes, marshes and swamps;
 - Wetlands both permanent and ephemeral including wet meadows, marshes, swamps and shallow open water areas including ponds
 - Grasslands and shrub-steppe
 - Sparsely Vegetated rock outcrops, talus, cliffs and slopes;
 - Broadleaf & coniferous woodlands and old forests;
 - Other important ecosystems such as mature forest and Seasonally Flooded Fields; and,
 - *Exception is high elevation alpine areas. These are to be included.
- Watersheds at important source water protection areas.
- Connectivity for natural areas and wildlife corridors.
- Native fish and wildlife habitat including for species at risk.
- Urban and rural wild-land interface areas.

4.3 Classification Scheme

The aim is to “think globally; act locally.” The framework for Technical Review (see Appendix 2) will be based on the International Union for the Conservation of Nature (IUCN) classification of direct threats. The value of this classification scheme is to provide nomenclature for practitioners world-wide to describe the common problems they are facing and solutions they are using in a mutually intelligible way. The

issues outlined below are those that currently have the highest relevance to the area around RDOS. This is only a partial list and other IUCN threats will be considered in evaluating proposals:

(a) Residential and Commercial Development

Development activity continues to lead to conversion and fragmentation of important habitats and greater demands on water.

(b) Climate Change

Climate change will have a dramatic influence on Okanagan ecosystems over the next 20 years. Higher summer and winter temperatures, declining mountain snowpack, reduced snowfall, long dry summers, and sudden heavy rains are just some of the changes. These changes will have a dramatic impact on fire regimes, geo-hazards and flooding, river flow, water availability, plant distribution, and wildlife populations.

(c) Terrestrial and Aquatic Invasive Species

When natural areas are disturbed there is often an opportunity for invasive species to flourish. Invasive species, both terrestrial and aquatic, can disrupt natural ecological processes as there are often no natural agents present to keep these species in check. Invasive species can affect fish and wildlife habitat, range values, food security, and timberland.

(d) Natural System Modifications (Fire maintained ecosystems, Dams and Water Management and Use)

When natural systems are modified such as through fire suppression, or non-ecological fireproofing or hydrological flow regimes altered, the ecological degradation and loss of biological diversity can be widespread.

(e) Transportation and Service Corridors

Wildlife mortality and habitat fragmentation are direct consequences of road corridors. These corridors are concentrated in valley bottoms and traffic volumes are increasing over time thereby increasing the risk.

(f) Human Intrusions and Disturbance (Recreational Activity)

Recreational activity, particularly increasing off-road activity, can lead to a range of impacts including soil compaction, erosion, spread of invasive plants, and disturbance to wildlife.

(g) Agriculture and Aquaculture

Threats from farming and ranching as a result of agricultural expansion and intensification, can lead to loss of important ecosystem and wildlife habitat, soil compaction, spread of invasive plants, human health issues with surface and groundwater.

(h) Biological Resource Use

Harvesting trees and other woody vegetation for timber, fibre, or fuel can have an impact on ecosystems, wildlife habitat, surface and groundwater, including soil compaction, erosion, spread of invasive plants and disturbance to wildlife.

5. GUIDING PRINCIPLES

To best support the most effective projects, the guiding principles of the *Conservation Framework for British Columbia* will be followed:

- **Acting sooner** – before species and ecosystems are at risk.
- **Acting smarter** – priority setting is science-based; the results move us from reactive conservation to prevention using appropriate management actions.
- **Acting together** – coordinated and inclusive action.
- **Investing more wisely** – align conservation investments, priorities, and actions among conservation partners and stakeholders.

Guiding Principles of the Biodiversity Conservation Strategy- *Keeping Nature in Our Future*

- Protect core habitat areas.
- Connect habitat areas.
- Protect a matrix of lands outside core areas and corridors.
- Maintain diversity of ecosystems, species and genetics.
- Think regionally and share responsibility.
- Practice the precautionary principle.

