

Regional District of Okanagan-Similkameen

SCHEDULE OF MEETINGS

THURSDAY, MAY 21, 2015

RDOS BOARDROOM

9:00 am	-	10:30 am	Planning and Development Committee
10:30 am	-	10:50 am	Environment Committee
10:50 am	-	11:00 am	Lyme Sucks Challenge
11:00 am	-	1:30 pm	Corporate Services Committee (Will recess for lunch)
1:30 pm	-	3:30 pm	RDOS Regular Board Meeting

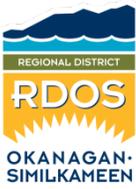
"Mark Pendergraft"

Mark Pendergraft
RDOS Board Chair

Advance Notice of Meetings:

June 4	RDOS Board/Committee Meetings
June 18	RDOS/OSRHD Board/Committee Meetings
July 2	RDOS Board/Committee Meetings
July 16	RDOS/OSRHD Board/Committee Meetings
August 6	RDOS Board/Committee Meetings
August 20	RDOS/OSRHD Board/Committee Meetings
September 3	RDOS Board/Committee Meetings

May 21, 2015



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Planning and Development Committee

Thursday, May 21, 2015

9:00 a.m.

AGENDA

A. APPROVAL OF AGENDA

B. Closed Session [*Community Charter* Section 90.(1)(g)&(i)]

THAT in accordance with Section 90.(1)(g)&(i) of the *Community Charter*, the Committee close the meeting to the public on the basis of litigation or potential litigation affecting the Regional District; and, the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

C. Land use amendment for RMU properties at Apex Mountain Resort

RECOMMENDATION 1

THAT the Board of Directors resolves to initiate an amendment bylaw to the Electoral Area "D-1" Official Community Plan and the Electoral Area "D-1" Zoning Bylaws to amend Resort Mixed Use (RMU) zone and designations on a number of properties to Residential Medium Density (MR) and a new Residential Multiple Family zoning.

D. ADJOURNMENT

ADMINISTRATIVE REPORT



TO: Planning & Development Committee

FROM: B. Newell, Chief Administrative Officer

DATE: May 21, 2015

RE: Land use amendment for RMU properties at Apex Mountain Resort

Administrative Recommendation:

THAT the Board of Directors resolves to initiate an amendment bylaw to the Electoral Area “D-1” Official Community Plan and the Electoral Area “D-1” Zoning Bylaws to amend Resort Mixed Use (RMU) zone and designations on a number of properties to Residential Medium Density (MR) and a new Residential Multiple Family zoning.

Purpose:

To provide an overview on initiating a land use amendment over a number of existing properties in Electoral Area “D-1”, specifically along Creek view Road, at Apex Mountain Resort.

Background:

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

On April 16, 2015, a report went to the Regional Board requesting an application be deferred until after the OCP process is completed. At this meeting, the Regional Board passed a motion to proceed with an application from 13 property owners on Creekview Road at Apex, which proposes to amend the current Resort Mixed Use zoning to a Multiple Family zone.

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

Alternative:

1. THAT the Board of Directors not proceed with the proposed amendments.

Analysis:

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

The review of the “D-1” OCP currently underway includes addressing a number of land use issues at Apex Resort area. One of the issues being reviewed is the RMU designation and how it could be amended to separate the residential areas and focus commercial activity to the village core area. It is anticipated that zoning amendments to incorporate any new OCPs designations will be implemented as the OCP is finalized and adopted.

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

From a planning perspective, amending the properties to a new Residential Medium Density (RM3) Zone would maintain a principal residential use but also provide for greater density in close proximity to the core village area of the Apex Resort. The proposed RM3 Zone would permit single family, duplexes, and multiple family dwellings along with vacation rentals. The OCP designation would be changed to a Medium Density Residential.

A total of 43 properties are affected by the proposed amendments. Out the 43 properties, 11 have been developed (according to 2013 air photos), and of those 11, two consist of multi-family strata units.

In order to proceed in a timely and fair manner, Administration is seeking direction on initiating amendments to 43 properties along Creekview Road. Once direction is received, letters will be sent to each property owner advising them of the proposed change and the rezoning process will proceed. The amendments to the OCP will be incorporated into the D-1 OCP updating process. There may be further amendments to zoning within D-1 and Apex, resulting from the updated OCP; however, at this time any other potential amendments will be dealt with after the new OCP is adopted.

Respectfully submitted:

E. Riechert

E. Riechert, Planner

Endorsed by:



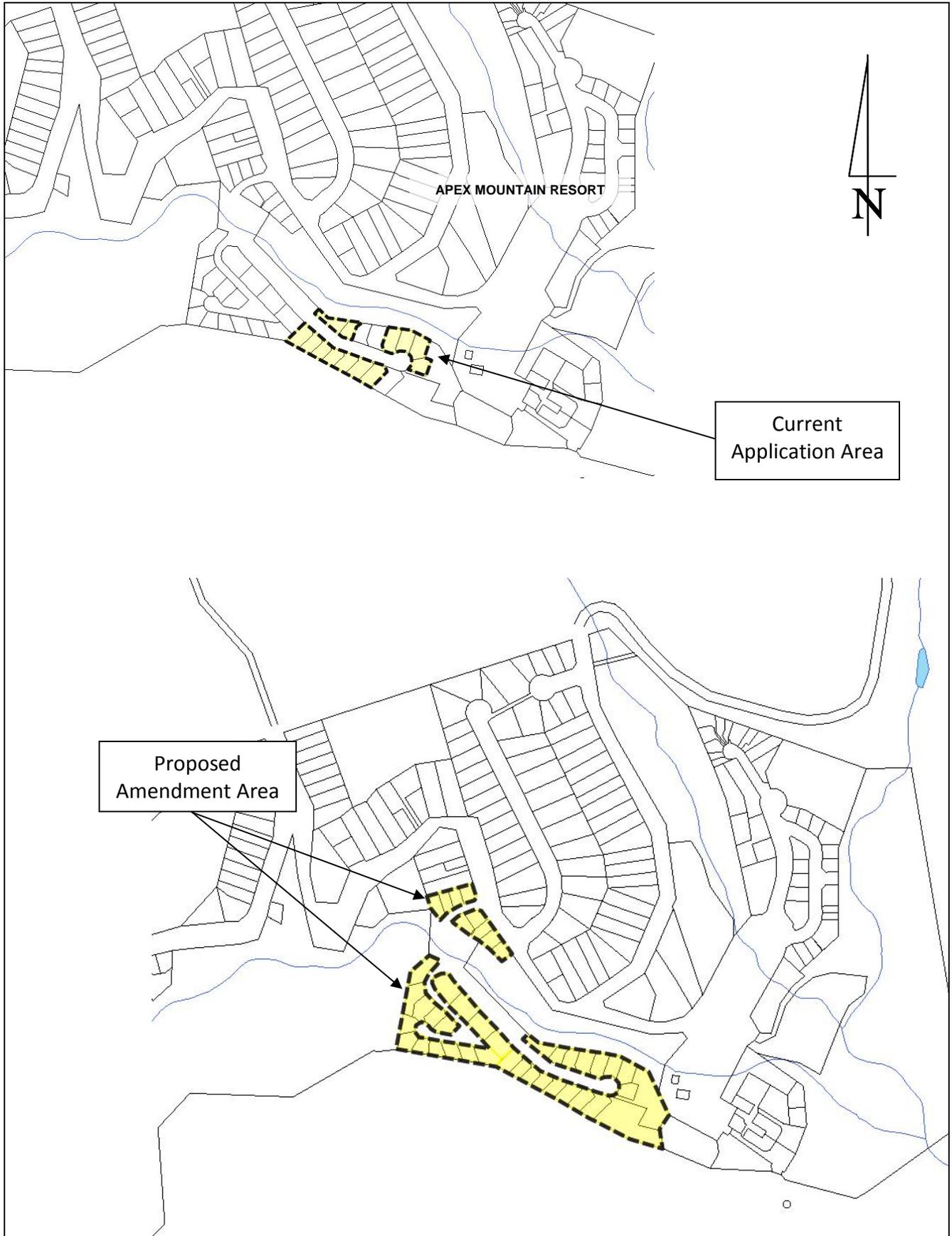
C. Garrish, Planning Supervisor

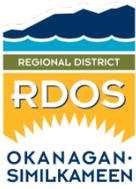
Endorsed by:

D. Butler, Development Services Manager

Attachments: No. 1 –Context Maps

Attachment No. 1 — Context Maps





REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Environment and Infrastructure Committee

Thursday, May 21, 2015

10:30 a.m.

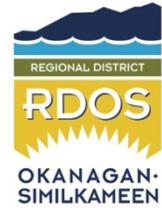
AGENDA

A. APPROVAL OF AGENDA

B. RBC Blue Water Project Leadership Grant Successful Application - Okanagan Aquatic Invasive Species Prevention Program

C. ADJOURNMENT

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: May 21, 2015
RE: RBC Blue Water Project Leadership Grant Successful Application :
Okanagan Aquatic Invasive Species Prevention Program

Administrative Recommendation:

For Information Only.

Grant Program Information:

On April 13th, 2015 the Royal Bank of Canada (RBC) awarded the RBC Blue Water Project Leadership Grant to the Regional District of Okanagan-Similkameen in support of the Okanagan Aquatic Invasive Species Prevention Program in the amount of \$100,000. At the request of RBC the RDOS has not publicized the grant award until an official announcement and cheque presentation can take place. On Thursday, May 21st at 10:45am, RBC representatives will attend the RDOS board meeting and officially announce the award of the Blue Water Project Leadership Grant with a cheque presentation to Mark Pendergraft, RDOS Chair. The announcement will be attended by RBC, RDOS, Okanagan and Similkameen Invasive Species Society and Okanagan Basin Water Board representatives.

The RBC Blue Water Project was launched in 2007 by the RBC. It is a wide-ranging, 10 year program to help foster a culture of water stewardship in Canada and abroad, dedicated to protecting the world's most precious natural resource: fresh water. Since 2007, RBC has committed over \$41 million in grants to more than 700 charitable organizations worldwide, with an additional \$8.8 million pledged to university programs, for awareness, education and on-the-ground programs that protect watersheds and ensure access to clean drinking water.

RBC Blue Water Project Leadership Grants are awarded to organizations that are leaders in providing programs in North America and specific countries where RBC does business. In 2015-2016, the RBC Blue Water Project is focusing on supporting initiatives that help protect and preserve water in towns, cities and urbanized areas with populations of more than 10,000 people.

Analysis:

RDOS Project: Okanagan Aquatic Invasive Species Prevention Program

The main goal of the Okanagan Aquatic Invasive Species Prevention Program is to prevent the spread of aquatic invasive species to un-colonized waters through education of the public (residential population), visitors and especially recreational and commercial water users. The program will include the following components:

- A program template/kit including downloadable materials that could be replicated in other regions of BC or elsewhere in Canada.
- Demonstration workshops complete with take home materials, and hands on learning at wash stations.
- Educational materials complete with 3 unique branded characters, program branding and sponsor recognition – e.g. brochures, posters, signs, key fobs, stickers, t-shirts.

L:\Board Staff Reports\2015\2015-05-21\Environment\C1 RBC Blue Water Project Leadership Grant.Docx

- Partnering with print and electronic media in messaging, reporting and updating the public; documented events and demonstration exercises will be available for uploading to RDOS, stakeholder and school web sites, YouTube, and other related sites.
- The production of a mobile, interactive educational trailer that travels to community events and boat launches throughout the region, where practical information and guidance will be provided to boaters.

The Okanagan Region is at extreme risk for invasion of several aquatic invasive species (AIS), most notably Zebra and Quagga mussels; their arrival would be irreversible and severely impact water infrastructure, fisheries and the health/biodiversity of the local ecosystem. Invasive mussels have caused several billion dollars of damage to waterways and water infrastructure in the Great Lakes and across North America, including municipal water supplies and agricultural irrigation facilities. These European mussels colonize rapidly on hard surfaces, including lake structures (outfalls, dams, bridges, docks, marinas), and water intake structures (pipes and screens). This will greatly impact pumping capabilities for power and domestic water treatment plants. If an invasion occurs from these mussels, economic costs to our water infrastructure could cost millions of dollars annually and have long term devastating consequences for the environment.

Currently, there is no practical management in existence for controlling a mussel infestation after it arrives. This project will protect aquatic habitats in the Okanagan by preventing the spread of aquatic invasive species through a targeted outreach campaign and by monitoring high risk lakes for presence of invasive mussels. By working in concert with the 'Don't Move a Mussel' campaign, run by the Okanagan Basin Water Board in 2013/2014/2015, we can enhance existing media campaigns and reach the public to cement the importance of preventative action thus empowering a change in behavior by the public. The Regional District will also work closely to support the new BC Ministry of Environment decontamination initiative consisting of three roving units that can stop boats, inspect and if necessary decontaminate in situ. Our project will provide the public education about what to expect if stopped for inspection, and how to properly 'clean, drain and dry' aquatic equipment. This program will bolster other agencies programs by filling a large geographic 'gap' between programs on the BC lower coast and the Kootenays – to form a strong alliance across the entire lower border of BC.

As part of this project, we will connect with members from fish and game clubs, yacht clubs, marinas, lake associations and environmental groups; offering presentations to raise awareness about the impacts of invasive mussels and other AIS. Many of these community groups have active email chains, newsletters and websites and are willing to help promote the project and encourage greater involvement. We will further engage these groups by offering training to interested members/staff so they can assist our project by inspecting piers and moored boats, checking monitoring stations and regularly recording observations. Building connections with these local groups will provide longevity to the project and significantly increase the number of citizens who understand the importance and methods of effectively completing the Clean-Drain-Dry on boats and equipment.

Respectfully submitted:

Candace M. Pilling

C. Pilling, Engineering Technologist



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Corporate Services Committee

Thursday, May 21, 2015

11:00 a.m.

AGENDA

A. APPROVAL OF AGENDA

B. Community Works Gas Tax Funding Policy.

1. Policy

To introduce a policy providing guidance on the use of Community Works (CWF) Gas Tax Funding throughout the Regional District. The policy sets out that CWF funding will only be used for infrastructure projects owned or leased by the Regional District or a member municipality.

RECOMMENDATION 1

THAT the Board of Directors adopt the Community Works Gas Tax Funding Policy attached to the May 21, 2015 report from the Chief Administrative Officer.

C. Electoral Area Community Grant in Aid Policy.

1. Policy
2. Guidelines
3. Guidelines for Individual Electoral Area Directors
4. Application Form
5. Old Version

RECOMMENDATION 2

THAT the Board of Directors approve the Electoral Area Community Grant in Aid Policy attached to the May 21, 2015 report from the Chief Administrative Officer; and,

THAT the Board of Directors rescind Policy No P1850-00.01 Electoral Area Grant in Aid.

- D. Regional Grant in Aid Policy.**
1. Policy
 2. Application Form

RECOMMENDATION 3

THAT the Board of Directors approve the Regional Grant in Aid Policy attached to the May 21, 2015 report from the Chief Administrative Officer; and,

THAT the Board of Directors rescind Policy No P1850.02 Regional Grant in Aid Requests.

-
- E. ADJOURNMENT**

ADMINISTRATIVE REPORT



TO: Corporate Services Committee
FROM: B. Newell, Chief Administrative Officer
DATE: May 21, 2015
RE: Community Works Gas Tax Funding Policy

Administrative Recommendation:

THAT the Board adopt the Community Works Gas Tax Funding Policy attached to the May 7, 2015 report from the Chief Administrative Officer.

Purpose

To introduce a policy providing guidance on the use of Community Works (CWF) Gas Tax Funding throughout the Regional District. The policy sets out that CWF funding will only be used for infrastructure projects owned or leased by the Regional District or a member municipality

History:

Currently, CWF gas tax monies are put into reserves for the individual electoral areas and the approval of projects, providing they meet CWF criteria, is at the discretion of the individual Directors.

The new Community Works Gas Tax agreement approved in 2014, opened up the aim of the program from primarily environmentally sustainable initiatives, to supporting projects that promote productivity and economic growth; a clean environment and strong cities and communities.

The new agreement also broadened the types of eligible projects and removed the requirement for infrastructure/assets to be owned by the Regional District.

Analysis:

The potential flow through of funding puts pressure on funds available for RDOS services and infrastructure. Grant funds are limited resources and dispersing to outside organizations removes the funds from use in RDOS strategic plans and to meet future RDOS infrastructure needs.

It also creates problems in oversight and reporting. Without direct RDOS or member municipality involvement with the asset, it is difficult to ensure the use of funds meets eligibility requirements and asset retention requirements. The RDOS does not have the resources available to ensure ongoing compliance of third party recipients.

In addition, the RDOS is responsible for the annual reporting of the use of funds to UBCM. Trying to fulfill annual reporting requirements by collecting/maintaining the necessary data from outside organizations that often have changing administration manned by volunteers will cause additional

workload issues.

Most importantly, there are concerns with the long term care and control of assets. If the asset is not owned or leased by the RDOS or a member municipality, we have no means to ensure it is properly maintained and / or held publicly in the long term.

The Community Works Gas Tax Policy will provide a framework to ensure use of funds consistent with overall RDOS strategic plans and long term objectives.

Respectfully submitted:

"Sandy Croteau"

S. Croteau, Finance Manager

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

POLICY: Community Works Gas Tax Funding Policy

AUTHORITY: Board Resolution dated _____.

POLICY STATEMENT

It is the policy of the Regional District of Okanagan Similkameen to apply Community Works Gas Tax funding to projects that meet the eligibility criteria established by UBCM on lands owned or leased by the Regional District and that meet the needs of Regional District ratepayers within an established service.

