



## REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Thursday, July 22, 2021  
RDOS Boardroom – 101 Martin Street, Penticton

### SCHEDULE OF MEETINGS

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9:00 a.m.	-	12:00 p.m.	Corporate Services Committee
12:00 p.m.	-	12:30 p.m.	Break
12:30 p.m.	-	2:45 p.m.	Planning and Development Services Committee
2:45 p.m.	-	3:00 p.m.	Community Services Committee
3:00 p.m.	-	3:15 p.m.	Environment and Infrastructure Committee
3:15 p.m.	-	3:45 p.m.	Protective Services Committee
3:45 p.m.	-	4:00 p.m.	OSRHD Board
4:00 p.m.	-	5:00 p.m.	RDOS Board

#### *“Karla Kozakevich”*

Karla Kozakevich  
RDOS Board Chair

2021 Notice of Meetings			
August 5	RDOS Board		Committee Meetings
August 19	RDOS Board	OSRHD Board	Committee Meetings
September 2	RDOS Board		Committee Meetings
September 23	RDOS Board	OSRHD Board	Committee Meetings
October 7	RDOS Board		Committee Meetings
October 21	RDOS Board	OSRHD Board	Committee Meetings
November 4	RDOS Board Inaugural	OSRHD Board Inaugural	



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN  
Corporate Services Committee

Thursday, July 22, 2021

9:00 a.m.

## AGENDA

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A. APPROVAL OF AGENDA

**RECOMMENDATION 1**

THAT the Agenda for the Corporate Services Meeting of July 22, 2021 be adopted.

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B. Social Media Workshop

1. Jan Enns Presentation
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C. Procedure Bylaw Amendment

1. Bylaw No. 2789.01

**RECOMMENDATION 2**

THAT Bylaw No. 2789.01, being a bylaw to amend the Board Procedure Bylaw, be read a first, second and third time and be adopted.

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D. Board Remuneration Bylaw Amendment

1. Bylaw No. 2903, 2020
2. Bylaw No. 2903.01, 2021

**RECOMMENDATION 3**

1. THAT Bylaw No. 2903.01, 2021, being a bylaw to amend the Board Remuneration, Expense and Benefits Bylaw to facilitate electronic attendance at the same rate as in-person attendance, be read a first, second and third time and be adopted.

2. THAT a review of the Board Remuneration, Expenses and Benefits Bylaw be initiated in 2021.

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E. Q2 Activity Report– For Information Only

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F. Q2 Variance Report – For Information Only

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G. Q2 Corporate Business Plan Report – For Information Only

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- H. 2021 Risk Management Plan – For Information Only
    - 1. Risk Management Registry
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- I. ADJOURNMENT

## ADMINISTRATIVE REPORT

**TO:** Corporate Services Committee

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

**DATE:** July 22, 2021

**RE:** Bylaw No. 2789.01 Board Procedure Amendment Bylaw

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### **Administrative Recommendation:**

**THAT Bylaw No. 2789.01, being a bylaw to amend the Board Procedure Bylaw, be read a first, second and third time and be adopted.**

### **Purpose:**

To amend the Board Procedure Bylaw to incorporate changes resulting from the Municipal Affairs Statutes Amendment Act 2021.

### **Reference:**

Bill 10, Municipal Affairs Statutes Amendment Act, 2021

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

2.2.1 By improving bylaws, policy and process within the organization

### **Background:**

Board Procedure Bylaw No. 2789, 2021 was adopted April 1, 2021. The bylaw regulates the meetings of the Regional District Board of Directors, the Regional Hospital District Board of Directors and the conduct thereof.

### **Analysis:**

Bylaw No. 2789.01 contains the following material changes:

- Requirement to include in the notice of the meeting whether the meeting is to be conducted electronically;
- Requirement to include in the notice of the meeting the place where the public may attend the proceedings that are open to the public;
- Removal of the requirement for Chair's authorization for a member to participate by means of electronic or communication facility;
- provision for Regular Board and Committee meetings to be held electronically, when authorized by Provincial enactment;
- clarification that a member participating by electronic means is deemed to be present at the meeting.

**Alternatives:**

1. THAT consideration of Bylaw No. 2789.01 be deferred.
2. THAT Bylaw No. 2789.01 be abandoned.

**Communication Strategy:**

The Board Procedure bylaw is available on the RDOS website.

**Respectfully submitted:**

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C. Malden, Manager of Legislative Services

## REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

### BYLAW NO. 2789.01, 2021

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A bylaw to amend Board Procedure Bylaw No. 2789, 2021.

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The 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 Board Procedure Bylaw No. 2789.01, 2021.
2. Board Procedure Bylaw No. 2789, 2021 is amended by:

(i) Amending Section 3.1 **DEFINITIONS** as follows:

(a) Replace “Chair” in its entirety with the following:

“Chair” means, where the context requires, the Chair of the Board of Directors of the Regional District of Okanagan-Similkameen elected pursuant to the *Local Government Act*, **and, the Chair of the Board of Directors of the Okanagan Similkameen Regional Hospital District elected pursuant to the *Hospital District Act***, or, the person appointed as Chair, or other person presiding at a meeting of the Board or Committee.

(b) Replace “Vice-Chair” in its entirety with the following:

“Vice-Chair” means, where the context requires, the Chair of the Board of Directors of the Regional District of Okanagan-Similkameen elected pursuant to the *Local Government Act*, **and, the Chair of the Board of Directors of the Okanagan Similkameen Regional Hospital District elected pursuant to the *Hospital District Act***, or, the person appointed as Chair, or other person presiding at a meeting of the Board or Committee.

(ii) Replacing Section 4.10 in its entirety with the following:

“4.10 At least 48 hours before a regular Board or Committee meeting, the Corporate Officer must give notice of the meeting agenda, including confirmation of the time, place and date, by:

- (a) Posting the agenda on the Public Notice Posting Place at the Regional District administration office;
- (b) Leaving copies of the agenda at a public counter at the Regional District administration office for distribution to members of the public as requested;
- (c) Providing an electronic copy to each member of the Board;
- (d) Provide the way in which the meeting is to be conducted by means of electronic or other communication facilities and defining the details of how to attend, if applicable;
- (e) The place where the public may attend to hear or watch and hear the proceedings that are open to the public.

- (f) When providing an electronic copy is not possible, a paper version shall be provided.”

(iii) Replacing Section 4.15 in its entirety with the following:

“4.15 Provided the conditions set out in Regional District Electronic Meetings Regulation 271/2005 are met:

- (a) A Special meeting may, upon authorization of the Chair, be conducted by means of electronic or other facilities;
- (b) A member of the Board or Committee who is unable to attend at a Board or Committee meeting, may participate in the meeting by means of electronic or communication facility;
- (c) If authorized by Provincial enactment, Regular Board and Committee meetings may be held electronically;
- (d) A member participating by means of electronic or communication facility is deemed to be present at the meeting.”

**READ A FIRST, SECOND, AND THIRD TIME** this \_\_\_\_ day of \_\_\_\_, 2021.

**ADOPTED BY AT LEAST 2/3 OF THE VOTE** this \_\_\_\_ day of \_\_\_\_, 2021.

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

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

## ADMINISTRATIVE REPORT

TO: Corporate Services Committee

FROM: B. Newell, Chief Administrative Officer

DATE: July 22, 2021

RE: RDOS Elected Officials Compensation

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### Administrative Recommendation:

1. THAT Bylaw No. 2903.01, 2021, being a bylaw to amend the Board Remuneration, Expense and Benefits Bylaw to facilitate electronic attendance at the same rate as in-person attendance, be read a first, second and third time and be adopted.
2. THAT a review of the Board Remuneration, Expenses and Benefits Bylaw be initiated in 2021.

### Reference:

- Bylaw No. 2903, 2020, Board Remuneration, Expenses and Benefits Bylaw
- UBCM Council & Board Remuneration Guide (2019)

### Business Plan Objective:

Goal 1.1: To Be an Effective, Fiscally Responsible Organization

### Background:

#### 1. Remuneration Amount

At the March 19, 2020 Board meeting, the Board of Directors resolved that the regular rate of pay (as opposed to that for electronic attendance) for Directors be maintained during the Provincial State of Emergency related to COVID 19 pandemic. The provincial state of emergency was lifted on 1 July 2021.

#### 2. Remuneration Review

An amendment to the Taxation Act January 1, 2019 eliminated the one-third of honourarium tax exemption for provincial and local government elected officials.

The Board created a lay committee to consider equalization and remuneration for the Board of Directors and they brought forward their recommendations to the Board at the December 5, 2019 Corporate Services committee meeting. The Board subsequently adopted the recommendations of the committee and adjustments were made.



**Analysis:**

1. The authority to compensate Directors at the regular rate of pay for electronic attendance at Board and Committee meetings ended with the lifting of the state of emergency and the Board must determine how they want to move forward with regard to elected official remuneration. While the ability to meet in-person will recommence with Step 4 of the provincial Restart Plan in September, some members of the Board of Directors have indicated a much greater proclivity to attend electronically in the future. Consequently, if Directors are to receive full compensation for electronic attendance at meetings, an amendment to Bylaw No. 2903 is required.
2. Further, Section 7.3 of Bylaw No. 2903 bylaw states that a review is to be conducted one year prior to each Local Government Election, as recommended in the UBCM Council & Board Remuneration Guide (2019). With Local Government Elections occurring in October 2022, a review would need to commence this year.

**Alternatives:**

1. THAT Board remuneration for electronic attendance at Committee and Board meeting revert to the pre-COVID amount; and
2. THAT a review of Bylaw No. 2903 Board Remuneration, Expenses and Benefits Bylaw not be initiated at this time.

**Respectfully submitted:**

*“Christy Malden”*

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C Malden, Manager of Legislative Services

# REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

## BYLAW NO. 2903, 2020

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A bylaw to provide for remuneration and expenses to Elected Officials of the Regional District of Okanagan-Similkameen.

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### 1.0 CITATION

1.1 This Bylaw may be cited for all purposes as the “**Board Remuneration, Expenses and Benefits Bylaw No. 2903, 2020**”

### 2.0 DEFINITIONS

2.1 In this Bylaw:

**‘Alternate Director’** is a person appointed as an Alternate Director pursuant to the *Local Government Act*, and when that person is acting in the place of the Electoral Area Director.

**‘Committee’** means a standing, select or special Committee of the Regional Board and also means an appointment of a Director for representation to an outside committee whereby the Director does not receive remuneration or expenses from that committee.

**‘Consumer Price Index adjustment’** means the British Columbia, All-Items CPI year-over-year percentage change, as reported by Statistics Canada.

**‘Director’** means a Municipal Director or Electoral Area Director of the Board, and includes Alternate Directors when that Alternate Director has been delegated by the Director to act in the place of the Director for an event or a specified period of time.

**‘Discretionary meeting’** means all other meetings, conferences and workshops relating to RDOS business not covered elsewhere in this Bylaw.

**‘Double Occupancy Rates’** means the rate charged when one or two individuals occupy a hotel or motel room. Additional persons would result in a higher rate charged.

**‘Regional District’** means the Regional District of Okanagan-Similkameen (RDOS).

**‘RDOS Chair’** means where the context requires, the Chair of the Board elected pursuant to the Local Government Act or the person appointed as the Chair, or other person presiding at a meeting of the Board or Committee.

**‘RDOS Vice-Chair’** means where the context requires, the Vice Chair of the Board elected pursuant to the Local Government Act or the person appointed as Vice Chair at a meeting of the Board or Committee.

### **3.0 REMUNERATION**

- 3.1 There shall be provided in the annual budget an amount sufficient to pay remuneration to each of the Directors the amounts indicated on Schedule ‘A’ attached to and forming part of this bylaw.
- 3.2 The annual remuneration listed in Schedule ‘A’ shall be increased each January 1 by the change in the Consumer Price Index for the Province of British Columbia. This amount shall be reviewed after each five years to ensure that the amount paid is reasonable in comparison to other Regional Districts in the Province of a similar size.
- 3.3 In the event of the resignation or death of the Chair, the Vice Chair shall automatically be entitled to the remuneration for Chair as set out in Schedule ‘A’ until such time as another Chair is elected pursuant to the Board Procedure Bylaw.
- 3.4 In the event that the Chair becomes incapacitated for longer than thirty days, the Vice Chair shall be entitled to the remuneration for Chair as set out in Schedule ‘A’ ....
- 3.5 Notwithstanding any other section of this bylaw, if a Director is absent for three consecutive meetings of the Regional Board without the leave of the Regional Board, the Regional District shall suspend payment to that Director, which shall be effective the day following the date of such third consecutive meeting of the Regional Board.
- 3.6 Whereas subsection 3.5 of this bylaw has been invoked in respect of a Director and such Director subsequently attends a meeting of the Regional Board, the Regional District shall reinstate payment, which shall be effective the day of the first meeting of the Regional Board that such Director attends after his or her absence.

### **4.0 EXPENSES**

- 4.1 There shall be provided in the annual budget an amount sufficient to pay expenses to each of the Directors the amounts indicated in Schedule ‘B’ attached to and forming part of this bylaw.
- 4.2 Such amounts are payable only to reimburse each Director for expenses incurred when the Director is representing the Regional District, or engaging in Regional District business, or attending a meeting, course, seminar or convention, or attending a meeting of a committee of which the Director is a member.
- 4.3 Electoral Area Directors shall be provided a form T2200 “Declaration of Conditions of Employment”, indicating that a portion of his or her home is required to be used for work.

## 5.0 BENEFITS

- 5.1 There shall be provided in the financial plan an amount sufficient to pay benefits, if applicable, on behalf of each of the Directors. The amounts are indicated on Schedule 'C' attached hereto and forming part of this bylaw.

## 6.0 REPORTING

- 6.1 The remuneration, expenses and benefits paid to each member of the Board, by name, shall be reported annually in accordance with the *Local Government Act*.

## 7.0 INTERPRETATION AND APPLICATION:

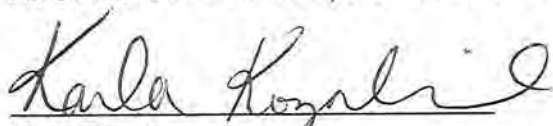
- 7.1 The Regional District of Okanagan-Similkameen Finance department will be responsible for ensuring that Director's Remuneration and Expense Reports are consistent with this Bylaw.
- 7.2 Any issues, discrepancies or conflict in the interpretation of the Bylaw shall be referred to the Regional Board Chair together with the Chief Administrative Officer, for review and adjudication. If the matter is not resolved to the satisfaction of the Director, the matter will be referred to the Regional Board.
- 7.3 A review of the Board Remuneration, Expenses and Benefits Bylaw is to be conducted one year prior to each Local Government Election, as recommended in the UBCM Council & Board Remuneration Guide (2019).
- 7.4 The decision of a court that a provision of this bylaw is invalid shall not affect the validity of the remainder of this bylaw.

## 8.0 REPEAL

- 8.1 Bylaw No. 2621, 2012 is hereby repealed.

READ A FIRST, SECOND AND THIRD TIME this 18<sup>th</sup> day of June, 2020.

ADOPTED BY AT LEAST 2/3 OF THE VOTE this 18<sup>th</sup> day of June, 2020.

  
\_\_\_\_\_  
RDOS Chair

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

**SCHEDULE 'A'**  
CPI at Dec 2020

<b>DESCRIPTION</b>	<b>REMUNERATION</b>	<b>EXPENSE ALLOWANCE</b>	<b>TOTAL</b>
Municipal Director	\$409.71/month	\$204.55/month	\$614.27/month
Electoral Area Director	\$1,417.14/month	\$707.51/month	\$2124.65month
RDOS Chairperson	\$2125.27/month	\$1061.04/month	\$3186.31 month <sup>1</sup>
RDOS Vice-Chair	\$387.28/month	\$193.35/month	\$580.63/month <sup>2</sup>
Attendance at Board Meetings	\$183.73/meeting	\$91.73/meeting	\$275.46/meeting
Attendance at Committee Meetings – same day as Board meeting	\$61.24/meeting	\$30.58/meeting	\$91.82/meeting <sup>3</sup>
Attendance at Committee Meetings – separate day from Board meeting	\$136.29/mtg day	\$68.04/mtg day	\$204.33/mtg day
Electronic Attendance at Meetings	\$68.15/mtg day		\$68.15/mtg day

**ALTERNATE DIRECTOR REMUNERATION**

<b>CLASSIFICATION</b>	<b>REMUNERATION</b>	<b>EXPENSE ALLOWANCE</b>	<b>TOTAL</b>
Attendance at Board Meetings(in place of director)	\$183.73/meeting	\$91.73/meeting	\$275.46/meeting
Attendance at Committee Meetings – same day as Board meeting (in place of Director)	\$61.24/meeting	\$30.58/meeting	\$91.82/meeting <sup>4</sup>
Attendance at Committee Meetings – separate day from Board meeting (in place of Director)	\$136.29/mtg day	\$68.04/mtg day	\$204.33/mtg day
Attendance at Other Meetings (in place of Director)	\$136.29/mtg day (prorated to time spent)	\$68.04/mtg day	\$204.33/mtg day
Electronic Attendance at meetings - teleconference	\$68.15/mtg day		\$68.15/mtg day
Alternate Rural Area Director	\$61.24/month	\$30.58/month	\$91.82/month

<sup>1</sup> The RDOS Chairperson, in addition, also receives the respective annual remuneration for being a Rural or Municipal Director.

<sup>2</sup> The Vice-Chairperson, in addition, also receives the respective annual remuneration for being a Rural or Municipal Director.

<sup>3</sup> The maximum remuneration for attendance at a full day of Board and Committee meetings is \$367.28

<sup>4</sup> The maximum remuneration for attendance at a full day of Board and Committee meetings is \$367.28

**SCHEDULE 'B'**

**DIRECTORS' EXPENSES**

**TRAVEL EXPENSES**

1. (a) Travel throughout the Regional District by a Director to attend Board meetings, public hearings and other non-sanctioned meetings to fulfill the duties of an elected official will be reimbursed. Travel expenses will commence from the home or place of work (whichever is closer) of the director to the place of the meeting, and return.

Regular Travel will be reimbursed at the Canada Revenue Agency non-taxable reasonable per kilometer rate

- (b) For other travel – travel by automobile will be reimbursed at the rate of \$0.48 per kilometer.

Actual expenses incurred will be reimbursed for travel by bus, train, ferry or air (economy class). Receipts are required. The Regional District will reimburse the lower transportation cost of airfare or vehicle. An analysis must be made to identify the most economical mode of transportation that will be reimbursed.

**MEALS**

2. (a) When travel requires over 24 hours absence from place of residence, a daily allowance in accordance with 2(b) will be paid to a Director. Partner or spouse's meals cannot be claimed. Alcoholic Beverages cannot be claimed.

- (b) When travel requires less than 24 hours absence from place of residence, meal expenses will be paid as follows:

	<u>Zone A</u>	<u>Zone B</u>	<u>Zone C</u>	<u>Zone D</u>
Breakfast:	\$20	\$20	\$15	\$15
Lunch:	\$30	\$30	\$25	\$20
Dinner:	<u>\$41</u>	<u>\$51</u>	<u>\$36</u>	<u>\$31</u>
Daily Allowance:	<u>\$91</u>	<u>\$101</u>	<u>\$76</u>	<u>\$66</u>

Zone A – Vancouver Island

Zone B – Lower Mainland – includes Whistler and meals outside BC and Canada

Zone C – Okanagan & Thompson Valley's

Zone D – All other BC

(c) Partial Day Travel Allowance

On the day of departure, if the travel status begins:

- After 7:00 a.m., breakfast cannot be claimed;
- After 12:00 noon, breakfast and lunch cannot be claimed;
- After 6:00 p.m., no meals can be claimed.

On the day of return, if a Director's travel status terminates:

- Prior to 7:00 a.m., no meals can be claimed;
- Prior to 12:00 noon, breakfast can be claimed;
- Prior to 6:00 p.m., breakfast and lunch can be claimed;
- After 6:00 p.m., all meals can be claimed.

*\* As meal expenses will be claimed on the Director Mileage and Claim form and reimbursed in accordance with the terms of Section 2 of this Schedule; the submission of receipts is not required. Should a Director not use the full amount of the daily allowance/partial day allowance, nothing precludes that individual from claiming a lesser amount by submitting receipts.*

**SEMINARS, COURSES, CONFERENCES AND MEETINGS**

3. Registration fees will be paid for single participation only. Receipts are required. If any meals are included with registration fee, they are to be deducted accordingly from the daily allowance/partial day allowance.

**ACCOMMODATION**

4. Expenses will be reimbursed based on double occupancy rates. Receipts are required. If a Director chooses not to stay at a hotel, a \$52 per day accommodation allowance may be claimed.

**TAXI EXPENSES, LONG DISTANCE TELEPHONE CALLS, PARKING, MISCELLANEOUS EXPENSES**

5. Reimbursement will be made for actual expenses incurred while performing duties for the Regional District. Receipts are required.

**MISCELLANEOUS EXPENSES**

6. Commemorative expenses and the postage, stationary and printing costs associated with providing newsletters to constituents while performing the duties of an electoral area director within the Regional District shall be reimbursed from each Electoral Area's Directors administration budget.

## SCHEDULE 'C'

### DIRECTORS' BENEFITS

1. Pursuant to the *Local Government Act*, the Regional Board may enter into agreements for benefits for all or some of its Directors and their dependents, including medical and dental services and insurance policies.

Benefits provided to a Director and their dependants shall terminate at the end of the month in which they cease to be a member of the Board.

2. The Directors shall pay premiums for any Benefits received; the Board must not pay all or part of the premiums for coverage.

Director Benefits may include, but are not limited to:

- Medical and dental services
- Extended health
- Life insurance
- Accidental death and dismemberment

### MEDICAL AND DENTAL SERVICES

2. The Board may provide medical and/or dental services by agreement noted in Section 1 of this Schedule, but must not pay all or part of the premium for this coverage. The Directors shall pay these premiums.

### EXTENDED HEALTH BENEFITS

3. The Board may provide extended health benefits by agreement noted in Section 1 of this Schedule, but must not pay all or part of the premium for this coverage. The Directors shall pay these premiums.

### LIFE INSURANCE

4. The Board may provide life insurance coverage by agreement noted in Section 1 of this Schedule, but must not pay all or part of the premium for this coverage. The Directors shall pay these premiums.

### ACCIDENTAL DEATH AND DISMEMBERMENT

5. The Board may provide accidental death and dismemberment coverage by agreement noted in Section 1 of this Schedule, but must not pay all or part of the premium for this coverage. The Directors shall pay these premiums.



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2903.01, 2021

---

A bylaw to amend Board Remuneration, Expenses and Benefits Bylaw No. 2903, 2020.

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**1.0 CITATION**

1.1 This Bylaw may be cited for all purposes as the “**Board Remuneration, Expenses and Benefits Amendment Bylaw No. 2903.01, 2021**”

**2.0 AMENDMENT**

2.1 Bylaw No. 2903 is amended by adding the following to Section 2 Definitions:

“**Electronic Attendance**’ means participating in a Committee or Board meeting by telephone, video conferencing program, or other electronic means enabling all persons participating in the meeting to communicate with each other.”

2.2 Bylaw No. 2903 is amended by adding the following to Section 3 Remuneration:

“3.7 An electoral area or municipal director participating in a Committee or Board meeting by Electronic Attendance is deemed to be in attendance at that meeting.”

2.3 Schedule A of Bylaw No. 2903 is deleted in its entirety and replaced with Schedule A attached to this Bylaw.

READ A FIRST, SECOND AND THIRD TIME this \_\_\_ day of \_\_\_\_, 202\_\_.

ADOPTED BY AT LEAST 2/3 OF THE VOTE this \_\_\_ day of \_\_\_\_, 202\_\_.

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RDOS Chair

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Corporate Officer

SCHEDULE 'A'  
CPI at Dec 2020

DIRECTOR REMUNERATION

DESCRIPTION	REMUNERATION	EXPENSE ALLOWANCE	TOTAL
Municipal Director	\$409.71/month	\$204.55/month	\$614.27/month
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## ADMINISTRATIVE REPORT

**TO:** Corporate Services Committee  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** July 22, 2021  
**RE:** 2021 Q2 Activity Report – For Information Only

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### **LEGISLATIVE SERVICES**

#### **2021 Q2 Completed Activities**

- Re-introduced bylaws providing for sewer to the community of Kaleden
- Reviewed Princeton/Electoral Area “H” Fire Service bylaws
- Implemented Budget Communications strategy including preparation of information videos for members of the public
- Introduced results from 2020 citizens survey
- Conducted assent vote for Kaleden Sewer project
- Produced Local Government Awareness Week initiatives e.g. video for schools and fun facts on social media
- Commenced Services and Boundary Configuration Study for Electoral Area “D”
- Reviewed OSRHD authority and voting structure in the Letters Patent
- Reviewed Terms of Reference for Conservation Fund
- Developed structure and established three internal committees to develop aspects of the Customer Service program
- RDOS Social Media Strategy: draft version prepared
- Indigenous Relations: contacted communities to confirm preferred communications processes
- National Indigenous History Month: social media facts posted June 21-30
- Hosted Communications Workshop [Jan Enns Consulting]
- Referendum communications support: Kaleden Sewer Project
- Information Release, electronic town hall, RDOS web and calendar updates
- Citizen Survey - follow-up survey: communications plan presented to InterCom, SMT
- Information release distributed, online survey link published (135 online responses – July 5)
- Paper surveys distributed to municipal offices and fire halls
- RDOS Board and Committee meeting highlights: newsletter update
- Department and Electoral Area Director communications requests e.g. Area “C” Grant-in-Aid donation for Citizens on Patrol
- Evacuee Preparedness Webex video (in conjunction with Community Services)

#### **2021 Q3 Planned Activities**

- Present policy recommendations resulting from Provincial Legislative Assembly Audit
  - Commence training of staff for Board Management software (e-Scribe)
  - Review Business Continuity Plan
  - Mosquito Control and Invasive Species bylaws review
  - Commencement of Falconridge fire service creation
  - Review results of a corporate wide Customer Service Program Survey
  - Conduct tour for projected funded by Conservation Fund
  - Progress with development of Customer Service Program
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- Commence planning for staff orientation videos
  - Indigenous Relations: prepare Board report for August meeting
  - Campbell Mountain Landfill Master Plan, Leachate System, BioCover, Entrance Upgrades:
  - Develop Communications Plan
  - Host Social Media Workshop [Jan Enns Consulting]
  - Launch RDOS Community Champions program
  - Social Media Strategy: present to InterCom, SMT
  - Develop draft Advertising Policy: present to InterCom, SMT
  - Publish results from follow-up survey for Citizen Survey
  - RDOS Video Announcements: finalize plans for video updates
  - Quality Assurance Survey: online payment system
  - RDOS Board meeting highlights: newsletter update
  - Support EOC activation as required
  -
- 

## **2.0 INFORMATION SERVICES DEPARTMENT**

### **2021 Q2 – Completed Activities**

- Deployment of new SCADA WAN(wide area network) infrastructure.
- Deployment of monitored UPS (uninterruptible power supply) System for Public works water systems
- Hiring of Network Systems Administrator Position
- Bringing Keremeos Rec Facility into the the internal WAN Network.

### **2021 Q3 – Planned Activities**

- Migration to 184 Main Street Data Centre
- Deployment of new GIS Server Infrastructure.
- Deploy MS 365 Sharepoint integration for use with Development Services Clarity Software
- Present the Forensic Audit Report from the Ransomwear Attack
- Deployment of Ticketing\Work Order System for IS, Public Works and Community Services
- Deployment of eScribe Boardmeeting software

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## **FINANCE DEPARTMENT**

### **2021 Q2 – Completed Activities**

- Audited financial statements/SOFI presented to Board
- New budget forms presented to Managers
- Purchasing model tested and Questica problem with the Purchase Order module resolved
- Recommendation made on the use of the Covid-19 funds
- Tax requisitions and letters sent out to municipal partners/ surveyor of taxes
- Utility invoices sent out
- 2021 Budget uploaded to Questica.

### **2021 Q3 – Planned Activities**

- Replace Asset Management Coordinator and distribute RFP for Software
  - Train Staff on Vadim and purchase order module
  - Implement paperless payroll system
  - Update purchasing card process
-

- 
- Improve liability insurance policy and set up software in EDMS
  - Update purchasing policy
  - RFP for yearly audit
  - RFP for banking
  - Launch 2022 RDOS/OSRHD Budget Process
  - Begin 2022 Property Tax Exemption Process
  - Campbell Mountain Landfill Reserve review
  - Implement Electronic Funds Transfer payments
- 

#### **4.0 HUMAN RESOURCES DEPARTMENT**

##### **2021 Q2 Completed Activities**

- Began organization wide WHMIS refresher training and testing.
- Completed organization wide Ergonomics assessments and testing.
- Coordinated educational and engagement opportunities for staff with respect to mental health well-being and safety and introduced Manulife's Vitality Program to incentivize preventative health awareness/activities.
- Began populating HRISMyWay software for organizational training tracking.
- Completed Q2 targeted safe work procedures and rolled out the new, required Violence Prevention Program.
- Completed the seasonal and newly budgeted position recruitments
- Developed a standard glossary for reviewing roles and continue evaluation practice for exempt job evaluations.
- Began the facilitated team focused training sessions for the senior management team and planned sessions for the broader organization in addressing challenges identified in the annual survey to commence in the fall.
- Continue to incorporate technology into the onboarding program for new and returning staff.

##### **2021 Q3 – Planned Activities**

## ADMINISTRATIVE REPORT

**TO:** Board of Directors

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

**DATE:** July 22, 2021

**RE:** Q2 Management Discussion & Assessment Report

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### **Purpose:**

A key responsibility for the Board of Directors is to provide oversight on the financial position of the corporation. In addition to the development and approval of the annual business plan and budget, is a quarterly review of the variance between the Income Statement and the Budget. Administration provides this to the Board in a narrative format with forecasts for year-end.

The Q2 Report is an indicator of how the organization is tracking to the end of June as we are now half way through the fiscal year we should have a good idea of where we're going to end up, but still have the flexibility to make changes to influence the outcome at year-end. Certain services will have a higher level of spending in the second half of the year due to weather and timing of projects and that will be taken into account for this forecast.

Each manager reviews the services they are accountable for and provides explanations for any variance between expected and actual expense. Where actuals are higher than budget, they should either be explainable or corrections will be made to bring them back within estimates.

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

*1.1.1 By providing the Board with accurate, current financial information*

### **Analysis:**

In the first six months of 2021 the Regional District has spent just under \$14 million of its \$53.2 million dollar budget (26.3%), compared to \$16 million (32%) of its \$51 million dollar 2020 budget (excluding municipal fiscal service budget).

Managers have reviewed the actual revenues and expenditures up to June 30, 2021 and performed a forecast to year-end, in order to identify significant variances to the annual budget.

For the first six months one service has been identified that may have a material deficit (>\$5,000).

General Government (100) – this service is currently forecasting a small year-end surplus of \$2,500 largely due to lower than anticipated legal expenditures.

Electoral Area Administration (300) - this service is currently forecasting a small year-end surplus of \$2,500 largely due to increase search fee revenues.

Building Inspection (2500) – this service is forecasting a surplus due to increased building permit revenues. As at June 30 revenue was at 60% of budget. Collected as at June 30 \$429,733 earned and \$710,635 budgeted.

Loose Bay Campground (3905) – this service is forecasting a deficit of 15,000 due to a decline in user fees and an increase in contract expenses. With the transfer of reserves this account would still have a deficit of \$5,000. Opportunities to reduce expenditures will be explored in the remaining quarters of 2021

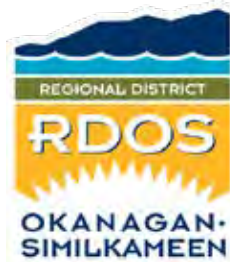
Barring any unforeseen circumstances the remaining 151 budgets are projected to be either within budget or within the materiality level of the \$5,000 variance.

**Respectfully submitted:**

*“Jim Zaffino, Manager of Finance”*

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Jim Zaffino, Finance Manager



# **2021 Corporate Business Plan**

## **Q2 Report**





# 2021 Corporate Business Plan

(Adopted 7 January 2021)

## Dashboard

#	Objective	Status	Page
1.1.1	By achieving a high standard of financial management and reporting		1
1.1.2	By being an effective local government		1
1.2.1	By implementing the 2021 joint occupational health and safety program		2
1.3.1	By implementing an Organizational Development Program		2
1.4.1	By providing effective information technology systems and programs to the corporation		2
2.1.1	By promoting regional district facilities and services		3
2.1.2	By engaging our citizens in the development and improvement of our programs		3
2.2.1	By improving bylaws, policies and process within the organization		3
2.2.2	By implementing the 2021 phase of the regional transit future plan		4
3.1.1	By providing a regional emergency management program		4
3.1.2	By implementing the 2021 phase of the Parks Program		5
3.2.1	By implementing the Asset Management Plan		5
3.2.2	By Reviewing Long-Range Planning Documents		5
3.3.1	By implementing the 2021 Phase of the Solid Waste Management Plan		6
3.3.2	By implementing the solid waste infrastructure upgrades and requirements for landfill facilities		6
3.3.3	By enhancing RDOS Waste Water Treatment Systems		6
3.3.4	By enhancing Regional District Water System Delivery		7
3.3.5	By enhancing dam safety		7
3.3.6	By preparing for Climate Change impact		7
4.1.1	By executing the Strategic Planning and Enterprise Risk Management Programs		8
4.2.1	By improving Regional District/ Municipal Relationships		8

## Dashboard

### Progress Colour Key:

No Issues	GREEN
Minor issue(s)	YELLOW
Significant issue(s)	RED

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

### Action Plan Definitions:

CAO	= Chief Administrative Officer
MCS	= Manager of Community Services
MFS	= Manager of Financial Services
MHR	= Manager of Human Resources
MIS	= Manager of Information Systems
MLS	= Manager of Legislative Services
MPS	= Manager of Planning Services
MBE	= Manager of Building and Enforcement
MES	= Manager of Engineering Services
MO	= Manager of Operations

### Status Colour Key:

Q1 – Black  
Q2 – Red  
Q3 - Blue  
Q4 - Green

## Corporate Action Plan 2021

### Key Success Driver 1.0: To Be a High Performing Organization

<b>Goal 1.1 To Be an Effective, Fiscally Responsible Organization</b>				
<b>Objective 1.1.1 - By achieving a high standard of financial management and reporting</b>				
<b>#</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>STATUS</b>
1.1.1.1	Receipt of an unqualified independent audit for 2020	MFS	Q2	Complete
1.1.1.2	Adoption of an informed 2021 – 2025 Financial Plan	MFS	Q1	Complete
1.1.1.3	Successfully meet the 2021 budget in 95% of established services	MFS	Q4	2020 Report done
1.1.1.4	Enhance the strength of performance indicators in the MD&A	MFS	Q2	Complete
1.1.1.5	Develop a Fees and Charges Policy to provide a decision-making directive for the pricing of services;	MLS/ MFS	Q3	
1.1.1.6	<ul style="list-style-type: none"> <li>· Develop a plan for the creation of operating and capital Reserves in appropriate services</li> <li>· Implement the 2021 Phase</li> </ul>	MFS MFS	Q1 Q4	Complete

<b>Objective 1.1.2 - By being an effective local government</b>				
<b>#</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>STATUS</b>
1.1.2.1	Develop a corporate workspace plan	MCS	Q2	In progress Q3
1.1.2.2	Conduct cyber security training for all staff and Rural Directors	MIS	Q3	Q4
1.1.2.3	<ul style="list-style-type: none"> <li>· Submit Letter of Interest to CoP</li> <li>· Open discussions with the City of Penticton for a co-located headquarters</li> </ul>	CAO	Q1 Q2	Complete Complete

<b>Goal 1.2 To Be a Healthy and Safe Organization</b>				
<b>Objective 1.2.1 By implementing the 2021 joint occupational health and safety program</b>				
#	ACTION	WHO	WHEN	STATUS
1.2.1.1	Keep the RDOS injury rate below the average for our WorkSafe BC classification unit	MHR	Q3	Report in July
1.2.1.2	Monitor COVID-19 compliance throughout the organization	MHR	Q4	Ongoing

<b>Goal 1.3 To Cultivate a High Performing Organizational Culture</b>				
<b>Objective 1.3.1 By implementing an Organizational Development Program</b>				
#	ACTION	WHO	WHEN	STATUS
1.3.1.1	Develop and support an employee organizational development committee	MHR	Q1	Complete
1.3.1.2	Create and implement a 2021 organizational development action plan	MHR	Q2	Complete
1.3.1.3	Conduct a 2021 Staff Perception Survey	MHR	Q4	
1.3.1.4	Show improved results on the 2021 Staff Perception Survey over the 2020 Survey	MHR	Q4	
1.3.1.5	Provide 360° evaluations for all supervisory staff	MHR	Q4	

<b>Goal 1.4 To deliver a broad array of IT-enabled tools and services throughout the enterprise</b>				
<b>Objective 1.4.1 By providing effective information technology systems and programs to the corporation</b>				
#	ACTION	WHO	WHEN	STATUS
1.4.1.1	Implement technology to provide high quality electronic and publicly accessible Board meetings	MIS	Q3	In Progress
1.4.1.2	Investigate connectivity in rural areas	MIS	Q2	Q4
1.4.1.3	Implement the security recommendations from the 2020 IT Assessment and Cyber Attack Report	MIS	Q2	Q3
1.4.1.4	Review the best mechanism for management of telecommunications systems	MIS	Q3	In Progress

**Key Success Driver 2.0: To Optimize the Customer Experience**

**Goal 2.1 To provide a high level of customer service**

**Objective 2.1.1 By promoting regional district facilities and services**

#	ACTION	WHO	WHEN	STATUS
2.1.1.1	Develop a marketing program to promote client understanding of RDOS Facilities and Services	MLS	Q2	Q4
2.1.1.2	Renovate the Similkameen Swimming Pool	MCS	Q4	Complete

**Objective: 2.1.2 By engaging our citizens in the development and improvement of our programs**

#	ACTION	WHO	WHEN	STATUS
2.1.2.1	Investigate the conversion of the Lower Nipit Improvement District to the RDOS	MES	Q3	In progress
2.1.2.2	Utilize the 2020 citizen Survey to develop a plan to improve customer relations and experience	MLS	Q2	Complete
2.1.2.3	<del>Promote</del> Administer an Electoral Area “D” Incorporation Study	MLS	Q4	In Progress

**Goal 2.2 To Meet Public Needs Through the provision and enhancement of Key Services**

**Objective 2.2.1 By improving bylaws, policy and process within the organization**

#	ACTION	WHO	WHEN	STATUS
2.2.1.1	Update Invasive weeds and pest bylaws into a single Invasive Species Bylaw	MLS	Q2	Q3
2.2.1.2	Implementation of new Development Services software	MBE	Q1	Q3

**Objective 2.2.2 By implementing the 2021 phase of the regional transit future plan**

#	ACTION	WHO	WHEN	STATUS
2.2.2.1	Double the Penticton – Kelowna Service	MCS	Q4	2022
2.2.2.2	Initiate the West Bench/Penticton Service	MCS	Q4	2022
2.2.2.3	Review acquisition of Princeton – Penticton Service	MCS	Q3	

**Key Success Driver 3.0: Regional Sustainability**

**Goal 3.1 To Develop a Healthy and Socially Sustainable Region**

**Objective 3.1.1 By providing a regional emergency management program**

#	ACTION	WHO	WHEN	STATUS
3.1.1.1	Bring the regional emergency program concept to the Protective Services Committee for discussion	MCS	Q2	Complete
3.1.1.2	Present the emergency response plan to the Emergency Management Team and the Protective Services Com.	MCS	Q2	Q3
3.1.1.3	Review the Pandemic Component of the Emergency Response Plan	MCS	Q3	
3.1.1.4	Review the Business Continuity Plan	MLS	Q4	

<b>Objective 3.1.2: By implementing the 2021 Phase of the Parks Program</b>				
#	ACTION	WHO	WHEN	STATUS
3.1.2.1	Implement the 2021 phase of the Wharf Park development plan	MCS	Q4	Dormant
3.1.2.2	Implement the 2021 phase of the Manitou Park development plan	MCS	Q2	Complete
3.1.2.3	Develop a Regional Parks and Trails Master Plan	MCS	Q3	In Progress
3.1.2.4	Investigate the benefit of promoting public/agricultural worker campgrounds throughout the region	MCS	Q4	Complete
3.1.2.5	Continue to pursue acquisition of a portion of the West Bench Elementary School for public purposes	MCS	Q4	In progress
3.1.2.6	Pursue the acquisition of Sickle Point in Kaleden	MCS	Q1	Complete
3.1.2.7	Pursue the acquisition of Centre Beach in Naramata	MCS	Q1	Complete
3.1.2.8	Continue discussions with PIB regarding KVR Trail Upgrades	MCS	Q4	PIB

<b>Goal 3.2 To Develop an Economically Sustainable Region</b>				
<b>Objective: 3.2.1: By Implementing the Asset Management Plan</b>				
#	ACTION	WHO	WHEN	STATUS
3.2.1.1	Commence implementation of the Asset Management Plan	MFS	Q2Q3	In Progress
3.2.1.2	To introduce an asset/supply chain management program to the Regional District	MFS	Q2	Complete

<b>Objective: 3.2.2: By Reviewing Long-Range Planning Documents</b>				
#	ACTION	WHO	WHEN	STATUS
3.2.2.1	Commence the Area "G" Official Community Plan development process	MPS	Q1	complete
3.2.2.2	Complete review of the South Okanagan Regional Growth Strategy	MPS	Q4	In Progress

<b>Goal 3.3: To Develop an Environmentally Sustainable Region</b>				
<b>Objective: 3.3.1: By implementing the 2021 Phase of the Solid Waste Management Plan</b>				
<b>#</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>STATUS</b>
3.3.1.1	Develop a plan to introduce the curbside collection of organics and implement the 2021 phase	MO	Q2 Q3	In progress
3.3.1.2	Develop a plan to construct an organics treatment and processing facility at 1313 Greyback Mountain Road	MO	Q3	In progress
3.3.1.3	Work with the City of Penticton to create a plan to relocate the Penticton Compost Facility at CMLF	MO	Q3	In progress

<b>Objective: 3.3.2: By implementing the solid waste infrastructure upgrades and requirements for landfill facilities</b>				
<b>#</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>STATUS</b>
3.3.2.1	Complete the 2021 phase of the Campbell Mountain leachate treatment system project	MES	Q4	
3.3.2.2	Complete Master Plan and Design, Operations and Closure Plans for the Campbell Mountain, Okanagan Falls and Oliver Landfills	MES	Q4	
3.3.2.3	<ul style="list-style-type: none"> <li>· Complete the detailed design of a revised entrance/exit for CML</li> <li>· Commence construction and scale purchase</li> </ul>	MES	Q2 2022	In progress
3.3.2.4	Conduct a Shadow Bid for the Heavy Equipment Contract Tender expiring in 2022.	MES/ MO	Q3	In progress

<b>Objective 3.3.3 By enhancing RDOS Waste Water Treatment Systems</b>				
<b>#</b>	<b>ACTION</b>	<b>WHO</b>	<b>WHEN</b>	<b>STATUS</b>
3.3.3.1	Establish a Service for the design and construction of the Kaleden Sewer Collection System	MES	Q4	defeated
3.3.3.2	Develop a Liquid Waste Management Plan for Naramata Phase 1	MES	Q4	In progress



<b>Objective: 3.3.4: By enhancing the Regional District Water System Delivery</b>				
#	ACTION	WHO	WHEN	STATUS
3.3.4.1	Develop a Filtration Deferral Plan for the Naramata Water System	MO	Q4	
3.3.4.2	Acquisition of the Sage Mesa Water System	MES	Q4	Dormant
3.3.4.3	Complete the 2021 Phase of the SCADA Master Plan for all water systems	MES	Q3	Complete
3.3.4.4	Conduct a Water Systems Rate Review	MO	Q4	

<b>Objective 3.3.5: By enhancing dam safety</b>				
#	ACTION	WHO	WHEN	STATUS
3.3.5.1	Prepare a dam <del>safety</del> -emergency plan <del>review</del> -operations, maintenance surveillance plan and the spillway inspection on the Chain Lake Dam	MES	Q3	In progress
3.3.5.2	Determine a sustainable methodology to maintain the Shinnish Creek Diversion and the Chain Lake Dam	MES	Q3	In progress

<b>Objective: 3.3.6 To prepare for Climate Change Impact</b>				
#	ACTION	WHO	WHEN	STATUS
3.3.6.1	Develop policies for floodplains, hillside (geotechnical) and fire interface areas	MPS	Q3	
3.3.6.2	Develop a Climate Change Preparedness Plan	MCS	Q4	
3.3.6.3	Explore alternative energy sources to determine financial and environmental benefit	MCS	Q4	

**Key Success Driver 4.0: Provide Governance and Oversight in a Representative Democracy**

**Goal 4.1 To Execute a Well-Defined Strategic Planning Cycle**

**Objective: 4.1.1: By executing the Strategic Planning and Enterprise Risk Management Programs.**

#	ACTION	WHO	WHEN	STATUS
4.1.1.1	Adoption of the 2021 Corporate Business Plan	CAO	Q1	Complete
4.1.1.2	Update the Enterprise Risk Management Register and present to 2018-2022 Board of Directors	CAO	Q2	Complete
4.1.1.3	Initiate the 2022 Corporate Business Plan Cycle	CAO	Q3	

**Goal: 4.2. To Promote Board and Chair Effectiveness**

**Objective 4.2.1: By Improving Regional District Relationships**

#	ACTION	WHO	WHEN	
4.2.1.1	Plan and implement a local Board/municipal council training program	MLS	Q2	Q4
4.2.1.2	Develop a Governance Protocol setting out roles & responsibilities of Board Members/ Recreation Commissions and Staff	CAO	Q3	
4.2.1.3	Investigate the potential impact of UNDRIP on the Regional District	MLS	Q2	Q4
4.2.1.4	Work with the four Indian Bands on improving Indigenous Relations	MLS	Q4	In progress

## ADMINISTRATIVE REPORT

**TO:** Corporate Services Committee

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

**DATE:** July 22, 2021

**RE:** Risk Management Plan – 2021 Update  
For Information Only

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### **Business Plan Objective:**

4.1.1.2 “By updating the Enterprise Risk Management Register and presenting it to 2018-2022 Board of Directors”.

### **Background:**

Enterprise Risk Management (ERM) at the Regional District is the systematic management of activities that involve a meaningful degree of risk to the Regional District. Risk identification, assessment and prevention are incorporated into the management oversight and processes of the organization and assist us in identifying priorities set forth in our strategic plan.

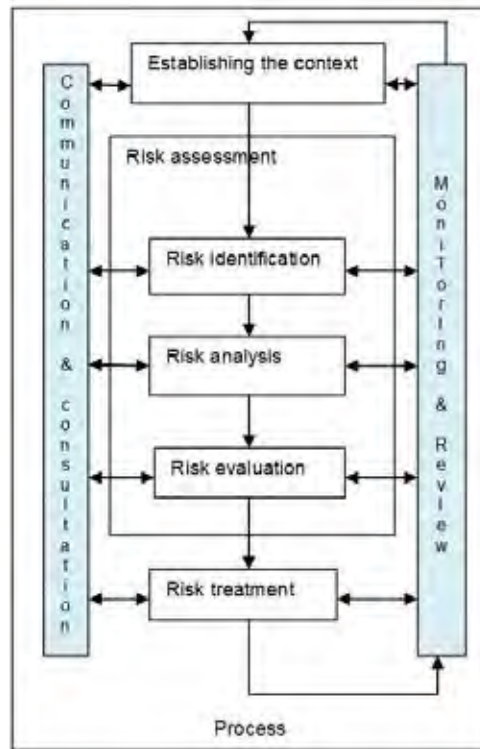
It is not possible to perform our mission and have anything approaching a risk-free environment. It's our task to manage the risk according to our assessment of what constitutes an acceptable level of risk and judgments about the cost and benefit of alternative courses of action.

Potential ways risk may affect the RDOS include:

- financially;
- our reputation;
- our performance and productivity, as measured against strategic priorities and the achievement of critical milestones;
- the integrity of our decisions and processes;
- the safety of our citizens; and
- workplace safety, security and health of our employees;

### **Process:**

Updating our Risk Management Register kicks off our annual planning cycle. Commencing in June, administration takes the current Business Plan and undertakes an environmental scan to determine what possible uncertainties may keep us from our achieving our goals and objectives. Some risk is acceptable, but highly rated risks must be managed.



**History:**

In 2009, the Board directed administration to create a risk management strategy. Our research indicated that we had exposure in many different areas; including operational, strategic, emergency preparedness and other project-related initiatives. We wanted to bring the Board a holistic picture that incorporated all the threats and opportunities to ensure we had the complete picture, hence the Enterprise Risk Management (ERM) Plan concept. In 2010, the initial ERM Plan was presented to the Board. This process was conducted annually, until 2020. With the introduction of the pandemic just prior to commencement of the Risk Management Update, it was deferred.

Administration will take Committee through the 2021 Update and advise on the mitigation plans for those high and moderate risks identified.

Risk Category

Table 1. 2021 Register of Major Threats							
THREAT	PROB. <sup>a</sup>	IMPACT				Jun-21	
		Health/ Safety <sup>b</sup>	Finan. <sup>c</sup>	Pub. Image <sup>d</sup>	Product./ Morale <sup>e</sup>	TOTAL <sup>f</sup>	
36	Disaster/Emergency Response	5	4	2	3	4	20
96	Increasing Parochialism Trend	4	0	2	2	4	16
54	Hacking/Intrusion/Social Engineering	4	1	2	2	4	16
27	Deteriorating Provincial Responsiveness (time/ horizontal mgt)	5			2	3	15
95	Develop regional partnerships (First Nations/Province)	4	0	2	2	3	12
45	Turn-over of Key Positions	4	0	2	1	3	12
29	Continuing functionality of organization during extended emergency events	3	0	1	0	4	12
92	Improve elected official/volunteer/staff relationships	4	3			3	12
30	Lack of resources to meet expectations	4	3	2	2	3	12
31	Sub-standard office space	3				4	12
46	Staff housing affordability	4				3	12
53	Loss of storage data (disaster recovery)	3	1	2	1	4	12
55	Dated or undersized servers malfunction	4	1	2	1	3	12
74	Substandard water quality	4	3	3	2	2	12
84	CMLF contaminated leachate to surrounding area	4	2	3	2	2	12
86	CMLF Landfill gas regulation compliance	4	1	3	2	2	12
87	No site for Organics treatment and processing facility	3	0	4	2	1	12
33	Lack of SOP's for utilities/IT infrastructure	4	2	2	3	3	12
35	Employee security	3	3	1	3	3	9

Risk Category

Table 1. 2021 Register of Major Threats							
THREAT	PROB. <sup>a</sup>	IMPACT				Jun-21	
		Health/ Safety <sup>b</sup>	Finan. <sup>c</sup>	Pub. Image <sup>d</sup>	Product./ Morale <sup>e</sup>	TOTAL <sup>f</sup>	
10	Environmental standards increase (CMLF leachate/drainage, buffer, organics, gas capture)	3	0	3	2	2	9
52	Lose Radio Frequency Communications	3				3	9
56	Impact of new software on staff and public	3				3	9
72	Sewage spill into water bodies.	3	2	2	2	3	9
88	Residential encroachment at CMLF	3		3			9
78	Source water quantity depleting	3	1	3	2	3	9
9	Lack of funds for deteriorating infrastructure	4	0	2	1	2	8
89	Fire at landfill	4	2	2	2	2	8
63	Meeting demand of public transit in rural areas	4	1	2	2		8
34	Major staff injury, including drug apparatus > 1 week	4	2	1	1	2	8
	Not following IT security policy	4	1	2	2	2	8
34	Loss of Fire Dispatch	2	4	2	3	1	8
	Uncontrolled growth management (primary and secondary growth areas)	3	1		2		6
	Motorized/non-motorized trail use (interface injury)	3	2	0	2	1	6
	Theft or loss of cash at remote facilities	3	0	1	2	2	6
	Default on accounts receivable	3		2			6
	Breach of Policy (Policy/Procedure Dichotomy)	3	2	2	2	2	6
	Flawed or outdated bylaws	3	0	2	2	2	6

**Risk Category**

Table 1. 2021 Register of Major Threats						
THREAT	PROB. <sup>a</sup>	IMPACT				Jun-21
		Health/ Safety <sup>b</sup>	Finan. <sup>c</sup>	Pub. Image <sup>d</sup>	Product./ Morale <sup>e</sup>	TOTAL <sup>f</sup>
Tort and Common law duties of care – negligence, labour, employment practices, slip and fall	3	2	2	2	2	6
Flawed contract/agreement review process	3	0	2	2	2	6
Non-compliance with Privacy legislation, including commissions, fire departments & related volunteer organizations	3	0	1	2	1	6
Inability to find documents (Responding FOI, multiple versions)	3	0	2	2	2	6
Provincial Downloading (Child Care, Housing, ALR)	3		2		2	6
Limitations of Local Government Act	3	1	2	2	2	6
Impact on services from aging demographic	3	0	2	2	0	6
Grievance of Significance	3	0	1	1	2	6
Lack of facility for operational staff & equipment	2				3	6
Loss of electricity in utility facilities (> 5 days)	2	1	2	1	3	6
Misuse of social media	3			2		6
Parks and Trails and Rec Facilities: Lack of maintenance causing slip and falls	3	2	2	2	2	6
Malfunction of emergency telecommunications network/ infrastructure	3	1	2	2		6
Poor water quality at public beaches	3	2	0	2	1	6
Effluent not to testing standard	3	2	2	2	2	6
Power Failure at sewage facilities > 4 hrs.	3	2	1	1	2	6
Power Failure in a water system	3	0	1	1	2	6

Risk Category

Table 1. 2021 Register of Major Threats						
THREAT	PROB. <sup>a</sup>	IMPACT				Jun-21
		Health/ Safety <sup>b</sup>	Finan. <sup>c</sup>	Pub. Image <sup>d</sup>	Product./ Morale <sup>e</sup>	TOTAL <sup>f</sup>
Water system acquisition	2	1	2	1	3	6
Source water quality	2	3	2	2	2	6
Zebra and Quagga Mussel infestation of water system	2	2	3	3	3	6
Planning for climate change adaptation, development in flood plains	3	2		2		6
SCADA infrastructure failure	3	2				6
Water damage to facilities	3	0	1	0	2	6
Issue Building Permit without proper approvals (geotech, etc.)	3	2	2	1	1	6
Outdated Works and Servicing Bylaw	3		2	2		6
Unregulated development creating personal injury.	2	3	2	1	2	6
Lack of planning for climate change adaptation, development in flood plains	3	2		2		6
Loss of water facilities to power failure	3	0	1	1	2	6
Water source quality is compromised	2	3	2	2	2	6
Fire at landfill	2	2	3	3	3	6
Structure fire	2	3	3	2	3	6
Issuing a Building Permit without proper approvals (geotech, etc.)	3	2	2	1	1	6
Loss of primary 911 Dispatching	1	5	2	3	1	5
Dam failure (RDOS)	1	5	4	3	3	5
Graffiti	5	0	1	1	1	5



Risk Category

Table 1. 2021 Register of Major Threats						
THREAT	PROB. <sup>a</sup>	IMPACT				Jun-21
		Health/ Safety <sup>b</sup>	Finan. <sup>c</sup>	Pub. Image <sup>d</sup>	Product./ Morale <sup>e</sup>	TOTAL <sup>f</sup>
Disease (pandemic few employees working)	1	5	2	3	4	5
Corporate office security	1	5	1	4	4	5
Loss of primary 911 Dispatching	1	5	2	3	1	5
Sabotage of a water facility	1	5	3	2	2	5
Dam failure (RDOS)	1	5	4	3	3	5
Odour from sewage facilities	4	0	0	1	1	4
Theft and vandalism	4	1	1	1	1	4
Public injury from unloading at landfills	4	1	1	1	1	4
Loss of Statutory Documents	1	0	0	2	4	4
Accidental release of private information	2	0	1	2	2	4
Business continuity (corporate facility)	1	0	3	3	4	4
Loss of internet service (> 5 days)	1	1	1	1	4	4
Loss of property and time. (i.e. equipment)	4	1	1	1	1	4
Loss of Statutory Documents	1	0	0	2	4	4
Accidental release of private information	2	0	1	2	2	4
Business continuity (loss of 101 Martin St)	1	0	3	3	4	4
Loss of Phone landline (> 1 day)	2	1	0	1	2	4
Loss of Phone mobile	2	2	0	1	2	4
Give incorrect information to public regarding building inspection, zoning, etc.	4	0	1	1	1	4

**Risk Category**

Table 1. 2021 Register of Major Threats						
THREAT	PROB. <sup>a</sup>	IMPACT				Jun-21
		Health/ Safety <sup>b</sup>	Finan. <sup>c</sup>	Pub. Image <sup>d</sup>	Product./ Morale <sup>e</sup>	TOTAL <sup>f</sup>
Qualified audit statement	1	0	2	2	3	3
Building failure (collapse, etc.) after approved Building Permit	1	2	3	2	1	3



**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**  
**Planning and Development Committee**

Thursday, July 22, 2021  
12:30 p.m.

**AGENDA**

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**A. APPROVAL OF AGENDA**

**RECOMMENDATION 1**

THAT the Agenda for the Planning and Development Committee Meeting of July 22, 2021 be adopted.

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**B. Q2 ACTIVITY REPORT – For Information Only**

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**C. CONSOLIDATED NOISE BYLAW NO. 2931, 2021**

1. Bylaw No. 2931, 2021
2. Bylaw No. 2931, 2021 with markup

**RECOMMENDATION 2**

THAT Bylaw No. 2931, 2021, Regional District of Okanagan-Similkameen Noise Regulation and Prohibition Bylaw be forwarded to the Regular Board meeting to be read a first, second and third time and be adopted.

---

**D. SIGNAGE REGULATIONS – For Information Only**

1. Draft Section 9.0 - Signage Regulations
- 

**E. REVIEW OF BOARD POLICIES – MANUFACTURED HOME PARK (MHP) REDEVELOPMENT**

1. Manufactured Home Park Development Policy

**RECOMMENDATION 3**

THAT Policy No. P6930-00.01, being the Manufactured Home Park Redevelopment Policy, be rescinded.

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**F. POLICY REVIEW – UPDATE OF HILLSIDE/STEEP SLOPE DEVELOPMENT PERMIT AREA**

**RECOMMENDATION 4**

THAT the Hillside / Steep Slope Development Permit Area Policy be rescinded.

---

**G. CANNABIS RETAIL USES IN ELECTORAL AREA ZONING BYLAWS****RECOMMENDATION 5**

THAT the resolution passed by the Electoral Area "D" Advisory Planning Commission (APC) at the 13 April, 2021 meeting requesting a review of zoning regulations governing cannabis retail uses be referred to the 2022 Business Plan process for discussion.

---

**H. EXPANSION OF VACATION RENTAL USES IN THE ELECTORAL AREA ZONING BYLAWS****RECOMMENDATION 6**

THAT the recommendation from the Electoral Area "D" Advisory Planning Commission (APC) at its April 13, 2021 meeting requesting a review of zoning regulations governing vacation rental uses be respectfully denied.

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**I. ADJOURNMENT**

# ADMINISTRATIVE REPORT



**TO:** Planning & Development Committee

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

**DATE:** July 22, 2021

**RE:** Q2 Activity Report – Development Services  
For Information Only

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## **Overview:**

The Development Services Report comprises the functional areas of Planning, Building Inspection, Bylaw Enforcement, Heritage, Development Engineering and Economic Development.

## **PLANNING:**

### Q2 Activities

#### Regional Growth Strategy:

- Regional Growth Strategy (RGS) Review:
  - ∅ Ongoing background work
- Regional Housing Needs Assessment Report completed.

#### Electoral Area Planning:

- A summary of Applications and Referrals processed in Q2 is presented at Attachment No. 2.
  - The following reports were prepared for consideration by the Board (including in Committee):
    - ∅ Procedures for processing Agricultural Land Reserve (ALR) Exclusion Requests;
    - ∅ Processing procedure changes for Vacation Rental Temporary Use Permit Applications;
    - ∅ Subdivision Servicing Bylaw Amendments:
      - ✓ OK Falls Sewer Service Area Connections;
      - ✓ Waiver for Proof of Water on Larger Lots (20+ ha);
      - ✓ Confirmation of Onsite Septic Requirements;
      - ✓ Confirmation of Water Connection Requirements; and
      - ✓ Confirmation of Community Sewer Connections Requirements.
    - ∅ Okanagan Food Innovation and Processing Hub (District of Summerland Presentation);
    - ∅ Zoning Regulations governing Retail Sales of Cannabis (Response to Director Motion);
    - ∅ Metal Storage Container - Zoning Regulations & Siting Permits;
    - ∅ Secondary Suite & Accessory Dwelling Floor Area Review; and
    - ∅ Deadline to submit representations for TUP & DVP applications.
  - South Okanagan Zoning Bylaw Consolidation (Electoral Areas "A", "C", "D", "E", "F" & "I"):
-

- 
- ∅ Community Consultation on Phase 4 of Residential Zone Update (RS & SH Zone Review); and
  - ∅ OK Falls Town Centre Implementation (C4 Zone Review)
    - ∨ 1<sup>st</sup> & 2<sup>nd</sup> reading and public hearing for amendment bylaws.
  - Electoral Area “A” OCP Bylaw Review:
    - ∅ Adopted on May 6, 2021.
  - Electoral Area “G” OCP Bylaw Project:
    - ∅ Background research;
    - ∅ Citizen’s Committee meetings; and
    - ∅ Community Survey.
  - Provision of Planning Services to the Village of Keremeos.

Planned Activities for Q3 (2021):

Regional Growth Strategy:

- Regional Growth Strategy (RGS) Review:
  - ∅ Continue RGS review and analysis phase with RGS Technical Advisory Committee; and
  - ∅ 2<sup>nd</sup> project presentation to Planning & Development Committee.

Electoral Area Planning:

- South Okanagan Zoning Bylaw Consolidation (Electoral Areas “A”, “C”, “D”, “E”, “F” & “I”):
  - ∅ Complete Phase 4 of the Residential Zone Review (RS & SH Zones); and
  - ∅ Complete Phase 3 of the OK Falls Town Centre Implementation (C4 Zone Review);
  - ∅ Bring forward discussion papers on Signage and Short-term use of RVs; and
  - ∅ Bring forward Draft Zoning Bylaw No. 2800 to Committee for review.
- Electoral Area “G” OCP Bylaw Project:
  - ∅ Citizen Committee Meeting (September 2021).
- Electoral Area “E” OCP Bylaw Review:
  - ∅ Initiate background research (i.e. community profile and infrastructure study).
- Continue working on implementation of new software application (BasicGov).
- Provision of Planning Services to the Village of Keremeos.
- Provision of Planning Services to the Town of Princeton on an “as needed” basis.

**NOTE:** the following activities are dependent upon department staffing levels:

- Consultation with APCs regarding proposed zoning regulations for Metal Storage Containers.
- Review of ESDP Area Designation (Electoral Areas “A”, “C”, “D”, “E”, “F”, “H” & “I”):
  - ∅ Electronic Public Information Meeting (PIM) – meeting date to be determined;

- 
- ∅ Consideration of 1<sup>st</sup> reading or proposed amendments.
  - Regional Heritage Program (identification of site brought forward from community).
  - Review of Watercourse Development Permit (WDP) Areas to respond to provincial on “Compliance and Inspection” reports.
  - Review of farm labour housing regulations in the zoning bylaws;
  - Review of zoning in Faulder (Electoral Area “F”);
  - Discussion papers on various Board Motions (e.g. bunkies, mobile tiny homes and RVs; increasing food security; ticketing DP infractions; cannabis retail; vacation rental review, etc.)

## **BUILDING INSPECTION:**

### Q2, 2021 Activities

- 332 Permits have been issued to June 30, 2021 compared to 238 for the same date in 2020 (see Attachment No. 2 for the summary of issued Building Permits).
- The number of applications received in 2021 has risen substantially over 2020. As at the end of June, 2021 358 applications for building permits have been submitted compared to 254 in the same time period in 2020.
- Our newest Building Official (Plan Reviewer) has been integrated into the inspection regime in addition to plan reviews
- The average timeline from application date to permit issuance has increased due to the additional workload.
- Project for expired permits – numbers of expired permits has been reduced substantially
- Provision of inspection services to the Village of Keremeos continues in addition to the mutual aid agreement with the Town of Princeton for building inspection backfill.
- Continuing with development of BasicGov software. Go live date Q3-Q4.
- Fee increases became effective April 1, 2021
- Step Code consultation – community feedback pages set up on Regional Connections

### Planned Activities for Q3

- Finalization of BasicGov software for Building inspection modules.
- Building Bylaw amendments – various housekeeping amendments plus revisions required for implementation of new BasicGov software
- Drafting of various procedures and policies
- Continued coordination with Senior Energy Specialist for Step Code consultation prior to proposed implementation.

## **BYLAW ENFORCEMENT:**

### Q2 Activities

- 
- Ongoing processing of complaints – 9 new complaints received and 47 enforcement files closed (see Attachment No. 4 for Summary of Bylaw Enforcement Complaints)

#### Planned Activities for Q3

- Continued progress on development of BasicGov software.
- Recruit for additional staff member (COVID restart funding) to assist with backlog of complaint files
- Final preparation of bylaw for consolidation of Noise bylaws.
- Initial preparation for consolidation of Untidy and Unsightly Premises Bylaw
- Amendments to Bylaw Notice Enforcement Bylaw for various offences related to Dog Control, Noise Control Bylaws and Untidy and Unsightly Premises Bylaw
- Parking lot: Bylaw Enforcement Education Workshop (proposed for Q4 or 2022 Q1).

#### **DEVELOPMENT ENGINEERING:**

##### Q2 Activities

- Subdivision and Development Services Bylaw Update remains on-going.
- Electoral Area “F” (Greater West Bench) Geotechnical Review:
  - ∅ Finalizing draft report.
- Ongoing Works and Services consultations for Subdivisions.
- Provision of Development Engineering Services to the Village of Keremeos.

##### Planned Activities for Q3

- Continuing review of Subdivision and Development Services Bylaw.
- Electoral Area “F” (Greater West Bench) Geotechnical Review:
  - ∅ Present to Planning and Development Committee; and
  - ∅ Initiate consultation.
- Provision of Development Engineering Services to the Village of Keremeos.
- Provision of Development Engineering Services to the Town of Princeton “as needed”.

#### **ECONOMIC DEVELOPMENT (ELECTORAL AREA “D”):**

##### Q2 Activities

- Facilitated opening of OKFalls Visitor Info Centre to full operations (7 days/week from 9:00 am to 4:00 pm) (by assisting with recruitment of two summer students).
- Completed ‘On This Spot’ tourism phone app project, to be launched by July 9, 2021.
- Ongoing work on the development of a proposal concept for the establishment of an Okanagan Falls Community Cultural Centre

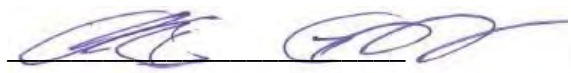


- 
- Assisted the South Okanagan Chamber of Commerce (SOCC) to submit a grant application to etsiBC and was successful in receiving approval for \$85,000 to support economic recovery activities.
  - Completed the Okanagan Falls Relocation & Visitor Guide.
  - Completed a grant application to etsiBC Grant (Economic Development Recovery) to develop a business case for high speed internet capacity building for the Okanagan Falls area.

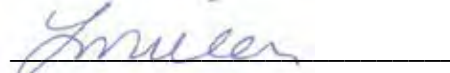
#### Planned Activities for Q3

- Continue to support existing businesses and new entrepreneurial investors
- Continue to support the work of OFCA to initiate a downtown beautification and revitalization program to incorporate artist murals, wayfinding signage, refreshing properties and improving outsides of buildings, etc.
  - ∅ Will apply for grants in Q3 to fund murals and wayfinding signage
- Continue to identify and provide support and services that will enhance and grow the community of Okanagan Falls as a community of choice to live, work, and play.
  - ∅ Fire Truck Grant application to be submitted by July 30/21
  - ∅ Fibre Optics / High Speed Internet Business Case development
- Continue to meet with local community organizations, attend their regular monthly meetings, provide economic development and tourism development updates;
- Continue to work on implementation of business plan and action items.