The following guiding principles will also be used with respect to the Fund:

- Projects that fall into the **existing responsibilities of federal, provincial or local governments will not be eligible** for funding.
- The review process will be as **simple** as possible, particularly with the recognition that a relatively small Fund is being administered.
- Projects will be ranked on **technical soundness, technical effectiveness, and value for money**.
- Projects will initially be ranked based on technical merit, regardless of where they occur within the participating area. Subsequently, regional equity may be considered in decision-making
- Only **highly ranked projects** will be funded. If there are not enough high quality projects in any given year, funds will be carried forward to future years.
- **Changes to program design** will be considered as more is learned about the needs of the areas, provided always that the goals of the Fund are still met.

6. TIMELINES

6.1 General Projects

- Call for proposals – September
- RDOS administrative review– October
- Technical review – October
- RDOS final approval – November

- Successful applicants advised and informed – January
- Contribution Agreements between the RDOS and applicants are finalized – February
- Interim Report Due – September
- Final Report Due – February

6.2 Land Securement Projects

Land acquisition or covenant proposals may be submitted at any time during the year provided there is sufficient time for the Technical Advisory Committee and RDOS to review the proposals. All securement proposals will be treated as confidential unless other specific arrangements have been approved by all parties.

7. GOVERNANCE

The governance model is based on three guiding principles:

1. This is a tax-based fund; therefore, in the decision-making process, taxpayers will be represented through their elected officials.
2. The Fund was created to provide a conservation service. Technical merit is of utmost importance to determine which projects are supported.
3. There is a relatively small amount of annual funding available and it is important to design a simple, cost effective decision-making structure.

The governance model may be modified as necessary to accommodate the goals of the Fund. A two-tiered process may be employed, with a Technical Advisory Committee (see Appendix 2) making recommendations to the RDOS.

The RDOS may appoint a Technical Advisory Committee based on nominations or applications received in response to an open call to fill a vacancy. Five to seven committee members may be selected with a maximum term of three years. Some members may be asked to serve for only one or two year terms to ensure membership continuity in each year. The RDOS will base any appointment of members to a Technical Advisory Committee on qualification criteria found in Appendix 2. The Technical Advisory Committee shall follow the Conflict of Interest Guidelines defined in the Local Government Act.

8. FUND DESIGN

- (1) A call for project proposals will be issued annually (September).
- (2) Funds will be dispersed based on responses to calls for proposals. Any funds not dispersed shall be carried forward to the next fiscal year.
- (3) Projects must be in the Fund participating areas.
- (4) Multi-year projects are acceptable to a maximum of three years. Multi-year projects will require annual funding approval and will be subject to oversight by the Technical Advisory Committee to ensure they are on track.
- (5) Projects must address IUCN threats to biodiversity targets and fall into at least one theme area (see Section 4).
- (6) Proponents must be an incorporated non-profit society in good standing or must partner with an organization that has registered society status.

- (7) Project evaluation by the Technical Advisory Committee includes consideration of conservation value for money.
- (8) Proposals should reflect continuity with the Biodiversity Conservation Strategy *Keeping Nature in Our Future*.
- (9) If invited, proponents must be prepared to make a 10-minute presentation to the Technical Advisory Committee or the RDOS on the outcomes of their projects on an annual basis, in addition to submitting written interim and final reports.
- (10) Proponents will receive 70% of the grant upon signing a contribution agreement and 30% upon completion of the approved final report.
- (11) All financial changes to a workplan must be approved by the RDOS, upon recommendation from the Technical Advisory Committee.

RDOS CONSERVATION FUND

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APPENDIX 1 INELIGIBLE ACTIVITIES

The following types of projects will not be considered for funding:

- (a) Existing federal, provincial or local government responsibilities;
- (b) Capacity building or operating only expenses for organizations;
- (c) Projects with recreational benefits only;
- (d) Community infrastructure services;
- (e) Lobbying or advocacy initiatives;
- (f) Wildlife feeding programs;
- (g) Non-applied research (research not related to a conservation action goal);
- (h) Training costs for contractors;
- (i) Enforcement activities;
- (j) Fish rearing, farming, stocking or hatchery projects;
- (k) *Rehabilitation, captive breeding or control of wildlife species;
- (l) *Mapping only projects;
- (m) *Inventory only projects;
- (n) *Planning only projects;
- (o) *Education only projects;
- (p) Fishing and hunting tour or curriculum guides;
- (q) Information projects on regulations or stocking;
- (r) Conferences;
- (s) Production or sponsorship of commercial programs;
- (t) *Interpretive services;
- (u) *Creation or management of electronic databases, websites or file systems.