PURPOSE

To ensure that CWF funding will only be used for infrastructure projects meeting the eligibility requirements of the CWF agreement that are owned or leased by the Regional District or a member municipality. Ensuring funds are only used for assets owned or leased by the RDOS or a member municipality will aid in the consistent, equitable and accountable use of Community Works Gas Tax funding across the Electoral Areas and ensure funding for existing Regional District services is not eroded.

DEFINITIONS

Community Works Fund Agreement means the 2014 to 2024 Community Works Fund Agreement signed between the Regional District and the Union of BC Municipalities (UBCM).

RESPONSIBILITIES

Boards of Directors shall:

1. Adopt the Community Works Gas Tax Funding Policy
2. Approve funding of CWF projects during the annual budget approval process or by reserve expenditure bylaw

Manager of Finance shall:

1. Confirm the infrastructure is owned or leased by either the RDOS or a member municipality
2. Bring funding requests to the Board in one of the following methods:
 - a) as part of the annual budget approval process
 - b) as a separate reserve expenditure bylaw if received after the annual budget has been approved
3. Report annually to the Board a summary of all CWF projects approved during the year
4. Ensure an annual summary of all CWF projects is posted on the RDOS website to be available to the public

PROCEDURES

In consultation with Electoral Area Directors, Community Works Gas Tax Funding projects are brought forward by managers during the annual budget process. Finance will ensure the infrastructure project is owned or leased by the RDOS or member municipality.

Eligible CWF projects will be incorporated into the annual budget or, if received after budget approval, brought forward to the Board for approval as individual expenditure bylaws.

Annual reporting will be made to the Board on all projects receiving Community Works Gas Tax funding.

ADMINISTRATIVE REPORT



TO: Corporate Services Committee
FROM: B. Newell, Chief Administrative Officer
DATE: May 21, 2015
RE: Electoral Area Community Grant in Aid Policy

Administrative Recommendation:

THAT the Board of Directors rescind Policy No P1850-00.01 Electoral Area Grant in Aid and

THAT the Board of Directors approve the Electoral Area Community Grant in Aid Policy attached to the May 7, 2015 report from the Chief Administrative Officer.

Reference:

Policy No P1850-00.01 Electoral Area Grant In Aid
Electoral Area Community Grant in Aid Application Form
Electoral area Community Grant Guidelines

History:

Policy No P1850-00.01 was written in 1992 and last amended in 2000. The policy requires updating to reflect current practices, standardize application forms and align with grant in aid policies for Community Works Gas Tax Funding and Regional Grants.

Analysis:

The Electoral Area Grant in Aid policy has been drafted to aid in the fair, consistent and accountable distribution of funds to organizations throughout the Regional District

Overall, this policy does not vary significantly from the previous policy but changes have been made to align wording, conditions, etc of this policy with the Regional Grant in Aid Policy and the Community Works Gas Tax Funding Policy.

The two main changes from the original policy are to allow for two separate intakes and to set a maximum grant amount.

Although we currently have a July deadline, it has not been adhered to in the past and applications come in throughout the year. Two separate intake deadlines will keep the process the same as the proposed regional grant in aid process and allow applicants timely access to funds. It will also give the Area Directors better information as to the requests coming forward so that applications can be considered in relation to other requests and not just on a first come first serve basis.

The proposed policy limits the maximum grant available to an organization at \$ 5,000. As with the Regional Grant in Aid policy, the establishment of a maximum grant helps to ensure limited funds are allocated to more eligible applicants.

Some of the policy highlights are:

Limiting the maximum annual grant allocation to an organization at \$ 5,000

Limits the types of expenses funding can be used for

Having applicants demonstrate their organization's alignment with at least one of the Regional District's strategic goals as defined in the annual Strategic plan.

Having applicants demonstrate support from sources other than government sources

Gives preference to organizations that are not receiving assistance from other local government funding

Provides a standardized application form to ensure all organizations are providing the same information in the same format so they can be more easily compared and measured across applications.

The policy also requires the applicant to recognize the RDO as a funding partner in any promotional material they produce for the event or initiative and lays out reporting requirements.

Respectfully submitted:

Sandy Croteau

S. Croteau, Finance Manager

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

POLICY: Electoral Area Community Grant in Aid Policy

AUTHORITY: Board Resolution dated _____.

POLICY STATEMENT

This policy shall apply to all grant requests from organizations serving the Regional District but whose efforts are not regional in nature but benefit one or more individual Electoral Areas. Grants to organizations that demonstrate efforts of a regional nature, may be considered under the Regional Grant in Aid Program.

PURPOSE

To provide some financial assistance to organizations providing community based cultural, charitable, sporting, recreational or service activities that benefit residents of Electoral Areas

DEFINITIONS

Application form means the application attached as Appendix “A” for review and as amended from time to time

Organization means a registered non-profit organization or a Community organizations that has an established set of working rules/regulations and a bank account in the organization’s name

GENERAL

Grants will not be provided to subsidize activities that are the responsibility of senior levels of government

Preference will be given to those events or initiatives that have not received assistance from other local government funding

Annual maximum grant allocation to an organization will be \$ 5,000

To be considered for a grant under this policy applicants must demonstrate:

- Organization is locally based and their efforts are benefit the Electoral Area residents
- Event or initiative fills a need in the community
- Exercise coordination and cooperation with other groups to prevent duplication of projects, programs, services or events
- Support from sources other than local, provincial or federal governments
- Apply a “user pay” philosophy, where applicable
- Alignment with at least one of the Regional District’s strategic goals as identified in the annual Strategic Plan

Grant funding is not permitted to be used for the following expenses:

- Remuneration including wages and consulting fees
- Capital improvements to rented or leased premises
- Operating or capital deficits
- Tax payments

Grant recipients must:

- Acknowledge the Regional District as a funding partner in any promotional materials about the event or initiative

-
- Provide a report on how the grant funds were spent within 12 months of receipt of funding. The report must include a financial accounting of how the funds were used as well as information on how the community benefited.
 - Return grant funding not spent within 12 months of receipt of funds

RESPONSIBILITIES

Boards of Directors shall:

1. Approve the level of Electoral Area grant in aid funding annually during the annual budget process

Electoral Area Directors shall:

2. At their sole discretion, and up to the maximum funding approved in the annual budget, allocate funds to qualified applicants during the two application intake review periods.

Manager of Finance (or staff designate) shall: (Effective January 1, 2016)

1. Review applications to determine eligibility based on the criteria outlined in this policy.
2. Oversee the two application intakes and only accept qualifying completed application forms that are received by March 15 and September 15. **Late applications will not be considered.**
3. Forward eligible applications to the appropriate Electoral Area Director for their review and consideration each April and October
4. Ensure an annual listing of all grant recipients is posted on the RDOS website by December 31 to be available for public review

PROCEDURES

Board approves an annual budget for Electoral Area Grant in Aid funding annually during the budget process

Notification of grant intakes will be advertised six weeks prior to the application deadline dates of March 15 and September 15

Applicants complete and submit application form by deadline dates of March 15 and September 15

Manager of Finance ensure only completed applications received by the deadline dates are considered for each intake

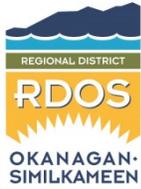
Qualifying applications are sent to the Electoral Area Director for consideration and allocation of funding in April and October

Unless specifically requested and approved by the Electoral Area Director, applicants approved at the April intake will not receive funding before August

All applicants will be notified in writing of the Board's decision regarding their applications.

Effective January 1, 2016 the following guidelines are applicable:

- a) Electoral Area Community Grant Guidelines
- b) Electoral Area Community Grant Application
- c) Guidelines for Individual Electoral Area Directors for the Issuance of Community Grants



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN ELECTORAL AREA COMMUNITY GRANT GUIDELINES

These guidelines contain important information concerning the Regional District of Okanagan-Similkameen Electoral Area Community Grant applications forms. Please read these guidelines before completing the application.

Purpose of Grants

Electoral Area Community grants are intended to provide some financial assistance to organizations providing community based cultural, charitable, sporting, recreational or service activities that benefit residents of Electoral Areas.

Eligible Organizations

- Non-profit societies registered pursuant to the Societies Act.
- Community organizations that have an established set of working rules and regulations and a bank account in the organization's name.

Ineligible Applicants

- Applications from individuals, industrial, commercial or business undertakings.

Criteria for Eligibility

Organizations that are applying for a community grant should demonstrate:

- Organization is locally based and their efforts are benefit the Electoral Area residents
- Event or initiative fills a need in the community
- Exercised coordination and cooperation with other groups to prevent duplication of projects, programs, services or events
- Support from sources other than local, provincial or federal governments
- Apply a "user pay" philosophy, where applicable
- Alignment with at least one of the Regional District's strategic goals as identified in the annual Strategic Plan

Types of Grants and Maximum Grants

There are 3 types of grants with varying funding levels. The maximum grant available to an organization is \$5,000. Please specify which grant type you are applying under on your application form.

Type	Purpose	Assistance Categories (see Conditions below for excluded expenses)	Funding Levels (Maximum Grant \$ 5,000)
Establishment	To cover needs and expenses for community organizations and non-profit societies in their formative stages of development.	Funding would be considered for supplies, administrative and facility costs, minor capital costs (e.g. office equipment), advertising and training.	Grants shall not exceed 50% of the establishment costs. The grant is only available on a one-time basis for all organizations.
Operational	To provide funding to assist established community organizations, and registered non-profit societies with expenditures incurred in the operation and the delivery of their existing programs.	Funding would be considered for administrative costs, program delivery, facility costs, minor capital costs (e.g. office furniture), and technical/material assistance.	Grants shall not exceed 25% of the applicant's operational budget. If the applicant is receiving funding from other levels of government or public agencies, the maximum grant shall not exceed 10% of the operational budget.
Special Projects	To assist established community organizations, and registered non-profit societies to stage special events or to operate short-term programs or projects (less than 12 months in duration). Projects must have clear time frames, not require permanent staff, and would not normally be undertaken without additional funding.	Funding would be considered for the costs of hosting and promoting special events, and for the administrative costs of short-term programs or projects.	Grants shall not exceed 75% of the costs of the special project.

Conditions

Grant funding is not permitted to be used for the following expenses:

- Remuneration including wages and consulting fees
- Capital improvements to rented or leased premises
- Operating or capital deficits
- Tax payments

Grant recipients must:

- Acknowledge the Regional District as a funding partner in any promotional materials about the event or initiative

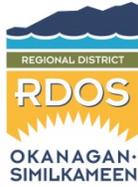
- Provide a report on how the grant funds were spent within 12 months of receipt of funding. The report must include a financial accounting of how the funds were used as well as information on how the community benefited.
- **Return grant funding not spent within 12 months of receipt of funds**

Audit

- The Regional District may, at any time, request copies of receipts and/or satisfactory evidence regarding the disposition of grant monies.

IMPORTANT

- Application deadlines are March 15 and September 15. **Late applications will not be considered**
- Your organization is not guaranteed a community grant by virtue of meeting the criteria for eligibility.
- The receipt of a community grant in one year does not guarantee receipt of a community grant in a subsequent year.
- The Electoral Area Director retains full discretion with respect to whether community grants are allocated and the amounts of any grants that are allocated.
- If your organization is awarded a community grant, the earliest that funds may be allocated by is August 1st, unless specifically requested by the Electoral Area Director



Guidelines for Individual Electoral Area Directors for the Issuance of Community Grants

Who can receive a community grant?

The *Municipal Act* provides electoral area directors the ability to provide assistance for the purpose of benefiting the community or any aspect of the community. This would preclude the provision of assistance to an individual. However, the Regional Board could provide the money to a service club, who could in turn, create a fund to provide assistance to individuals who meet certain criteria.

Furthermore, the *Municipal Act* does not permit the provision of assistance to an industrial, commercial, or business undertaking. There are provisions within in the *Municipal Act* for this type of assistance, but the process will involve an assent process and the development of an agreement.

The Regional Board should establish the recipients of regional community grants before the adoption of the final budget, to ensure that the Regional Board can deal with all requests at the same time. If the requests are not dealt with within the final budget, the Regional Board will have to address each request after the adoption of the final budget on an individual basis. However, the Regional Board may, by bylaw, delegate authority to individual electoral area directors to allocated grants-in-aid after the adoption of the final budget on the condition that there are sufficient funds within the budget.

How much can I give?

The limit of the budgeted expenditure for providing assistance is the amount that would be obtained by a tax of \$0.10 per \$1,000 on the net taxable value of land and improvements in the regional district. However, the board may provide that assistance is to be apportioned among the municipalities or electoral areas benefiting from the assistance, but the total of all assistance for which a municipality or electoral area may be charged under this section must not exceed the limit.

Could I be in a conflict of interest?

Electoral area directors should always seek their own legal advice with respect to conflict of interest; however, the following should provide some direction:

“Although the *Watson* decision illustrates that the courts are not anxious to disqualify council members from voting on the basis of an affiliation with a service club or a religious group, Council members should exercise caution when dealing with matters involving their organizations. In particular, a Council member should withdraw from Council’s consideration of grants in aid to local organizations or local chapters of organizations in which they are a participant.

The factors which are likely to be taken into account in determining whether a councillor has a conflict involving a decision concerning an organization which they support include:

- (a) the degree of the Council member's involvement in the organization (for example, if the member is one of the directors of the organization and therefore owes a duty of loyalty to the organization, a conflict of interest is inevitable.
- (b) the size of the organization (for example, an agreement with a national organization is less likely to create a conflict than an agreement with a local organization having only a few members)
- (c) the impact of the decision on the organization (decisions involving payments or the use of municipal land are usually more significant than matters such as proclamations)."¹

¹ Anderson, G., "Councillor Conflict of Interest After King" Local Government Law Seminar (1999)



ELECTORAL AREA COMMUNITY GRANT IN AID APPLICATION FORM

****PLEASE READ THE ELECTORAL AREA COMMUNITY GRANTS GUIDELINES PRIOR TO SUBMITTING APPLICATION****

NAME OF ORGANIZATION		AMOUNT REQUESTED
MAILING ADDRESS		
POSTAL CODE	CONTACT PERSON (NAME AND TITLE)	
TELEPHONE NUMBER	EMAIL ADDRESS	

INFORMATION REGARDING THE APPLICANT ORGANIZATION:

IS YOUR ORGANIZATION A REGISTERED NOT FOR PROFIT SOCIETY IN BC? YES _____ NO _____

IF "YES" PROVIDE REGISTERED SOCIETY NUMBER _____

IF "NO" PROVIDE PROOF OF BANK ACCOUNT IN ORGANIZATION'S NAME (as an attachment to application)

HAS YOUR ORGANIZATION RECEIVED FUNDING FROM THE RDOS BEFORE? YES _____ NO _____

IF "YES"; WHEN _____ AND AMOUNT RECEIVED: \$ _____

TYPE OF GRANT REQUESTED (PLEASE REVIEW ELECTORAL AREA COMMUNITY GRANT GUIDELINES):

(PLEASE CHECK ONE TYPE)

ESTABLISHMENT _____ OPERATIONAL _____ SPECIAL PROJECT _____

PROVIDE INFORMATION ABOUT YOUR ORGANIZATION AND THE EVENT OR INITIATIVE YOUR ARE PLANNING

PROVIDE DETAILS ABOUT HOW YOUR EVENT OR INITIATIVE WILL BENEFIT RESIDENTS OF AN ELECTORAL AREA

PROVIDE DETAILS HOW YOUR EVENT OR INITIATIVE MEETS AT LEAST ONE OF THE STRATEGIC GOALS OUTLINED IN THE ANNUAL RDOS STRATEGIC PLAN

PROVIDE INFORMATION ON ALL YOUR REVENUE SOURCES (INCLUDING AMOUNTS RECEIVED AND/OR APPLIED FOR FROM OTHER GOVERNMENTS OR SERVICE ORGANIZATIONS)

PROVIDE DETAILS ON VOLUNTEER LABOUR AND/OR IN-KIND DONATIONS CONTRIBUTED TO THE EVENT OR INITIATIVE

HOW WILL FUNDING BE UTILIZED?

PROVIDE DETAILS REGARDING HOW THE GRANT WILL BE USED BY YOUR ORGANIZATION

PLEASE CHECK ALL ELECTORAL AREAS THAT WILL BENEFIT FROM YOUR EVENT OR INITIATIVE					
ELECTORAL AREA "A"	ELECTORAL AREA "B"	ELECTORAL AREA "C"	ELECTORAL AREA "D"		
ELECTORAL AREA "E"	ELECTORAL AREA "F"	ELECTORAL AREA "G"	ELECTORAL AREA "H"		

CHECKLIST - DOCUMENTS TO SUBMIT WITH YOUR APPLICATION

_____ Copy of Event or Initiative Budget – A detailed budget including costs, revenues and fees charged.
 Where possible please provide copies of cost estimates obtained

_____ Copy of Organization’s last Financial Statement

_____ Details of your Organization's structure (include Directors names and Phone numbers)

_____ For Community Organizations without a Registered Society number, proof of bank account in Organizations name

Please ensure you have answered all sections of this form and provided all the requested documents. Incomplete applications will not be considered. Application deadlines are March 15 and September 15

SIGNATURE	DATE
NAME (PLEASE PRINT)	TITLE

SUBMIT TO:

Regional District of Okanagan Similkameen
101 Martin Street
Penticton, BC V2A 5J9
Email: info@rdos.bc.ca
Attention: Finance Manager

FOR OFFICE USE ONLY

AMOUNT OF GRANT REQUESTED	\$
AMOUNT OF GRANT APPROVED	\$
GRANT DENIED (If applicable, Please check)	
ELECTORAL AREA DIRECTOR SIGNATURE	

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

P O L I C Y

POLICY NO: P1850-00.01

Page 1 of 1

SUBJECT: ELECTORAL AREA GRANTS-IN-AID

Effective Date	Amendment	Board Resolution	Administered By
April, 1992		B200/92	Treasurer
	July 6, 2000	B435/00	

- (i) After August 1, 1992, all requests for early disbursement of grant-in-aid funds will be subject to interest charges required to cover interim financing costs which will be calculated and deducted from the grant amount.
- (ii) Effective July 6, 2000, the following guidelines are applicable to Electoral Areas 'B' 'C', 'E', 'F', 'G' and 'H'. (*Refer attached Schedules A.1, A.2 and A.3)
 - a. Guidelines for Individual Electoral Area Directors for the Issuance of Community Grants;
 - b. Regional District of Okanagan-Similkameen Community Grant Guidelines; and
 - c. Application for Community Grant

POLICY P1850-00.01
SCHEDULE “A.1”

Guidelines for Individual Electoral Area Directors for the Issuance of Community Grants

Who can receive a community grant?