#### **Respectfully Submitted**



C. Garrish, Planning Manager



L. Miller, Building & Enforcement Services Manager

Attachments: No. 1 – Development Applications by Electoral Area & Year to Date (2021)

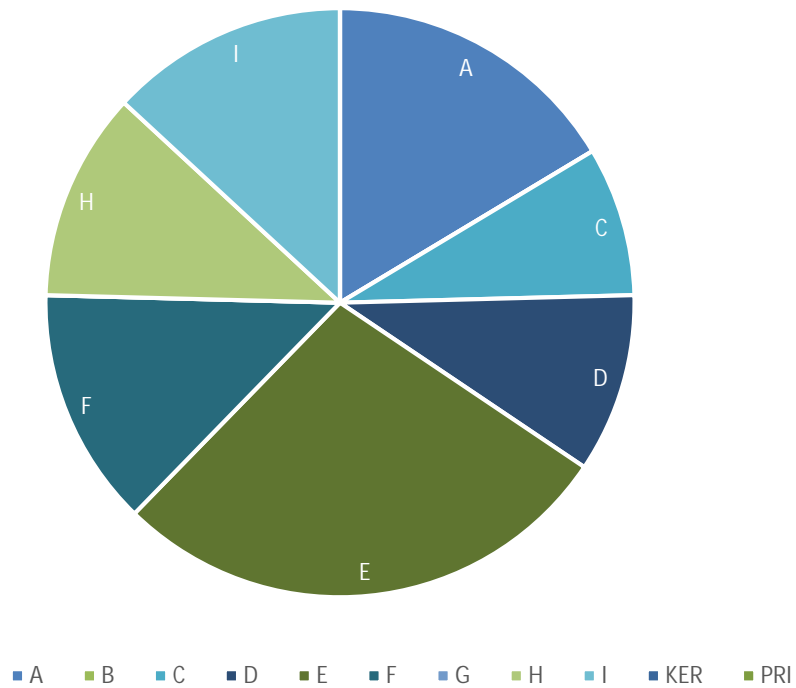
No. 2 – Summary of Application Activities

No. 3 – Summary of Building Permits (1<sup>st</sup> Quarter)

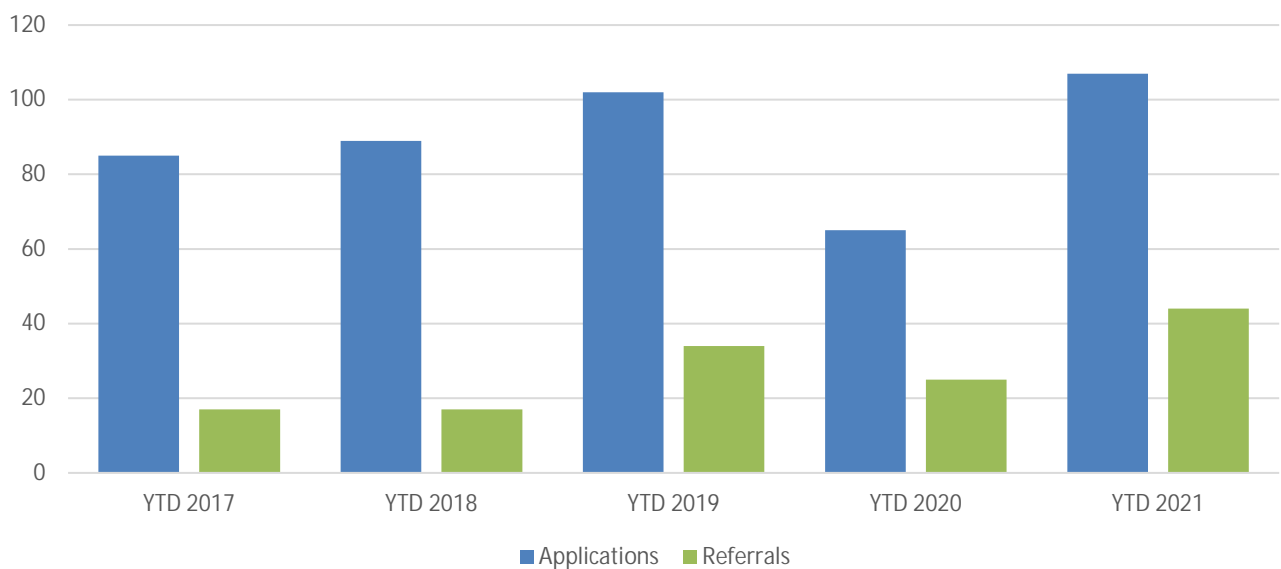
No. 4 – Summary of Bylaw Enforcement Complaints (1<sup>st</sup> Quarter)

Attachment No. 1 - Development Applications by Electoral Area & Year to Date (2021)

Q2 Development Applications - Electoral Areas/Member municipalities



2021 Year-to-date Applications & Referrals



Attachment No. 2 – Summary of Application Activities

**Board Reports – Q2 Land Use Applications**

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	MULTI	Total
<b>Board Reports – Land Use Applications</b>											
Land Use Bylaw Amendments (OCP and/or Zoning)	3			5		2				4	14
Development Variance Permits	1		1	2	4			1	4		13
Temporary Use Permits			1	2	1				1		5
Agricultural Land Commission Referrals			1	1					1		3
Liquor and Cannabis Regulation Branch Referrals				1							1
Floodplain Exemptions											
<b>Yearly Total (2021)</b>	<b>8</b>	<b>1</b>	<b>9</b>	<b>18</b>	<b>12</b>	<b>3</b>	<b>1</b>	<b>6</b>	<b>11</b>	<b>4</b>	<b>73</b>

**Public Consultation – Q2 Land Use Applications / Projects**

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	MULTI	Total
<b>Public Consultation Forum</b>											
Advisory Planning Commission (APC) Meetings / Info Mailouts	2		2	3	3	1		1	2		14
Public Information Meeting	1		2	2	2		3		2		12
Public Hearing	1			1		1				1	4
<b>Yearly Total (2021)</b>	<b>10</b>		<b>10</b>	<b>12</b>	<b>5</b>	<b>6</b>	<b>3</b>	<b>4</b>	<b>8</b>	<b>3</b>	<b>61</b>

**Delegated Development Permits & MoTI Referrals Processed**

	"A"	"B"	"C"	"D"	"E"	"F"	"G"	"H"	"I"	Total
<b>Environmentally Sensitive Development Permits</b>										
Development, Land Alteration & Subdivision	8			2	4	1			3	18
<b>Yearly Total (2021)</b>	<b>11</b>		<b>1</b>	<b>3</b>	<b>8</b>	<b>1</b>			<b>6</b>	<b>30</b>
<b>Watercourse Development Permits</b>										
Development, Land Alteration & Subdivision				1	3	1		4	2	11
<b>Yearly Total (2021)</b>				<b>1</b>	<b>4</b>	<b>1</b>		<b>6</b>	<b>2</b>	<b>14</b>
<b>MoTI Subdivisions Referrals</b>										
Fee Simple, Strata, Road Closure, etc.	1			2			1		1	5
<b>Yearly Total (2021)</b>	<b>1</b>			<b>2</b>	<b>3</b>		<b>2</b>	<b>4</b>	<b>3</b>	<b>15</b>

Attachment No. 3 – Summary of Building Permits Issued, 2nd Quarter

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN  
SUMMARY OF BUILDING PERMITS FOR THE MONTH OF JUNE 2021

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN SUMMARY OF BUILDING PERMITS FOR THE MONTH OF JUNE 2021										
NUMBER OF PERMITS ISSUED										
DESCRIPTION	A	C	D	E	F	H	I	TOTAL	2021	2020
RENEWAL/DEFICIENCY	2		1				1	4	17	14
S.F.D.	3		3	3		5		14	46	42
MOBILE/MANU HOMES			2			2		4	21	10
CABINS/REC SEMI-DETACHED, DUPLEX, MULTI FAMILY			1					1	3	0
DEMOLITION / MOVE		1		3	1		2	7	28	9
ACCESSORY USES ADDITIONS / REPAIRS / PLUMBING	1	5	2	4	3	4	3	22	95	61
COMMERCIAL	1	3	2	3	2	1	3	15	89	62
INDUSTRIAL	1	1						2	11	15
FARM BUILDINGS				1		2		3	18	17
INSTITUTIONAL			1			1		2	3	5
SOLID FUEL APPLIANCE								0	0	0
<b>MONTHLY TOTAL</b>	<b>8</b>	<b>10</b>	<b>12</b>	<b>14</b>	<b>6</b>	<b>15</b>	<b>9</b>	<b>74</b>	<b>332</b>	<b>238</b>
YEAR TO DATE 2021	33	56	50	49	31	53	60	332		
SAME MONTH 2020	9	7	4	15	3	11	7	56		
YEAR TO DATE 2020	30	47	39	34	26	38	24	238		
DOLLAR VALUE OF PERMITS										
DESCRIPTION	A	C	D	E	F	H	I	TOTAL	TOTAL YTD	
RENEWAL/DEFICIENCY	\$2,000		\$1,000				\$1,000	\$4,000	\$14,000	
S.F.D.	\$1,242,479		\$1,442,400	\$1,711,160		\$1,196,146		\$5,592,185	\$16,213,699	
MOBILE/MANU HOMES			\$675,930			\$352,800		\$1,028,730	\$5,082,288	
CABINS/REC SEMI-DETACHED, DUPLEX, MULTI			\$2,000,000					\$0	\$134,645	
DEMOLITION / MOVE		\$1,000		\$3,000	\$1,000		\$2,000	\$7,000	\$28,000	
ACCESSORY USES ADDITIONS / REPAIRS / PLUMBING	\$17,920	\$230,467	\$109,150	\$110,754	\$89,720		\$130,000	\$688,011	\$3,424,837	
COMMERCIAL	\$394,800	\$370,440				\$300,000		\$1,065,240	\$1,781,927	
INDUSTRIAL								\$0	\$250,000	
FARM BUILDINGS				\$4,800		\$30,000		\$34,800	\$462,680	
INSTITUTIONAL			\$1,000,000			\$350,000		\$1,350,000	\$1,378,875	
SOLID FUEL APPLIANCE								\$0	\$0	
<b>MONTHLY TOTAL</b>	<b>\$1,658,199</b>	<b>\$638,147</b>	<b>\$5,311,080</b>	<b>\$1,853,434</b>	<b>\$119,600</b>	<b>\$2,377,906</b>	<b>\$389,175</b>	<b>\$12,347,541</b>	<b>\$35,451,162</b>	
YEAR TO DATE 2021	\$6,450,232	\$4,400,048	\$8,107,662	\$4,225,221	\$1,680,150	\$7,132,017	\$3,455,832	\$35,451,162		
SAME MONTH 2020	\$978,915	\$480,710	\$410,040	\$1,738,745	\$123,822	\$842,215	\$1,775,460	\$6,349,907		
YEAR TO DATE 2020	\$6,997,375	\$3,951,735	\$2,870,960	\$4,000,164	\$1,641,548	\$3,408,705	\$3,542,136	\$26,412,623		
BUILDING INSPECTION REVENUE										
MONTH	2015	2016	2017	2018	2019	2020	2021			
JANUARY	\$17,905.98	\$38,090.55	\$39,602.01	\$55,887.27	\$30,704.46	\$47,538.46	\$46,158.04			
FEBRUARY	\$19,575.32	\$29,419.02	\$44,897.41	\$37,396.10	\$86,493.92	\$17,592.98	\$43,612.27			
MARCH	\$32,251.07	\$41,406.24	\$62,053.58	\$72,804.20	\$51,199.20	\$60,721.58	\$45,865.08			
APRIL	\$47,883.66	\$15,209.80	\$35,550.35	\$41,018.96	\$42,268.02	\$41,620.45	\$83,495.89			
MAY	\$34,819.01	\$88,336.89	\$335,459.36	\$61,771.86	\$47,130.81	\$52,842.35	\$37,469.43			
JUNE	\$62,473.80	\$105,215.54	\$66,954.09	\$70,972.42	\$46,253.49	\$75,271.11	\$133,808.41			
JULY	\$93,218.43	\$70,891.24	\$95,394.43	\$71,463.33	\$70,064.71	\$57,104.01				
AUGUST	\$59,620.80	\$73,568.01	\$47,165.53	\$42,822.93	\$25,798.34	\$42,437.50				
SEPTEMBER	\$121,384.59	\$102,226.37	\$90,566.53	\$45,924.16	\$30,728.49	\$77,667.72				
OCTOBER	\$39,069.81	\$44,894.56	\$43,695.30	\$84,294.81	\$55,999.70	\$48,451.14				
NOVEMBER	\$58,845.97	\$32,663.33	\$58,442.60	\$43,348.80	\$51,766.51	\$35,849.11				
DECEMBER	\$40,132.41	\$29,147.95	\$41,432.10	\$32,698.12	\$20,458.33	\$46,501.93				
<b>TOTAL</b>	<b>\$627,180.85</b>	<b>\$671,069.50</b>	<b>\$961,213.29</b>	<b>\$660,402.96</b>	<b>\$558,865.98</b>	<b>\$603,598.34</b>	<b>\$390,409.12</b>			

Attachment No. 4 – Summary of Bylaw Enforcement Complaints, 2nd Quarter

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN													
SUMMARY OF BYLAW INFRACTIONS													
2ND QUARTER (APR-JUN 2021)													
<b>COMPLAINTS RECEIVED April - June 2021</b>													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2021 YTD	2020	2020 YTD
LAND USE	8		0	0	4	0	0	0	0	12	15	15	19
ESDP	2		0	0	0	0	0	1	0	3	3	3	3
WDP	1		0	0	0	0	0	0	0	1	0	1	1
MULTIPLE	0		0	0	0	0	0	0	0	0	2	1	1
UNTIDY/UNSIGHTLY			0	1	0	0	0	0	0	1	2	6	8
BUILDING BYLAW	0		0	0	0	0		0	0	0	0	2	6
ANIMAL/DOG CONTR	0	0	0	0	0	0	0		0	0	4	26	39
NOISE CONTROL			0	0	0	0		0	0	0	0	25	37
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	1	0	0
<b>Totals</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>17</b>	<b>27</b>	<b>79</b>	<b>114</b>
<b>COMPLAINTS RESOLVED April - June 2021</b>													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2021	2020	2020 YTD
LAND USE	2		3	5	14	3	0	1	3	31	44	5	13
ESDP	0		2	0	0	0	0	0	1	3	3	0	1
WDP	0		0	0	0	0	0	0	0	0	1	0	0
MULTIPLE	0		3	0	0	0	0	2	0	5	7	1	2
UNTIDY/UNSIGHTLY			2	1	0	0	0	0	1	4	8	3	4
BUILDING BYLAW	0		0	0	0	0		1	0	1	6	3	6
ANIMAL/DOG CONTR	0	0	1	0	2	0	0		1	4	9	26	34
NOISE CONTROL			0	0	0	0		0	0	0	0	25	35
BURNING BYLAW	0	0	0	0	0	0	0	0	1	1	1	0	0
<b>Totals</b>	<b>2</b>	<b>0</b>	<b>11</b>	<b>6</b>	<b>16</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>7</b>	<b>49</b>	<b>79</b>	<b>63</b>	<b>95</b>
<b>TOTAL ACTIVE COMPLAINTS</b>													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL			
LAND USE	8		10	6	8	8	1	3	10	54			
ESDP	2		0	2	0	1	0	1	0	6			
WDP	1		0	2	0	0	0	0	1	4			
MULTIPLE	0		3	4	1	1	1	0	0	10			
UNTIDY/UNSIGHTLY			3	4	2	1	3	2	1	16			
BUILDING BYLAW	2		2	1	0	0		0	1	6			
ANIMAL/DOG CONTR	1	1	4	1	0	0	0		2	9			
NOISE CONTROL			1	1	0	0		0	0	2			
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0			
<b>Totals</b>	<b>14</b>	<b>1</b>	<b>23</b>	<b>21</b>	<b>11</b>	<b>11</b>	<b>5</b>	<b>6</b>	<b>15</b>	<b>107</b>			
<b>Previous Quarter</b>	<b>14</b>	<b>0</b>	<b>31</b>	<b>24</b>	<b>15</b>	<b>13</b>	<b>5</b>	<b>8</b>	<b>21</b>	<b>131</b>			
<b>MILEAGE</b>													
DESCRIPTION	A	B	C	D	E	F	G	H	I	TOTAL	2021 YTD		
LAND USE	386		610	132	165	193.5	7	624.5	261	2379	4064		
ESDP	0		0	0	0	0	0	0	0	0	0		
WDP	0		0	0	0	0	0	0	0	0	0		
MULTIPLE	0		0	0	0	0	0	0	0	0	0		
UNTIDY/UNSIGHTLY			0	12	0	0	155.5	7.6	21	196.1	274.6		
ANIMAL/DOG CONTR	64	0	721	1518	1980	794	554		1183	6814	11308		
NOISE CONTROL			414	484	160	240		192	61	1551	2168		
BURNING BYLAW	0	0	0	0	0	0	0	0	0	0	0		
<b>Totals</b>	<b>450</b>	<b>0</b>	<b>1745</b>	<b>2146</b>	<b>2305</b>	<b>1228</b>	<b>716.5</b>	<b>824.1</b>	<b>1526</b>	<b>10940</b>	<b>17815</b>		
<b>YTD</b>	<b>1047</b>	<b>0</b>	<b>3164</b>	<b>3391</b>	<b>3419</b>	<b>1789</b>	<b>1072</b>	<b>824.1</b>	<b>3110</b>	<b>17815</b>			

## ADMINISTRATIVE REPORT

**TO:** Planning & Development Committee

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

**DATE:** July 22, 2021

**RE:** Noise Bylaw No. 2931, 2021

---

### Administrative Recommendation:

**THAT Bylaw No. 2931, 2021, Regional District of Okanagan-Similkameen Noise Regulation and Prohibition Bylaw be forwarded to the Regular Board meeting to be read a first, second and third time and be adopted.**

---

### Purpose:

To introduce Regional District of Okanagan-Similkameen Noise Regulation and Prohibition Bylaw No. 2931, 2021 ("Noise Bylaw") which consolidates and updates the individual Noise Control Bylaws for Areas 'C', 'D', 'E', 'F', 'H' and 'I'.

### Reference:

Noise Control Bylaws:

[Electoral Area 'C' – Bylaw #2397](#)

[Electoral Area 'D' and 'I' – Bylaw #1527.01](#)

[Electoral Area 'E' – Bylaw #2386](#)

[Electoral Area 'F' – Bylaw #1526](#)

[Electoral Area 'H' – Bylaw #2628](#)

### Background:

There are currently 5 separate Noise Control bylaws for Electoral Areas 'C', 'D', 'E', 'F', 'H' and 'I'. Each of the existing bylaws are consistent in wording with the exception of minor differences in the hours for construction works. In addition, the Noise Control Bylaw for Electoral Area 'F' has fewer defined terms.

With the anticipated introduction of the development services software it is an opportune time to create efficiencies with the service by consolidating the bylaws and updating the definitions and requirements.

## Analysis:

The following revisions have been made to the Noise bylaw:

1. Housekeeping amendments to include reference to Electoral Area 'I'
2. Additional definitions including defining 'Authorized Person', 'Bylaw Enforcement Officer', 'Noise', and 'Regional District';
3. Additional headings for "Jurisdiction" and "Interpretation" to assist in clarification in enforcing the provisions of the Noise Bylaw,
4. New heading for "Administration and Enforcement" granting the Bylaw Enforcement authorization to enter onto property and adding a provision prohibiting persons from obstruction of the Bylaw Enforcement Officer
5. Expanded wording under "Regulations" to clarify prohibited noise. Removing the provision for anti-idling as it is captured under the general noise provisions.
6. New heading for "Construction Hours" and revised construction hours to promote consistency throughout the Regional District. A request was made to have construction hours eliminated for Sundays. Rather than eliminate the provision entirely it was determined that the offending construction noise was related to large commercial companies working 7 days per week on new subdivisions and not necessarily related to the 'weekend warriors' that were working on their homes. Introducing a new provision prohibiting construction for 'profit or gain' on Sundays would capture this intent. Enforcement action would be by submitted complaint.

Current constructions hours:

Day	Time
Monday – Saturday	7:00 am - 8:00 pm (Areas, C, D, E, H & I) 6:00 am - 10:00 pm (Area F)
Sunday / Stat Holidays	11:00 am - 4:00 pm (Area E) 10:00 am - 5:00 pm (Area C, D, H & I) 8:00 am - 10:00 pm (Area F)

Construction hours of member municipalities:

Municipality	Weekdays	Saturdays	Sundays
Keremeos	6:00 am – 10:00 pm	6:00 am – 10:00 pm	6:00 am – 10:00 pm
Princeton	7:00 am – 8:00 pm	8:00 am -8:00 pm	No commercial activity on Sunday or Statutory Holiday (silent on hours of regular construction)
Osoyoos	7:00 am – 8:00 pm	7:00 am – 8:00 pm	8:00 am – 8:00 pm
Oliver	7:00 am – 8:00 pm	7:00 am – 8:00 pm	8:00 am – 8:00 pm
Penticton	7:00 am – 10:00 pm	7:00 am – 10:00 pm	7:00 am – 10:00 pm

Summerland	7:00 am – 10:00 pm	7:00 am – 10 pm	7:00 am – 10:00 pm (with no commercial activity)
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Proposed construction hours:

Day	Time
Monday – Saturday	7:00 am - 8:00 pm
Sunday and Statutory Holidays	10:00 am - 5:00 pm (with no commercial activity on a Sunday)

7. Expanded section for Exemptions with the previous exemption for farm practices incorporated therein and a provision exempting the operation of motorized lawn grooming equipment between the hours of 7:00 am to 9:00 pm;
8. Revisions to the application process for temporary exemptions with an increased fee from \$75 to \$300. This exemption is very rarely applied for. The fee would be added to the Fees and Charges Bylaw.

If the bylaw is approved for adoption amendments to the Bylaw Notice Enforcement Bylaw will be required to amend section numbers for issuance of bylaw offence notices.

**Alternatives:**

1. THAT Bylaw No. 2931, 2021, Regional District of Okanagan-Similkameen Noise Regulation and Prohibition Bylaw not be forwarded to the Regular Board meeting to be read a first, second and third time and be adopted;
2. THAT Bylaw No. 2931, 2021, Regional District of Okanagan-Similkameen Noise Regulation and Prohibition Bylaw be amended as follows:
  - a) TBD

**Respectfully submitted:**

“Laura Miller”

L. Miller, Building & Enforcement Services Manager

**ADMINISTRATIVE REPORT**

**TO:** Planning & Development Committee

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



**DATE:** July 22, 2021

**RE:** Noise Bylaw No. 2931, 2021

---

**Administrative Recommendation:**

THAT Bylaw No. 2931, 2021, Regional District of Okanagan-Similkameen Noise Regulation and Prohibition Bylaw be read a first, second and third time and be adopted.

**Purpose:**

To introduce Regional District of Okanagan-Similkameen Noise Regulation and Prohibition Bylaw No. 2931, 2021 ("Noise Bylaw") which consolidates and updates the individual Noise Control Bylaws for Areas 'C', 'D', 'E', 'F', 'H' and 'I'.

**Reference:**

Noise Control Bylaws:

[Electoral Area 'C' – Bylaw #2397](#)

[Electoral Area 'D' and 'I' – Bylaw #1527.01](#)

[Electoral Area 'E' – Bylaw #2386](#)

[Electoral Area 'F' – Bylaw #1526](#)

[Electoral Area 'H' – Bylaw #2628](#)

**Background:**

There are currently 5 separate Noise Control bylaws for Electoral Areas 'C', 'D', 'E', 'F', 'H' and 'I'. Each of the existing bylaws are consistent in wording with the exception of minor differences in the hours for construction works. In addition, the Noise Control Bylaw for Electoral Area 'F' has fewer defined terms.

With the anticipated introduction of the development services software it is an opportune time to create efficiencies with the service by consolidating the bylaws and updating the definitions and requirements.

**Analysis:**

The following revisions have been made to the Noise bylaw:

9. Housekeeping amendments to include reference to Electoral Area 'I'
10. Additional definitions include defining 'Authorized Person', 'Bylaw Enforcement Officer', 'Noise', and 'Regional District';
11. Additional headings for "Jurisdiction" and "Interpretation" to assist in clarification in enforcing the provisions of the Noise Bylaw,

12. New heading for “Administration and Enforcement” granting the Bylaw Enforcement authorization to enter onto property and adding a provision prohibiting persons from obstruction of the Bylaw Enforcement Officer
13. Expanded wording under “Regulations” to clarify prohibited noise. Removing the provision for anti-idling as it is captured under the general noise provisions.
14. New heading for “Construction Hours” and revised construction hours to promote consistency throughout the Regional District. A request was made to have construction hours eliminated for Sundays. Rather than eliminate the provision entirely it was determined that the offending construction noise was related to large commercial companies working 7 days per week on new subdivisions and not necessarily related to the ‘weekend warriors’ that were working on their homes. Introducing a new provision prohibiting construction for ‘profit or gain’ on Sundays would capture this intent. Enforcement action would be by submitted complaint.

Current constructions hours:

Day	Time
Monday – Saturday	7:00 am - 8:00 pm (Areas, C, D, E, H & I) 6:00 am - 10:00 pm (Area F)
Sunday / Stat Holidays	11:00 am - 4:00 pm (Area E) 10:00 am - 5:00 pm (Area C, D, H & I) 8:00 am - 10:00 pm (Area F)

Construction hours of member municipalities:

Municipality	Weekdays	Saturdays	Sundays
Keremeos	6:00 am – 10:00 pm	6:00 am – 10:00 pm	6:00 am – 10:00 pm
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Osoyoos	7:00 am – 8:00 pm	7:00 am – 8:00 pm	8:00 am – 8:00 pm
Oliver	7:00 am – 8:00 pm	7:00 am – 8:00 pm	8:00 am – 8:00 pm
Penticton	7:00 am – 10:00 pm	7:00 am – 10:00 pm	7:00 am – 10:00 pm
Summerland	7:00 am – 10:00 pm	7:00 am – 10 pm	7:00 am – 10:00 pm (with no commercial activity)

Proposed construction hours:

Day	Time
Monday – Saturday	7:00 am - 8:00 pm

Sunday and Statutory Holidays	10:00 am - 5:00 pm (with no commercial activity on a Sunday)
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15. Expanded section for Exemptions with the previous exemption for farm practices incorporated therein and a provision exempting the operation of motorized lawn grooming equipment between the hours of 7:00 am to 9:00 pm;
16. Revisions to the application process for temporary exemptions with an increased fee from \$75 to \$300. This exemption is very rarely applied for. The fee would be added to the Fees and Charges Bylaw.

If the bylaw is approved for adoption, amendments to the Bylaw Notice Enforcement Bylaw will be required to amend section numbers for issuance of bylaw offence notices.

**Alternatives:**

3. THAT Bylaw No. 2931, 2021, Regional District of Okanagan-Similkameen Noise Regulation and Prohibition Bylaw not be forwarded to the Regular Board meeting to be read a first, second and third time and be adopted;
4. THAT Bylaw No. 2931, 2021, Regional District of Okanagan-Similkameen Noise Regulation and Prohibition Bylaw be amended as follows:
  - b) TBD

**Respectfully submitted:**

"Laura Miller"  
 L. Miller, Building & Enforcement Services Manager

Attachments: No. 1 – Redlined draft bylaw

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2931, 2021

---

A bylaw to regulate and prohibit the making or causing of noises or sounds in Electoral Areas 'C', 'D', 'E', 'F', 'H' and 'I' of the Regional District of Okanagan-Similkameen

---

**WHEREAS** the *Local Government Act* authorizes the Regional District of Okanagan-Similkameen to regulate and prohibit, by bylaw, making or causing of noises or sounds.

**AND WHEREAS** the following bylaws have been adopted to establish the service for the regulation and prohibition of making or causing of noises or sounds in Electoral Areas 'C', 'D', 'E', 'F', 'H' and 'I':

- 'Electoral Area 'C' Noise Control Regulatory Service Establishment Bylaw No. 2396, 2007;
- 'Electoral Area 'D' Noise Control Extended Service Establishment Bylaw No. 1129, 1991;
- 'Electoral Area 'E' Noise Control Regulatory Service Establishment Bylaw No. 2385, 2006;
- 'Electoral Area 'F' Noise Control Extended Service Establishment Bylaw No. 1436, 1993;
- 'Electoral Area 'H' Noise Control Service Establishment Bylaw No. 2627, 2013;

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

1. **Citation**

- 1.1 This Bylaw shall be cited as the Regional District of Okanagan-Similkameen Noise Regulation and Prohibition Bylaw No. 2931, 2021.

2. **Definitions**

- 2.1 Words or phrases defined in the *Interpretation Act*, *Local Government Act* or *Community Charter* shall have the same meaning when used in this Bylaw, unless defined in this Bylaw or unless the context otherwise requires. Unless otherwise stated, and notwithstanding the case used (upper case or lower case) or whether in italics, when words or phrases that are defined in this section of this Bylaw are used in the body or schedules of this Bylaw, they have the meaning ascribed to them as set out in this section:

**“Authorized Person”** means the Chief Administrative Officer or designate for the Regional District of Okanagan-Similkameen.

**“Bylaw Enforcement Officer”** means the person or persons appointed from time to time by the Regional District Board to enforce and administer this bylaw and shall include any Peace Officer

**“Emergency Vehicle”** shall have the meaning given to the interpretation section of the *Motor Vehicle Act*.

**“Peace Officer”** means a police officer, police constable, constable or other person employed for the preservation and maintenance of the public peace.

**“Normal Farm Practise”** means a practice that is conducted by a farm business in a manner consistent with proper and accepted customs and standards as established and followed by similar farm businesses under similar circumstances and includes a practice that makes use of innovative technology in a manner consistent with proper advanced farm management practices, **as determined by the Farm Industry Review Board.**

**“Noise”** means any sound that is consistently loud or consistently harsh or consistently undesirable and includes any loud outcries, clamours, shouting or movements, whether mechanically amplified or not and whether they are human caused or from a domesticated animal and/or pet.

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

### 3. **Interpretation**

3.1 The headings contained in this Bylaw are for convenience only and are not to be construed as defining or in any way limiting the scope or the intent of the provisions of this Bylaw.

3.2 Any act or enactment referred to herein is a reference to an enactment of the Province of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time, and any bylaw referred to herein (as may be cited by short title or otherwise) is a reference to an enactment of the Regional District Board, as amended, revised, consolidated or replaced from time to time.

### 4. **Administration and Enforcement**

4.1 The Bylaw Enforcement Officer is hereby authorized to enter at all reasonable times upon any property within the Regional District for the purpose of ascertaining whether the regulations under this Bylaw are being observed, or whether a requirement of the Regional District is being met.

4.2 No person shall prevent or obstruct, or attempt to prevent or obstruct, the Bylaw Enforcement Officer from the exercise or performance of his or her powers, duties or functions under this bylaw.

5. **Regulation**

- 5.1 No person shall make or cause, or permit to be made or caused, any noise in the **Regional District**, which disturbs, or tends to disturb, the quiet, peace, rest, enjoyment, comfort or convenience of the neighborhood, or of persons in the vicinity.
- 5.2 No person being the owner or occupier or tenant of real property shall allow or permit such real property to be used so that excessive or persistent noise which occurs therein or emanates therefrom, disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort, or convenience of the neighbourhood or persons in the vicinity.
- 5.3 No person shall play or operate any radio, stereophonic equipment or other instrument or any apparatus for the production or amplification of sound either in or on private premises or in any public place in a manner which disturbs or tends to disturb the quiet, peace, rest, enjoyment or convenience of the neighbourhood or persons in the vicinity.
- 5.4 No person that owns, keeps or harbours any dog or other animal, or any number of dogs or other animals, shall permit such dog(s) or animal(s), to make or cause excessive or persistent noise, by cries, barking or other noises, which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the neighborhood, or of persons in the vicinity.
- 5.5 ~~Idling or continuous running of a diesel engine, a truck or bus for more than fifteen (15) minutes at the same location is prohibited, except, where the truck or bus is located within a garage or depot intended to be used for the long term parking of that vehicle.~~

6. **Construction Hours**

- 6.1 No person in the service area shall construct, erect, reconstruct, alter, repair or demolish any building, structure or thing or excavate or fill in land in any manner which disturbs the quiet, peace, rest, enjoyment, comfort or convenience of the neighbourhood or of persons in the vicinity outside of the following hours:

<b>Day</b>	<b>Time</b>
Monday – Saturday	7:00 am – 8:00 pm
Sundays and Statutory Holidays	10:00 am – 5:00 pm

- 6.2 No person in the service area shall, for profit or gain, on a Sunday, construct, erect, reconstruct, alter, repair or demolish any building, structure or thing or excavate or fill in land in any manner which disturbs the quiet, peace, rest,

enjoyment, comfort or convenience of the neighbourhood or of persons in the vicinity.

- 6.3 Where it is impossible or impractical to comply with this section, an application may be submitted for temporary exemption in accordance with section 9 herein. It is up to the person carrying on the work to make the application.

## 7. Exemptions

- 7.1 The following are exempt from the contents of this Bylaw:
- a) operation of an emergency vehicle while acting in the execution of their duties;
  - b) operating any motor vehicle, generator, machinery or other apparatus or thing during an emergency or for a public purpose or in furtherance of the public interest including, without limiting the generality of the foregoing, grass mowing, snow removal, water main and sewer main repairs and civil defence exercises;
  - c) performing works of an emergency nature for the preservation or protection of life, health or property, provided that the onus shall be on the *person* performing the work to show cause that the work was of an emergency nature;
  - d) lawfully carrying on a trade or industry at a commercial or industrial zoned area, provided that the sound or noise therefrom does not exceed the sound or noise common to such trade or industry when carried out in accordance with the generally accepted industry standards using equipment and facilities in good operating order;
  - e) carrying out farm operations conducted in accordance with normal farm practices under the *Farm Practices Protection (Right to Farm) Act*;
  - f) operating residential household equipment including, but not limited to, pool pump motors, air conditioning units, exhaust fans, hot tub pumps, provided that the sound or noise therefrom does not exceed the sound or noise generally common to such household equipment when in good operating order and being used in accordance with generally accepted standards;
  - g) performing regular highway maintenance, construction, re-construction and rehabilitation activities, authorized by the Ministry of Transportation and Infrastructure conducted by its employees, authorized representatives, agents, contractors and sub-contractors.
  - h) the operation of any motorized lawn-grooming or garden equipment between the hours of 7:00 am to 9:00 pm
  - i) activities permitted by temporary exemption pursuant to Section 9 of this Bylaw

## 8. Application for Exemption

- 8.1 On application for temporary exemption, an authorized person may deny or grant consent, in writing, to carry on works or a given activity for a specified term that allows for an exemption to the general regulations of this Bylaw.
- 8.2 Other than for emergency works the application mentioned in Subsection 9.1 shall be made in writing, and shall be submitted to the Regional District 14 days prior to the date of the proposed activity, and shall contain:
- a) The name, address, email address and telephone number of the applicant
  - b) the location and full description of proposed activity or development for which an exemption is being requested;
  - c) the building permit number, if applicable
  - d) a description of the source of sound for which an exemption is sought
  - e) a statement of the particular provision or provisions of the bylaw from which exemption is sought
  - f) the period of time; hours requested of duration not in excess of twenty-four hours, for which the exemption is sought
  - g) the reasons why the exemption should be granted
  - h) regardless of the requested exemption, a statement of the steps, if any, planned or presently being taken to, mitigate the noise for which the exemption must be provided
  - i) a non-refundable application fee in accordance with the Fees and Charges Bylaw
- 8.3 In any case where, because of an emergency or other unforeseen circumstance, an application for an exemption cannot be submitted within the time limit prescribed in this subsection, the Regional District may waive that limitation.
- 8.4 An applicant who has been denied a temporary exemption may apply to have the Regional District Board reconsider that decision in accordance with the following procedures:
- a) an application for reconsideration may be made within 30 days of the decision by notice in writing to the Regional District Board;
  - b) the applicant may address the Regional District Board in writing or in person concerning the request for reconsideration of the temporary exemption; and
  - c) the Regional District Board may deny the temporary exemption or may grant the temporary exemption with or without terms or conditions.

## 9. Penalty



**9.1 Any person who violates any of the provisions of this Bylaw or who permits any act or thing to be done in contravention or in violation of any of the provisions of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any provision of this bylaw commits an offence against this Bylaw and is subject to:**

- a) upon summary conviction, a fine not exceeding \$10,000 and the costs of prosecution or imprisonment for not more than six (6) months or both;
- b) a penalty in accordance with the *Local Government Bylaw Notice Enforcement Act* and the RDOS Bylaw Notice Enforcement Bylaw if a bylaw notice is issued respecting the violation;

9.2 Each day a new violation of or failure to comply with any provisions of this Bylaw continues to exist shall constitute a separate offence.

9.3 Any penalty imposed pursuant to this Bylaw will be in addition to, and not in substitution for, any other penalty or remedy imposed pursuant to any other applicable statute, law or regulation.

**10. Severability and Repeal**

10.1 If any provision of this Bylaw is held to be invalid by a court of competent jurisdiction, the provision may be severed from this Bylaw and such invalidity shall not affect the validity of the remaining portions of this Bylaw.

10.2 The following Noise Control Bylaws and all amendments thereto are hereby repealed in their entirety:

- a) Electoral Area 'C' Noise Regulation and Prohibition Bylaw No. 2397, 2007
- b) Electoral Area 'D' Noise Regulation and Prohibition Bylaw No. 1527, 1994
- c) Electoral Area 'E' Noise Regulation and Prohibition Bylaw No. 2386, 2006
- d) Electoral Area 'F' Noise Regulation and Prohibition Bylaw 1526, 1994
- e) Electoral Area 'H' Noise Regulation and Prohibition Bylaw No. 2628, 2013

**READ A FIRST, SECOND, AND THIRD TIME** this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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

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



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2931, 2021

---

A bylaw to regulate and prohibit the making or causing of noises or sounds in Electoral Areas 'C', 'D', 'E', 'F', 'H' and 'I' of the Regional District of Okanagan-Similkameen

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**WHEREAS** the *Local Government Act* authorizes the Regional District of Okanagan-Similkameen to regulate and prohibit, by bylaw, making or causing of noises or sounds.

**AND WHEREAS** the following bylaws have been adopted to establish the service for the regulation and prohibition of making or causing of noises or sounds in Electoral Areas 'C', 'D', 'E', 'F', 'H' and 'I':

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- 'Electoral Area 'E' Noise Control Regulatory Service Establishment Bylaw No. 2385, 2006;
- 'Electoral Area 'F' Noise Control Extended Service Establishment Bylaw No. 1436, 1993;
- 'Electoral Area 'H' Noise Control Service Establishment Bylaw No. 2627, 2013;

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

**1. Citation**

- 1.1 This Bylaw shall be cited as the Regional District of Okanagan-Similkameen Noise Regulation and Prohibition Bylaw No. 2931, 2021.

**2. Definitions**

- 2.1 Words or phrases defined in the *Interpretation Act*, *Local Government Act* or *Community Charter* shall have the same meaning when used in this Bylaw, unless defined in this Bylaw or unless the context otherwise requires. Unless otherwise stated, and notwithstanding the case used (upper case or lower case) or whether in italics, when words or phrases that are defined in this section of this Bylaw are

used in the body or schedules of this Bylaw, they have the meaning ascribed to them as set out in this section:

**“Authorized Person”** means the Chief Administrative Officer or designate for the Regional District of Okanagan-Similkameen.

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**“Emergency Vehicle”** shall have the meaning given to the interpretation section of the *Motor Vehicle Act*.

**“Peace Officer”** means a police officer, police constable, constable or other person employed for the preservation and maintenance of the public peace.

**“Normal Farm Practise”** means a practice that is conducted by a farm business in a manner consistent with proper and accepted customs and standards as established and followed by similar farm businesses under similar circumstances and includes a practice that makes use of innovative technology in a manner consistent with proper advanced farm management practices, as determined by the Farm Industry Review Board.

**“Noise”** means any sound that is consistently loud or consistently harsh or consistently undesirable and includes any loud outcries, clamours, shouting or movements, whether mechanically amplified or not and whether they are human caused or from a domesticated animal and/or pet.

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

### 3. Interpretation

3.1 The headings contained in this Bylaw are for convenience only and are not to be construed as defining or in any way limiting the scope or the intent of the provisions of this Bylaw.

3.2 Any act or enactment referred to herein is a reference to an enactment of the Province of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time, and any bylaw referred to herein (as may be cited by short title or otherwise) is a reference to an enactment of the Regional District Board, as amended, revised, consolidated or replaced from time to time.

#### 4. Administration and Enforcement

- 4.1 The Bylaw Enforcement Officer is hereby authorized to enter at all reasonable times upon any property within the Regional District for the purpose of ascertaining whether the regulations under this Bylaw are being observed, or whether a requirement of the Regional District is being met.
- 4.2 No person shall prevent or obstruct, or attempt to prevent or obstruct, the Bylaw Enforcement Officer from the exercise or performance of his or her powers, duties or functions under this bylaw.

#### 5. Regulation

- 5.1 No person shall make or cause, or permit to be made or caused, any noise in the Regional District, which disturbs, or tends to disturb, the quiet, peace, rest, enjoyment, comfort or convenience of the neighborhood, or of persons in the vicinity.
- 5.2 No person being the owner or occupier or tenant of real property shall allow or permit such real property to be used so that excessive or persistent noise which occurs therein or emanates therefrom, disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort, or convenience of the neighbourhood or persons in the vicinity.
- 5.3 No person shall play or operate any radio, stereophonic equipment or other instrument or any apparatus for the production or amplification of sound either in or on private premises or in any public place in a manner which disturbs or tends to disturb the quiet, peace, rest, enjoyment or convenience of the neighbourhood or persons in the vicinity.
- 5.4 No person that owns, keeps or harbours any dog or other animal, or any number of dogs or other animals, shall permit such dog(s) or animal(s), to make or cause excessive or persistent noise, by cries, barking or other noises, which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the neighborhood, or of persons in the vicinity.
- 5.5 ~~Idling or continuous running of a diesel engine, a truck or bus for more than fifteen (15) minutes at the same location is prohibited, except, where the truck or bus is located within a garage or depot intended to be used for the long term parking of that vehicle.~~

#### 6. Construction Hours

6.1 No person in the service area shall construct, erect, reconstruct, alter, repair or demolish any building, structure or thing or excavate or fill in land in any manner which disturbs the quiet, peace, rest, enjoyment, comfort or convenience of the neighbourhood or of persons in the vicinity outside of the following hours:

Day	Time
Monday – Saturday	7:00 am – 8:00 pm
Sundays and Statutory Holidays	10:00 am – 5:00 pm

6.2 No person in the service area shall, for profit or gain, on a Sunday, construct, erect, reconstruct, alter, repair or demolish any building, structure or thing or excavate or fill in land in any manner which disturbs the quiet, peace, rest, enjoyment, comfort or convenience of the neighbourhood or of persons in the vicinity.

6.3 Where it is impossible or impractical to comply with this section, an application may be submitted for temporary exemption in accordance with section 9 herein. It is up to the person carrying on the work to make the application.

## 7. Exemptions

7.1 The following are exempt from the contents of this Bylaw:

- a) operation of an emergency vehicle while acting in the execution of their duties;
- b) operating any motor vehicle, generator, machinery or other apparatus or thing during an emergency or for a public purpose or in furtherance of the public interest including, without limiting the generality of the foregoing, grass mowing, snow removal, water main and sewer main repairs and civil defence exercises;
- c) performing works of an emergency nature for the preservation or protection of life, health or property, provided that the onus shall be on the *person* performing the work to show cause that the work was of an emergency nature;
- d) lawfully carrying on a trade or industry at a commercial or industrial zoned area, provided that the sound or noise therefrom does not exceed the sound or noise common to such trade or industry when carried out in accordance with the generally accepted industry standards using equipment and facilities in good operating order;

- e) carrying out farm operations conducted in accordance with normal farm practices under the *Farm Practices Protection (Right to Farm) Act*;
- f) operating residential household equipment including, but not limited to, pool pump motors, air conditioning units, exhaust fans, hot tub pumps, provided that the sound or noise therefrom does not exceed the sound or noise generally common to such household equipment when in good operating order and being used in accordance with generally accepted standards;
- g) performing regular highway maintenance, construction, re-construction and rehabilitation activities, authorized by the Ministry of Transportation and Infrastructure conducted by its employees, authorized representatives, agents, contractors and sub-contractors.
- h) the operation of any motorized lawn-grooming or garden equipment between the hours of 7:00 am to 9:00 pm
- i) activities permitted by temporary exemption pursuant to Section 9 of this Bylaw

## **8. Application for Exemption**

- 8.1 On application for temporary exemption, an authorized person may deny or grant consent, in writing, to carry on works or a given activity for a specified term that allows for an exemption to the general regulations of this Bylaw.
- 8.2 Other than for emergency works the application mentioned in Subsection 9.1 shall be made in writing, and shall be submitted to the Regional District 14 days prior to the date of the proposed activity, and shall contain:
  - a) The name, address, email address and telephone number of the applicant
  - b) the location and full description of proposed activity or development for which an exemption is being requested;
  - c) the building permit number, if applicable
  - d) a description of the source of sound for which an exemption is sought
  - e) a statement of the particular provision or provisions of the bylaw from which exemption is sought
  - f) the period of time; hours requested of duration not in excess of twenty-four hours, for which the exemption is sought

- g) the reasons why the exemption should be granted
  - h) regardless of the requested exemption, a statement of the steps, if any, planned or presently being taken to, mitigate the noise for which the exemption must be provided
  - i) a non-refundable application fee in accordance with the Fees and Charges Bylaw
- 8.3 In any case where, because of an emergency or other unforeseen circumstance, an application for an exemption cannot be submitted within the time limit prescribed in this subsection, the Regional District may waive that limitation.
- 8.4 An applicant who has been denied a temporary exemption may apply to have the Regional District Board reconsider that decision in accordance with the following procedures:
- a) an application for reconsideration may be made within 30 days of the decision by notice in writing to the Regional District Board;
  - b) the applicant may address the Regional District Board in writing or in person concerning the request for reconsideration of the temporary exemption; and
  - c) the Regional District Board may deny the temporary exemption or may grant the temporary exemption with or without terms or conditions.

## 9. Penalty

- 9.1 Any person who violates any of the provisions of this Bylaw or who permits any act or thing to be done in contravention or in violation of any of the provisions of this Bylaw, or who neglects to do or refrains from doing anything required to be done by any provision of this bylaw commits an offence against this Bylaw and is subject to:
- a) upon summary conviction, a fine not exceeding \$10,000 and the costs of prosecution or imprisonment for not more than six (6) months or both;
  - b) a penalty in accordance with the *Local Government Bylaw Notice Enforcement Act* and the RDOS Bylaw Notice Enforcement Bylaw if a bylaw notice is issued respecting the violation;
- 9.2 Each day a new violation of or failure to comply with any provisions of this Bylaw continues to exist shall constitute a separate offence.



9.3 Any penalty imposed pursuant to this Bylaw will be in addition to, and not in substitution for, any other penalty or remedy imposed pursuant to any other applicable statute, law or regulation.

**10. Severability and Repeal**

10.1 If any provision of this Bylaw is held to be invalid by a court of competent jurisdiction, the provision may be severed from this Bylaw and such invalidity shall not affect the validity of the remaining portions of this Bylaw.

10.2 The following Noise Control Bylaws and all amendments thereto are hereby repealed in their entirety:

- a) Electoral Area 'C' Noise Regulation and Prohibition Bylaw No. 2397, 2007
- b) Electoral Area 'D' Noise Regulation and Prohibition Bylaw No. 1527, 1994
- c) Electoral Area 'E' Noise Regulation and Prohibition Bylaw No. 2386, 2006
- d) Electoral Area 'F' Noise Regulation and Prohibition Bylaw 1526, 1994
- e) Electoral Area 'H' Noise Regulation and Prohibition Bylaw No. 2628, 2013

**READ A FIRST, SECOND, AND THIRD TIME** this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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

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



**TO:** Planning & Development Committee

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

**DATE:** July 22, 2021

**RE:** Signage Regulations - FOR INFORMATION ONLY

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**Purpose:**

To provide an overview regarding a number of revisions proposed for the zoning regulations that govern the placement of commercial signage. These revisions will inform ongoing work related to the preparation of a single zoning bylaw for the South Okanagan Electoral Areas.

**Background:**

Under Section 330 (Regulation of signs and advertising) of the *Local Government Act*, the Board “may, by bylaw, regulate the erection, placing, alteration, maintenance, demolition and removal of a sign, sign board, advertisement, advertising device or structure, or any class of them.”

Zoning Regulations governing the placement of commercial signage have been in place since many of the first Electoral Area zoning bylaws were adopted in the early 1970s. The basic structure of these regulations have not changed substantially over the past fifty years, apart from a revision which began to be implemented in the mid-1990s and resulted in a variable standard for fascia signs being replaced with a prescriptive standard.

In 2014, the Board initiated an update of signage regulations in the Electoral Area zoning bylaws, specifically, those governing the placement of commercial signs on agriculturally zoned parcels. This project was subsequently abandoned in 2015 following public input and feedback from the Ministry of Transportation and Infrastructure (MoTI) that it would not be enforcing its regulations in relation to the placement of signage in highway road reserves.

At its meeting of August 1, 2019, the Board approved a Development Variance Permit (DVP) to allow for new signage advertising the sale of farm products at 5535 Hwy 97 (Electoral Area “C”) and further resolved “that on adoption of an up to date bylaw [emphasis added] that this and all other signage in the area be brought into compliance.”

**Analysis:**

While a comprehensive review of the signage regulations in the Electoral Area Zoning Bylaws is seen to be beyond the scope of the Single Zoning Bylaw Project, there appears to be merit in making a number of minor updates and clarifications to improve ease of use and introduce certain new allowances.

**Agricultural Signage:**

Further to the proposed amendments considered by the Board in 2014, it would be beneficial to increase the amount of signage promoting an agricultural use on the basis that the current regulations are restrictive:

Sign Regulation	Current	Proposed
Maximum Number	1	1 fascia
		1 freestanding
Maximum Area	3.0 m <sup>2</sup> (all)	5.0 m <sup>2</sup> (fascia)
		5.0 m <sup>2</sup> (free standing)
Maximum Height	3.0 metres	4.5 metres

Commercial, Industrial and Administrative/Institutional Signage:

The intent of the current commercial signage regulation was to limit the overall amount on a site to no more than 23.0 m<sup>2</sup>; however, the wording of the regulation suggests that each of the 2 permitted signs *may* be 23.0 m<sup>2</sup> in area.

For comparison purposes, the District of Summerland restricts free-standing commercial signs to 9.0 m<sup>2</sup> on parcels with a street frontage greater than 15.0 metres, while the City of Penticton restricts free-standing signs to 1.0% of the total area of a site to a maximum of 15%.

Accordingly, the Regional District's allowance for free-standing signs to potentially be 23.0 m<sup>2</sup> in area is seen to be an outlier. In response, it is proposed that the maximum area be clarified by delineating the allowable advertising space between fascia and freestanding signs:

Sign Regulation	Current	Proposed
Maximum Number	1 fascia	1 fascia
	1 freestanding	1 freestanding
Maximum Area	23.0 m <sup>2</sup> (all)	25.0 m <sup>2</sup> (fascia)
		5.0 m <sup>2</sup> (free standing)
Maximum Height	6.5 metres	6.5 metres

The proposed amendment would allow for a minor increase in the area of fascia signs while limiting the area of free-standing signs to 5.0 m<sup>2</sup>.

The current zoning regulations do not specify the amount of signage permitted for industrial uses and, to address this, it is proposed that the same signage regulations for commercial uses be applied to industrial uses.

Finally, and due to the similarities and overlap with the commercial and industrial signage regulations, it is further being proposed to standardize the regulations for administrative/institutional uses with these other uses.

Residential Signage:

Signage in residential zones is generally restricted to permitted accessory uses such as a bed and breakfast or home occupation and, due to the character of these areas, very limited in scale. The changes that are being proposed are considered to be minor in nature:

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Sign Regulation	Current	Proposed
Maximum Number	1	1 fascia
Maximum Area	0.6 m <sup>2</sup>	0.5 m <sup>2</sup>
Maximum Height	Not applicable	Not applicable

Prohibited Signage:

The current signage regulations prohibit the following types of signage:

- third party advertising;
- illuminated signs in all zones, except the Commercial, Industrial and Administrative and Institutional and further requires that illumination be internal to the sign (i.e. not external, such as through the use of spotlights); and
- Flashing, oscillating, moving lights or beacons.

It is proposed to modernise this language and to include signage types that were not common when the regulations were last reviewed, such as inflatable signs, electronic changeable copy signs and signs on or in the major lakes (i.e. Okanagan, Skaha, Vaseaux and Osoyoos).

Signage Exemptions:

It is being proposed to maintain the current exemptions for political election signs and real estate advertising the sale or rental of a property, and to add to this list the following:

- all signage within a provincial highway right-of-way approved by the Ministry of Transportation and Infrastructure (MoTI) under its "Service & Attraction Sign Program"; and
- murals.

**Respectfully submitted:**



C. Garrish, Planning Manager

Attachments: No. 1 – Comparison of Existing vs. Proposed Signage Regulations

No. 2 – Draft Section 9.0 (Signage Regulations) of Zoning Bylaw No. 2800

Attachment No. 1 – Comparison of Existing vs. Proposed Signage Regulations

Current Commercial Signage Regulations	Proposed Commercial, Industrial and Administrative & Institutional Signage Regulations
<p>Signs are limited to one (1) fascia sign and one (1) free-standing sign.                      No sign must exceed a total sign area of 23.0 m<sup>2</sup>.                      No sign must exceed a height of 6.5 metres.                      No part of any sign must be located within 1.0 metre of any parcel line.                      All illuminated signs must be illuminated from a source internal to the sign.</p>	<p>The following regulations apply to all signs advertising a commercial use:</p> <p>a) a maximum of two (2) signs per parcel of the following sign types are permitted:</p> <p>i) one (1) fascia sign, subject to the following regulations:</p> <p>.1 the maximum sign area shall not exceed 25.0 m<sup>2</sup>; and                      .2 the sign shall only be located on the wall of the building containing the business premises to which the sign refers.</p> <p>ii) one (1) freestanding sign, subject to the following regulations:</p> <p>.1 the maximum sign area shall not exceed 5.0 m<sup>2</sup>;                      .2 the maximum height of a freestanding <i>sign</i> shall not exceed 6.5 metres; and                      .3 no part of any sign shall be located within 1.0 metre of a parcel line.</p> <p>b) despite Section 9.1.1, a sign may be illuminated from a source internal to the sign.</p>
<p><b>Current Industrial Signage Regulations</b></p>	
<p>[not specified]</p>	
<p><b>Current Administrative &amp; Institutional Signage Regulations</b></p>	<p><b>Proposed Agricultural Signage Regulations</b></p>
<p>Signs are limited to one (1) fascia sign and one (1) free-standing sign.                      No sign must exceed a total sign area of 23.0 m<sup>2</sup>.                      No sign must exceed a height of 6.5 metres.                      No part of any sign must be located within 1.0 metre of any parcel line.                      Illuminated signs are prohibited.</p>	
<p><b>Current Agricultural Signage Regulations</b></p>	<p>The following regulations apply to all signs advertising the sale of agricultural produce, livestock or product grown, raised or produced on the farm:</p> <p>a) a maximum of two (2) signs per parcel of the following sign types are permitted:</p> <p>i) one (1) fascia sign, subject to the following regulations:</p> <p>1. the maximum sign area shall not exceed 5.0 m<sup>2</sup>; and                      2. the sign shall only be located on the wall of the building containing the business premises to which the sign refers.</p> <p>ii) one (1) freestanding sign, subject to the following regulations:</p> <p>1. the maximum sign area shall not exceed 5.0 m<sup>2</sup>;</p>
<p>Signs are limited to one (1) per parcel.                      Signs must not exceed a total sign area of 3.0 m<sup>2</sup>.                      Signs must not exceed a height of 3.0 metres.                      No part of any sign must be located within 1.0 metre of any parcel line.                      Illuminated signs are prohibited.</p>	

	<ol style="list-style-type: none"> <li>2. the maximum height of a freestanding <i>sign</i> shall not exceed 4.5 metres; and</li> <li>3. no part of any sign shall be located within 1.0 metre of a parcel line.</li> </ol>
<b>Current Residential Signage Regulations</b>	<b>Proposed Residential Signage Regulations</b>
<p>Signs are limited to one per parcel.</p> <p>Signs must not exceed a total sign area of 0.6 m<sup>2</sup>.</p> <p>No part of any sign must be located within 1.0 metre of any parcel line.</p> <p>Illuminated signs are prohibited.</p>	<p>The following regulations apply to all signs advertising a bed and breakfast operation, home industry, home occupation or vacation rental use:</p> <ol style="list-style-type: none"> <li>a) the maximum number of signs shall not exceed one (1) per parcel;</li> <li>b) only fascia signs are permitted;</li> <li>c) the maximum sign area shall not exceed 0.5 m<sup>2</sup>.</li> </ol>
<b>Current Signage Regulation Exemptions</b>	<b>Proposed Signage Regulation Exemptions</b>
<p>To promote or advertise a political party or candidate from the date of the election call to five days after election day.</p> <p>The sale or rental of the parcel or of a building located on the parcel on which the sign is located.</p>	<p>The following types of signs are exempt from the requirements contained in Section 9.2 through to Section 9.7 of this bylaw:</p> <ol style="list-style-type: none"> <li>a) all signage within a provincial highway right-of-way approved by the Ministry of Transportation and Infrastructure (MoTI) under its "Service &amp; Attraction Sign Program";</li> <li>b) all signage to promote or advertise a political party or candidate from the date of an election call to five (5) days after election day;</li> <li>c) a mural;</li> <li>d) real estate signs advertising the sale or rental of a parcel, a building or a unit within a building located on a parcel on which the sign is located, subject to: <ol style="list-style-type: none"> <li>i) a maximum of one (1) sign per parcel, building or unit being sold or leased; and</li> <li>ii) removal of the signs within two weeks after the parcel or building to which the sign is related is sold, leased or otherwise taken off the market.</li> </ol> </li> </ol>

## 9.0 SIGNAGE REGULATIONS

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### 9.1 Prohibited Signage

- .1 The following types of signage are not permitted on any parcel, structure or body of water:
  - a) animated signs;
  - b) electronic changeable copy signs;
  - c) illuminated signs;
  - d) inflatable signs;
  - e) roof top signs;
  - f) third party advertising signs; and
  - g) signs on or in Okanagan Lake, Skaha Lake, Vaseux Lake and Osoyoos Lake.

### 9.2 Commercial, Industrial and Administrative & Institutional Signage

- .1 The following regulations apply to all signs advertising a commercial, industrial or administrative and institutional use located on a parcel:
  - a) a maximum of two (2) signs per parcel of the following sign types are permitted:
    - i) one (1) fascia sign, subject to the following regulations:
      - .1 the maximum sign area shall not exceed 25.0 m<sup>2</sup>; and
      - .2 the sign shall only be located on the wall of the building containing the business premises to which the sign refers.
    - ii) one (1) freestanding sign, subject to the following regulations:
      - .1 the maximum sign area shall not exceed 5.0 m<sup>2</sup>;
      - .2 the maximum height of a freestanding *sign* shall not exceed 6.5 metres; and
      - .3 no part of any sign shall be located within 1.0 metre of a parcel line.
  - b) despite Section 9.1.1, a sign may be illuminated from an internal source.

### 9.3 Agricultural Signage

- .1 The following regulations apply to all signs advertising the sale of agricultural produce, livestock or product grown, raised or produced on the farm:

- a) a maximum of two (2) signs per parcel of the following sign types are permitted:
  - i) one (1) fascia sign, subject to the following regulations:
    - .1 the maximum sign area shall not exceed 5.0 m<sup>2</sup>; and
    - .2 the sign shall only be located on the wall of the building containing the business premises to which the sign refers.
  - ii) one (1) freestanding sign, subject to the following regulations:
    - .1 the maximum sign area shall not exceed 5.0 m<sup>2</sup>;
    - .2 the maximum height of a freestanding *sign* shall not exceed 4.5 metres; and
    - .3 no part of any sign shall be located within 1.0 metre of a parcel line.

#### 9.4 Residential Signage

- .1 The following regulations apply to all signs advertising a bed and breakfast operation, home industry, home occupation or vacation rental use:
  - a) the maximum number of signs shall not exceed one (1) per parcel;
  - b) only fascia signs are permitted; and
  - c) the maximum sign area shall not exceed 0.5 m<sup>2</sup>.

#### 9.5 Signage Exemptions

- .1 The following types of signs are exempt from the requirements contained in Section 9.2 through to Section 9.7 of this bylaw:
  - a) all signage within a provincial highway right-of-way approved by the Ministry of Transportation and Infrastructure (MoTI) under its “Service & Attraction Sign Program”;
  - b) all signage to promote or advertise a political party or candidate from the date of an election call to five (5) days after election day;
  - c) a mural;
  - d) real estate signs advertising the sale or rental of a parcel, a building or a unit within a building located on a parcel on which the sign is located, subject to:
    - i) a maximum of one (1) sign per parcel, building or unit being sold or leased; and
    - ii) removal of the signs within two weeks after the parcel or building to which the sign is related is sold, leased or otherwise taken off the market.



Proposed Definitions:

**“animated sign”** means a sign which includes action, motion, rotation, or flashing of all or any part of the sign;

**“awning sign”** means a sign painted on, attached to, or constructed in or on the surface of an awning supported entirely from the exterior wall of a building and composed of non-rigid materials except for the supporting framework;

**“canopy sign”** means a sign which is painted, attached or constructed on the surface of an unenclosed permanent roofed structure;

**“electronic changeable copy sign”** means any sign on which copy can be displayed utilizing electronic screens, televisions, computer video monitors, liquid crystal displays, light emitting diode displays, or any other similar electronic technology;

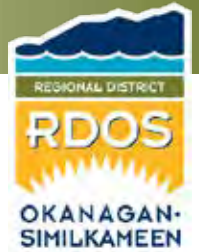
**“fascia sign”** means a sign which is painted on or attached to and supported by an exterior wall or fascia of a building provided the face of the sign is parallel to the wall and does not project more than 0.3 metres beyond the wall surface;

**“free standing sign”** means any sign wholly supported from the ground by a structural member or members, independently of and visibly separated from any building or other structure and permanently fixed to the ground;

**“hanging sign”** means a sign suspended under a canopy, awning, eaves or portico;

**“mural”** means an artistic rendering or drawing painted or otherwise applied to a building face which is intended as a public display, but does not include fascia sign;

# ADMINISTRATIVE REPORT



**TO:** Planning & Development Committee  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** July 22, 2021  
**RE:** Review of Board Policies – Manufactured Home Park (MHP) Redevelopment

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## Administrative Recommendation:

**THAT Policy No. P6930-00.01, being the Manufactured Home Park Redevelopment Policy, be rescinded**

## Background:

At its meeting of March 22, 2007, the Regional District adopted a “Manufactured Home Park Redevelopment Policy” (No. P6930-00.01), which requires “that property owner(s) proposing the redevelopment of a manufactured home park adequately notify and prepare a viable relocation plan for tenants.”

It is understood that this policy was implemented in order to augment the “end of tenancy” notification requirements found under Section 42(1) of the *Manufactured Home Park Tenancy Act*, and that are to be provided to residents of a manufactured home park that is to be re-developed.

These legislative provisions became effective January 1, 2004, and allow a property owner to give a tenant in a manufactured home park a 12-month notice to move, but only if the property owner intends to convert all or a significant part of the manufactured home park to a nonresidential use or a residential use other than a manufactured home park.

Importantly, a property owner cannot leave the land vacant after providing such a notice and they *must* have all the necessary permits and approvals required by law before the notice to end is issued (i.e. rezoning approval).

This legislative requirement that the “end of tenancy” notice can only be provided after a property owner has obtained all the necessary “permits and approvals” creates confusion and places pressure on a local government to facilitate relocation and/or compensation from a property owner as part of a rezoning process.

In response, some local governments have adopted policies requiring that the tenants of a manufactured home park are notified of a proposed conversion prior to the issuance of all the necessary permits and approvals required by law.

The Regional District’s current policy was adopted in response to a proposed redevelopment of an existing, non-conforming manufactured home park at Willow Beach (Electoral Area “A”) in 2007.

At its meeting of January 21, 2016, the Planning and Development (P&D) Committee considered an Administrative Report proposing a number of revisions to the “Manufactured Home Park Redevelopment Policy”.

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Concerns raised by the Committee included the level of responsibility being placed on property owners to deal with the relocation of existing tenants, and it was subsequently recommended that “Administration be directed to bring forward a draft Manufactured Home Park Redevelopment Policy based on discussion at January 21, 2016, Committee.”

**Analysis:**

In considering the current MHP Redevelopment Policy, Administration notes that the preamble to the Policy states the following:

*the Regional District Okanagan-Similkameen prefers [emphasis added] that manufactured home park owners proposing redevelopment of a manufactured home park implement notification and provide information as follows ...*

As the Policy does not provide direction as to when the Regional District may, or may not “prefer” the provision of the information outlined at Sections 1-5, it is not clear to Administration how or when the policy is to be applied.

The proposal to amend the policy to remove the responsibility of a property owner to address the relocation of existing tenants as part of a rezoning application would remove a substantial component of the Policy.

Of note, under the *Manufactured Home Park Tenancy Act*, a property owner is required to pay a tenant who has been given notice of a redevelopment the equivalent of twelve months’ rent, but is not required to facilitate relocation to another MHP or dwelling unit.

The other main part of the Policy, which is the early notification of a rezoning proposal affecting a manufactured home park, was drafted prior to the implementation of new rezoning procedures in 2017.

The Regional District’s new procedures now emphasize the early notification of all rezoning applications and mandate such things as a public information meeting (PIM) prior to Board consideration of 1<sup>st</sup> reading of an amendment bylaw.

As such, these new procedures are generally seen as addressing the notification concerns raised in relation to previous MHP redevelopment proposals and make these parts of the Policy somewhat redundant.

In light of the above, amendment to the MHP Redevelopment Policy no longer appears to be necessary.

**Alternative:**

1. THAT RDOS Policy No. P6930-00.01 (Manufactured Home Park Redevelopment) be revised in order to address the following:
  - a) *TBD*

**Respectfully submitted:**



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C. Garrish, Planning Manager

Attachments: No. 1 – Manufactured Home Park Redevelopment Policy (2007) - annotated version

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

POLICY

<b>POLICY NO:</b>	<b>6930-00.01</b>	<b>Page 1 of 2</b>	
<b>SUBJECT:</b>	<b>MANUFACTURED HOME PARK REDEVELOPMENT POLICY</b>		
<b>Effective Date</b>	<b>Amendment</b>	<b>Board Resolution</b>	<b>Administered By</b>
March 22, 2007		B122/07	Planning Services Manager

PREAMBLE

Given that the *Manufactured Home Park Tenancy Act* s. 42(1) states, "that a landlord may end a tenancy agreement by giving notice to end the tenancy agreement if the landlord has all the necessary permits and approvals required by law, and intends in good faith, to convert all or a significant part of the manufactured home park to a non-residential use or a residential use other than a manufactured home park," and

and that the *Local Government Act* s. 895(2) states, "A local government must consider every application for (a) an amendment to [an official community plan bylaw or a zoning bylaw] ..."

the Regional District Okanagan-Similkameen prefers that manufactured home park owners proposing redevelopment of a manufactured home park implement notification and provide information as follows:

1. Manufactured home park (MHP) owners proposing redevelopment of the MHP implement the following notification, without breaching the privacy rights of the tenants:
  - a. Provide written notice of the redevelopment proposal to each tenant at least 30 days prior to submitting the development application to RDOS.
  - b. Advertise public notice of the redevelopment proposal within the MHP.
  - c. Submit copies of notice to each tenant and advertised public notice with the development application.
  - d. Provide information on alternative living arrangements to each tenant and submit this information with the development application.
  - e. Provide information on the development application process to each tenant and submit this information with development application.
  - f. Following submission of the development application, provide written notice to each tenant at least 30 days prior to the RDOS Board consideration of the application.

**Commented [CG1]:** Does not provide clear direction as to whether the following information "must" be provided with each rezoning application.

**Commented [CG2]:** GENERAL COMMENT: As a policy and not an application requirement under the Development Procedures Bylaw, it is difficult for staff to enforce these provisions when accepting an application.

**Commented [CG3]:** While effective in providing early notification of a proposal, this would occur before Regional District staff are formally aware of a proposal and limits ability to respond to any queries from the public.

**Commented [CG4]:** RDOS rezoning requirements now mandate the placement of a site notice on a property prior to submitting a rezoning application.

**Commented [CG5]:** RDOS rezoning requirements now require the scheduling of a public information meeting (PIM) and notification of affected residents and property owners within a minimum 100 metre radius prior to consideration of 1<sup>st</sup> reading.

**Commented [CG6]:** There is a concern that this provision is not providing sufficient direction to property owners as to the Regional District's expectations.

**Commented [CG7]:** The Regional District now posts information for each rezoning application on a dedicated web-page specific to that proposal, including current status and next steps.

**Commented [CG8]:** The Regional District now encourages all residents and property owners to visit the RDOS website in order to obtain information regarding the current status of a rezoning application, including Board consideration.

2. MHP owners proposing redevelopment of the MHP submit with the development application to RDOS, without breaching the privacy rights of the tenants, a relocation plan for tenants including a demographic profile, income, housing needs assessment, relocation preference, manufactured home condition and its potential for relocation.
3. Owners proposing redevelopment of the MHP submit with the development application to RDOS a status report on arrangements accepted by the tenants and relocation options offered to the tenants, without breaching the privacy rights of the tenants, including any consideration given to offering first right of refusal on new dwelling units, affordable housing options on the site, disposal fees for manufactured homes that cannot be relocated, advice on relocation options and in general any consideration addressing the displacement of tenants.
4. MHP owners proposing redevelopment of the MHP include, when providing notice of consideration of the application by the RDOS Board, date, time and location of the meeting, and verify to RDOS this notice was provided to the tenants. A representative of the MHP association and the MHP owner or agent may appear before the Board to express their views regarding the redevelopment.
5. The RDOS Board will consider each MHP redevelopment proposal in the context of a viable relocation plan submitted by the MHP owner, the Board's consideration based on the content of the development application, notification and information provided the MHP tenants, public input and the staff report.

**Commented [CG9]:** This requirement was flagged as a concern by the P&D Committee at its meeting of January 21, 2016.

**Commented [CG10]:** This requirement was flagged as a concern by the P&D Committee at its meeting of January 21, 2016.

**Commented [CG11]:** These notification steps are seen to be otherwise addressed by the new rezoning procedures adopted by the Regional District Board in 2017.

**Commented [CG12]:** If the Board is of an opinion that a relocation plan is still a valid consideration for a MHP redevelopment proposal, Administration favours this being incorporated into the Electoral Area OCP Bylaws as a policy statement and the Development Procedures Bylaw being amended to provide guidance on the type of information to be included in a Relocation Plan.  
**NOTE:** the requirement for a relocation plan was flagged as a concern by the P&D Committee at its meeting of January 21, 2016.

# ADMINISTRATIVE REPORT



**TO:** Planning and Development Committee

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

**DATE:** July 22, 2021

**RE:** Policy Review – “Update of Hillside / Steep Slope Development Permit Area”

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## **Administrative Recommendation:**

**THAT the Hillside / Steep Slope Development Permit Area Policy be rescinded.**

## **Background:**

At its meeting of March 6, 2014, the Board adopted the Electoral Area “D-2” Official Community Plan (OCP) Bylaw No. 2603, 2013. This bylaw introduced a Hillside and Steep Slope Development Permit (HSSDP) Area designation.

The objectives of the HSSDP were, amongst other things, to minimize the risk of erosion, landslip or rockfall on development in steep slope areas; and to preserve significant natural features and landscapes that contribute to the positive image and identity of the community (eg. rock outcroppings, ravines, hilltops and ridgelines).

At its meeting of August 17, 2017, the Planning and Development (P&D) Committee considered an Administrative Report recommending the HSSDP Area designation be amended to apply only to subdivisions.

The Committee subsequently recommended that the Electoral Area “D” Official Community Plan (OCP) Bylaw be amended to give effect to the proposed HSSDP changes and further adopted the “Update of Hillside / Steep Slope Development Permit Area Policy”.

The purpose of this Policy was to ensure that building applications submitted to the Regional District prior to the formal amendment of the OCP Bylaw would not be required to apply for an HSSDP. Importantly, the Policy had a “Sunset Clause” whereby it would only be in effect for a period of 12 months commencing on August 17, 2017 and expiring on August 17, 2018.

At its meeting of November 21, 2019, the Board adopted Amendment Bylaw No. 2603.02, 2019, which updated the HSSDP Area to only apply to subdivisions.

## **Analysis:**

In light of the “Update of Hillside / Steep Slope Development Permit Area Policy” no longer being applicable after August 17, 2018, Administration supports its formal repeal.

## **Alternatives:**

1. THAT the Update of Hillside / Steep Slope Development Permit Area Policy not be repealed.
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Respectfully submitted:



C. Garrish, Planning Manager

Attachments: No. 1 — Update of Hillside / Steep Slope Development Permit Area Policy



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Attachment No. 1 – Update of HSSDP Area Policy

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

**POLICY:** Update of Hillside / Steep Slope Development Permit Area Policy

**AUTHORITY:** Board Resolution dated September 7, 2017

**POLICY STATEMENT**

The Regional District of Okanagan-Similkameen will not enforce the requirement that the “construction, addition or alteration of a building or other structure”, or the “alteration of land” obtain a Hillside / Steep Slope Development Permit under the Electoral Area “D-2” Official Community Plan (OCP) Bylaw No. 2603, 2013, for a period of 12 months commencing on August 17, 2017.

**PURPOSE**

At its meeting of August 17, 2017, the Planning and Development (P&D) Committee of the Regional District Board directed staff to “initiate an amendment to the Electoral Area “D-2” Official Community Plan (OCP) Bylaw in order to amend the Hillside and Steep Slope Development Permit Area to apply to subdivisions.”

The purpose of this policy is, therefore, to ensure that building permit applications received prior to the implementation of new HSSDP Area Guidelines (estimated to occur prior to August 17, 2018) are not required to obtain a development permit.

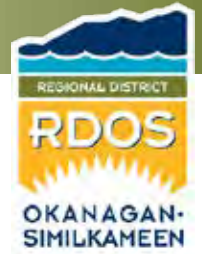
**RESPONSIBILITIES**

Development Services Department.

**PROCEDURES**

Building permit applications submitted to the Regional District and involving land designated as a Hillside / Steep Slope Development Permit (HSSDP) Area at Schedule ‘F’ of the Electoral Area “D-2” OCP Bylaw No. 2603, 2013, are not required to obtain a development permit as otherwise required by Sections 23.6.4(b) & (c) of the bylaw.

## ADMINISTRATIVE REPORT



**TO:** Planning & Development Committee

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

**DATE:** July 22, 2021

**RE:** Cannabis Retail Uses in the Electoral Area Zoning Bylaws  
**Administrative Response**

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### Administrative Recommendation:

**THAT the resolution passed by the Electoral Area “D” Advisory Planning Commission (APC) at the 13 April, 2021 meeting requesting a review of zoning regulations governing cannabis retail uses be referred to the 2022 Business Plan process for discussion.**

### Purpose:

To provide Committee with an overview of resource and work plan implications of the APC recommendation requesting a review of zoning regulations governing cannabis retail stores.

### Background:

At its meeting of August 16, 2018, the Planning and Development (P&D) Committee considered an Administrative Report related to “Zoning for Retail Cannabis Stores”.

This was in response to the federal *Cannabis Act* receiving Royal Assent on June 20, 2018, and its allowance for the possession and sale of cannabis coming into force on October 17, 2018.

The Committee was advised that the various Electoral Area zoning bylaws generally defined “retail” as being a premises where goods, merchandise, and other materials, and personal services are offered for sale at retail to the general public and that this best captured the retail sale of cannabis.

The Committee was further advised that Electoral Area zoning bylaws further permitted “retail” as a principal use in a majority of the Commercial and Tourist Commercial zones as well as an accessory use in some of the Agriculture, Large Holdings and Small Holdings zones.

The Committee was subsequently presented with four (4) options for how it could regulate the retail sale of cannabis:

1. permit retail cannabis in any zone where “retail” is a permitted use;
2. limit the zones in which retail cannabis is a permitted use;
3. regulate retail cannabis through a Temporary Use Permit (TUP); or
4. prohibit retail cannabis in all zones.

The Committee subsequently recommended “THAT the Board of Directors direct staff to consider the retail sales of cannabis as a retail use permitted in any zone where retail uses are listed”.

Since October 17, 2018, the Regional District has received four (4) referrals from the Liquor and Cannabis Regulations Branch (LCRB) regarding proposals for retail cannabis outlets in the Electoral

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Areas. Three of these applications have involved properties in Okanagan Falls, with the other application involving a parcel in Electoral Area "C".

At its meeting of April 13, 2021, the Electoral Area "D" Advisory Planning Commission (APC) resolved the following:

*... that the proposed Cannabis Retail Store application be tabled until the RDOS look at the average of what is being used in our communities around Okanagan Falls as criterias, and these criterias are brought to a public hearing to get everybody's input so a final decision can be made to be bring these criterias back to the APC and APC making a final decision on the application.*

At its meeting of May 20, 2021, the Board carried a Director's Motion made at its previous meeting that "Administration be directed to draft a zoning amendment bylaw for retail cannabis stores in Electoral Area "D"."

At its meeting of June 3, 2021, the Board considered the Electoral Area "D" APC Minutes from its April 13, 2021, meeting and directed that the minutes "be referred to administration to undertake a review of the recommendations therein to determine potential impact to current resources and workplans or to confirm legislative and/or legal authority."

**Analysis:**

The resolution passed by the Electoral Area "D" APC regarding the regulation of retail cannabis stores, has largely been captured by the subsequent Motion passed by the Board at its meeting of May 20, 2021 (see above).

The ability to regulate cannabis retail stores is within the Board's authority. Due, however, to current staffing levels, application volumes and in-process projects, the resources to undertake this project will not be available until the latter half of 2022, subject to confirmation from the Board.

With regard to the other part of the APC resolution, the LCRB referral that the APC asked to "be tabled" was considered by the Board at its meeting of May 6, 2021. The Board subsequently resolved to defer consideration of the application in order that a public hearing could be scheduled in the community.

A public hearing was held on June 21, 2021, and was attended by approximately three (3) members of the public. This particular application is scheduled to be considered by the Board at its regular meeting of July 22, 2021.

**Alternatives:**

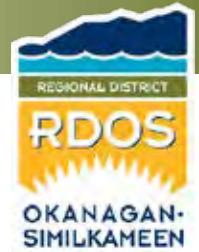
1. THAT the request from the Electoral Area "D" Advisory Planning Commission (APC) at its meeting of April 13, 2021 to review zoning regulations governing cannabis retail uses be respectfully denied.

**Respectfully submitted:**



C. Garrish, Planning Manager

## ADMINISTRATIVE REPORT



**TO:** Planning & Development Committee

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

**DATE:** July 22, 2021

**RE:** Expansion of Vacation Rental Uses in the Electoral Area Zoning Bylaws  
**Administrative Response**

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### Administrative Recommendation:

**THAT the recommendation from the Electoral Area "D" Advisory Planning Commission (APC) at its April 13, 2021 meeting requesting a review of zoning regulations governing vacation rental uses be respectfully denied.**

### Purpose:

To provide Committee with an overview of resource and work plan implications and to confirm legislative and/or legal authority regarding a resolution passed by the Electoral Area "D" APC requesting a review of zoning regulations governing vacation rental uses.

### Background:

On January 18, 2012, the BC Supreme Court found against the Regional District in the case of *Okanagan-Similkameen (Regional District) v. Leach, 2012 BCSC 63*, which related to the operation of a short-term "vacation rental" use within the Residential Single Family One (RS1) Zone under the Electoral Area 'E' Zoning Bylaw No. 2459, 2008.

Following this decision, the Regional District approved a series of amendments to the Okanagan Electoral Area Official Community Plan (OCP) and Zoning Bylaws in order to more clearly distinguish "bed and breakfast" uses from "vacation rental" uses and to require that the latter be the subject of an approved Temporary Use Permit (TUP) prior to operating in a residential dwelling unit.