*These activities will be considered if they are part of an eligible project that will lead to 'on-the-ground' implementation or if they provide knowledge which is vital to achieving the overall objectives of the Fund.

SOUTH OKANAGAN CONSERVATION FUND

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APPENDIX 2

TECHNICAL ADVISORY COMMITTEE

1. PURPOSE

The purpose of the Technical Advisory Committee (“the Committee”) is to ensure that:

- (a) All proposals to the Fund receive a sound technical review based on a fair assessment of merit and project effectiveness;
- (b) There is a high level of accountability in the review process; and
- (c) Recommended lists of technically appropriate proposals are provided to the RDOS.

2. COMPOSITION

The Committee will be comprised of five to seven members with expertise in each theme area of hydrology, ecology, conservation biology, ecosystems (sensitive terrestrial and aquatic ecosystems, management, enhancement and restoration), restoration and enhancement of habitat, fish and wildlife conservation including species at risk. To ensure consistency and continuity, some members may be asked to serve on the Committee in consecutive years. Quorum for the Technical Advisory Committee shall be 3.

3. PROPOSAL RANKING GUIDELINES

- (a) Each proposal will be independently reviewed by each Committee member and be rated on what is submitted by the proponent.
- (b) The Committee will only review proposals on their technical merit and effectiveness.
- (c) Experts in fields related to the activities within proposals may be consulted as necessary.
- (d) Each proposal will be discussed collectively and Committee members will have an opportunity to change their scores based on input from other members.
- (e) Scores from each Committee member will be used to determine the final evaluation score for the proposal. The proposals will be ranked from highest to lowest score.
- (f) New funding proposals will be rated on whether they meet the Fund criteria and if the project should be considered for funding. For continuing projects, ratings will be based on whether the project should be continued.
- (g) The Committee chair will sign the ranked list and the Committee’s comments will then be forwarded to the RDOS in a summary report.
- (h) The consultant retained by the RDOS to oversee the administrative management will participate in the technical review process, but will not rank proposals or influence the TAC; will provide additional file information as requested by the Committee members before and at review meetings; and will be available to answer questions from the RDOS on behalf of the Committee.

4. TECHNICAL EVALUATION CRITERIA

4.1 New Projects

(a) Feasibility (i.e., is the project doable – Yes or No)

- Is the overall proposal well written?
- Are the objectives clearly defined?
- Are the techniques and methods proposed the most appropriate ones to address the threat?
- Does the proponent clearly understand the challenges they may face in completing the project?
- Has the proponent demonstrated that the project will be able to overcome these challenges?
- Are the proposed timelines reasonable?
- Do the proponents have the capacity to deliver the project?
- If applicable, are plans in place to get required permits or authorizations?
- Have any possible negative implications or effects on other targets been identified and minimized?

Based on the answers to the above questions, rank the feasibility of the project from 0-10 with 10 being the highest ranking.

(b) Cost Effectiveness (Yes or No)

- Is there value for the funding being requested?
- Are the benefits as described in the proposal in line with the cost of the project?
- Are the project budget and in-kind rates realistic?

Based on the answers to the above questions, rank the cost effectiveness of the project from 0-5 with 5 being the highest ranking.

(c) Outside Participation / Cost Sharing (Yes or No)

- Do the proposed activities involve other agencies and organizations?
- Does the project leverage funds from other sources?

Based on the answers to the above questions, rank the leverage potential of the project from 0-5 with 5 being the highest ranking.

(d) Project Effectiveness (i.e., is the project worth doing?)

- Is there a clearly demonstrated ability for the results of this project to reduce an identified threat (IUCN) to a biodiversity target?
- Is the project outside of the realm of regular government responsibilities?
- Is the project rationale science-based and do the results move us from reactive conservation to prevention using appropriate management actions?
- Does the project build on conservation measures from relevant strategies including *Keeping Nature in our Future*?
- Does the project align conservation investments, priorities, and actions among conservation partners and stakeholders?