The *Municipal Act* provides electoral area directors the ability to provide assistance for the purpose of benefiting the community or any aspect of the community. This would preclude the provision of assistance to an individual. However, the Regional Board could provide the money to a service club, who could in turn, create a fund to provide assistance to individuals who meet certain criteria.

Furthermore, the *Municipal Act* does not permit the provision of assistance to an industrial, commercial, or business undertaking. There are provisions within in the *Municipal Act* for this type of assistance, but the process will involve an assent process and the development of an agreement.

The Regional Board should establish the recipients of community grants before the adoption of the final budget, to ensure that the Regional Board can deal with all requests at the same time. If the requests are not dealt with within the final budget, the Regional Board will have to address each request after the adoption of the final budget on an individual basis. However, the Regional Board may, by bylaw, delegate authority to individual electoral area directors to allocated grants-in-aid after the adoption of the final budget on the condition that there are sufficient funds within the budget.

How much can I give?

The limit of the budgeted expenditure for providing assistance is the amount that would be obtained by a tax of \$0.10 per \$1,000 on the net taxable value of land and improvements in the regional district. However, the board may provide that assistance is to be apportioned among the municipalities or electoral areas benefiting from the assistance, but the total of all assistance for which a municipality or electoral area may be charged under this section must not exceed the limit.

Could I be in a conflict of interest?

Electoral area directors should always seek their own legal advice with respect to conflict of interest; however, the following should provide some direction:

“Although the *Watson* decision illustrates that the courts are not anxious to disqualify council members from voting on the basis of an affiliation with a service club or a religious group, Council members should exercise caution when dealing with matters involving their organizations. In particular, a Council member should withdraw from Council’s consideration of grants in aid to local organizations or local chapters of organizations in which they are a participant.

The factors which are likely to be taken into account in determining whether a councillor has a conflict involving a decision concerning an organization which they support include:

- (a) the degree of the Council member's involvement in the organization (for example, if the member is one of the directors of the organization and therefore owes a duty of loyalty to the organization, a conflict of interest is inevitable.
- (b) the size of the organization (for example, an agreement with a national organization is less likely to create a conflict than an agreement with a local organization having only a few members)
- (c) the impact of the decision on the organization (decisions involving payments or the use of municipal land are usually more significant than matters such as proclamations)."¹

¹ Anderson, G., "Councillor Conflict of Interest After King" Local Government Law Seminar (1999)

POLICY P1850-00.01
SCHEDULE “A.2”

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN COMMUNITY
GRANT GUIDELINES**

These guidelines contain important information concerning the Regional District of Okanagan-Similkameen community grant applications forms. Please read these guidelines before completing the application.

1. Purpose of Grants

Community grants are intended to support the establishment and the operations of non-profit organisations serving the residents of the Regional District of Okanagan-Similkameen.

2. Eligible Applicants

- Non-profit societies registered pursuant to the Societies Act.
- Community organizations that have an established set of working rules and regulations and a bank account in the organization’s name.

3. Criteria for Eligibility

Organisations that are applying for a community grant should demonstrate in their application that they:

- Offer projects, programs, services or events which have a demonstrated need in the community;
- Exercise coordination and cooperation with other groups to prevent duplication of projects, programs, services or events;
- Have sought funding from a variety of sources;
- Apply a “user pay” philosophy, where applicable;
- Use innovative approaches and techniques in addressing community issues;
- Have clearly defined their priorities and purpose in seeking funding.

4. Conditions

- Your organisation is not guaranteed a community grant by virtue of meeting the criteria for eligibility.
- The receipt of a community grant in one year does not guarantee receipt of a community grant in a subsequent year.
- The Regional Board retains full discretion with respect to whether community grants are allocated and the amounts of any grants that have been allocated.
- If your organization is awarded a community grant, the earliest that funds can be allocated by the Regional District is August 1st.

5. Exclusions

The following applications will not be considered:

- Applications from individuals, industrial, commercial, or business undertakings.

6. Audit

- The Regional District may, at any time, request copies of receipts and/or satisfactory evidence regarding the disposition of grant monies.

7. Year-End Report

- At the end of its fiscal year, organisations that received a community grant shall submit a report to the Regional District detailing how grant monies were spent.

**POLICY P1850-00.01
SCHEDULE "A.3"**

APPLICATION FOR
COMMUNITY GRANT

**OBTAIN AND READ THE COMMUNITY GRANTS GUIDELINES
PRIOR TO SUBMITTING APPLICATION.**

QUESTIONS CAN BE DIRECTED TO
DOUG LEAHY, TREASURER
AT (250) 490-4105

APPLICANT INFORMATION:

Name of Organization: _____

Mailing Address: _____

Contact Person & Title: _____

Telephone: _____ Fax: _____ E-mail: _____

FOR OFFICE USE ONLY

AMOUNT OF GRANT REQUESTED: _____

APPROVED: _____

DENIED: _____

ORGANIZATIONAL INFORMATION:

1. Operating Address (if different from mailing):

2. Organization Executive

President:

Telephone:

Secretary or Treasurer:

Telephone:

3. Registered Society Number and/or Registered Charity Number: Yes____ No____

If Yes: _____

Year Organization Founded:

Date of Registration:

4. Has your organization previously received assistance from the Regional District?

Yes _____ If yes, please specify:

No _____

5. Please identify your fiscal year: From: _____/_____
(day) (month) To: _____/_____
(day) (month)

DETAILS OF GRANT REQUEST

Please provide the following information in narrative form in this order. (2 pages maximum)

Project/Program Abstract

Brief summary of the proposed project/program including:

- Project/program outcomes and strategy for achieving them;
- Total estimated costs;
- The amount requested from the Regional District and how the funds will be used;
- Other principal sources of support.

Project/Program Description

- Specify project/program outcomes that you plan to achieve.
- Who and how many will be served and why are you serving them? Why would they use your particular services? What geographic area does this project/program target?
- How will you reach the population you plan to serve?
- What strategies will be used to achieve the proposed outcomes?
- How will you know if you have achieved the outcomes proposed?

Funding Considerations

- Describe plans for obtaining other funding needed to carry out the project/program, including amounts requested of other funders. If the project/program is expected to continue beyond the grant period describe plans for ensuring continued funding after the grant period.

DETAILS OF FUNDING REQUIREMENTS

As outlined below, please provide a budget for the program that is the subject of the funding request. As long as your budget is typewritten and contains the following information, feel free to submit it in a format comfortable and convenient for you.

Heading

Please specify the budget period (e.g. January 1, 2000 to December 30, 2000).

Expenses

Please itemize the following expenses. Be sure to include any additional items relevant to your particular program. Provide an expense total.

- Salaries and wages by individual position, specifying full or part-time positions.
- Payroll taxes.
- Fringe benefits and related fees.
- Consultant and professional fees (e.g. accounting, legal, etc.).
- Travel.
- Equipment.
- Supplies.
- Printing and copying.
- Telephone and fax.
- Postage and delivery.
- Rent.
- Utilities.
- In-kind expenses.

Total Expenses

Income

Please include all confirmed and anticipated sources of revenue, and indicate their status. Provide an income total.

- Government grants and contracts.
- Foundations.
- Corporations.
- Earned Income.
- United Way, Combined Federal Campaign or other federated campaigns.
- Individual contributions.
- Fundraising events and product sales.
- Membership income.
- In-kind support.
- Additional revenue

Total Income

DECLARATION

We, the undersigned, do hereby certify that this statement contains a full and accurate account of all matters stated herein:

Name: _____

Position: _____

Signature: _____

Date: _____

Name: _____

Position: _____

Signature: _____

Date: _____

Return the completed community grant application form and enclosures by October 1st to:

Treasurer
Regional District of Okanagan-Similkameen
101 Martin Street
Penticton, B.C.
V2A 5J9

ADMINISTRATIVE REPORT



TO: Corporate Services Committee
FROM: B. Newell, Chief Administrative Officer
DATE: May 21, 2015
RE: Regional Grant in Aid Policy

Administrative Recommendation:

THAT the Board of Directors rescind Policy No P1850.02 Regional Grant in Aid Requests; and,

THAT the Board of Directors approve the Regional Grant in Aid Policy attached to the May 7, 2015 report from the Chief Administrative Officer.

Reference:

Policy No: P1859.02

History:

Policy No P1859.02 was approved in 1992 and states that no regional grant in aid will be provided. Historically, the Board has approved Regional grant in aid requests annually during the annual budget process.

Analysis:

As the Board has demonstrated a desire to provide regional grant in aid, a policy has been drafted to aid in the fair, consistent and accountable distribution of funds.

This policy includes the removal of the grant approval process from the annual budget process. This approach has the Board approving a level of funding each year in the budget process but not individual grant applications. The budget process is very time consuming and overlaying that with grant considerations can be overwhelming.

This new policy would see the Board support a dollar figure annually in the budget process and then have two separate intake deadlines for grant applications. Grant approvals would not be made until after the budget is approved annually.

Two separate intake deadlines would allow grant applicants more timely access to funds. It would establish clear deadlines for applications but also allow applicants who may have missed one deadline, to meet the next deadline.

Some of the policy highlights are:

Having organizations demonstrate how their event or initiative is significant to at least three electoral areas and/or member municipalities

Limiting grants to not for profit organizations providing cultural, charitable, sporting, recreation or

service activities who demonstrate that they are locally based, that their efforts are regional in nature and can demonstrate their organization's alignment with at least one of the Regional District's strategic goals as defined in the annual Strategic plan.

Limiting the maximum annual grant allocation to an organization at \$50,000

Limiting the number of times an organization can receive a grant to twice in a four year period

Limits the types of expenses funding can be used for

Gives preference to organizations that are not receiving assistance from other local government funding and who demonstrate support from sources other than government sources

Provides a standardized application form to ensure all organizations are providing the same information in the same format so they can be more easily compared and measured across applications.

The policy also requires the applicant to recognize the RDO as a funding partner in any promotional material they produce for the event or initiative and lays out reporting requirements.

Respectfully submitted:

Sandy Croteau

S. Croteau, Finance Manager

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

POLICY: Regional Grant in Aid Policy

AUTHORITY: Board Resolution dated _____.

POLICY STATEMENT

This policy shall apply to all grant requests from organizations serving the Regional District who demonstrate their efforts are regional in nature. Grants to organizations that do not demonstrate their efforts are regional in nature may be considered under Community Grants in Aid Program.

PURPOSE

To provide some financial assistance to organizations providing cultural, charitable, sporting, recreational or service activities that benefit the Regional District.

DEFINITIONS

Application form means the application attached as Appendix “A” for review and as amended from time to time

Organization means a registered non-profit organization

GENERAL

Grants will not be provided to subsidize activities that are the responsibility of senior levels of government

Preference will be given to those events or initiatives that have not received assistance from other local government funding

No organization will receive more than two Regional grants in a four year period

Annual maximum grant allocation to an organization will be \$ 50,000

To be considered for a grant under this policy applicants must demonstrate:

- Organization is locally based and their efforts are regional in nature
- Benefits of event or initiative are significant in at least three Electoral Areas and/or member municipalities
- Event or initiative fills a need in the community
- Support from sources other than local, provincial or federal governments
- Apply a “user pay” philosophy, where applicable
- Alignment with at least one of the Regional District’s strategic goals as identified in the annual Strategic Plan

Grant funding is not permitted to be used for the following expenses:

- Remuneration including wages and consulting fees
- Capital improvements to rented or leased premises
- Operating or capital deficits
- Tax payments

Grant recipients must:

- Acknowledge the Regional District as a funding partner in any promotional materials about the event or initiative
- Provide a report on how the grant funds were spent within 12 months of receipt of funding. The report must include a financial accounting of how the funds were used as well as information on how the community benefited.
- Return grant funding not spent within 12 months of receipt of funds

RESPONSIBILITIES

Boards of Directors shall:

1. Establish a level of Regional grant in aid funding annually during the annual budget process
2. At their sole discretion, and up to the maximum funding approved in the annual budget, allocate funds to qualified applicants during the two application intake review periods.

Manager of Finance shall:

1. Review applications to determine eligibility based on the criteria outlined in this policy.
2. Oversee the two application intakes and only accept qualifying completed application forms that are received by March 15 and September 15. **Late applications will not be considered.**
3. Present eligible applications to the Board for their review and consideration each April and October
4. Ensure an annual listing of all grant recipients is posted on the RDOS website by December 31 to be available for public review

PROCEDURES

Board establishes an annual budget for regional grant funding annually during the budget process

Notification of grant intakes will be advertised six weeks prior to the application deadline dates of March 15 and September 15

Applicants complete and submit application form by deadline dates of March 15 and September 15

Manager of Finance ensure only completed applications received by the deadline dates are considered for each intake

Qualifying applications are brought to the Board for consideration and allocation of funding in April and October

Unless specifically requested and approved by the Board, applicants approved at the April intake will not receive funding before August

All applicants will be notified in writing of the Board's decision regarding their applications.



REGIONAL GRANT IN AID APPLICATION FORM

NAME OF ORGANIZATION	AMOUNT REQUESTED
MAILING ADDRESS	
POSTAL CODE	CONTACT PERSON (NAME AND TITLE)
TELEPHONE NUMBER	EMAIL ADDRESS

INFORMATION REGARDING THE APPLICANT ORGANIZATION:

IS YOUR ORGANIZATION A REGISTERED NOT FOR PROFIT SOCIETY IN BC? YES _____ NO _____
 IF YES PROVIDE REGISTERED SOCIETY NUMBER _____

PROVIDE INFORMATION ABOUT YOUR ORGANIZATION AND THE EVENT OR INITIATIVE YOUR ARE PLANNING

PROVIDE DETAILS ABOUT HOW YOUR EVENT OR INITIATIVE WILL BENEFIT RESIDENTS OF THE RDOS AND HOW YOUR EFFORTS ARE REGIONAL IN NATURE

PROVIDE DETAILS HOW YOUR EVENT OR INITIATIVE MEETS AT LEAST ONE OF THE STRATEGIC GOALS OUTLINED IN THE ANNUAL RDOS STRATEGIC PLAN

PROVIDE INFORMATION ON ALL YOUR REVENUE SOURCES (INCLUDING AMOUNTS RECEIVED AND/OR APPLIED FOR FROM OTHER GOVERNMENTS OR SERVICE ORGANIZATIONS)

PROVIDE DETAILS ON VOLUNTEER LABOUR AND/OR IN-KIND DONATIONS CONTRIBUTED TO THE EVENT OR INITIATIVE

HOW WILL FUNDING BE UTILIZED?

PROVIDE DETAILS REGARDING HOW THE GRANT WILL BE USED BY YOUR ORGANIZATION

CHECKLIST - DOCUMENTS TO SUBMIT WITH YOUR APPLICATION

_____ Copy of Event or Initiative Budget – A detailed budget including costs, revenues and fees charged.
Where possible please provide copies of cost estimates obtained

_____ Copy of Organization’s last Financial Statement

_____ Details of your Organization’s structure (include Directors names and Phone numbers)

Please ensure you have answered all sections of this form and provided all the requested documents. Incomplete applications will not be considered. Application deadlines are March 15 and September 15

SIGNATURE	DATE
NAME (PLEASE PRINT)	TITLE

SUBMIT TO:

Regional District of Okanagan Similkameen
101 Martin Street
Penticton, BC V2A 5J9
Email: info@rdos.bc.ca
Attention: Finance Manager



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BOARD of DIRECTORS MEETING

Thursday, May 21, 2015

1:30 p.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1 (Unweighted Corporate Vote – Simple Majority)

That the Agenda for the RDOS Board Meeting of May 21, 2015 be adopted.

1. Consent Agenda – Corporate Issues

a. Community Services Committee – May 7, 2015

THAT the Minutes of the May 7, 2015 Community Services Committee be received.

b. Planning and Development Committee – May 7, 2015

THAT the Minutes of the May 7, 2015 Planning and Development Committee be received.

THAT the Board of Directors support amendments to Bylaw No. 2507, 2010, as presented to and amended at the Planning and Development Committee on May 7, 2015.

c. Protective Services Committee – May 7, 2015

THAT the Minutes of the May 7, 2015 Protective Services Committee be received.

THAT the Board of Directors delegate to the CAO the appointment of an appropriate staff member to attend the June 1, 2015 consultation forum regarding the future of emergency communications across the province involving 9-1-1 and police communication centres.

d. RDOS Regular Board Meeting – May 7, 2015

THAT the minutes of the May 7, 2015 RDOS Regular Board meeting be adopted.

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)

That the Consent Agenda – Corporate Issues be adopted.

2. Consent Agenda – Development Services**a. Development Variance Permit (DVP) Application – Electoral Area “H” – G. & C. LaPlante, 104 Lockie Road, Tulameen**

- i. Permit
- ii. Responses

To allow for the construction of an addition to the existing single detached dwelling.