The only exception to this TUP requirement is at Apex Mountain Resort, where "vacation rentals" were introduced as a permitted use in the residential zones that apply to this community, subject to certain restrictions (i.e. occupancy load, provision of on-site parking, etc.).

Generally, a "vacation rental" use is considered to be a small-scale commercial use of a dwelling unit that is otherwise occupied on a permanent residential basis for a majority of a calendar year. Unlike a bed and breakfast use, a vacation rental operation does not require the permanent resident of the dwelling unit to be present in the house at the same time as their patrons.

Since introducing these land use regulations in 2014, the Regional District has issued approximately 28 TUPs for vacation rental uses. Enforcement is strictly complaint-based.

There have also been a few occurrences where property owner's have sought TUPs for short-term tourist accommodation uses unrelated to the use of the principal dwelling unit on the property (i.e. in separate structures, such as cabins or converted garages).

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At its meeting of April 13, 2021, the Electoral Area “D” Advisory Planning Commission (APC) considered one of these latter types of applications (i.e. use of multiple tourist cabins on a property) and, in recommending approval of the permit further resolved that “the legislation be looked at so we have policies around this type of application.”

At its meeting of June 3, 2021, the Board considered the Electoral Area “D” APC Minutes from its April 13, 2021, meeting and directed that the minutes “be referred to administration to undertake a review of the recommendations therein to determine potential impact to current resources and workplans or to confirm legislative and/or legal authority.”

**Analysis:**

The recommendation from the Electoral Area “D” APC to review the regulation of vacation rental and other tourist accommodation uses is within the Board’s authority and there are not seen to be any legislative or legal issues with reviewing the current regulatory approach to these uses.

Due, however, to current staffing levels, application volumes and in-process projects, resources to undertake this project would not be available until the latter half of 2022.

This project would require substantial staff time and resources and would impact other Board priorities (i.e. Electoral Area OCP Bylaw Reviews). This is based upon previous experience of amending the land use bylaws following the BC Supreme Court decision in *Okanagan-Similkameen (Regional District) v. Leach, 2012 BCSC 63*.

The proposal to expand the definition of “vacation rental” to include structures other than a residential dwelling unit is troublesome. The provision for allowing vacation rentals in residential neighbourhoods through a TUP was understood to provide an avenue for homeowners who wished to rent out their home while they were on vacation to provide a small-scale revenue stream that would not adversely impact the character of existing residential neighbourhoods.

Creating a pathway to formalise vacation rentals was not intended as an avenue for property owners to introduce other tourist accommodation uses into residential areas such as boutique hotels, motels or campgrounds. Nor was it intended to result in the conversion of dwelling units from residential occupancy for a majority of the year to only seasonal tourist accommodation usage.

Other APC’s have informally raised concerns recently regarding “vacation rentals” and a desire by members to review existing policies in order to potentially restrict this use due to concerns about its impact on housing affordability, availability of long-term rental units and neighbourhood character. There will be no consensus on this matter.

The existing policy and regulatory approaches that view the principal use of Low Density Residential and Small Holdings zoned neighbourhoods as residential are considered appropriate and new tourist accommodation uses should be assessed on their merits against existing Board policies contained in the OCP Bylaws.

**Alternatives:**

1. THAT the resolution passed by the Electoral Area “D” Advisory Planning Commission (APC) at its meeting of April 13, 2021, requesting a review of zoning regulations governing vacation rental uses be brought forward for consideration as a strategic project for 2022.

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Respectfully submitted:

A handwritten signature in blue ink, appearing to read 'C. Garrish', is written over a horizontal line.

C. Garrish, Planning Manager



**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**  
**Community Services Committee**

Thursday, July 22, 2021  
2:45 p.m.

## **AGENDA**

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- A. **APPROVAL OF AGENDA**  
**RECOMMENDATION 1**  
THAT the Agenda for the Community Services Meeting of July 22, 2021 be adopted.
- 
- B. Q2 Activity Report – Information only
- 
- C. **ADJOURNMENT**

## ADMINISTRATIVE REPORT

**TO:** Community Services Committee

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

**DATE:** July 22, 2021

**RE:** 2021 Q2 Activity Report – For Information Only

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### Parks, Recreation, Transit, Cemeteries and Rural Projects

#### Activities Completed for Q2 2021

##### **Parks, Recreation and Trails**

- Opened seasonal washrooms and park irrigation systems.
- Completed spring maintenance regime and began 7 day a week park maintenance.
- Completed on-boarding and training of Parks and Trails summer students.
- Completed construction and commissioning of washroom at Garnett Family Park (Heritage Hills).
- Paved the pathway at Garnett Family Park.
- Installed parking lot centre island landscaping at Pioneer Park (Kaleden).
- Installed baffle gates at KVR trail entrances into Pioneer Park.
- Replaced swim platform at Pioneer Park.
- Continue design and approvals for the beach upgrade project in Pioneer Park.
- Installed new irrigation system at Osoyoos Lake Park (south east Osoyoos).
- Completed construction and commissioning of the Manitou Park washroom (Naramata).
- Constructed perimeter pathway at Manitou Park.
- Facilitated a volunteer work party clean-up at the Manitou Park BMX/bike track.
- Coordinated the change of venue of the Naramata Farmer's Market to Manitou Park.
- Completed an underwater structural assessment of the Naramata Wharf.
- Continued work on the Naramata Boat storage project.
- Issued a Mariposa Park (West Bench) Development Plan RFP and awarded contract for consulting services.
- Issued an Okanagan Falls tennis/pickleball courts upgrades and resurfacing tender.
- Initiated planning for a new washroom at Centennial Park (Okanagan Falls).
- Continued with design for repair of the Osoyoos Lake Pedestrian Corridor.
- Completed public and stakeholder engagement for the Regional Parks, Trails and Recreation Master Plan Project, including individual meetings with each RDOS Parks Commission.
- Provided Quarterly Activity Reports to each Parks and Recreation Commission.
- Initiated a public survey for parks and recreation service area priorities.
- Supported community volunteers to repair and update community bulletin boards in Faulder.
- Continued work on the RDOS Facility Needs Assessment to explore workspace and facility options.
- Continued negotiations and planning for office space at 184 Main Street.
- Completed first-aid assessment for all work locations.



- Completed Loose Bay License of Occupation renewal.
- Adjusted the parks and trails operations to manage extreme heat and intense parks usage.
- Annual inspections and reporting of Rail trail infrastructure to Province.
- Participated in a multi-agency sign planning strategy for the KVR Trail.
- Tendered Trail construction scope and continued with assessment and design for the Keremeos Creek Bridge for the Similkameen Rail trail project.
- Planning work is underway for development of the Similkameen Rail Trail along the old VVE Rail right-of-way between Cawston and Keremeos, including a hydrology study and preliminary bridge design work for the rail-trail crossing of Keremeos Creek.
- Award Contract and begin construction for KVR trail improvements from Chute Lake to Little Tunnel.
- Supported the Province in the land swap negotiations for trail development in Area G.
- Partnered with the Penticton Area Cycling Association, City of Penticton and the Province to host a trail building and maintenance workshop for staff and volunteers at Creek Park/KVR Trail in Naramata.
- Began Assessment and prescriptions for KVR trail repairs west of Faulder.
- Tendered and awarded KVR Trail Head Signs at Chute Lake, McAlpine Bridge, Kaleden and Tulameen.
- Inaugural Regional Pitch-in event across the region (involvement from 3 elementary schools) for Volunteer week.
- Completed the Regional Child care study.
- Completed the Greater West Bench Age-Friendly project.
- Continued with monthly Volunteer recognition spotlights.
- Updated the RDOS Recreation website with continuous updates for COVID-19 resources.
- Continued updates to recreation program and facility safety plans in all areas.
- Completed the Keremeos pool renovation project including; liner, infrastructure and diving platform, new family seating area, storage sheds, upgrades to exterior of all buildings organized the Lower Similkameen Art Society to paint a mural/sign on the front of the building.
- Completed painting of sports lines on the Similkameen Ice Rink slab and engaged both local pickleball and Lacrosse clubs.
- Completed contract for bowling alley electronic scoring system installation.
- Finalized contract for landscaping master plan.
- Completed energy assessments in preparation for first stage of upgrades.
- Secured summer student grants for pool and race centre.
- Started painting of outdoor rink boards.
- Completed hiring and onboarding of lifeguards.



<i>How much did we do? (Quantity)</i>	
<i>Measures</i>	<i>Regional</i>
# of hours of recreation	255.5 hrs.
# of facility hours available	195 hrs.
# Total registered users	355
# of programs offered to the Community	34
# of volunteers	22 (+339 Pitch-in)
# of volunteer hours	361.5 hrs.(+350hrs Pitch-in)
# of special events	10
<i>How well did we do it? (Quality)</i>	
<i>Measures</i>	<i>Regional</i>
% of programs (volunteer involvement)	26%
% of new users	3%
Total grant \$	\$400
# of partnerships	13
<i>(#) Is anyone better off? (%)</i>	
<i>Measures</i>	<i>Regional</i>
# of intro beginner programs	5
# of people who started or maintained healthy habits	18 (67%)
# of people who stated that they feel healthier	21 (81%)
# of people who feel they are part of a group/ community	24 (89%)
% increase of skill development experienced	96%
% increase confidence to continue on with some form of recreation	92%
% of people who feel that recreation contributed to them feeling part of a group/community	89%
% people that believe that the program helped achieve social/physical targets	77%
Additional Comments: <b>Average Overall Recreation Program Ratings (participant surveys) = 4.6/5</b>	

## Grants

- Awarded \$450,000 contract from the Province of B.C. Forest Employment Program to complete various KVR trail upgrades. Work underway.
- Submitted applications to the stream.
  - 101 Martin Street Office renovations for HVAC, Board Room and staff workspace for COVID-19 compliance - Awarded \$460,000
  - Trail improvement works for all nine electoral areas. – Denied
- Submitted applications for Canada Healthy Communities Initiatives grants for Pioneer Park and Creek Park improvements.
- Pre-approval received for 20 corporate sites for commercial energy assessments with FortisBC.

## COVID-19 Response

- Continued to update signage for parks, facilities and amenities use during COVID-19.
- Revised operational plans and work procedures for park and facility maintenance.
- Updated park rental and recreation program documents.
- Reviewed and reconfigured staff workspaces to meet WCB COVID-19 requirements.
- Continued head office cleanings twice a day.
- Adjusted the facility and park booking procedures.
- Worked with BC Transit to communicate COVID-19 initiatives to the public, installed signage at transit stop locations throughout region.

- Completed additional daily cleanings of public washrooms.
- Developed safety plans for the opening of various programs.
- Adjusted programs with each new Public Health Order.

### **Planned Activities for Q3 2021**

#### **Parks, Recreation and Trails**

- Begin construction of the Similkameen Rail trail project in Cawston.
- Meet with Tulameen Community Club to consider increased service levels for parks and recreation.
- Facilitate project and budget planning with parks and recreation commissions.
- Continue assessment and prescriptions for KVR trail repairs west of Faulder.
- Update the Regional Road Cycling signage to include the Ironman Canada name and route.
- Complete the RDOS Facility Needs Assessment with report to the Board.
- Support staff moving to 184 Main Street.
- Continue planning for in-person Board Meetings post COVID-19.
- Complete KVR trail improvements from Chute Lake to Little Tunnel.
- Continue work on the Naramata Boat storage project.
- Carry on with Parks, Trail and Rec Master Plan process.
- Complete the Parks and Recreation survey for all service areas.
- Launch of Summer Programs.
- Open up programs and services as it relates to adjust COVID-19 measures
- Work towards the completion of the Similkameen Rail Trail through additional grant opportunities.
- Complete landscape design for outdoor upgrades at the Similkameen Recreation facility.
- Work on formal designation of Greater West Bench as an Age Friendly community
- Initiate a Regional Child Care Action Committee
- Complete upgrades and resurfacing for tennis/pickleball courts in Okanagan Falls.
- Continue with planning/design for a new washroom at Centennial Park in Okanagan Falls.
- Continue with Mariposa Park development planning.
- Installation of KVR and Similkameen Rail Trail trailhead signage.

#### **Transit**

- Continue planning and commence with the final design of the Greater West Bench Transit service.
- Work towards the Route 70 (Penticton/Kelowna) Transit service expansion (Jan '22).
- Initiate and advertise RDOS online transit product vendor.
- Improve public route planner online infrastructure and RDOS transit webpage.
- Support the BC Transit led, Transit Future Action Plan with messaging and social media outreach.
- Continue discussions with municipal partners via Transit Working Group on the potential for expansion of the Oliver service. Provincial Budget dependent.
- Complete communication plan for expansion and new transit services.

#### **Respectfully submitted:**

*Mark Woods*

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M. Woods, General Manager of Community Services





**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**  
**Environment and Infrastructure Committee**

Thursday, July 22, 2021  
3:00 p.m.

**AGENDA**

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- A. **APPROVAL OF AGENDA**  
**RECOMMENDATION 1**  
THAT the Agenda for the Environment and Infrastructure Committee Meeting of July 22, 2021 be adopted.
- 
- B. **Q2 ACTIVITY REPORT – For Information Only**
- 
- C. **ADJOURNMENT**

## ADMINISTRATIVE REPORT

TO: Environment and Infrastructure Committee

FROM: B. Newell, Chief Administrative Officer

DATE: July 22, 2021

RE: Q2 Activity Report – For Information Only

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### ACTIVITIES COMPLETED IN Q1 2021:

#### SOLID WASTE

##### Operations:

- Campbell Mountain Landfill Organics Composting – The RDOS and the City of Penticton have undertaken a review of curbside collection and processing options in order to determine most cost effective method to deliver services. The study will be completed by August, with the results of the study presented to the Board and City Council. Staff have been undertaking an in house review to determine if there are Renewable Natural Gas add on's that can make the composting processes even more cost effective while reducing Green House Gases. The review should be completed by August. We are still waiting to meet onsite with the ALC public to determine if a non-farm use at 1313 Greyback road will be possible.
- Improvements to BC Used Oil Facilities have been made.
- RFPs, Awards and Contracts have been issued for Concrete Crushing at the Okanagan Falls and Campbell Mountain Landfills have been completed.
- RFPs, Awards and Contracts be issued for the disposal of containerised gas (Propane) have been completed.
- A new perimeter and utility road has taken place.
- A drone survey of the landfills has taken place in order to determine landfill volumes.
- All annual landfill and environmental sampling reports have been completed for all landfills.
- The second phase of the waste composition audit to assist in determining waste reduction targets in our Solid Waste Management Plan was completed. The study is scheduled to be completed by August.
- A new application for the logging and locating of wastes in the field has been developed for the Hedley clean up.
- The RDOS is working in partnership with the City of Penticton and Fortis in order to undertake a risk study for a new gas main right of way Fortis wishes to build on the Campbell Mountain Landfill. The study is funded by Fortis and will evaluate risks that will be used in an agreement to protect the RDOS and the City of Penticton.
- A risk review and new safe work procedures have been developed for Hazardous House Hold waste.

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## WATER

### Operations:

- All annual reports and monthly testing summaries have been developed and submitted to IHA
- A Source Water Protection Plan has been developed and submitted to IHA for approval. We are awaiting comments from IHA.
- A Provincial Audit of the Naramata Dam took place. Upgrades consistent with the Hatch Dams safety review were prescribed.
- Negotiations with the owners of the Sage Mesa Water system are still underway.
- Groundwater licenses for Faulder and Olalla were obtained.

## SEWER

### Operations:

- All annual report and testing summaries have been completed and submitted to the Provincial and Federal governments.
- Significant repairs have included the U.V. system, Lift station 1, Pipe break at the Waste Water Treatment Plant.
- A pipe condition assessment system has been developed for existing pipe using camera footage. An RFP will be issued shortly that will help us evaluate pipe requiring maintenance, repair and replacement.

## ACTIVITIES PLANNED FOR Q3 2021:

### SOLID WASTE

#### Operations:

- Review the results of waste audit with the Board to confirm future waste reduction targets.
- Review the results of the Campbell Mountain Service Area curbside and processing efficiency review with the Board and City of Penticton Council.
- Review the scope and process for the Solid Waste Management Plan update with the Board.
- Complete Hedley waste composition, location and quantity assessment.
- Commence with the Hedley public review for community clean up.
- Complete the procurement of staff scheduling software.

## WATER

### Operations:

- Develop a funding program for the Cross Connection Control Program.
- Naramata Water Source Water Protection Plan – Amend plan as required by IHA.

- 
- Fix outstanding right of way issues with Naramata flume line.

## **SEWER**

### **Operations:**

- Complete valve replacement of Lift Station 3.
- Complete audit of Okanagan Falls Sewer users. Determine potential changes to user fee bylaw to include townhomes as a new category.
- Complete annual Vaseaux lake water quality study.
- CCTV Sewer Inspection RFP and award

### **Respectfully submitted:**

*Andrew Reeder*

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A. Reeder, Manager of Operations



## ADMINISTRATIVE REPORT

TO: Environment and Infrastructure Committee

FROM: B. Newell, Chief Administrative Officer

DATE: July 22, 2021

RE: Engineering Services Q2 Activity Report – For Information Only

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### ACTIVITIES COMPLETED IN Q2 2021:

#### SOLID WASTE

- **Campbell Mountain Landfill**
  - **Biocover Pilot** – Waiting on results of formal application to the Ministry of Environment and answering additional questions as they arise
  - **Drainage and Leachate** – Construction of the berm / roadway to tie in the North Ravine extraction well is 95% completed by the onsite contractor.
  - **New Entrance/Exit** – Master plan has identified the optimal location for the new proposed entrance for the landfill. Design work has resumed at the selected location.
  - **DOCP/Master Plan** – work has progressed, with draft expected by months end.
- **Keremeos Landfill Closure Plan** – Report submitted to the Ministry of Environment for the assessment of the monitoring wells and approval of the Closure Plan. Response pending.
- **Oliver Landfill Organics Composting Facility and Design Operations and Closure Plan** – Design work is nearing completion for the new compost facility, tender documents are being prepared for the construction work.
- **Okanagan Falls Landfill DOCP/Master Plan** – Work has progressed with draft expected by months end.

#### WATER

- **Naramata Dam Safety Reviews** – Final reports were prepared and submitted to the Ministry of Forests, Lands, Natural Resource Operations and Rural Development to meet the regulatory requirements. A presentation to the Board was made by Hatch on the basis of the work completed. An RFP was issued to address outstanding deficiencies at the Dams. The contract to complete the work will be awarded in the next month.
- **Naramata Watermain Upgrade Project** – Design work was completed for the Gawne Road connection from Gammon Road to Naramata Road and Upper Debeck Road. A design to replace and relocate the Smethurst transmission watermain has been completed and a Grant proposal has been submitted which would provide 75% funding from senior government for the replacement project. Work is underway for the design of upgrades on Salting Road.

- **Olalla Watermain Upgrade Project** – Olalla watermain design is 90% complete and undergoing a final review. This design will be prepared for the next applicable infrastructure grant program. Work is underway to replace the header, and pump controls in the pumphouse as it is a critical piece of the distribution system.
- **Chain Lake Dam Classification Update**- Inspection of infrastructure was completed with draft report received recommending full replacement of the dam, spillway and low level outlet structures. Updates to the Operations, Maintenance and Surveillance plan and Emergency Response Plan are continuing.

## SEWER

- **Kaleden Sewer Connection to Ok Falls**– communications was continued for the project with a newsletter and two virtual town hall meetings on April 13 and May 17; referendum on June 5<sup>th</sup> failed so project is undergoing various wrap up activities; discussion with the grant funding agency is underway to determine if the grant funds can be reallocated to a different project.
- **OK Falls Constructed Wetland Project** – the two year commissioning process for vegetation establishment will continue.
- **OK Falls Waste Water Treatment Plant Solids Dewatering Project** – tender was awarded to Cumming Construction and the construction activities are underway.
- **Naramata Liquid Waste Management Plan** – McElhanney Engineering was retained and the first survey has been released to gather resident feedback. The project webpage has been developed and opened for the public.
- **Naramata Shoreline study** – Final reporting will be provided by the consultant on possible impacts from onsite sewage systems

## OTHER PROJECTS/PROGRAMS

- **Mosquito Control Program** – Crew was retained for the 2021 season. The work plan was confirmed and permission to treat letters were sent out to previous treatment sites. The indicator sites were assessed and treatment started on March 16.
- **SCADA Migration and Communications Upgrades** – The software migration to VTSCADA has been completed and plans are being developed for the components requiring replacement in 2021.
- **Lower Nipit Improvement District Acquisition** – A draft engineering assessment report was reviewed by staff, as well as an additional report on the impacts to downstream infrastructure. The senior management team will meet in the coming weeks to determine the next steps.
- **Follow the Water K-5 Curriculum Project** – Phase 1 completed. Work continuing with the En'owkin Centre in Phase 2 to prepare the new learning materials and presentations for classroom deliveries. Draft booklets have been produced for distribution.

## ACTIVITIES PLANNED FOR Q3 2021:

### SOLID WASTE

- **Campbell Mountain Landfill**
  - **Biocover Pilot** – Waiting on results of formal application to the Ministry of Environment and answering additional questions as they arise
  - **Drainage and Leachate** – Design and installation of leachate conveyance line from the north ravine is ongoing.
  - **New Entrance/Exit** – Design work has resumed based on the new location identified in the master plan project and work has recommenced.
  - **DOCP/Master Plan** – DOCP will be submitted to the MOE for approval.
- **Keremeos Landfill Closure Plan** – Report submitted to the Ministry of Environment for the assessment of the monitoring wells and approval of the Closure Plan. Response pending.
- **Oliver Landfill Organics Composting Facility and DOCP** – Tender documents will be released, a contractor retained and construction initiated.
- **Okanagan Falls Landfill DOCP/Master Plan** – DOCP will be submitted to the MOE for approval.

### WATER

- **Naramata Dam Safety Reviews** – Schedule for addressing outstanding issues will be finalized and the 2021 scheduled work will be prepared and discussed for budget additions.
- **Naramata Watermain Upgrade Project** – Design work will be complete for Salting Road. These designs will be used for the next applicable infrastructure grant program.
- **Olalla Watermain Upgrade Project** – Olalla watermain design will be complete. Designs will be used for the next applicable infrastructure grant program. Work on the header and pump controls replacement will be completed in the Fall when water usage is reduced.
- **Chain Lake Dam Classification Update**- Project planning in preparing to implement the recommendations from the engineers report.

### SEWER

- **Kaleden Sewer Expansion** – project will be wrapped up and closed; this will include updating the RDOS website with the pertinent information and closing the project website; the future of the grant funding will be determined through discussions with the funding agency
- **OK Falls Constructed Wetland Project** – the two year commissioning process for vegetation establishment will continue.
- **OK Falls Waste Water Treatment Plant Solids Dewatering Project** – Construction will continue for the new solids dewatering infrastructure with completion and commissioning anticipated for early Q4.
- **Naramata Liquid Waste Management Plan** – McElhanney Engineering will continue public consultation with completion of Stage 1 in the process for end of Q4.

- 
- **Naramata Shoreline study** – Final reporting will be provided by the consultant on possible impacts from onsite sewage systems

#### **OTHER PROJECTS/PROGRAMS**

- **Mosquito Control Program** – work will continue for the 2021 season; the mosquito populations have been very high in some areas of the Regional District. The alternative apportionment recommendations will be brought to the Board for discussion in early Q3.
- **SCADA Migration and Communications Upgrades** – Replacement of components scheduled in 2021, such as radios, will continue into Q3 and Q4.
- **Lower Nipit Improvement District Acquisition** – An updated engineering assessment report that includes the impacts on downstream infrastructure will be received and reviewed. After the senior management team review, any revisions to the report will be completed and the report will be brought to the Board for discussion.
- **Follow the Water K-5 Curriculum Project** – Phase 2 work will continue with the En'owkin Centre to complete all classroom presentations and online resources will be prepared. Final project deliverables will be underway.
- **Asset Management Plan** – participate in the development of the program

Respectfully submitted:

*Liisa Bloomfield*

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L. Bloomfield, Manager of Engineering Services



**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**  
**Protective Services Committee**

Thursday, July 22, 2021  
3:15 p.m.

**AGENDA**

- 
- A. **APPROVAL OF AGENDA**  
**RECOMMENDATION 1**  
THAT the Agenda for the Protective Services Meeting of July 22, 2021 be adopted.
- 
- B. **Q2 ACTIVITY REPORT – For Information Only**
- 
- C. **EMERGENCY OPERATION CENTRE REPORT – For Information Only**
- 
- D. **ADJOURNMENT**

## ADMINISTRATIVE REPORT

**TO:** Protective Services Committee

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

**DATE:** July 22, 2021

**RE:** Q2 2021 Activity Report – For information Only

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### Emergency Management, Policing, E-911, Fire Dispatch, FireSmart

#### Activities Completed in Q2 2021:

##### Capital Projects

- Continued work on the development of the Naramata Satellite Fire Hall.
- Continued work on expansion plans for the Okanagan Falls fire hall.
- Continued support of the Tulameen Fire Department satellite fire hall in Coalmont.
- Commenced discussions with the Apex Fire Brigade, for future land acquisition and fire hall development.

##### Emergency Operations Centre (EOC)

- The EOC continues to support the Provincial State of Emergency and Regional COVID-19 coordination and response starting March 16, 2020.
- The EOC was activated to support the following responses:
  - June 29, Heat Wave response (level 1)
  - July 4, Wolf Cub Creek Wildfire (level 1)
  - July 11, Thomas Creek Wildfire (Level 2)
- Coordinated Pre-Freshet and Wildfire meeting with the Emergency Program Coordinators and stakeholder groups.
- Supported the coordination and deployment of hydration stations to 3 RDOS facilities and 6 Community Services vehicles to provide water to individuals in need of support during the 2021 June Heat Wave.
- Upgraded the EOC Trailer for improved operations.
- Developed the Loose Bay Campground COVID-19 coordination Flow Chart, isolation plan and updated the Emergency Site Plan in conjunction with the Ministry of Agriculture.
- Continue to provide COVID-19 support and camp operations support to Loose Bay staff.
- Hosted the annual EOC Agriculture Wildfire Preparedness Information Exchange to address agricultural concerns and enhance communication during future wildfire incidents affecting agricultural producers.

- Developed the 2021 Agricultural Wildfire Preparedness Bulletin.

### Regional Emergency Management Training

- Conducted various Emergency Support Services (ESS) Reception Centre training.
- Participated and coordinated in ESS Call Centre training.
- Delivered ESS Group Lodging training.
- Participated in ESS Group Lodging and Reception Centre exercises.
- Hosted various EOC training throughout the spring:
  - EOC Refresher
  - Liaison Officer training
  - Information Officer training
  - Operations, Planning, Logistics, Finance, Management section training

### E911 Radio System & Fire Dispatch

- 18 radio system maintenance and dispatch issues were reported to the RDOS for follow-up in Q2 2021.
- Completed construction of the Kaleden E9-1-1 Radio Tower project.
- Continued the E9-1-1 2-way Radio Communications Assessment for Summerland and Willowbrook.
- Commenced the RFP process for the 2022 - 2027 Fire Dispatch Services contract (ending December 2021).



*Figure 1: Kaleden Repeater Tower Construction site*

### Emergency Support Services (ESS)

- Facilitated the monthly ESS Director Steering Committee meetings for Regional partners.
- Completed review of the Regional Reception Center Plan.
- Completed annual ESS Supplier contracts.

### FireSmart and Wildfire Preparedness

- completed the hiring and onboarding process for the Regional FireSmart Coordinator

- Continued work on FireSmart activities under the 2020 UBCM's CRI FireSmart Community Funding & Supports program.
- Completed the development of the RDOS FireSmart Website.
- Facilitated regional FireSmart Interagency Cooperation meeting (South Okanagan-Similkameen Wildfire Prevention Advisory Group).
- Continued work for the 2021 RDOS FireSmart Program
- Participated in 3 community FireSmart events and conducted 3 Chipping Events in Electoral Area "H", "I", and "D".
- Continued to support and develop current and new community FireSmart Boards.



Figure 2: Apex FireSmart Day

## Grants

- Awarded the Community Resiliency Investment FireSmart Economic Recovery Fund Grant ( \$120,000)
- Commenced work on the 2021 UBCM Community Resiliency Investment FireSmart Community Funding & Supports Grant (\$595,400).
- Continued work on the UBCM's CRI 2020 FireSmart Community Funding & Supports program (\$140,000)
- Completed the Similkameen flood response and mapping projects through UBCM (CEPF) grant (\$138,957).
- Continued work on the Park Rill, Horn Creek, Kerns Creek Flood Mapping and Report (CEPF) Grant (\$125,000)
- Continued work on UBCM (CEPF) EOC Tools and Training Grant (\$25,000)
- Continued work on the UBCM (CEPF) ESS Modernization and Training Grant – RDOS joint grant with: Town of Oliver, Osoyoos Indian Band, Town of Osoyoos, Village of Keremeos, and the Town of Princeton (\$133,470)
- Submitted and pending approval for the 2021 UBCM (CEPF) ESS Modernization and Training Grant (\$25,000)
- Awarded the 2021 UBCM (CEPF) EOC Tools and Training Grant – RDOS joint grant with the Village of Keremeos, Town of Oliver, Town of Osoyoos, Town of Princeton and the District of Summerland (\$133,800)



- Applied for, and received tentative approval for, a \$457,000 grant to support immediate and permanent upgrades to the Loose Bay Domestic Farm Worker (DFW) camp and support the operations of the work camp in alignment with COVID-19 health and safety protocols

Emergency Management, Policing, E-911, Fire Dispatch, FireSmart Grant Financial Tracker	
Active Grant approved Funding (Current Projects)	Pending Grant Funding for 2021 (current)
\$1,436,627.00	\$482,000.00

**Planned Activities for Q3 2021:**

- Complete the RFP process and Board recommendation for the 2022-2027 Fire Dispatch Services contract.
- Complete the Park Rill, Horn Creek, Kerns Creek Flood Mapping and Report project through UBCM (CEPF) grant.
- Continued work to support the projects outlined in the 2021 FireSmart CRI Grant.
- Complete annual E 9-1-1 Radio telecommunications maintenance for radio infrastructure.
- Continue to coordinate the 2021 Regional Emergency Preparedness training schedule to align with COVID-19 social distancing requirements and move learning to online and virtual platforms.
- Continue the Willowbrook & Summerland E-9-1-1 Two Way Radio Network assessment.
- Prepare a Master Plan for the Loose Bay Campground and initiate work on site improvement projects.
- Prepare and issue tender documents for detailed architectural designs for the Naramata Satellite Fire Hall.
- Continue working expansion plans for the Okanagan Falls fire hall.
- Continue Emergency Preparedness social media campaign and seasonal information releases.
- Finalize FireSmart 2020 projects and reporting for UBCM's CRI 2020 FireSmart Community Funding & Supports program.

**Respectfully submitted:**

*Mark Woods*

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M. Woods, General Manager of Community Services

## BOARD OF DIRECTORS MEETING

Thursday, July 22, 2021

3:45 p.m.

### BOARD MEETING AGENDA

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**A. ADOPTION OF AGENDA**

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

THAT the Agenda for the Okanagan-Similkameen Regional Hospital District Board meeting of July 22, 2021 be adopted.

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**B. MINUTES**

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

THAT the May 20, 2021 Minutes of the Okanagan-Similkameen Regional Hospital District Board meeting be adopted.

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**C. INTERIOR HEALTH UPDATE – For Information Only**

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**D. ADJOURNMENT**

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

**BOARD OF DIRECTORS MEETING**

Minutes of the Regular Board Meeting of the Okanagan-Similkameen Regional Hospital District Board (OSRHD) of Directors held at 11:36 a.m. on Thursday, May 20, 2021, 101 Martin Street, Penticton, British Columbia.

**MEMBERS PRESENT:**

- |  |   |
|--|---|
| Chair J. Sentes, City of Penticton         | Director K. Kozakevich, Electoral Area “E”  |
| Vice Chair S. McKortoff, Town of Osoyoos   | Director S. Monteith, Electoral Area “I”    |
| Director M. Bauer, Village of Keremeos     | Director R. Obirek, Electoral Area “D”      |
| Director G. Bush, Electoral Area “B”       | Director M. Pendergraft, Electoral Area “A” |
| Director B. Coyne, Electoral Area “H”      | Director T. Roberts, Electoral Area “G”     |
| Director S. Coyne, Town of Princeton       | Director K. Robinson, City of Penticton     |
| Director R. Gettens, Electoral Area “F”    | Director E. Trainer, District of Summerland |
| Director D. Holmes, District of Summerland | Director J. Vassilaki, City of Penticton    |
| Director M. Johansen, Town of Oliver       | Director C. Watt, City of Penticton         |
| Director R. Knodel, Electoral Area “C”     |   |

**MEMBERS ABSENT:**

**STAFF PRESENT:**

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

**A. ADOPTION OF AGENDA**

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

**IT WAS MOVED AND SECONDED**

THAT the Agenda for the Okanagan-Similkameen Regional Hospital District Board meeting of May 20, 2021 be adopted. - **CARRIED**

**B. MINUTES**

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

**IT WAS MOVED AND SECONDED**

THAT the May 6, 2021 Minutes of the Okanagan-Similkameen Regional Hospital District Board meeting be adopted. - **CARRIED**

**C. URGENT & PRIMARY CARE CENTRE ADVOCACY**

**IT WAS MOVED AND SECONDED**

THAT the OSRHD Board of Directors invite Interior Health to attend an in camera meeting to share their vision and to discuss plans for primary care. - **CARRIED**

Director Monteith joined the meeting at 11:54 a.m.

**D. ADJOURNMENT**

**It was MOVED and SECONDED  
THAT the meeting adjourn. - CARRIED**

The meeting adjourned at 12:08 p.m.

APPROVED:

CERTIFIED CORRECT:

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J. Sentes  
OSRHD Board Chair

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B. Newell  
Corporate Officer



**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN  
BOARD of DIRECTORS MEETING**

Thursday, July 22, 2021  
4:00 p.m.

**REGULAR AGENDA**

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**A. APPROVAL OF AGENDA**

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

**THAT the Agenda for the RDOS Board Meeting of July 22, 2021 be adopted.**

**1. Consent Agenda – Corporate Issues**

**a. Kaleden Parks and Recreation Commission – June 15, 2021**

*THAT the Minutes of the June 15, 2021 Kaleden Parks and Recreation Commission be received.*

**b. Corporate Services Committee – July 8, 2021**

*THAT the Minutes of the July 8, 2021 Corporate Services Committee meeting be received.*

*THAT the June 17th motion to provide budgets with a -2, 0, 2 and 3 percent budgets and provide live format to allow Directors to visually see the impact to each Service, Electoral Area and member municipality be defeated.*

**c. Planning and Development Committee – July 8, 2021**

*THAT the Minutes of the July 8, 2021 Planning and Development Committee meeting be received.*

**d. RDOS Regular Board Meeting – July 8, 2021**

*THAT the minutes of the July 8, 2021 RDOS Regular Board meeting be adopted.*

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

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

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**2. Consent Agenda – Development Services**

**a. Development Variance Permit Application – Electoral Area “C”**

**i. Permit**

*THAT Development Variance Permit No. C2021.019-DVP to allow for an expansion of an accessory structure at 337 Road 11 in Electoral Area “C” be approved.*

**b. Development Variance Permit Application – Electoral Area “F”**

**i. Permit**

*THAT Development Variance Permit No. F2021.031-DVP to allow for a new accessory building garage/workshop at 2636 Forsyth Drive in Electoral Area “F” be approved.*

**c. Development Variance Permit Application – Electoral Area “I”**

**i. Permit**

*THAT Development Variance Permit No. I2021.021 -DVP to authorize an existing oversized bathroom in the accessory building at 137 Taggart Crescent in Electoral Area “I” be approved.*

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d. **Development Variance Permit Application – Electoral Area “I”**

i. **Permit**

*THAT Development Variance Permit No. I2021.023-DVP to build a retaining wall in the rear setback at 445 Eastview Road in Electoral Area “I” be approved.*

e. **Development Variance Permit Application – Electoral Area “H”**

i. **Permit**

*THAT Development Variance Permit No. H2021.024-DVP to allow for the development of an accessory structure at 2631 Nicola Avenue in Electoral Area “H” be approved.*

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

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

---

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

**1. Agricultural Land Commission Referral (Subdivision) – Electoral Area “A”**

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

**THAT the application to the Agricultural Land Commission to permit a 2-lot subdivision on a parcel located at 8310 2nd Avenue in Electoral Area “A” (Lot 640, Plan KAP1950, District Lot 2450S, SDYD, Except Plan B3527 3705 5125 B7120, Manufactured Home Reg.# 34560) not be “authorized” to proceed.**

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**2. Renewal of Vacation Rental Temporary Use Permits (TUPs) – Public Consultation**

a. Bylaw No. 2500.20

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

**THAT Bylaw No. 2500.20, 2021, a bylaw to amend the Regional District of Okanagan-Similkameen Development Procedures Bylaw to remove the requirement for Vacation Rental approvals to be sent to APC’s and hold Public Information Meetings, be adopted.**

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**3. Zoning Bylaw Amendment – Electoral Areas “A”, “C”, “D”, “E”, “F”, “G”, “H” & “I”**

a. Bylaw No.

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

**THAT Bylaw No. 2932, 2021, a bylaw to amend the Secondary Suite and Accessory Dwelling Floor Area in all Regional District of Okanagan-Similkameen Zoning Bylaws, be adopted.**

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**4. OCP & Zoning Bylaw Amendments – Okanagan Falls Commercial Zone Review (Okanagan Falls Town Centre Plan- Phase 3)**

a. Bylaw No. 2603.15

b. Bylaw No. 2455.38

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

**THAT Bylaw No. 2603.15, 2021, a bylaw to amend the Electoral Area D Official Community Plan land use map and Form and Character Permit Areas map to implement the Okanagan Falls Town Centre Plan – Phase 3, be adopted;**

**AND THAT Bylaw 2455.38, 2021, a bylaw to amend the Electoral Area D Zoning Bylaw be adopted**

**C. PUBLIC WORKS****1. Naramata Dams Geotechnical Investigation Award**

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

**THAT** the Regional District award the Contract for the Naramata Dams Geotechnical Investigation project to Interior Dams Inc. in the amount of \$118,184;

**AND THAT** a contingency in the amount of \$40,000 be approved;

**AND THAT** the expenditure of up to \$158,184 be approved from Naramata Water Systems Reserve Funds to complete the required geotechnical investigation for the Naramata Dams.

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**D. COMMUNITY SERVICES****1. Award of Similkameen Rail Trail****a. Similkameen Rail Trail Map**

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

**THAT** the Cawston portion of the “Similkameen Rail Trail” project be awarded to Solano Resources for up to \$154,335.00.

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**2. Active Transportation Infrastructure Grant**

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

**THAT** the Regional District submit an application to the B.C. Active Transportation Infrastructure Grant for \$699,631.63 towards the development of the ‘Similkameen Rail Trail’ by converting the existing rail right of way into a non-motorized multi-use trail to connect the communities of Keremeos & Cawston.

---

**3. Mutual Aid Agreement****a. Mutual Aid Renewal Summary****b. Agreement**

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

**THAT** the Regional District enter into the South Okanagan Similkameen Fire Mutual Aid Agreement.

---

**4. Keremeos/Hedley Automatic Aid Agreement****a. Agreement**

**RECOMMENDATION 12** (Weighted Corporate Vote – Majority)

**THAT** the Regional District enter into a Fire and Emergency Response Automatic Aid Agreement with the Hedley Improvement District to address staff shortages at the Hedley Fire Department.

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**E. FINANCE**

1. **Apex Fire Hall and Fire Truck – Long Term Borrowing Bylaw 2937, 2021**
  - a. **Bylaw No. 2937, 2021**

**RECOMMENDATION 13** (Weighted Corporate Vote – 2/3 Majority)

**THAT Bylaw No. 2937, 2021, being a bylaw of the Regional District of Okanagan Similkameen to borrow up to \$3,000,000 for the construction of a fire hall and purchase of a fire truck for the Apex Fire Department, be read a first, second, third time and adopted.**

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2. **Electoral Area “E” Parkland Acquisition – Long Term Borrowing Bylaw 2936, 2021**
  - a. **Bylaw No. 2936, 2021**

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

**THAT Bylaw No. 2936, 2021, being a bylaw of the Regional District of Okanagan Similkameen to borrow up to \$900,000 for Parkland Acquisition in Electoral Area “E”, be read a first, second, third time and adopted.**

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**F. LEGISLATIVE SERVICES**

1. **RDOS Elected Officials Compensation**
  - a. **Bylaw No. 2903**
  - b. **Bylaw No. 2903.01 Draft**

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

**THAT Bylaw No. 2903.01, 2021, being a bylaw to amend the Board Remuneration, Expense and Benefits Bylaw to facilitate electronic attendance at the same rate as in-person attendance, be read a first, second and third time and be adopted.**

**RECOMMENDATION 16** (Unweighted Corporate Vote – Simple Majority)

**THAT a review of the Board Remuneration, Expenses and Benefits Bylaw be initiated in 2021.**

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2. **South Okanagan Conservation Fund – For Information Only**
- 

3. **Bylaw No., 2935, Electoral Area “H” Community Facilities Capital Reserve Fund Expenditure**
  - a. **Bylaw No. 2935, 2021**

**RECOMMENDATION 17** (Weighted Corporate Vote – 2/3 Majority)

**THAT Bylaw No. 2935, 2021, being a bylaw to withdraw funds from the Electoral Area “H” Community Facilities Capital Reserve Fund, be read a first, second and third time and be adopted.**

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**G. CAO REPORTS**

1. **Verbal Update**
-



## H. OTHER BUSINESS

### 1. Chair's Report

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### 2. Board Representation

- a. Developing Sustainable Rural Practice Communities - *McKortoff*
  - b. Municipal Finance Authority – *Kozakevich (Chair), Coyne (Vice Chair, Alternate)*
  - c. Municipal Insurance Association – *Kozakevich (Chair), Coyne (Vice Chair, Alternate)*
  - d. Okanagan Basin Water Board - *McKortoff, Holmes, Knodel, Pendergraft (Alternate to McKortoff), Obirek (Alternate to Holmes), Monteith (Alternate to Knodel)*
  - e. Okanagan Film Commission – *Gettens, Obirek (Alternate)*
  - f. Okanagan Regional Library – *Monteith, Obirek (Alternate)*
  - g. Okanagan-Kootenay Sterile Insect Release Board – *Bush, Kozakevich (Alternate)*
  - h. Southern Interior Municipal Employers Association – *Knodel, Kozakevich (Alternate)*
  - i. Starling Control – *Bush, Knodel (Alternate)*
  - j. Fire Chief Liaison Committee – *Pendergraft, Knodel, Monteith, Obirek, Roberts*
  - k. Intergovernmental Indigenous Joint Council – *Kozakevich, Coyne, Roberts*
- 

### 3. Directors Motions

#### Motion - Director Roberts

Whereas the RDOS is challenged in funding, insuring and managing cost effective locally staffed fire-flood mitigation in, on or across Crown land jurisdictions,

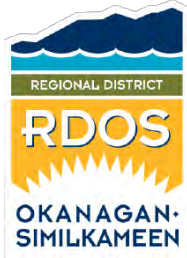
That the Board therefore Petition the Federal/Provincial Governments to allow a limited amount of Gas Tax per annum to be coupled with Canada Summer Jobs and or Student Work Grants to hire management and student work force to oversee and work on local fire/flood mitigation projects on or across Crown land jurisdiction.

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### 4. Board Members Verbal Update

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## I. ADJOURNMENT



**REGIONAL DISTRICT OKANAGAN-SIMILKAMEEN  
KALEDEN PARKS AND RECREATION COMMISSION**



**MINUTES**

**June 15, 2021**

**Meeting at 6:30 p.m.**

**Via Webex**

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**Present:** Ms. S. Monteith, Director, Electoral Area "1"

**Members:** Debbie Shillito (Vice Chair), Randy Cranston, Jaynie Malloy, Rick Johnson, Marie-Eve Lamarche, Margaret O'Brien

**Absent:** Dave Gill (Chair)

**Staff:** Justin Shuttleworth, Manager of Parks and Facilities

**Recording Secretary:** Margaret O'Brien

**Delegates / Guests:** Rita Masson

**1. CALL TO ORDER**

The meeting was called to order at 6:33 p.m.

**ADOPTION OF AGENDA**

**RECOMMENDATION**

**It was Moved and Seconded that the Agenda of June 15, 2021 be adopted with additions.**

**CARRIED**

**2. APPROVAL OF PREVIOUS MEETING MINUTES**

**2.1 RECOMMENDATION**

**It was Moved and Seconded that the Minutes for Kaleden Parks and Recreation Commission Meeting of April 20, 2021 be approved.**

**CARRIED**

### 3. CORRESPONDENCE/DELEGATIONS

3.1 Pickle ball representative Rita Masson attended meeting at request of Commission.

The Commission thanks Ms. Masson for her attendance and participation in the Q & A.

#### **RECOMMENDATION**

**It was Moved and Seconded that the Kal-Rec Commission will support temporary/removable lines being placed on one Tennis Court by the Pickle ball Club, pending consultation with the Tennis Club and RDOS.**

**CARRIED**

### 4. RDOS STAFF REPORTS

4.1 Q1 Activity Report presented by Justin Shuttleworth

- Baffle gate erection has begun.
- Pullback beach design reviewed.
- Parks Master Plan update. The Online Survey is now closed. Community engagement in the survey, sounding boards and stake holder meetings was very well received.
- Q2 Report hopefully late July/early August.

### 5. COMMISSION MEMBER REPORTS

5.1 Randy Cranston presented on behalf of the Kaleden Community Association (KCA) and the Kaleden Seniors Committee (KSC):

- The Bike Rack and backless park bench by the stairs just off the KVR will be purchased by KCA and installation will be paid for by the RDOS.
- Two additional matching benches will be purchased by KSC to be placed on the North and South portions of the KVR, exact positions to be determined. The RDOS has agreed to provide installation of these as well.

#### **RECOMMENDATION**

**It was Moved and Seconded that the Kal-Rec Commission requests a comparison report be prepared by RDOS staff between the Wishbone Bayview benches/picnic tables versus the concert benches/picnic tables currently being used. Information to include but not limited to: upkeep, replacement cost, accessibility, environmental impact, etc.**

**CARRIED**

## 6. RDOS DIRECTOR'S REPORT

### 6.1 Director Monteith update:

- Due to Covid restrictions the Twin Lakes Sub-Committee has yet to meet in person. With the partial lifting of Provincial restrictions it is hoped a face to face meeting will be able to take place by the end of July/early August.

## 7. BUSINESS ARISING

### 7.1 *None*

## 8. ADJOURNMENT

### **RECOMMENDATION**

**It was Moved and Seconded that the meeting be adjourned at 7:50 pm.**

**CARRIED**

**NEXT REGULAR MEETING:                      July 20, 2021**

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Chair, Kaleden Parks and Recreation Commission

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Recording Secretary



**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN  
Corporate Services Committee**

Thursday, July 8, 2021

9:59 a.m.

**MINUTES**

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**MEMBERS PRESENT:**

Chair K. Kozakevich, Electoral Area "E"  
Vice Chair S. Coyne, Town of Princeton  
Director M. Bauer, Village of Keremeos  
Director G. Bush, Electoral Area "B"  
Director B. Coyne, Electoral Area "H"  
Director R. Gettens, Electoral Area "F"  
Director D. Holmes, District of Summerland  
Director M. Johansen, Town of Oliver  
Director R. Knodel, Electoral Area "C"  
Director S. McKortoff, Town of Osoyoos

Director S. Monteith, Electoral Area "I"  
Director J. D'Andrea, Alt. Electoral Area "D"  
Director M. Pendergraft, Electoral Area "A"  
Director T. Roberts, Electoral Area "G"  
Director K. Robinson, City of Penticton  
Director J. Sentes, City of Penticton  
Director E. Trainer, District of Summerland  
Director J. Vassilaki, City of Penticton  
Director C. Watt, City of Penticton

**MEMBERS ABSENT:**

Director R. Obirek, Electoral Area "D"

**STAFF PRESENT:**

B. Newell, Chief Administrative Officer

C. Malden, Manager of Legislative Services

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**A. APPROVAL OF AGENDA**

**RECOMMENDATION 1**

**It was MOVED and SECONDED**

THAT the Agenda for the Corporate Services Committee Meeting of July 8, 2021 be adopted. - **CARRIED**

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**B. MOTION TO PRODUCE VARIABLE BUDGETS**

**RECOMMENDATION 2**

**It was MOVED and SECONDED**

THAT the June 17<sup>th</sup> motion to provide budgets with a -2, 0, 2 and 3 percent budgets and provide live format to allow Directors to visually see the impact to each Service, Electoral Area and member municipality be defeated. - **CARRIED**

Opposed: Director Knodel

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- C.     **ADJOURNMENT**  
          **It was MOVED and SECONDED**  
          **THAT the meeting adjourn. - CARRIED**

The meeting adjourned at 10:24 a.m.

APPROVED:

CERTIFIED CORRECT:

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K. Kozakevich  
RDOS Board Chair

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B. Newell  
Corporate Officer



**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN  
Planning and Development Committee**

Thursday, July 8, 2021

9:11 a.m.

**MINUTES**

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**MEMBERS PRESENT:**

Chair R. Knodel, Electoral Area "C"	Director S. McKortoff, Town of Osoyoos
Vice Chair M. Pendergraft, Electoral Area "A"	Director S. Monteith, Electoral Area "I"
Director M. Bauer, Village of Keremeos	Director J. D'Andrea, Alt. Electoral Area "D"
Director G. Bush, Electoral Area "B"	Director T. Roberts, Electoral Area "G"
Director B. Coyne, Electoral Area "H"	Director K. Robinson, City of Penticton
Director S. Coyne, Town of Princeton	Director J. Sentes, City of Penticton
Director R. Gettens, Electoral Area "F"	Director E. Trainer, District of Summerland
Director D. Holmes, District of Summerland	Director J. Vassilaki, City of Penticton
Director M. Johansen, Town of Oliver	Director C. Watt, City of Penticton
Director K. Kozakevich, Electoral Area "E"	

**MEMBERS ABSENT:**

Director R. Obirek, Electoral Area "D"

**STAFF PRESENT:**

B. Newell, Chief Administrative Officer	C. Malden, Manager of Legislative Services
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**A. APPROVAL OF AGENDA**

**RECOMMENDATION 1**

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

THAT the Agenda for the Planning and Development Committee Meeting of July 8, 2021 be adopted.  
**CARRIED**

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**B. DELEGATION**

Kwantlen Polytechnic University – Okanagan Bioregion Food System Project  
Kristi Tatebe, Research Associate  
Dr. Kent Mullinix, Director  
Emily Hansen, Research Associate  
Naomi Robert, Research Associate  
Wallapak Polasub, Senior Research Associate

Representatives from Kwantlen Polytechnic University provided a high-level overview of the Okanagan Bioregion Food System Project results.

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- C. **ADJOURNMENT**  
It was **MOVED** and **SECONDED**  
THAT the meeting adjourn. - **CARRIED**

The meeting adjourned at 9:58 a.m.

APPROVED:

CERTIFIED CORRECT:

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R. Knodel  
Committee Chair

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B. Newell  
Corporate Officer





## REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN BOARD of DIRECTORS MEETING

Minutes of the Regular Board Meeting of the Regional District of Okanagan-Similkameen (RDOS) Board of Directors held at 10:30 a.m. on Thursday, July 8, 2021 in the Boardroom, 101 Martin Street, Penticton, British Columbia.

### MEMBERS PRESENT:

Chair K. Kozakevich, Electoral Area "E"	Director S. Monteith, Electoral Area "I"
Vice Chair S. Coyne, Town of Princeton	Director J. D'Andrea, Electoral Area "D"
Director M. Bauer, Village of Keremeos	Director M. Pendergraft, Electoral Area "A"
Director G. Bush, Electoral Area "B"	Director T. Roberts, Electoral Area "G"
Director B. Coyne, Electoral Area "H"	Director K. Robinson, City of Penticton
Director R. Gettens, Electoral Area "F"	Director J. Sentes, City of Penticton
Director D. Holmes, District of Summerland	Director E. Trainer, District of Summerland
Director M. Johansen, Town of Oliver	Director J. Vassilaki, City of Penticton
Director R. Knodel, Electoral Area "C"	Director C. Watt, City of Penticton
Director S. McKortoff, Town of Osoyoos	

### MEMBERS ABSENT:

Director R. Obirek, Electoral Area "D"

### STAFF PRESENT:

B. Newell, Chief Administrative Officer	C. Malden, Manager of Legislative Services
	C. Garrish, Manager of Planning 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 8, 2021 be adopted. - **CARRIED**

### 1. Consent Agenda – Corporate Issues

#### a. Okanagan Falls Parks and Recreation Commission – June 10, 2021

*THAT the Minutes of the June 10, 2021 Okanagan Falls Parks and Recreation Commission be received.*

#### b. Okanagan Falls Parks and Recreation Commission - June 16, 2021

*THAT the Minutes of the June 16, 2021 Okanagan Falls Parks and Recreation Commission be received.*

#### c. Advisory Planning Commission, Electoral Area "A" – June 14, 2021

*THAT the Minutes of the June 14, 2021 Advisory Planning Commission, Electoral Area "A" be received.*

#### d. Advisory Planning Commission, Electoral Area "C" – June 15, 2021

*THAT the Minutes of the June 15, 2021 Advisory Planning Commission, Electoral Area "C" be received.*

#### e. Advisory Planning Commission, Electoral Area "D" – June 8, 2021

*THAT the Minutes of the June 8, 2021 Advisory Planning Commission, Electoral Area "D" be received.*

- f. **Advisory Planning Commission, Electoral Area "E" – June 14, 2021**  
*THAT the Minutes of the June 14, 2021 Advisory Planning Commission, Electoral Area "E" be received.*
- g. **Electoral Area "I", Advisory Planning Commission Appointment**  
*THAT the Board of Directors appoint Andrew Allin as a member of the Electoral Area "I" Advisory Planning Commission until October 31, 2022.*
- h. **South Okanagan Conservation Fund – Technical Advisory Committee Appointments**  
*THAT the Board of Directors extend the appointments of the following as volunteer members of the South Okanagan Conservation Fund Technical Advisory Committee:*
- One year term ending December 31, 2021*
- Orville Dyer*
- Darcy Henderson*
- i. **Electoral Area "D" Service and Boundary Configuration Study Committee – May 27, 2021**  
*THAT the Minutes of the May 27, 2021 Electoral Area "D" Service and Boundary Configuration Study Committee be received.*
- j. **Electoral Area "D" Service and Boundary Configuration Study Committee – June 9, 2021**  
*THAT the Minutes of the June 9, 2021 Electoral Area "D" Service and Boundary Configuration Study Committee be received.*
- k. **Corporate Services Committee – June 17, 2021**  
*THAT the Minutes of the June 17, 2021 Corporate Services Committee meeting be received.*

*THAT the following recommendations be adopted and form part of the RDOS 2021 COVID-19 Restart Plan.*

1. *Public Meetings/ Consultations*
  - a. *That the suspension of S. 5 of Bylaw 2500, 2021, being the Public Information Meeting section of the Planning Procedure Bylaw, be terminated effective September 7, 2021; and,*
  - b. *That an amendment to the Planning Procedure Bylaw be brought forward to address the changes to S. 465, 466, 494, of the Local Government Act for public hearings proposed in Bill 10/2021; and,*
  - c. *That all non-regulatory public hearings on land use matters continue to be waived; and, that all regulatory public hearings continue to be held electronically until Step 4 of BC Restart commences; and that all meetings be returned to normal following that date; and,*
  - d. *That all Public Information Meetings be conducted electronically out of 101 Martin Street.*
2. *Board/Commission Meetings*
  - a. *That an amendment to the Procedure Bylaw be brought forward to address the changes to S. 128 of the Community Charter for electronic regular meetings proposed in Bill 10/2021; and,*
  - b. *That Select Committees and Board of Director meetings occur on the normal schedule, but that the meetings continue electronically until implementation of Step 4 of the BC Restart Plan; and,*

- c. *That the current practice of electronic Board meetings open to the public be continued, regardless of the format; and,*
- d. *That all delegations scheduled to come before the Board continue to be invited to appear electronically until implementation of Step 4 of the BC Restart Plan.*

**I. Environment and Infrastructure Committee – June 17, 2021**

*THAT the Minutes of the June 17, 2021 Environment and Infrastructure Committee meeting be received.*

**m. Planning and Development Committee – June 3, 2021**

*THAT the Minutes of the June 3, 2021 Planning and Development Committee meeting be received.*

*THAT Zoning Amendment Bylaw No. 2895, 2020, being a bylaw to introduce zoning regulations for metal storage containers not be amended;*

*AND THAT prior to 3<sup>rd</sup> reading, Amendment Bylaw No. 2895, 2020, be considered by the Electoral Area Advisory Planning Commissions (APCs);*

*AND THAT an amendment to the Regional District's Building Bylaw No. 2805, 2018, be initiated in order to delete the requirement for a Siting Permits when placing a metal storage container.*

**n. Planning and Development Committee – June 17, 2021**

*THAT the Minutes of the June 17, 2021 Planning and Development Committee meeting be received.*

*THAT the Regional District initiate a process to amend the Development Procedure Bylaw to clarify timelines for receiving public representations on Development Variance applications and Temporary Use applications.*

**o. Protective Services Committee – June 17, 2021**

*THAT the Minutes of the June 17, 2021 Protective Services Committee meeting be received.*

**p. RDOS Regular Board Meeting – June 17, 2021**

*THAT the minutes of the June 17, 2021 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. Development Variance Permit Application – 35 Robinson Point Road, Electoral Area "E"**

**i. Permit**

*THAT Development Variance Permit No. E-2021.022-DVP to permit the expansion of an accessory building at 35 Robinson Road be approved.*

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

**IT WAS MOVED AND SECONDED**

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

**B. DELEGATIONS****1. South Okanagan Immigrant & Community Services**

Catarina Oliveira

Cherry Fernandez, Executive Director

Michael Lamont, Employment Navigator and Leadership Coach

Elmira Galiyeva, LIP Coordinator

South Okanagan Immigrant & Community Services addressed the Board regarding OneWorld Youth & Local Immigration Partnership

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**C. DEVELOPMENT SERVICES – Rural Land Use Matters****1. Development Variance Permit Application – 1135 Jonathon Drive, Electoral Area “F”**

a. Permit

b. Representations

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

**It was MOVED and SECONDED**

That Development Variance Permit application F2021.026-DVP be referred to the Electoral Area “F” Advisory Planning Commission. – **CARRIED**

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**2. Temporary Use Permit Application – 9540 Chute Lake Road, Electoral Area “E”**

a. Permit

b. Representations

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

**It was MOVED and SECONDED**

THAT Temporary Use Permit No. E2021.012-TUP to permit a tourist cabin containing kitchen facilities on the Chute Lake Lodge property at 9540 Chute Lake Road be approved. - **CARRIED**

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**3. Building Bylaw Amendment – Siting Permits**

a. Bylaw No. 2805.01

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

**It was MOVED and SECONDED**

THAT Bylaw No. 2805.01, 2021, a bylaw to amend the Regional District of Okanagan-Similkameen Building Bylaw to delete the requirement for a “Siting Permit” for the erection or placement of a portable self-contained container, be read a first and second time. - **CARRIED**

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4. **Official Community Plan (OCP) & Zoning Bylaw Amendment – Willow Beach, Electoral Area “A”**
- a. Bylaw No. 2905.02
  - b. Bylaw No. 2451.31
  - c. Representations

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

**It was MOVED and SECONDED**

THAT Bylaw No. 2905.02, 2021, being a bylaw to amend the Electoral Area “A” Official Community Plan to facilitate a 70-lot subdivision at Willow Beach, be read a first and second time and proceed to public hearing;

AND THAT Bylaw No. 2451.31, 2021, a bylaw to amend the Electoral Area “A” Zoning Bylaw, be read a first and second time and proceed to public hearing;

AND THAT the Board of Directors considers the process, as outlined in the report from the Chief Administrative Officer dated July 8, 2021, to be appropriate consultation for the purpose of Section 475 of the Local Government Act;

AND THAT, in accordance with Section 477 of the Local Government Act, the Board of Directors has considered Amendment Bylaw No. 2905.02, 2021, in conjunction with its Financial and applicable Waste Management Plans.

**CARRIED**

**It was MOVED and SECONDED**

THAT the holding of the public hearing be delegated to Director Pendergraft;

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

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

**CARRIED**

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5. **Renewal of Vacation Rental Temporary Use Permits (TUPs) – Public Consultation**
- a. Bylaw No. 2500.20

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

**It was MOVED and SECONDED**

THAT Bylaw No. 2500.20, 2021, a bylaw to amend the Regional District of Okanagan-Similkameen Development Procedures Bylaw to remove the requirement for Vacation Rental approvals to be sent to APCs and hold Public Information Meetings, be read a first, second and third time.

**CARRIED**

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6. **Amendment of the Development Procedures Bylaw No. 2500, 2011  
Deadline for Submission of Public Representations on Permit Applications**  
a. Bylaw No. 2500.21

**RECOMMENDATION 9** (Unweighted Rural Vote – 2/3 Majority)

**It was MOVED and SECONDED**

THAT Bylaw No. 2500.21, 2021, a bylaw of the Regional District of Okanagan-Similkameen to amend Planning Procedure Bylaw No. 2500, 2011 to set timelines for representations on permit applications, be read a first, second and third time and be adopted. - **CARRIED**

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7. **OCP & Zoning Bylaw Amendments – Okanagan Falls Commercial Zone Review  
(Okanagan Falls Town Centre Plan – Phase 3)**  
a. Bylaw No. 2603.15  
b. Bylaw No. 2455.38  
c. Representations

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

**It was MOVED and SECONDED**

THAT Bylaw No. 2603.15, 2021, a bylaw to amend the Electoral Area D Official Community Plan land use map and “Form and Character Permit Areas” map to implement the Okanagan Falls Town Centre Plan – Phase 3, be read a third time;

AND THAT Bylaw 2455.38, 2021, a bylaw to amend the Electoral Area D Zoning Bylaw be read a third time.

**CARRIED**

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8. **Zoning Bylaw Amendment – Electoral Areas “A”, “C”, “D”, “E”, “F”, “G”, “H” & “I”**  
a. Bylaw No. 2932  
b. Representations

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

**It was MOVED and SECONDED**

THAT Bylaw No. 2932, 2021, a bylaw to amend the Secondary Suite and Accessory Dwelling Floor Area in all Regional District of Okanagan-Similkameen Zoning Bylaws, be read a third time.

**CARRIED**

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9. **Amendment of Development Procedures Bylaw No 2500, 2011; and Advisory Planning Commission (APC) Bylaw No. 2339, 2006  
Municipal Affairs Statutes Amendment Act, 2021 (Bill 10)**
- a. Bylaw No. 2500.22
  - b. Bylaw No. 2339.03

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

**It was MOVED and SECONDED**

THAT Bylaw No. 2500.22, 2021, a bylaw to amend the Regional District of Okanagan-Similkameen Development Procedures Bylaw to enable amendments proposed for the Local Government Act through Bill 10, be read a first, second and third time and adopted;

AND THAT Bylaw No. 2339.03, 2021, a bylaw of the Regional District of Okanagan-Similkameen to amend the Advisory Planning Commission Bylaw to authorize electronic meetings, be read a first, second and third time and adopted.

**CARRIED**

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10. **Petition to Enter Service Area – Electoral Area “H” (Fire Prevention and Suppression)**

- a. Bylaw No. 2930

**RECOMMENDATION 13** (Unweighted Corporate Vote – Simple Majority)

**It was MOVED and SECONDED**

THAT Bylaw No. 2934, 2021 being a bylaw to amend “Regional District of Okanagan-Similkameen Bylaw No. 1197, 1991 to include 260 Bonlin Road in the fire prevention and suppression service within a portion of Electoral Area “H”, be adopted. - **CARRIED**

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#### D. LEGISLATIVE SERVICES

1. **Award of Electoral Area “D” Service and Boundary Configuration Study**

**RECOMMENDATION 14** (Weighted Corporate Vote – Majority)

**It was MOVED and SECONDED**

THAT the contract to carry out the Electoral Area “D” Services and Boundary Configuration Study be awarded to Neilson Strategies Inc. and Leftside Partners Inc. for an amount not to exceed \$90,000.00, plus GST; and further,

THAT all project costs in addition to those funded by the Province of British Columbia be charged to the Electoral Area “D” Rural Projects Budget.

**CARRIED**

Opposed: Director Bush

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#### E. CAO REPORTS

1. **Verbal Update**
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**F. OTHER BUSINESS****1. Chair's Report**

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**2. Directors Motions**

Notice of Motion - Director Roberts

Whereas the RDOS is challenged in funding, insuring and managing cost effective locally staffed fire-flood mitigation in, on or across Crown land jurisdictions,

Therefore Petition the Federal/Provincial Governments to allow a limited amount of Gas Tax per annum to be coupled with Canada Summer Jobs and or Student Work Grants to hire management and student work force to oversee and work on local fire/flood mitigation projects on or across Crown land jurisdiction.

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**3. Board Members Verbal Update**

Director Johansen announced that Mr. Ed Chow has been retained as Chief Administrative Officer for the Town of Oliver and had commenced his employment July 5<sup>th</sup>.

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**G. ADJOURNMENT**

**It was MOVED and SECONDED**

**THAT the meeting adjourn. - CARRIED**

The meeting adjourned at 11:26 a.m.

APPROVED:

CERTIFIED CORRECT:

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K. Kozakevich  
RDOS Board Chair

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B. Newell  
Corporate Officer



# ADMINISTRATIVE REPORT



**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** July 22, 2021  
**RE:** Development Variance Permit Application — Electoral Area “C”

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## Administrative Recommendation:

**THAT Development Variance Permit No. C2021.019-DVP to allow for an expansion of an accessory structure at 337 Road 11 in Electoral Area “C” be approved.**

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Purpose: To allow for an expansion of an accessory structure Folio: C-05706.000  
Legal: Lot 1, Plan KAP10786, District Lot 2450S, SDYD, Portion L 273 Civic: 337 Road 11  
OCP: Low Density Residential (LR) Zone: Residential Single Family One (RS1)  
Variance Request: to reduce the minimum front parcel line setback from 7.5 metres to 2.4 metres

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## Proposed Development:

This application is seeking a variance to the front parcel line setback that applies to the subject property in order to undertake the development of a “lean to” structure adjacent to an existing garage.

Specifically, it is being proposed to reduce the minimum front parcel line setback from 7.5 metres to 2.4 metres in the Residential Single Family One (RS1) zone.

In support of this request, the applicant has stated that “the structure is hidden behind a large tree line and is further from the front parcel line than other structures built on separate lots on R11. The variance represents the best solution to safely construct without affecting nearby residents, traffic or facilities.”

## Site Context:

The subject property is approximately 1,703 m<sup>2</sup> in area and is situated on the south side of Road 11, about 200 metres east of Highway 97. The property is currently developed with a single detached dwelling and garage.

The surrounding pattern of development is characterised by agricultural lands to the south, east and west, and similar residential development on RS1 parcels to the north.

## Background:

The current boundaries of the subject property were created by a Plan of Subdivision deposited with the Land Titles Office in Kamloops on August 8, 1960, while available Regional District records indicate that building permits were issued for a porch (1983) and a swimming pool (1977).

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Under the Electoral Area "C" Official Community Plan (OCP) Bylaw No. 2452, 2008, the subject property is currently designated Low Density Residential (LR) and is the subject of a Protection of Farming Development Permit Area (PFDP).

Under the Electoral Area "C" Zoning Bylaw No. 2453, 2008, the property is currently zoned Residential Single Family One (RS1) which permits accessory buildings and structures, subject to Section 7.13 of the bylaw, and establishes setbacks from property lines.

While the subject property is located within the Agricultural Land Reserve (ALR), Section 23(1) (Exceptions) of the *Agricultural Land Commission Act*, states that restrictions on the use of agricultural land do not apply to land that, on December 21, 1972, was, by separate certificate of title issued under the Land Registry Act (1960), less than 2.0 acres (0.81 ha) in area.

The property has been the subject of a Stop Work Notice (November 9, 2020) for the construction of an addition (lean-to) to the garage without a building permit, and has been classed as "Residential" (Class 01) by BC Assessment.

On June 15, 2021, the Ministry of Transportation and Infrastructure (MoTI) approved a reduced setback from Road 11 for the proposed structure.

**Public Process:**

Adjacent property owners will have received notification of this application with written comments regarding the proposal being accepted until the commencement of the regular Board meeting. Any comments will be on the agenda as separate item.

**Analysis:**

The Zoning Bylaw's use of setback regulations is generally to provide physical separation between neighbouring properties in order to protect privacy and prevent the appearance of overcrowding. When a parcel is also adjacent a roadway, setbacks are further employed to maintain adequate sightlines for vehicle traffic movements.

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

In considering this proposal, Administration notes that the subject property is located in a rural area and on a dead-end road that would experience minimal through traffic. It is also noted that there are accessory structures sited within the front setback of other neighbouring properties on this cul-de-sac.

Concerns of maintaining adequate sightlines for vehicle traffic are mitigated as the structure is proposed to be open on three sides. Also, the proposed variance has no impact on parking or vehicle maneuvering on the property.

Further, there are no immediate neighbouring properties that will have concerns of overshadowing or loss of privacy if the proposed variance is approved.

Conversely, Administration notes that the proposed "lean-to" could possibly be constructed on the east side of the garage, which would meet the zoning bylaw requirements.

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Moreover, there is extensive vegetation in the front portion of the subject property that will potentially hide the "lean-to" from the view of the passing traffic. However, Administration recognizes that the vegetation is temporary and can be easily removed in the future.

In conclusion, Administration supports the requested variance and is recommending approval.

**Alternatives:**

1. That the Board deny Development Variance Permit No. C2021.019-DVP; or
2. That the Board defer consideration of the application and it be referred to the Electoral Area "C" Advisory Planning Commission.

**Respectfully submitted**

*Nikita Kheterpal*

Nikita Kheterpal, Planner I

**Endorsed by:**

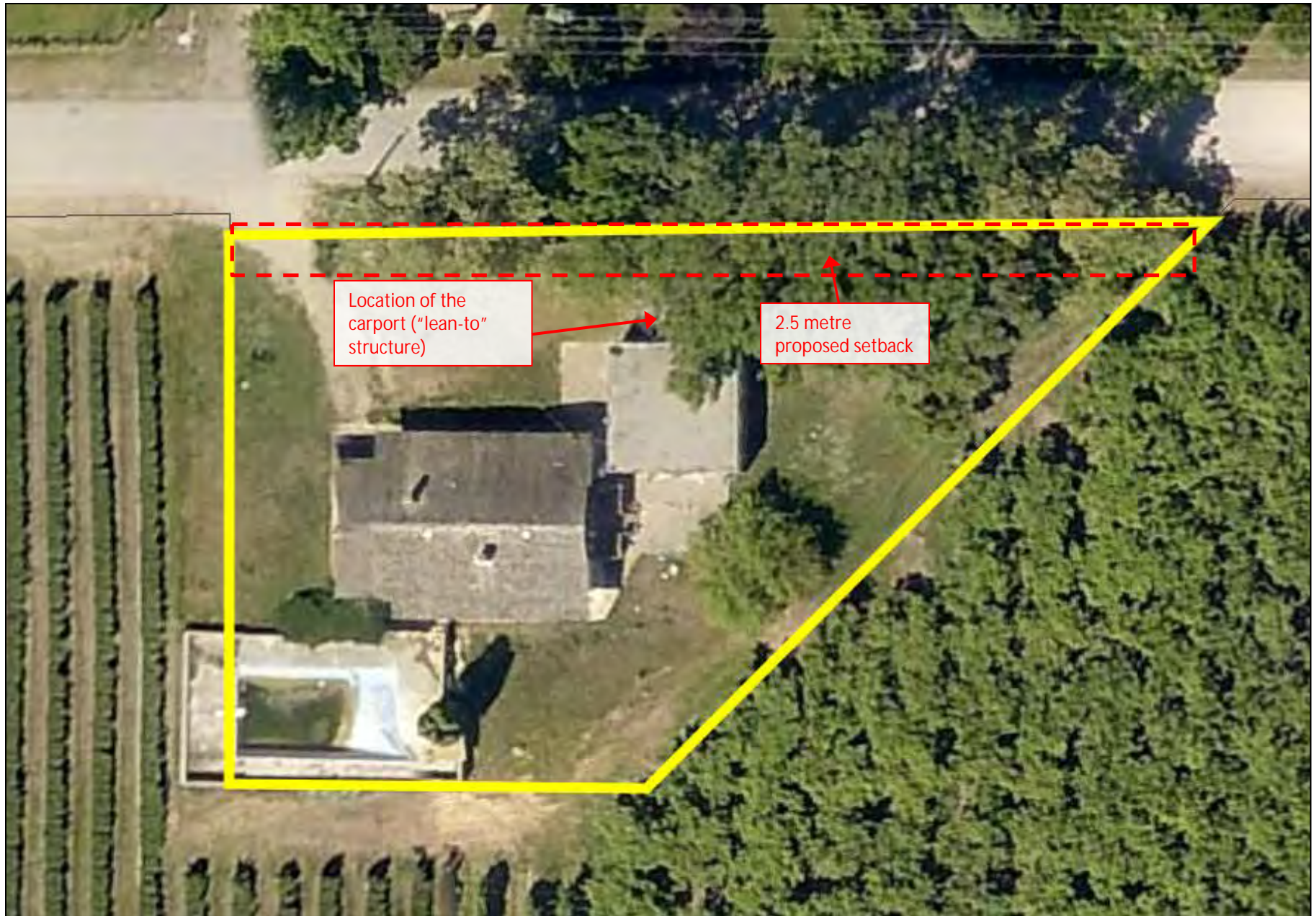


C. Garrish, Planning Manager

Attachments: No. 1 – Aerial Photo

No. 2 – Site Photo (July 06, 2021)

Attachment No. 1 – Aerial Photo



Location of the carport ("lean-to" structure)

2.5 metre proposed setback

Attachment No. 2 – Site Photo (July 06, 2021)





# Development Variance Permit

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FILE NO.: C2021.019-DVP

Owners:

## GENERAL CONDITIONS

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

## APPLICABILITY

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

Legal Description: Lot 1, Plan KAP10786, District Lot 2450S, SDYD, Portion L 273

Civic Address: 337 Road 11

Parcel Identifier (PID): 001-583-158 Folio: C-05706.000

## CONDITIONS OF DEVELOPMENT

6. The land specified in Section 5 may be developed in accordance with the following variance to the Electoral Area "C" Zoning Bylaw No. 2453, 2008, in the Regional District of Okanagan-Similkameen:
  - a) the minimum front parcel line setback for an accessory building in the Residential Single Family One (RS1) Zone, as prescribed in Section 11.1.6 (a)(i), is varied:
    - i) from: 7.5 metres

to: 2.4 metres to the outermost projection as shown on Schedule 'B'.