- Is there an evaluation of project benefit or other measurables or indicators identified in the proposal?
- Is there a clearly described extension component of the project (e.g., communicating results to the community, resource managers, workshops, reports, presentations, etc.)?

Based on the answers to the above questions, rank the effectiveness of the project from 0-20 with 20 being the highest ranking.

(e) Other Comments

- Are there any other technical concerns?
- Are there any technical conditions to funding?
- Are there any other general comments from reviewers?

4.2 Continuing Projects

Each Committee member answers Yes or No to the following criteria and on whether the project should continue to be funded. Continuing projects have undergone an extensive review to receive original approval; therefore, no evaluation score is needed.

(a) Progress to Date

- Has there been satisfactory progress to date in terms of the project's scheduled activities?
- Does the proposal build on past accomplishments?
- If difficulties arose in the previous or current year, will they affect proposal activities?
- Should the proposal be modified to address any problems arising from the previous year?
- Are any budget changes justified?

(b) Overall Evaluation

- Should the project continue to be funded?
- Are there any conditions to continued funding?

SOUTH OKANAGAN CONSERVATION FUND

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APPENDIX 3

TECHNICAL ADVISORY COMMITTEE CONFLICT OF INTEREST GUIDELINES

1. GENERAL GUIDELINES

- (a) Technical Advisory Committee (“Committee”) members will act at all times with honesty and in good faith, for the public interest.
- (b) The conduct and language of Committee members will be free from any discrimination or harassment prohibited by the *Human Rights Code of Canada*.
- (c) The conduct of Committee members will reflect social standards of courtesy, respect, and dignity.

2. CONFIDENTIAL INFORMATION

- (a) Committee members will not reveal or divulge confidential information (defined as that which cannot be obtained from other sources) received in the course of Committee duties.
- (b) Confidential information must not be used for any purposes outside that of undertaking the work of the Committee.

3. DUTY TO INFORM

- (a) Committee members will disclose any perceived or real conflict of interest which may have a negative or harmful effect on their ability to perform the duties required of the appointment or the reputation of the Committee. The member will advise all other members and staff, in writing (email accepted), well in advance of the Committee meeting: (a) that there is a potential conflict; (b) the nature and scope of the conflict; and (c) the specific project to which the conflict may apply.
- (b) Upon disclosure of any conflict, the Committee member shall leave the meeting during the discussion of such proposals.

4. STATEMENT OF INTENT

- (a) Participation in Committee work should not result in any personal or private financial or other substantive gain.
- (b) Members of the Committee will avoid any conflict of interest that may impair or impugn the independence, integrity or impartiality of the RDOS.
- (c) There shall be no apprehension of bias based on what a reasonably knowledgeable and informed observer might perceive of the actions of the Committee or the actions of an individual member of the Committee.

5. PRACTICAL CONSIDERATION IN DETERMINING CONFLICT

- (a) Activities undertaken as a citizen must be kept separate and distinct from any responsibilities held as a member of the Committee.
- (b) Activities undertaken as a Committee member must be kept separate and distinct from other activities as a citizen.
- (c) Other memberships, directorships, voluntary or paid positions, or affiliations remain distinct from work undertaken in the course of Committee work.
- (d) Committee members will not assist anyone in their dealings with the Committee if this may result in advantageous treatment or the perception of advantageous treatment by a reasonably knowledgeable and informed observer.
- (e) Actions taken in the course of Committee duties can neither cause nor suggest to a reasonably knowledgeable and informed observer that members' ability to exercise those duties has or could be affected by private gain or interest.
- (f) All personal financial interests, assets, and holdings must be kept distinct from and independent of any decision, information or other matter that may be heard by or acted upon by the Committee.
- (g) Personal employment shall not be dependent on any decision, information or other matter that may be heard by or acted upon by the Committee. If such a situation arises, Committee members must disclose to the Committee any involvement in a proposal or issue before the proposal or issue is discussed by the Committee. Members will leave the meeting during discussion of the project.

DECLARATION

I hereby acknowledge that I have read and considered the conflict of interest guidelines for Technical Advisory Committee members of the South Okanagan Conservation Fund and agree to conduct myself in accordance with these guidelines.

Name of Committee Member (print) _____

Signature of Committee Member _____

Date Signed _____