THAT the Board of Directors approve Development Variance Permit No. H2014.139–DVP.

RECOMMENDATION 3 (Unweighted Participants Vote – Electoral Areas A-H)
That the Consent Agenda – Development Services be adopted.

B. DEVELOPMENT SERVICES – Rural Land Use Matters**1. Electoral Area “A” Application Extension Request – S. Cooper, 8902 160th Avenue**

To seek a 6 month extension in order to complete outstanding conditions related to the rezoning of the subject property.

RECOMMENDATION 4 (Unweighted Participant Vote – Electoral Areas A-H)
THAT the Board of Directors resolves to extend the deadline for completion of the conditions contained in Board Resolution No. B327/14A of November 6, 2014, be extended to _____, 2015.

2. Development Procedures Bylaw Amendment

- a. Bylaw No. 2500.05

The purpose of these amendments are to introduce an application requirement that vacation rental TUP proposals be accompanied by a Health and Safety Inspection and that TUP applications be referred to Advisory Planning Commissions (APCs) prior to Board consideration in order to facilitate the convening of Public Information Meetings.

RECOMMENDATION 5 (Unweighted Participant Vote – Electoral Areas A-H)
THAT Bylaw No. 2500.05, 2015, Regional District of Okanagan-Similkameen Development Procedures Amendment Bylaw be read a first second and third time.

C. DEVELOPMENT SERVICES – Bylaw Enforcement**1. Bylaw Notice Enforcement Bylaw Amendment**

- a. Bylaw No. 2507.05

To update each appendix within Schedule A of Bylaw No. 2507

RECOMMENDATION 6 (Unweighted Vote – Simple Majority)

THAT Bylaw No. 2507.05, 2015, Bylaw Notice Enforcement Amendment Bylaw, be read a first, second and third time and be adopted.

D. COMMUNITY SERVICES – Rural Projects**1. Area H Parkland Donation**

- a. October 16, 2014 Report to the Board

To accept the offer of parkland donation.

RECOMMENDATION 7 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors accept the offer of parkland dedication in Coalmont, pending the results of the proposed environmental audit.

E. OFFICE OF THE CAO**1. Freedom of Information and Protection of Privacy Bylaw Amendment**

- a. Bylaw No. 2519.01
- b. Bylaw No. 2519 Marked-up version

To remove definition of “Commercial Applicant”, update position title of the Coordinator, add Fire Departments, remove Schedule A

RECOMMENDATION 8 (Unweighted Corporate Vote – 2/3 Majority)

THAT Bylaw No. 2519.01 be read a first, second and third time and be adopted.

2. Fees and Charges Bylaw Amendment

- a. Bylaw No. 2680.01
- b. Bylaw No. 2680.01 Marked-up version

To update Naramata Water System Fees, and to include FOI Request fees.

RECOMMENDATION 9 (Unweighted Corporate Vote – 2/3 Majority)

THAT Bylaw No. 2680.01 be read a first, second and third time and be adopted.

F. CAO REPORTS**1. Verbal Update**

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

2. Board Representation

- a. Municipal Finance Authority (MFA)
 - b. Okanagan Basin Water Board (OBWB)
 - c. Okanagan-Kootenay Sterile Insect Release Board (SIR)
 - d. Okanagan Regional Library (ORL)
 - e. Okanagan Film Commission (OFC)
 - f. Southern Interior Beetle Action Coalition (SIBAC)
 - g. Southern Interior Municipal Employers Association (SIMEA)
 - h. Southern Interior Local Government Association (SILGA)
 - i. Starling Control
 - j. UBC Water Chair Advisory Committee
-

3. Directors Motions

- a. Smart Meter Installation in Electoral Area "D" – Director Siddon
-

4. Board Members Verbal Update

H. ADJOURNMENT



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

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Community Services Committee

Thursday, May 7, 2015

11:02 a.m.

Minutes

MEMBERS PRESENT:

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

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

MEMBERS ABSENT:

Director T. Schafer, Electoral Area "C"

STAFF PRESENT:

M. Woods, Manager of Community Services
C. Malden, Manager of Legislative Services
J. Shuttleworth, Park/Facilities Coordinator

A. APPROVAL OF AGENDA

It was MOVED and SECONDED

THAT the agenda of the Community Services Committee meeting of May 7, 2015 be adopted. - **CARRIED**

Lime Sucks Challenge

The Manager of Legislative Services advised the Committee that on May 13, RDOS staff would be extending a challenging the RDOS Directors and City of Penticton staff to participate in the Lyme Sucks Challenge to raise funds for Lyme Disease. The Board will take that challenge at the Board meeting on May 21.

B. DELEGATION

1. Environment Canada-Canadian Wildlife Service – Ken Brock

Mr. Brock addressed the Committee regarding the federal Species at Risk Act and its application within RDOS area; Short-rayed Alkali Aster and Christie Memorial Park, and Connecting Canadians to Nature initiative at Vaseux-Bighorn National Wildlife Area and Migratory Bird Sanctuary. [Presentation](#)

C. ADJOURNMENT

By consensus, the Community Services Committee meeting of May 7, 2015 adjourned at 11:45 a.m.

APPROVED:

CERTIFIED CORRECT:

K. Kozakevich
Community Services Committee Chair

B. Newell
Chief Administrative Officer



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Planning and Development Committee

Thursday, May 7, 2015

12:16 p.m.

Minutes

MEMBERS PRESENT:

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

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

MEMBERS ABSENT:

Director T. Schafer, Electoral Area "C"

STAFF PRESENT:

M. Woods, Manager of Community Services
C. Malden, Manager of Legislative Services

D. Butler, Manager of Development Services
C. Garrish, Planning Supervisor

A. APPROVAL OF AGENDA

It was MOVED and SECONDED

THAT the agenda of the Planning and Development Committee meeting of May 7, 2015 be adopted. - **CARRIED**

B. Bylaw Notice Enforcement Bylaw 2507, 2010.

1. Bylaw

It was MOVED and SECONDED

That the penalty for obstruction of an officer be raised to \$300 - **CARRIED**

It was MOVED and SECONDED

THAT the Board of Directors support amendments to Bylaw No. 2507, 2010, as presented to and amended at the Planning and Development Committee on May 7, 2015. - **CARRIED**

C. Land Use Contract LU-3-D – Lakeshore Highlands / Heritage Hills / Vintage Views, Electoral Area “D”.

It was MOVED and SECONDED

THAT Item C Land Use Contract LU-3-D be deferred to May 21 to allow for consultation with legal counsel. - **CARRIED**

D. Health and Safety Inspections for Temporary Use Permits (TUPs)

Discussion ensued. The staff recommendation was not moved; therefore, the recommendation was abandoned.

E. ADJOURNMENT

By consensus, the Planning and Development Committee meeting of May 7, 2015 adjourned at 1:15 p.m.

APPROVED:

CERTIFIED CORRECT:

M. Brydon
Planning and Development Committee Chair

B. Newell
Corporate Officer



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

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Protective Services Committee

Thursday, May 7, 2015

9:02 a.m.

Minutes

MEMBERS PRESENT:

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

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

MEMBERS ABSENT:

Vice Chair T. Schafer, Electoral Area "C"

STAFF PRESENT:

M. Woods, Manager of Community Services
C. Malden, Manager of Legislative Services
D. Kronebusch, Protective Services Supervisor

A. APPROVAL OF AGENDA

It was MOVED and SECONDED

THAT the agenda of the Protective Services Committee meeting of May 7, 2015 be adopted. - **CARRIED**

B. DELEGATION

1. **RCMP, Penticton Detachment – Superintendent Kevin Hewco.**

Supt. Hewco provided the Committee with a [quarterly report](#). Staff-Sergeant Kirsten Marshall is now overseeing operations in the greater Regional District area.

C. **BC Office of the Fire Commissioner – Firefighter Competency and Training Playbook**

1. Playbook

- D. Emergency Communications Strategic Vision**
- 1. Letter from Clayton Pecknold, Assistant Deputy Minister**
 - 2. Emergency Communications Service Delivery in British Columbia**

RECOMMENDATION 1

It was MOVED and SECONDED

THAT the Board of Directors delegate to the CAO the delegation of an appropriate staff member to attend the June 1, 2015 consultation forum regarding the future of emergency communications across the province involving 9-1-1 and police communication centres. - **CARRIED**

E. ADJOURNMENT

By consensus, the Protective Services Committee meeting of May 7, 2015 adjourned at 10:48 a.m.

APPROVED:

CERTIFIED CORRECT:

A. Jakubeit
Protective Services Committee Chair

B. Newell
Chief Administrative Officer



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

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BOARD of DIRECTORS MEETING

Minutes of the Board Meeting of the Regional District of Okanagan-Similkameen (RDOS) Board of Directors held at 1:35 pm Thursday, May 7, 2015 in the Boardroom, 101 Martin Street, Penticton, British Columbia.

MEMBERS PRESENT:

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

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

MEMBERS ABSENT:

Director T. Schafer, Electoral Area "C"

STAFF PRESENT:

M. Woods, Manager of Community Services
C. Malden, Manager of Legislative Services
S. Croteau, Manager of Finance

R. Huston, Manager of Public Works
D. Butler, Manager of Development 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 May 7, 2015 be adopted. - **CARRIED**

1. Consent Agenda – Corporate Issues

a. Corporate Services Committee – April 16, 2015

THAT the Minutes of the April 16, 2015 Corporate Services Committee be received.

b. Community Services Committee – April 16, 2015

THAT the Minutes of the April 16, 2015 Community Services Committee be received.

c. Environment and Infrastructure Committee – April 16, 2015

THAT the Minutes of the April 16, 2015 Environment and Infrastructure Committee be received.

d. Planning and Development Committee – April 16, 2015

THAT the Minutes of the April 16, 2015 Planning and Development Committee be received.

THAT the Board endorse the Industry Canada Public Consultation Process, but direct staff to bring forward modifications to:

- a. increase the public notification area; and,*
- b. add siting and design guidelines for Antenna Systems; and,*
- c. establish a \$500 application fee.*

- e. Protective Services Committee – April 16, 2015

THAT the Minutes of the April 16, 2015 Protective Services Committee be received.

- f. RDOS Regular Board Meeting – April 16, 2015

THAT the minutes of the April 16, 2015 RDOS Regular Board meeting be adopted.

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

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

2. Consent Agenda – Development Services

- a. Development Variance Permit (DVP) Application – Electoral Area “D” – Unit Electrical Engineering Ltd., 1406 Maple Street, Okanagan Falls.

- i. Permit*

THAT the Board of Directors approve Development Variance Permit No. D2015.024-DVP

- b. Development Permit (DP) Application – Electoral Area “D” – Unit Electrical Engineering Ltd., 1406 Maple Street, Okanagan Falls.

- i. Permit*

THAT the Board of Directors approve Development Permit No. D2015.027-DP; and

THAT prior to the issuance of Development Permit No. D2015.027-DP, the applicant submit to the Regional District a security in the amount of \$17,250.00 for the installation of landscaping in relation to the proposed development.

RECOMMENDATION 3 (Unweighted Participants Vote – Simple Majority)

It was MOVED and SECONDED

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

B. DEVELOPMENT SERVICES – Rural Land Use Matters

1. Agricultural Land Commission Referral (Exclusion) – Electoral Area “A”, L. & A. DeMelo, unknown & 8525 104th Avenue.

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

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

THAT the Board of Directors refer the application to exclude approximately 3.4 ha of land comprised within Lot C, Plan KAP72608, District Lot 2450S, SDYD, and part of Lot B, Plan KAP72608, District Lot 2450S, SDYD, in Electoral Area “A” to the Electoral Area “A” Advisory Planning Commission. - **CARRIED**

2. Land Use Contract Termination / OCP & Zoning Bylaw Amendment – Electoral Area “E”.
 - a. Bylaw No. 2458.08
 - b. Bylaw No. 2459.15

Administration is proposing that the Regional District Board resolve to initiate an amendment bylaw in order to discharge Land Use Contract No. LU-2-E (being Bylaw No. 407) from the property at 2800 Aikens Loop (being Lot A, Plan KAP27210, District Lot 209, SDYD) and to designate and zone the property under the Electoral Area “E” OCP and Zoning Bylaws.

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

THAT Bylaw No. 2458.08, 2015, Electoral Area “E” Official Community Plan Amendment Bylaw and Bylaw No. 2459.15, 2015, Electoral Area “E” Zoning Amendment Bylaw be read a first and second time and proceed to a public hearing; and

THAT the Board considers the process, as outlined in the report from the Chief Administrative Officer dated May 7, 2015, to be appropriate consultation for the purpose of Section 879 of the *Local Government Act*; and

THAT, in accordance with Section 882 of the *Local Government Act*, the Board has considered Amendment Bylaw No. 2458.08, 2015, in conjunction with its Financial and applicable Waste Management Plans. - **CARRIED**

RECOMMENDATION 6 (Unweighted Corporate Vote – Simple Majority)**It was MOVED and SECONDED**

THAT the holding of the public hearing be delegated to Director Kozakevich or delegate; and

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

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

C. DEVELOPMENT SERVICES - PLANNING

1. Communication Towers / Antenna Systems Approval Process and Location and Design Guidelines Policy
 - a. Antenna Policy

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

THAT the Board of Directors endorse the Communication Towers / Antenna Systems Approval Process and Location & Design Guidelines Policy as amended to change the public consultation area in Section 4 from ‘within a minimum of 250 m’ to ‘within a minimum of 1000 m’. - **CARRIED**

2. **The following Board resolution from the April 16, 2015 Planning and Development Committee requires additional information for staff:**

“THAT staff be directed to bring forward a proposal and Budget for a study to assess visual and electro-magnetic disturbances and negative impact on adjacent property values of both telecommunications and large utility towers for electric power.”

It was MOVED and SECONDED

THAT the resolution from the April 16, 2015 Planning and Development Committee *“THAT staff be directed to bring forward a proposal and Budget for a study to assess visual and electro-magnetic disturbances and negative impact on adjacent property values of both telecommunications and large utility towers for electric power”* be rescinded. - **CARRIED**

D. FINANCE

1. Bylaw 2702, 2015 Oliver / Electoral Area “C” – Oliver Parks and Recreation Society Capital Reserve Establishment Bylaw
 - a. Bylaw No. 2689
 - b. Bylaw No. 2702
 - c. Bylaw No. 2610
 - d. Bylaw No. 2611
 - e. Bylaw No. 2612
 - f. Bylaw No. 2613
 - g. Bylaw No. 1213
 - h. Bylaw No. 1214
 - i. Bylaw No. 1293
 - j. Bylaw No. 1294

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

THAT Bylaw No 2689, 2015 Oliver/Electoral Area “C” Tangible Capital Asset Replacement Reserve Funds Repeal Bylaw be read a first, second and third time, and be adopted. - **CARRIED**

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

THAT Bylaw No 2702, 2015 Oliver/Electoral Area “C” - Oliver Parks and Recreation Society Services Capital Reserve Establishment Bylaw be read a first, second and third time, and be adopted. - **CARRIED**

-
2. Revision of Local Services Agreement with Penticton Indian Band
 - a. Local Services Agreement 2015
 - b. Mutual Release and Termination of Agreement

RECOMMENDATION 10 (Weighted Corporate Vote)**It was MOVED and SECONDED**

THAT the Chair and Chief Administrative Officer be authorized to execute a revised Local Services Agreement with Penticton Indian Band. - **CARRIED**

3. 2014 Audited Financial Statements

RECOMMENDATION 11 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the 2014 Audited Financial Statements of the Regional District Okanagan Similkameen as of December 31, 2014 be received; and

THAT the Board of Directors adopt all reported 2014 transactions as amendments to the 2014 Final Budget. - **CARRIED**

E. OFFICE OF THE CAO

1. Bylaw No. 2685, 2015 Okanagan Falls & District Parkland Acquisition Loan Authorization Bylaw.
a. Bylaw No. 2685

RECOMMENDATION 12 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT Bylaw No. 2685, 2015 Okanagan Falls & District Parkland Acquisition Loan Authorization Bylaw be adopted. - **CARRIED**

2. Electoral Area “F” Advisory Planning Commission Resignation

RECOMMENDATION 13 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board of Directors accept the resignation of Phil Lawton and rescind Mr. Lawtons’ appointment as a member of the Electoral Area “F” Advisory Planning Commission; and

THAT a letter be forwarded to Mr. Lawton thanking him for his contribution to the Electoral Area “F” Advisory Planning Commission. - **CARRIED**

3. Electoral Area “E” Advisory Planning Commission Appointment

RECOMMENDATION 14 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board of Directors appoint Donald Mancell as a member of the Electoral Area “E” Advisory Planning Commission. - **CARRIED**

4. Osoyoos Museum Project
 - a. Main Lease Amending Agreement
 - b. Letter of Request – Home Hardware
 - c. Town of Osoyoos Resolution of Support
 - d. Legal Compliance Opinion
 - e. Letter of Understanding – Regional District of Okanagan-Similkameen / Museum Society
 - f. Letter – Museum Society

RECOMMENDATION 15 (Weighted Corporate Vote)

It was MOVED and SECONDED

THAT the Regional District extend the term of the main lease of the Home Hardware Building in Osoyoos to Home Hardware Stores Ltd. until December 31, 2019. -

CARRIED

F. CAO REPORTS

1. Verbal Update
-

G. OTHER BUSINESS

1. Chair's Report
SILGA
-

2. Directors Motions

Notice of Motion – Smart Meter Installation in Electoral Area “D”

3. Board Members Verbal Update
-

H. ADJOURNMENT

By consensus, the meeting adjourned at 2:44 p.m.