#### COVENANT REQUIREMENTS

7. Not Applicable

#### SECURITY REQUIREMENTS

8. Not applicable

#### EXPIRY OF PERMIT

9. The development shall be carried out according to the following schedule:
- a) In accordance with Section 504 of the *Local Government Act* and subject to the terms of the permit, if the holder of this permit does not substantially start any construction with respect to which the permit was issued within two (2) years after the date it was issued, the permit lapses.
  - b) Lapsed permits cannot be renewed; however, an application for a new development permit can be submitted.

Authorising resolution passed by the Regional Board on \_\_\_\_\_, 2021.

---

B. Newell, Chief Administrative Officer

# Regional District of Okanagan-Similkameen

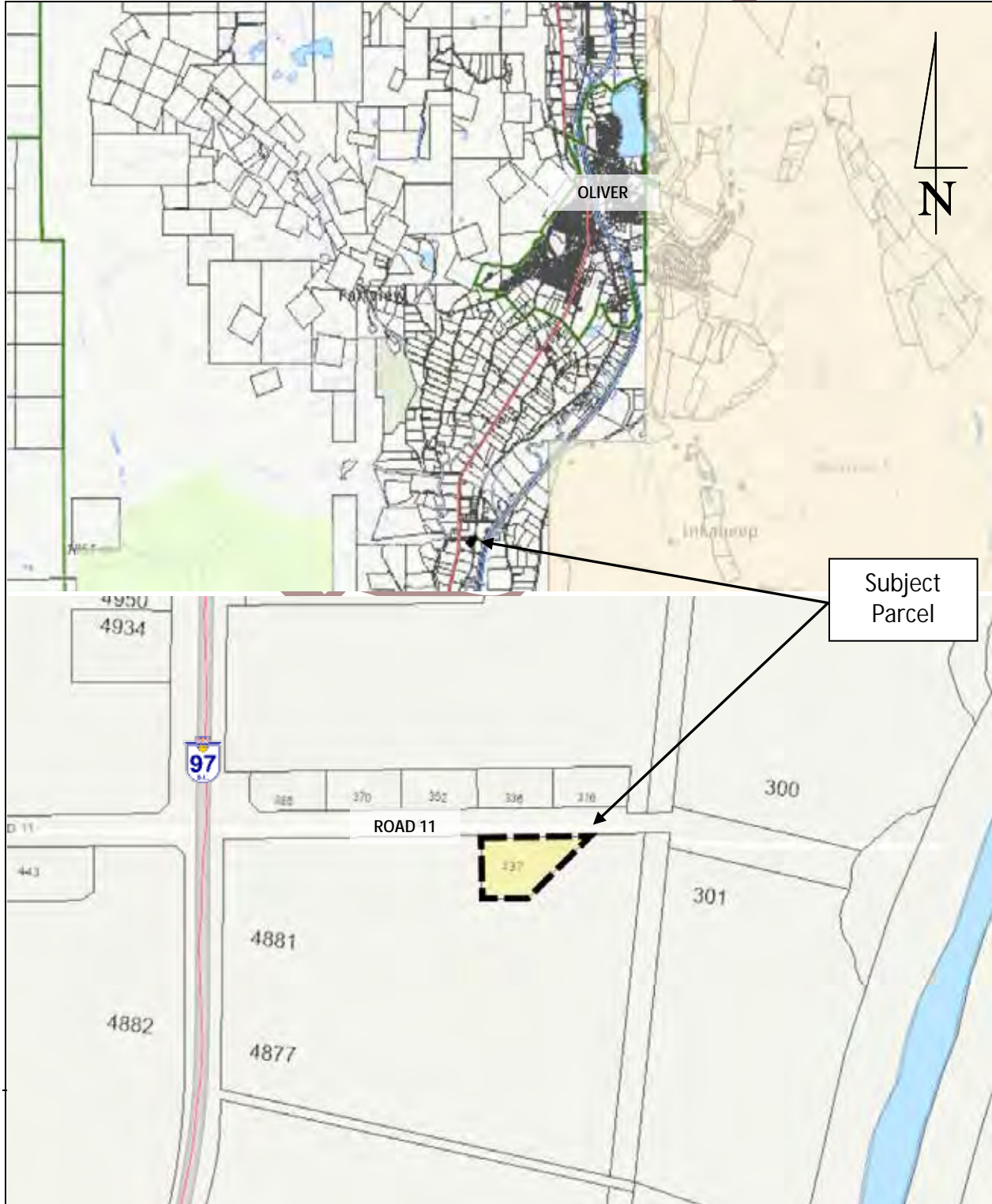
101 Martin St, Penticton, BC, V2A-5J9  
Tel: 250-492-0237 Email: [planning@rdos.bc.ca](mailto:planning@rdos.bc.ca)



Development Variance Permit

File No. C2021.019-DVP

Schedule 'A'

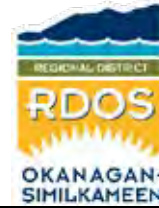




# Regional District of Okanagan-Similkameen

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

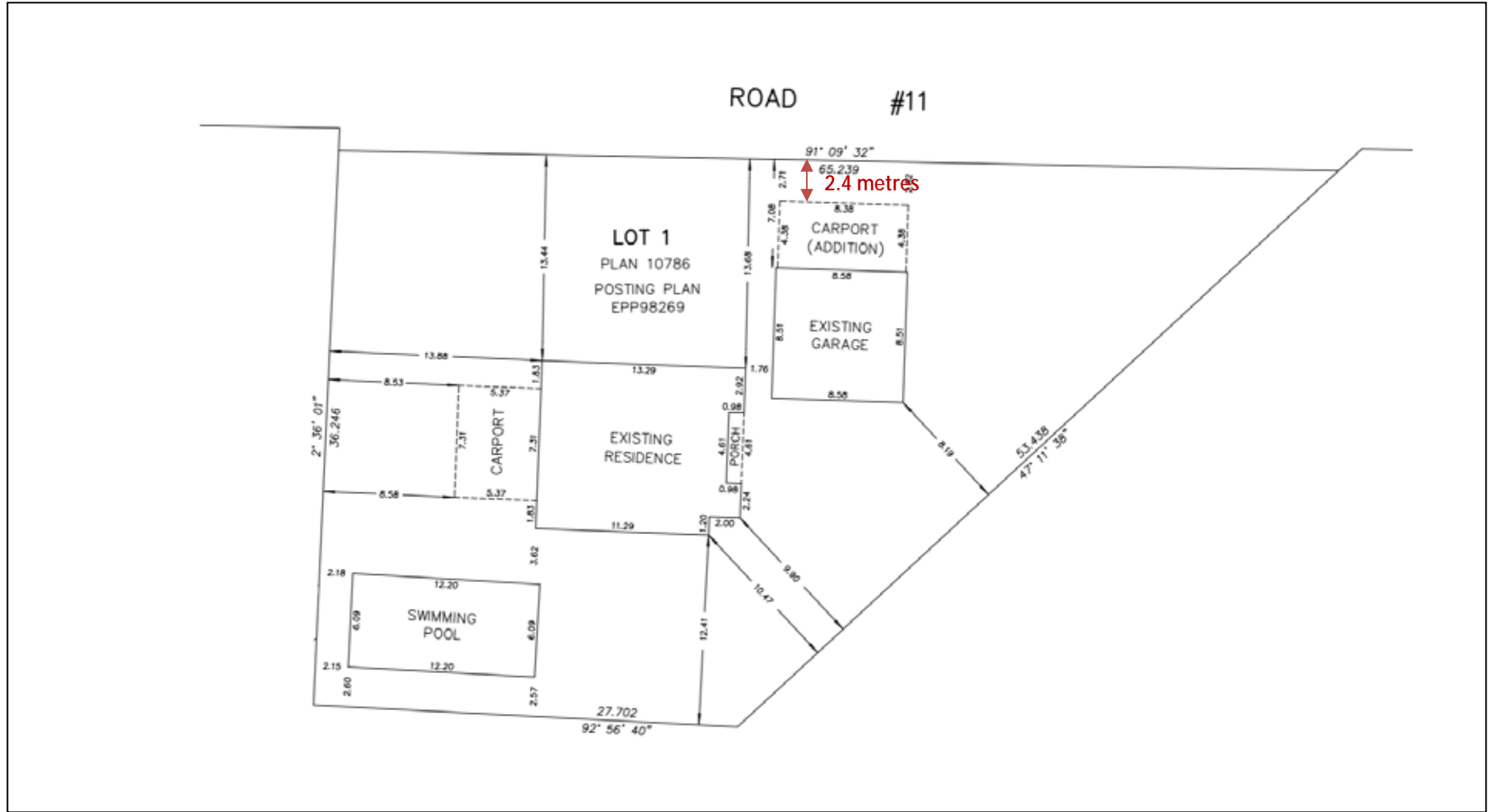
Tel: 250-492-0237 Email: [planning@rdos.bc.ca](mailto:planning@rdos.bc.ca)



Development Variance Permit

File No. C2021.019-DVP

## Schedule 'B'



# Regional District of Okanagan-Similkameen

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

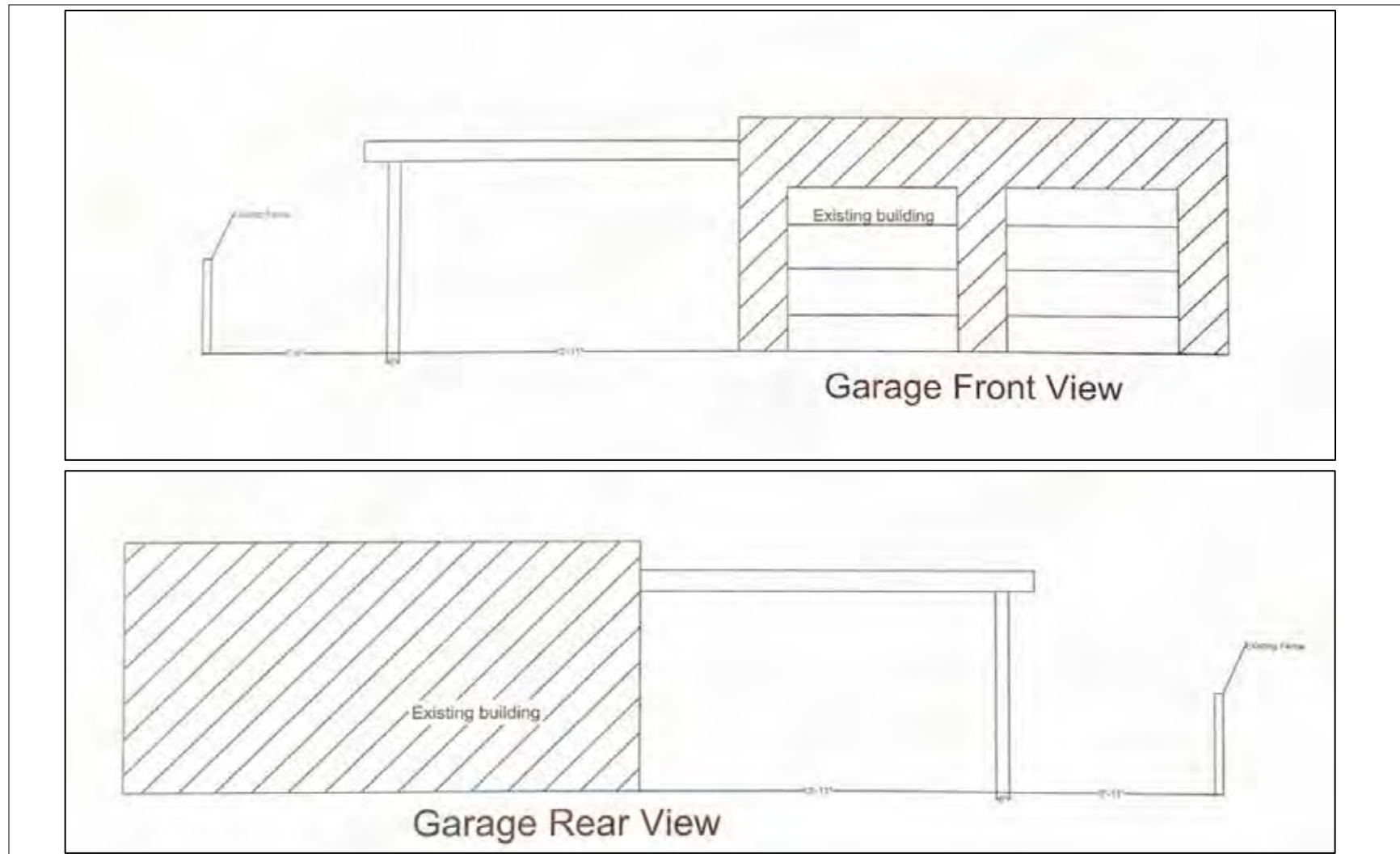
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Development Variance Permit

File No. C2021.019-DVP

## Schedule 'C'



# ADMINISTRATIVE REPORT



**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** July 22, 2021  
**RE:** Development Variance Permit Application — Electoral Area “F”

---

## Administrative Recommendation:

**THAT Development Variance Permit No. F2021.031-DVP to allow for a new accessory building garage/workshop at 2636 Forsyth Drive in Electoral Area “F” be approved.**

---

Purpose: to allow for a new accessory building garage/workshop.

Civic: 2636 Forsyth Drive

Legal: Lot 1, Plan 31947, District Lot4947, ODYD

Folio: F-07298.205

Zone: Small Holdings Six (SH6)

Variance to reduce the minimum side parcel line setback from 1.5 metres to 0.43 metres; and

Requests: to increase the maximum height for an accessory building from 4.5 metres to 6.48 metres.

---

## Proposed Development:

This application is seeking a development variance permit to reduce the minimum interior side parcel line setback and increase the maximum height for an accessory building to accommodate a 145m<sup>2</sup>, 4.68m tall, two-storey detached garage and workshop.

Specifically, it is being proposed to reduce the interior side parcel line setback for an accessory building in the SH6 Zone from 1.5 meters to 0.43 meters and to increase the maximum height of an accessory building in the SH6 Zone from 4.5 meters to 6.48 meters.

In support of this request, the applicant has stated that “the request for the variance is due to the flow for the parking area and access to the existing carport. There are rock outcroppings and severe slope to the property which makes this site the only reasonable option. The new garage will replace two existing sheds and the garage will not affect the neighbour’s usage or sight lines.”

## Site Context:

The subject property is approximately 7,154 m<sup>2</sup> in area and is situated on the north side of Forsyth Drive. The property is currently developed to a single detached dwelling and 2 small accessory buildings.

The surrounding pattern of development is characterised by similar rural residential.

## Background:

The current boundaries of the subject property were created by a Plan of Subdivision deposited with the Land Titles Office in Kamloops on May 20, 1981, while available Regional District records indicate that a building permit was issued for a single family dwelling (1981).

---

---

Under the Electoral Area "F" Official Community Plan (OCP) Bylaw No. 2790, 2018, the subject property is currently designated Small Holdings (SH), and is shown on Schedule "H" (ESDP Areas) as comprising Important Ecosystem Areas (IEA), but has not been designated as an Environmentally Sensitive Development Permit (ESDP) Area.

Under the Electoral Area "F" Zoning Bylaw No. 2461, 2008, the property is currently zoned Small Holdings Six (SH6) which allows for single detached dwellings as a principal use and accessory buildings, among other uses, as a secondary use.

BC Assessment has classified the property as "Residential" (Class 01) and is rated high in the Community Wildfire Protection Plan, with a small portion in the northeast corner rated as moderate.

**Public Process:**

Adjacent property owners will have received notification of this application with written comments regarding the proposal being accepted until the commencement of the regular Board meeting. Any comments will be on the agenda as separate item.

**Analysis:**

In considering this proposal, Administration notes that the Zoning Bylaw's use of setback regulations is generally to provide physical separation between neighbouring properties in order to protect privacy and prevent the appearance of overcrowding. When a parcel is also adjacent a roadway, setbacks are further employed to maintain adequate sightlines for vehicle traffic movements.

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

Regulating the height of accessory structures through the Zoning Bylaw is done to ensure that a building does not impact the shade and outdoor privacy of adjacent properties, or views to significant landmarks, water bodies or other natural features.

Building height is also an important component of the built form of a neighbourhood and, depending upon the location of an accessory structure (i.e. near a street frontage) an excessive height can have an impact upon established streetscape characteristics.

Accordingly, when assessing variance requests a number of factors are taken into account, including the intent of the regulation; the presence of any potential limiting physical features on the subject property; established streetscape characteristics; and whether the proposed development would have a detrimental impact upon the amenity of the area and/or adjoining uses.

Administration recognizes the purposes of interior parcel line setbacks and height restrictions, but notes that the proposed building is located behind the principal dwelling and will not be visible from Forsyth Drive. The topography immediately rises at the edge of the eastern property line, which mitigates the potential impacts to privacy or overshadowing of the neighbour parcel.

In this instance, although there are several slopes in some locations, Administration notes that there are reasonable alternative locations to site an accessory building that would comply with the setback regulation.

For these reasons listed above, Administration supports the variance request to reduce the minimum interior side parcel line setback and increase the maximum height.

---

**Alternatives:**

1. That the Board approve Development Variance Permit No. F2021.031-DVP.
2. That the Board deny Development Variance Permit No. F2021.031-DVP.

Respectfully submitted

*Colin Martin*

Colin Martin, Planning Student

Endorsed by:



C. Garrish, Planning Manager

Attachments: No. 1 – Site Photo (Google Streetview)

Attachment No. 1 – Aerial Photo



Attachment No. 2 – Site Photo (Google Streetview)





# Development Variance Permit

---

FILE NO.: F2021.031-DVP

Owner:

Agent:

## GENERAL CONDITIONS

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

## APPLICABILITY

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

Legal Description: Lot 1, Plan KAP31947, District Lot 4947, ODYD

Civic Address: 2636 Forsyth Drive

Parcel Identifier (PID): 003-564-053 Folio: F-07298.205

## CONDITIONS OF DEVELOPMENT

6. The land specified in Section 5 may be developed in accordance with the following variances to the Electoral Area "F" Zoning Bylaw No. 2461, 2008, in the Regional District of Okanagan-Similkameen:
  - a) the minimum interior side parcel line setback for an accessory building in the Small Holdings Six (SH6) Zone, as prescribed in Section 10.9.6(b)(iii), is varied:
    - i) from: 1.5 metres



to: 0.43 metres to the outermost projection as shown on Schedule 'B'.

b) The maximum height for an accessory building in the Small Holdings Six (SH6) Zone, as prescribed in Section 10.9.7 (b)

i) from: 4.5 meters

to : 6.48 meters, average height to the finished grade as show in Schedule "D".

#### COVENANT REQUIREMENTS

7. Not Applicable

#### SECURITY REQUIREMENTS

8. Not applicable

#### EXPIRY OF PERMIT

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

a) In accordance with Section 504 of the *Local Government Act* and subject to the terms of the permit, if the holder of this permit does not substantially start any construction with respect to which the permit was issued within two (2) years after the date it was issued, the permit lapses.

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

Authorising resolution passed by the Regional Board on \_\_\_\_\_, 2021.

---

B. Newell, Chief Administrative Officer

# Regional District of Okanagan-Similkameen

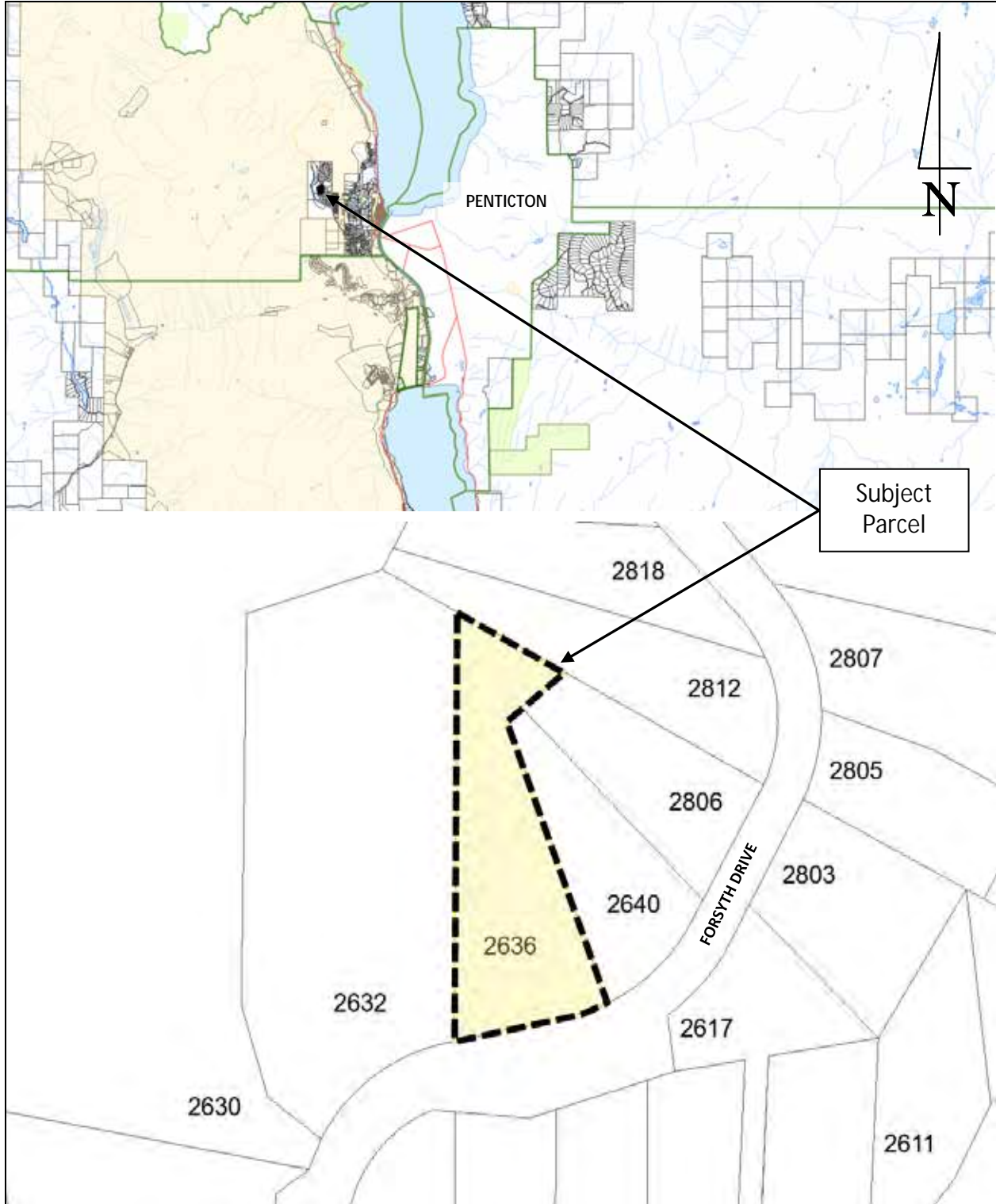
101 Martin St, Penticton, BC, V2A-5J9  
Tel: 250-492-0237 Email: [planning@rdos.bc.ca](mailto:planning@rdos.bc.ca)



Development Variance Permit

File No. F2021.031-DVP

Schedule 'A'



# Regional District of Okanagan-Similkameen

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

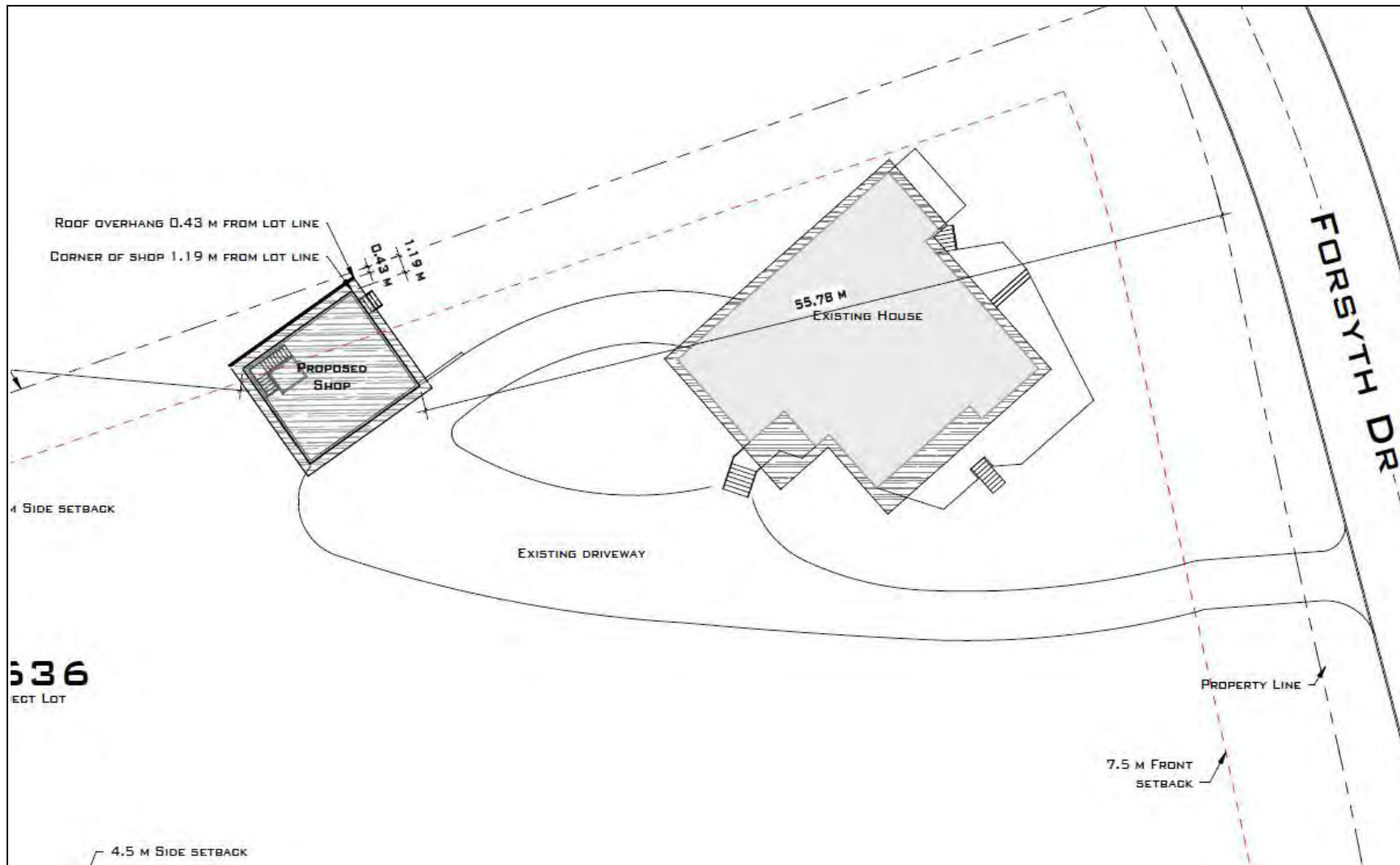
Tel: 250-492-0237 Email: [planning@rdos.bc.ca](mailto:planning@rdos.bc.ca)



Development Variance Permit

File No. F2021.031-DVP

Schedule 'B



# Regional District of Okanagan-Similkameen

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

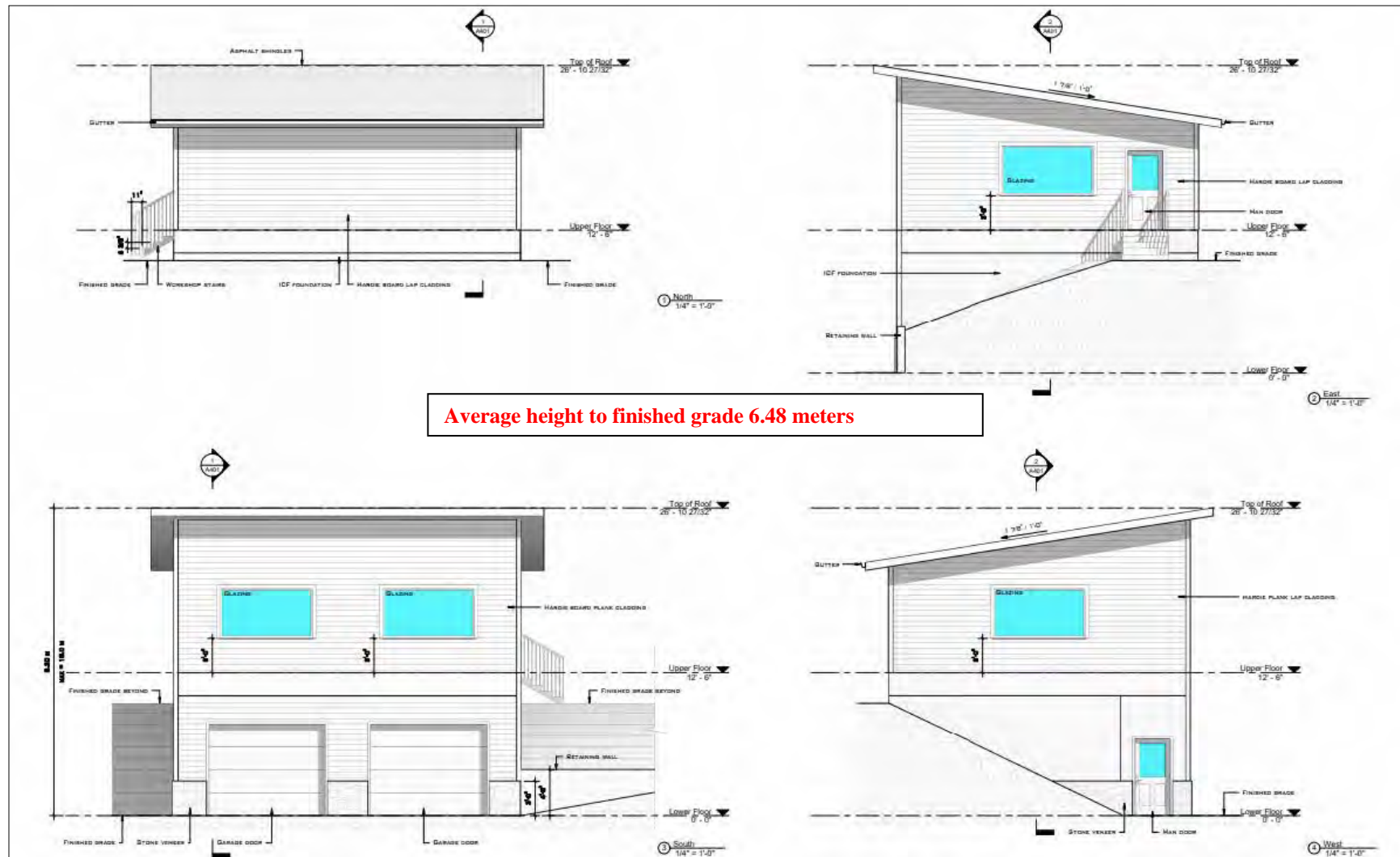
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Development Variance Permit

File No. F2021.031-DVP

## Schedule 'C'



# Regional District of Okanagan-Similkameen

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

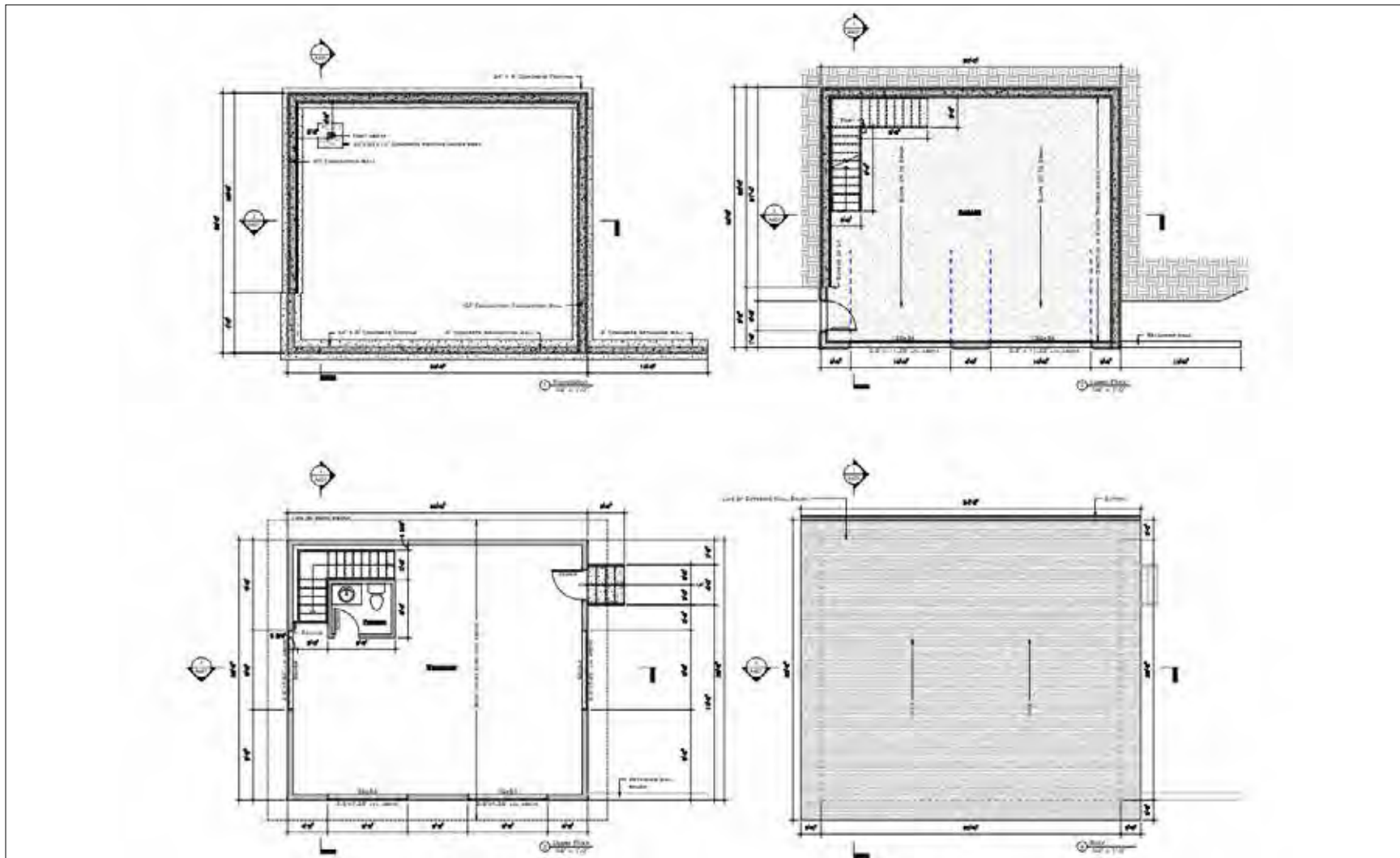
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Development Variance Permit

File No. F2021.031-DVP

## Schedule 'D'



# ADMINISTRATIVE REPORT



**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** July 22, 2021  
**RE:** Development Variance Permit Application — Electoral Area “I”

---

## Administrative Recommendation:

**THAT Development Variance Permit No. I2021.021 -DVP to authorize an existing oversized bathroom in the accessory building at 137 Taggart Crescent in Electoral Area “I” be approved.**

---

Purpose: To authorize an existing oversized bathroom in the accessory building. Folio: I-02779.010

Civic: 137 Taggart Crescent Legal: Lot 2, Plan KAP29328, District Lot 411, SDYD

OCP: Small Holdings (SH) Zone: Small Holdings Four (SH4)

Variance to allow for a bathtub in an accessory building; and

Requests: to vary the maximum floor area for a bathroom in an accessory building from 3.0 m<sup>2</sup> to 5.86 m<sup>2</sup>.

---

## Proposed Development:

This application is seeking to formalise an existing bathtub and bathroom in an accessory building on the subject property.

Specifically, it is being proposed to:

- i) allow the one (1) existing bathtub to remain in the accessory building; and,
- ii) To increase the maximum permitted floor area for a bathroom in an accessory building from 3.0 m<sup>2</sup> to 5.86 m<sup>2</sup>.

In support of this request, the applicant has stated that “we are the new owners...We are attempting to make this space compliant without tearing apart and demolishing what is already there.”

## Site Context:

The subject property is approximately 4134 m<sup>2</sup> in area and is situated on the south side of Taggart Crescent. The rear parcel line of the subject property abuts Trout Lake. The property is currently developed to a single detached dwelling, a shed, and a garage.

The surrounding pattern of development is characterised by residential development on Small Holdings and Large Holdings designated parcels.

## Background:

The current boundaries of the subject property were created by a Plan of Subdivision deposited with the Land Titles Office in Kamloops on May 06, 1980, while available Regional District records indicate that building permits for a single family dwelling (1980), a hay barn/shed (1994) and a garage (2007) have been issued for this property.

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Under the Electoral Area "1" Official Community Plan (OCP) Bylaw No. 2683, 2016, the subject property is currently designated Small Holdings (SH), and is the subject of a Watercourse Development Permit (WDP) designation.

Under the Electoral Area "1" Zoning Bylaw No. 2457, 2008, the property is currently zoned Small Holdings Four (SH4) which allows for single detached dwellings, accessory buildings, accessory dwellings and secondary suites. Section 7.13.3 and 7.13.4 state that "no accessory building or structure shall contain showers and bathtubs" and "The maximum number of bathrooms permitted in an accessory building or structure shall be one (1) and shall not exceed a maximum floor area of 3.0 m<sup>2</sup>."

In 2016, the Regional District received a complaint regarding a secondary suite on the subject property that had not been approved through a building permit.

On July 6, 2017, the Regional District approved an amendment bylaw that rezoned the property to SH4 in order to allow for an secondary suite.

Following completion of the rezoning, a building permit was never submitted to bring the suite into compliance with the Building Code. Consequently, on October 20, 2017, a Building Without Permit for a secondary suite was issued. On September 20, 2020, the Regional District resolved that a Section 302 Notice be placed on Title.

BC Assessment has classified the property as Residential (Class 01).

**Public Process:**

Adjacent property owners will have received notification of this application with written comments regarding the proposal being accepted until the commencement of the regular Board meeting. Any comments will be on the agenda as separate item.

**Analysis:**

In considering this proposal, Administration notes that the zoning bylaw's regulation of bathroom floor area in accessory structures is generally to ensure such building are constructed for non-residential purposes (i.e. storage, garage, shop, etc.) and to support existing zoning regulations governing use and density.

In this instance, it is noted that the bathtub and the oversized bathroom in the accessory structure have long been in existence. Administration also recognises that the Board previously approved the use of part of this structure as a dwelling unit (2017) and since that time, neither has the bathroom increased in area nor have any new fixtures been installed.

The requested variances are required in order to address the zoning changes implemented in 2020 that prohibited secondary suites in accessory buildings and to bring the existing bathroom into compliance with the RDOS zoning bylaws.

Conversely, Administration is concerned that if the requested variance is approved, the accessory structure may be converted to an accessory dwelling in the future which is not a permitted use on the subject property.

For the reasons stated above, Administration supports the requested variances and is recommending approval.

---

**Alternatives:**

1. That the Board deny Development Variance Permit No. I2021.021-DVP.
2. That the Board defer consideration of the application and it be referred to the Electoral Area "I" Advisory Planning Commission.

Respectfully submitted

*Nikita Kheterpal*

Nikita Kheterpal, Planner I

Endorsed by:



C. Garrish, Planning Manager

Attachments: No. 1 – Site Photo (Front Street View)



Attachment No. 1 – Site Photo (Front Street View)





# Development Variance Permit

---

FILE NO.: I2021.021-DVP

Owner:

Agent: n/a

## GENERAL CONDITIONS

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

## APPLICABILITY

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

Legal Description: Lot 2, Plan KAP29328, District Lot 411, SDYD

Civic Address: 137 Taggart Crescent, Kaleden

Parcel Identifier (PID): 004-358-180 Folio: I-02779.010

## CONDITIONS OF DEVELOPMENT

6. The land specified in Section 5 may be developed in accordance with the following variances to the Electoral Area "I" Zoning Bylaw No. 2457, 2008, in the Regional District of Okanagan-Similkameen:
  - a) despite Section 7.13.3 (Accessory Buildings and Structures) an accessory building or structure may contain one (1) bathtub; and

- b) the maximum floor area of a bathroom in an accessory building or structure in the Small Holdings Four (SH4) Zone, as prescribed in Section 7.13.4, is varied:
  - i) from: 3.0 m<sup>2</sup>
  - to: 5.86 m<sup>2</sup>, as shown on Schedule 'B'.

#### COVENANT REQUIREMENTS

- 7. Not Applicable

#### SECURITY REQUIREMENTS

- 8. Not applicable

#### EXPIRY OF PERMIT

- 9. The development shall be carried out according to the following schedule:
  - a) In accordance with Section 504 of the *Local Government Act* and subject to the terms of the permit, if the holder of this permit does not substantially start any construction with respect to which the permit was issued within two (2) years after the date it was issued, the permit lapses.
  - b) Lapsed permits cannot be renewed; however, an application for a new development permit can be submitted.

Authorising resolution passed by the Regional Board on \_\_\_\_\_, 2021.

\_\_\_\_\_  
B. Newell, Chief Administrative Officer

# Regional District of Okanagan-Similkameen

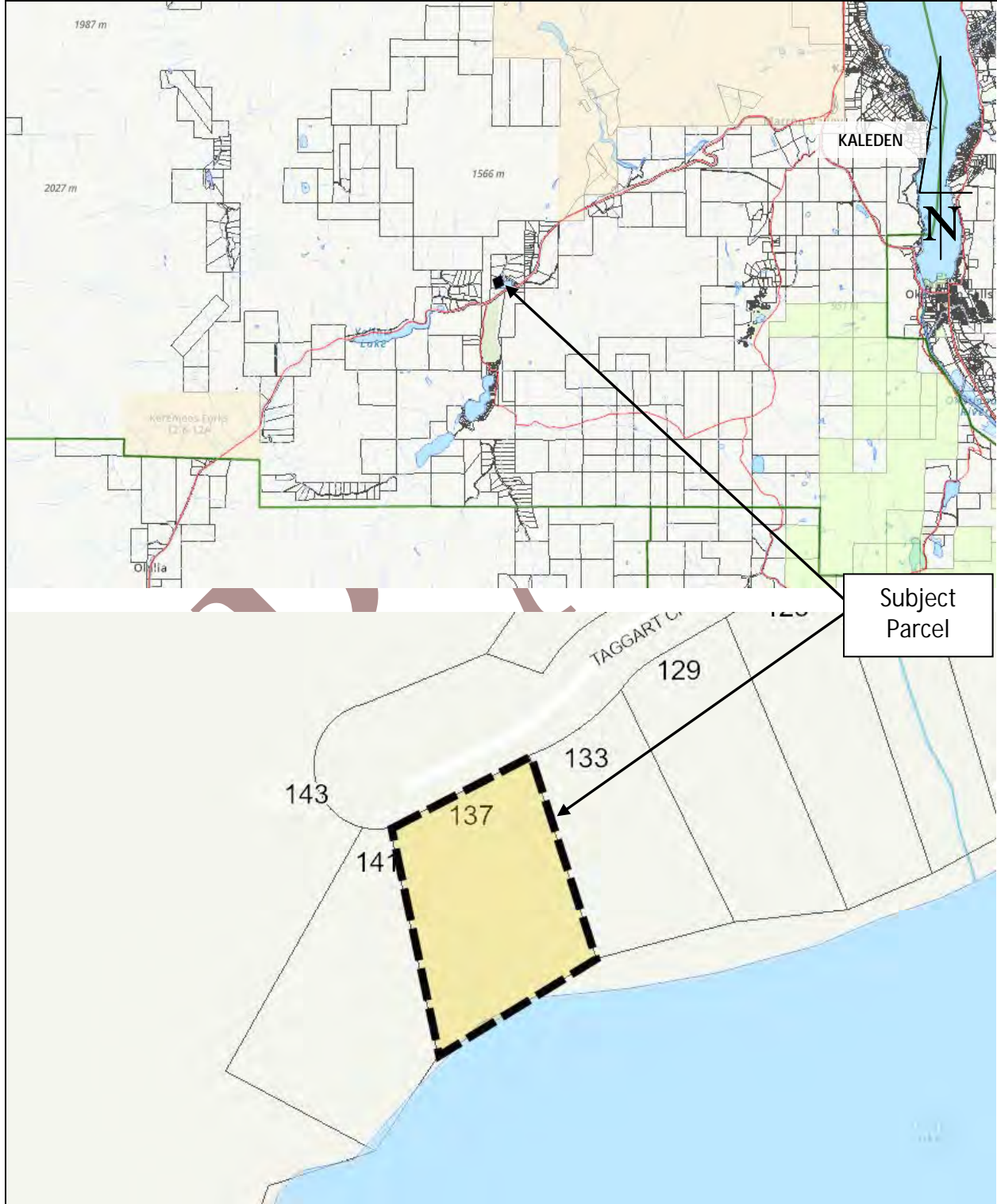
101 Martin St, Penticton, BC, V2A-5J9  
Tel: 250-492-0237 Email: [planning@rdos.bc.ca](mailto:planning@rdos.bc.ca)



Development Variance Permit

File No. I2021.021-DVP

Schedule 'A'



# Regional District of Okanagan-Similkameen

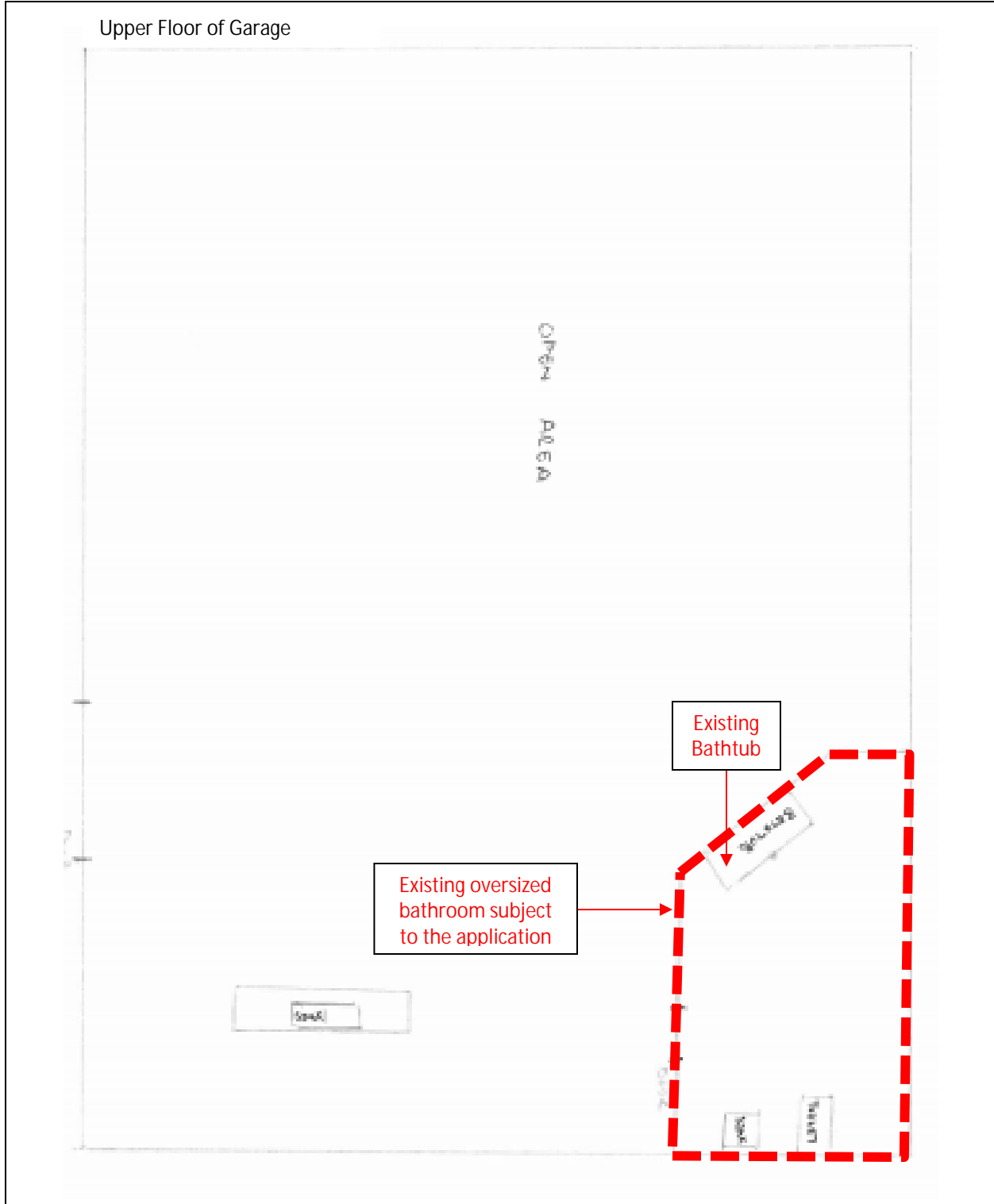
101 Martin St, Penticton, BC, V2A-5J9  
Tel: 250-492-0237 Email: [planning@rdos.bc.ca](mailto:planning@rdos.bc.ca)



Development Variance Permit

File No. I2021.021-DVP

Schedule 'B'



# Regional District of Okanagan-Similkameen

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

Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Development Variance Permit

File No. I2021.021-DVP

Schedule 'C'



# ADMINISTRATIVE REPORT



**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** July 22, 2021  
**RE:** Development Variance Permit Application — Electoral Area “I”

---

## Administrative Recommendation:

**THAT Development Variance Permit No. I2021.023-DVP to build a retaining wall in the rear setback at 445 Eastview Road in Electoral Area “I” be approved.**

---

Purpose: To build a retaining wall in the rear setback. Folio: I-02461.000

Civic: 445 Eastview Road Legal: Lot 4, Block 2, Plan KAP9937, District Lot 280, SDYD

OCP: Small Holdings (SH) Zone: Residential Single Family Two (RS2)

Variance Request: to increase the maximum retaining wall height in a rear setback from 1.2 m to 1.4 m.

---

## Proposed Development:

This application is seeking a variance in order to undertake the construction of a retaining wall to mitigate and prevent the effects of flooding on the existing dwelling.

Specifically, it is being proposed to increase the maximum height of the retaining wall within the rear parcel line setback from 1.2 metres to 1.4 metres.

In support of this request, the applicant has stated that “the property was significantly impacted by high flood waters from Nipit Lake and a retaining wall is needed to protect the existing home and land. Numerous engineering wall designs have been explored... and the proposed wall is the preferred engineering option.”

## Site Context:

The subject property is approximately 1,270 m<sup>2</sup> in area and is situated on the east side of Eastview Road, abutting the southern shore of Nipit Lake. The property is currently developed to contain a single detached dwelling.

The surrounding pattern of development is characterised by similar residential development on RS2 parcels along the lakeshore.

## Background:

The current boundaries of the subject property were created by a Plan of Subdivision deposited with the Land Titles Office in Kamloops on August 24, 1959, while available Regional District records indicate that building permits have previously been issued for the demolition of a deck foundation wall (2019) and for a deck foundation re-build (2020).

---

Under the Electoral Area "I" Official Community Plan (OCP) Bylaw No. 2683, 2016, the subject property is designated Small Holdings (SH) and is the subject of a Watercourse Development Permit (WDP) Area designation. A WDP was issued for the proposed retaining wall on January 8, 2020.

Under the Electoral Area "I" Zoning Bylaw No. 2457, 2008, the property is zoned Residential Single Family Two (RS2) which lists "single detached dwelling" as a permitted principal use. Section 7.30.4 (a) states that "in a required setback for front, side or rear parcel line no retaining wall shall exceed 1.2 metres in height."

On June 21, 2019, a Stop Work Notice was placed on the subject property for a deck foundation rebuild without a building permit. BC Assessment has classified the property as "Residential" (Class 01).

**Public Process:**

Adjacent property owners will have received notification of this application with written comments regarding the proposal being accepted until the commencement of the regular Board meeting. Any comments will be on the agenda as separate item.

**Analysis:**

Regulating the height of retaining wall through the use of zoning regulations is generally done to encourage such walls to be integrated into the terrain and respect the natural character of the site in order to achieve environmentally sound and liveable hillside neighbourhoods.

For these reasons, the use of large concrete block retaining walls in residential areas that create a negative visual impact are discouraged, whereas, surface treatments that harmonize the natural texture and colours are encouraged.

In considering this proposal, Administration notes that the requested variance of an increase of 0.2 metres is considered minor in nature. Additionally, the subject property's rear parcel line abuts the shoreline of Nipit Lake and the increased height of the retaining wall is unlikely to pose a negative impact on adjacent properties.

Administration also supports the variance as it will provide flood protection to the existing dwelling and will not be an impact on riparian values as a WDP has been issued for constructing the retaining wall.

For the reasons stated above, Administration supports the requested variance and is recommending approval.

**Alternatives:**

1. That the Board deny Development Variance Permit No. I2021.023-DVP.
2. That the Board defer consideration of the application and it be referred to the Electoral Area "I" Advisory Planning Commission.

Respectfully submitted

*Nikita Kheterpal*

Nikita Kheterpal, Planner I

Endorsed by:



C. Garrish, Planning Manager

Attachments:

No. 1 – Aerial Photo

No. 2 – Site Photo (Google Street view)



Attachment No. 1 – Aerial Photo



Attachment No. 2 – Site Photo (Google Street view)





# Development Variance Permit

---

FILE NO.: I2021.023-DVP

Owner:

Agent:

## GENERAL CONDITIONS

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

## APPLICABILITY

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

Legal Description: Lot 4, Block 2, Plan KAP9937, District Lot 280, SDYD

Civic Address: 445 Eastview Road

Parcel Identifier (PID): 009-631-348 Folio: I-02461.000

## CONDITIONS OF DEVELOPMENT

6. The land specified in Section 5 may be developed in accordance with the following variances to the Electoral Area "I" Zoning Bylaw No. 2457, 2008, in the Regional District of Okanagan-Similkameen:
  - a) the maximum retaining wall height within the rear parcel line setback in the Residential Single Family Two (RS2) Zone, as prescribed in Section 7.30.4(a), is varied:
    - i) from: 1.2 metres

to: 1.4 metres, as shown on Schedule 'D'.

#### COVENANT REQUIREMENTS

7. Not Applicable

#### SECURITY REQUIREMENTS

8. Not applicable

#### EXPIRY OF PERMIT

9. The development shall be carried out according to the following schedule:
- a) In accordance with Section 504 of the *Local Government Act* and subject to the terms of the permit, if the holder of this permit does not substantially start any construction with respect to which the permit was issued within two (2) years after the date it was issued, the permit lapses.
  - b) Lapsed permits cannot be renewed; however, an application for a new development permit can be submitted.

Authorising resolution passed by the Regional Board on \_\_\_\_\_, 2021.

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B. Newell, Chief Administrative Officer

# Regional District of Okanagan-Similkameen

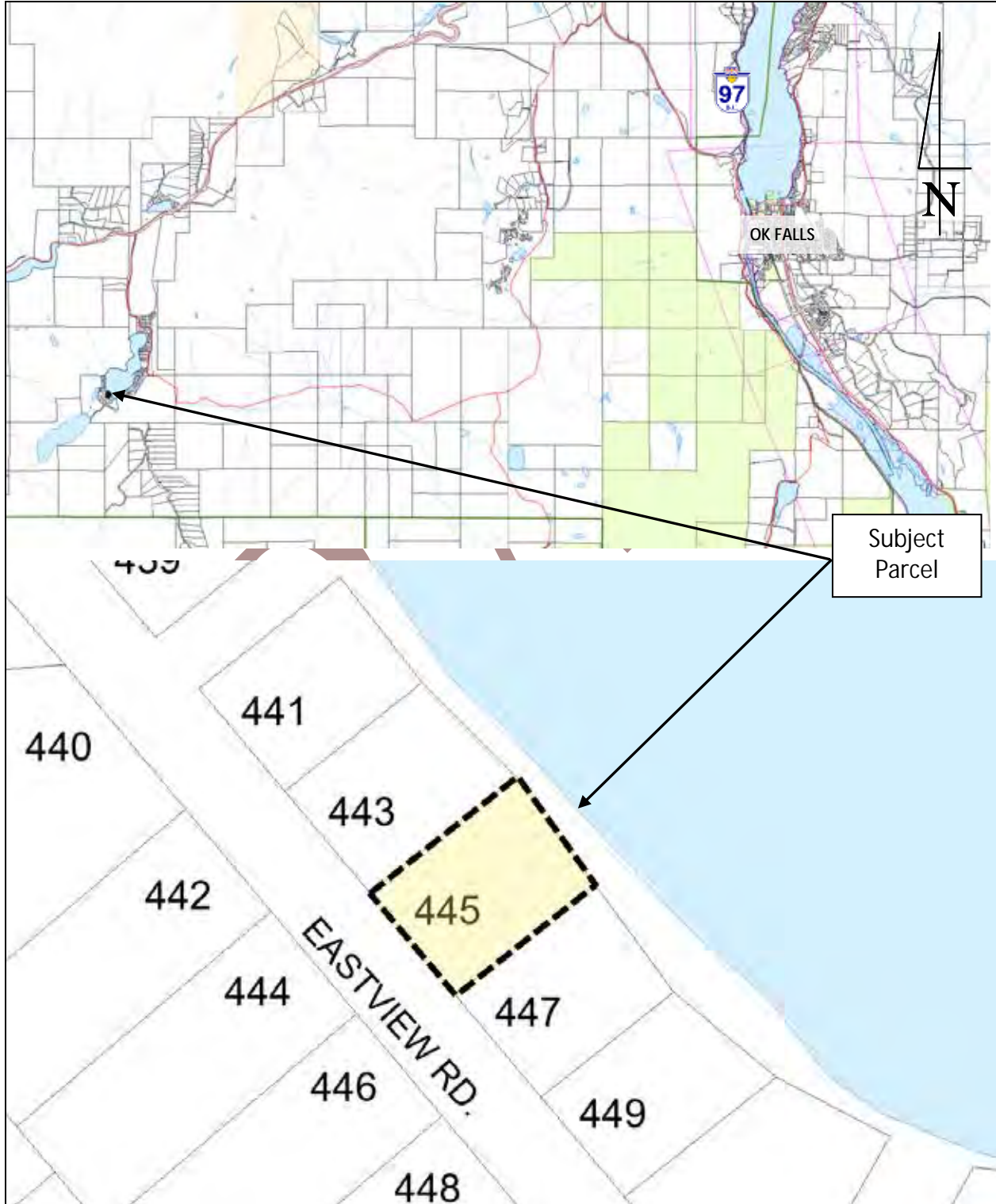
101 Martin St, Penticton, BC, V2A-5J9  
Tel: 250-492-0237 Email: [planning@rdos.bc.ca](mailto:planning@rdos.bc.ca)



Development Variance Permit

File No. I2021.023-DVP

Schedule 'A'



# Regional District of Okanagan-Similkameen

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

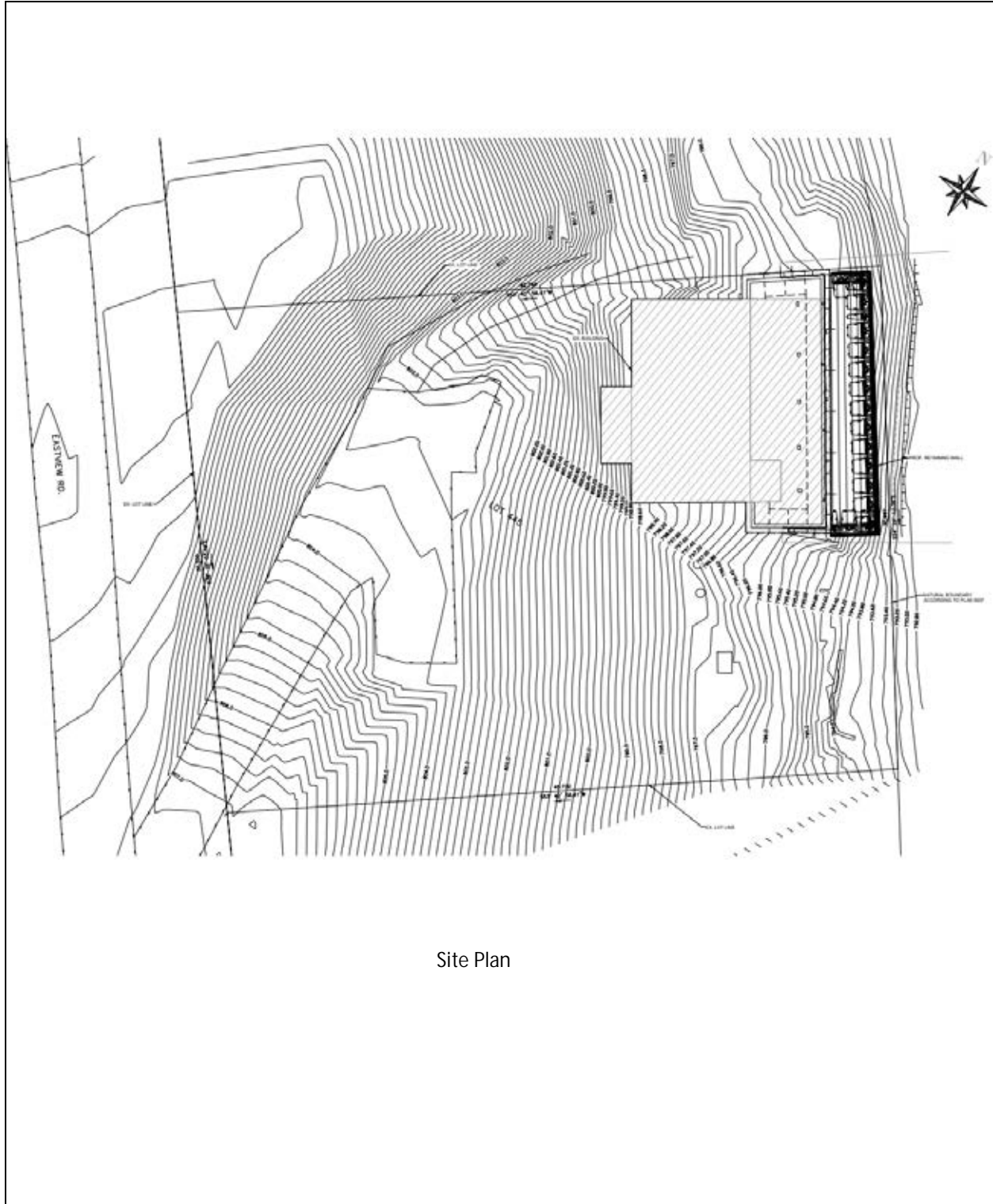
Tel: 250-492-0237 Email: [planning@rdos.bc.ca](mailto:planning@rdos.bc.ca)



Development Variance Permit

File No. I2021.023-DVP

Schedule 'B'



Site Plan

# Regional District of Okanagan-Similkameen

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

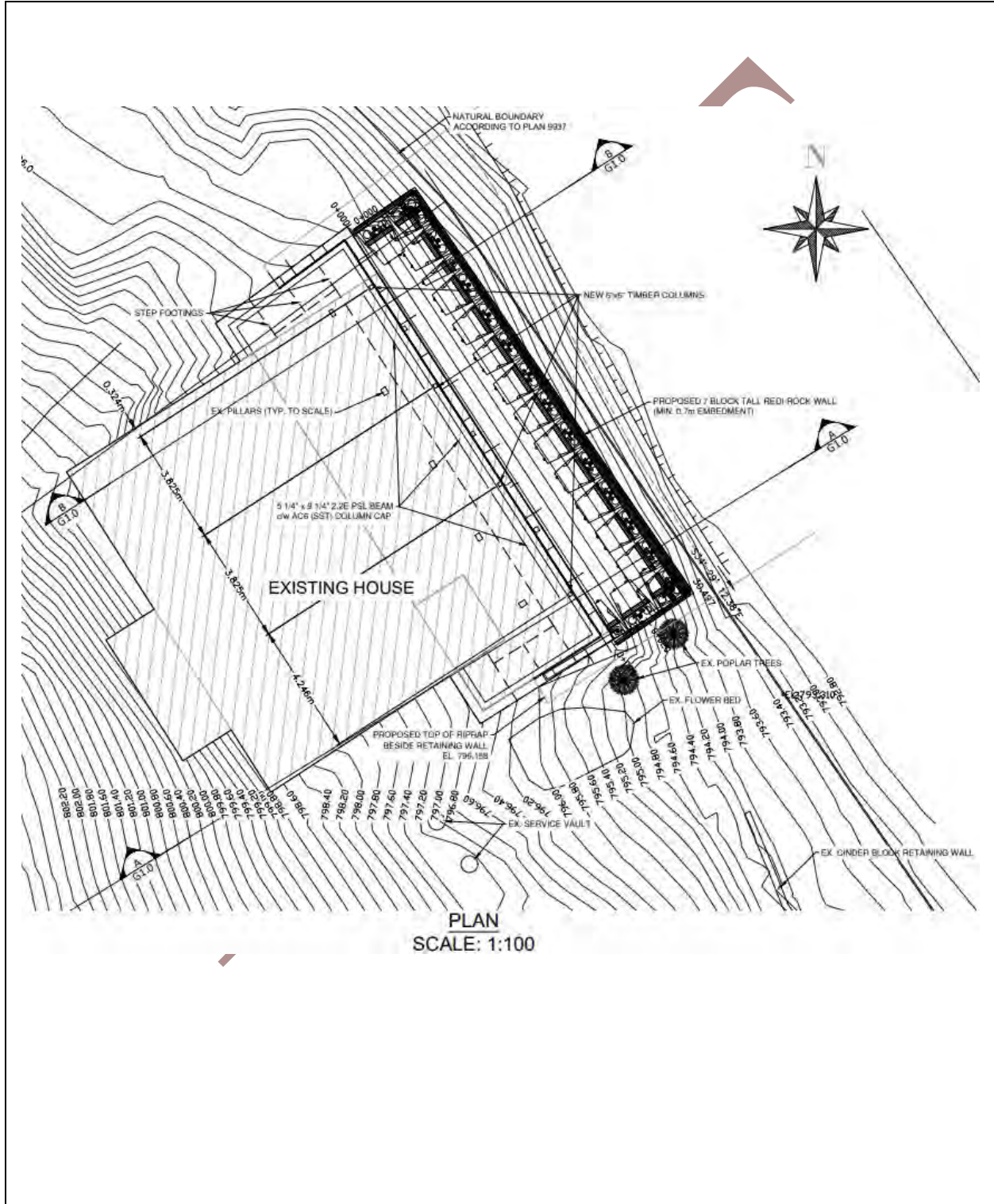
Tel: 250-492-0237 Email: [planning@rdos.bc.ca](mailto:planning@rdos.bc.ca)



Development Variance Permit

File No. I2021.023-DVP

Schedule 'C'



# Regional District of Okanagan-Similkameen

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

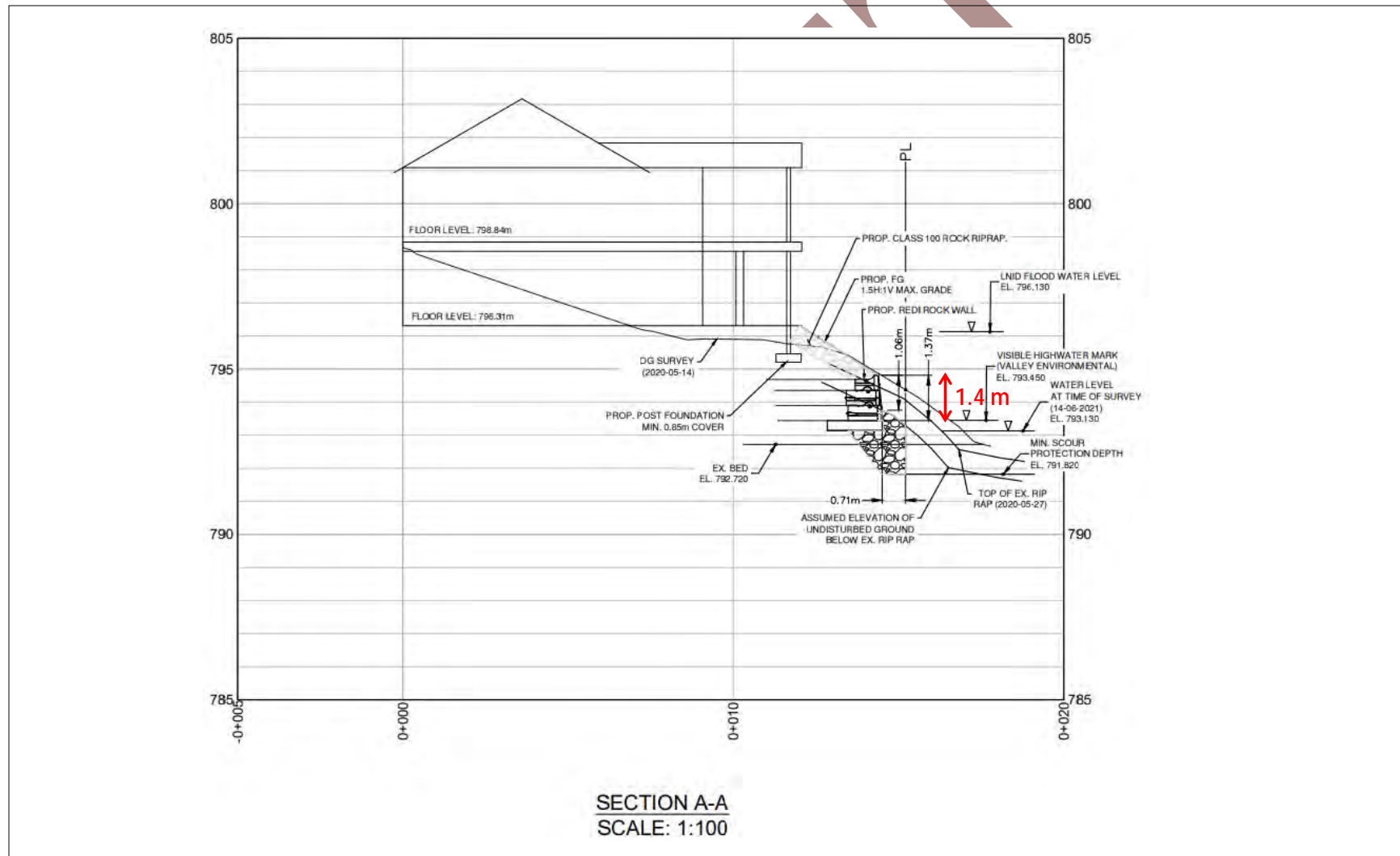
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Development Variance Permit

File No. I2021.023-DVP

Schedule 'D'





# ADMINISTRATIVE REPORT



**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** July 22, 2021  
**RE:** Development Variance Permit Application — Electoral Area “H”

---

## Administrative Recommendation:

**THAT Development Variance Permit No. H2021.024-DVP To allow for the development of an accessory structure at 2631 Nicola Avenue in Electoral Area “H” be approved.**

---

Purpose: To allow for the development of an accessory structure. Folio: H-00463.000

Civic: 2631 Nicola Avenue Legal: Lot 6, Block 19, District Lot 128, YDYP

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

Variance to reduce the interior side parcel line setback from 1.0 metre to 0.46 metre; and

Requests: to reduce the minimum distance required between structures from 1.0 metre to 0.0 metre.

---

## Proposed Development:

This application is seeking a variance to the interior side parcel line setback that applies to the subject property in order to undertake the construction of an accessory structure intended for the storage of two boats. The application is also seeking to reduce the minimum distance required between the existing structure on the property and the proposed accessory structure.

Specifically, it is being proposed to:

- i) Reduce the minimum interior side parcel line setback for an accessory building from 1.0 metre to 0.46 metre.
- ii) Reduce the minimum distance required between the accessory building and the existing principal dwelling from 1.0 metre to 0.0 metre.

In support of this request, the applicant has stated that “the variance will not adversely affect the adjacent property...I have two boats that I wish to park on the property. The principal dwelling is right in the middle of the parcel. There is a septic field in the backyard and it is challenging to maneuver the boats into the backyard ... This is really the only location available.”

## Site Context:

The subject property is approximately 557 m<sup>2</sup> in area and is situated on the east side of Nicola Avenue. The property is currently developed to a single detached dwelling and a shed.

The surrounding pattern of development is characterised by similar single family residential development.

## Background:

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It is unknown when the current boundaries of the subject property were created by a Plan of Subdivision, while available Regional District records indicate that building permits have not previously been issued for this property.

Under the Electoral Area "H" Official Community Plan (OCP) Bylaw No. 2497, 2012, the subject property is currently designated Low Density Residential (LR).

Under the Electoral Area "H" Zoning Bylaw No. 2498, 2012, the property is currently zoned Residential Single Family One (RS1) which permits accessory buildings and structures, subject to Section 7.12 of the bylaw, and establishes setbacks from the property lines.

Under Section 8.0 (Floodplain Regulations) of the Zoning Bylaw, the subject property is within the floodplain associated with Tulameen River.

BC Assessment has classified the property as Residential (Class 01).

**Public Process:**

Adjacent property owners will have received notification of this application with written comments regarding the proposal being accepted until the commencement of the regular Board meeting. Any comments will be on the agenda as separate item.

**Analysis:**

The Zoning Bylaw's use of setback regulations is generally to provide physical separation between neighbouring properties in order to protect privacy and prevent the appearance of overcrowding. When a parcel is also adjacent a roadway, setbacks are further employed to maintain adequate sightlines for vehicle traffic movements.

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

Interior parcel line setback:

In considering this proposal, Administration finds that the variance to reduce the setback by 0.56 metres is minor in nature. Concerns of overshadowing and loss of privacy to the abutting parcel are somewhat mitigated as the accessory structure is proposed to be open from all four sides. Further, since a flat roof design is proposed, chances of runoff falling onto the neighbouring property are minimal.