APPROVED:

CERTIFIED CORRECT:

M. Pendergraft
RDOS Board Chair

B. Newell
Corporate Officer

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: May 21, 2015
RE: Development Variance Permit Application — Electoral Area “H”

Administrative Recommendation:

THAT the Board of Directors approve Development Variance Permit No. H2014.139–DVP

Purpose: To allow for the construction of an addition to the existing single detached dwelling

Owners: Gino and Christina LaPlante Agent: NA Folio: H00744.150

Civic: 104 Lockie Road, Tulameen Legal: Lot 5, Plan44042, DL 596, YDYD

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

Requested Variances: to vary the exterior parcel line setback from 4.5 metres to 2.4 metres

Proposed Development:

The application is seeking to reduce the exterior parcel line setback from 4.5 metres to 2.4 metres in order to construct an addition to the existing single detached house in order to accommodate a two car garage and additional living space.

The applicant has indicated that “the variance helps us meet the unique solution for the size and location that we are requesting for the addition we wish to add to our existing residence.”

Site Context:

The subject property is approximately 2,224 m² in area and is situated on the eastern side of Lockie Road, north of the Tulameen townsite, and is adjoined by Otter Lake at its rear boundary and a public water access along its southern boundary. The property is comprised of a single detached dwelling on the property that is undergoing renovations.

The surrounding pattern of development is generally characterised by similar low density residential uses.

Background:

While it is unknown when the parcel was created by subdivision, available records indicate the issuance of a Building Permit for the development of a single detached dwelling in 1992 and an attached deck in 2006.

Under the Electoral Area “H” Official Community Plan Bylaw No. 2497, 2012, the subject property is designated as Low Density Residential (LR) and is within a Watercourse Development Permit (WDP) Area and Environmentally Sensitive Development Permit (ESDP) Area. A WDP (being No. H2014.129-

WDP), which reduced the Streamside Protection and Enhancement Area (SPEA) from 30.0 metres to 15.0 metres, was previously issued in 2014.

The property is also shown as being an with “Significant Archaeological Potential” under Schedule “I” of the OCP Bylaw.

Under the Electoral Area “H” Zoning Bylaw No. 2497, 2012, the subject property is zoned Residential Single Family One (RS1) with the prescribed setback for principal buildings and structures being 4.5 metres from the exterior side parcel line.

As the proposed dwelling addition is to be situated within 4.5 metres of a road reserve, Ministry of Transportation and Infrastructure (MoTI) approval is required prior to Board consideration (as per the requirements of the Regional District’s Development Procedures Bylaw). The Ministry approved the proposed variance on April 23, 2015.

Public Process:

Adjacent property owners will have received notification of this application with written comments regarding the proposal being accepted until 12:00 noon on Thursday May 14, 2015.

Alternative:

1. THAT the Board of Directors deny Development Variance Permit No. H2014.139-DVP; OR
2. THAT the Board of Directors defers making a decision and directs that the proposal be considered by the Electoral Area “H” Advisory Planning Commission (APC).

Analysis:

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

The intent behind the Zoning Bylaw’s use of setbacks is varied, however, in the context of a residential setback from a secondary road frontage is generally to provide a physical separation between the road and residential dwellings and to improve traffic and pedestrian safety.

In considering this proposal, there do not appear to be any limiting site constraints on the subject property that would speak in favour of reducing the exterior setback (i.e. steep slopes, environmentally sensitive areas, irregular lot lines, etc.) and other options appear to be available to the applicant, such as developing into the front yard area.

Conversely, Administration recognises that an expansion of a residential dwelling is consistent with zoning, that the proposed addition is unlikely to result in a loss of amenity at adjacent properties, and that the safety of pedestrians and vehicles utilising this access road are unlikely to be adversely affected by a reduced setback.

Respectfully submitted:


C. Garrish, Planning Supervisor

Endorsed by:

D. Butler, Development Services Manager

Attachments: No. 1 – Site Photo (Google Streetview)

No. 2 – Site Photo

Attachment No. 1 – Site Photo (Google Streetview)



Lake
Access
Road

Subject
Property and
Dwelling

© 2015 Google
© 2015 Google

Google earth

Attachment No. 1 – Site Photo





Development Variance Permit

FILE NO.: H2014.139-WDP

Owner: Gino and Christina LaPlante
230 – 19150 Lougheed Hwy
Pitt Meadows, BC
V3Y2H6

ADMINISTRATION

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

APPLICABILITY

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

Legal Description: Lot 5, Plan KAP44042, DL 596, LDYD
Civic Address: 104 Lockie Road, Tulameen
Parcel Identifier (PID): 016-693-370 Folio: H-00744.150

CONDITIONS

6. Development Variance

- a) The minimum rear parcel line setback for an accessory building or structure, as prescribed at Section 12.1.5(a)(iv) of the Electoral Area "H" Zoning Bylaw No. 2498, 2012, in the Regional District of Okanagan-Similkameen, is varied as follows:
 - i) from: 4.5 metres

to: 2.40 metres as measured from the outermost projection and as shown on Schedule 'B'.

7. Security

- a) Not Applicable

8. Covenant

- a) Not applicable

9. Schedule

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

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

Authorising resolution passed by the Regional Board on _____, 2015.

B. Newell, Chief Administrative Officer

Regional District of Okanagan-Similkameen

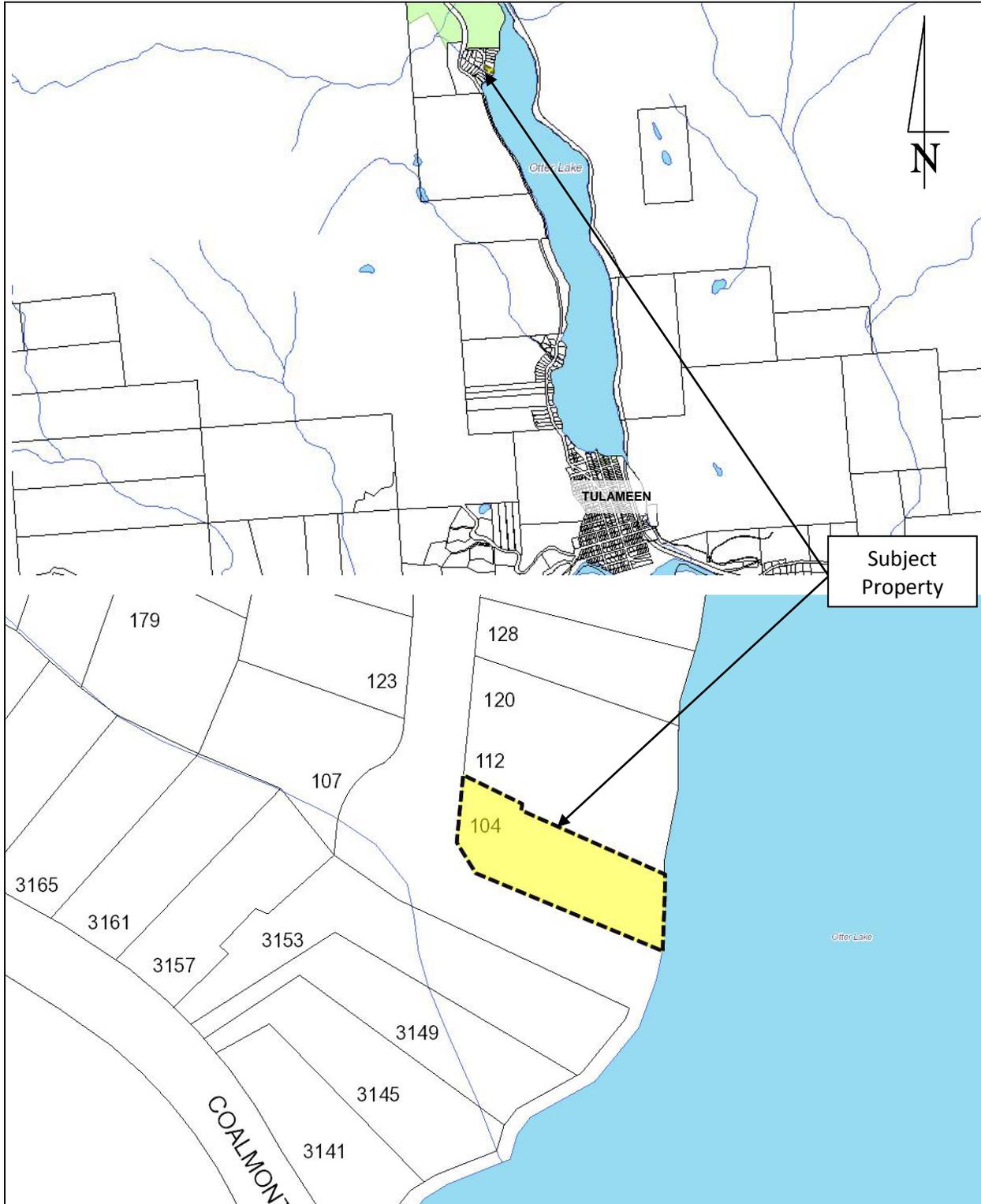
101 Martin St, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax (250) 492-0063



Development Variance Permit

File No. H2014.139-DVP

Schedule 'A'



Regional District of Okanagan-Similkameen

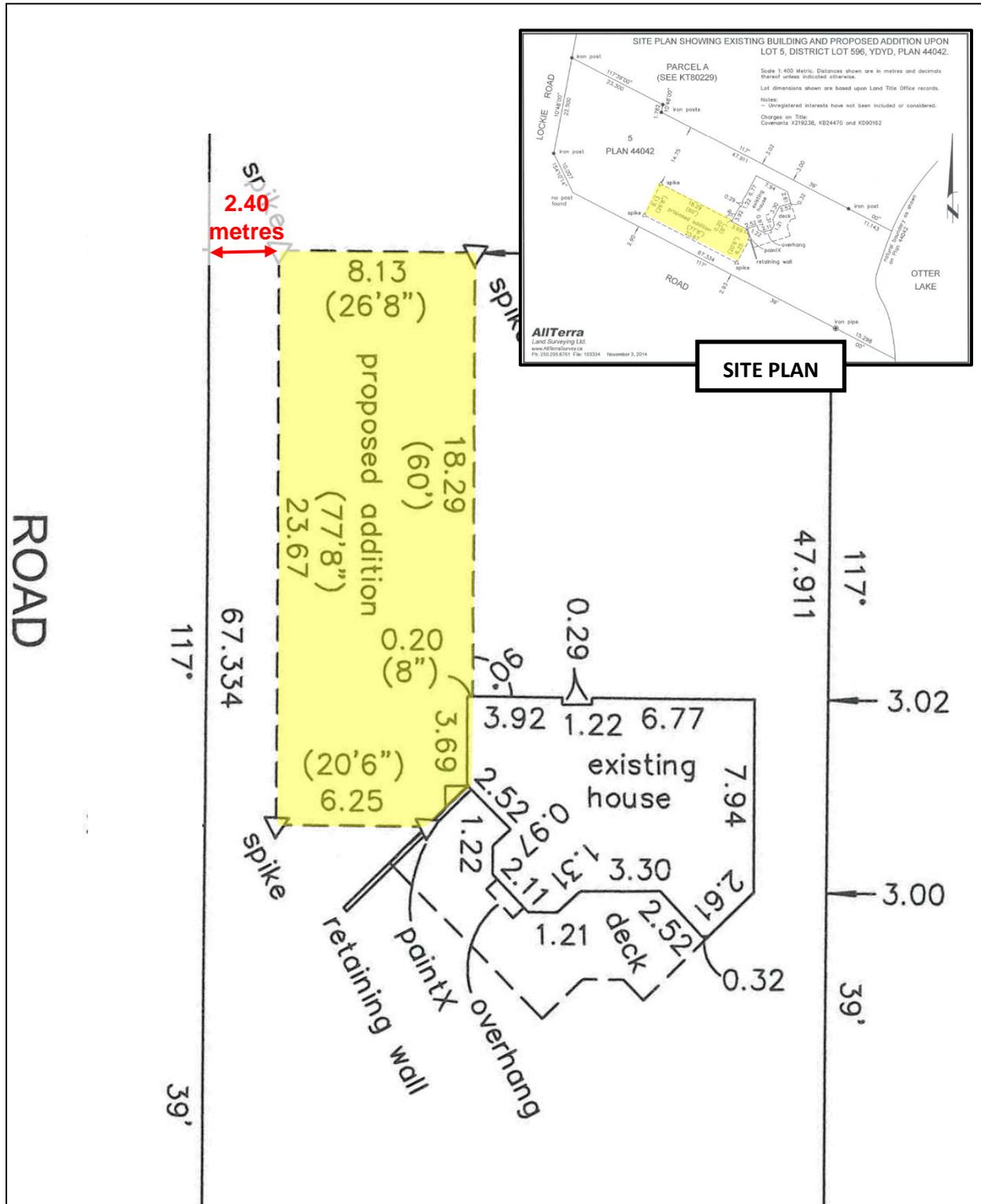
101 Martin St, Penticton, BC V2A 5J9
 Tel: (250) 492-0237 Fax (250) 492-0063



Development Variance Permit

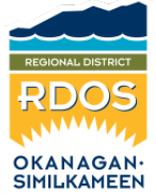
File No. H2014.139-DVP

Schedule 'B'



Regional District of Okanagan-Similkameen

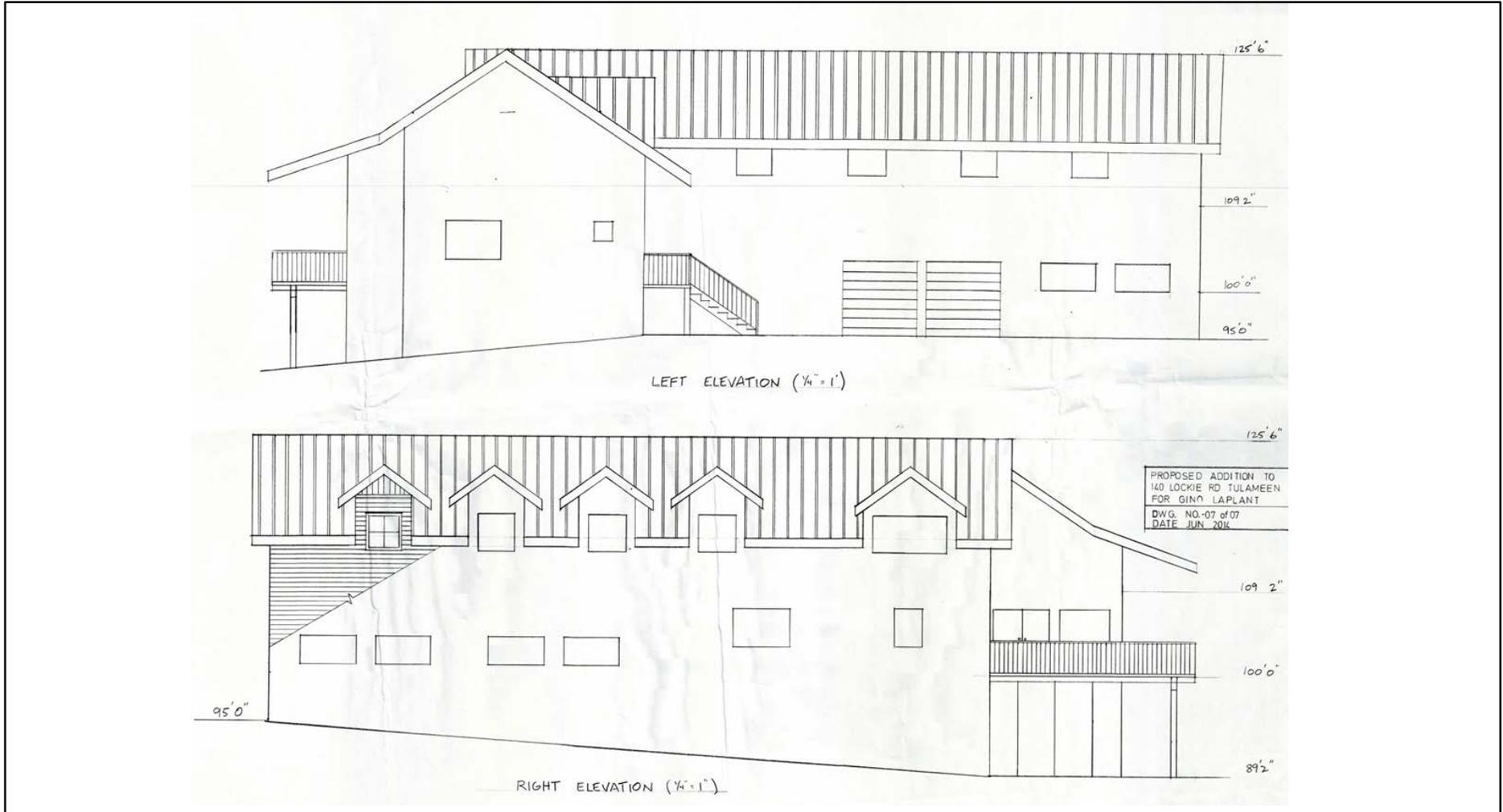
101 Martin St, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax (250) 492-0063



Development Variance Permit

File No. H2014.139-DVP

Schedule 'C'



Regional District of Okanagan-Similkameen

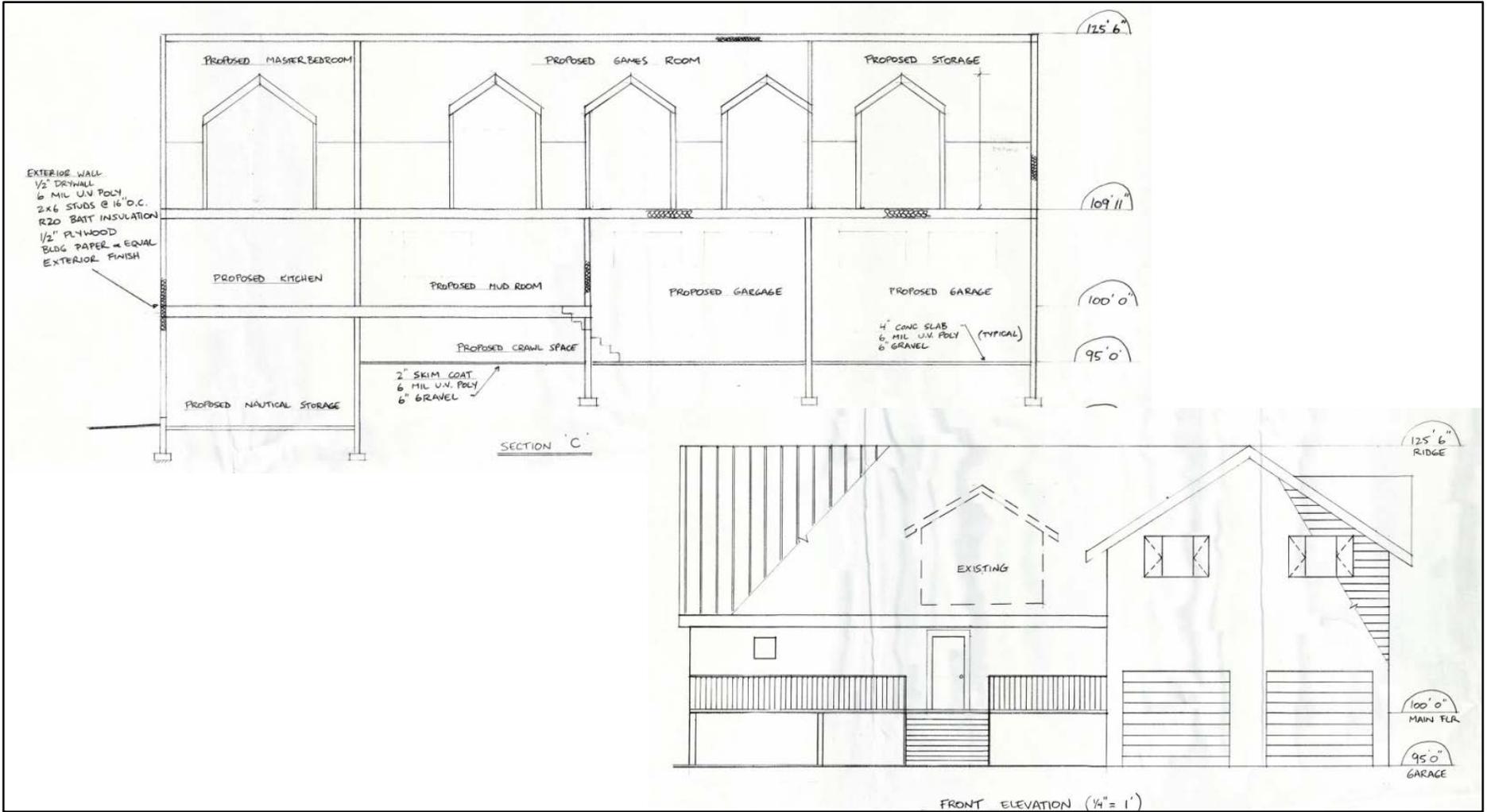
101 Martin St, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax (250) 492-0063



Development Variance Permit

File No. H2014.139-DVP

Schedule 'D'



RDOS

May 13, 2015

101 Martin Street, Penticton BC

Tel: 250 492 0237

Fax: 250 492 0063

Re: Development Variance Permit, application – 104 Lockie Rd, Tulameen

Legal: Lot 5, Plan KAP44042, District Lot 596

RDOS File: H2014.139-DVP

Folio File: H00744.150

I oppose the proposed variance. It is too close to the only public walkway accessing the lake in our neighbourhood.

Darren Fownes

Jody and Corene Quin

May 13, 2015

RDOS
101 Martin Street
Penticton, BC V2A 5J9

To Development Variance Members:

RE: Development Variance Permit Application
104 Lockie Road, Tulameen
Legal: Lot 5, Plan KAP44042, District Lot 596

Please accept this written submission as we are unable to attend the scheduled Board Meeting in Penticton, May 21, 2015. We reside and work in the Lower Mainland.

We have reviewed the "site plan" and drawings of the proposed addition, of the above noted property. We oppose the above noted Development Variance permit, in which the applicant is proposing to reduce the minimum exterior parcel line setback. I understand the request of an addition to the existing structure is needed; however even though the proposed addition may not exceed the permitted lot coverage, the proposed addition certainly encroaches on the minimum exterior parcel line setback, thus being too close to the road allowance. Building setbacks are put in place for a reason. This proposed addition also would mean damage to and/or removal of additional trees and mature vegetation that borders along the road allowance, in which would take years and years to grow back.

Your consideration of our views would be greatly appreciated.

Sincerely,

Jody and Corene Quin

May 11th, 2015

Dear Regional District Board,

RE: File No. H2014.139-DVP (DVP - 104 Lockie Road, Tulameen)

I, Edwin Anderson am opposed to the request to have the building built closer to the property line. I have owned neighbouring property for over 20 years and my family, as well as 12+ other families use the boat launch as a beach as we do not have waterfront property ourselves. I feel that a building of such magnitude being placed closer to the property line will block the sun, magnify noise and generate wind, blowing up dust on the access road.

Sincerely

Edwin Anderson

Leanne + Christopher Ng

MAY 12/15

RDOS
101 Martin Street
Princeton, BC V2A5J9

vi

Attention: Christopher Garrish MCIP, RPP Planning Supervisor

**Re: Development Variance Permit (DVP) application – 104 Lockie Rd Tulameen
Legal: Lot 5, Plan KAP44042, District Lot 596
RDOS FILE: H2014.139-DVP**

Dear sirs/madam

We are writing with reference to the subject development permit application and wish to voice our concerns regarding the proposed building addition on the subject lot.

As a drawing alone, the building addition appears overly disproportionate to the lot size with respect to all other improvements in the subdivision. The height of the building and its respective elevation to the road is not clear.

The request to allow such a large structure to encroach on the setbacks to 2.4M would amplify the overpowering effect of this unsightliness.

Our primary concern will be our property values with structures allowed like this and setting precedence.

Although it does not affect our view of the lake, it would certainly be detrimental for many lot owners on Lockie Rd.

Respectfully
Christopher + Leanne Ng

2015 May 10

Re: Development Variance Permit for #104 Lockie Road Tulameen, B.C

To Christopher Garrish, Planning Supervisor

As the owners of _____ Tulameen B.C., we are **opposed** to this application to reduce the minimum exterior parcel line setback to 2.40 meters. The excessive proposed addition will impede the lake views of several properties surrounding this lot, and be a visual eyesore. This will affect property values, as the proposed addition is too high and too long. Allowing this variance will also make this addition wider, essentially creating a wall along the public access road.

Regards,

✓ Sandra Robertson

Randy Cartwright

RECEIVED
Regional District

MAY 13 2015

101 Martin Street
Penticton BC V2A 6J9

RDOS

Regional District Okanagan Similkameen

101 Martin Street

Penticton, British Columbia.

V2A 5J9

Re : Development Variance Permit Application – 104 Lockie Road, Tulameen

Legal: Lot 5, Plan KAP44042, District Lot 596

RDOS File: H2014.139-DVP

FOLIO File: H00744.150

To: Christopher Garrish

Planning Department

I live in the same subdivision and own lot 13 and 18 on Lockie road, Tulameen. We are opposed to reducing the exterior setback from 4.5 meters to 2.40 meters. There is a boat launch/ fire access to the lake next to this property (south side) which could obstruct the visibility of backing a vehicle/trailer or emergency vehicle down the long drive way. The building appears to be extremely large (77'8" L x 26'8" W x 30' 6" H) which would enhance the obstructive visibility. This access is also used by all property owners with no lake frontage for a public breach area. If the set back is approved, this would be encroaching on all property owners in the subdivision.

Thank you for advising us of the proposed variance to this property and accepting our comments to reject this variance to section 12.1.5(a) (iv) of zoning Bylaw no.2498, 2012,

Sincerely,

Anton and Veanna Faye

/

ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: May 21, 2015

TYPE: OCP & Zoning Bylaw Amendment Application — Electoral Area “A”
Application Extension Request

Administrative Recommendation:

THAT the Board of Directors resolves to extend the deadline for the completion of the conditions contained in Board Resolution No. B327/14A of November 6, 2014, to November 27, 2015.

Purpose: To seek a 6 month extension in order to complete outstanding conditions related to the rezoning of the subject property.

Owner: Susan Copper Agent: Urban Connection (Brad Elenko) Folio: A-05931.100/200

Legal: Lot B, Plan KAP66886, District Lot 2450S, SDYD Civic: 8902 160th Avenue

OCP: part Agriculture (AG) Proposed OCP: part Low Density Residential (LR)

Zoning: part Agriculture One (AG1) Proposed Zoning: part Residential Single Family One Site Specific (RS1s)

Proposal:

The property owner is seeking a Board resolution to extend the deadline to complete the conditions contained in Board Resolution No. B327/14A, which relate to the proposed rezoning of the property at 8902 160th Avenue in Electoral Area “A” in order to facilitate an 8 lot subdivision.

The conditions relate to the registration on title of restrictive statutory covenants pertaining to the prohibition of development and disturbance within the 30.0 metre Streamside Protection and Enhancement Area (SPEA), and the area identified by the *Preliminary Geotechnical Assessment for Residential Development at 8902-168th Avenue, Osoyoos, BC* – Lots A & B, prepared by Rock Glen Consulting Limited and dated May 9, 2013, prior to the adoption of Amendment Bylaw Nos. 2450.07, 2014, and 2451.13, 2014.

Site Context:

The subject property represents a land area of approximately 1.80 ha in area and is situated on the north side of 89th Street where it turns into 168th Avenue. The property is bounded by Osoyoos Lake to the north and is comprised of vacant land with slopes in excess of 45%.

Background:

At its meeting of November 6, 2014, the Board resolved to approve third reading of the amendment bylaws and that, prior to adoption, restrictive statutory covenants be registered on title (and as referenced above).

Under Section 3.11 (Lapse of Application) of the Regional District's Development Procedures Bylaw No. 2500, 2011, when an amendment application that is one (1) year old or older has been inactive for a period of six (6) months, the application will be deemed to be abandoned and will be closed, and the Chief Administrative Officer will place on the agenda of the next meeting of the Board a motion to rescind all readings of the bylaw associated with that amendment application.

Prior to the lapse of this 6 month period, however, an applicant may, upon written request to the Board, seek a resolution extending the deadline to complete any outstanding requirements and/or conditions for a period of up to six (6) months.

Analysis:

In accordance with the Regional District's Fees and Charges Bylaw, a restrictive statutory covenant addressing the Board's resolution of November 6, 2014, was prepared by the Regional District's solicitor and forwarded to the proponent on or about November 27, 2014, for endorsement.

On May 7, 2015, the applicant advised that they would not be able to complete the registration of the covenants prior to the 6 month deadline of May 27, 2015, and have requested that the deadline to complete this be extended to November 27, 2015, on the basis that:

The reason for this request is that I am still waiting on the MOTI to approve the Hazard Covenant for this property.

Administration notes that a draft covenant related to the 30.0 metre SPEA has already been completed but not yet endorsed by the property owner, but is aware of on-going discussions between the property owner and the Ministry (who are requiring a similar geo-technical covenant).

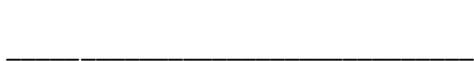
Administration has requested the Regional District be a party to this covenant in order to satisfy the Board's condition without requiring the preparation and registration of a duplicate geo-technical covenant. It is assumed that the endorsement of these covenants can be resolved in less than 6 months.

Respectfully submitted:



C. Garrish, Planning Supervisor

Endorsed by:



D. Butler, Development Services Manager

Attachments: No. 1 – Applicant's Request for Extension

John R. Cooper Law Corporation

Barrister & Solicitor & Notary Public

8145 Main Street
P.O. Box 100
Osoyoos, BC V0H 1V0

Telephone: 250-495-2626

Fax: 250-495-7000

Email: johncooper@osoyooslaw.com

May 7, 2015

Our File #XC11/0073

Regional District of Okanagan Similkameen
101 Martin Street
Penticton, BC V2A 5A9

Attention: Secretary of the Board of Directors

Dear Secretary,

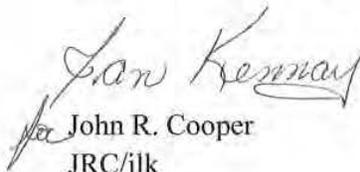
Re: Application Extension Request – Proposed Rezoning at 8902 – 168th Avenue, Osoyoos

On behalf of my client, Susan Cooper, pursuant to Section 3.11.3 of the RDOS Development Procedures Bylaw, I would be grateful if you would grant my client, Susan Cooper, a six (6) month extension of the Rezoning Application.

The reason for this request is that I am still waiting for the MOTI to approve the Hazard Covenant for this property.

Yours Sincerely

John R. Cooper Law Corporation


John R. Cooper
JRC/jlk
cc: client

ADMINISTRATIVE REPORT



TO: Board of Directors

FROM: B. Newell, Chief Administrative Officer

DATE: May 21, 2015

RE: Amendment Bylaw — Development Procedures Bylaw

Administrative Recommendation:

THAT Bylaw No. 2500.05, 2015, Regional District of Okanagan-Similkameen Development Procedures Amendment Bylaw be read a first second and third time.

Purpose:

The purpose of these amendments are to introduce an application requirement that vacation rental TUP proposals be accompanied by a Health and Safety Inspection and that TUP applications be referred to Advisory Planning Commissions (APCs) prior to Board consideration in order to facilitate the convening of Public Information Meetings.

Background:

At its meeting of March 20, 2014, the Regional District Board adopted Amendment Bylaw No. 2595, 2013, which introduced a number of new policy statements into the Okanagan Electoral Area Official Community Plan (OCP) Bylaws relating to vacation rental uses. This included:

- a preference for vacation rentals to be dealt with through TUPs;
- the criteria against which vacation rental permit applications would be assessed (i.e. the need to meet a minimum standard for health and safety); and
- potential permit conditions for vacation rentals (i.e. contact details for the property owner or manager).

In addition, and as a result of community feedback received on Amendment Bylaw No. 2595, it was understood that new applications and renewal requests for a vacation rental TUP would be expected to undertake Public Information Meetings prior to consideration by the Board.

This proposal was considered by the Planning and Development (P&D) Committee of the Board at its meeting of March 19, 2015, where it was resolved to support amendments related to health and safety inspection requirements and the referral of TUPs to Electoral Area Advisory Planning Commissions (APCs).

At its meeting of April 2, 2015, the Board considered Amendment Bylaw No. 2500.04, 2015, which would have given effect to this policy statement by amending the Development Procedures Bylaw to formally require the submission of a Health & Safety inspection as an application requirement for TUPs. In approving this amendment bylaw, the Board first resolved to amend it “by removing health and safety inspection and the associated fees.”

At its meeting of May 7, 2015, the P&D Committee resolved to not initiate an amendment to the Okanagan Electoral Area Official Community Plan (OCP) Bylaws in order to remove references to

health and safety inspections in order to remove a potential liability between this wording and the direction provided by the Board at its meeting of April 2, 2015.

Alternative:

THAT the Board of Directors deny first reading of Amendment Bylaw No. 2500.05, 2015.

Analysis:

Administration maintains its support for the amendment of the Development Procedures Bylaw in order to give effect to existing policy statements found within the Okanagan Electoral Area OCP Bylaws requiring a health and safety inspection be conducted to ensure that a dwelling unit being proposed for use as a vacation rental complies with certain Building Code requirements related to health and safety.

Respectfully submitted:



C. Garrish, Planning Supervisor

Endorsed by:

D. Butler, Development Services Manager

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2500.05, 2015

**A Bylaw to amend the Regional District of Okanagan-Similkameen
Development Procedures Bylaw 2500, 2011**

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 Development Procedures Amendment Bylaw No. 2500.05, 2015."
2. The "Regional District of Okanagan-Similkameen Development Procedures Bylaw No. 2500, 2011" is amended by:
 - (i) adding a new sub-Section 1.7 (Application Requirements) under Schedule 5.0 (Application for a Temporary Use Permit) to read as follows:
 - .7 Health and Safety Inspection
 - (a) confirmation from a Building Inspector, or other qualified individual that the proposed use of a building or structure meets minimum standards for health and safety.

READ A FIRST TIME on the __ day of ____, 2015.

READ A SECOND TIME on the __ day of ____, 2015.

READ A THIRD TIME on the __ day of ____, 2015.

ADOPTED on the __ day of ____, 2015.

Board Chair

Corporate Officer

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: May 21, 2015
RE: Bylaw Notice Enforcement Bylaw 2507, 2010

Administrative Recommendation:

THAT Bylaw No. 2507.05, 2015, Bylaw Notice Enforcement Amendment Bylaw, be read a first, second and third time and be adopted.

Reference:

Local Government Bylaw Notice Enforcement Act, Chapter 60
Community Charter, Chapter 26, Part 8, Division 1
RDOS Zoning Bylaws
RDOS Untidy and Unsightly Premises Bylaws

History:

On June 17, 2010, The Regional District of Okanagan-Similkameen (RDOS) joined the Southern Interior Bylaw Notice Adjudication Registry Agreement between the RDOS and the City of Kelowna, et al. We also adopted Bylaw Notice Enforcement Bylaw 2507, 2010, which identifies fines amounts and authorizes our Enforcement Officer(s) to issue tickets.