Administration also notes that it is not possible to situate the accessory structure in the rear portion of the property as the septic field occupies a large area and the rear laneway is unmaintained and inaccessible.

Distance required between structures on the property:

Administration finds it reasonable to build the boat storage adjacent to the existing dwelling because the required separation of 1 metre between structures is an outdated zoning provision that has been removed from the other Electoral Area zoning bylaws. Fire separation requirements are further addressed through the BC Building Code.

---

Conversely, Administration recognises that the proposed structure is not temporary and hence, cannot be removed easily. It may be possible to permanently cover the structure after its construction, which may impact the sightlines of the neighbours.

Summary:

In conclusion, Administration supports the requested variances and is recommending approval.

**Alternatives:**

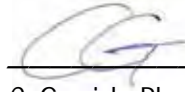
1. That the Board deny Development Variance Permit No. H2021.024-DVP.
2. That the Board defer consideration of the application and it be referred to the Electoral Area "H" Advisory Planning Commission.

Respectfully submitted

*Nikita Kheterpal*

Nikita Kheterpal, Planner I

Endorsed by:



C. Garrish, Planning Manager

Attachments: No. 1 – Site Photo (Front)

No. 2 – Site Photo (Rear)

Attachment No. 1 – Site Photo (Front)



Attachment No. 2 – Site Photo (Rear)





# Development Variance Permit

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FILE NO.: H2021.024-DVP

## GENERAL CONDITIONS

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

## APPLICABILITY

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

Legal Description: Lot 6, Block 19, District Lot 128, YDYD

Civic Address: 2631 Nicola Avenue

Parcel Identifier (PID): 012-914-304 Folio: H-00463.000

## CONDITIONS OF DEVELOPMENT

6. The land specified in Section 5 may be developed in accordance with the following variances to the Electoral Area "H" Zoning Bylaw No. 2498, 2012, in the Regional District of Okanagan-Similkameen:
  - a) the minimum interior side parcel line setback for an accessory building in the Residential Single Family One (RS1) Zone, as prescribed in Section 12.1.5 (b)(iii), is varied:
    - i) from: 1.0 metre
    - to: 0.46 metres to the outermost projection as shown on Schedule 'B'.

- b) the minimum distance required between the accessory building and the principal dwelling, as prescribed in Section 7.12.2, is varied:
  - i) from: 1.0 metre
  - to: 0.0 metre.

#### COVENANT REQUIREMENTS

- 7. Not Applicable

#### SECURITY REQUIREMENTS

- 8. Not applicable

#### EXPIRY OF PERMIT

- 9. The development shall be carried out according to the following schedule:
  - a) In accordance with Section 504 of the *Local Government Act* and subject to the terms of the permit, if the holder of this permit does not substantially start any construction with respect to which the permit was issued within two (2) years after the date it was issued, the permit lapses.
  - b) Lapsed permits cannot be renewed; however, an application for a new development permit can be submitted.

Authorising resolution passed by the Regional Board on \_\_\_\_\_, 2021.

---

B. Newell, Chief Administrative Officer

# Regional District of Okanagan-Similkameen

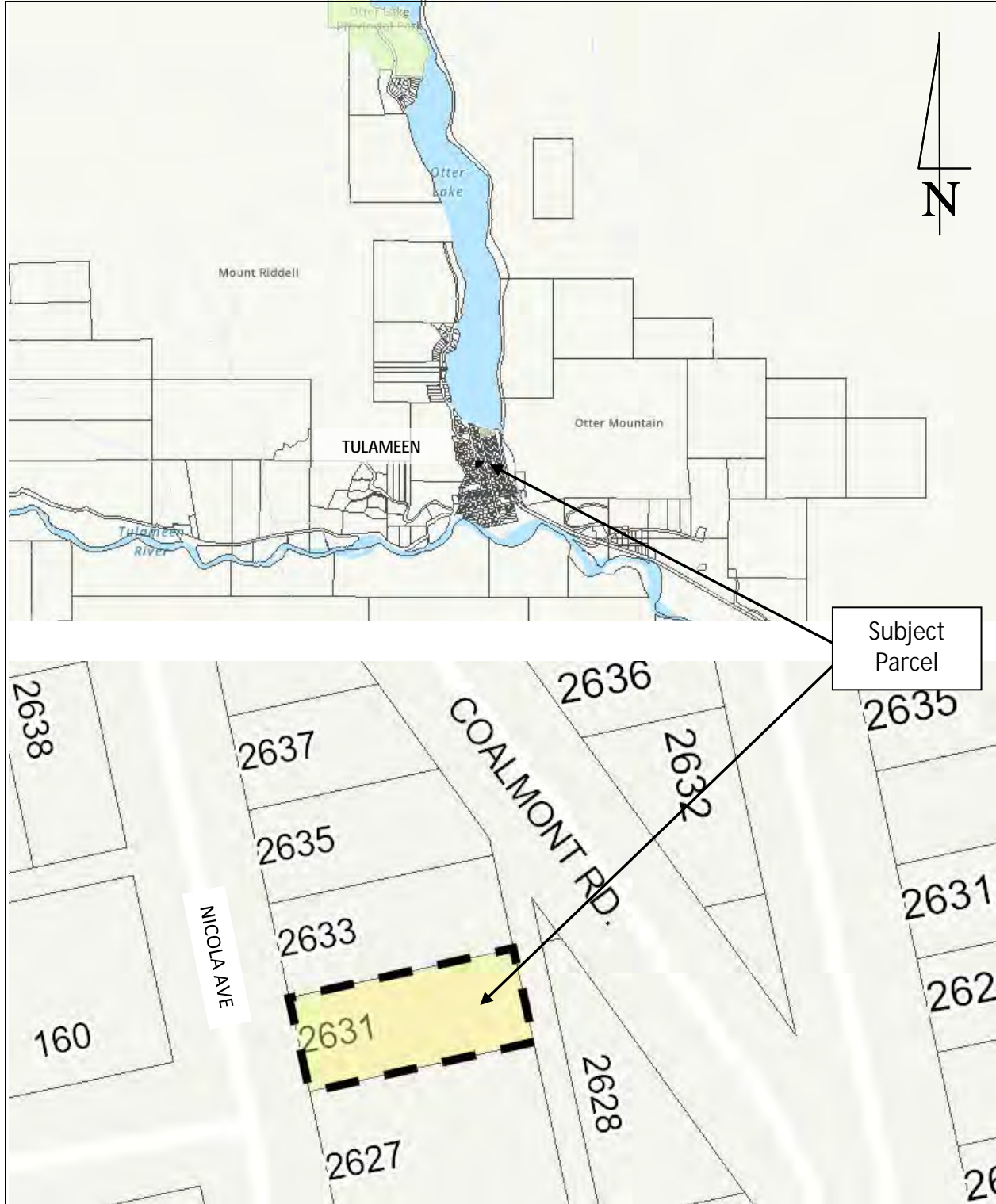
101 Martin St, Penticton, BC, V2A-5J9  
Tel: 250-492-0237 Email: [planning@rdos.bc.ca](mailto:planning@rdos.bc.ca)



Development Variance Permit

File No. H2021.024-DVP

Schedule 'A'





# Regional District of Okanagan-Similkameen

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

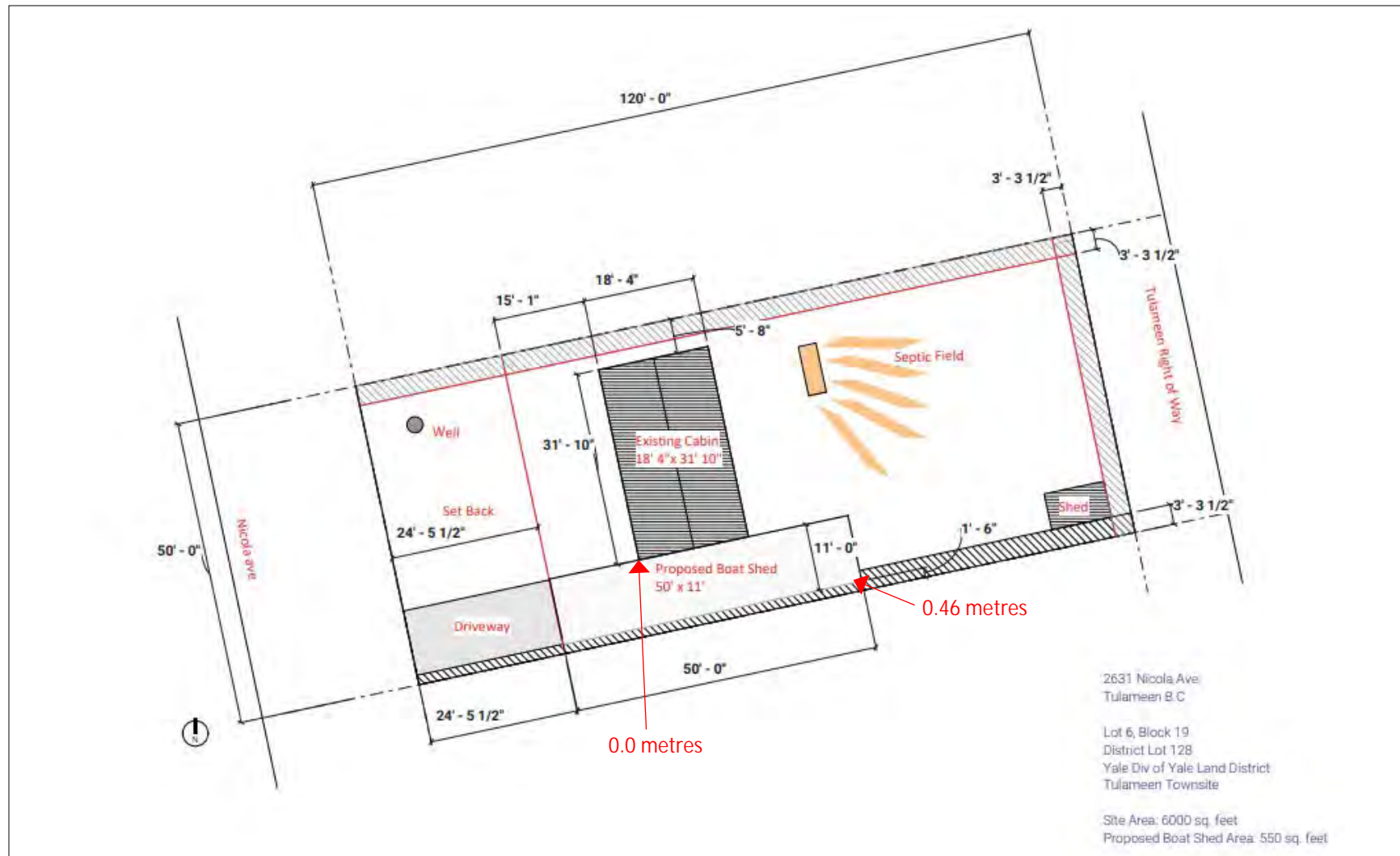
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Development Variance Permit

File No. H2021.024-DVP

## Schedule 'B'



# Regional District of Okanagan-Similkameen

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

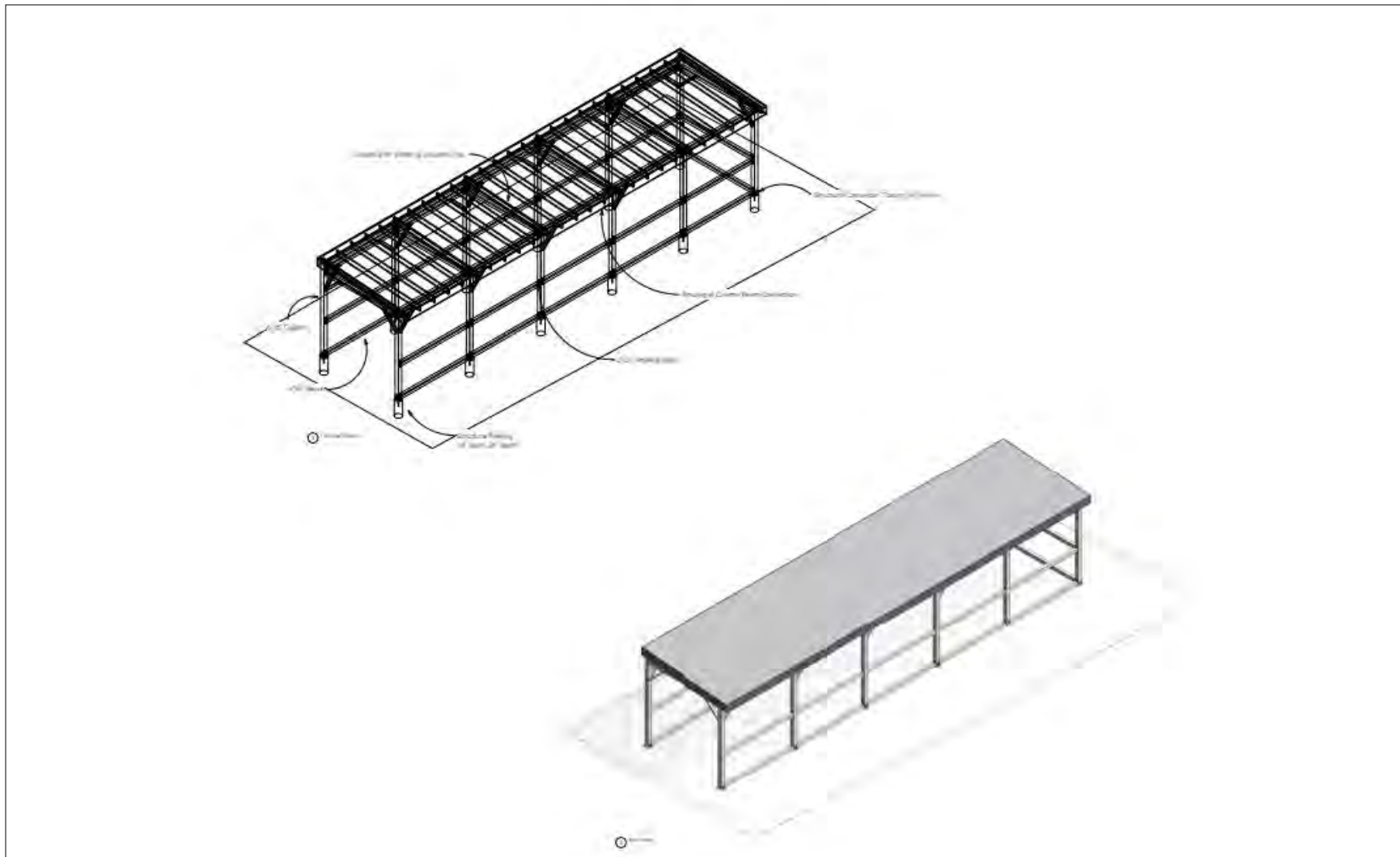
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Development Variance Permit

File No. H2021.024-DVP

## Schedule 'C'



# Regional District of Okanagan-Similkameen

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

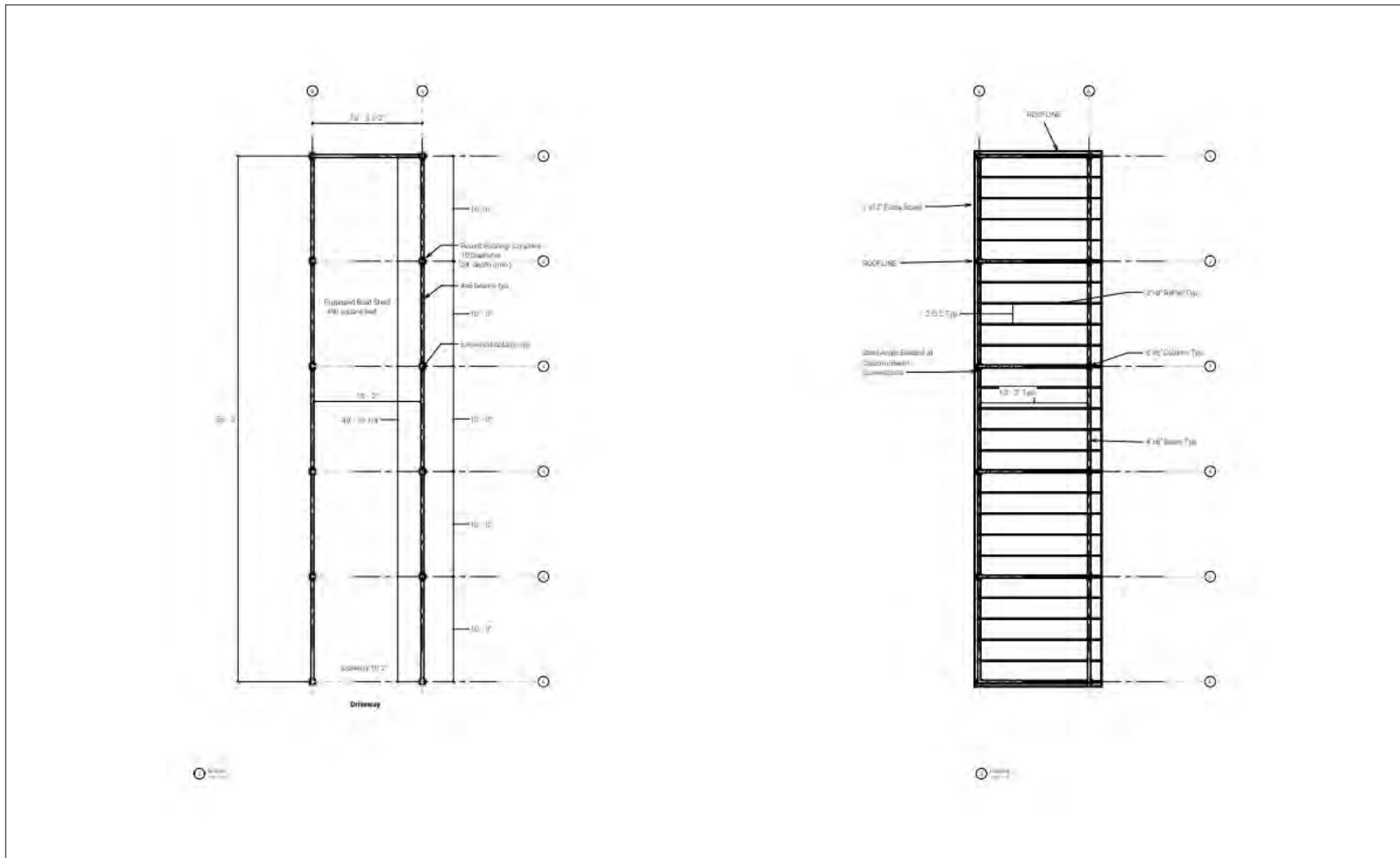
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Development Variance Permit

File No. H2021.024-DVP

## Schedule 'D'



# Regional District of Okanagan-Similkameen

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

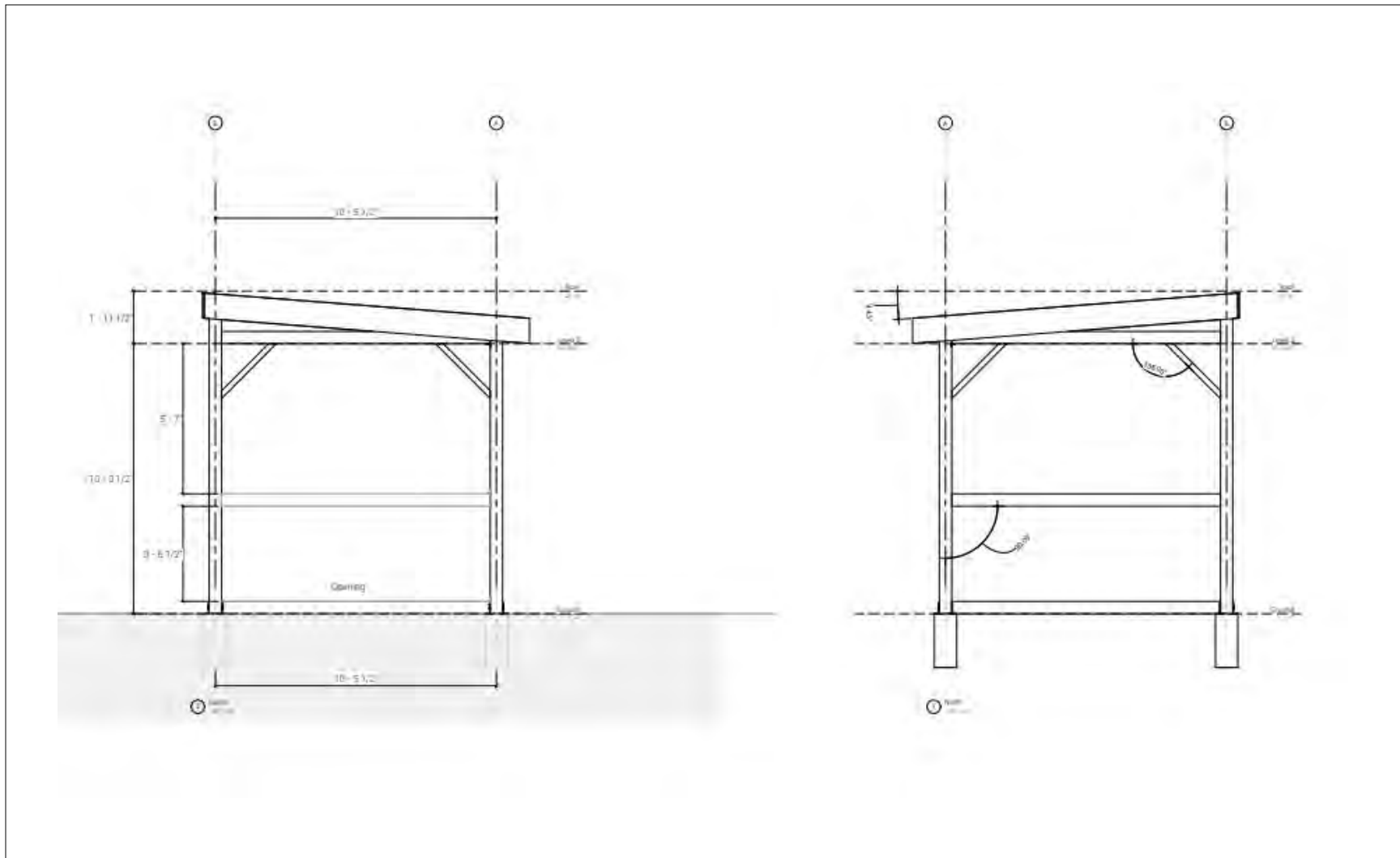
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



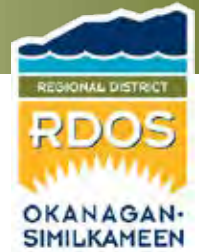
Development Variance Permit

File No. H2021.024-DVP

Schedule 'E'



## ADMINISTRATIVE REPORT



**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** July 8, 2021  
**RE:** Agricultural Land Commission Referral (Subdivision) – Electoral Area “A”

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### Administrative Recommendation:

**THAT the application to the Agricultural Land Commission to permit a 2-lot subdivision on a parcel located at 8310 2<sup>nd</sup> Avenue in Electoral Area “A” (Lot 640, Plan KAP1950, District Lot 2450S, SDYD, Except Plan B3527 3705 5125 B7120, Manufactured Home Reg.# 34560) not be “authorized” to proceed.**

---

Purpose: To allow for a 2-lot subdivision      Folio: A-006350.000  
Civic: 401 2<sup>nd</sup> Avenue      Legal: Lot 640, Plan KAP1950, District Lot 2450S, SDYD  
Zone: part Agriculture One (AG1) and part Campground Commercial (CT2)

---

### Proposed Development:

An application has been lodged with the Agricultural Land Commission (ALC) under Section 21(2) of the *Agricultural Land Commission Act* (the Act) in order to permit a subdivision to occur within the Agricultural Land Reserve (ALR).

Specifically, the applicant is seeking the Commission’s approval to “subdivide the portion of the property which cannot be farmed due to poor soils, and the slope and elevation of the property which is prone to flooding.”

In support of this proposal, the applicant has stated that “the intent of the subdivision is to create one additional lot allowing the owners to eventually sell the Lariana Cellars winery and vineyard property [and] retire on the newly created lot.” They have further stated that the property owners would “rehabilitate the land to expand the vineyard by approximately 1 ha. over land that is presently used for the RV Resort.”

### Statutory Requirements:

Under Section 34(1) of the *Agricultural Land Commission Act*, the Regional District of Okanagan-Similkameen (RDOS) must “review the application, and ... forward to the commission the application together with [its] comments and recommendations”, unless Section 25(3) applies wherein the Board has the ability to refuse to “authorise” an application.

Under Section 25(3) of the Act, formal “authorization” by the Regional District Board is only required for applications that apply to land that is zoned by bylaw to permit farm use, or requires an amendment to an official community plan or a zoning bylaw.

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

**Site Context:**

The subject property is approximately 4.43 ha in area, situated to the east of 2<sup>nd</sup> Avenue, immediately north of the Canadian/American border and approximately 3km south of the Town of Osoyoos. It is understood that the west side of the parcel is comprised of a winery, vineyards and an accessory structure, and the east half contains a campground/RV park with amenities and a single family dwelling.

The surrounding pattern of development is generally characterised by agriculture, with residential properties along the lakeshore to the north; immediately south of the subject property lies the Canadian-American border.

**Background:**

It is unknown when the current boundaries of the subject property were created, while available Regional District records indicate that the following building permits have been issued: garage (1993), demolition of single family dwelling (2012), winery building (2012), and barrel storage (2013).

Under the Electoral Area “A” Official Community Plan (OCP) Bylaw No. 2905, 2021, the subject property is currently designated part Agriculture (AG) and part Commercial Tourist (CT) and is the subject of a Watercourse Development Permit (WDP) Area designation along the eastern side of the property at Osoyoos Lake.

Under the Electoral Area “A” Zoning Bylaw No. 2451, 2008, the property is currently split zoned Agriculture One Zone (AG1) and Campground Commercial Zone (CT2). The AG1 zone requires a minimum parcel size of 4.0 ha. The CT2 zone requires a minimum parcel size of 2.0 ha.

Under Section 8.0 (Floodplain Regulations) of the Zoning Bylaw, the subject property is within the floodplain associated with Osoyoos Lake.

The subject property is entirely within the Agricultural Land Reserve (ALR) and the applicant previously made an application to the ALC in 2019 to exclude the 2.3 ha campground portion of this property from the ALR for the purpose of creating a separate lot.

This proposal was refused by the Commission on the basis that “the vineyard and winery, and the campground and RV resort are a viable operation as one unit and a future landowner may benefit from the diversified use on Property as the Applicants and their family have before them.”

BC Assessment has classified the property as part “Residential” (Class 01), part “Light Industry” (Class 05) and part “Business and Other” (Class 06).

**Analysis:**

The Area “A” OCP Bylaw generally seeks to prevent the fragmentation of agricultural land and only supports the subdivision of such lands where it will “enhance agricultural viability.”

In this instance, the Agricultural Land Commission (ALC) has previously concluded that the existing vineyard and Campground/RV resort work well as one unit and suggest that future landowners may benefit from the diversified use on the property.

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In addition, the improvements being proposed to allow for the expansion of the vineyard are unrelated to subdivision, and subdivision will not result in enhanced agricultural viability.

It is feasible that subdivision will create a new, non-agricultural parcel in the ALR that does not meet minimum parcel size requirements for a campground use, will comprise a 160 metre frontage to Osoyoos Lake and is *potentially* serviceable by the sewer line connecting the Osoyoos Border Crossing. Should the campground be deemed no longer viable in future due to its reduced size and/or commercial assessment rates, this is likely to create pressure for conversion to other uses, such as residential. The subject property is not within a growth area under the RGS Bylaw.

Similarly, the proposed 3.2 ha remainder parcel will not meet minimum parcel size requirements for the creation of new agricultural parcels, while the current area under cultivation is only approximately 1.8 ha (NOTE: that part of the campground use to be retained in this remainder parcel would enjoy non-conforming use rights under the *Local Government Act* and the Regional District could not compel its conversion to vineyard).

Finally, Administration is concerned that this proposal may also be attempting to create a *de facto* "homesite severance" parcel for a property owner that does not otherwise qualify for such a subdivision.

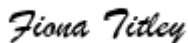
Conversely, Administration recognises that the proposed subdivision would allow for the campground business to develop separately from the agricultural use of the remainder parcel and allow the current property owners to retire on a section of the property that the applicant has suggested comprises sub-standard soils for agricultural use.

In summary, this proposal is seen to be inconsistent with the requirements in the Electoral Area "A" OCP and Zoning Bylaws and, for these reasons, Administration is recommending that it not be authorized to proceed to the Agricultural Land Commission.

**Alternatives:**

1. THAT the RDOS Board "authorize" the application to subdivide the parcel located at 8310 2<sup>nd</sup> Avenue to proceed to the Agricultural Land Commission; OR
2. THAT the Board of Directors defers making a decision and directs that the proposal be considered by the Electoral Area "A" Advisory Planning Commission (APC).

**Respectfully submitted:**



Fiona Titley, Planner I

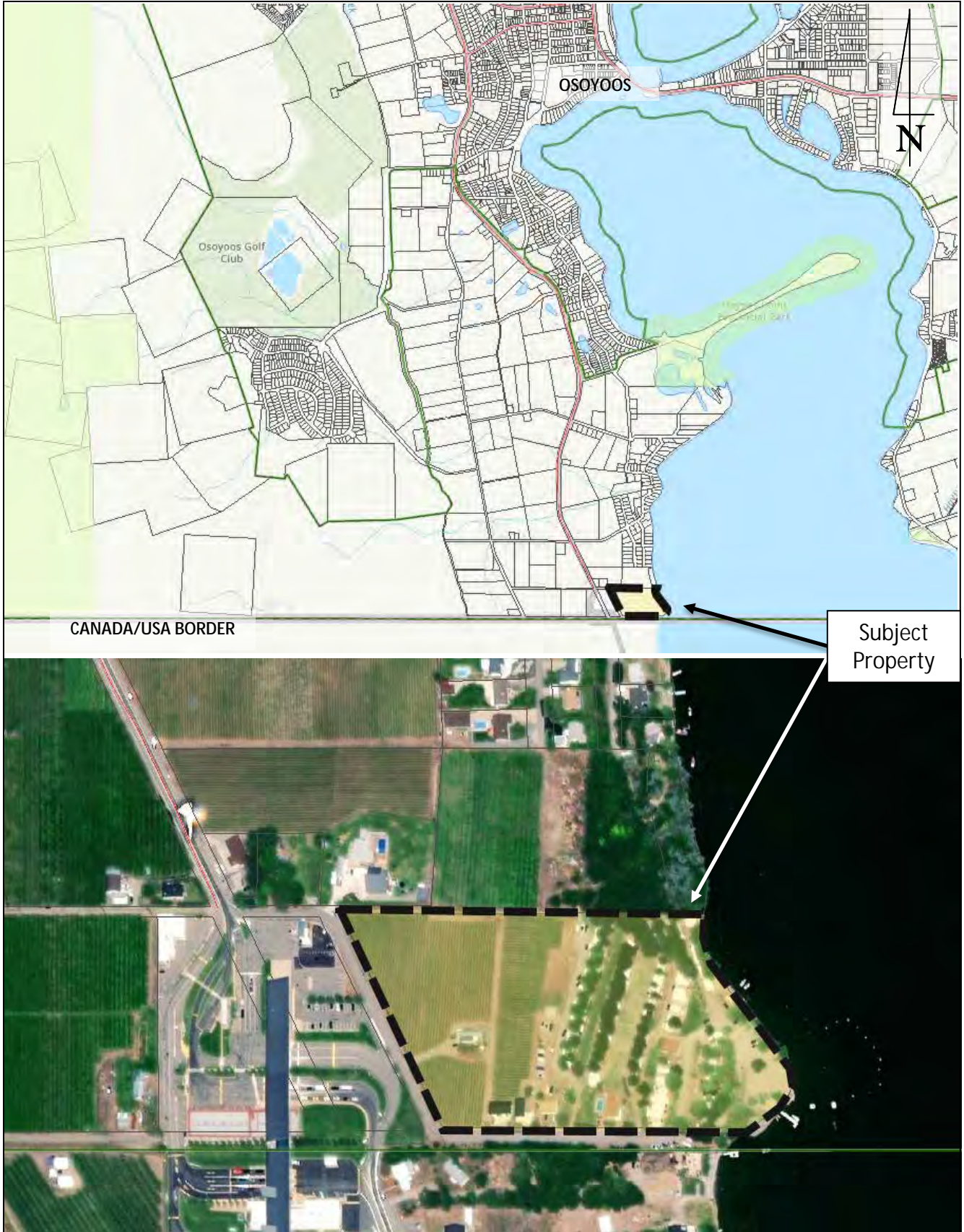
**Endorsed By:**



C. Garrish, Planning Manager

Attachments: No. 1 – Context Maps  
No. 2 – Applicant's Site Plan  
No. 3 – Current Zoning  
No. 4 – Site Photo

Attachment No. 1 – Context Maps





Attachment No. 2 – Applicant’s Site Plan



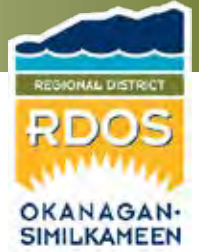
Attachment No. 3 – Current Zoning



Attachment No. 4 – Site Photos



## ADMINISTRATIVE REPORT



**TO:** Planning & Development Committee  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** July 22, 2021  
**RE:** Renewal of Vacation Rental Temporary Use Permits (TUPs) – Public Consultation

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### Administrative Recommendation:

**THAT Bylaw No. 2500.20, 2021, a bylaw to amend the Regional District of Okanagan-Similkameen Development Procedures Bylaw to remove the requirement for Vacation Rental approvals to be sent to APC's and hold Public Information Meetings, be adopted.**

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### Purpose:

The purpose of this report is to seek direction from the Regional District Board regarding proposed amendments to the processing of renewal applications for Vacation Rental Temporary Use Permits (TUP).

### Background:

At its meeting of July 8, 2021, the Regional District Board resolved to approve first, second and third reading of Amendment Bylaw No. 2500.20, 2021.

### Analysis:

Administration is supportive of amending existing processing procedures so that vacation rental TUP renewal applications are only notified in writing to surrounding residents and property owners before proceeding to Board consideration.

Should a renewal application prove contentious, the option to defer consideration and direct that a PIM be scheduled and that the renewal be considered by the applicable APC would remain available to the Board.

### Alternatives:

1. THAT adoption of the Regional District of Okanagan-Similkameen Vacation Rental TUP Renewals Development Procedures Amendment Bylaw No. 2500.20, 2021, be deferred; or
2. THAT first, second and third reading of the Regional District of Okanagan-Similkameen Vacation Rental TUP Renewals Development Procedures Amendment Bylaw No. 2500.20, 2021, be rescinded and the bylaw abandoned.

### Respectfully submitted:

C. Garrish, Planning Manager

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**

**BYLAW NO. 2500.20, 2021**

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**A Bylaw to amend the Regional District of Okanagan-Similkameen  
Development Procedures Bylaw 2500, 2011**

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

1. This Bylaw may be cited for all purposes as the "Regional District of Okanagan-Similkameen Vacation Rental TUP Renewals Development Procedures Amendment Bylaw No. 2500.20, 2021."
2. The "Regional District of Okanagan-Similkameen Development Procedures Bylaw No. 2500, 2011" is amended by:
  - (i) adding a new Section 2.5 (Processing Procedure) under Schedule 5.0 (Application for a Temporary Use Permit) to read as follows and renumbering all subsequent sections:
    - .5 despite sub-sections 3 and 4, an application to renew or reissue a Temporary Use Permit authorising a "vacation rental" use will not require the following prior to the application being considered by the Board:
      - i) referral to the appropriate Advisory Planning Commission (APC); and
      - ii) a public information session, open house or public meeting.

READ A FIRST, SECOND AND THIRD TIME on the 8<sup>th</sup> day of July, 2021.

ADOPTED on the \_\_\_ day of \_\_\_\_\_, 2021.

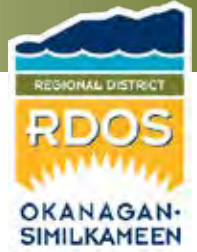
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Board Chair

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Corporate Officer

## ADMINISTRATIVE REPORT



**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** July 22, 2021  
**RE:** Zoning Bylaw Amendment – Electoral Areas “A”, “C”, “D”, “E”, “F”, “G”, “H” & “I”

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### Administrative Recommendation:

**THAT** Bylaw No. 2932, 2021, a bylaw to amend the Secondary Suite and Accessory Dwelling Floor Area in all Regional District of Okanagan-Similkameen Zoning Bylaws, be adopted.

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### Purpose:

Amendment Bylaw No. 2932 is proposing to amend the Electoral Area zoning bylaw in order to increase the maximum floor area allowance provided for secondary suites and accessory dwelling units from 90.0 m<sup>2</sup> to 125.0 m<sup>2</sup>.

### Background:

At its meeting of June 3, 2021, the Regional District Board resolved to approve first and second reading of the amendment bylaw and scheduled a public hearing ahead of its meeting of July 8, 2021.

On July 8, 2021, an electronic public hearing was held using the Webex platform and was attended by approximately one (1) member of the public.

At its meeting of July 8, 2021, the Regional District Board resolved to approved third reading of the amendment bylaw.

Approval from the Ministry of Transportation and Infrastructure (MoTI), due to the amendment applying to land within 800 metres of a controlled area, was obtained on July 12, 2021.

### Alternatives:

1. THAT adoption of Regional District of Okanagan-Similkameen Secondary Suite and Accessory Dwelling Floor Area Zoning Amendment Bylaw No. 2932, 2021, be deferred; or
2. THAT first, second and third reading of Regional District of Okanagan-Similkameen Secondary Suite and Accessory Dwelling Floor Area Zoning Amendment Bylaw No. 2932, 2021, be rescinded and the bylaw abandoned.

### Respectfully submitted:

C. Garrish, Planning Manager

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**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**

**BYLAW NO. 2932, 2021**

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**A Bylaw to amend the Electoral Area "A", "C", "D", "E", "F", "G" & "I" Zoning Bylaws**

---

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

1. This Bylaw may be cited for all purposes as the "Regional District of Okanagan-Similkameen Secondary Suite and Accessory Dwelling Floor Area Zoning Amendment Bylaw No. 2932, 2021."

**Electoral Area "A"**

2. The "Electoral Area "A" Zoning Bylaw No. 2451, 2008" is amended by:
  - i) replacing sub-section .2 under Section 7.11 (Accessory Dwelling) in its entirety with the following:
    - .2 No accessory dwelling shall have a floor area greater than 125.0 m<sup>2</sup>, unless otherwise specified.
  - ii) replacing sub-section .2 under Section 7.12 (Secondary Suites) in its entirety with the following:
    - .2 The maximum floor area of a secondary suite shall not exceed 125.0 m<sup>2</sup>.
  - iii) replacing sub-section 10.1.5(b) under Section 10.1 (Resource Area Zone) in its entirety with the following:
    - b) the maximum number of secondary suites or accessory dwellings permitted per parcel, to a maximum of one (1) secondary suite permitted per parcel, and the total gross floor area of all secondary suites and accessory dwellings permitted per parcel shall not exceed the following:

PARCEL AREA	MAXIMUM NUMBER OF SECONDARY SUITES OR ACCESSORY DWELLINGS	MAXIMUM GROSS FLOOR AREA OF ALL SECONDARY SUITES AND ACCESSORY DWELLINGS PER PARCEL
Less than 8.0 ha	1	125 m <sup>2</sup>
8.0 ha to 11.9 ha	2	250 m <sup>2</sup>
12.0 ha to 15.9 ha	3	375 m <sup>2</sup>
Greater than 16.0 ha	4	500 m <sup>2</sup>

iv) replacing sub-section 10.2.5(b) under Section 10.2 (Agriculture One Zone) in its entirety with the following:

- b) the maximum number of secondary suites or accessory dwellings permitted per parcel, to a maximum of one (1) secondary suite permitted per parcel, and the total gross floor area of all secondary suites and accessory dwellings permitted per parcel shall not exceed the following:

PARCEL AREA	MAXIMUM NUMBER OF SECONDARY SUITES OR ACCESSORY DWELLINGS	MAXIMUM GROSS FLOOR AREA OF ALL SECONDARY SUITES AND ACCESSORY DWELLINGS PER PARCEL
Less than 8.0 ha	1	125 m <sup>2</sup>
8.0 ha to 11.9 ha	2	250 m <sup>2</sup>
12.0 ha to 15.9 ha	3	375 m <sup>2</sup>
Greater than 16.0 ha	4	500 m <sup>2</sup>

v) replacing sub-section 10.3.5(b) under Section 10.3 (Agriculture Two Zone) in its entirety with the following:

- b) the maximum number of secondary suites or accessory dwellings permitted per parcel, to a maximum of one (1) secondary suite permitted per parcel, and the total gross floor area of all secondary suites and accessory dwellings permitted per parcel shall not exceed the following:

PARCEL AREA	MAXIMUM NUMBER OF SECONDARY SUITES OR ACCESSORY DWELLINGS	MAXIMUM GROSS FLOOR AREA OF ALL SECONDARY SUITES AND ACCESSORY DWELLINGS PER PARCEL
Less than 8.0 ha	1	125 m <sup>2</sup>
8.0 ha to 11.9 ha	2	250 m <sup>2</sup>
12.0 ha to 15.9 ha	3	375 m <sup>2</sup>
Greater than 16.0 ha	4	500 m <sup>2</sup>



- vi) replacing sub-section 10.4.5(b) under Section 10.4 (Large Holdings One Zone) in its entirety with the following:
- b) the maximum number of secondary suites or accessory dwellings permitted per parcel, to a maximum of one (1) secondary suite permitted per parcel, and the total gross floor area of all secondary suites and accessory dwellings permitted per parcel shall not exceed the following:

PARCEL AREA	MAXIMUM NUMBER OF SECONDARY SUITES OR ACCESSORY DWELLINGS	MAXIMUM GROSS FLOOR AREA OF ALL SECONDARY SUITES AND ACCESSORY DWELLINGS PER PARCEL
Less than 8.0 ha	1	125 m <sup>2</sup>
8.0 ha to 11.9 ha	2	250 m <sup>2</sup>
12.0 ha to 15.9 ha	3	375 m <sup>2</sup>
Greater than 16.0 ha	4	500 m <sup>2</sup>

### Electoral Area "C"

3. The "Electoral Area "C" Zoning Bylaw No. 2453, 2008" is amended by:

- i) replacing sub-section .2 under Section 7.11 (Accessory Dwelling) in its entirety with the following:
- .2 No accessory dwelling shall have a floor area greater than 125.0 m<sup>2</sup>, unless otherwise specified.
- ii) replacing sub-section .2 under Section 7.12 (Secondary Suites) in its entirety with the following:
- .2 The maximum floor area of a secondary suite shall not exceed 125.0 m<sup>2</sup>.
- iii) replacing sub-section 10.1.5(b) under Section 10.1 (Resource Area Zone) in its entirety with the following:
- b) the maximum number of secondary suites or accessory dwellings permitted per parcel, to a maximum of one (1) secondary suite permitted per parcel, and the total gross floor area of all secondary suites and accessory dwellings permitted per parcel shall not exceed the following:

PARCEL AREA	MAXIMUM NUMBER OF SECONDARY SUITES OR ACCESSORY DWELLINGS	MAXIMUM GROSS FLOOR AREA OF ALL SECONDARY SUITES AND ACCESSORY DWELLINGS PER PARCEL
Less than 8.0 ha	1	125 m <sup>2</sup>
8.0 ha to 11.9 ha	2	250 m <sup>2</sup>
12.0 ha to 15.9 ha	3	375 m <sup>2</sup>

Greater than 16.0 ha	4	500 m <sup>2</sup>
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iv) replacing sub-section 10.2.5(b) under Section 10.2 (Agriculture One Zone) in its entirety with the following:

- b) the maximum number of secondary suites or accessory dwellings permitted per parcel, to a maximum of one (1) secondary suite permitted per parcel, and the total gross floor area of all secondary suites and accessory dwellings permitted per parcel shall not exceed the following:

PARCEL AREA	MAXIMUM NUMBER OF SECONDARY SUITES OR ACCESSORY DWELLINGS	MAXIMUM GROSS FLOOR AREA OF ALL SECONDARY SUITES AND ACCESSORY DWELLINGS PER PARCEL
Less than 8.0 ha	1	125 m <sup>2</sup>
8.0 ha to 11.9 ha	2	250 m <sup>2</sup>
12.0 ha to 15.9 ha	3	375 m <sup>2</sup>
Greater than 16.0 ha	4	500 m <sup>2</sup>

v) replacing sub-section 10.3.5(b) under Section 10.3 (Agriculture Two Zone) in its entirety with the following:

- b) the maximum number of secondary suites or accessory dwellings permitted per parcel, to a maximum of one (1) secondary suite permitted per parcel, and the total gross floor area of all secondary suites and accessory dwellings permitted per parcel shall not exceed the following:

PARCEL AREA	MAXIMUM NUMBER OF SECONDARY SUITES OR ACCESSORY DWELLINGS	MAXIMUM GROSS FLOOR AREA OF ALL SECONDARY SUITES AND ACCESSORY DWELLINGS PER PARCEL
Less than 8.0 ha	1	125 m <sup>2</sup>
8.0 ha to 11.9 ha	2	250 m <sup>2</sup>
12.0 ha to 15.9 ha	3	375 m <sup>2</sup>
Greater than 16.0 ha	4	500 m <sup>2</sup>

vi) replacing sub-section 10.4.5(b) under Section 10.4 (Large Holdings One Zone) in its entirety with the following:

- b) the maximum number of secondary suites or accessory dwellings permitted per parcel, to a maximum of one (1) secondary suite permitted per parcel, and the total gross floor area of all secondary suites and accessory dwellings permitted per parcel shall not exceed the following:

PARCEL AREA	MAXIMUM NUMBER OF SECONDARY SUITES OR ACCESSORY DWELLINGS	MAXIMUM GROSS FLOOR AREA OF ALL SECONDARY SUITES AND ACCESSORY DWELLINGS PER PARCEL
Less than 8.0 ha	1	125 m <sup>2</sup>
8.0 ha to 11.9 ha	2	250 m <sup>2</sup>
12.0 ha to 15.9 ha	3	375 m <sup>2</sup>
Greater than 16.0 ha	4	500 m <sup>2</sup>

Electoral Area “D”

4. The “Electoral Area “D” Zoning Bylaw No. 2455, 2008” is amended by:

i) replacing sub-section .2 under Section 7.11 (Accessory Dwelling) in its entirety with the following:

.2 No accessory dwelling shall have a floor area greater than 125.0 m<sup>2</sup>, unless otherwise specified.

ii) replacing sub-section .2 under Section 7.12 (Secondary Suites) in its entirety with the following:

.2 The maximum floor area of a secondary suite shall not exceed 125.0 m<sup>2</sup>.

iii) replacing sub-section 10.1.5(b) under Section 10.1 (Resource Area Zone) in its entirety with the following:

b) the maximum number of secondary suites or accessory dwellings permitted per parcel, to a maximum of one (1) secondary suite permitted per parcel, and the total gross floor area of all secondary suites and accessory dwellings permitted per parcel shall not exceed the following:

PARCEL AREA	MAXIMUM NUMBER OF SECONDARY SUITES OR ACCESSORY DWELLINGS	MAXIMUM GROSS FLOOR AREA OF ALL SECONDARY SUITES AND ACCESSORY DWELLINGS PER PARCEL
Less than 8.0 ha	1	125 m <sup>2</sup>
8.0 ha to 11.9 ha	2	250 m <sup>2</sup>
12.0 ha to 15.9 ha	3	375 m <sup>2</sup>
Greater than 16.0 ha	4	500 m <sup>2</sup>

iv) replacing sub-section 10.2.5(b) under Section 10.2 (Agriculture One Zone) in its entirety with the following:

b) the maximum number of secondary suites or accessory dwellings permitted per parcel, to a maximum of one (1) secondary suite permitted per parcel, and

the total gross floor area of all secondary suites and accessory dwellings permitted per parcel shall not exceed the following:

PARCEL AREA	MAXIMUM NUMBER OF SECONDARY SUITES OR ACCESSORY DWELLINGS	MAXIMUM GROSS FLOOR AREA OF ALL SECONDARY SUITES AND ACCESSORY DWELLINGS PER PARCEL
Less than 8.0 ha	1	125 m <sup>2</sup>
8.0 ha to 11.9 ha	2	250 m <sup>2</sup>
12.0 ha to 15.9 ha	3	375 m <sup>2</sup>
Greater than 16.0 ha	4	500 m <sup>2</sup>

v) replacing sub-section 10.3.5(b) under Section 10.3 (Agriculture Three Zone) in its entirety with the following:

b) the maximum number of secondary suites or accessory dwellings permitted per parcel, to a maximum of one (1) secondary suite permitted per parcel, and the total gross floor area of all secondary suites and accessory dwellings permitted per parcel shall not exceed the following:

PARCEL AREA	MAXIMUM NUMBER OF SECONDARY SUITES OR ACCESSORY DWELLINGS	MAXIMUM GROSS FLOOR AREA OF ALL SECONDARY SUITES AND ACCESSORY DWELLINGS PER PARCEL
Less than 8.0 ha	1	125 m <sup>2</sup>
8.0 ha to 11.9 ha	2	250 m <sup>2</sup>
12.0 ha to 15.9 ha	3	375 m <sup>2</sup>
Greater than 16.0 ha	4	500 m <sup>2</sup>

vi) replacing sub-section 10.4.5(b) under Section 10.4 (Large Holdings One Zone) in its entirety with the following:

b) the maximum number of secondary suites or accessory dwellings permitted per parcel, to a maximum of one (1) secondary suite permitted per parcel, and the total gross floor area of all secondary suites and accessory dwellings permitted per parcel shall not exceed the following:

PARCEL AREA	MAXIMUM NUMBER OF SECONDARY SUITES OR ACCESSORY DWELLINGS	MAXIMUM GROSS FLOOR AREA OF ALL SECONDARY SUITES AND ACCESSORY DWELLINGS PER PARCEL
Less than 8.0 ha	1	125 m <sup>2</sup>
8.0 ha to 11.9 ha	2	250 m <sup>2</sup>
12.0 ha to 15.9 ha	3	375 m <sup>2</sup>
Greater than 16.0 ha	4	500 m <sup>2</sup>

- vii) replacing sub-section 10.5.5(b) under Section 10.5 (Large Holdings Two Zone) in its entirety with the following:
- b) the maximum number of secondary suites or accessory dwellings permitted per parcel, to a maximum of one (1) secondary suite permitted per parcel, and the total gross floor area of all secondary suites and accessory dwellings permitted per parcel shall not exceed the following:

PARCEL AREA	MAXIMUM NUMBER OF SECONDARY SUITES OR ACCESSORY DWELLINGS	MAXIMUM GROSS FLOOR AREA OF ALL SECONDARY SUITES AND ACCESSORY DWELLINGS PER PARCEL
Less than 8.0 ha	1	125 m <sup>2</sup>
8.0 ha to 11.9 ha	2	250 m <sup>2</sup>
12.0 ha to 15.9 ha	3	375 m <sup>2</sup>
Greater than 16.0 ha	4	500 m <sup>2</sup>

Electoral Area “E”

5. The “Electoral Area “E” Zoning Bylaw No. 2459, 2008” is amended by:

- i) replacing sub-section .2 under Section 7.11 (Accessory Dwelling) in its entirety with the following:
- .2 No accessory dwelling shall have a floor area greater than 125.0 m<sup>2</sup>, unless otherwise specified.
- ii) replacing sub-section .2 under Section 7.12 (Secondary Suites) in its entirety with the following:
- .2 The maximum floor area of a secondary suite shall not exceed 125.0 m<sup>2</sup>.
- iii) replacing sub-section 10.1.5(b) under Section 10.1 (Resource Area Zone) in its entirety with the following:
- b) the maximum number of secondary suites or accessory dwellings permitted per parcel, to a maximum of one (1) secondary suite permitted per parcel, and the total gross floor area of all secondary suites and accessory dwellings permitted per parcel shall not exceed the following:

PARCEL AREA	MAXIMUM NUMBER OF SECONDARY SUITES OR ACCESSORY DWELLINGS	MAXIMUM GROSS FLOOR AREA OF ALL SECONDARY SUITES AND ACCESSORY DWELLINGS PER PARCEL
Less than 8.0 ha	1	125 m <sup>2</sup>
8.0 ha to 11.9 ha	2	250 m <sup>2</sup>
12.0 ha to 15.9 ha	3	375 m <sup>2</sup>

Greater than 16.0 ha	4	500 m <sup>2</sup>
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iv) replacing sub-section 10.2.5(b) under Section 10.2 (Agriculture One Zone) in its entirety with the following:

- b) the maximum number of secondary suites or accessory dwellings permitted per parcel, to a maximum of one (1) secondary suite permitted per parcel, and the total gross floor area of all secondary suites and accessory dwellings permitted per parcel shall not exceed the following:

PARCEL AREA	MAXIMUM NUMBER OF SECONDARY SUITES OR ACCESSORY DWELLINGS	MAXIMUM GROSS FLOOR AREA OF ALL SECONDARY SUITES AND ACCESSORY DWELLINGS PER PARCEL
Less than 8.0 ha	1	125 m <sup>2</sup>
8.0 ha to 11.9 ha	2	250 m <sup>2</sup>
12.0 ha to 15.9 ha	3	375 m <sup>2</sup>
Greater than 16.0 ha	4	500 m <sup>2</sup>

v) replacing sub-section 10.3.5(b) under Section 10.3 (Large Holdings One Zone) in its entirety with the following:

- b) the maximum number of secondary suites or accessory dwellings permitted per parcel, to a maximum of one (1) secondary suite permitted per parcel, and the total gross floor area of all secondary suites and accessory dwellings permitted per parcel shall not exceed the following:

PARCEL AREA	MAXIMUM NUMBER OF SECONDARY SUITES OR ACCESSORY DWELLINGS	MAXIMUM GROSS FLOOR AREA OF ALL SECONDARY SUITES AND ACCESSORY DWELLINGS PER PARCEL
Less than 8.0 ha	1	125 m <sup>2</sup>
8.0 ha to 11.9 ha	2	250 m <sup>2</sup>
12.0 ha to 15.9 ha	3	375 m <sup>2</sup>
Greater than 16.0 ha	4	500 m <sup>2</sup>

#### Electoral Area "F"

6. The "Electoral Area "F" Zoning Bylaw No. 2461, 2008" is amended by:

- i) replacing sub-section .2 under Section 7.11 (Accessory Dwelling) in its entirety with the following:
- .2 No accessory dwelling shall have a floor area greater than 125.0 m<sup>2</sup>, unless otherwise specified.

ii) replacing sub-section .2 under Section 7.12 (Secondary Suites) in its entirety with the following:

.2 The maximum floor area of a secondary suite shall not exceed 125.0 m<sup>2</sup>.

iii) replacing sub-section 10.1.6(b) under Section 10.1 (Resource Area Zone) in its entirety with the following:

b) the maximum number of secondary suites or accessory dwellings permitted per parcel, to a maximum of one (1) secondary suite permitted per parcel, and the total gross floor area of all secondary suites and accessory dwellings permitted per parcel shall not exceed the following:

PARCEL AREA	MAXIMUM NUMBER OF SECONDARY SUITES OR ACCESSORY DWELLINGS	MAXIMUM GROSS FLOOR AREA OF ALL SECONDARY SUITES AND ACCESSORY DWELLINGS PER PARCEL
Less than 8.0 ha	1	125 m <sup>2</sup>
8.0 ha to 11.9 ha	2	250 m <sup>2</sup>
12.0 ha to 15.9 ha	3	375 m <sup>2</sup>
Greater than 16.0 ha	4	500 m <sup>2</sup>

iv) replacing sub-section 10.2.5(b) under Section 10.2 (Agriculture Two Zone) in its entirety with the following:

b) the maximum number of secondary suites or accessory dwellings permitted per parcel, to a maximum of one (1) secondary suite permitted per parcel, and the total gross floor area of all secondary suites and accessory dwellings permitted per parcel shall not exceed the following:

PARCEL AREA	MAXIMUM NUMBER OF SECONDARY SUITES OR ACCESSORY DWELLINGS	MAXIMUM GROSS FLOOR AREA OF ALL SECONDARY SUITES AND ACCESSORY DWELLINGS PER PARCEL
Less than 8.0 ha	1	125 m <sup>2</sup>
8.0 ha to 11.9 ha	2	250 m <sup>2</sup>
12.0 ha to 15.9 ha	3	375 m <sup>2</sup>
Greater than 16.0 ha	4	500 m <sup>2</sup>

v) replacing sub-section 10.3.5(b) under Section 10.3 (Agriculture Three Zone) in its entirety with the following:

b) the maximum number of secondary suites or accessory dwellings permitted per parcel, to a maximum of one (1) secondary suite permitted per parcel, and the total gross floor area of all secondary suites and accessory dwellings permitted per parcel shall not exceed the following:

PARCEL AREA	MAXIMUM NUMBER OF SECONDARY SUITES OR ACCESSORY DWELLINGS	MAXIMUM GROSS FLOOR AREA OF ALL SECONDARY SUITES AND ACCESSORY DWELLINGS PER PARCEL
Less than 8.0 ha	1	125 m <sup>2</sup>
8.0 ha to 11.9 ha	2	250 m <sup>2</sup>
12.0 ha to 15.9 ha	3	375 m <sup>2</sup>
Greater than 16.0 ha	4	501 m <sup>2</sup>

vi) replacing sub-section 10.4.5(b) under Section 10.4 (Large Holdings One Zone) in its entirety with the following:

- b) the maximum number of secondary suites or accessory dwellings permitted per parcel, to a maximum of one (1) secondary suite permitted per parcel, and the total gross floor area of all secondary suites and accessory dwellings permitted per parcel shall not exceed the following:

PARCEL AREA	MAXIMUM NUMBER OF SECONDARY SUITES OR ACCESSORY DWELLINGS	MAXIMUM GROSS FLOOR AREA OF ALL SECONDARY SUITES AND ACCESSORY DWELLINGS PER PARCEL
Less than 8.0 ha	1	125 m <sup>2</sup>
8.0 ha to 11.9 ha	2	250 m <sup>2</sup>
12.0 ha to 15.9 ha	3	375 m <sup>2</sup>
Greater than 16.0 ha	4	500 m <sup>2</sup>

#### Electoral Area "G"

7. The "Electoral Area "G" Zoning Bylaw No. 2781, 2017" is amended by:

- i) replacing sub-section .4 under Section 6.9 (Secondary Suites) in its entirety with the following:

.2 The maximum floor area of a secondary suite shall not exceed 125.0 m<sup>2</sup>.

- ii) replacing sub-section 10.1.4(b) under Section 10.1 (Large Holdings One Zone) in its entirety with the following:

- b) the maximum number of secondary suites or accessory dwellings permitted per parcel, to a maximum of one (1) secondary suite permitted per parcel, and the total gross floor area of all secondary suites and accessory dwellings permitted per parcel shall not exceed the following:

PARCEL AREA	MAXIMUM NUMBER OF SECONDARY SUITES, ACCESSORY DWELLINGS OR MOBILE HOMES	MAXIMUM GROSS FLOOR AREA OF ALL SECONDARY SUITES, ACCESSORY DWELLINGS AND MOBILE HOMES PER PARCEL
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Less than 8.0 ha	1	125 m <sup>2</sup>
8.0 ha to 11.9 ha	2	250 m <sup>2</sup>
12.0 ha to 15.9 ha	3	375 m <sup>2</sup>
Greater than 16.0 ha	4	500 m <sup>2</sup>

Electoral Area “H”

8. The “Electoral Area “H” Zoning Bylaw No. 2498, 2012” is amended by:

- i) replacing sub-section .1 under Section 7.9 (Accessory Dwellings or Mobile Homes) in its entirety with the following:
  - .1 No accessory dwelling or mobile home shall have a floor area greater than 125.0 m<sup>2</sup>, unless otherwise specified.
- ii) adding a sub-section .5(iii) under Section 7. 9 (Accessory Dwellings or Mobile Homes) to read as follows:
  - iii) despite section 7.9.1, have a maximum floor area that does not exceed the floor area of the principal permitted use.
- iii) replacing sub-section .3 under Section 7.11 (Carriage Houses) in its entirety with the following:
  - .3 No carriage house shall have a floor area greater than 125.0 m<sup>2</sup>.
- iv) replacing sub-section 11.3.1(j) under Section 11.3 (Agriculture Three Zone) in its entirety with the following:
  - j) accessory dwelling or mobile home, subject to Section 7.09;
- v) replacing sub-section 11.3.4(b) under Section 11.3 (Agriculture Three Zone) in its entirety with the following:
  - b) the maximum number of secondary suites, accessory dwellings or mobile homes permitted per parcel, to a maximum of one (1) secondary suite permitted per parcel, and the total gross floor area of all secondary suites, accessory dwellings and mobile homes permitted per parcel shall not exceed the following:

PARCEL AREA	MAXIMUM NUMBER OF SECONDARY SUITES, ACCESSORY DWELLINGS OR MOBILE HOMES	MAXIMUM GROSS FLOOR AREA OF ALL SECONDARY SUITES, ACCESSORY DWELLINGS AND MOBILE HOMES PER PARCEL
Less than 8.0 ha	1	125 m <sup>2</sup>
8.0 ha to 11.9 ha	2	250 m <sup>2</sup>

12.0 ha to 15.9 ha	3	375 m <sup>2</sup>
Greater than 16.0 ha	4	500 m <sup>2</sup>

Electoral Area “I”

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

i) replacing sub-section .2 under Section 7.11 (Accessory Dwelling) in its entirety with the following:

.2 No accessory dwelling shall have a floor area greater than 125.0 m<sup>2</sup>, unless otherwise specified.

ii) replacing sub-section .2 under Section 7.12 (Secondary Suites) in its entirety with the following:

.2 The maximum floor area of a secondary suite shall not exceed 125.0 m<sup>2</sup>.

iii) replacing sub-section 10.1.5(b) under Section 10.1 (Resource Area Zone) in its entirety with the following:

b) the maximum number of secondary suites or accessory dwellings permitted per parcel, to a maximum of one (1) secondary suite permitted per parcel, and the total gross floor area of all secondary suites and accessory dwellings permitted per parcel shall not exceed the following:

PARCEL AREA	MAXIMUM NUMBER OF SECONDARY SUITES OR ACCESSORY DWELLINGS	MAXIMUM GROSS FLOOR AREA OF ALL SECONDARY SUITES AND ACCESSORY DWELLINGS PER PARCEL
Less than 8.0 ha	1	125 m <sup>2</sup>
8.0 ha to 11.9 ha	2	250 m <sup>2</sup>
12.0 ha to 15.9 ha	3	375 m <sup>2</sup>
Greater than 16.0 ha	4	500 m <sup>2</sup>

iv) replacing sub-section 10.2.5(b) under Section 10.2 (Agriculture One Zone) in its entirety with the following:

b) the maximum number of secondary suites or accessory dwellings permitted per parcel, to a maximum of one (1) secondary suite permitted per parcel, and the total gross floor area of all secondary suites and accessory dwellings permitted per parcel shall not exceed the following:

PARCEL AREA	MAXIMUM NUMBER OF SECONDARY SUITES OR ACCESSORY DWELLINGS	MAXIMUM GROSS FLOOR AREA OF ALL SECONDARY SUITES AND ACCESSORY DWELLINGS PER PARCEL
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Less than 8.0 ha	1	125 m <sup>2</sup>
8.0 ha to 11.9 ha	2	250 m <sup>2</sup>
12.0 ha to 15.9 ha	3	375 m <sup>2</sup>
Greater than 16.0 ha	4	500 m <sup>2</sup>

v) replacing sub-section 10.3.5(b) under Section 10.3 (Agriculture Three Zone) in its entirety with the following:

- b) the maximum number of secondary suites or accessory dwellings permitted per parcel, to a maximum of one (1) secondary suite permitted per parcel, and the total gross floor area of all secondary suites and accessory dwellings permitted per parcel shall not exceed the following:

PARCEL AREA	MAXIMUM NUMBER OF SECONDARY SUITES OR ACCESSORY DWELLINGS	MAXIMUM GROSS FLOOR AREA OF ALL SECONDARY SUITES AND ACCESSORY DWELLINGS PER PARCEL
Less than 8.0 ha	1	125 m <sup>2</sup>
8.0 ha to 11.9 ha	2	250 m <sup>2</sup>
12.0 ha to 15.9 ha	3	375 m <sup>2</sup>
Greater than 16.0 ha	4	500 m <sup>2</sup>

vi) replacing sub-section 10.4.5(b) under Section 10.4 (Large Holdings One Zone) in its entirety with the following:

- b) the maximum number of secondary suites or accessory dwellings permitted per parcel, to a maximum of one (1) secondary suite permitted per parcel, and the total gross floor area of all secondary suites and accessory dwellings permitted per parcel shall not exceed the following:

PARCEL AREA	MAXIMUM NUMBER OF SECONDARY SUITES OR ACCESSORY DWELLINGS	MAXIMUM GROSS FLOOR AREA OF ALL SECONDARY SUITES AND ACCESSORY DWELLINGS PER PARCEL
Less than 8.0 ha	1	125 m <sup>2</sup>
8.0 ha to 11.9 ha	2	250 m <sup>2</sup>
12.0 ha to 15.9 ha	3	375 m <sup>2</sup>
Greater than 16.0 ha	4	500 m <sup>2</sup>

vii) replacing sub-section 10.5.5(b) under Section 10.5 (Large Holdings Two Zone) in its entirety with the following:

- b) the maximum number of secondary suites or accessory dwellings permitted per parcel, to a maximum of one (1) secondary suite permitted per parcel, and

the total gross floor area of all secondary suites and accessory dwellings permitted per parcel shall not exceed the following:

PARCEL AREA	MAXIMUM NUMBER OF SECONDARY SUITES OR ACCESSORY DWELLINGS	MAXIMUM GROSS FLOOR AREA OF ALL SECONDARY SUITES AND ACCESSORY DWELLINGS PER PARCEL
Less than 8.0 ha	1	125 m <sup>2</sup>
8.0 ha to 11.9 ha	2	250 m <sup>2</sup>
12.0 ha to 15.9 ha	3	375 m <sup>2</sup>
Greater than 16.0 ha	4	500 m <sup>2</sup>

READ A FIRST AND SECOND TIME this 3<sup>rd</sup> day of June, 2021.

PUBLIC HEARING held on this 8<sup>th</sup> day of July, 2021.

READ A THIRD TIME this 8<sup>th</sup> day of July, 2021.

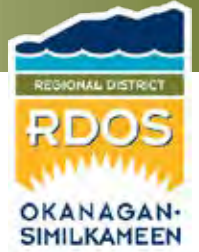
Approved pursuant to Section 52(3) of the *Transportation Act* this 12<sup>th</sup> day of July, 2021.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2021.

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

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

## ADMINISTRATIVE REPORT



**TO:** Board of Directors

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

**DATE:** July 22, 2021

**RE:** OCP & Zoning Bylaw Amendments – Okanagan Falls Commercial Zone Review  
(Okanagan Falls Town Centre Plan – Phase 3)

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### Administrative Recommendation:

**THAT Bylaw No. 2603.15, 2021, a bylaw to amend the Electoral Area D Official Community Plan land use map and “Form and Character Permit Areas” map to implement the Okanagan Falls Town Centre Plan – Phase 3, be adopted;**

**AND THAT Bylaw 2455.38, 2021, a bylaw to amend the Electoral Area D Zoning Bylaw be adopted.**

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### Proposal:

The amendment bylaws are proposing to update the Okanagan Falls Commercial Transition zone as part of the final phase of implementing the Okanagan Falls Town Centre Plan as well as on-going work related to the preparation of a single zoning bylaw for the Okanagan Electoral Areas.

### Background:

At its meeting of June 3, 2021, the Regional District Board resolved to approve first and second reading of the amendment bylaws and scheduled a public hearing ahead of its meeting of July 8, 2021.

A Public Hearing was subsequently held on July 8, 2021, where approximately one (1) member of the public attended, followed by Board approval of third reading of the amendment bylaw.

At its meeting of July 8, 2021, the Regional District Board resolved to approved third reading of the amendment bylaw.

Approval from the Ministry of Transportation and Infrastructure (MoTI), due to the amendment applying to land within 800 metres of a controlled area, was obtained on July 13, 2021.

### Alternatives:

1. THAT third reading of Official Community Plan (OCP) Amendment Bylaw No. 2603.15, 2021, and Zoning Amendment Bylaw 2455.38, 2021, be deferred;
2. THAT first and second reading of Official Community Plan (OCP) Amendment Bylaw No. 2603.15, 2021 and Zoning Amendment Bylaw No. 2455.38, 2021 be rescinded and the bylaws abandoned.

### Respectfully submitted:

C. Garrish, Planning Manager

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**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**

**BYLAW NO. 2603.15, 2021**

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**A Bylaw to amend the Electoral Area "D" Official Community Plan Bylaw No. 2603, 2013**

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

1. This Bylaw may be cited for all purposes as the "Electoral Area "D" Okanagan Falls Town Centre Update Official Community Plan Amendment Bylaw No. 2603.15, 2021."
2. The Official Community Plan Bylaw Map, being Schedule 'B' of the Electoral Area "D" Official Community Plan Bylaw No. 2603, 2013, is amended by changing the land use designation of the land described as:
  - i) Plan KAP3787, District Lot 374, SDYD, Parcel A, Portion KV78711 (1045 Highway 97) and shown shaded yellow on Schedule 'A', which forms part of this Bylaw, from Commercial (C) to Commercial Tourist (CT).
  - ii) Lots 8-12, Block 9, Plan KAP4, District Lot 374, SDYD (923 Ash Street) and Lots 13-17, Block 9, Plan KAP4, District Lot 374, SDYD (5110 10<sup>th</sup> Avenue), and shown shaded yellow on Schedule 'B', which forms part of this Bylaw, from Commercial (C) to Medium Density Residential (MR).
  - iii) Plan KAP5823, District Lot 374, SDYD, Parcel A, Portion (KD776), Okanagan Falls Townsite (917 Highway 97), and shown shaded yellow on Schedule 'C', which forms part of this Bylaw, from Commercial (C) to Medium Density Residential (MR).
  - iv) Lot 20, Block 10, Plan KAP1280, District Lot 374, SDYD (1008 10<sup>th</sup> Avenue), and shown shaded yellow on Schedule 'D', which forms part of this Bylaw, from Commercial (C) to Medium Density Residential (MR).
  - v) Lot A, Plan KAP52004, District Lot 374, SDYD (917 Ash Street) and shown shaded yellow on Schedule 'E', which forms part of this Bylaw, from Commercial (C) to Medium Density Residential (MR).
  - vi) Parcel A, Block 10, Plan KAP1280, District Lot 374, SDYD, Portion KD20684, (1016 Highway 97) and shown shaded yellow on Schedule 'F', which forms part of this Bylaw, from Commercial (C) to Medium Density Residential (MR).

- vii) Plan KAS1099, District Lot 374, SDYD, (1133 & 1135 Main Street) and shown shaded yellow on Schedule 'G', which forms part of this Bylaw, from Commercial (C) to Medium Density Residential (MR).
  - viii) Lot 1, Plan KAP23248, District Lot 374, SDYD, Okanagan Falls Townsite (5099 Veterans Way) and shown shaded yellow on Schedule 'H', which forms part of this Bylaw, from Commercial (C) to Administrative, Cultural and Institutional (AI).
  - ix) Lot 9, Plan KAP34520, District Lot 374, SDYD (1145 Highway 97) and shown shaded yellow on Schedule 'I', which forms part of this Bylaw, from Commercial (C) to Administrative, Cultural and Institutional (AI).
3. The Official Community Plan Bylaw Form and Character Development Permit Areas Map, being Schedule 'E' of the Electoral Area "D" Official Community Plan Bylaw No. 2603, 2013, is amended by:
- i) deleting the Okanagan Falls Multiple Family Development Permit Area from the property described as Lot 1, Plan KAP23248, District Lot 374, SDYD, Okanagan Falls Townsite (5099 Veterans Way) and shown shaded yellow on Schedule 'J', which forms part of this Bylaw.
  - ii) by deleting the Okanagan Falls Commercial Development Permit Area from the property described as Lot 9, Plan KAP34520, District Lot 374, SDYD (1145 Highway 97) and shown shaded yellow on Schedule 'K', which forms part of this Bylaw.
  - iii) replacing the Okanagan Falls Commercial Development Permit Area with the Okanagan Falls Multiple Family Development Permit Area on the property described as Plan KAP5823, District Lot 374, SDYD, Parcel A, Portion (KD776), Okanagan Falls Townsite (917 Highway 97), and shown shaded yellow on Schedule 'L', which forms part of this Bylaw.
  - iv) replacing the Okanagan Falls Commercial Development Permit Area with the Okanagan Falls Multiple Family Development Permit Area on the property described as Parcel A, Block 10, Plan KAP1280, District Lot 374, SDYD, Portion KD20684, (1016 Highway 97) and shown shaded yellow on Schedule 'M', which forms part of this Bylaw.
  - v) replacing the Okanagan Falls Commercial Development Permit Area with the Okanagan Falls Multiple Family Development Permit Area on the property described as Lots 8-12, Block 9, Plan KAP4, District Lot 374, SDYD (923 Ash Street) and Lots 13-17, Block 9, Plan KAP4, District Lot 374, SDYD (5110 10<sup>th</sup> Avenue), and shown shaded yellow on Schedule 'N', which forms part of this Bylaw.
  - vi) replacing the Okanagan Falls Commercial Development Permit Area with the Okanagan Falls Multiple Family Development Permit Area on the property described as Lot 20, Block 10, Plan KAP1280, District Lot 374, SDYD (1008 10<sup>th</sup> Avenue), and shown shaded yellow on Schedule 'O', which forms part of this Bylaw.
  - vii) replacing the Okanagan Falls Commercial Development Permit Area to Okanagan Falls Multiple Family Development Permit Area on the property described as Plan

KAS1099, District Lot 374, SDYD, (1133 & 1135 Main Street) and shown shaded yellow on Schedule 'P', which forms part of this Bylaw.

- viii) replacing the Okanagan Falls Commercial Development Permit Area to Okanagan Falls Multiple Family Development Permit Area on the property described as Lot A, Plan KAP52004, District Lot 374, SDYD (917 Ash Street) and shown shaded yellow on Schedule 'Q', which forms part of this Bylaw.

READ A FIRST AND SECOND TIME this 3<sup>rd</sup> day of June, 2021.

PUBLIC HEARING HELD this 8<sup>th</sup> day of July, 2021.

READ A THIRD TIME this 8<sup>th</sup> day of July, 2021.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2021.

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

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



# Regional District of Okanagan-Similkameen

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

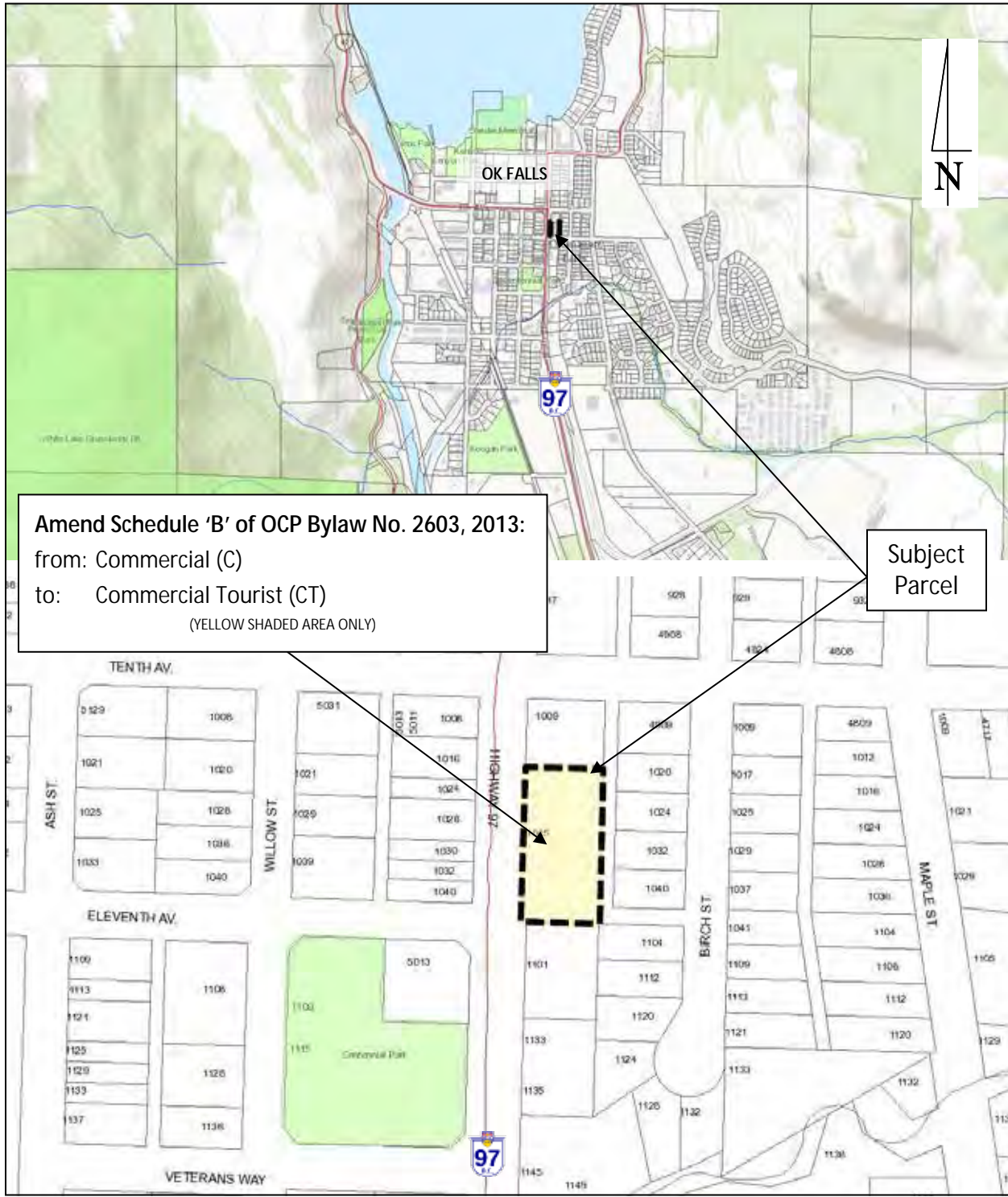
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Amendment Bylaw No. 2603.15, 2021

Project No: D2018.089-ZONE

## Schedule 'A'



# Regional District of Okanagan-Similkameen

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

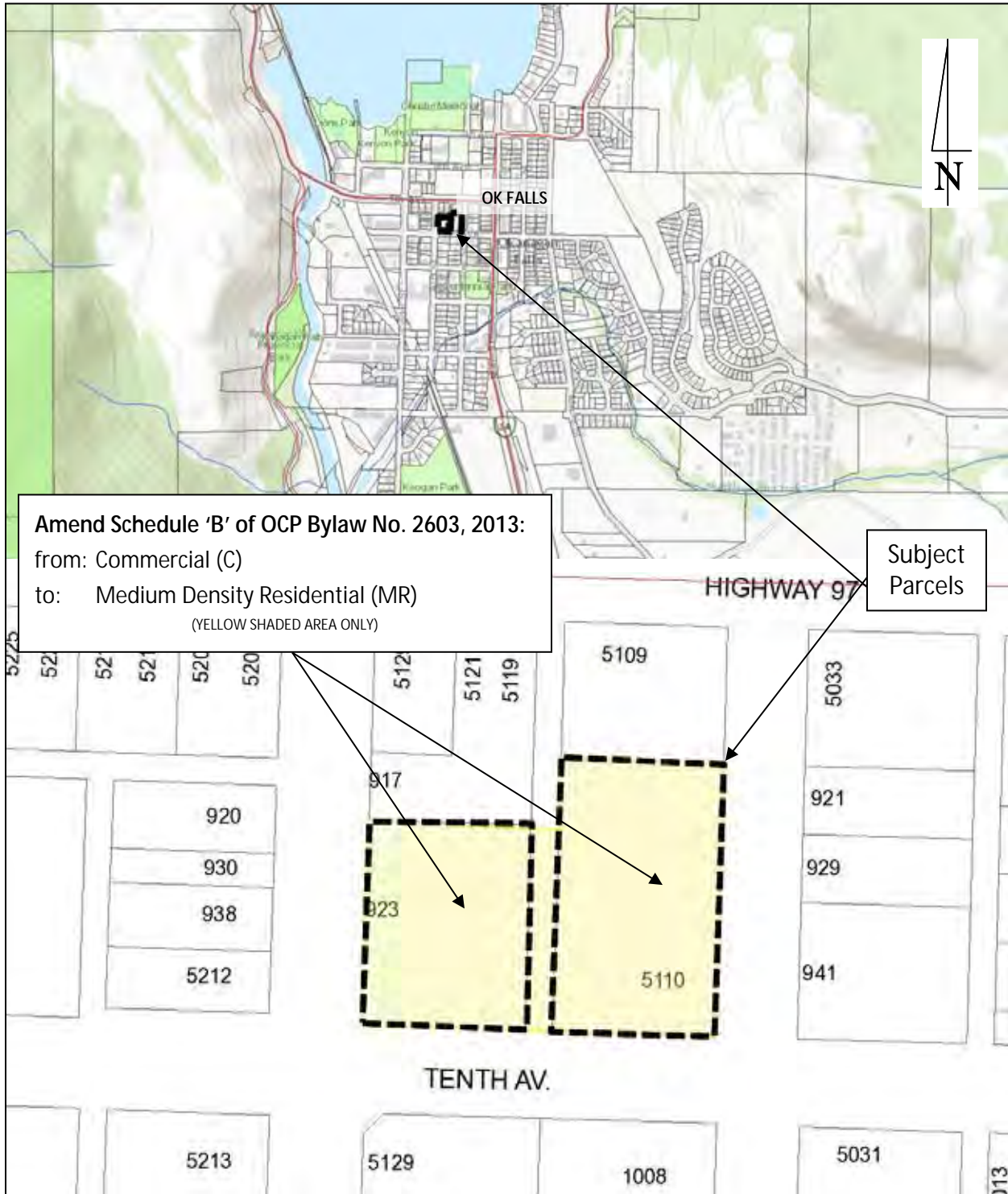
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Amendment Bylaw No. 2603.15, 2021

Project No: D2018.089-ZONE

## Schedule 'B'



# Regional District of Okanagan-Similkameen

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

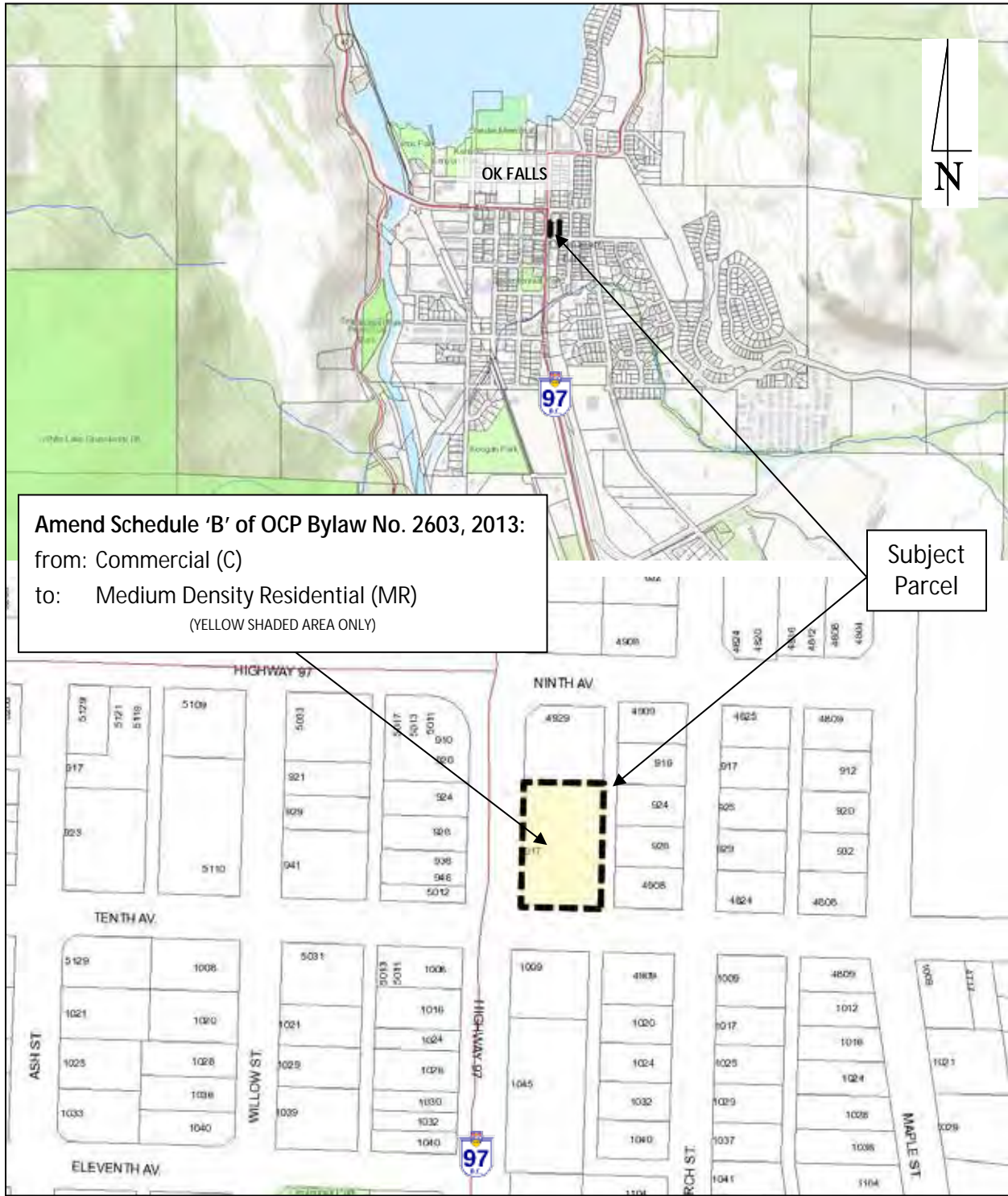
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Amendment Bylaw No. 2603.15, 2021

Project No: D2018.089-ZONE

## Schedule 'C'



# Regional District of Okanagan-Similkameen

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

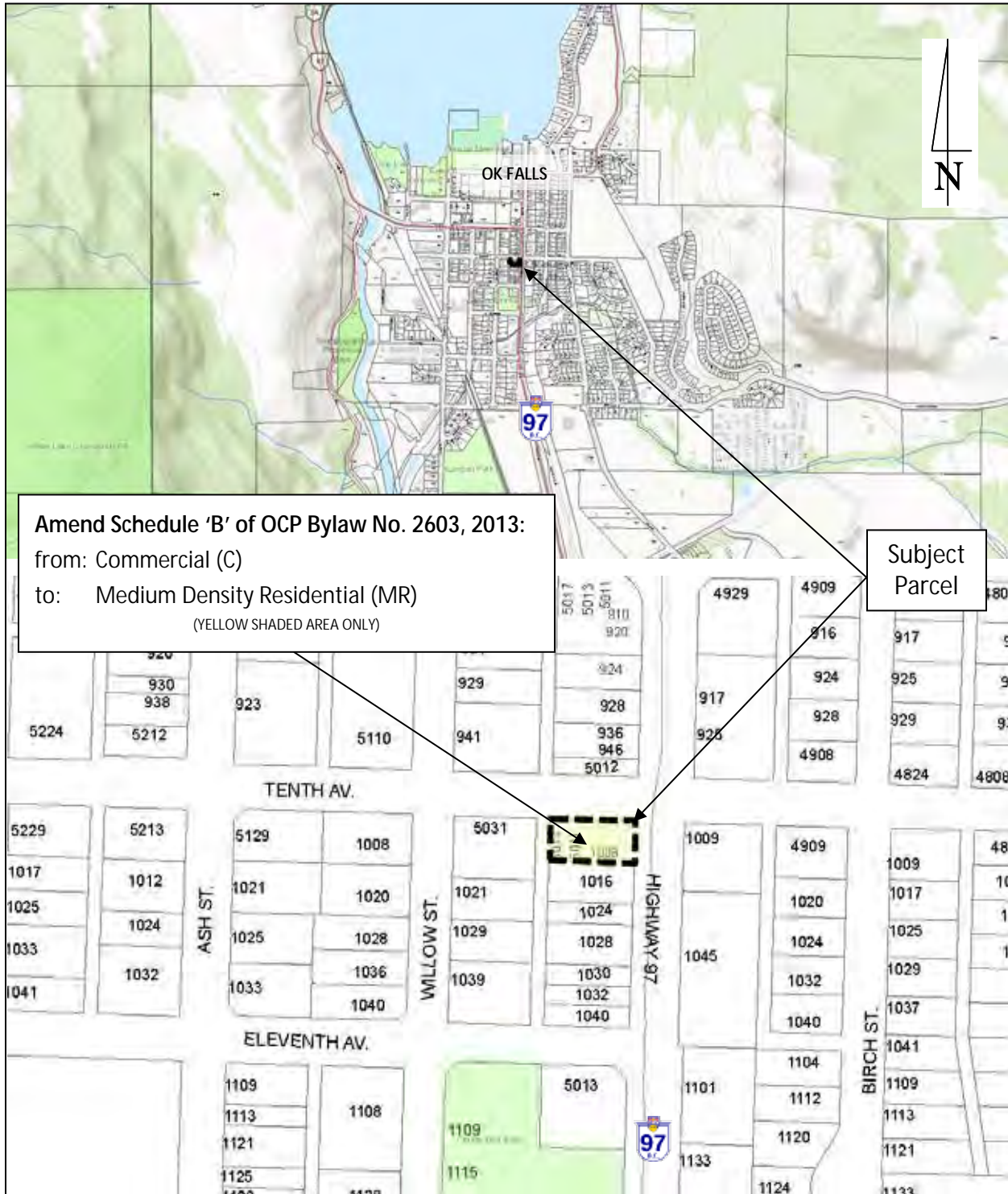
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Amendment Bylaw No. 2603.15, 2021

Project No: D2018.089-ZONE

Schedule 'D'



# Regional District of Okanagan-Similkameen

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

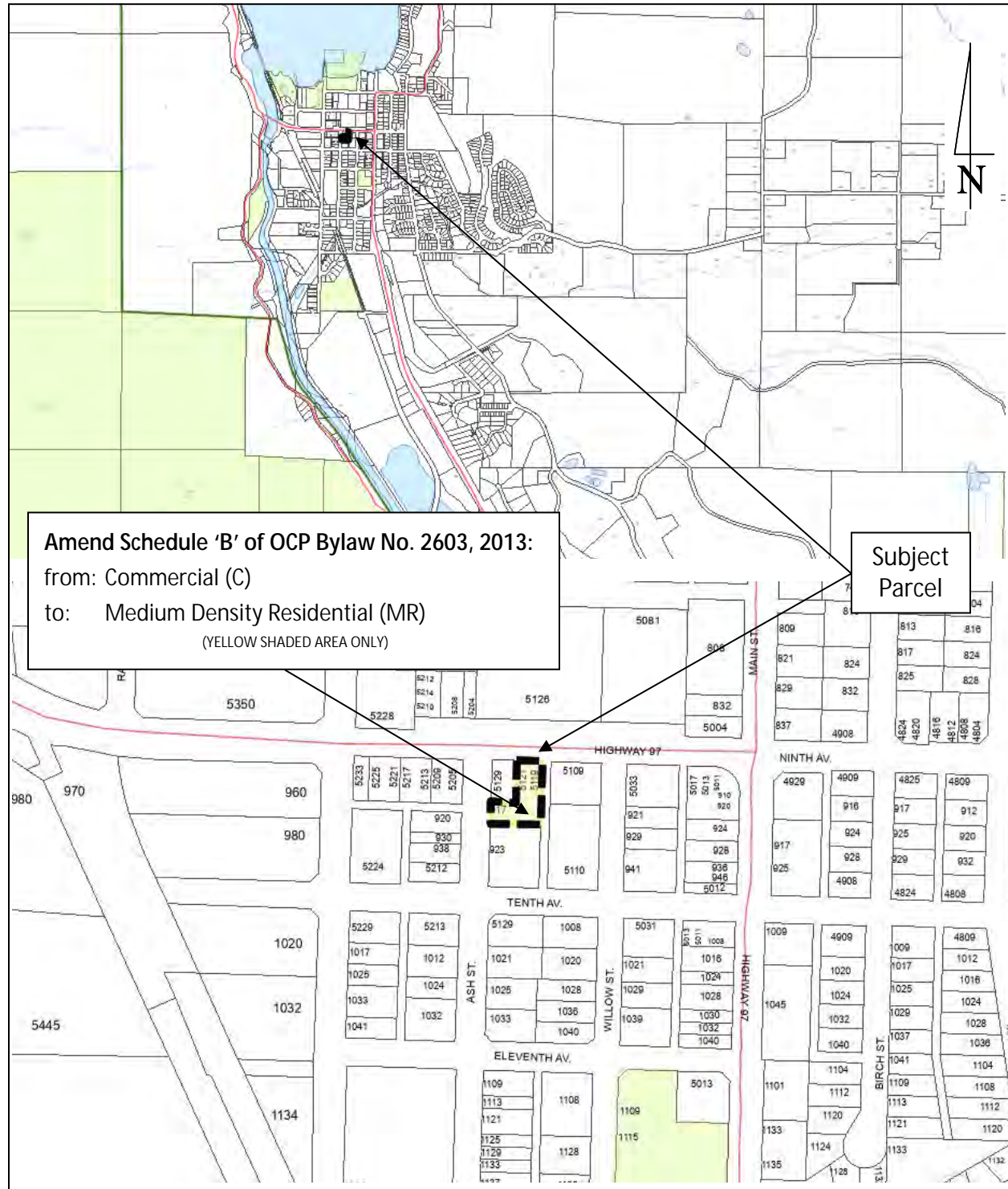
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Amendment Bylaw No. 2603.15, 2021

Project No: D2018.089-ZONE

## Schedule 'E'



# Regional District of Okanagan-Similkameen

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

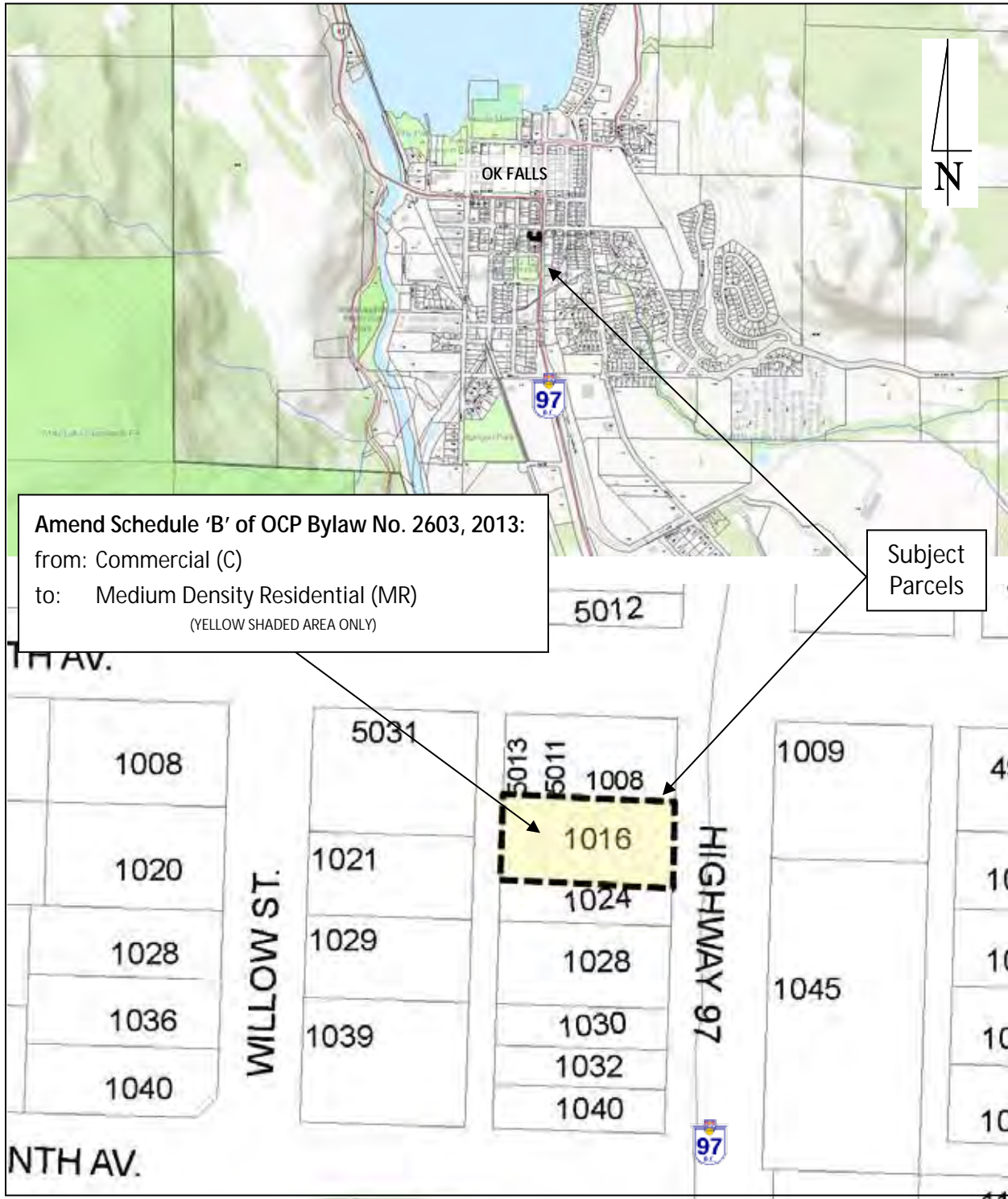
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Amendment Bylaw No. 2603.15, 2021

Project No: D2018.089-ZONE

Schedule 'F'



# Regional District of Okanagan-Similkameen

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

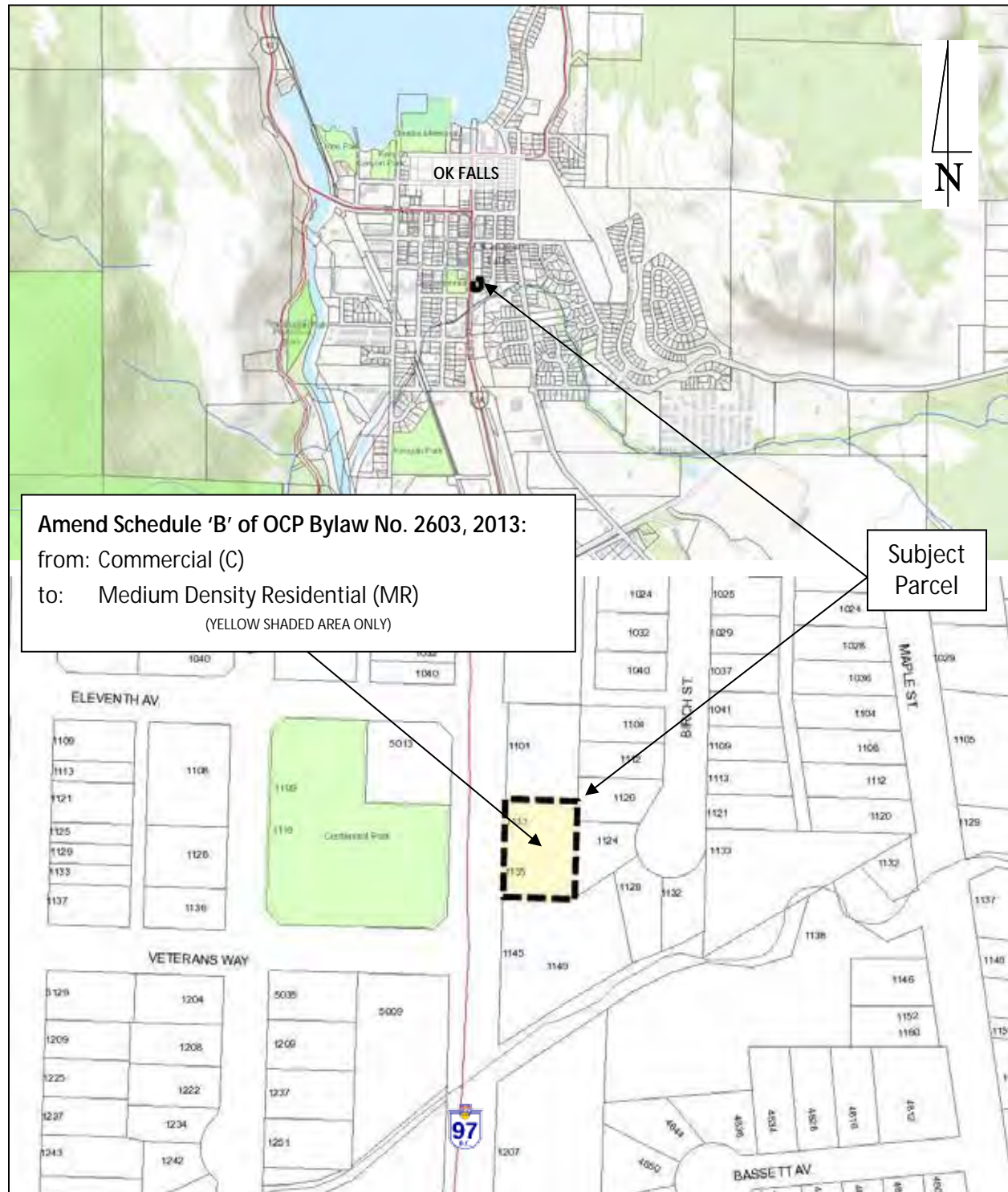
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Amendment Bylaw No. 2603.15, 2021

Project No: D2018.089-ZONE

Schedule 'G'



# Regional District of Okanagan-Similkameen

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

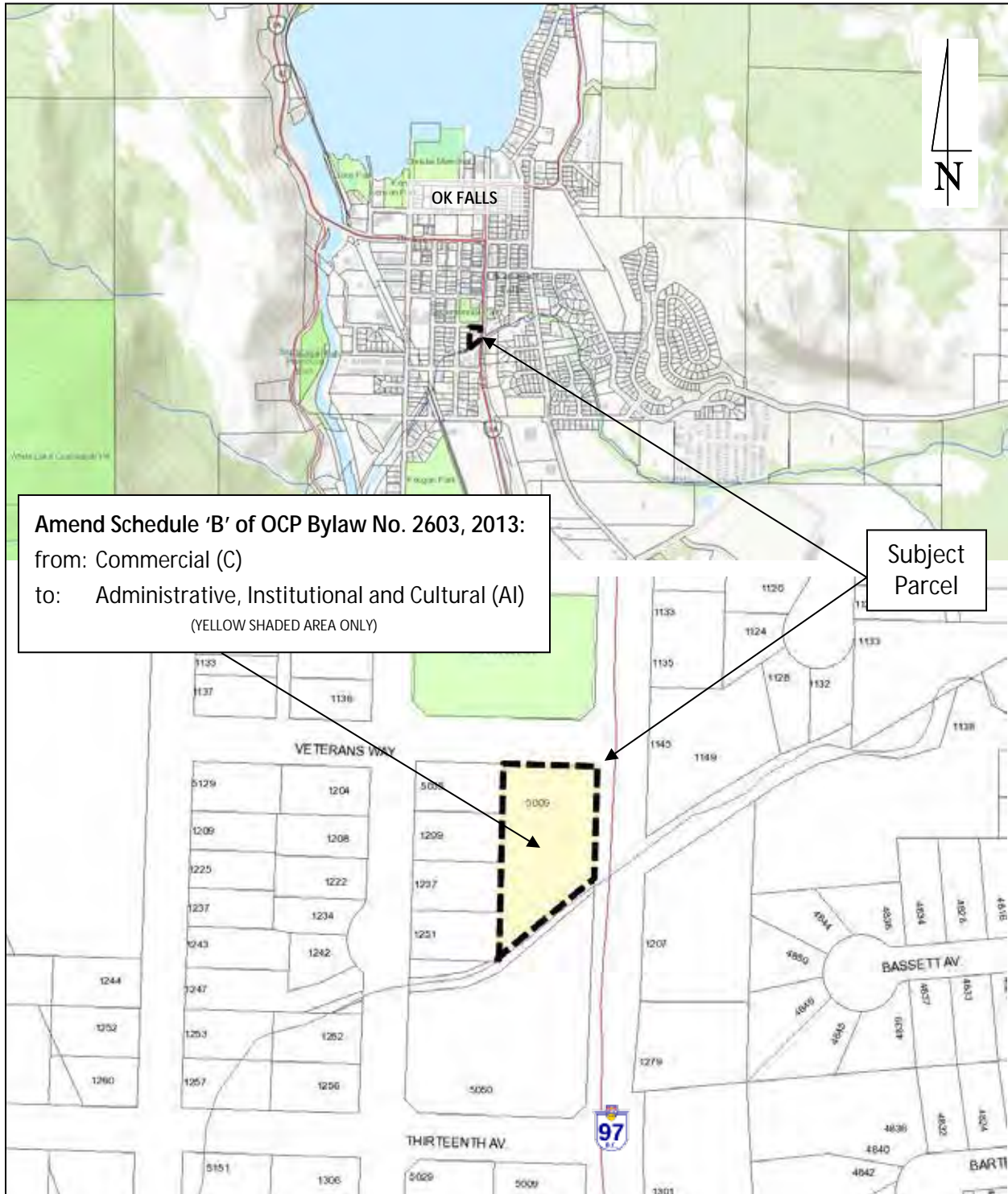
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Amendment Bylaw No. 2603.15, 2021

Project No: D2018.089-ZONE

## Schedule 'H'





# Regional District of Okanagan-Similkameen

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

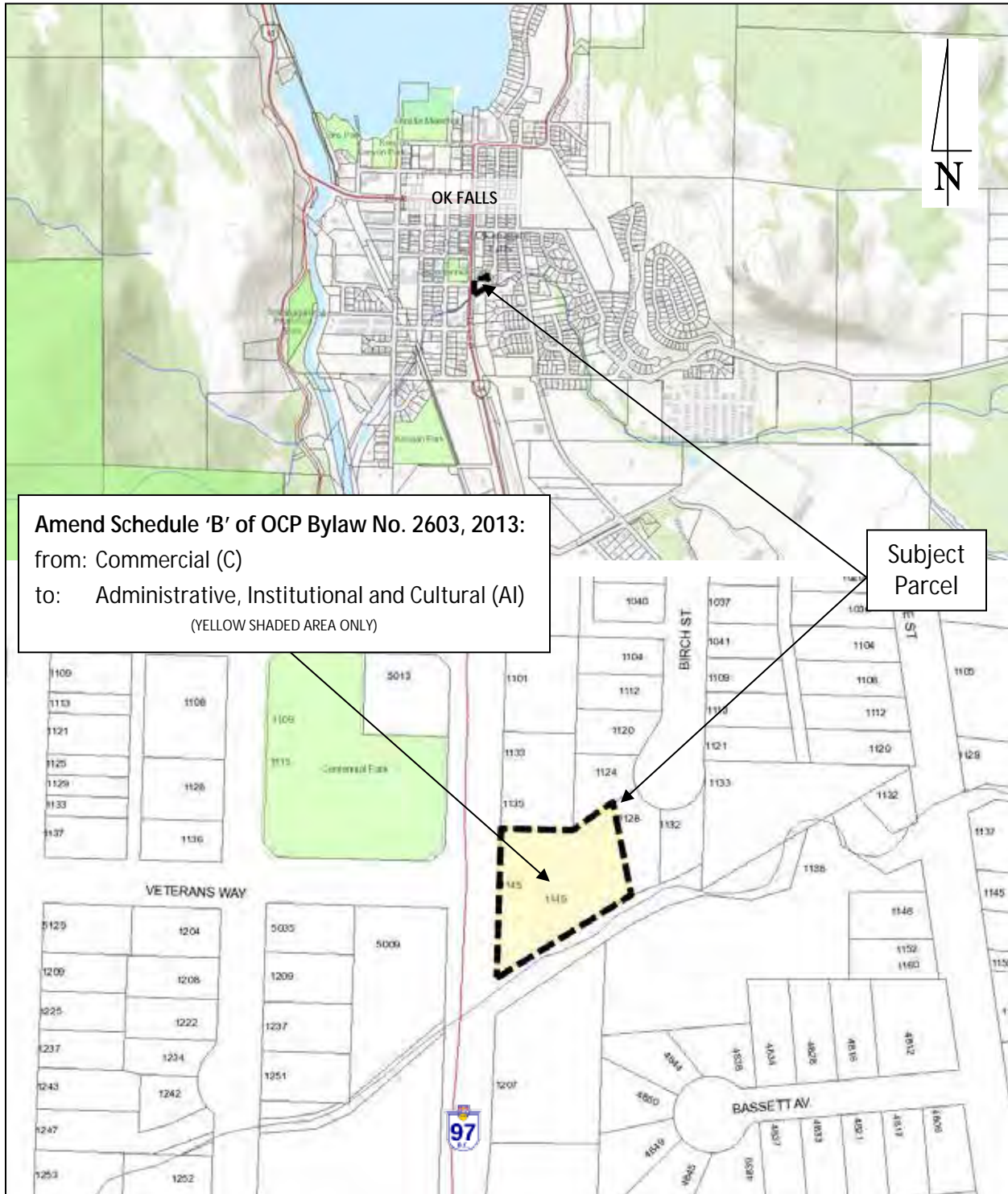
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Amendment Bylaw No. 2603.15, 2021

Project No: D2018.089-ZONE

Schedule 'I'



Amendment Bylaw No. 2603.15, 2021

(D2018.089-ZONE)

Page 12 of 20

# Regional District of Okanagan-Similkameen

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

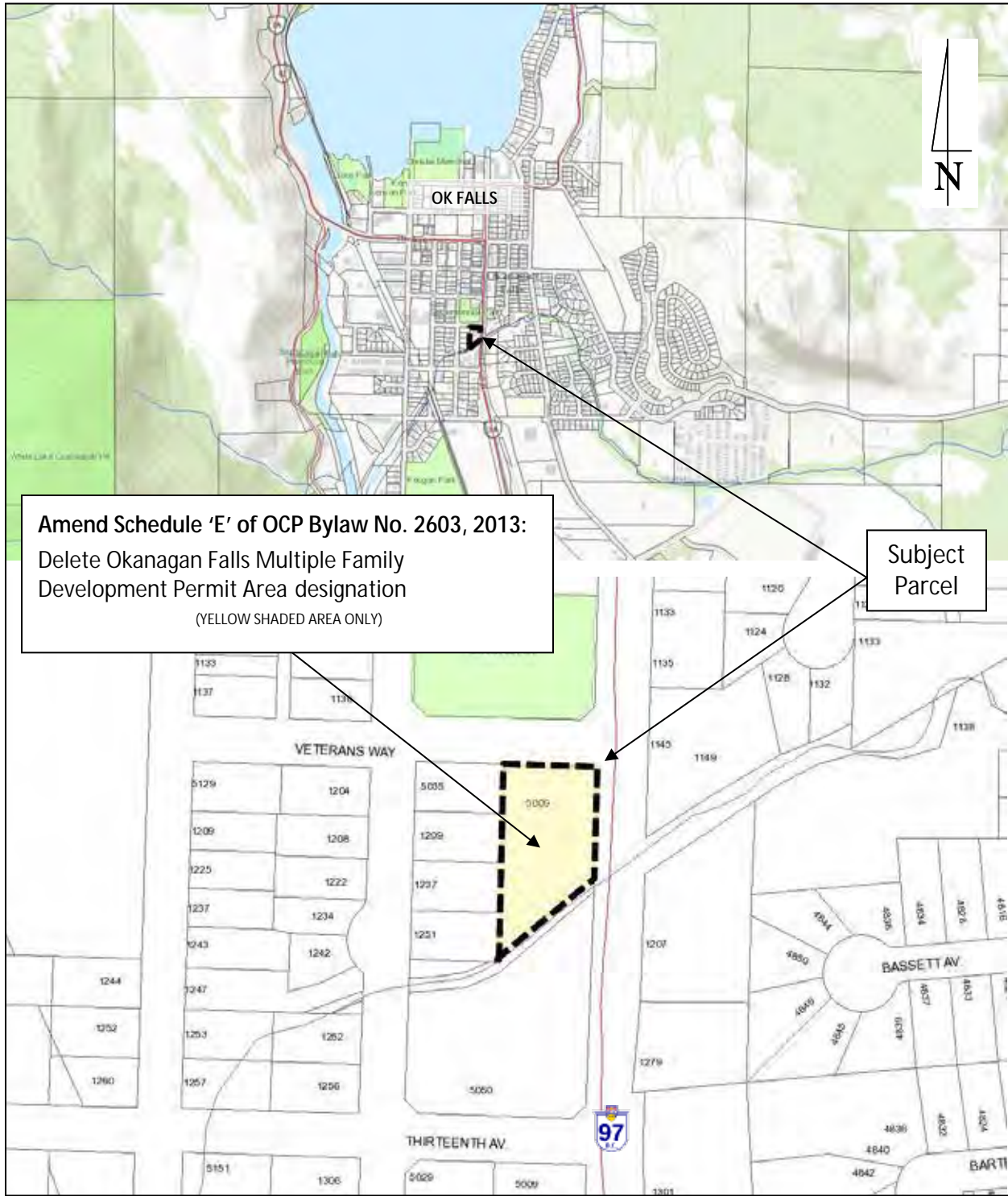
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Amendment Bylaw No. 2603.15, 2021

Project No: D2018.089-ZONE

## Schedule 'J'



# Regional District of Okanagan-Similkameen

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

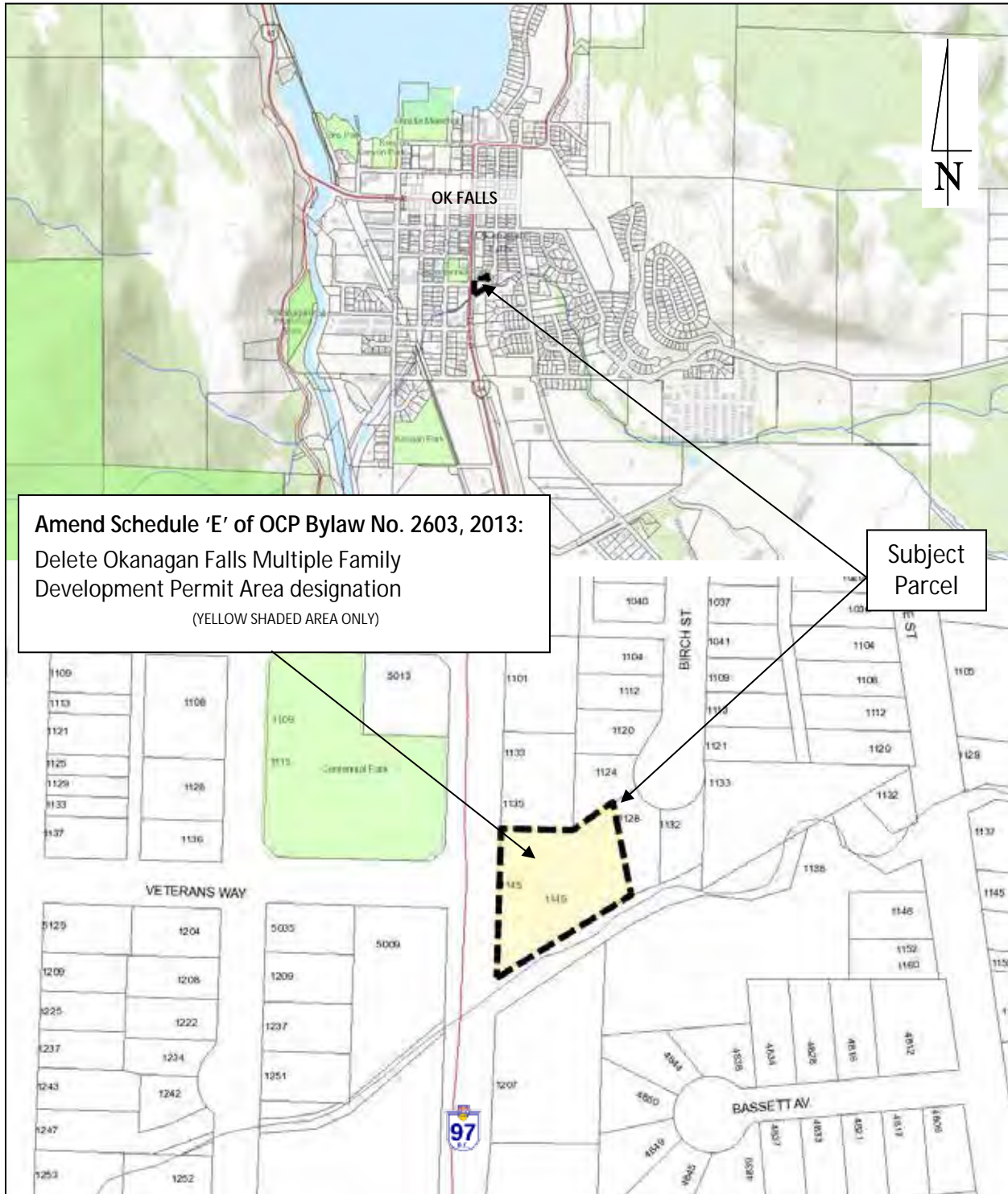
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Amendment Bylaw No. 2603.15, 2021

Project No: D2018.089-ZONE

Schedule 'K'



Amendment Bylaw No. 2603.15, 2021

(D2018.089-ZONE)

Page 14 of 20

# Regional District of Okanagan-Similkameen

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

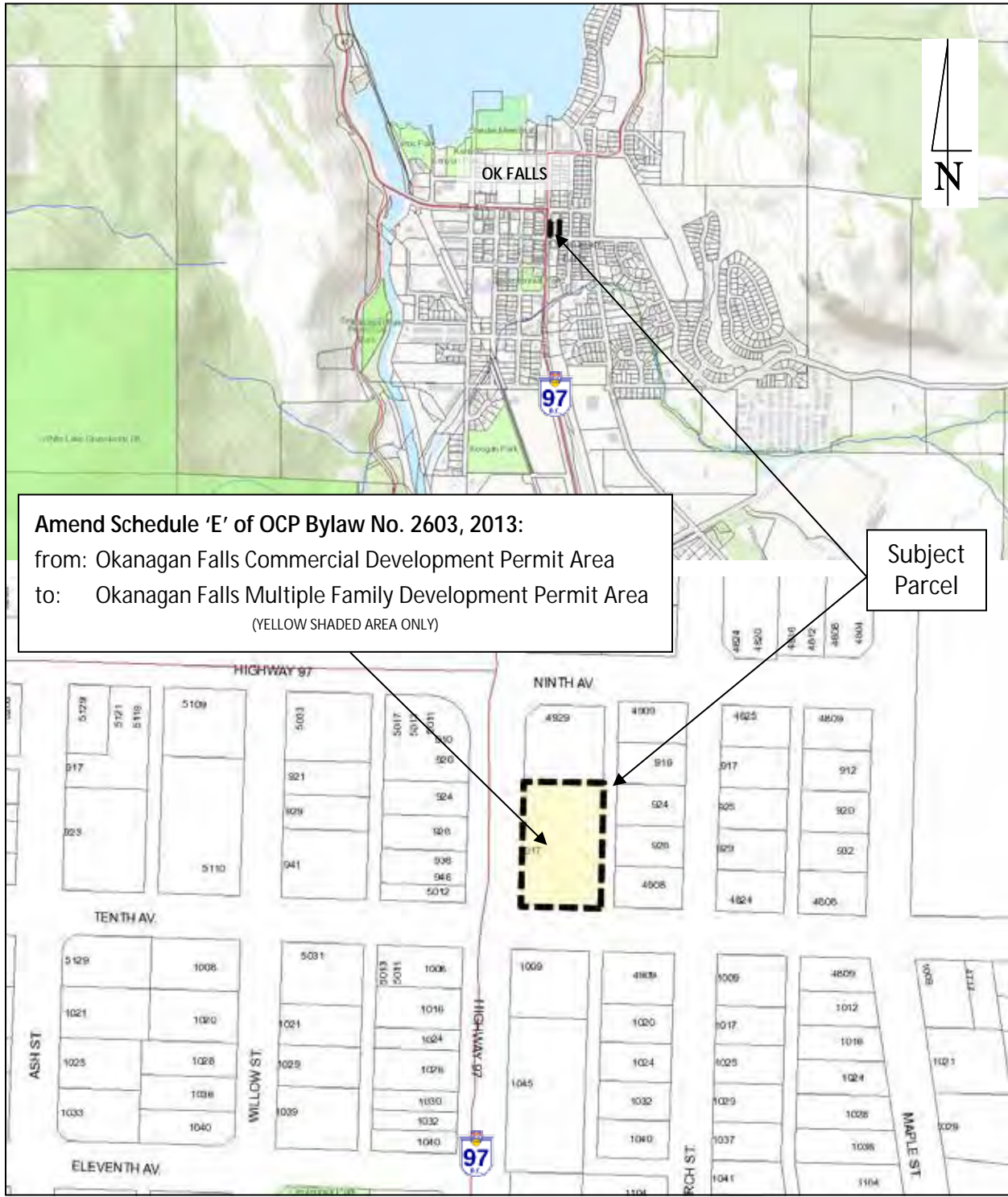
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Amendment Bylaw No. 2603.15, 2021

Project No: D2018.089-ZONE

## Schedule 'L'



# Regional District of Okanagan-Similkameen

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

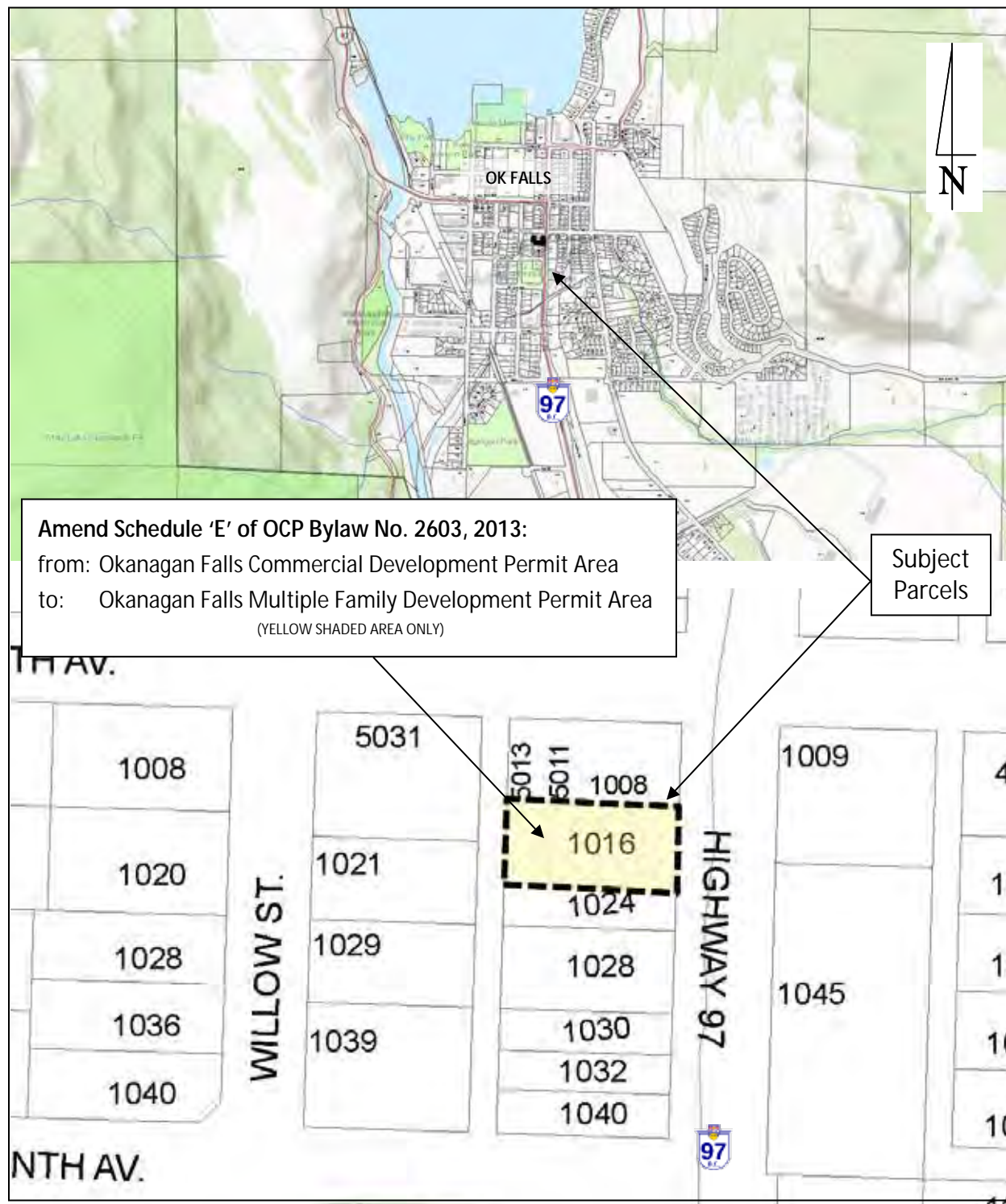
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Amendment Bylaw No. 2603.15, 2021

Project No: D2018.089-ZONE

Schedule 'M'



# Regional District of Okanagan-Similkameen

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

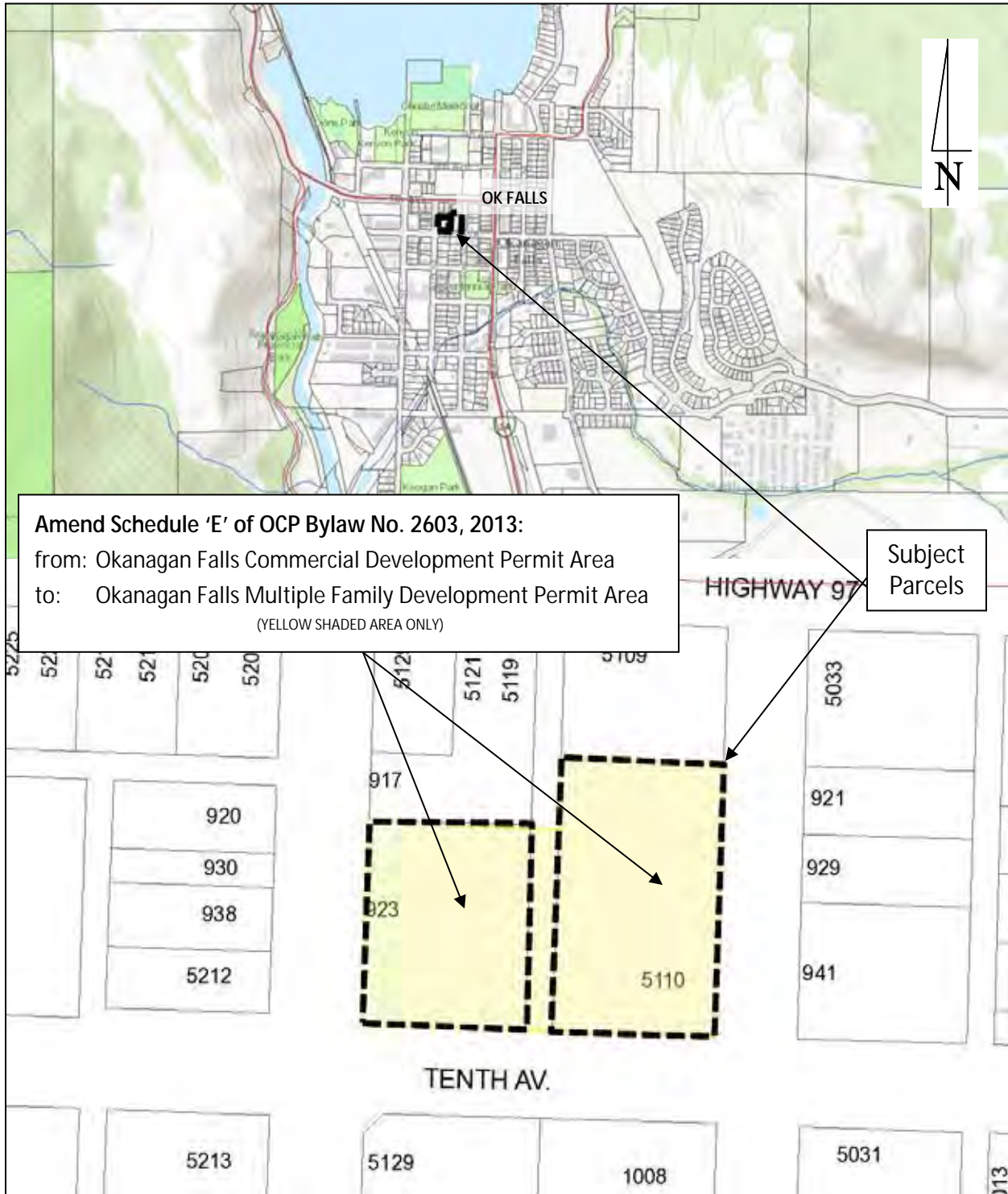
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Amendment Bylaw No. 2603.15, 2021

Project No: D2018.089-ZONE

Schedule 'N'



# Regional District of Okanagan-Similkameen

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

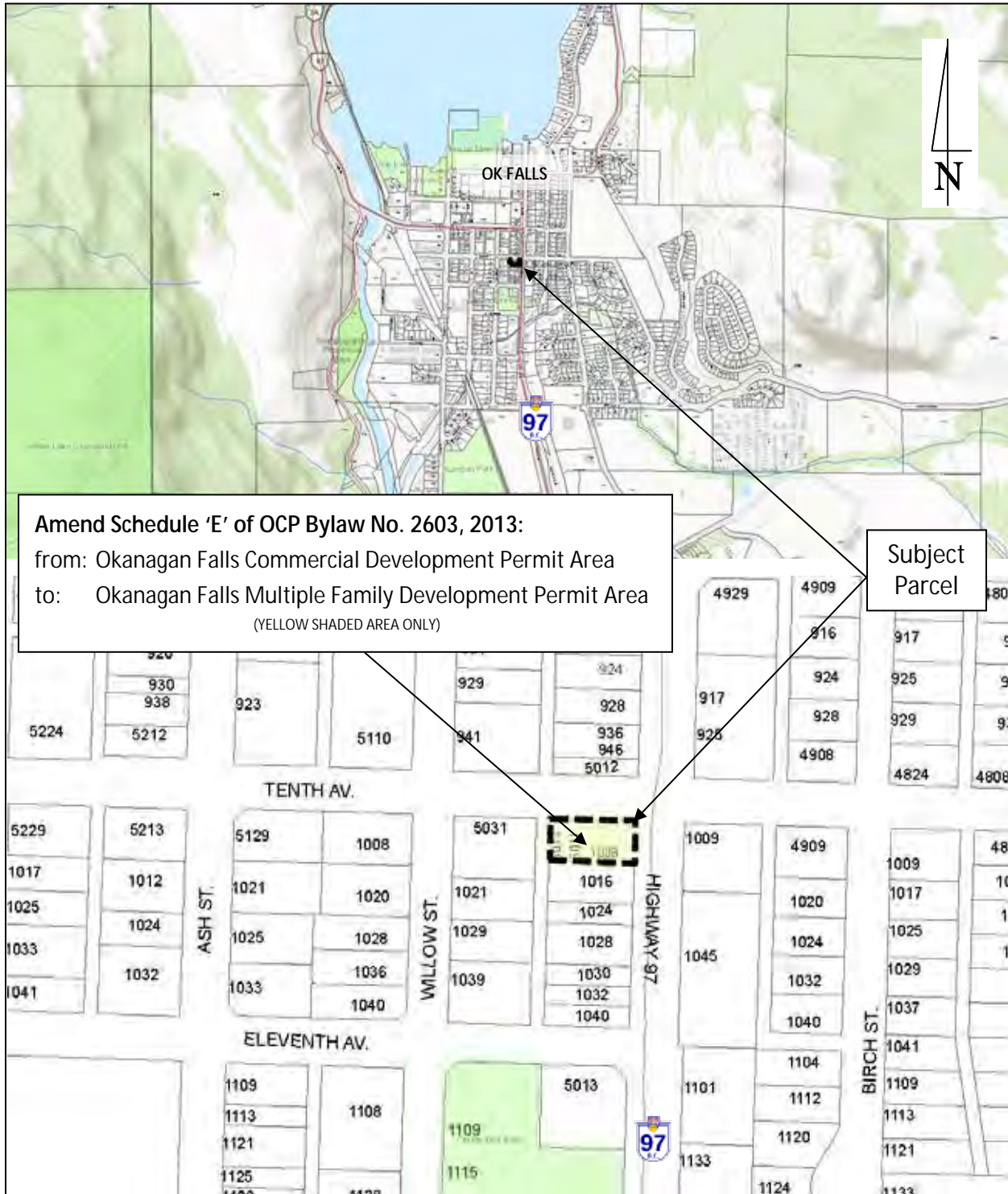
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Amendment Bylaw No. 2603.15, 2021

Project No: D2018.089-ZONE

Schedule 'O'



# Regional District of Okanagan-Similkameen

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

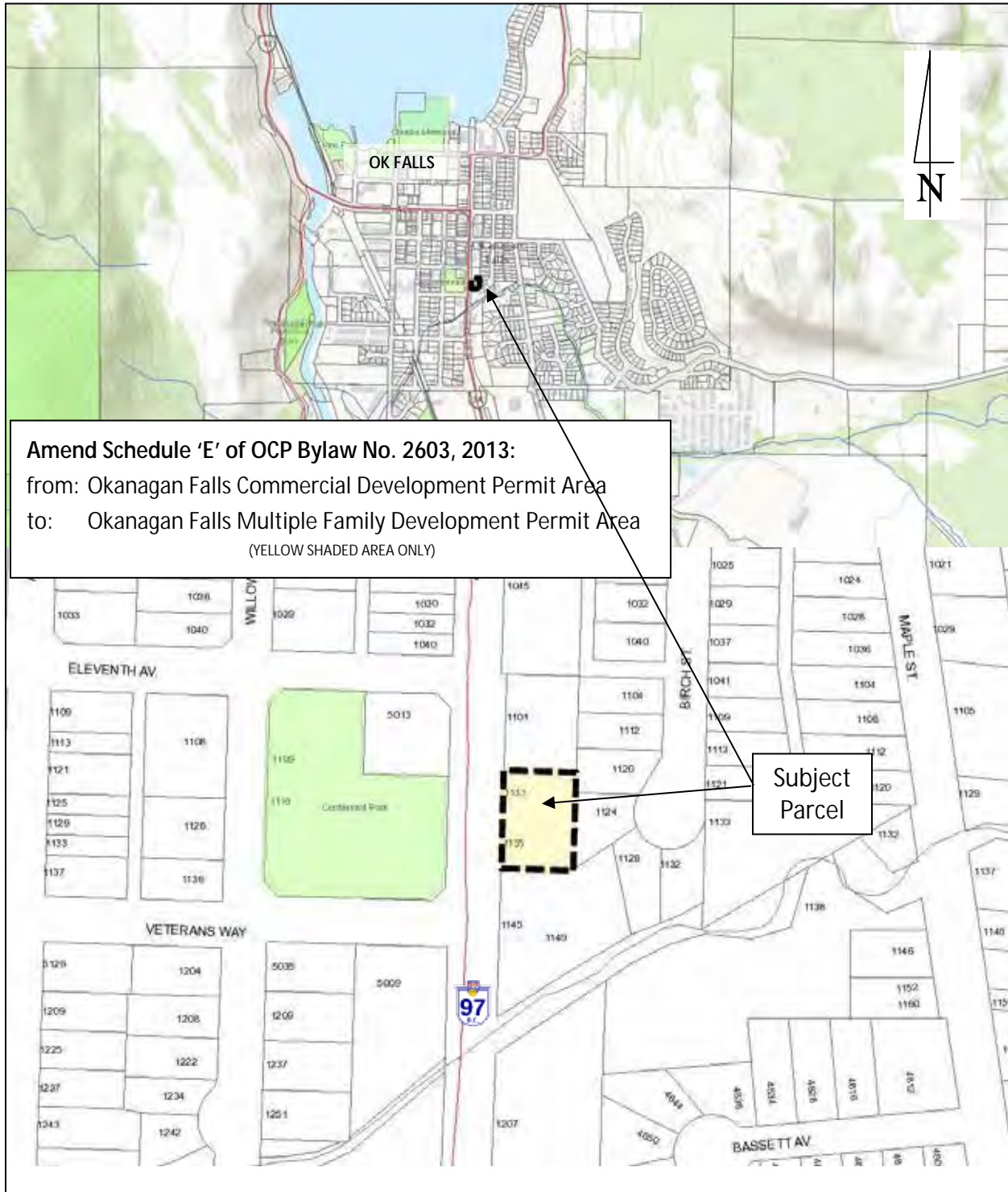
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Amendment Bylaw No. 2603.15, 2021

Project No: D2018.089-ZONE

Schedule 'P'





# Regional District of Okanagan-Similkameen

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

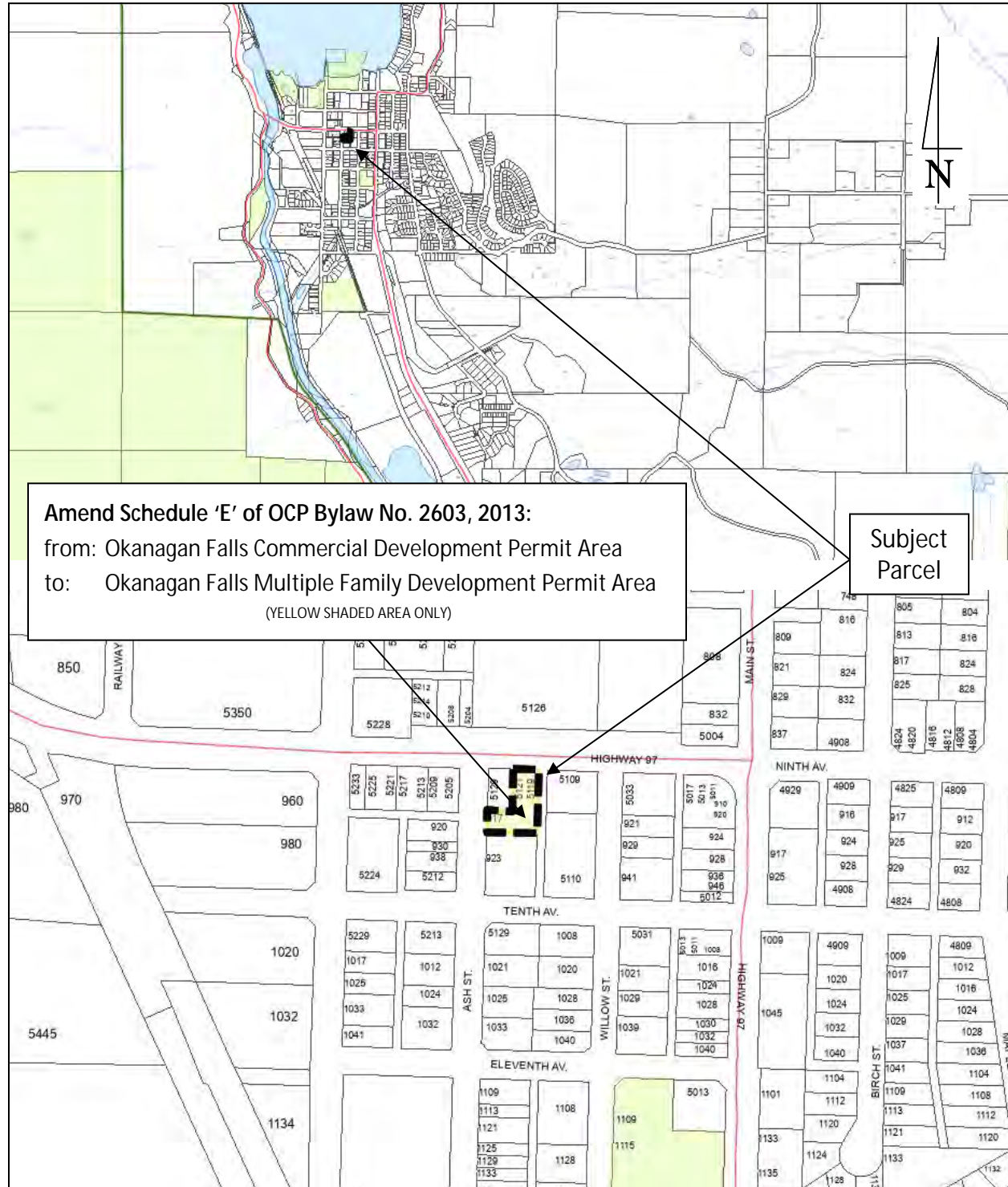
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Amendment Bylaw No. 2603.15, 2021

Project No: D2018.089-ZONE

## Schedule 'Q'



**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**

**BYLAW NO. 2455.38, 2021**

---

**A Bylaw to amend the Electoral Area "D" Zoning Bylaw No. 2455, 2008**

---

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

1. This Bylaw may be cited for all purposes as the "Electoral Area "D" Okanagan Falls Town Centre Update Zoning Amendment Bylaw No. 2455.38, 2021."
2. The Electoral Area "D" Zoning Bylaw No. 2455, 2008, is amended by:
  - i) replacing Section 14.2 (Okanagan Falls Town Centre Transition Zone) under Section 14.0 (Commercial) in its entirety with the following:

**14.2 HIGHWAY COMMERCIAL ZONE (C4)**

**14.2.1 Permitted Uses:**

Principal uses:

- a) brewery, cidery, distillery, meadery or winery;
- b) eating and drinking establishments;
- c) indoor recreation;
- d) apartment building, subject to Section 14.2.5;
- e) offices;
- f) outdoor market;
- g) personal service establishment;
- h) retail stores, general;
- i) townhouse, subject to Section 14.2.5;
- j) tourist accommodation;

Secondary uses:

- k) dwelling units;

- l) bed and breakfast operation, subject to Section 7.19;
- m) home occupations, subject to Section 7.17; and
- n) accessory buildings and structures, subject to Section 7.13.

**14.2.2 Site Specific Highway Commercial Zone (C4s) Provisions:**

- a) see Section 19.15

**14.2.3 Minimum Parcel Size:**

- a) 1000 m<sup>2</sup>, subject to servicing requirements.

**14.2.4 Minimum Parcel Width:**

- a) Not less than 25% of parcel depth.

**14.2.5 Dwelling Unit Regulations:**

- a) dwelling units shall be located above the first floor or at the rear of a building containing a principal commercial use.

**14.2.6 Minimum Setbacks:**

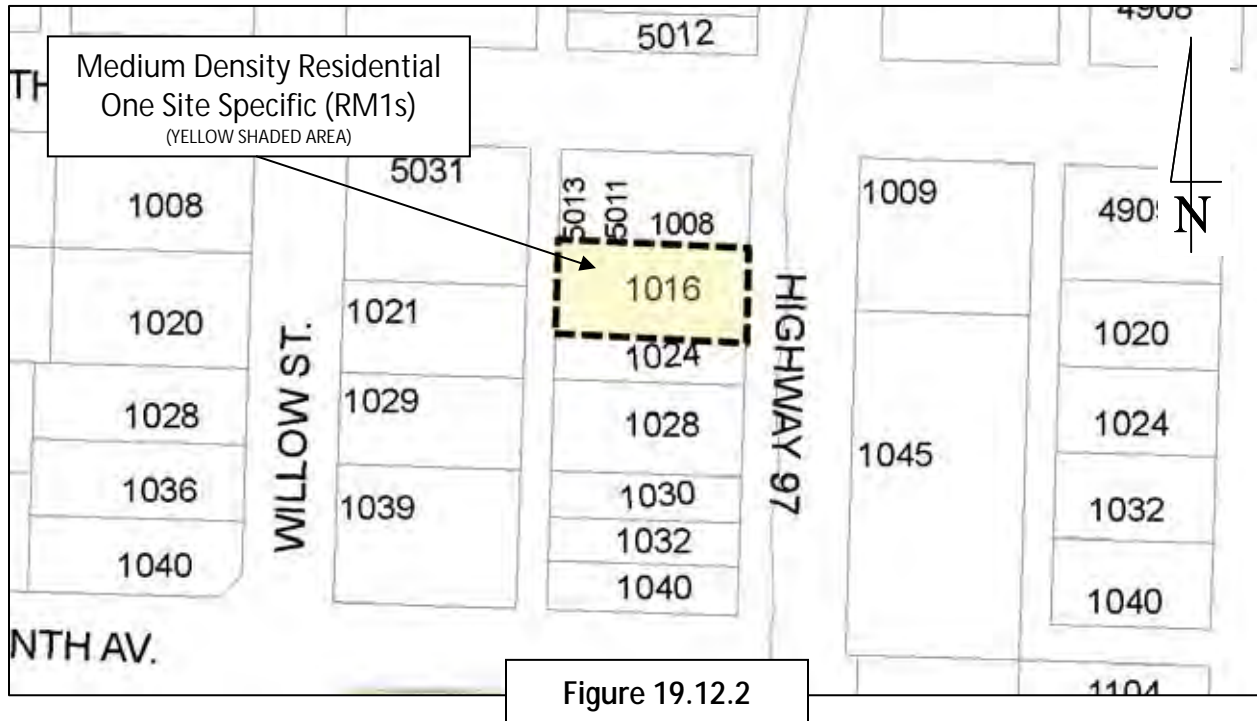
- a) Buildings and Structures:
  - i) Front parcel line: 3.0 metres
  - ii) Rear parcel line: 0.0 metres
  - iii) Interior side parcel line: 0.0 metres
  - iv) Exterior side parcel line: 3.0 metres
- b) Accessory buildings and structures:
  - i) Front parcel line: 3.0 metres
  - ii) Rear parcel line: 0.0 metres
  - iii) Interior side parcel line: 1.5 metres
  - iv) Exterior side parcel line: 3.0 metres

**14.2.7 Maximum Height:**

- a) No building or structure shall exceed a height of 12.0 metres;
- b) No accessory building or structure shall exceed a height of 4.5 metres.

#### 14.2.8 Maximum Parcel Coverage:

- a) 80%
- ii) adding a new Section 19.12.2 (Site Specific Medium Density Residential One) under Section 19.0 (Site Specific Designations) to read as follows:
  - .2 In the case of land described as Parcel A, Block 10, Plan KAP1280, District Lot 374, SDYD, Portion KD20684 (1016 Main Street), and shown shaded yellow on Figure 19.12.2:
    - i) the following principal use shall be permitted on the land in addition to the permitted uses listed in Section 12.1.1:
      - a) eating and drinking establishments;
      - b) offices;
      - c) personal service establishment; and
      - d) retail stores, general.