This bylaw has been amended over the years to recognize amendments to RDOS regulatory bylaws, to introduce fines for violating these amended sections and to recognize the ability of the Regional District to enter into compliance agreements with violators to obtain voluntary compliance reducing the need for costly injunctive action. This bylaw was last amended in May 2014.

The RDOS Planning and Development Committee discussed currently proposed amendments to this bylaw at their meeting on May 7, 2015 and resolved:

THAT the Board of Directors support amendment to Bylaw 2507, 2010, as presented to and amended at the Planning and Development Committee on May 7, 2015.

The amendments now reflect the direction as provided by the Committee at this meeting.

Alternatives:

1. **THAT the Board defer Bylaw 2507.05, 2015, in its entirety until June 18, 2015, for further discussion;**
or
2. **THAT the Board abandons Bylaw No. 2507.05, 2015.**

Analysis:

Each Appendix, 1 through to 23, within Schedule "A" is proposed to be amended. Administration recommends

that the current Schedule “A”, attached to Bylaw 2507, be deleted in its entirety and replaced with the proposed Schedule “A”. Each proposed amendment is described below to facilitate a clear discussion of the proposed amendment and to provide clarity enabling the Board to approve, amend or defer each amendment individually.

- 1) Delete the word “fine” within Column 3 of Schedule A and replace with “penalty”: Current wording is inconsistent with the Bylaw Notice Enforcement Act.
- 2) Delete the word “penalty” within column 4 and 5 of Schedule A: The Bylaw Notice Enforcement Act states that the highest “penalty” that can be applied to a Bylaw Offence Notice is \$500.00. The early discount and late payment were not intended to be part of the “penalty” and as such should not be identified as such.
- 3) Replace “idling vehicle” with “idling\running diesel engine, truck, or bus”: Wording is inconsistent with Noise Bylaw creating inability to issue fines for idling or running a diesel engine, truck or bus.
- 4) Amend Appendices relating to Zoning Bylaws as follows:
 - a) introduce a \$300.00 penalty for obstructing an officer, person or employee;
 - b) increase penalty for “operating a use not listed in a particular zone” from the current \$200.00 to \$500.00;
 - c) introduce a \$300.00 penalty for contravening “conditions of use” (restrictions within Sections 10.0 to 16);
 - d) introduce a \$300.00 penalty for “uses in contravention of conditions of TUP”;
 - e) renumber Sections 7.42 and 7.43 to reflect amendments made to Zoning Bylaws;
 - f) rework the order of contraventions to be in numerical order by Section number of bylaw;
 - g) correct numbering errors in bylaw section identification;
 - h) recognize “Vacation Rental Regulations” within Area D-1 (Kaleden/Apex) Zoning Bylaw and introduce a \$300.00 penalty for contravention of such use;
 - i) recognize the prohibition to “use of land as asphalt plant” within the Area D-2 (East Skaha/Vaseux) Zoning Bylaw and introduce a \$500.00 penalty;
 - j) recognize the removal of “Private Visitor Accommodation” from Area “E” bylaw and replace with “Bed and Breakfast” ;
 - k) recognize the adoption of the current Princeton Rural Zoning Bylaw No. 2498, 2012, and reflect new Section numbers.
- 5) Amend Appendices relating to Untidy/Unsightly Premises Bylaws as follows:
 - a) introduce a \$100.00 penalty for “graffiti on building or structure;
 - b) introduce a \$100.00 penalty for “any other unsightly condition”; and
 - c) introduce a \$300.00 fine for “obstructing or interfering with Officer”.
- 6) Amend Appendix relating to Building Bylaw 2333, 2005, as follows:
 - a) Increasing the fine for obstructing a Building Inspector from the current \$100.00 to \$300.00;
 - b) Replacing the word “Inspector” with “Official” and added “or Authorized” to be consistent with wording in Building Bylaw;
- 7) Remove reference to Area “H” Noise Bylaw fines due to probable removal from this service.
- 8) Introduce a New Appendix to recognize adoption of Electoral Area ‘H’ Untidy/Unsightly Premises Bylaw No. 2637 and penalties applicable to each section, consistent with penalties applied to other Untidy and Unsightly Premises bylaws in other Electoral Areas.
- 9) Renumber all Appendices, grouping all similar bylaws by Appendix number, and reducing the number from 23 to 7. This will streamline future amendments and provide further clarity.

Respectfully submitted:

Roza Aylwin

R. Aylwin, Bylaw Enforcement Coordinator

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
BYLAW NO. 2507.05, 2015**

A bylaw to amend the service for enforcement of bylaw notices.

WHEREAS the Board of Directors of the Regional District of Okanagan-Similkameen wishes to proceed under Section 802 of the *Local Government Act*, to amend the use of the bylaw notices enforcement bylaw;

AND WHEREAS the Regional Board wishes to amend the Bylaw Notice Enforcement Bylaw No. 2507, 2010;

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

CITATION

1. This bylaw may be cited for all purposes as Bylaw Notice Enforcement Amendment Bylaw No. 2507.05, 2015.

AMENDMENT OF SERVICE

1. Bylaw Notice Enforcement Bylaw No. 2507, 2010 is amended by:
 - (a) Repealing Schedule A of Bylaw 2507, 2010; and
 - (b) Replacing it with Schedule A as attached to Bylaw 2507.05, 2015.

READ A FIRST, SECOND AND THIRD TIME this _____ of _____, 2015.

ADOPTED this _____ of _____, 2015.

RDOS Board Chair

Corporate Officer

SCHEDULE 'A'

Appendix 1(a) to Schedule A

Electoral Areas "A", "C", "D", "E", and "F" Animal Control Bylaw No. 1838, 1998

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Unlicensed Dog	2.1.1	\$100.00	\$90.00	\$110.00	Yes
Dog at Large	2.2.1 (a)	\$100.00	\$90.00	\$110.00	No
Uncontrolled Dog in a Public Place	2.2.1 (b)	\$100.00	\$90.00	\$110.00	No
Dog Defecating	2.2.1 (c)	\$75.00	\$67.50	\$82.50	No
Insecurely Confined Dangerous Dog	2.2.7 (a)	\$500.00	\$450.00	\$550.00	No
Uncontrolled Dangerous Dog	2.2.7 (b)	\$500.00	\$450.00	\$550.00	No
Animal at Large	3.1.1	\$100.00	\$90.00	\$110.00	No
Bird at Large	4.1.1	\$100.00	\$90.00	\$110.00	No
Flock fewer than 25 animals	8.1.1	\$100.00	\$90.00	\$110.00	Yes
Domestic Sheep/Goats at Large	8.1.3	\$100.00	\$90.00	\$110.00	No
Domestic Sheep/Goats not within a Non- contact Fence	8.2.1	\$100.00	\$90.00	\$110.00	Yes
Domestic Sheep/Goats At Large	8.2.2	\$100.00	\$90.00	\$110.00	No
Facilitating contact between Domestic Sheep/Goats and Wild Sheep	8.3.1	\$100.00	\$90.00	\$110.00	No

SCHEDULE 'A'

Appendix 1(a) to Schedule A, continued

**Electoral Areas "A", "C", "D", "E", and "F"
Animal Control Bylaw No. 1838, 1998**

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
-----------------------------	-----------------------------	-----------------------------	---------------------------------------	--------------------------------------	---

Facilitating Wild Sheep to leave Fenced or Enclosed Area	8.3.2	\$100.00	\$90.00	\$110.00	No
--	-------	----------	---------	----------	----

SCHEDULE 'A'

Appendix 1(b) to Schedule A

**Electoral Area "B"
Animal Control Bylaw No. 1991, 2000**

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Too many Animals less than 0.5 ha	1.3 (a – h)	\$100.00	\$90.00	\$110.00	Yes
Unlicensed Dog	2.1	\$100.00	\$90.00	\$110.00	Yes
Dog at Large	3.1 (a)	\$100.00	\$90.00	\$110.00	No
Dog not on a Leash	3.1 (b) (i)	\$100.00	\$90.00	\$110.00	No
Dog not under Control	3.1 (b) (ii)	\$100.00	\$90.00	\$110.00	No
Aggressive Dog Not Muzzled	3.2	\$200.00	\$180.00	\$220.00	No

SCHEDULE 'A'

Appendix 1(c) to Schedule A

Electoral Area "G" Animal Control Bylaw No. 1992, 2000

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Too many Animals less than 0.5 ha	1.3 (a – h)	\$100.00	\$90.00	\$110.00	Yes
More than 15 animals per ha; not meeting 30 m set back	1.4 (a – d)	\$100.00	\$90.00	\$110.00	Yes
Unlicensed Dog	2.1	\$100.00	\$90.00	\$110.00	Yes
Dog at Large	3.1 (a)	\$100.00	\$90.00	\$110.00	No
Dog not on a Leash	3.1 (b) (i)	\$100.00	\$90.00	\$110.00	No
Dog not under Control	3.1 (b) (ii)	\$100.00	\$90.00	\$110.00	No
Aggressive Dog not Muzzled	3.2	\$200.00	\$180.00	\$220.00	No

SCHEDULE 'A'

Appendix 2(a) to Schedule A

Electoral Area "C"

Noise Regulation and Prohibition Bylaw No. 2397, 2007

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Disturbing the Peace	3.1	\$100.00	\$90.00	\$110.00	No
Animal Making Noise	3.2	\$150.00	\$135.00	\$165.00	No
Making Construction Noise	3.3	\$150.00	\$135.00	\$165.00	No
Idling\running diesel engine, truck, or bus	3.4	\$100.00	\$90.00	\$110.00	No

SCHEDULE 'A'

Appendix 2(b) to Schedule A

Electoral Area "D"

Noise Regulation and Prohibition Bylaw No. 1527, 1994

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Disturbing the Peace	6	\$100.00	\$90.00	\$110.00	No
Animal Making Noise	7	\$150.00	\$135.00	\$165.00	No
Making Construction Noise	8	\$150.00	\$135.00	\$165.00	No
Idling\running diesel engine, truck or bus	9	\$100.00	\$90.00	\$110.00	No

SCHEDULE 'A'

Appendix 2(c) to Schedule A

Electoral Area "E"

Noise Regulation and Prohibition Bylaw No. 2386, 2006

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Disturbing the Peace	3.1	\$100.00	\$90.00	\$110.00	No
Animal Making Noise	3.2	\$150.00	\$135.00	\$165.00	No
Making Construction Noise	3.3	\$150.00	\$135.00	\$165.00	No
Idling/running diesel engine, truck or bus	3.4	\$100.00	\$90.00	\$110.00	No

SCHEDULE 'A'

Appendix 2(d) to Schedule A

Electoral Area "F"

Noise Regulation and Prohibition Bylaw No. 1526, 1994

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Disturbing the Peace	4	\$100.00	\$90.00	\$110.00	No
Animal Making Noise	5	\$150.00	\$135.00	\$165.00	No
Making Construction Noise	6	\$150.00	\$135.00	\$165.00	No

SCHEDULE 'A'

Appendix 3(a) to Schedule A

Electoral Area "A" Zoning Bylaw No. 2451, 2008

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Obstructing an officer, person or employee	3.2	\$300.00	\$270.00	\$330.00	No
Operating a Use Not Listed in Respect of a Particular Zone	6.4.1 – 6.4.3	\$500.00	\$450.00	\$550.00	No
Conditions of Use (restrictions within Section 10.0 to 16)	6.5	\$300.00	\$270.00	\$330.00	Yes
Uses in contravention of terms or conditions of TUP	7.4.1	\$300.00	\$270.00	\$330.00	Yes
Recreational Vehicle Used as Residence (no principal dwelling)	7.4.2	\$200.00	\$180.00	\$220.00	Yes
Too many Derelict Vehicles	7.4.3	\$200.00	\$180.00	\$220.00	Yes
Fence too High	7.8.2	\$100.00	\$90.00	\$110.00	Yes
Corner Fence too High	7.8.3	\$100.00	\$90.00	\$110.00	Yes
Deer Fence not Permitted/Wrong Material	7.8.4	\$100.00	\$90.00	\$110.00	Yes
Barbed Wire Fence	7.8.6	\$100.00	\$90.00	\$110.00	No
Razor Wire Fence	7.8.7	\$100.00	\$90.00	\$110.00	No
Lighting not Deflected	7.10.1	\$100.00	\$90.00	\$110.00	Yes

SCHEDULE 'A'

Appendix 3(a) to Schedule A, continued

**Electoral Area "A"
Zoning Bylaw No. 2451, 2008**

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Temporary Residential Building or Structure occupied Contrary to Provisions	7.14.1	200.00	180.00	220.00	Yes
Not a Permitted Home Occupation	7.17.1	\$200.00	\$180.00	\$220.00	No
Home Occupation too Large	7.17.2	\$100.00	\$90.00	\$110.00	Yes
Home Occupation External Storage	7.17.3	\$100.00	\$90.00	\$110.00	Yes
Retail Sales Prohibited	7.17.4	\$100.00	\$90.00	\$110.00	Yes
Commercial Vehicle too Large	7.17.5	\$100.00	\$90.00	\$110.00	Yes
Non-inhabitants Operating Home Occupation	7.17.6	\$100.00	\$90.00	\$110.00	No
Home Occupation which Disturbs	7.17.7	\$100.00	\$90.00	\$110.00	No
Home Industry Not Permitted on Parcel Size	7.18.1	\$100.00	\$90.00	\$110.00	Yes
Retail Sales Prohibited	7.18.6	\$100.00	\$90.00	\$110.00	Yes
Non-inhabitants Operating Home Industry	7.18.7	\$100.00	\$90.00	\$110.00	No

SCHEDULE 'A'

Appendix 3(a) to Schedule A, continued

**Electoral Area "A"
Zoning Bylaw No. 2451, 2008**

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Too many Non-resident Personnel Operating Home Industry	7.18.7	\$100.00	\$90.00	\$110.00	Yes
Bed and Breakfast operating contrary to regulations	7.19.1 to 7.19.9	\$300.00	\$270.00	\$330.00	Yes
Sign Not Permitted	7.20.1	\$100.00	\$90.00	\$110.00	Yes
More than One Sign and Exceeds Total Sign Area	7.20.2	\$100.00	\$90.00	\$110.00	Yes
More than One Sign and Exceeds Total Sign Area and Height	7.20.3	\$100.00	\$90.00	\$110.00	Yes
More than One Sign, Wrong Type, Exceeds Sign Area and Height	7.20.4	\$100.00	\$90.00	\$110.00	Yes
More than One Sign, Wrong Type, Exceed Sign Area and Height	7.20.5	\$100.00	\$90.00	\$110.00	Yes
Sign to Close to Property Line	7.20.6	\$100.00	\$90.00	\$110.00	Yes
Sign Illumination not from Internal Source	7.20.7	\$100.00	\$90.00	\$110.00	Yes
Parking and Loading Not on Same Parcel	9.2.1	\$100.00	\$90.00	\$110.00	Yes
Not Enough Parking	9.5, Table 2	\$100.00	\$90.00	\$110.00	Yes

SCHEDULE 'A'

Appendix 3(b) to Schedule A

Electoral Area "C" Zoning Bylaw No. 2453, 2008

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Obstructing a person, officer or employee	3.2	\$300.00	\$270.00	\$330.00	No
Operating a Use Not Listed in Respect of a Particular Zone	6.4.1 – 6.4.3	\$500.00	\$450.00	\$550.00	No
Conditions of Use (restrictions within Sections 10.0 to 16)	6.5	\$300.00	\$270.00	\$330.00	Yes
Uses in contravention of terms or conditions of TUP	7.4.1	\$300.00	\$270.00	\$330.00	Yes
Recreational Vehicle Used as Residence (no principal dwelling)	7.4.2	\$200.00	\$180.00	\$220.00	Yes
Too many Derelict Vehicles or not Enclosed within Garage or Carport	7.4.3	\$200.00	\$180.00	\$220.00	Yes
Fence too High	7.8.2	\$100.00	\$90.00	\$110.00	Yes
Corner Fence too High	7.8.3	\$100.00	\$90.00	\$110.00	Yes
Deer Fence Wrong Material	7.8.4	\$100.00	\$90.00	\$110.00	Yes
Barbed Wire Fence	7.8.6	\$100.00	\$90.00	\$110.00	No
Razor Wire Fence	7.8.7	\$100.00	\$90.00	\$110.00	No
No Screening/Landscaping as Required	7.9	\$100.00	\$90.00	\$110.00	Yes

SCHEDULE 'A'

Appendix 3(b) to Schedule A, continued

**Electoral Area "C"
Zoning Bylaw No. 2453, 2008**

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Lighting not Deflected	7.10.1	\$100.00	\$90.00	\$110.00	Yes
Temporary Residential Building or Structure Occupied Contrary to Provisions	7.14.1	\$200.00	\$180.00	\$220.00	Yes
Not a Permitted Home Occupation	7.17.1	\$200.00	\$180.00	\$220.00	No
Home Occupation Too Large	7.17.2	\$100.00	\$90.00	\$110.00	Yes
Home Occupation External Storage	7.17.3	\$100.00	\$90.00	\$110.00	Yes
Retail Sales Prohibited	7.17.4	\$100.00	\$90.00	\$110.00	Yes
Commercial Vehicle Too Large	7.17.5	\$100.00	\$90.00	\$110.00	Yes
Non-inhabitants Operating Home Occupation	7.17.6	\$100.00	\$90.00	\$110.00	No
Home Occupation that Disturbs	7.17.7	\$100.00	\$90.00	\$110.00	No
Parcel too Small for Home Industry	7.18.1	\$100.00	\$90.00	\$110.00	Yes
Not a Permitted Home Industry	7.18.2	\$100.00	\$90.00	\$110.00	No
Prohibited Storage	7.18.3	\$100.00	\$90.00	\$110.00	Yes