- iii) adding a new Section 19.12.3 (Site Specific Medium Density Residential One) under Section 19.0 (Site Specific Designations) to read as follows:
  - .3 In the case of land described as Plan KAS1099, District Lot 374, SDYD (1135 Highway 97), and shown shaded yellow on Figure 19.12.3:
    - i) the following principal use shall be permitted on the land in addition to the permitted uses listed in Section 12.1.1:

- a) eating and drinking establishments;
- b) offices;
- c) personal services establishment; and
- d) retail stores, general

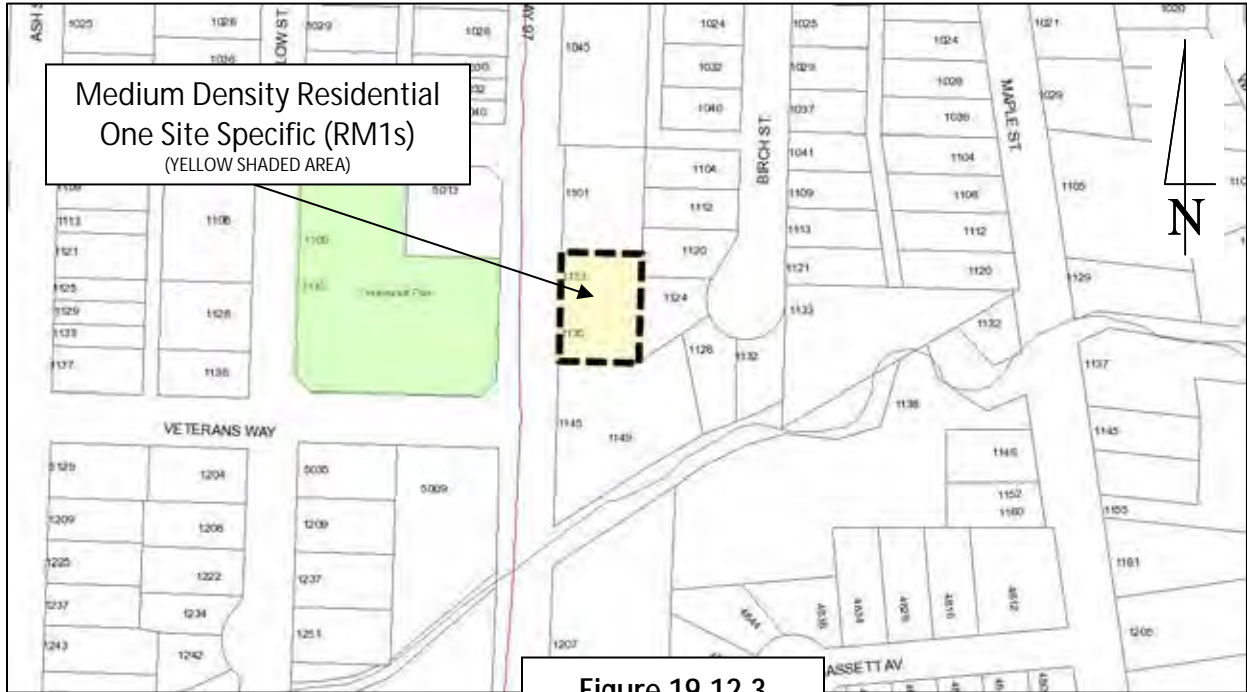


Figure 19.12.3

iv) adding a new Section 19.12.4 (Site Specific Medium Density Residential One) under Section 19.0 (Site Specific Designations) to read as follows:

.4 In the case of land described as Lot A, Plan KAP52004, District Lot 374, SDYD (917 Ash Street) and shown shaded yellow on Figure 19.12.5:

- ii) the following principal use shall be permitted on the land in addition to the permitted uses listed in Section 12.1.1:
  - a) eating and drinking establishments;
  - b) offices;
  - c) personal services establishment; and
  - d) retail stores, general.

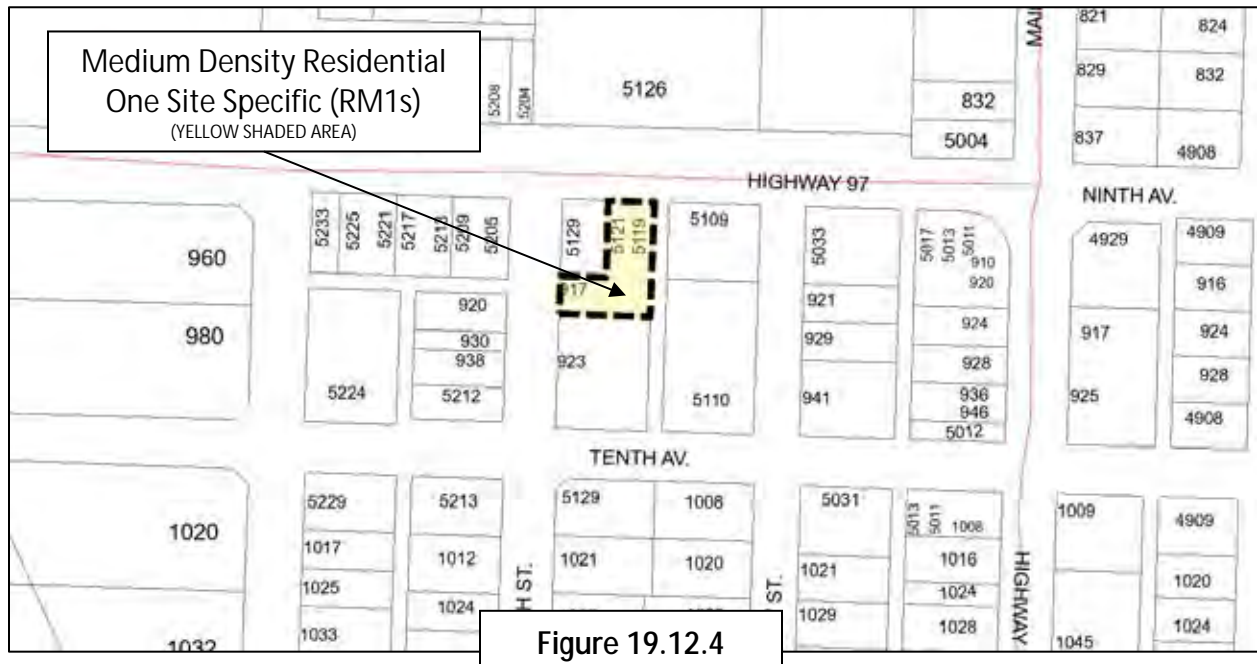


Figure 19.12.4

- v) replacing Section 19.14.1 (Site Specific General Commercial Provisions) under Section 19.0 (Site Specific Designations) in its entirety with the following:
  - .1 In the case of land described as Lot 1, Plan KAP3828, District Lot 374, SDYD (5129 9<sup>th</sup> Avenue), and shown shaded yellow on Figure 19.14.1:
    - i) the following principal use shall be permitted on the land in addition to the permitted uses listed in Section 14.1.1:
      - a) service industry establishment, excluding household cleaning and repair; metal and woodworking; and plumbing and heating sales; storage and repair.

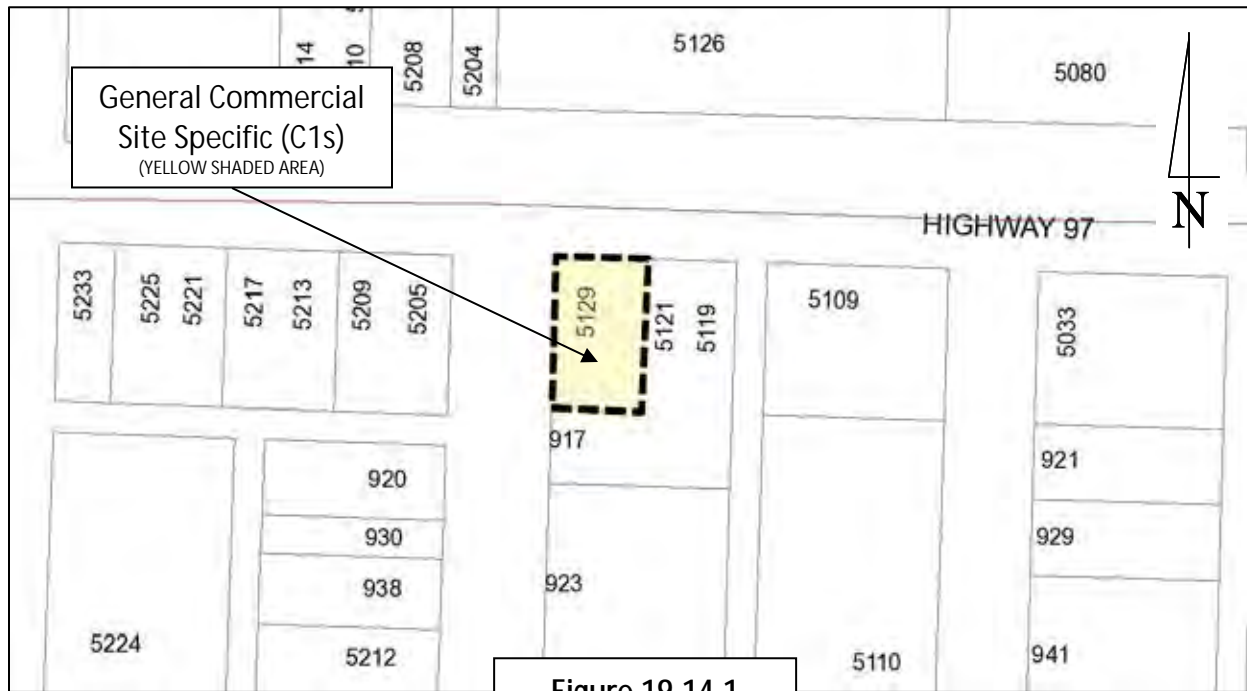


Figure 19.14.1

vi) replacing Section 19.15 (Site Specific Okanagan Falls Town Centre Provisions) under Section 19.0 (Site Specific Designations) in its entirety with the following:

**19.15 Site Specific Highway Commercial (C4s) Provisions:**

.1 Not applicable.

3. The Zoning Map, being Schedule '2' of the Electoral Area "D" Zoning Bylaw No. 2455, 2008, is amended by changing land use designation of the land:
  - i) shown shaded yellow on Schedule 'A', which forms part of this Bylaw, from Okanagan Falls Town Centre Transition (C4) to General Commercial (C1).
  - ii) described as Lot 1, Plan KAP3828, District Lot 374, SDYD (5129 9<sup>th</sup> Avenue) and shown shaded yellow on Schedule 'B', which forms part of this Bylaw, from Okanagan Falls Town Centre Transition Site Specific (C4s) to General Commercial Site Specific (C1s).
  - iii) described as Lot A, Plan KAP42658, District Lot 374, SDYD (1101 Highway 97) and shown shaded yellow on Schedule 'C', which forms part of this Bylaw, from Okanagan Falls Town Centre Transition (C4) to General Commercial (C1).
  - iv) described as Lot 16, Block 10, Plan KAP1280, District Lot 374, SDYD (1024 Main Street;) and Parcel Z, Block 10, Plan KAP1280, District Lot 374, SDYD (1028 Main Street); and Lots 11-13, Block 10, Plan KAP1280, District Lot 374, SDYD (1030, 1032 & 1040 Main Street) and shown as shaded yellow on Schedule 'D', which forms part of this Bylaw, from Okanagan Falls Town Centre Transition (C4) to Highway Commercial (C4).

- v) described as Plan KAP3787, District Lot 374, SDYD, Parcel A, Portion KV78711 (1045 Highway 97) and shown shaded yellow on Schedule 'E', which forms part of this Bylaw, from Okanagan Falls Town Centre Transition (C4) to Tourist Commercial One (CT1).
- vi) described as Lots 8-12, Block 9, Plan KAP4, District Lot 374, SDYD (923 Ash Street) and Lots 13-17, Block 9, Plan KAP4, District Lot 374, SDYD (5110 10<sup>th</sup> Avenue), and shown shaded yellow on Schedule 'F', which forms part of this Bylaw, from Okanagan Falls Town Centre Transition (C4) to Medium Density Residential One (RM1).
- vii) described as Plan KAP5823, District Lot 374, SDYD, Parcel A, Portion (KD776), Okanagan Falls Townsite (917 Highway 97), and shown shaded yellow on Schedule 'G', which forms part of this Bylaw, from Okanagan Falls Town Centre Transition (C4) to Medium Density Residential One (RM1).
- viii) described as Lot 20, Block 10, Plan KAP1280, District Lot 374, SDYD (1008 10<sup>th</sup> Avenue), and shown shaded yellow on Schedule 'H', which forms part of this Bylaw, from Okanagan Falls Town Centre Transition (C4) to Medium Density Residential One (RM1).
- ix) described as Lots 1-18, Plan KAS1099, District Lot 374, SDYD, (1133 & 1135 Main Street) and shown shaded yellow on Schedule 'I', which forms part of this Bylaw, from Okanagan Falls Town Centre Transition (C4) to Medium Density Residential One Site Specific (RM1s).
- x) described as Lot 1, Plan KAP23248, District Lot 374, SDYD, Okanagan Falls Townsite (5099 Veterans Way) and shown shaded yellow on Schedule 'J', which forms part of this Bylaw, from Okanagan Falls Town Centre Transition (C4) to Administrative and Institutional (AI).
- xi) described as Lot 9, Plan KAP34520, District Lot 374, SDYD (1145 Highway 97) and shown shaded yellow on Schedule 'K', which forms part of this Bylaw, from Okanagan Falls Town Centre Transition (C4) to Administrative and Institutional (AI).
- xii) described as Parcel A, Block 10, Plan KAP1280, District Lot 374, SDYD, Portion KD20684 (1016 Highway 97) and shown shaded yellow on Schedule 'L', which forms part of this Bylaw, from Okanagan Falls Town Centre Transition (C4) to Medium Density Residential One Site Specific (RM1s).
- xiii) described as Lot A, Plan KAP52004, District Lot 374, SDYD (917 Ash Street) and shown shaded yellow on Schedule 'M', which forms part of this Bylaw, from Okanagan Falls Town Centre Transition (C4) to Medium Density Residential One Site Specific (RM1s).



READ A FIRST AND SECOND TIME this 3<sup>rd</sup> day of June, 2021.

PUBLIC HEARING HELD this 8<sup>th</sup> day of July, 2021.

READ A THIRD TIME this 8<sup>th</sup> day of July, 2021.

Approved pursuant to Section 52(3) of the *Transportation Act* this 13<sup>th</sup> day of July, 2021.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2021.

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

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

# Regional District of Okanagan-Similkameen

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

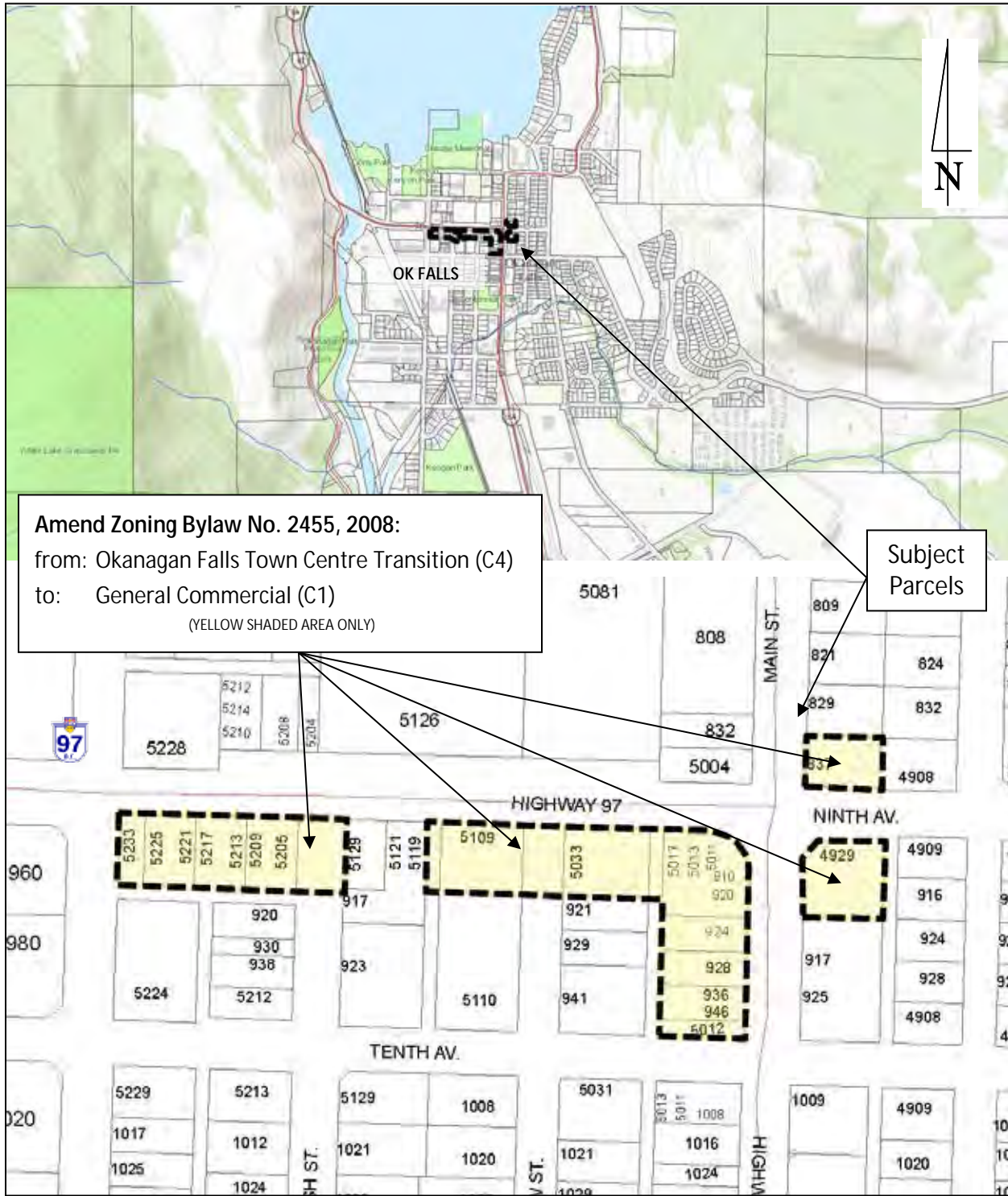
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Amendment Bylaw No. 2455.38, 2021

Project No: D2018.089-ZONE

## Schedule 'A'



# Regional District of Okanagan-Similkameen

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

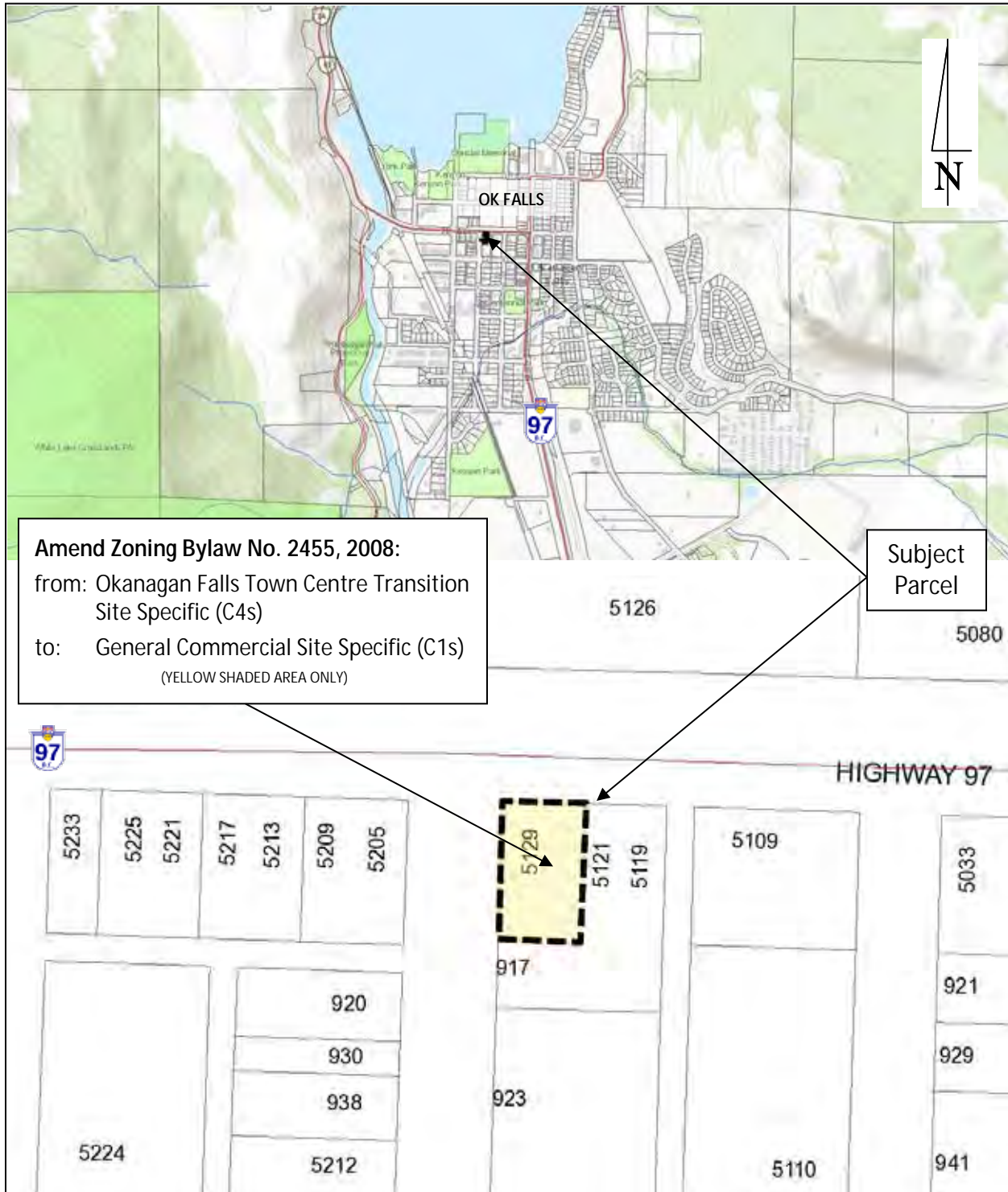
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Amendment Bylaw No. 2455.38, 2021

Project No: D2018.089-ZONE

Schedule 'B'



# Regional District of Okanagan-Similkameen

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

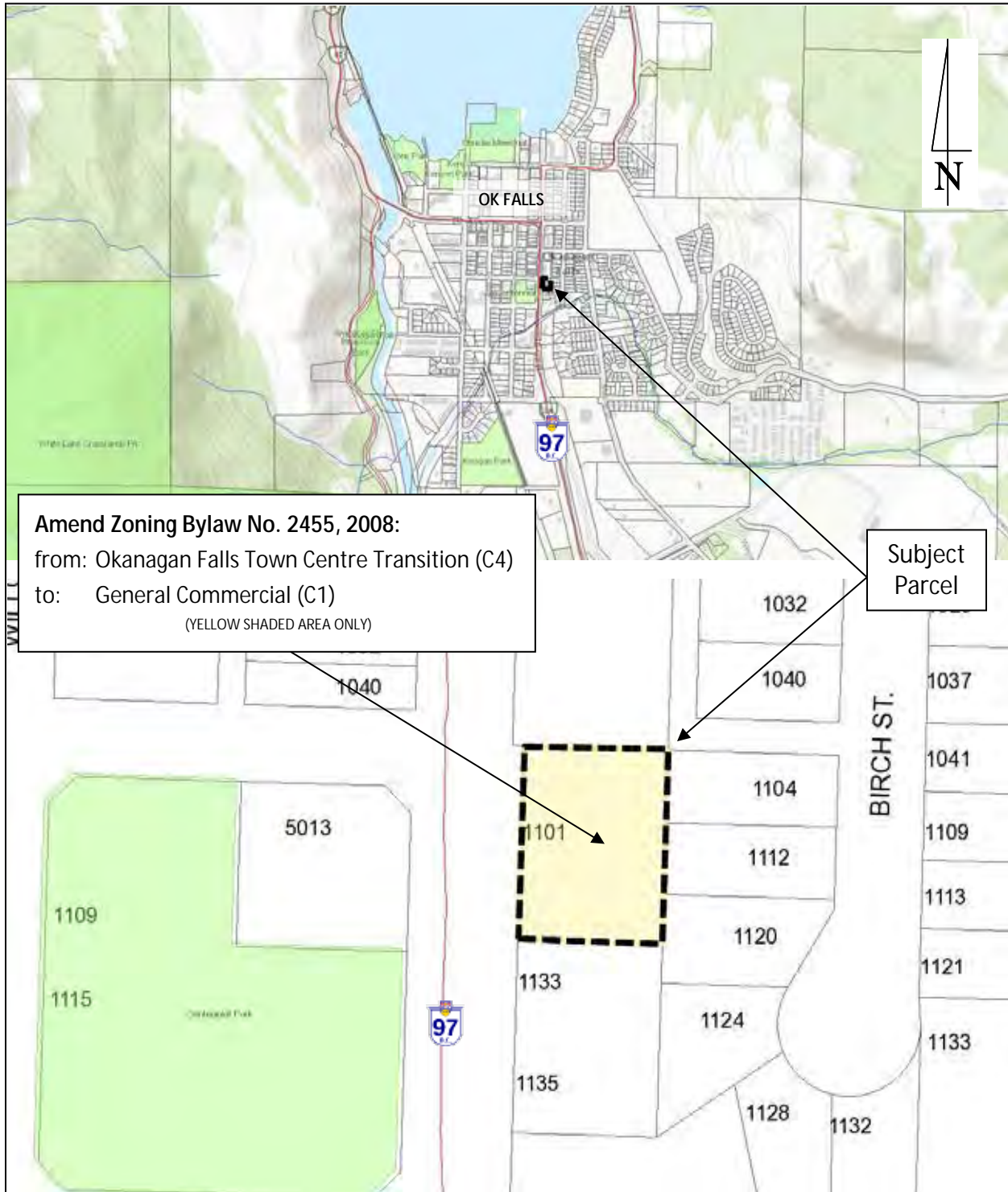
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Amendment Bylaw No. 2455.38, 2021

Project No: D2018.089-ZONE

Schedule 'C'



Amendment Bylaw No. 2455.38, 2021

(D2018.089-ZONE)

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# Regional District of Okanagan-Similkameen

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

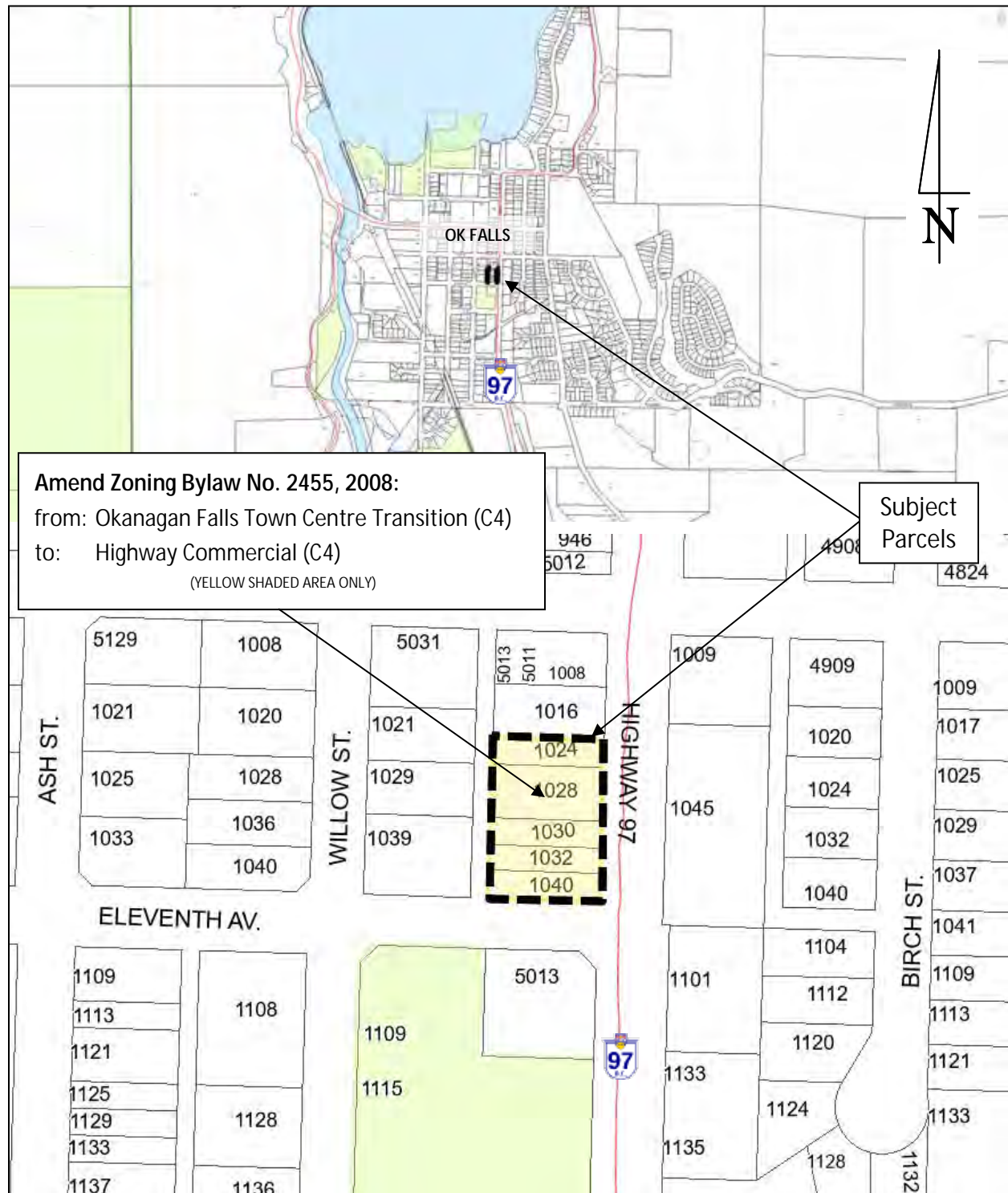
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Amendment Bylaw No. 2455.38, 2021

Project No: D2018.089-ZONE

## Schedule 'D'



# Regional District of Okanagan-Similkameen

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

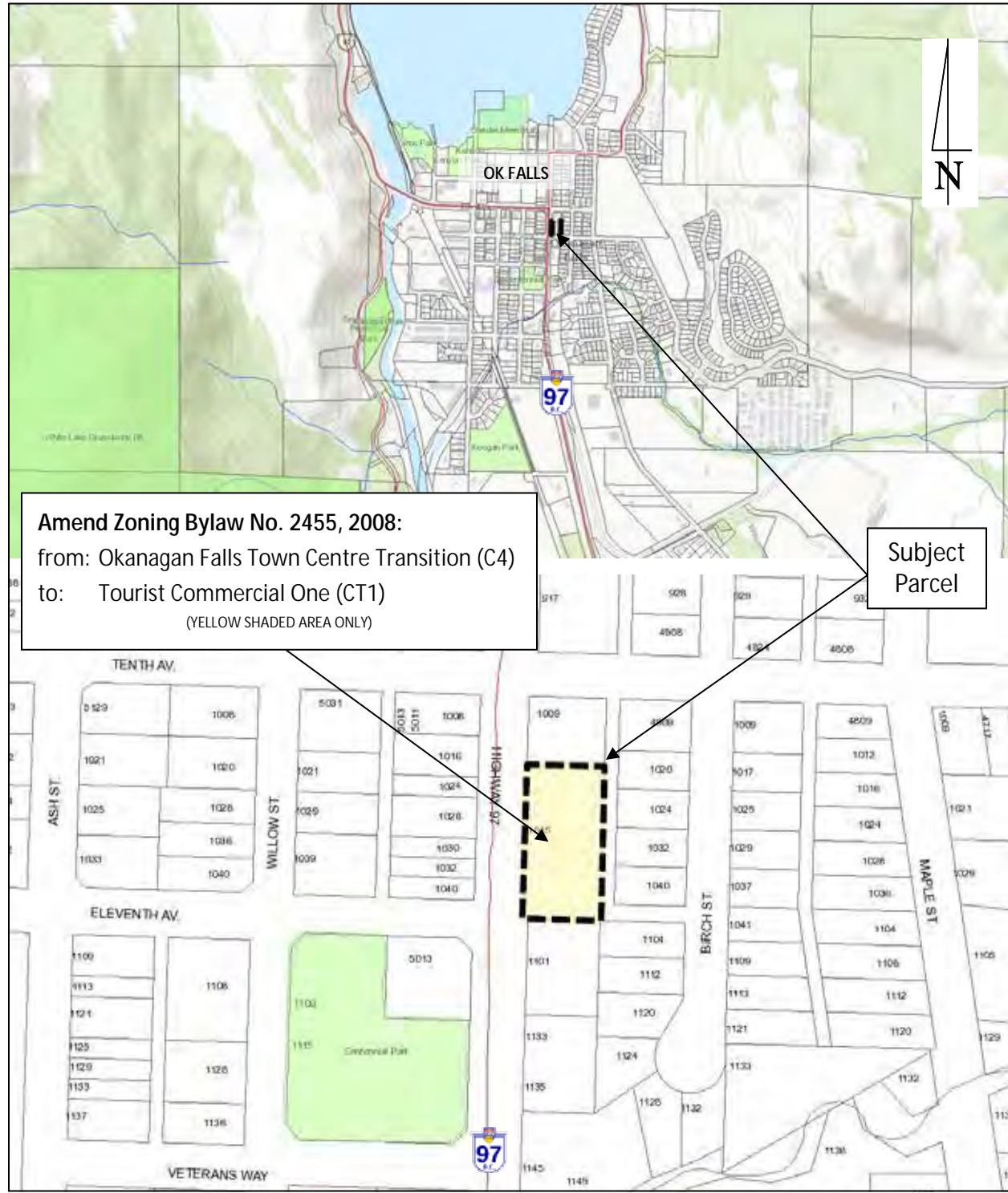
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Amendment Bylaw No. 2455.38, 2021

Project No: D2018.089-ZONE

Schedule 'E'



# Regional District of Okanagan-Similkameen

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

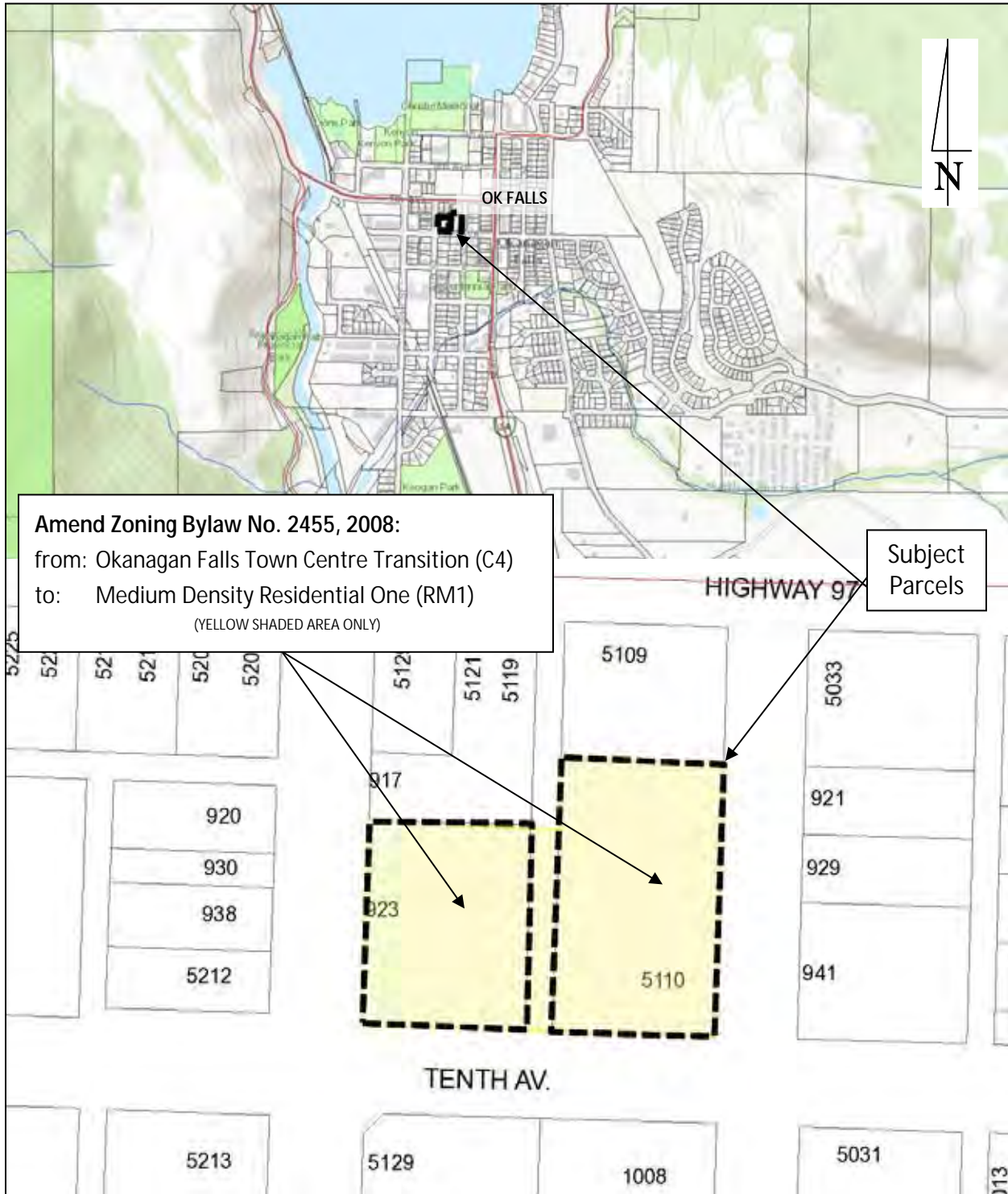
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Amendment Bylaw No. 2455.38, 2021

Project No: D2018.089-ZONE

Schedule 'F'



# Regional District of Okanagan-Similkameen

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

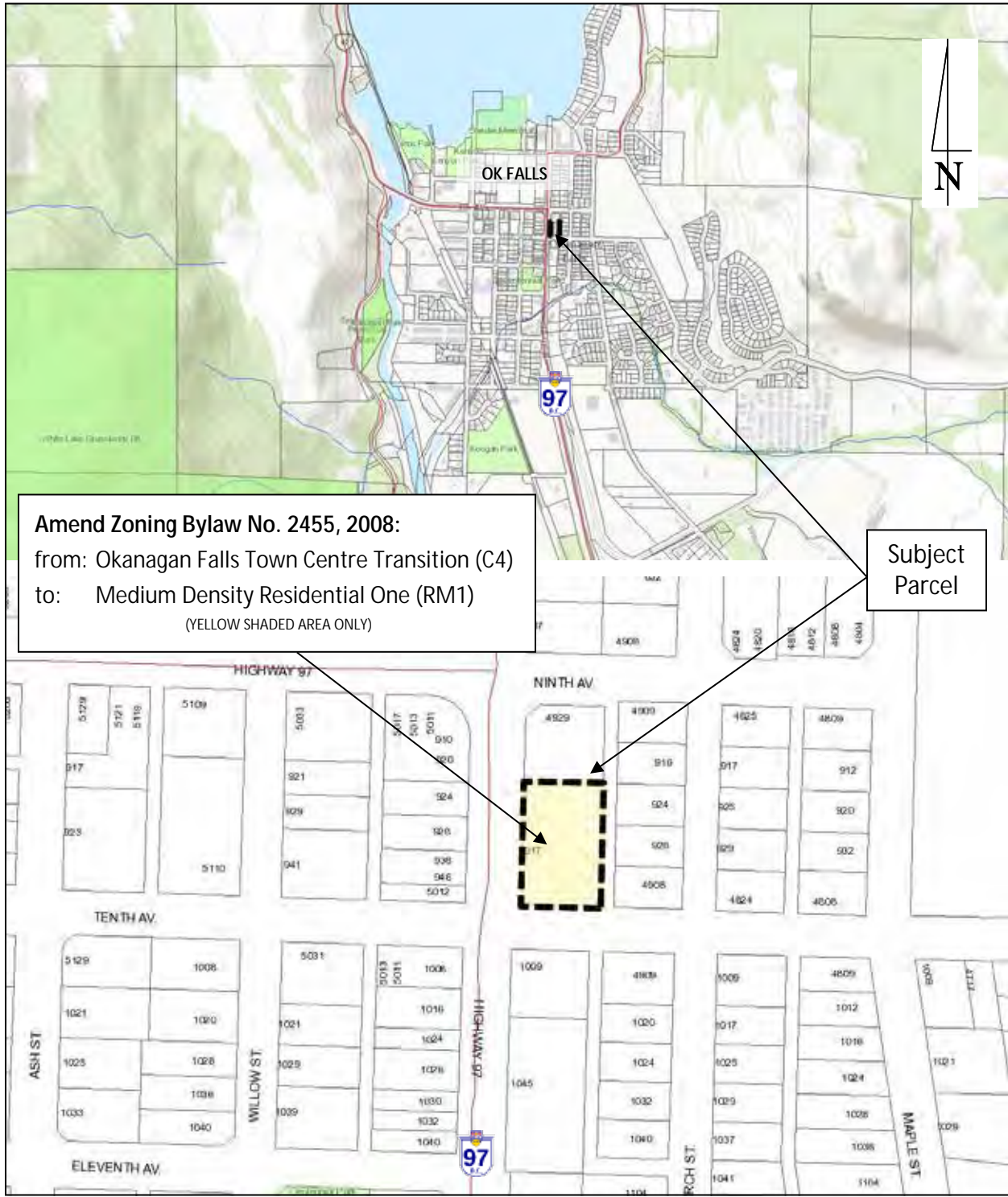
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Amendment Bylaw No. 2455.38, 2021

Project No: D2018.089-ZONE

Schedule 'G'





# Regional District of Okanagan-Similkameen

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

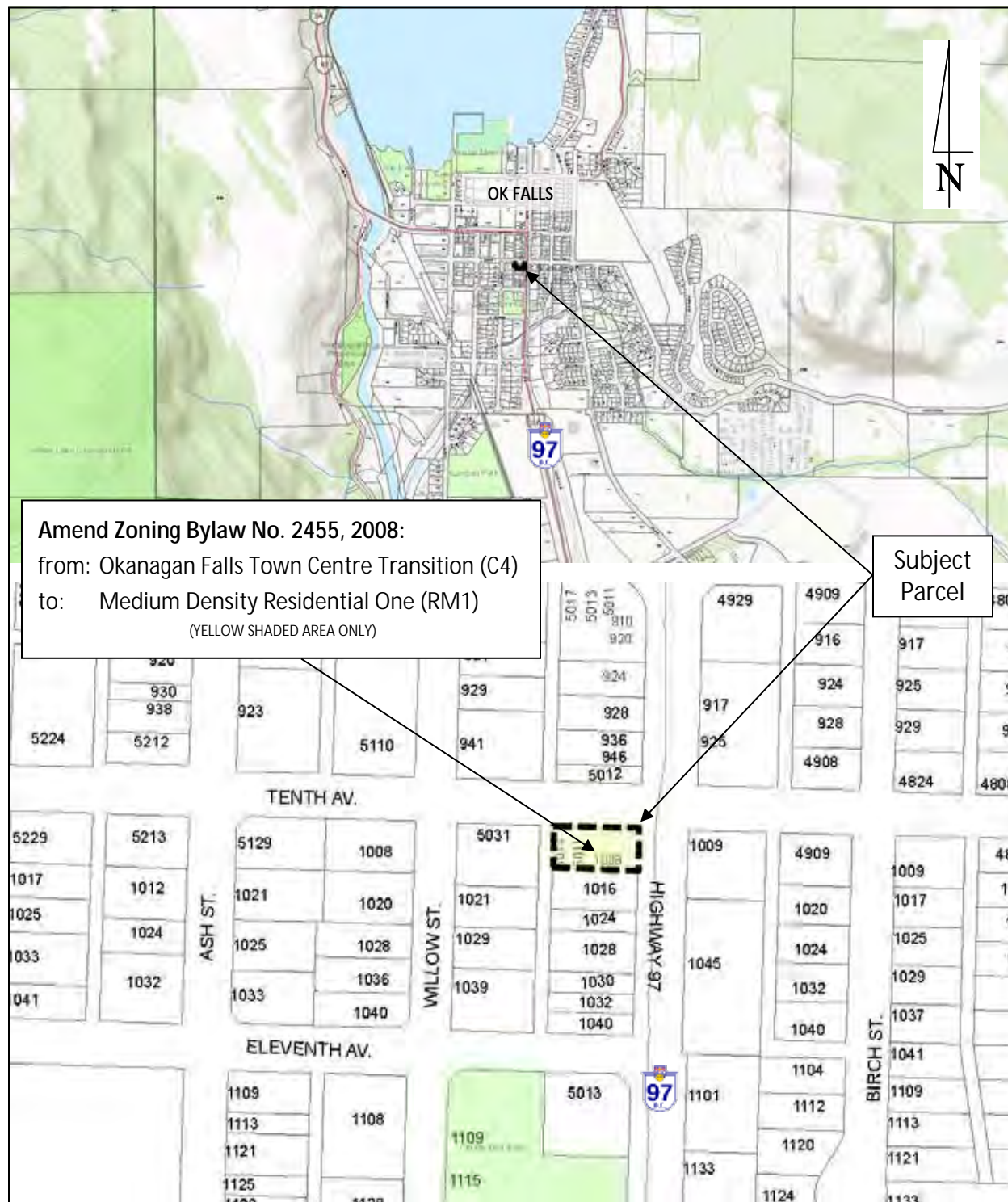
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Amendment Bylaw No. 2455.38, 2021

Project No: D2018.089-ZONE

Schedule 'H'



# Regional District of Okanagan-Similkameen

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

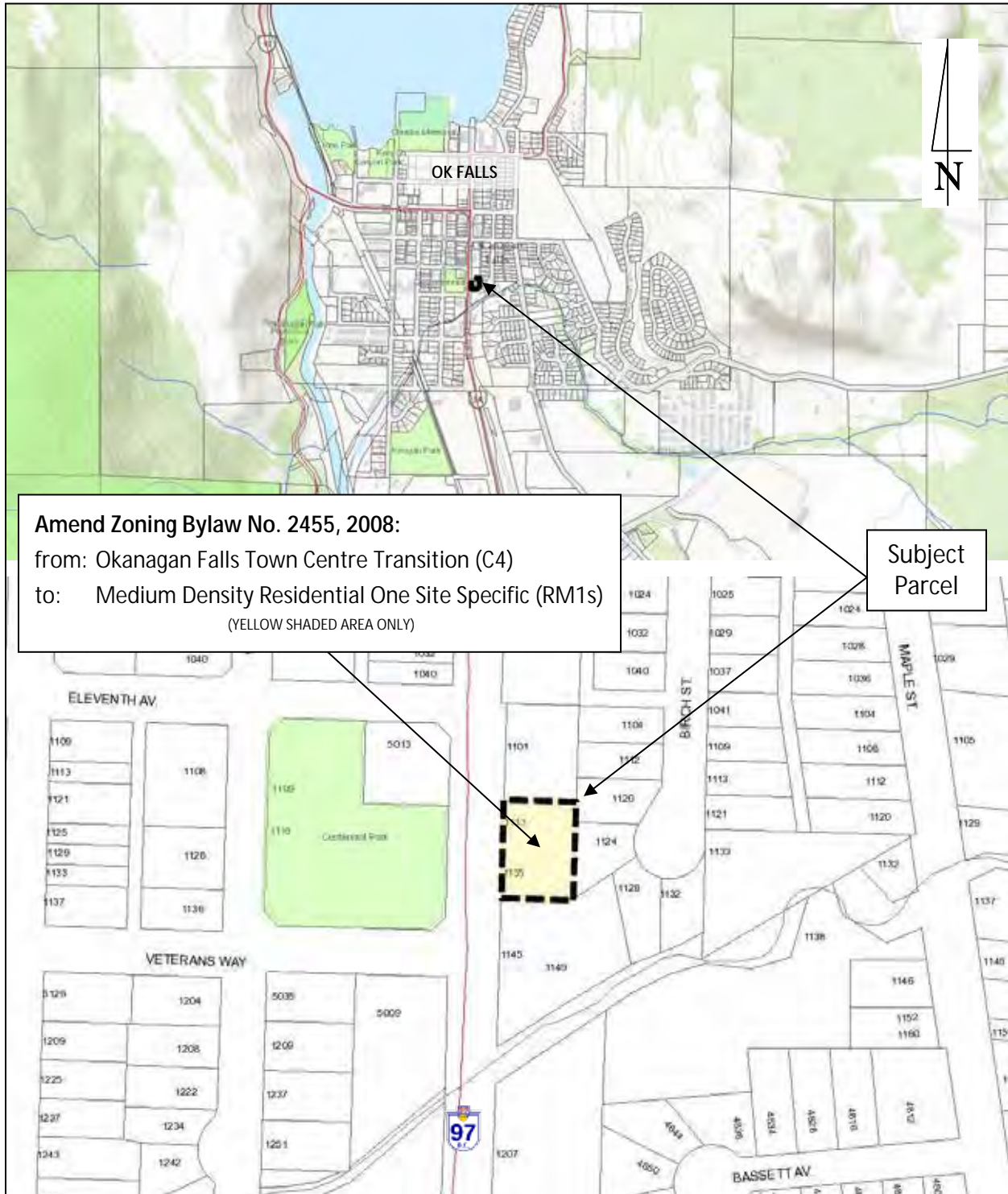
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Amendment Bylaw No. 2455.38, 2021

Project No: D2018.089-ZONE

Schedule '1'



# Regional District of Okanagan-Similkameen

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

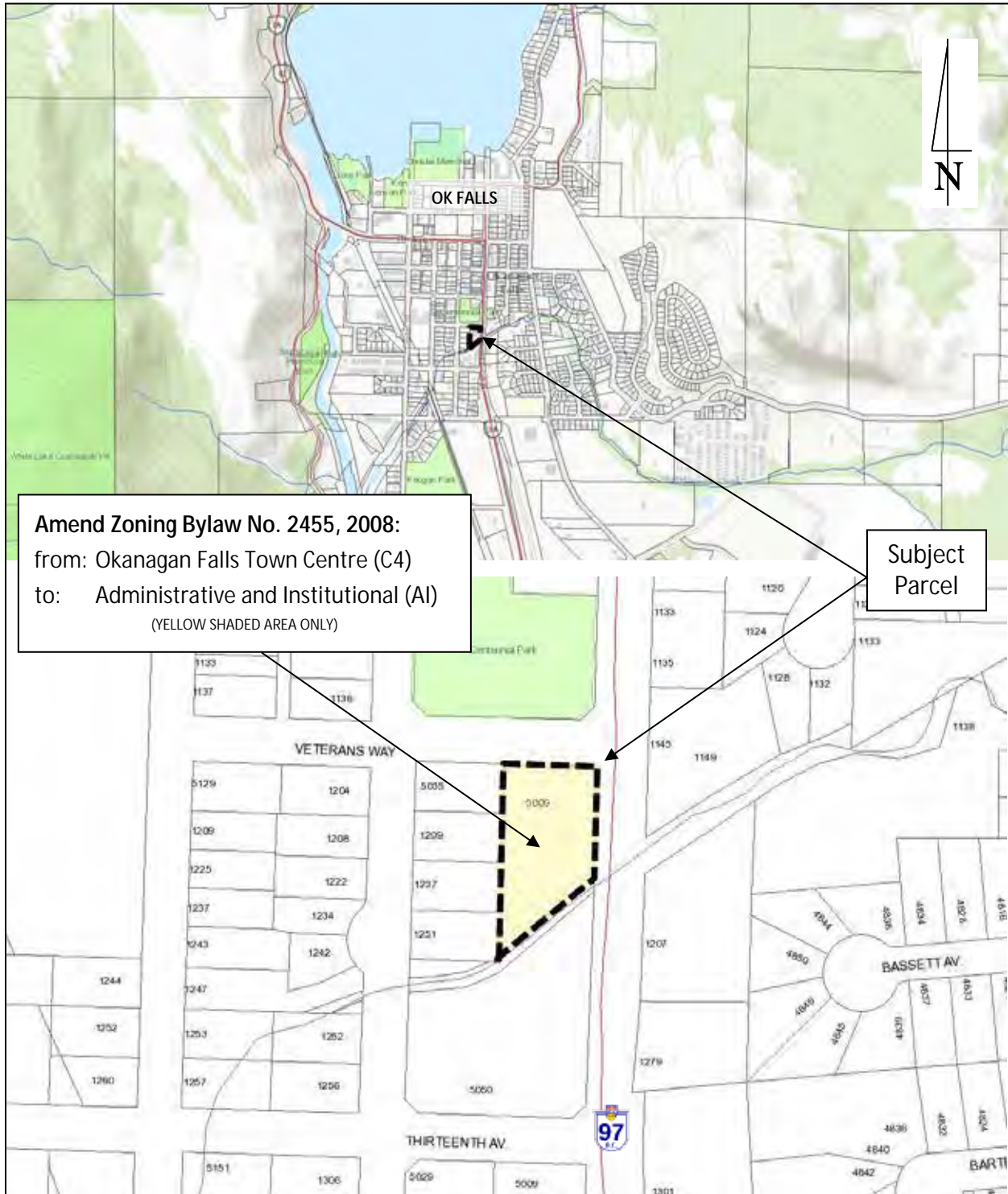
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Amendment Bylaw No. 2455.38, 2021

Project No: D2018.089-ZONE

## Schedule 'J'



Amendment Bylaw No. 2455.38, 2021

(D2018.089-ZONE)

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# Regional District of Okanagan-Similkameen

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

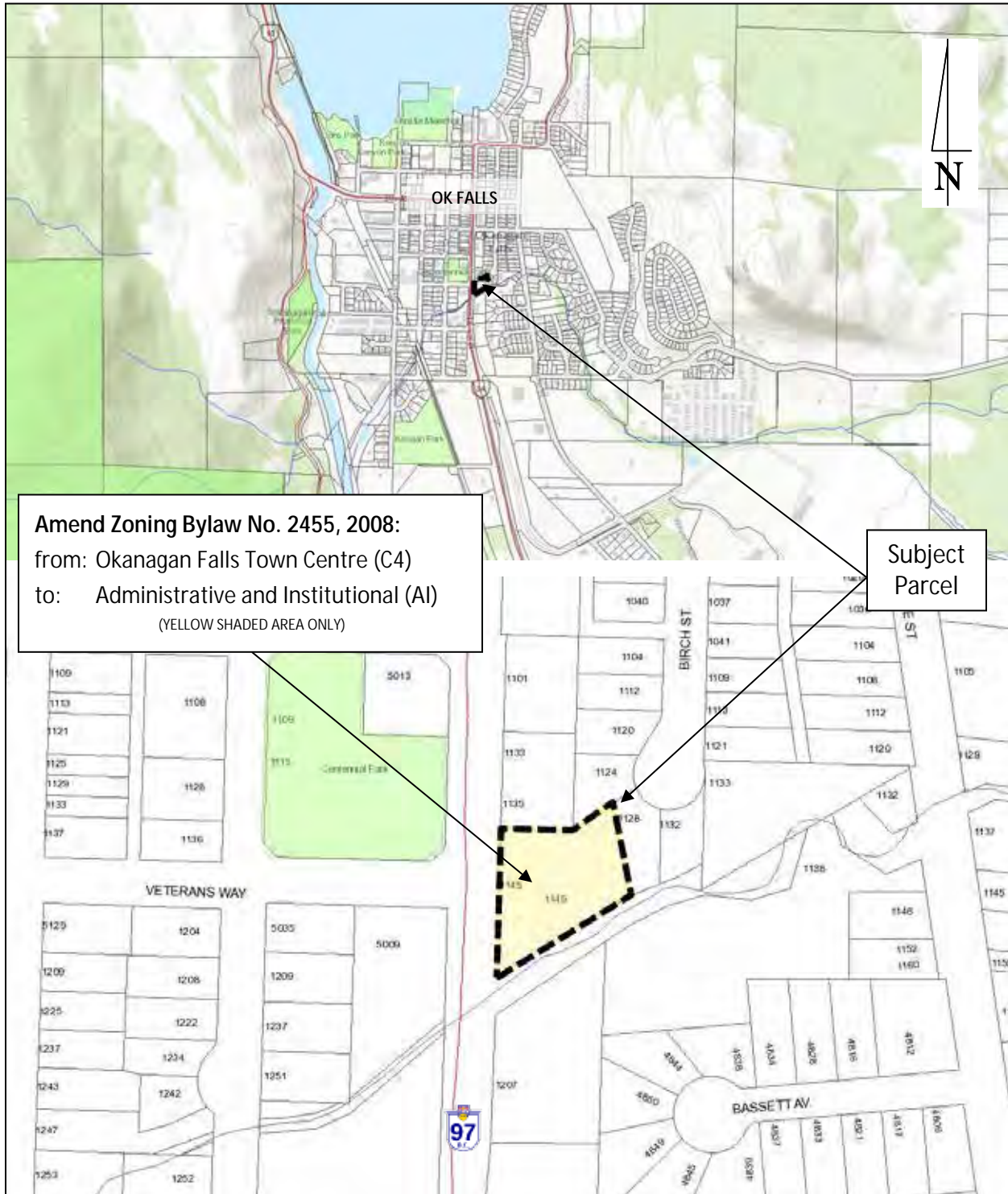
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Amendment Bylaw No. 2455.38, 2021

Project No: D2018.089-ZONE

## Schedule 'K'



Amendment Bylaw No. 2455.38, 2021

(D2018.089-ZONE)

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# Regional District of Okanagan-Similkameen

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

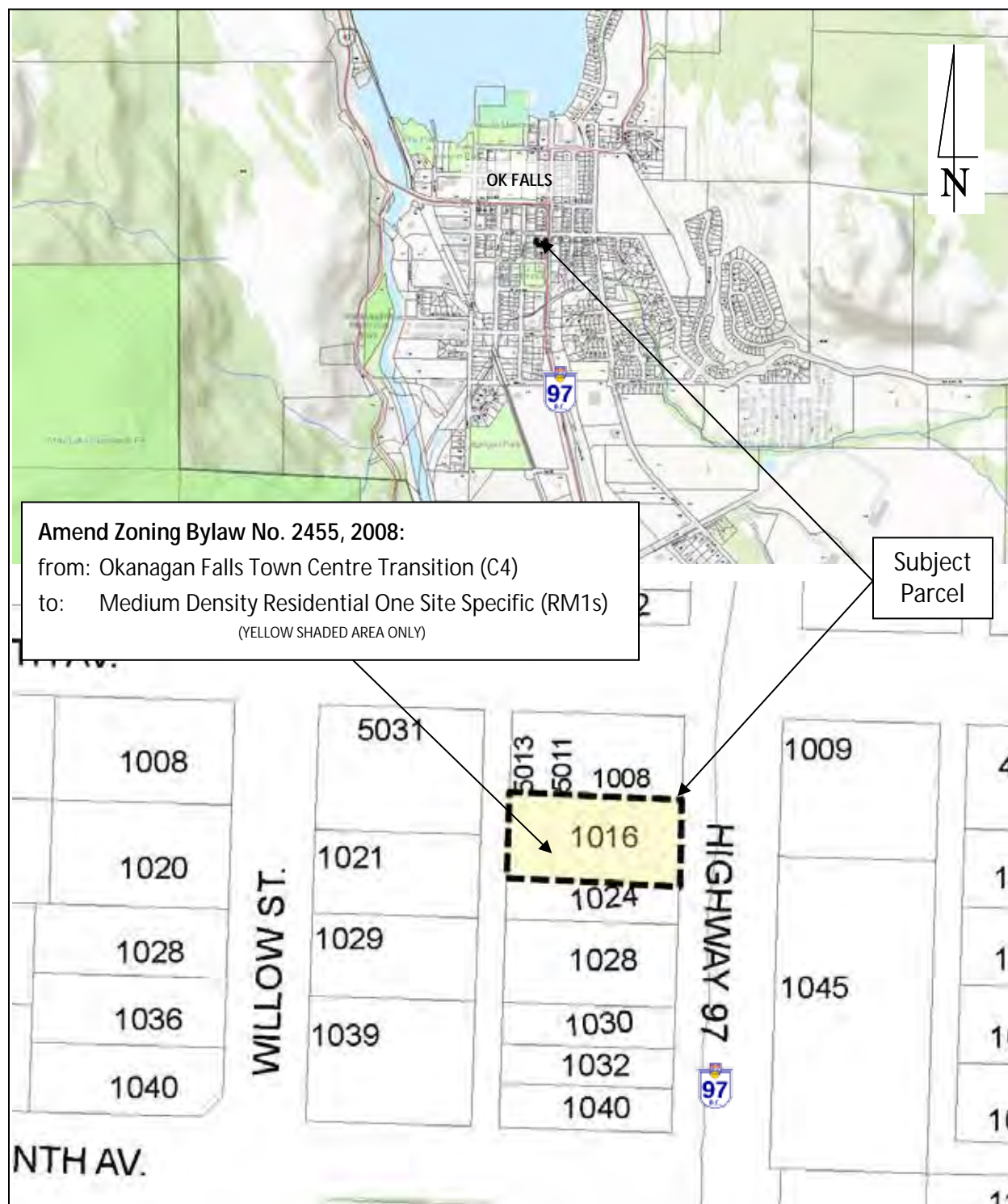
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Amendment Bylaw No. 2455.38, 2021

Project No: D2018.089-ZONE

Schedule 'L'





## ADMINISTRATIVE REPORT

**TO:** Board of Directors

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

**DATE:** July 22, 2021

**RE:** Naramata Dams Geotechnical Investigation Award

---

### Administrative Recommendation:

**THAT the Regional District award the Contract for the Naramata Dams Geotechnical Investigation project to Interior Dams Inc. in the amount of \$118,184;**

**AND THAT a contingency in the amount of \$40,000 be approved;**

**AND THAT the expenditure of up to \$158,184 be approved from Naramata Water Systems Reserve Funds to complete the required geotechnical investigation for the Naramata Dams.**

### Reference:

In accordance with the Purchasing and Sales Policy, the Regional District Board of Directors shall approve all purchases over \$50,000.

### Business Plan Objective:

Key Success Driver #3 – Build a Sustainable Region under  
Continuation of Objective 3.3.5.3 – Complete a Dam Safety Review of the Naramata Dams.

### Background:

The Regional District recently completed a Dam Safety Review (DSR) as required under The B.C. *Water Sustainability Act* Dam Safety Regulation 2016. The completed DSR identified data gaps due to the lack of monitoring equipment, and incomplete historical information relating to the construction of the Dams.

One of the main recommendations from the DSR was to address these gaps by completing a geotechnical investigations into select dams (Elinor Lake South, Elinor Lake North, and Naramata Lake). The other main recommendation was to install various monitoring equipment, such as piezometers to monitor any seepage through the dams.

### Analysis:

Five (5) proposals were received prior to the closing date on June 22, 2021.

The Proponents were requested to provide costs to complete all of the geotechnical engineering review and analysis as well as provide an estimate for a drilling contractor. All of the consultants

provided these costs. Four proponents obtained quotes from other drilling contractors to include in their proposals, and one consultant has an internal drilling department. The results of the analysis by the evaluation team are presented in the table below.

**Table of Proposal Results Summary**

	Engineering Fee	Drilling Estimate	Estimated Total Cost	Score /100
Interior Dams Inc.	\$60,409	\$57,775	\$118,184	82
Ecora Engineering & Resource Group Ltd.	\$44,850	\$92,000	\$136,850	77
Hatch Ltd.	\$66,500	\$100,000	\$166,500	77
Golder Associates	\$61,400	\$70,500	\$131,900	76
Geotriangle Consulting Inc.	\$58,430	\$76,850	\$135,280	69

Each of the consultants presented various strengths and weaknesses in their proposals. Interior Dam’s proposal scored the highest in the evaluation. Interior Dam has a strong understanding of the scope of the project, presents a detailed methodology, provides strong references, and provides a good outline for a successful completion of the project and remain within budget.

Interior Dams Inc. propose to complete the drilling program in house. They provided a competitive quote to complete the work as their oversight and administration of internal staff is reduced in comparison to an outside contractor being managed by the Consultant. At the end of the evaluation, Interior Dams Inc. is determined to be the best value for the Regional District for this project.

**Funding:**

Funding is available from Naramata Water System Lower Zone Capital reserve funds for this project.

**Alternatives:**

The Board of Directors may choose to not award the project to the recommended consultant and cancel the project.

**Communication Strategy:**

Upon Board approval, Interior Dams Inc. will be contacted to begin the agreement process. Various communications will be released to the public throughout the process to keep the community informed.

**Respectfully submitted:**

*Shane Fenske*

S. Fenske, Engineering Technologist

**Endorsed By:**

*Liisa Bloomfield*

L. Bloomfield, Manager of Engineering Services



## ADMINISTRATIVE REPORT

**TO:** Board of Directors

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

**DATE:** July 22, 2021

**RE:** Award of Similkameen Rail Trail

---

### Administrative Recommendation:

**THAT the Cawston portion of the “Similkameen Rail Trail” project be awarded to Solano Resources up to the amount of \$154,335.00.**

### Purpose:

To award the project for the construction of a non-motorized regional trail between Coulthard Road and Daily Road in Electoral Area B.

### Reference:

Similkameen Rail Trail Map

### Business Plan Objective:

- Key Success Driver 3.0: Build a Sustainable Region
- Goals 3.1: To develop a healthy and socially sustainable region
- Activity: Trail development

### Background:

In 2011, the Regional District secured a License of Occupation (LOO) over the Vancouver Victoria Eastern right-of-way from the British Columbia Transportation and Finance Authority (BCTFA) with the intention of continuing to build trails, connect communities, and provide recreation.

Through the Rural Dividend Program, the Regional District was awarded \$112,590 from the Province of B.C. in March of 2020, to construct the trail. The RDOS contribution for the project is \$75,000, which is funded through Area “B” Community Works (\$70,000) and an in-kind contribution from the Similkameen Trails Society (\$5,000). The project will represent the first phase of trail improvements, providing a safe and enjoyable active transportation opportunity that runs from Cawston to the historic Red Bridge west of Keremeos.

### Analysis:

Since the railway was abandoned, some adjacent land owners have occupied the vacant land with land improvements such as crops, fencing and driveways. The Regional District has been working

with the BCTFA and each adjacent landowner to determine a trail alignment that suits the needs of the trail users and minimizes the impact to the neighbours on the rail corridor.

The scope of work for Solano Resources will include excavating topsoil, installation of sub-base material, and surfacing to create a suitable trail tread. Additional work to be completed through separate contracts or by RDOS staff will include fencing, installation of a pedestrian foot bridge over Keremeos Creek and trail signage.

This trail will be located on the traditional Lower Similkameen Indian Band (LSIB) territory. The Regional District has contacted LSIB for support on the project. The Regional District intends to continue to work with LSIB in hopes of integrating historical and cultural information through signage or other means.

The Regional District received 4 submissions from qualified bidders as part of the tender process. Solano Resources graded the highest from 3 independent evaluators. Solano Resources demonstrates expertise in the work and is recommended for award of the project. The evaluations were as follows:

Proponent	Bid	Evaluation Score Average
Solano Resources	\$ 154,335.00	97/100
Cabin Resources	\$ 219,901.34	86/100
Superior Excavating	\$ 232,118.00	81/100
BTN	\$ 153,688.25	Mandatories not met

**Financial:**

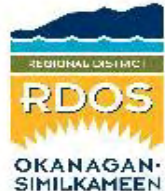
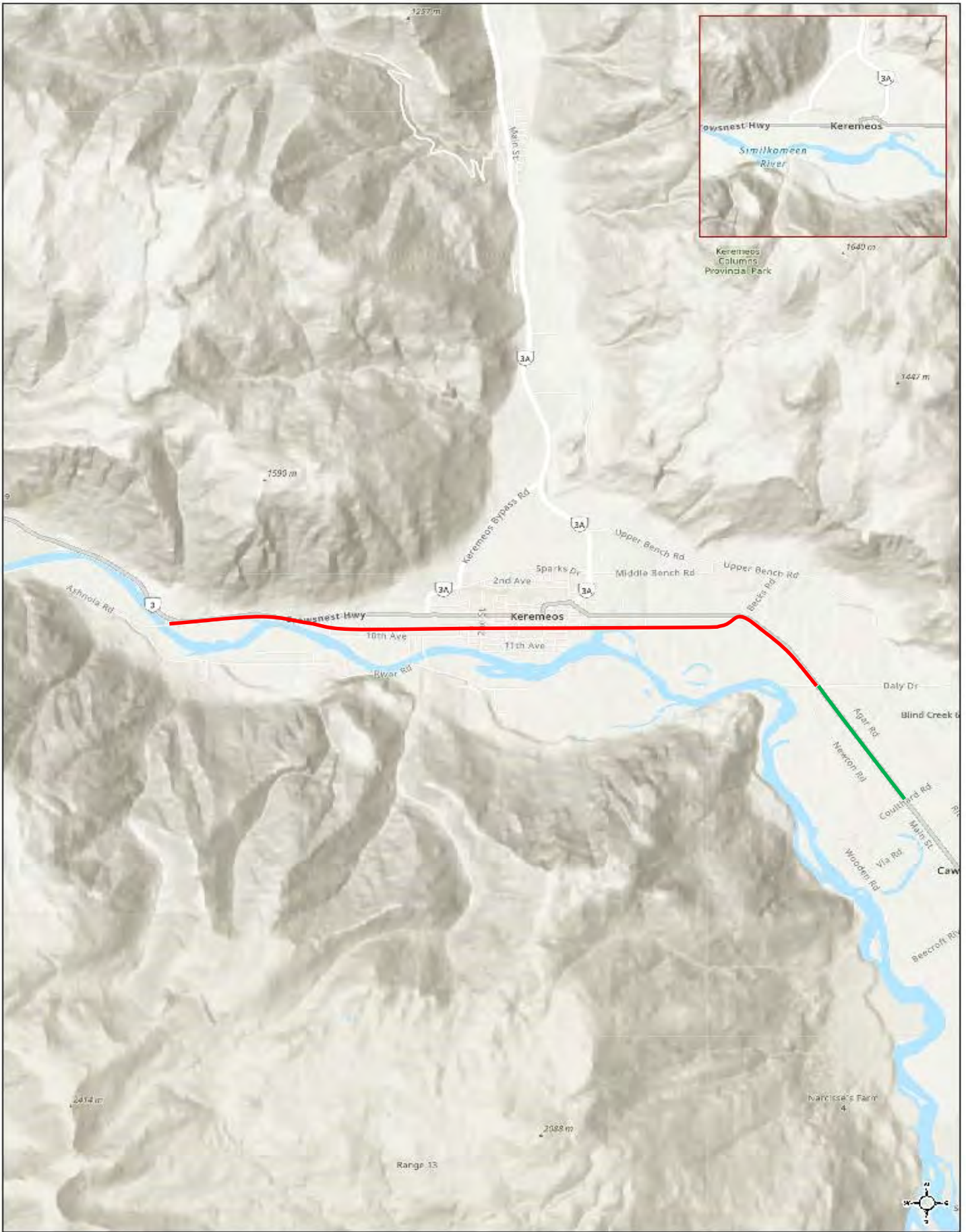
The project will be 60% funded via the \$112,590 of provincial funding through the Rural Dividend Program, and 40% funded via the Regional District’s contribution of \$75,000.

**Alternatives:**

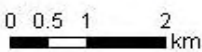
The Board may choose to not award the project to the recommended proponent.

**Respectfully submitted:**

*K. Gabelhei, Project Coordinator, Community Services*



**Similkameen Rail Trail**  
Regional District of Okanagan-Similkameen



- Legend**
- 3 km Cawston section of trail under construction
  - 8 km section subject to Active Transportation Grant Application

## ADMINISTRATIVE REPORT

**TO:** Board of Directors

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

**DATE:** July 22, 2021

**RE:** Active Transportation Infrastructure Grant – Similkameen Rail Trail

---

### Administrative Recommendation:

**THAT the Board endorse an application to the B.C. Active Transportation Infrastructure Grant for \$699,631.63 towards the development of the 'Similkameen Rail Trail' by converting the existing rail right of way into a non-motorized multi-use trail to connect the communities of Keremeos & Cawston.**

### Purpose:

To secure a grant that will provide 70% funding of a regional trail project that will further continue the existing trail connection between Cawston and Keremeos.

### Reference:

Similkameen Rail Trail Map

### Business Plan Objective:

KSD 3: Building a sustainable region

Goal 3.1 To develop a socially sustainable region

Objective 3.1.2: By implementing the regional trails program

### Background:

The RDOS secured a License of Occupation over the former rail line from the owner, the Province of B.C., in 2011. The section of rail right of way subject to the application is currently undeveloped and in rough condition. Works to be completed will involve resurfacing, signage installation, invasive plant removal, and the installation of user access points.

Previously, the RDOS received a grant from the B.C. Rural Dividends Program to construct a 3km section of the rail right of way in the community of Cawston as the first phase of the overall trail network. Construction is expected to be completed on this section of trail by September 2021. The scope of this grant application will cover approximately 8km from Daly Drive (north Cawston) to Ashnola Road (West Keremeos), completing the Cawston to Keremeos corridor.

The objectives of the grant are to increase community resiliency and support economic development by enabling rural communities to implement long-term active transportation initiatives. Completion of the project will provide a safe accessible active transportation corridor for people of all age groups and their mobility needs. The improved connectivity between the communities will be beneficial in increasing the capacity for economic diversity, stability & local entrepreneurship.

The grant application is due July 30, 2021 and requires Board endorsement to continue forward.

**Analysis:**

The Active Transportation Infrastructure grant is administered by the B.C. Ministry of Transportation and Infrastructure, to assist communities with the provision of active transportation infrastructure such as multi-use paths/trails. The RDOS contribution of 30% for communities under the population threshold of 15,000 residents may be funded through the Community Gas Tax fund with the remaining 70% of project costs funded through the Active Transportation Infrastructure grant program. Based on a Class B estimate for the project, the 30% RDOS contribution would be \$209,889.49 with the remaining funding from the Provincial share of 70% amounting to \$489,742.14.

Projects selected for funding from the Active Transportation Infrastructure Grant must be shovel ready and have the design work completed. The Province of British Columbia will only cost share up to a maximum of \$500,000 for each project. Funded projects must be completed by March 31, 2023 as stipulated by the grant program.

Due to the projects previous planning work and the on-going construction of the Similkameen Rail Trail's first phase in Cawston, this funding opportunity presents a strong opportunity to complete the trail link between Keremeos & Cawston.

In considering other potential RDOS projects that fit the scope of the grant, it was felt that the Similkameen rail trail project had the best opportunity for success with its shovel ready status. Moreover, focusing on this portion of trail will allow for the completion of the full scope of work to connect Keremeos and Cawston with a safe linear corridor for residents to use between the communities. A risk of selecting a differing project for the grant program would include the short turnaround time to complete the grant application and staff capacity issues with the planning work not yet being completed.

**Alternatives:**

That the Board direct staff not to pursue the Active Transportation Infrastructure Grant program.

**Respectfully submitted:**

*A. Figueiredo, Planner, Community Services*



## ADMINISTRATIVE REPORT

**TO:** Board of Directors  
**FROM:** Fire Department Liaison Committee  
**DATE:** July 22, 2021  
**RE:** Mutual Aid Agreement

---

### Recommendation:

THAT the Regional District enter into the South Okanagan Similkameen Fire Mutual Aid Agreement.

### Reference:

Email submission from Director Pendergraft  
Mutual Aid Agreement

### Background:

**From:** Mark Pendergraft <mpendergraft@rdos.bc.ca>  
**Sent:** Friday, June 25, 2021 2:54 PM  
**To:** Bill Newell <bnewell@rdos.bc.ca>  
**Cc:** Karla Kozakevich <kkozakevich@rdos.bc.ca>; Christy Malden <cmalden@rdos.bc.ca>  
**Subject:** Mutual Aid agreement

Hi Bill

I am attaching the potential Mutual aid agreement that all the chiefs both rural and municipal have agreed to. There are a couple of points that for sure will need to be discussed by the RDOS Board the first being the inclusion of the PIB fire department in the agreement and also the inclusion of the Erris fire association. The joint fire chiefs thoughts and info on the two additions as well as other potential discussion points are in the MAA renewal summary doc also attached.

One point that I want to emphasize as well is that all the fire chiefs agree (the Liaison committee does as well) that there should only be one legal opinion done on the mutual aid agreement and that opinion go to all the councils as well as the RDOS. Rather than RDOS and each council getting their own thus saving time and money for everyone. And that the costs of that legal opinion should be distributed fairly amongst the departments or even better yet to all who benefit from the agreement.

To that end I spoke with Jim Zaffino to pick his brain on a potential way to distribute the cost fairly and he has some thoughts on how that could be done. It is something that the board should discuss as well to give direction on how to fairly pay for that cost. It is understood that this time around it may be difficult to collect any money from the PIB or Erris on the legal opinion this time around but that is something we could work towards for the next agreement. Denis Gaudry and/or Dale will distribute the agreement out to the other departments/councils once the Board has had a chance to

discuss the agreement and the legal opinion issue. I have cut and pasted Chief Gaudry's comments on the legal opinion issue below, as he also points out another good point on who benefits. Our goal would be to have this agreement or at least some of the discussion points going to the board meetings in July. If you need anything further let me know.

Mark

Regarding the legal opinion through Dale. My issue with this is that only 5 of the 7 Regional Fire Departments support his contract. This MAA also applies to other regional district areas covered like Westbench, rural Oliver, Rural Osoyoss, rural Princeton and should not the Regional District be concerned for those areas. Should all Areas which get benefits from this not be required to support the process financially. The administrator work on this agreement was funded by the 5 paying departments and to this point we are fine with it..





## South Okanagan Similkameen Fire Chiefs Association

April 20, 2021

Re: The Mutual Aid Agreement,

The review committee has completed their review of the Regional District of Okanagan-Similkameen's Mutual Aid Agreement between themselves and their municipal partners. In the updating process it was discovered that there should be a few more players (parties) brought into this agreement. It was proposed that a legal opinion should be used to complete the agreement upgrade for these considerations below:

- The Erris Fire Department is a Fire Brigade that is registered under the *Societies Act of BC* and has earned the recognition of a bonified Fire Department from both the Office of the Fire Commissioner of BC (OFC) and Insurance Underwriters of Canada (FUS) and currently offers home insurance premium reductions for their fire service area. Not a lot different than any of our other fire service areas within the RDOS. Their staffing and equipment would be a welcomed asset to the region.
  - Question – Even though their society has the same liability insurance as the others, is it acceptable (or legal) to allow them to have an equal place within this Agreement? Most parties are registered through either the *Municipal Act* or the *Community Charter*.
  
- Both the Oliver Fire Protection District (OFPD) and the Osoyoos Rural Fire Protection District (ORFPD) were registered as Protection Districts under the *Municipal Act of BC*. When you break down what is the purpose of these two districts it is to provide fire protection within an identified fire service area utilizing fire service contracts with the Oliver Volunteer Fire Department and Osoyoos Volunteer Fire Departments. Fire Service Contracts and Agreements have become common in today's fire service world. The review committee looked at the Pentiction Indian Band (PIB) and tried to determine if they were any different than the OFPD and ORFPD? The PIB maintains a Fire Service Contract for 2 large residential subdivisions (Skaha Hills and Red Wing Development), Fire Service Contract with Non-Native leaseholders and an Automatic Aid Agreement (fee for service based) on the rest of the band land with the City of Pentiction Fire Department (PFD). Politically can this be leveraged to provide inclusivity with their neighbours, or not.
  - Question – With these Fire Service Agreements in place, and if a large event was on the Band Land, and the PFD activated the Mutual Aid Agreement; 1. Can they utilize this agreement for this purpose? 2. Can the other partners within the agreement legally attend emergency incident on the federal lands. Does it make a difference if the involved land was Locatee? 3. Is it best to have the PIB recognized as a party to the Mutual Aid Agreement?



## South Okanagan Similkameen Fire Chiefs Association

- Both the Oliver and Osoyoos Volunteer Fire Departments have Fire Service Agreements with the Osoyoos Indian Band (OIB) for their leased lands around Osoyoos lake and the Provincial Correctional Center near Oliver to name a couple.
  - Question – Should OIB not also be introduced as a party to the Agreement as well?
- The City of Penticton FD and Princeton also have fire service agreements that extend past their fire service areas into Areas D, E, F and H.
  - Question – Does the Mutual Aid Agreement also cover areas outside of their regular fire service areas covered by a fire service contract?

### Joint Chiefs observations or comments:

Realistically do any of the rural protection districts need to be a party to the MAA as they have contacts with Fire Services that should spell out the legal ability for the FDs to be there. Are both the OIB and PIB's contracts with their respective FDs strong enough to withstand a challenge should it arise. Does it require them to be part of the agreement to ensure the legal right of a neighboring FD (FD without a service contract) to do emergency works on their jurisdictions?

The agreement should be reviewed by one lawyer to represent the entire group as if each AHJ needs to engage their own lawyers, this process could become a major delay in completion in reference to wording changes.

## FIRE PROTECTION MUTUAL AID AGREEMENT

**THIS AGREEMENT** is dated for reference the 1st day of May 2021.

**BETWEEN:**

The Regional District of Okanagan-Similkameen, a regional district incorporated pursuant to the *Local Government Act* and having its business office at 101 Martin Street, Penticton, British Columbia, V2A 5J9 (the "RDOS")

OF THE FIRST PART

**AND:**

The Town of Oliver, a municipality incorporated pursuant to the *Community Charter* and having its business office at PO Box 638, 6150 Main Street, Oliver, British Columbia, V0H 1T0 ("Oliver")

**AND:**

The Town of Osoyoos, a municipality incorporated pursuant to the *Community Charter* and having its business office at PO Box 3010, 8707 Main Street, Osoyoos, British Columbia, V0H 1V0 ("Osoyoos")

**AND:**

The City of Penticton, a municipality incorporated pursuant to the *Community Charter* and having its business office at 171 Main Street, Penticton, British Columbia, V2A 5A9 ("Penticton")

**AND:**

The Town of Princeton, a municipality incorporated pursuant to the *Community Charter* and having its business office at PO Box 670, 151 Vermillion Avenue, Princeton, British Columbia, V0X 1W0 ("Princeton")

**AND**

The District of Summerland, a municipality incorporated pursuant to the *Community Charter* and having its business office at PO Box 159, 13211 Henry Avenue Summerland, British Columbia, V0H 1Z2 ("Summerland")

**AND**

The Hedley Improvement District, an improvement district incorporated pursuant to the *Local Government Act* and having its business office at PO Box 186, 825 Scott Avenue, Hedley, British Columbia, V0X 1K0 (the "HID")

**AND**

The Oliver Fire Protection District, a fire protection district incorporated pursuant to the *Local Government Act* and having its business office at PO Box 97, Oliver, British Columbia, V0H 1T0 (the “OFPD”)

**AND**

The Osoyoos Rural Fire Protection District, a fire protection district incorporated pursuant to the *Local Government Act* and having its business office at PO Box 274, Osoyoos, British Columbia, V0H 1V0 (the “ORFPD”)

**AND**

The Erris Volunteer Fire Association, an incorporated society established under the *Societies Act of BC* and having its business office at 2254 Princeton-Summerland Road, Princeton, British Columbia, V0X 1W0 (“Erris”)

**AND**

The Penticton Indian Band, being a band pursuant to the Indian Act, represented by its chief and council, and having a Physical and postal address of 841 Westhills Drive, Penticton, British Columbia, V2A 0E8 (“PIB”)

(hereinafter referred to as the “Party(ies)”)

OF THE SECOND PART

**WHEREAS:**

- A. The Parties desire to enter into an Agreement whereby fire service emergency resources of any Party can be deployed to assist the other parties during an emergency;
- B. The RDOS has established the Anarchist Mountain Fire Protection Service, the Apex Mountain Fire Protection Service, the Kaleden Fire Protection Service, the Keremeos and District Fire Protection Service, the Naramata Fire Protection Service, the Okanagan Falls Fire Protection Service, the Tulameen and District Fire Protection Service and the Willowbrook Fire Protection Service and operates and maintains fire departments within the respective service areas;
- C. Oliver has established, operates and maintains, a fire department within its territorial jurisdiction, (including area “C” and OIB);
- D. Osoyoos has established, operates and maintains, a fire department within its territorial jurisdiction, (including area “A” and OIB);

- E. Penticton has established, operates and maintains, a fire department within its territorial jurisdiction, (including area “D”, “E”, “I”, “F” and PIB);
- F. Princeton has established, operates and maintains, a fire department within its territorial jurisdiction, (including area “H”);
- G. Summerland has established, operates and maintains, a fire department within its territorial jurisdiction (including area “F”);
- H. The HID has established, operates and maintains, a fire department within its territorial jurisdiction;
- I. The OFPD has established, operates and maintains, a fire service contract within its territorial jurisdiction;
- J. The ORFPD has established , operates and maintains, a fire service contract within its territorial jurisdiction;
- K. ERRIS has established, operates a brigade style fire department service recognized by both the Office of the Fire Commissioner of BC and Fire Insurance Underwriters of Canada, and operates within its territorial jurisdiction;
- L. The PIB has established, operates and maintains, a fire department and maintains fire service contracts within its territorial jurisdiction;
- M. The RDOS, Oliver, Osoyoos, Penticton, Princeton, Summerland, the HID, the OFPD, the ORFPD, Erris and the PIB; consider it to be of mutual benefit to enter into an arrangement whereby any one of them may, in situations where the resources of their own fire department are insufficient, request Mutual Aid for the others to help bring the situation under control;

**NOW THEREFORE THIS AGREEMENT WITNESSES THAT**, in consideration of the mutual covenants and agreements herein contained and subject to the terms and conditions hereinafter set out, the Parties agree as follows:

**Interpretation**

1. Unless the content otherwise requires, in this Agreement:
  - (a) “Assisting Fire Department” means a Fire Department providing Mutual Aid under this Agreement;
  - (b) “Chief Fire Official” means, for each Party, the person(s) responsible for the fire service of the Party to this Agreement;

- (c) "Fire Department or Fire Service" means a fire department maintained and operated by a Party to this Agreement:
- (d) "Incident" means a real or anticipated occurrence that in the opinion of the Chief Fire Official endangers the lives, safety, welfare and well-being of people or significant structures that may not be brought under control using local emergency resources.
- (e) "Inter-agency Agreement" is defined as the memorandum of agreement between the Office of the Fire Commissioner of BC (OFC), Fire Chiefs Association of BC (FCABC), and BC Wildfire Service.
- (f) "Level of Training" is referred to the "Office of the Fire Commissioner of BC Playbook".
- (g) Mutual Aid" means assistance by providing, upon request, emergency resources to another Party outside of the jurisdictional boundaries of the Party that provides the emergency resources;
- (h) "OIB" means Osoyoos Indian Band.
- (i) "Requesting Fire Department" means a Fire Department requesting Mutual Aid under this agreement;

### **The Request for Mutual Aid**

2. All requests for Mutual Aid under this Agreement shall be made through the Regional Fire Dispatch center.
3. Where the Chief Fire Official of a Fire Department (service) determines that the resources of his/her Fire department are insufficient to bring an Incident, whether actual or imminent, under control and in submitting such request, the said Chief Fire official shall specify the type of fire apparatus and/or the number of personnel required.
4. It is understood, and agreed that all parties to this Agreement shall not rely on this Agreement to deliver fundamental firefighting services within their operational area and that fundamental firefighting services are the sole responsibility of the authority having jurisdiction for each operational area.
5. It is understood that all Parties to this Agreement have identified their level of training.

### **The Provision of Mutual Aid**

6. The Chief fire Official of a Fire Department from whom Mutual Aid has been requested under this Agreement shall immediately upon receiving the request determine, in his/her sole discretion, as soon as reasonably possible whether and to what extent the firefighting personnel, apparatus and equipment his/her department may be deployed to assist the Requesting Fire Department in bringing the Subject Fire or Other emergency situation under control and shall thereafter deploy to the extent available such firefighting personnel, apparatus, and equipment to so assist the Requesting Fire Department.
7. Nothing in this Agreement requires the Chief Fire official of a Fire Department from whom Mutual Aid has been requested under this Agreement to deploy firefighting personnel, apparatus, and equipment to assist a Requesting Fire department that the Chief Fire Official has determined are unavailable or are required to provide within the usual service area for his/her fire department.
8. If the requested Mutual Aid is refused the decision shall be communicated back through Fire Dispatch to the requesting party, refusal will in no way attach any liability to the declining Party regardless of the reason for refusal;
9. All firefighting personnel, apparatus, and equipment provided by an Assisting Fire Department to a Requesting Fire Department under this Agreement shall, for the duration of the time that the Mutual Aid is being provided under this Agreement, be under the direction of the Chief Fire Official of the Requesting Fire department who shall adhere to recognized principles of accountability for responder personnel level of training and safety as identified in the provincial fire service legislation. An accountability system needs to be identified and maintained by all Fire Departments.
10. The Chief Fire Official of an Assisting Fire department may, in his/her sole discretion, recall (based on bonified operational requirements) all firefighting personnel, apparatus, and equipment provided by his/her Fire Department to the Requesting Fire Department under this Agreement and shall not be liable for any loss, costs, damages or expenses whatsoever as a result thereof.
11. Upon being notified, whether verbally or in writing, that the Chief Fire official of an Assisting Fire Department has recalled firefighting personnel, apparatus, and equipment under section 10 of this agreement, the Chief Fire Official of the Requesting Fire Department shall immediately release and return to the Assisting Fire Department all firefighting personnel, apparatus, and equipment provided by the Assisting Fire Department that was recalled by the Chief Fire Official.

12. The Chief Fire Official of a Requesting Fire Department shall, as soon as practical, release and return to the Assisting Fire Department all firefighting personnel, apparatus, and equipment provided by the Assisting Fire department that is no longer required to assist in bringing the Subject Fire or Other Emergency Situation under control.
13. The Chief Fire Official of a Requesting Fire Department shall release and return to the Assisting Fire Department all firefighting personnel, apparatus, and equipment provided by the Assisting Fire department in the same working condition as when it was accepted by the requesting Fire Department.
14. For the purpose of this Agreement, all firefighting personnel, apparatus, and equipment provided by the Assisting Fire Department to the Requesting Fire Department under this Agreement is deemed to have been provided in good working condition unless it was rejected by the Requesting Fire Department at the time it was first provided. If equipment is not returned in good working order, the Requesting Fire Department shall forthwith repair or replace the equipment and provide in the meantime the Assisting Fire Department with replacement equipment.
15. When the Subject Fire or Other Emergency Situation is brought under control. Any Mutual Aid shall be released first before comparable local resources are released.
16. In the event of either a State of local Emergency or a Provincial State of Emergency being declared by the Province of British Columbia, or a request utilizing the Provincial Interagency Agreement, this Agreement shall not apply to the Parties past the first operational period.

#### **The Cost of Mutual Aid**

17. It is understood that no charge shall be levied for services rendered by any of the Parties to this Agreement or personnel of the Party hereto unless independent Fire Service contracts or agreements exist.
18. The Requesting Fire Department shall reimburse the Assisting Fire Department all costs for any consumable items used at the Subject Fire or Other Emergency Situation or any equipment that was damaged beyond repair or destroyed as a result of the Subject Fire or Other Emergency Situation.

#### **Waiver and Indemnification**

19. No Party to this Agreement shall bring any claim, action, or demand against any other Party to this Agreement or its elected officials, officers, employees, agents,



volunteers, or contractors and, without limiting the generality of the foregoing, in respect of or in any way related to the decision of a Chief Fire Official as to the level of Mutual Aid, in any, or the withdrawal of Mutual Aid to be provided under this agreement.

20. No Party to this Agreement, nor its elected officials, officers, employees, agents, volunteers, or contractors, shall be liable to any other party to this Agreement in respect of the decision of a Chief Fire official as to the level of Mutual Aid, if any, or the withdrawal of Mutual Aid to be provided under this Agreement.
21. The Party responsible for the Requesting Fire department shall indemnify and save harmless the Party responsible for an Assisting Fire Department, its elected officials, officers, employees, agents, volunteers, or contractors from and against any and all claims, demands, actions, causes of action, loss, costs, damages and expense (including legal fees on a solicitor-client basis) in respect of or in any way related to the provision of Mutual Aid under this Agreement and , without limiting the generality of the foregoing, any action taken or thing done or any failure to take action od a thing under this Agreement, save and except where the claim, demand, action, course of action, loss, cost, damage, or expense arose from the negligence of the Assisting Fire Department.
22. In the event that an Assisting Fire department acts independently of the Requesting Fire Department then the Assisting Fie Department shall not be entitled to any indemnity pursuant to this article, but shall be responsible for its own legal liabilities and shall accordingly indemnify and save harmless the Requesting Fire Department for any and all liabilities, actions, damages and claims of whatever nature of kind arising out of the independent act of the Assisting Fire department in connection with the Mutual Aid.

## **Insurance**

23. Each Party to this Agreement shall keep in force third party liability insurance coverage to a minimum of ten million (\$10,000,000.00) dollars and each such policy shall add all other Parties to this Agreement as additional named insured when rendering Mutual Aid pursuant to this Agreement.
24. Each Party to this Agreement shall prove third party liability coverage by sending a copy of the liability insurance for the Party to the Regional District of Okanagan-Similkameen's Financial Officer within thirty (30) days after this Agreement has been signed by the Party and available upon request.
25. Each Fire Department shall maintain insurance coverage on its own firefighting equipment.

26. Each Fire Department shall maintain Worksafe BC coverage and other required coverage for the personnel of its own Fire Department.

### **Termination**

27. This Agreement shall be in force commencing on the date of its execution by all Parties and remains in force until section 28 has been activated. This Agreement may be reviewed for updating in 5-year increments based on activation date.
28. Any Party to this Agreement may terminate its rights and obligations under this Agreement by giving ninety (90) days written notice if its intention to do so to the other Parties to this Agreement and thereafter shall be unconditionally released from any further Obligation herein save and except any obligation up to the date of termination.
29. Where a Party to this Agreement terminates its rights and obligations under this Agreement, this Agreement shall continue in force between the remaining Parties.

### **Miscellaneous Provisions**

30. Any requests for Mutual Aid shall be subject to any of the Parties obligations pursuant to the provisions of the *Emergency Program Act R.S.B.C.c. 111* as it changes from time to time.
31. The Parties agree to consult on a regular basis through their Chief Fire Official to achieve the optimum deployment of Mutual Aid.
32. The Parties hereto agree that in the event of dispute between any of the Parties, each of the Parties hereto shall meet with a qualified mediator in a timely manner and attempt in good faith to negotiate a settlement of such dispute during which time such representatives shall disclose to the other all relevant information relating to the dispute.
33. This agreement shall be the entire Agreement between the parties in respect of the provision of Mutual Aid by the Parties to one another for the purposes of bringing Subject Fire or other Emergency Situation under control.
34. The Parties may not assign this Agreement without prior written consent of the Other Parties to this Agreement.
35. This Agreement shall ensure to the benefit of, and be binding upon, the Parties and their respective successors and permitted assigns.
36. This Agreement shall be governed by and interpreted in accordance with the laws of the Province of British Columbia.

37. Unless otherwise authorized under this Agreement, all notices under this Agreement shall be given in writing to the Chief Fire Officials of the Fire Departments of the parties to this Agreement.

38. This Agreement may be executed in any number of counterparts. Any executer counterpart shall be construed as an original. All executed counterparts together shall constitute the Agreement.

IN WITNESS WHEREOF the parties have signed, sealed, and delivered this Agreement as of the date first written above.

The Corporate Seal of the  
REGIONAL DISTRICT OF  
OKANAGAN-SIMILKAMEEN  
was hereunto affixed in the  
presence of:

\_\_\_\_\_  
Chair

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

The Corporate Seal of the  
TOWN OF OLIVER  
was hereunto affixed in the  
presence of:

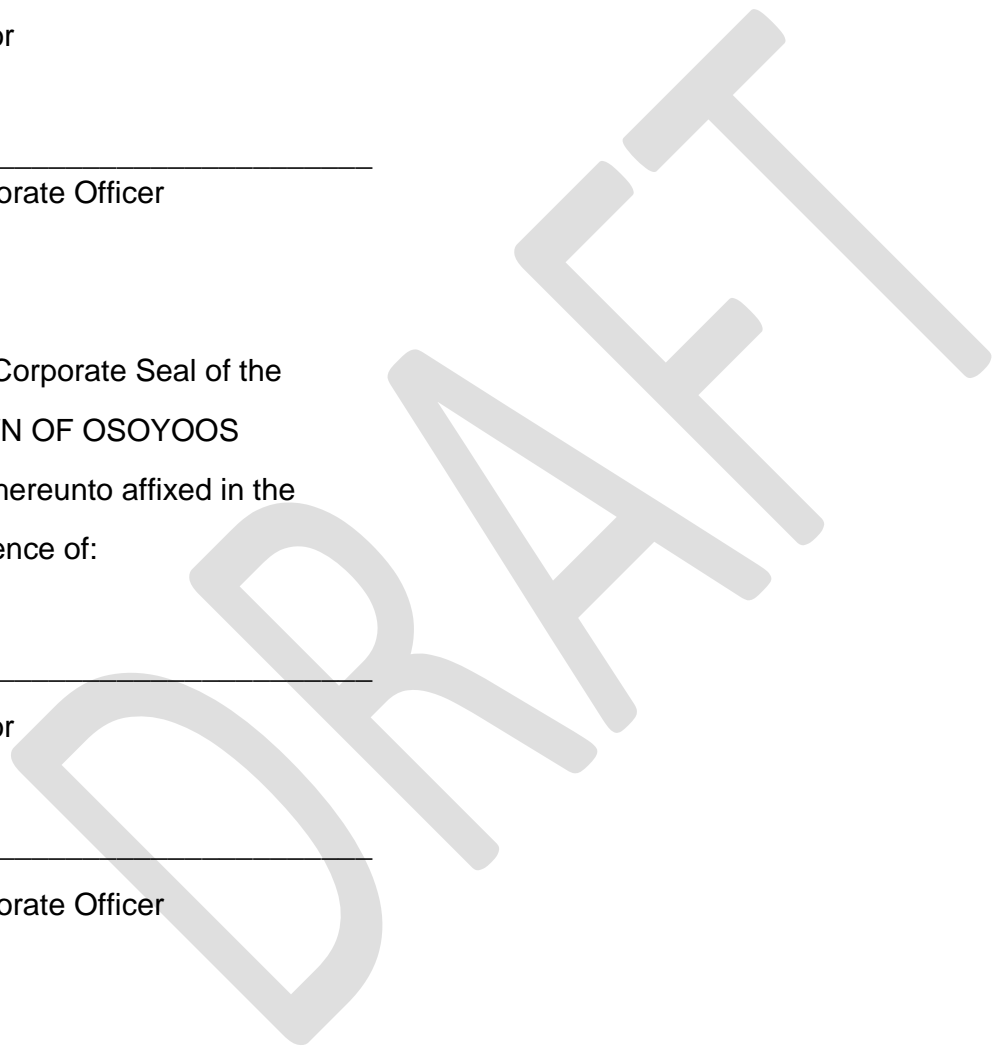
\_\_\_\_\_  
Mayor

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

The Corporate Seal of the  
TOWN OF OSOYOOS  
was hereunto affixed in the  
presence of:

\_\_\_\_\_  
Mayor

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



The Corporate Seal of the  
CITY OF PENTICTON  
was hereunto affixed in the  
presence of:

---

Mayor

---

City Manager

The Corporate Seal of the  
TOWN OF PRINCETON  
was hereunto affixed in the  
presence of:

---

Mayor

---

Corporate Officer

The Corporate Seal of the  
DISTRICT OF SUMMERLAND  
was hereunto affixed in the  
presence of:

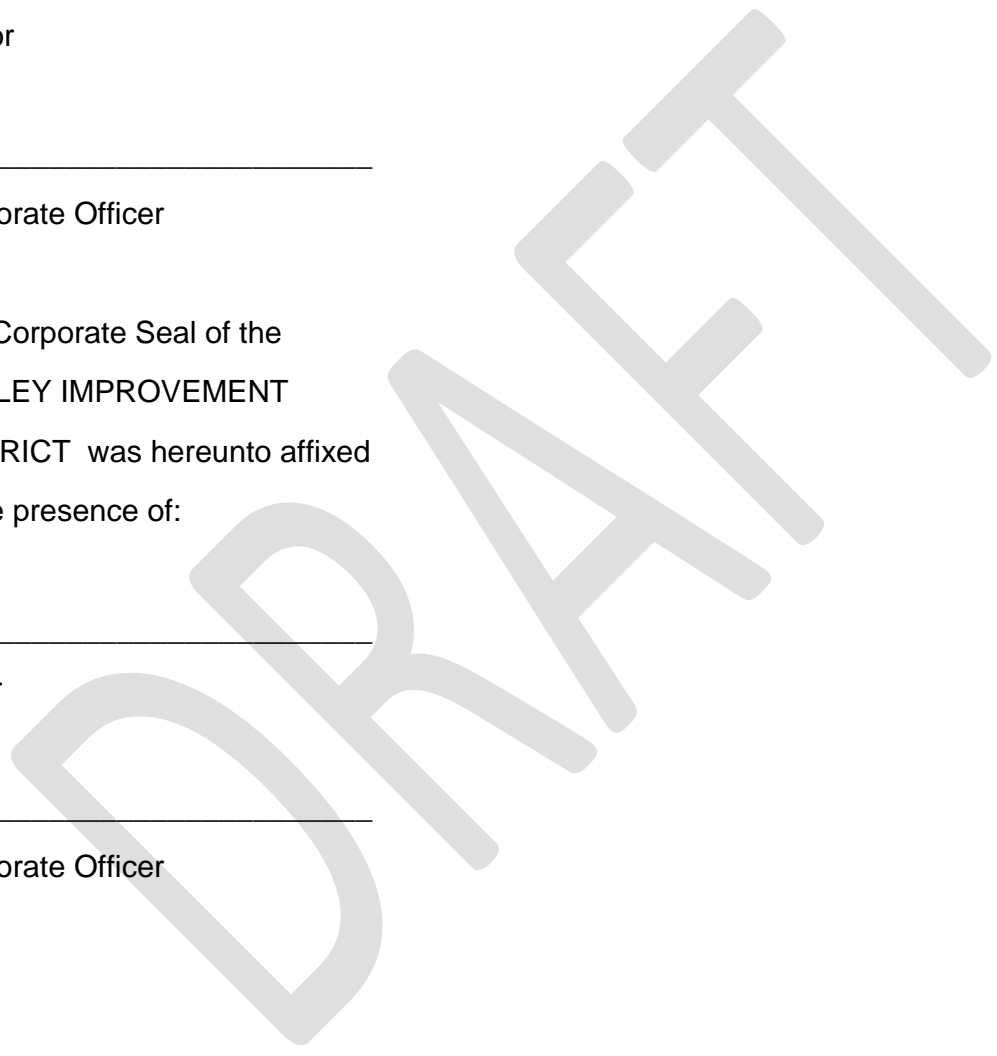
\_\_\_\_\_  
Mayor

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

The Corporate Seal of the  
HEDLEY IMPROVEMENT  
DISTRICT was hereunto affixed  
in the presence of:

\_\_\_\_\_  
Chair

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



The Corporate Seal of the  
OLIVER FIRE PROTECTION  
DISTRICT was hereunto affixed  
in the presence of:

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Chair

---

Corporate Officer

The Corporate Seal of the  
OSOYOOS RURAL FIRE  
PROTECTION DISTRICT  
was hereunto affixed  
in the presence of:

---

Chair

---

Corporate Officer

The Corporate Seal of the  
ERRIS VOLUNTEER FIRE  
ASSOCIATION was hereunto  
affixed in the presence of:

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

The Corporate Seal of the  
PENTICTON INDIAN BAND  
was hereunto affixed in the  
presence of:

\_\_\_\_\_  
Band Chief

\_\_\_\_\_  
Band Administrator



## ADMINISTRATIVE REPORT

**TO:** Board of Directors

**FROM:** Bill Newell, CAO

**DATE:** July 22, 2021

**RE:** Keremeos/Hedley Fire and Emergency Response Automatic Aid Agreement

---

**Recommendation:**

THAT the Regional District enter into a Fire and Emergency Response Automatic Aid Agreement with the Hedley Improvement District to address staff shortages at the Hedley Fire Department.

**Reference:**

Automatic Aid Agreement

**Background:**

The Hedley Improvement District is experiencing a resource shortage at the Hedley Volunteer Fire Department and have requested assistance from the Keremeos Volunteer Fire Department (KVFD). The Fire Chief has confirmed that KVFD has the resources necessary to assist.

## AUTOMATIC AID AGREEMENT

This agreement made this 12<sup>th</sup> day of July 2021

BETWEEN:

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

(the "RDOS")

OF THE FIRST PART

AND:

Hedley Improvement District  
825 Scott Avenue  
PO Box 186  
Hedley, BC  
V0X 1K0

(the "HID")

OF THE SECOND PART

WHEREAS:

A. The RDOS owns and operates the Keremeos & District Volunteer Fire Department; and,

The HID owns and operates the Hedley Volunteer Fire Department; and,

The HID have requested the assistance of the Keremeos & District Volunteer Fire Department to provide Fire and Emergency Response in the Hedley Improvement District Fire Service Area; and,

The RDOS consents to the Keremeos & District Volunteer Fire Department providing automatic assistance within the Hedley Fire Service Boundaries, pursuant to the Provision of Services herein.

## **Provision of Services**

The Parties agree that both Fire Departments will be paged and respond automatically when a need for a structure fire service alarm is dispatched. The first arriving Fire Department will conduct size-up and initiate the Incident Command System. After the second arriving Fire Department is on scene, the Incident Commander will evolve into either unified command or to the incident commander with the highest qualifications.

The Chief of the Keremeos Volunteer Fire Department shall immediately upon receiving the page determine, in his sole discretion, as soon as reasonably possible whether and to what extent the firefighting personnel, apparatus and equipment his department may deploy to assist the Hedley Volunteer Fire Department in bringing the subject fire or other emergency situation under control and shall thereafter deploy to the extent available such firefighting personnel, apparatus, and equipment to assist.

Nothing in this Agreement requires the Chief of the Keremeos Volunteer Fire Department to deploy firefighting personnel, apparatus, and equipment where the Chief has determined those resources are unavailable or are required to provide coverage within the usual service area for his fire department.

Either of the responding Fire Departments may stand down the other department after the initial assessment or decrease the on-site equipment and personnel at the discretion of the Incident Commander or Unified Commander. The Fire Departments will each provide any and all services available throughout their existing Fire Protection Area.

Should there be a need for investigation of any type or size, the Hedley VFD shall take the lead.

## **Payment for Services**

For services supplied under this Automatic Aid Agreement the HID, on a cost recovery basis and in accordance with schedule "A" attached hereto, shall pay the invoice within 30 days of receipt.

## **Term**

This is a two-year agreement and will automatically transfer to a month by month basis at the end of the two-year (24 months) term. This agreement may be cancelled by either party with 60 days notice (written or electronically) to all parties.

Dated this \_\_12<sup>th</sup>\_\_ day of July 2021


Regional District of Okanagan Similkameen

Hedley Improvement District

\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Chair

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

  
\_\_\_\_\_  
Secretary

---

Schedule A  
Fees and Charges

The following fees apply under this Automatic Aid Agreement:

Fire Department Apparatus:	Rates as outlined by the Office of the Fire Commissioner of BC interagency reimbursement rates, as it changes from time to time.
Fire Department Staff:	Actual Costs, including existing labor load.
Chief Officer:	Actual Cost
Consumables (foam, hoes, PPE etc.)	Actual Cost

## ADMINISTRATIVE REPORT

**TO:** Board of Directors

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

**DATE:** July 22, 2021

**RE:** Apex Fire Hall and Fire Truck – Long Term Borrowing Bylaw 2937, 2021

---

### Administrative Recommendation:

**THAT** Bylaw No. 2937, 2021, being a bylaw of the Regional District of Okanagan Similkameen to borrow up to \$3,000,000 for the construction of a fire hall and purchase of a fire truck for the Apex Fire Department, be read a first, second, third time and adopted.

### Reference:

Bylaw No. 2937, 2021, Security Issue Bylaw

### Background:

At the April 15, 2021 meeting, the Regional District adopted long term borrowing Bylaw 2921, 2021, to be used for the construction of a fire hall and purchase of a fire truck in Electoral Area "I". Only the amount needed to fund the final actual project costs will be drawn under the security issuing bylaw. The Loan Authorization Bylaw has been reviewed by the Ministry of Municipal Affairs and a Certificate of Approval has been granted. Funds will be borrowed under a 25 year term with the principal and interest payments funded from taxes from the Electoral Area "I" Apex Fire Protection budget. The debt servicing expense will be added to the 2022 RDOS Five Year Financial Plan.

### Respectfully submitted:

*"Jim Zaffino Manager of Finance"*

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J. Zaffino, Manager of Finance

## Regional District Security Issuing Bylaw

### Regional District of Okanagan Similkameen

Bylaw # 2937, 2021

---

A bylaw to authorize the entering into of an Agreement respecting financing between the Regional District of Okanagan Similkameen and the Municipal Finance Authority of British Columbia.

---

WHEREAS the Municipal Finance Authority of British Columbia (the "Authority") may provide financing of capital requirements for regional districts or for their member municipalities by the issue of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the regional district on whose request the financing is undertaken;

AND WHEREAS under the provisions of Section 411 of the *Local Government Act*, the amount of borrowing authorized by each of the following loan authorization bylaws, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder, the amount being issued under the authority thereof by this bylaw, and the term of the debt are included in this bylaw;

AND WHEREAS the tables contained in this bylaw are to provide clarity and information for the purposes of this bylaw;

AND WHEREAS the Regional Board, by this bylaw, hereby requests such financing shall be undertaken through the Authority;

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

1. The Regional Board hereby consents to financing the debt of the Regional District of Okanagan Similkameen Electoral Area "I" and further described in the Municipal Loan Authorization Bylaws table, in the amount of three million dollars (\$3,000,000) in accordance with the following terms.

#### Municipal Loan Authorization Bylaws

Municipality/ Electoral Area	Loan Authorization Bylaw #	Purpose	MSIR #/Date	Amount of Borrowing Authorized	Amount Already Borrowed	Borrowing Authority Remaining	Term of Issue	Amount of Issue
RDOS Electoral Area I	2937,2021	Fie Hall Construction and Purchase of Fire Truck		\$3,000,000	\$0.00	\$3,000,000	25 years	\$3,000,000
	<b>Total</b>			<b>\$3,000,000</b>	<b>\$0.00</b>	<b>\$3,000,000</b>		<b>\$3,000,000</b>

2. The Authority is hereby requested and authorized to finance from time to time the above noted undertakings, and further described in the Regional District Loan Authorization Bylaws table, at the sole cost and on behalf of Electoral Area "1" [Apex Fire Protection](#), up to, but not exceeding three million dollars (\$3,000,000) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed \$3,000,000 in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.
3. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
4. The Agreement in the form of Schedule "A" shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
5. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.
6. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the officer assigned the responsibility of financial administration of the Regional District.
7. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Saanich and at such time or times as shall be determined by the Treasurer of the Authority.
8. During the currency of the obligations incurred under the said Agreement to secure borrowings in respect of the Regional District of Okanagan Similkameen Loan Authorization Bylaw # [2921, 2021](#) there shall be requisitioned annually an amount sufficient to meet the annual payment of interest and the repayment of principal.

9. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.
  
10. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to Section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
  
11. This bylaw may be cited as "Security Issuing Bylaw # 2937,2021

READ A FIRST TIME this day of month, year.  
READ A SECOND TIME this day of month, year.  
READ A THIRD TIME this day of month, year.

RECONSIDERED and FINALLY PASSED and ADOPTED this day of month, year.

---

Chair

---

Corporate Officer

Certified a true copy of Bylaw # 2937, 2021 as adopted.

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Corporate Officer



Schedule "A" to Bylaw # \_\_\_\_

CANADA

PROVINCE OF BRITISH COLUMBIA

AGREEMENT

Regional District of \_\_\_\_\_

The Regional District of \_\_\_\_\_ (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Saanich, British Columbia, the sum of \_\_\_\_\_ DOLLARS (\$\_\_\_\_\_) in lawful money of Canada, together with interest thereon from the \_\_\_\_ day of \_\_\_\_\_ 20\_\_, at varying rates of interest, calculated semi-annually, in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the schedule attached commencing on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

DATED at \_\_\_\_\_, British Columbia, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

IN TESTIMONY WHEREOF and under the authority of Bylaw # \_\_\_\_\_ cited as " \_\_\_\_\_", this Agreement is sealed with the Corporate Seal of the Regional District of \_\_\_\_\_ and signed by the Chair and Treasurer thereof.

*Please note: you do not have to fill in Schedule A. It is included to show the form that the loan agreement will be in. The MFA will generate the loan agreements and send to you, after the Issue is complete.*

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Treasurer

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatsoever in any court of the Province of British Columbia.

---

Deputy Inspector of Municipalities of British Columbia

**PRINCIPAL AND/OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS**

Date of Payment	Total Payment	Principal/Sinking Fund Deposit	Interest
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

## ADMINISTRATIVE REPORT

**TO:** Board of Directors

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

**DATE:** July 22, 2021

**RE:** Electoral Area "E" Parkland Acquisition – Long Term Borrowing  
Bylaw 2936, 2021

---

### **Administrative Recommendation:**

**THAT** Bylaw No. 2936, 2021, being a bylaw of the Regional District of Okanagan Similkameen to borrow up to \$900,000 for Parkland Acquisition in Electoral Area "E", be read a first, second, third time and adopted.

### **Reference:**

Bylaw No. 2936, 2021, Security Issue Bylaw

### **Background:**

At the February 18, 2021 meeting, the Regional District adopted long term borrowing Bylaw 2918, 2020, to be used for Parkland Acquisition in Electoral Area "E". Only the amount needed to fund the final actual project costs will be drawn under the security issuing bylaw. The Loan Authorization Bylaw has been reviewed by the Ministry of Municipal Affairs and a Certificate of Approval has been granted. Funds will be borrowed under a 25 year term with the principal and interest payments funded from taxes from the Electoral Area "E" Park and Recreation budget. The debt servicing expense will be added to the 2022 RDOS Five Year Financial Plan.

### **Respectfully submitted:**

*"Jim Zaffino Manager of Finance"*

---

J. Zaffino, Manager of Finance

## Regional District Security Issuing Bylaw

### Regional District of Okanagan Similkameen

Bylaw # 2936, 2021

---

A bylaw to authorize the entering into of an Agreement respecting financing between the Regional District of Okanagan Similkameen and the Municipal Finance Authority of British Columbia.

---

WHEREAS the Municipal Finance Authority of British Columbia (the "Authority") may provide financing of capital requirements for regional districts or for their member municipalities by the issue of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the regional district on whose request the financing is undertaken;

AND WHEREAS under the provisions of Section 411 of the *Local Government Act*, the amount of borrowing authorized by each of the following loan authorization bylaws, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder, the amount being issued under the authority thereof by this bylaw, and the term of the debt are included in this bylaw;

AND WHEREAS the tables contained in this bylaw are to provide clarity and information for the purposes of this bylaw;

AND WHEREAS the Regional Board, by this bylaw, hereby requests such financing shall be undertaken through the Authority;

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

1. The Regional Board hereby consents to financing the debt of the Regional District of Okanagan Similkameen Electoral Area "E" and further described in the Municipal Loan Authorization Bylaws table, in the amount of nine hundred thousand Dollars (\$900,000) in accordance with the following terms.

#### Municipal Loan Authorization Bylaws

Municipality/ Electoral Area	Loan Authorization Bylaw #	Purpose	MSIR #/Date	Amount of Borrowing Authorized	Amount Already Borrowed	Borrowing Authority Remaining	Term of Issue	Amount of Issue
RDOS Electoral Area E	2936,2021	Parkland Acquisition		\$900,000	\$0.00	\$900,000	25 years	\$900,000
	<b>Total</b>			<b>\$900,000</b>	<b>\$0.00</b>	<b>\$900,000</b>		<b>\$900,000</b>

2. The Authority is hereby requested and authorized to finance from time to time the above noted undertakings, and further described in the Regional District Loan Authorization Bylaws table, at the sole cost and on behalf of Electoral Area "E" up to, but not exceeding nine hundred thousand Dollars (900,000) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed \$900,000 in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.
3. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
4. The Agreement in the form of Schedule "A" shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
5. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.
6. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the officer assigned the responsibility of financial administration of the Regional District.
7. The obligations incurred under the said Agreement as to both principal and interest shall be payable at the Head Office of the Authority in Saanich and at such time or times as shall be determined by the Treasurer of the Authority.
8. During the currency of the obligations incurred under the said Agreement to secure borrowings in respect of the Regional District of Okanagan Similkameen Loan Authorization Bylaw # 2918, 2020 there shall be requisitioned annually an amount sufficient to meet the annual payment of interest and the repayment of principal.

9. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.
  
10. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to Section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.
  
11. This bylaw may be cited as "Security Issuing Bylaw # 2936, 2021".

READ A FIRST TIME this day of month, year.  
READ A SECOND TIME this day of month, year.  
READ A THIRD TIME this day of month, year.

RECONSIDERED and FINALLY PASSED and ADOPTED this day of month, year.

---

Chair

---

Corporate Officer

Certified a true copy of Bylaw # 2936, 2021 as adopted.

---

Corporate Officer

Schedule "A" to Bylaw # \_\_\_\_\_

CANADA

PROVINCE OF BRITISH COLUMBIA

AGREEMENT

Regional District of \_\_\_\_\_

The Regional District of \_\_\_\_\_ (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Saanich, British Columbia, the sum of \_\_\_\_\_ DOLLARS (\$\_\_\_\_\_) in lawful money of Canada, together with interest thereon from the \_\_\_\_ day of \_\_\_\_\_ 20\_\_, at varying rates of interest, calculated semi-annually, in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the schedule attached commencing on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

DATED at \_\_\_\_\_, British Columbia, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

IN TESTIMONY WHEREOF and under the authority of Bylaw # \_\_\_\_\_ cited as " \_\_\_\_\_", this Agreement is sealed with the Corporate Seal of the Regional District of \_\_\_\_\_ and signed by the Chair and Treasurer thereof.

*Please note: you do not have to fill in Schedule A. It is included to show the form that the loan agreement will be in. The MFA will generate the loan agreements and send to you, after the Issue is complete.*

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Treasurer

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatsoever in any court of the Province of British Columbia.

\_\_\_\_\_  
Deputy Inspector of Municipalities of British Columbia

PRINCIPAL AND/OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS

Date of Payment	Total Payment	Principal/Sinking Fund Deposit	Interest
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$



## ADMINISTRATIVE REPORT

**TO:** Board of Directors

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

**DATE:** July 22, 2021

**RE:** RDOS Elected Officials Compensation

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### Administrative Recommendation:

1. THAT Bylaw No. 2903.01, 2021, being a bylaw to amend the Board Remuneration, Expense and Benefits Bylaw to facilitate electronic attendance at the same rate as in-person attendance, be read a first, second and third time and be adopted; and further
2. THAT a review of the Board Remuneration, Expenses and Benefits Bylaw be initiated in 2021.

### Reference:

- Bylaw No. 2903, 2020, Board Remuneration, Expenses and Benefits Bylaw
- UBCM Council & Board Remuneration Guide (2019)

### Business Plan Objective:

Goal 1.1: To Be an Effective, Fiscally Responsible Organization

### Background:

#### 1. Remuneration Amount

At the March 19, 2020 Board meeting, the Board of Directors resolved that the regular rate of pay (as opposed to that for electronic attendance) for Directors be maintained during the Provincial State of Emergency related to COVID 19 pandemic. The provincial state of emergency was lifted on July 1, 2021.

#### 2. Remuneration Review

An amendment to the Taxation Act January 1, 2019 eliminated the one-third of honourarium tax exemption for provincial and local government elected officials.

The Board created a lay committee to consider equalization and remuneration for the Board of Directors and they brought forward their recommendations to the Board at the December 5, 2019 Corporate Services committee meeting. The Board subsequently adopted the recommendations of the committee and adjustments were made.

**Analysis:**

1. The authority to compensate Directors at the regular rate of pay for electronic attendance at Board and Committee meetings ended with the lifting of the state of emergency and the Board must determine how they want to move forward with regard to elected official remuneration. While the ability to meet in-person will recommence with Step 4 of the provincial Restart Plan in September, some members of the Board of Directors have indicated a much greater proclivity to attend electronically in the future. Consequently, if Directors are to receive full compensation for electronic attendance at meetings, an amendment to Bylaw No. 2903 is required.
2. Further, Section 7.3 of Bylaw No. 2903 bylaw states that a review is to be conducted one year prior to each Local Government Election, as recommended in the UBCM Council & Board Remuneration Guide (2019). With Local Government Elections occurring in October 2022, a review would need to commence this year.

**Alternatives:**

1. THAT Board remuneration for electronic attendance at Committee and Board meeting revert to the pre-COVID amount; and
2. THAT a review of Bylaw No. 2903 Board Remuneration, Expenses and Benefits Bylaw not be initiated at this time.

**Respectfully submitted:**

*“Christy Malden”*

---

C Malden, Manager of Legislative Services

# REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

## BYLAW NO. 2903, 2020

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A bylaw to provide for remuneration and expenses to Elected Officials of the Regional District of Okanagan-Similkameen.

---

### 1.0 CITATION

1.1 This Bylaw may be cited for all purposes as the “**Board Remuneration, Expenses and Benefits Bylaw No. 2903, 2020**”

### 2.0 DEFINITIONS

2.1 In this Bylaw:

**‘Alternate Director’** is a person appointed as an Alternate Director pursuant to the *Local Government Act*, and when that person is acting in the place of the Electoral Area Director.

**‘Committee’** means a standing, select or special Committee of the Regional Board and also means an appointment of a Director for representation to an outside committee whereby the Director does not receive remuneration or expenses from that committee.

**‘Consumer Price Index adjustment’** means the British Columbia, All-Items CPI year-over-year percentage change, as reported by Statistics Canada.

**‘Director’** means a Municipal Director or Electoral Area Director of the Board, and includes Alternate Directors when that Alternate Director has been delegated by the Director to act in the place of the Director for an event or a specified period of time.

**‘Discretionary meeting’** means all other meetings, conferences and workshops relating to RDOS business not covered elsewhere in this Bylaw.

**‘Double Occupancy Rates’** means the rate charged when one or two individuals occupy a hotel or motel room. Additional persons would result in a higher rate charged.

**‘Regional District’** means the Regional District of Okanagan-Similkameen (RDOS).

**‘RDOS Chair’** means where the context requires, the Chair of the Board elected pursuant to the Local Government Act or the person appointed as the Chair, or other person presiding at a meeting of the Board or Committee.

**‘RDOS Vice-Chair’** means where the context requires, the Vice Chair of the Board elected pursuant to the Local Government Act or the person appointed as Vice Chair at a meeting of the Board or Committee.

### **3.0 REMUNERATION**

- 3.1 There shall be provided in the annual budget an amount sufficient to pay remuneration to each of the Directors the amounts indicated on Schedule ‘A’ attached to and forming part of this bylaw.
- 3.2 The annual remuneration listed in Schedule ‘A’ shall be increased each January 1 by the change in the Consumer Price Index for the Province of British Columbia. This amount shall be reviewed after each five years to ensure that the amount paid is reasonable in comparison to other Regional Districts in the Province of a similar size.
- 3.3 In the event of the resignation or death of the Chair, the Vice Chair shall automatically be entitled to the remuneration for Chair as set out in Schedule ‘A’ until such time as another Chair is elected pursuant to the Board Procedure Bylaw.
- 3.4 In the event that the Chair becomes incapacitated for longer than thirty days, the Vice Chair shall be entitled to the remuneration for Chair as set out in Schedule ‘A’ ....
- 3.5 Notwithstanding any other section of this bylaw, if a Director is absent for three consecutive meetings of the Regional Board without the leave of the Regional Board, the Regional District shall suspend payment to that Director, which shall be effective the day following the date of such third consecutive meeting of the Regional Board.
- 3.6 Whereas subsection 3.5 of this bylaw has been invoked in respect of a Director and such Director subsequently attends a meeting of the Regional Board, the Regional District shall reinstate payment, which shall be effective the day of the first meeting of the Regional Board that such Director attends after his or her absence.

### **4.0 EXPENSES**

- 4.1 There shall be provided in the annual budget an amount sufficient to pay expenses to each of the Directors the amounts indicated in Schedule ‘B’ attached to and forming part of this bylaw.
- 4.2 Such amounts are payable only to reimburse each Director for expenses incurred when the Director is representing the Regional District, or engaging in Regional District business, or attending a meeting, course, seminar or convention, or attending a meeting of a committee of which the Director is a member.
- 4.3 Electoral Area Directors shall be provided a form T2200 “Declaration of Conditions of Employment”, indicating that a portion of his or her home is required to be used for work.

## 5.0 BENEFITS

- 5.1 There shall be provided in the financial plan an amount sufficient to pay benefits, if applicable, on behalf of each of the Directors. The amounts are indicated on Schedule 'C' attached hereto and forming part of this bylaw.

## 6.0 REPORTING

- 6.1 The remuneration, expenses and benefits paid to each member of the Board, by name, shall be reported annually in accordance with the *Local Government Act*.

## 7.0 INTERPRETATION AND APPLICATION:

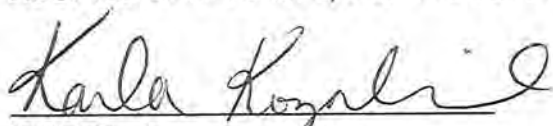
- 7.1 The Regional District of Okanagan-Similkameen Finance department will be responsible for ensuring that Director's Remuneration and Expense Reports are consistent with this Bylaw.
- 7.2 Any issues, discrepancies or conflict in the interpretation of the Bylaw shall be referred to the Regional Board Chair together with the Chief Administrative Officer, for review and adjudication. If the matter is not resolved to the satisfaction of the Director, the matter will be referred to the Regional Board.
- 7.3 A review of the Board Remuneration, Expenses and Benefits Bylaw is to be conducted one year prior to each Local Government Election, as recommended in the UBCM Council & Board Remuneration Guide (2019).
- 7.4 The decision of a court that a provision of this bylaw is invalid shall not affect the validity of the remainder of this bylaw.

## 8.0 REPEAL

- 8.1 Bylaw No. 2621, 2012 is hereby repealed.

READ A FIRST, SECOND AND THIRD TIME this 18<sup>th</sup> day of June, 2020.

ADOPTED BY AT LEAST 2/3 OF THE VOTE this 18<sup>th</sup> day of June, 2020.

  
\_\_\_\_\_  
RDOS Chair

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

**SCHEDULE 'A'**  
CPI at Dec 2020

<b>DESCRIPTION</b>	<b>REMUNERATION</b>	<b>EXPENSE ALLOWANCE</b>	<b>TOTAL</b>
Municipal Director	\$409.71/month	\$204.55/month	\$614.27/month
Electoral Area Director	\$1,417.14/month	\$707.51/month	\$2124.65month
RDOS Chairperson	\$2125.27/month	\$1061.04/month	\$3186.31 month <sup>1</sup>
RDOS Vice-Chair	\$387.28/month	\$193.35/month	\$580.63/month <sup>2</sup>
Attendance at Board Meetings	\$183.73/meeting	\$91.73/meeting	\$275.46/meeting
Attendance at Committee Meetings – same day as Board meeting	\$61.24/meeting	\$30.58/meeting	\$91.82/meeting <sup>3</sup>
Attendance at Committee Meetings – separate day from Board meeting	\$136.29/mtg day	\$68.04/mtg day	\$204.33/mtg day
Electronic Attendance at Meetings	\$68.15/mtg day		\$68.15/mtg day

**ALTERNATE DIRECTOR REMUNERATION**

<b>CLASSIFICATION</b>	<b>REMUNERATION</b>	<b>EXPENSE ALLOWANCE</b>	<b>TOTAL</b>
Attendance at Board Meetings(in place of director)	\$183.73/meeting	\$91.73/meeting	\$275.46/meeting
Attendance at Committee Meetings – same day as Board meeting (in place of Director)	\$61.24/meeting	\$30.58/meeting	\$91.82/meeting <sup>4</sup>
Attendance at Committee Meetings – separate day from Board meeting (in place of Director)	\$136.29/mtg day	\$68.04/mtg day	\$204.33/mtg day
Attendance at Other Meetings (in place of Director)	\$136.29/mtg day (prorated to time spent)	\$68.04/mtg day	\$204.33/mtg day
Electronic Attendance at meetings - teleconference	\$68.15/mtg day		\$68.15/mtg day
Alternate Rural Area Director	\$61.24/month	\$30.58/month	\$91.82/month

<sup>1</sup> The RDOS Chairperson, in addition, also receives the respective annual remuneration for being a Rural or Municipal Director.

<sup>2</sup> The Vice-Chairperson, in addition, also receives the respective annual remuneration for being a Rural or Municipal Director.

<sup>3</sup> The maximum remuneration for attendance at a full day of Board and Committee meetings is \$367.28

<sup>4</sup> The maximum remuneration for attendance at a full day of Board and Committee meetings is \$367.28

**SCHEDULE 'B'**

**DIRECTORS' EXPENSES**

**TRAVEL EXPENSES**

1. (a) Travel throughout the Regional District by a Director to attend Board meetings, public hearings and other non-sanctioned meetings to fulfill the duties of an elected official will be reimbursed. Travel expenses will commence from the home or place of work (whichever is closer) of the director to the place of the meeting, and return.

Regular Travel will be reimbursed at the Canada Revenue Agency non-taxable reasonable per kilometer rate

- (b) For other travel – travel by automobile will be reimbursed at the rate of \$0.48 per kilometer.

Actual expenses incurred will be reimbursed for travel by bus, train, ferry or air (economy class). Receipts are required. The Regional District will reimburse the lower transportation cost of airfare or vehicle. An analysis must be made to identify the most economical mode of transportation that will be reimbursed.

**MEALS**

2. (a) When travel requires over 24 hours absence from place of residence, a daily allowance in accordance with 2(b) will be paid to a Director. Partner or spouse's meals cannot be claimed. Alcoholic Beverages cannot be claimed.

- (b) When travel requires less than 24 hours absence from place of residence, meal expenses will be paid as follows:

	<u>Zone A</u>	<u>Zone B</u>	<u>Zone C</u>	<u>Zone D</u>
Breakfast:	\$20	\$20	\$15	\$15
Lunch:	\$30	\$30	\$25	\$20
Dinner:	<u>\$41</u>	<u>\$51</u>	<u>\$36</u>	<u>\$31</u>
Daily Allowance:	<u>\$91</u>	<u>\$101</u>	<u>\$76</u>	<u>\$66</u>

Zone A – Vancouver Island

Zone B – Lower Mainland – includes Whistler and meals outside BC and Canada

Zone C – Okanagan & Thompson Valley's

Zone D – All other BC

(c) Partial Day Travel Allowance

On the day of departure, if the travel status begins:

- After 7:00 a.m., breakfast cannot be claimed;
- After 12:00 noon, breakfast and lunch cannot be claimed;
- After 6:00 p.m., no meals can be claimed.

On the day of return, if a Director's travel status terminates:

- Prior to 7:00 a.m., no meals can be claimed;
- Prior to 12:00 noon, breakfast can be claimed;
- Prior to 6:00 p.m., breakfast and lunch can be claimed;
- After 6:00 p.m., all meals can be claimed.

*\* As meal expenses will be claimed on the Director Mileage and Claim form and reimbursed in accordance with the terms of Section 2 of this Schedule; the submission of receipts is not required. Should a Director not use the full amount of the daily allowance/partial day allowance, nothing precludes that individual from claiming a lesser amount by submitting receipts.*

**SEMINARS, COURSES, CONFERENCES AND MEETINGS**

3. Registration fees will be paid for single participation only. Receipts are required. If any meals are included with registration fee, they are to be deducted accordingly from the daily allowance/partial day allowance.

**ACCOMMODATION**

4. Expenses will be reimbursed based on double occupancy rates. Receipts are required. If a Director chooses not to stay at a hotel, a \$52 per day accommodation allowance may be claimed.

**TAXI EXPENSES, LONG DISTANCE TELEPHONE CALLS, PARKING, MISCELLANEOUS EXPENSES**

5. Reimbursement will be made for actual expenses incurred while performing duties for the Regional District. Receipts are required.

**MISCELLANEOUS EXPENSES**

6. Commemorative expenses and the postage, stationary and printing costs associated with providing newsletters to constituents while performing the duties of an electoral area director within the Regional District shall be reimbursed from each Electoral Area's Directors administration budget.



## SCHEDULE 'C'

### DIRECTORS' BENEFITS

1. Pursuant to the *Local Government Act*, the Regional Board may enter into agreements for benefits for all or some of its Directors and their dependents, including medical and dental services and insurance policies.

Benefits provided to a Director and their dependants shall terminate at the end of the month in which they cease to be a member of the Board.

2. The Directors shall pay premiums for any Benefits received; the Board must not pay all or part of the premiums for coverage.

Director Benefits may include, but are not limited to:

- Medical and dental services
- Extended health
- Life insurance
- Accidental death and dismemberment

### MEDICAL AND DENTAL SERVICES

2. The Board may provide medical and/or dental services by agreement noted in Section 1 of this Schedule, but must not pay all or part of the premium for this coverage. The Directors shall pay these premiums.

### EXTENDED HEALTH BENEFITS

3. The Board may provide extended health benefits by agreement noted in Section 1 of this Schedule, but must not pay all or part of the premium for this coverage. The Directors shall pay these premiums.

### LIFE INSURANCE

4. The Board may provide life insurance coverage by agreement noted in Section 1 of this Schedule, but must not pay all or part of the premium for this coverage. The Directors shall pay these premiums.

### ACCIDENTAL DEATH AND DISMEMBERMENT

5. The Board may provide accidental death and dismemberment coverage by agreement noted in Section 1 of this Schedule, but must not pay all or part of the premium for this coverage. The Directors shall pay these premiums.

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2903.01, 2021

---

A bylaw to amend Board Remuneration, Expenses and Benefits Bylaw No. 2903, 2020.

---

**1.0 CITATION**

1.1 This Bylaw may be cited for all purposes as the **“Board Remuneration, Expenses and Benefits Amendment Bylaw No. 2903.01, 2021”**

**2.0 AMENDMENT**

2.1 Bylaw No. 2903 is amended by adding the following to Section 2 Definitions:

**“Electronic Attendance’** means participating in a Committee or Board meeting by telephone, video conferencing program, or other electronic means enabling all persons participating in the meeting to communicate with each other.”

2.2 Bylaw No. 2903 is amended by adding the following to Section 3 Remuneration:

**“3.7** An electoral area or municipal director participating in a Committee or Board meeting by Electronic Attendance is deemed to be in attendance at that meeting.”

2.3 Schedule A of Bylaw No. 2903 is deleted in its entirety and replaced with Schedule A attached to this Bylaw.

READ A FIRST, SECOND AND THIRD TIME this \_\_\_ day of \_\_\_\_, 202\_\_.

ADOPTED BY AT LEAST 2/3 OF THE VOTE this \_\_\_ day of \_\_\_\_, 202\_\_.

---

RDOS Chair

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Corporate Officer

SCHEDULE 'A'  
CPI at Dec 2020

DIRECTOR REMUNERATION

DESCRIPTION	REMUNERATION	EXPENSE ALLOWANCE	TOTAL
Municipal Director	\$409.71/month	\$204.55/month	\$614.27/month
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ALTERNATE DIRECTOR REMUNERATION

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<sup>3</sup> The maximum remuneration for attendance at a full day of Board and Committee meetings is \$367.28

<sup>4</sup> The maximum remuneration for attendance at a full day of Board and Committee meetings is \$367.28

## ADMINISTRATIVE REPORT

**TO:** Board of Directors

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

**DATE:** July 22, 2021

**RE:** South Okanagan Conservation Fund – For Information Only

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**Purpose:**

To provide notice to the Board of Directors regarding the cancellation of the request for grant funding from the South Okanagan Conservation Fund, due to higher than anticipated contributions from private sources.

**Reference:**

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

**Background:**

In 2019, the Nature Trust of British Columbia submitted an application for land securement funding from the South Okanagan Conservation Fund for the acquisition of land in the White Lake Basin Biodiversity Ranch – Park Rill Floodplain.

The Board of Directors approved funding in the amount of \$250,000.00 contingent on an agreement between the RDOS and the Nature Trust which would enable the Regional District to access the land for flood mitigation purposes.

As the parties worked together on the drafting of an agreement, the Nature Trust advised the South Okanagan Conservation Fund that they had received 100% funding from other sources and no longer required the monies from the Regional District of Okanagan Similkameen.

To that end, the allocated amount of \$250,000.00 is to be returned to the South Okanagan Conservation Fund for other land securement projects or regular conservation project funding.

**Respectfully submitted:**

“Christy Malden”

---

C. Malden, Legislative Services Manager

## ADMINISTRATIVE REPORT

**TO:** Board of Directors

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

**DATE:** July 22, 2021

**RE:** Bylaw No. 2935 Electoral Area "H" Community Facilities Capital Reserve Fund Expenditure

---

### Administrative Recommendation:

**THAT Bylaw No. 2935, 2021, being a bylaw to withdraw funds from the Electoral Area "H" Community Facilities Capital Reserve Fund for the acquisition of land at 105 Highway 3 East in partnership with the Town of Princeton, be read a first, second and third time and be adopted.**

### Purpose:

To formalize the authorization to expend funds from the Reserve Fund for the purchase of 105 Highway 3 East

### Reference:

Administrative Report dated June 17, 2021

Bylaw No. 2653, 2015 Area "H" Community Facilities Capital Reserve Fund Establishment Bylaw

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

1.1 To be an effective, fiscally responsible organization.

### Background:

The Electoral Area "H" Community Facilities Capital Reserve Fund was established by bylaw in 2014 for the purposes of expenditures for or in respect of capital projects within Electoral Area "H" including, but not limited to, land acquisition, machinery and equipment necessary for those capital projects including the acquisition, construction and/or renovation of community facilities. The funds received from the Vermillion Forks Community Forest Corporation are deposited into the Reserve Fund.

At the June 17, 2021 Board meeting, the Board of Directors resolved:

THAT the Regional District of Okanagan Similkameen authorize the expenditure of \$150,000 from the Area "H" Community Facilities Capital Reserve Fund to partner with the Town of Princeton for the purchase of 105 Highway 3 East (Legal Description Lot "A" Plan KAP72285 District Lot 10S 1822 Land District 54, PID 025-533-665) on the following conditions:

- The purchase price of the land and improvements be no more than \$300,000.

- The Vermillion Forks Metis Association, the Town of Princeton and the Regional District agree on a five (5) year lease for the operation of the improvements, with an option to purchase by VFMA, extendable for an additional five (5) years.

**Analysis:**

Expenditure of funds from a reserve fund must be authorized by bylaw. The purchase of 105 Highway 3 East meets the criteria set out in the Reserve Fund Establishment Bylaw.

**Respectfully submitted:**

*"Gillian Cramm"*

---

G. Cramm, Legislative Services Coordinator

**Endorsed by:**

*"Christy Malden"*

---

C. Malden, Manager of Legislative Services

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**

**BYLAW NO. 2935, 2021**

---

A bylaw to authorize the expenditure of monies from the Electoral Area 'H' Community Facilities Capital Reserve Fund toward the purchase of 105 Highway 3 East.

---

**WHEREAS** Section 377 of the Local Government Act, and Section 189 of the Community Charter authorises the Board, by bylaw adopted by at least 2/3 of its members, to provide for the expenditure of any money in a reserve fund and interest earned on it;

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

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

1. This Bylaw shall be cited as the "Electoral Area 'H' Community Facilities Capital Reserve Fund Expenditure Bylaw No. 2935, 2021"
2. The expenditure of \$150,000 from the Electoral Area 'H' Community Facilities Capital Reserve Fund is hereby authorized toward the purchase of 105 Highway 3 East.

**READ A FIRST, SECOND, AND THIRD TIME** this \_\_\_\_ day of \_\_\_\_, 2021

**ADOPTED BY TWO THIRD VOTE** this \_\_\_\_ day of \_\_\_\_, 2021

---

RDOS Board Chair

---

Corporate Officer

## ADMINISTRATIVE REPORT

**TO:** Board of Directors

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

**DATE:** 22 July 2021

**RE:** Declaration of State of Local Emergency Approval

---

### **Administrative Recommendation:**

**THAT the Declaration of a State of Local Emergency issued by the Chair Sunday, 11 July 2021 for Electoral Area “D” in response to the Thomas Creek Wildfire be ratified; and,**

**THAT the Declaration of a State of Local Emergency for Electoral Area “D” that expired July 18<sup>th</sup> be extended for a further seven days to July 25<sup>th</sup>; and,**

**THAT the Declaration of a State of Local Emergency for Electoral Area “D” set to expire July 25<sup>th</sup> be extended for a further seven days to August 1<sup>st</sup>; and,**

**THAT all declarations be submitted to the Minister of State for Emergency Preparedness for approval.**

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**THAT the Declaration of a State of Local Emergency issued by the Chair Wednesday, 14 July 2021 for Electoral Area “H” in response to the Brenda Creek Wildfire be ratified; and,**

**THAT the Declaration of a State of Local Emergency for Electoral Area “H” that expired July 21<sup>st</sup> be extended for a further seven days to July 28<sup>th</sup>; and,**

**THAT all declarations be submitted to the Minister of State for Emergency Preparedness for approval.**

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**THAT the Declaration of a State of Local Emergency issued by the Chair Monday, 19 July 2021 for Electoral Area “C” in response to the NK’Mip Creek wildfire be ratified; and,**

**THAT the Declaration of a State of Local Emergency for Electoral Area “C” set to expire July 26<sup>th</sup> be extended for a further seven days to August 2<sup>nd</sup>; and,**

**THAT all declarations be submitted to the Minister of State for Emergency Preparedness for approval.**

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**THAT the Declaration of a State of Local Emergency issued by the Chair Tuesday, 20 July 2021 for Electoral Area “A” in response to the NK’Mip Creek wildfire be ratified; and,**

**THAT the Declaration of a State of Local Emergency for Electoral Area “A” set to expire July 27<sup>th</sup> be extended for a further seven days to August 2<sup>nd</sup>; and,**

**THAT all declarations be submitted to the Minister of State for Emergency Preparedness for approval.**

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## Reference:

### *Emergency Program Act, Section 12*

12(1) A local authority or the head of the local authority, may, at any time that the local authority or the head of the local authority, as the case may be, is satisfied that an emergency exists or is imminent in the jurisdictional area for which the local authority has responsibility, declare a state of local emergency relating to all or any part of the jurisdictional area.

12(3) The head of a local authority must, before making a declaration under subsection (1), use best efforts to obtain the consent of the other members of the local authority to the declaration and must, as soon as practicable after making a declaration under subsection (1), convene a meeting of the local authority to assist in directing the response to the emergency.

## History:

### Thomas Creek Wildfire

Due to a wildfire event within Electoral Area “D,” the RDOS Emergency Operations Centre (EOC) was activated on July 11, 2021, to support the site suppression efforts on a rapidly growing wildfire adjacent to McLean Creek Road. While a favourable wind was blowing the fire to the south-east away from people and infrastructure, the aggressively expanding nature of the fire and its proximity to residential properties triggered an evacuation order for 77 properties and an evacuation alert for 627 properties in the fire vicinity. A Declaration of a State of Local Emergency by the Chair followed.

Although growing from 20 ha. to over 500 ha. overnight the fire continued in a south-east direction away from interface and, on that basis, the Evacuation Order was downgraded to an Alert. The Evacuation Alert remains active for 704 properties in Electoral Area “D”. BC Wildfire continues to address the fire.

### Brenda Creek Wildfire

Due to a wildfire event within Electoral Area “H,” the EOC was activated at 19:00 on Wednesday, July 14<sup>th</sup> to support BC Wildfire responding to a rapidly growing fire adjacent to Brenda Mine. The rapid south-east progression of the fire towards homes in the Headwaters community led to an Evacuation Alert for 42 properties. In the early morning of July 15, 2021, a State of Local Emergency was declared and the Evacuation Alert was upgraded to an Order. BC Wildfire continues to address the fire.

### NK’Mip Creek Wildfire

An interface wildfire on Osoyoos Indian Band lands approximately 6km northeast of Osoyoos was reported on July 19<sup>th</sup>. BC Wildfire initiated a tactical evacuation of 30 homes on the Reserve. The fire was reported moving northeast up the draw towards Shrike Hill in Electoral Area “C”. The Regional District activated the EOC, declared a State of Local Emergency and ordered the evacuation of 72 properties, with an additional 104 on Alert. A Reception Centre was established at the Oliver Legion. The Osoyoos Indian Band, the Town of Oliver and the Town of Osoyoos also declared with their own States of Local Emergency and issued either evacuation orders or alerts.

The fire moved southeast on July 20<sup>th</sup> and a State of Local Emergency was also issued for Electoral Area “A”. Based on perimeters established by BC Wildfire, the RDOS has issued 379 Evacuation Orders and 325 Alerts in the Anarchist Mountain area.

**Respectfully submitted:**

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S. Vaisler, Emergency Services Manager

# Technology Update



**To:** Board Chair  
**From:** Danny Francisco  
**cc:** Bill Newell  
**Date:** July 19, 2021  
**Re:** Passive Infrastructure

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## ***What is Passive infrastructure?***

It refers to the antennas, towers, buildings and other supporting structures, ducts, conduits, poles, masts, light standards, manholes, cabinets, easements, and dark fiber. Basically, the physical connectivity side of all communication networks. It is also referred to as the “physical plant” of a communications system.

## ***Why is it important?***

All networks at some point need a “physical plant”, even wireless ones, to aggregate the data and deliver communications to regional data centers. Passive Infrastructure is also a limited resource. Pole structures, manholes and easements etc. have limited capacity and not everyone has access to these resources.

## ***Who owns it?***

It depends, but mostly Communications (TELUS, Shaw, Rogers, Bell, etc.) and Utility Corporations (Fortis, BC Hydro etc.) and some Provincial, Regional, and Local governments.

## ***Is it Regulated?***

In a limited way. This excerpt is from the CRTC website:

*Under the current Telecommunications Act, the CRTC has limited direct jurisdiction over support structures, public property, and privately owned buildings. The CRTC has, in the past, successfully granted service providers access to multi-unit buildings by using its condition of service powers under section 24 of the Telecommunications Act, as well as access to municipal land as a result of a Federal Court ruling.*

*However, it does not currently have the explicit powers to resolve disputes, order access or establish guidelines regarding all support structures on public property or all privately owned buildings (residential or commercial) to facilitate telecommunications.*

*Instead, responsibilities over access to passive infrastructure are currently shared across multiple bodies and levels of government, which presents challenges for efficient and effective network deployment.*

*Inefficient access to passive infrastructure such as poles, ducts, and rights-of-way for deploying telecommunications infrastructure can dramatically increase the cost of deployment or prevent it altogether.*

## ***What can it provide to RDOS?***

Access to these resources for RDOS would provide long term network communications capabilities between our sites throughout the region. This would lower the long-term costs to deliver services and increase the capacity of what can be delivered. It would provide more economic options to our region to partner with other levels of government and private sector.

# Technology Update Continued



## ***What is the future Passive Infrastructure?***

The Internet has become the 4<sup>th</sup> Utility; and much like Water, Sewer, Electricity and Roads is now critical to many aspects of daily life for many people. As a Regional District our involvement is critical to help guide and manage this scarce resource and its responsible use. If we do not, then we risk making a system of “Internet Highways” across our province and communities with a “Toll Booth” on every leg with little to no oversight and a few powerful companies dictating the “Toll”.

## ***What is RDOS currently doing to secure a spot at the table?***

The RDOS Information Services department is currently researching new rural internet technologies such as the “Space X” low orbit satellite service, currently in beta. Working with both Regional and Local ISPs on new shared infrastructure projects as they come up (fiber builds, tower upgrades and shared conduit). We could work more closely with our 2 local government fiber networks and member municipalities to share services, build out more fiber and co-locate services via the 184 Main St. Data Center acquisition. Becoming a Non-Dominant Carrier and registering with the CRTC or acquiring that registration via 3<sup>rd</sup> party would also be beneficial. Obtaining a non-dominant carrier status would give the RDOS access rights to passive infrastructure that is regulated by the CRTC.

Thank You

Danny Francisco  
RDOS IS Manager

## ***Further info:***

BC Government: [Connectivity Fundamentals \(gov.bc.ca\)](http://gov.bc.ca)

Canada’s Connectivity Strategy: [https://www.ic.gc.ca/eic/site/139.nsf/eng/h\\_00002.html](https://www.ic.gc.ca/eic/site/139.nsf/eng/h_00002.html)

CIRA Internet Performance Test: <https://performance.cira.ca>

Connectivity in B.C.: <https://www2.gov.bc.ca/gov/content/governments/connectivity-in-bc>

CRTC Broadband Internet Coverage Map: <https://crtc.gc.ca/cartovista/internetcanada-en/>

Federation of Canadian Municipalities: [Broadband-access-rural-canada](http://Broadband-access-rural-canada)

Registered Telecommunications Providers <https://applications.crtc.gc.ca/telecom/eng/registration-list>

National Internet Service Availability Map <https://www.ic.gc.ca/app/sitt/bbmap/hm.html?lang=eng>

Statistics Canada: Census Profiles <https://www12.statcan.gc.ca/censusrecensement/index-eng.cfm>

CRTC: [CRTC written public submission to the Legislative Review Panel | CRTC](#)

Rogers: [Rogers pressing BC on passive infrastructure access](#)

Telecommunications Right-of-Ways: [hand book-telecommunications-row](#)