SCHEDULE 'A'

Appendix 3(b) to Schedule A, continued

**Electoral Area "C"
Zoning Bylaw No. 2453, 2008**

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Home Industry not within Building	7.18.4	\$100.00	\$90.00	\$110.00	Yes
Home Industry too Large	7.18.5	\$100.00	\$90.00	\$110.00	Yes
Retail Sales Prohibited	7.18.6	\$100.00	\$90.00	\$110.00	Yes
Non-inhabitants Operating Home Industry	7.18.7	\$100.00	\$90.00	\$110.00	No
No Dwelling Unit	7.18.8	\$100.00	\$90.00	\$110.00	No
Bed and Breakfast Operated Contrary to Provisions	7.19.1 to 7.19.9	\$300.00	\$270.00	\$330.00	Yes
Sign Not Permitted	7.20.1	\$100.00	\$90.00	\$110.00	Yes
Too Many Signs/Exceed Sign Area	7.20.2	\$100.00	\$90.00	\$110.00	Yes
Too Many Signs/Exceed Sign Area/Height	7.20.3	\$100.00	\$90.00	\$110.00	Yes
Too many Signs/Exceeds Sign Area/Height	7.20.4	\$100.00	\$90.00	\$110.00	Yes
Too many Signs/Exceeds Sign Area/Height	7.20.5	\$100.00	\$90.00	\$110.00	Yes
Sign too close to Property Line	7.20.6	\$100.00	\$90.00	\$110.00	Yes
Sign Illumination not from Internal Source	7.20.7	\$100.00	\$90.00	\$110.00	Yes

SCHEDULE 'A'

Appendix 3(c) to Schedule A

**Electoral Area "D"
Zoning Bylaw No. 2457, 2008
"D-1" Kaleden-Apex Southwest Sector**

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Obstructing an officer, person or employee	3.2	\$300.00	\$270.00	\$330.00	No
Operating a Use Not Listed in Respect of a Particular Zone	6.4.1 – 6.4.3	\$500.00	\$450.00	\$550.00	No
Conditions of use (restrictions within Sections 10.0 to 16)	6.5	\$300.00	\$270.00	\$330.00	Yes
Uses in contravention of terms or conditions of TUP	7.4.1	\$300.00	\$270.00	\$330.00	Yes
Recreational Vehicle Used as Residence (no principal dwelling)	7.4.2	\$200.00	\$180.00	\$220.00	Yes
Too many Derelict Vehicles	7.4.3	\$200.00	\$180.00	\$220.00	Yes
Fence too High	7.8.2	\$100.00	\$90.00	\$110.00	Yes
Corner Site Fence Too High	7.8.3	\$100.00	\$90.00	\$110.00	Yes
Deer Fence Wrong Material	7.8.4	\$100.00	\$90.00	\$110.00	Yes
Use of Barbed Wire in Prohibited Zone	7.8.6	\$100.00	\$90.00	\$110.00	No
Use of Razor Wire	7.8.7	\$100.00	\$90.00	\$110.00	No
No Screening/Landscaping as Required	7.9	\$100.00	\$90.00	\$110.00	Yes

SCHEDULE 'A'

Appendix 3(c) to Schedule A, continued

**Electoral Area "D"
Zoning Bylaw No. 2457, 2008
"D-1" Kaleden-Apex Southwest Sector**

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Lighting not Deflected	7.10.1	\$100.00	\$90.00	\$110.00	Yes
Temporary Residential Building or Structure Occupied Contrary to Provisions	7.14.1	\$200.00	\$180.00	\$220.00	Yes
Not a Permitted Home Occupation	7.17.1	\$200.00	\$180.00	\$220.00	No
Home Occupation not Within a building	7.17.2	\$100.00	\$90.00	\$110.00	Yes
Home Occupation Too Large	7.17.5	\$100.00	\$90.00	\$110.00	Yes
Non-inhabitants Operating Home Occupation	7.17.6	\$100.00	\$90.00	\$110.00	No
Commercial Vehicle Too Heavy or Not Enclosed	7.17.7	\$100.00	\$90.00	\$110.00	Yes
Home Occupation Traffic and/or Parking	7.17.10	\$100.00	\$90.00	\$110.00	Yes
Not a Permitted Home Industry	7.18.1	\$100.00	\$90.00	\$110.00	No
Derelict Vehicles/Prohibited Storage	7.18.2	\$100.00	\$90.00	\$110.00	Yes
Home Industry not Within a Building	7.18.3	\$100.00	\$90.00	\$110.00	Yes
Home Industry too Large	7.18.4	\$100.00	\$90.00	\$110.00	Yes

SCHEDULE 'A'

Appendix 3(c) to Schedule A, continued

**Electoral Area "D"
Zoning Bylaw No. 2457, 2008
"D-1" Kaleden-Apex Southwest Sector**

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Retail Sales Prohibited	7.18.5	\$100.00	\$90.00	\$110.00	Yes
Storage Not Screened or Exceeds Size	7.18.6	\$100.00	\$90.00	\$110.00	Yes
Non-residents Operating Home Industry	7.18.7	\$100.00	\$90.00	\$110.00	No
No Dwelling Unit	7.18.8	\$100.00	\$90.00	\$110.00	Yes
Bed and Breakfast Operated Contrary to Provisions	7.19.1 to 7.19.9	\$300.00	\$270.00	\$330.00	Yes
Sign Not Permitted	7.20.1	\$100.00	\$90.00	\$110.00	Yes
Too Many Signs/Exceeds Area	7.20.2	\$100.00	\$90.00	\$110.00	Yes
Too Many Signs/Exceeds Area/Height	7.20.3	\$100.00	\$90.00	\$110.00	Yes
Number Type Signs/Exceeds Area/Height	7.20.4	\$100.00	\$90.00	\$110.00	Yes
Number Type Signs/Exceeds Area/Height	7.20.5	\$100.00	\$90.00	\$110.00	Yes
Sign too Close to Property Line	7.20.6	\$100.00	\$90.00	\$110.00	Yes
Sign Illumination not from Internal Source	7.20.7	\$100.00	\$90.00	\$110.00	Yes

SCHEDULE 'A'

Appendix 3(c) to Schedule A, continued

**Electoral Area "D"
Zoning Bylaw No. 2457, 2008
"D-1" Kaleden-Apex Southwest Sector**

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
---------------------	---------------------	---------------------	------------------------------	-----------------------------	---

Vacation Rental Regulations	7.28.1 – 7.28.8	\$300.00	\$270.00	\$330.00	Yes
Parking not on Same Parcel	9.2.1	\$100.00	\$90.00	\$110.00	Yes
Not Enough Parking	9.5, Table 9-2	\$100.00	\$90.00	\$110.00	Yes

SCHEDULE 'A'

Appendix 3(d) to Schedule A

Electoral Area "D" Zoning Bylaw No. 2455, 2008 "D-2" East Skaha, Vaseux

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Obstructing an officer, person or employee	3.2	\$300.00	\$270.00	\$330.00	No
Operating a Use Not Listed in Respect of a Particular Zone	6.4.1 – 6.4.3	\$500.00	\$450.00	\$550.00	No
Conditions of use (restrictions within Sections 10 to 16)	6.5	\$300.00	\$270.00	\$330.00	Yes
Uses in contravention of terms or conditions of TUP	7.4.1	\$300.00	\$270.00	\$330.00	Yes
Recreational Vehicle Used as Residence (no principal dwelling)	7.4.2	\$200.00	\$180.00	\$220.00	Yes
Too many Derelict Vehicles	7.4.3	\$200.00	\$180.00	\$220.00	Yes
Use of land as asphalt plant	7.4.4	\$500.00	\$450.00	\$550.00	No
Corner Site Fence Too High	7.8.3	\$100.00	\$90.00	\$110.00	Yes
Deer Fence Wrong Material	7.8.4	\$100.00	\$90.00	\$110.00	Yes
Barbed Wire Fence	7.8.6	\$100.00	\$90.00	\$110.00	No
Razor Wire Fence	7.8.7	\$100.00	\$90.00	\$110.00	No
No Screening/Landscaping as Required	7.9	\$100.00	\$90.00	\$110.00	Yes

SCHEDULE 'A'

Appendix 3(d) to Schedule A, continued

**Electoral Area "D"
Zoning Bylaw No. 2455, 2008
"D-2" East Skaha, Vaseux**

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Temporary Residential Building or Structure Occupied Contrary to Provisions	7.14.1	\$200.00	\$180.00	\$220.00	Yes
Not a Permitted Home Occupation	7.17.1	\$200.00	\$180.00	\$220.00	No
Home Occupation Too Large	7.17.2	\$100.00	\$90.00	\$110.00	Yes
Home Occupation Not Enclosed within a Building	7.17.3	\$100.00	\$90.00	\$110.00	Yes
Commercial Vehicle Too Heavy or Not Enclosed	7.17.4	\$100.00	\$90.00	\$110.00	Yes
Non-inhabitants Operating Home Occupation	7.17.5	\$100.00	\$90.00	\$110.00	No
Home Occupation which Disturbs	7.17.6	\$100.00	\$90.00	\$110.00	No
Not a Permitted Home Industry	7.18.1	\$100.00	\$90.00	\$110.00	No
Derelict Vehicles/Prohibited Storage	7.18.2	\$100.00	\$90.00	\$110.00	Yes
Home Industry not within a Building	7.18.3	\$100.00	\$90.00	\$110.00	Yes
Home Industry too Large	7.18.4	\$100.00	\$90.00	\$110.00	Yes

SCHEDULE 'A'

Appendix 3(d) to Schedule A, continued

**Electoral Area "D"
Zoning Bylaw No. 2455, 2008
"D-2" East Skaha, Vaseux**

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Retail Sales Prohibited	7.18.5	\$100.00	\$90.00	\$110.00	Yes
Storage Not Screened, Exceeds Size	7.18.6	\$100.00	\$90.00	\$110.00	Yes
Non-residents Operating Home Industry	7.18.7	\$100.00	\$90.00	\$110.00	No
No Dwelling Unit	7.18.8	\$100.00	\$90.00	\$110.00	Yes
Bed and Breakfast operated contrary to provisions	7.19.1 – 7.19.9	\$300.00	\$270.00	\$330.00	Yes
Too Many Signs/Exceeds Area	7.20.2	\$100.00	\$90.00	\$110.00	Yes
Too Many Signs/Exceeds Area/Height	7.20.3	\$100.00	\$90.00	\$110.00	Yes
Too Many Signs/Exceeds Sign Area/Height	7.20.4	\$100.00	\$90.00	\$110.00	Yes
Too Many Signs/Exceeds Area/Height	7.20.5	\$100.00	\$90.00	\$110.00	Yes
Too Close to Property Line	7.20.6	\$100.00	\$90.00	\$110.00	Yes
Sign Illumination not from Internal Source	7.20.7	\$100.00	\$90.00	\$110.00	Yes
Parking not on Same Parcel	9.2.1	\$100.00	\$90.00	\$110.00	Yes
Not Enough Parking	9.6	\$100.00	\$90.00	\$110.00	Yes

SCHEDULE 'A'

Appendix 3(e) to Schedule A

**Electoral Area "E"
Zoning Bylaw No. 2459, 2008**

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Obstructing an officer, person or employee	3.2	\$300.00	\$270.00	\$330.00	No
Operating a Use Not Listed in Respect of a Particular Zone	6.4.1 – 6.4.3	\$500.00	\$450.00	\$550.00	No
Conditions of use (restrictions within Sections 10.0 to 15)	6.5	\$300.00	\$270.00	\$330.00	Yes
Uses in contravention of terms or conditions of TUP	7.4.1	\$500.00	\$450.00	\$550.00	Yes
Recreational Vehicle Used as Residence (no principal dwelling)	7.4.2	\$200.00	\$180.00	\$220.00	Yes
Too Many Derelict Vehicles	7.4.3	\$200.00	\$180.00	\$220.00	Yes
Fence Too High	7.8.2	\$100.00	\$90.00	\$110.00	Yes
Corner Site Fence Too High	7.8.3	\$100.00	\$90.00	\$110.00	Yes
Deer Fence Wrong Material	7.8.4	\$100.00	\$90.00	\$110.00	Yes
Park Fence Wrong Material	7.8.5	\$100.00	\$90.00	\$110.00	Yes
Barbed Wire Fence	7.8.6	\$100.00	\$90.00	\$110.00	No
Razor Wire Fence	7.8.7	\$100.00	\$90.00	\$110.00	No

SCHEDULE 'A'

Appendix 3(e) to Schedule A, continued

**Electoral Area "E"
Zoning Bylaw No. 2459, 2008**

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
No Screening/Landscaping as Required	7.9	\$100.00	\$90.00	\$110.00	Yes
Lighting not Deflected	7.10.1	\$100.00	\$90.00	\$110.00	Yes
Secondary Suite Contrary to Provisions	7.12.1 – 7.12.6	\$100.00	\$90.00	\$110.00	Yes
Not a Permitted Home Occupation	7.17.1	\$200.00	\$180.00	\$220.00	No
Home Occupation Too Large	7.17.2	\$100.00	\$90.00	\$110.00	Yes
Home Occupation not within a Building	7.17.3	\$100.00	\$90.00	\$110.00	Yes
Retail Sales Not Permitted	7.17.4	\$100.00	\$90.00	\$110.00	Yes
Commercial Vehicle Too Heavy or not Enclosed	7.17.5	\$100.00	\$90.00	\$110.00	Yes
Non-inhabitants Operating Home Occupation	7.17.6	\$100.00	\$90.00	\$110.00	No
Home Occupation Which Disturbs	7.17.7	\$100.00	\$90.00	\$110.00	No
Too Many Non-Resident Personnel	7.17.8	\$100.00	\$90.00	\$110.00	Yes
Not a Permitted Home Industry	7.18.1	\$100.00	\$90.00	\$110.00	No

SCHEDULE 'A'

Appendix 3(e) to Schedule A, continued

**Electoral Area "E"
Zoning Bylaw No. 2459, 2008**

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Derelict Vehicles/Prohibited Storage	7.18.2	\$100.00	\$90.00	\$110.00	Yes
Home Industry not within a Building	7.18.3	\$100.00	\$90.00	\$110.00	Yes
Home Industry Too Large	7.18.4	\$100.00	\$90.00	\$110.00	Yes
Retails Sales Prohibited	7.18.5	\$100.00	\$90.00	\$110.00	Yes
Storage Area Set Back	7.18.6	\$100.00	\$90.00	\$110.00	Yes
External Storage Not Screened / Building Exceeds Size	7.18.7	\$100.00	\$90.00	\$110.00	Yes
Non-residents Operating Home Industry	7.18.8	\$100.00	\$90.00	\$110.00	No
Bed and Breakfast Operated Contrary to Provisions	7.19.1 – 7.19.9	\$300.00	\$270.00	\$330.00	Yes
Sign Not Permitted	7.20.1	\$100.00	\$90.00	\$110.00	Yes
Too Many Signs/Exceeds Area	7.20.2	\$100.00	\$90.00	\$110.00	Yes
Too Many Signs/Exceeds Area/Height	7.20.3	\$100.00	\$90.00	\$110.00	Yes
Too Many Signs/Exceeds Sign Area/Height	7.20.4	\$100.00	\$90.00	\$110.00	Yes

SCHEDULE 'A'

Appendix 3(e) to Schedule A, continued

**Electoral Area "E"
Zoning Bylaw No. 2459, 2008**

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Too Many Signs/Exceeds Sign Area/Height	7.20.5	\$100.00	\$90.00	\$110.00	Yes
Sign too Close to Property Line	7.20.6	\$100.00	\$90.00	\$110.00	Yes
Sign Illumination not from Internal Source	7.20.7	\$100.00	\$90.00	\$110.00	Yes
Livestock Exceeds Number Permitted	7.23.1	\$100.00	\$90.00	\$110.00	Yes
Poultry/Fur Bearing Animals Exceed Number Permitted	7.23.2	\$100.00	\$90.00	\$110.00	Yes

SCHEDULE 'A'

Appendix 3(f) to Schedule A

Electoral Area "F" Zoning Bylaw No. 2461, 2008

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Obstructing an officer, person or employee	3.2	\$300.00	\$270.00	\$330.00	No
Operating a Use Not Listed in Respect of a Particular Zone	6.4.1 – 6.4.3	\$500.00	\$450.00	\$550.00	No
Conditions of use (restrictions within Sections 10.0 to 16)	6.5	\$300.00	\$270.00	\$330.00	Yes
Uses in contravention of terms and conditions of TUP	7.4.1	\$300.00	\$270.00	\$330.00	Yes
Recreational Vehicle Used as Residence (no principal dwelling)	7.4.2	\$200.00	\$180.00	\$220.00	Yes
Derelict Vehicles	7.4.3	\$200.00	\$180.00	\$220.00	Yes
Fence too High	7.8.2 (a-c)	\$100.00	\$90.00	\$110.00	Yes
Corner Site Fence too High	7.8.3	\$100.00	\$90.00	\$110.00	Yes
Deer Fence Wrong Material	7.8.4	\$100.00	\$90.00	\$110.00	Yes
Park Fence Wrong Material	7.8.5	\$100.00	\$90.00	\$110.00	Yes
Barbed Wire Fence	7.8.6	\$100.00	\$90.00	\$110.00	No
Razor Wire Fence	7.8.7	\$100.00	\$90.00	\$110.00	No

SCHEDULE 'A'

Appendix 3(f) to Schedule A, continued

**Electoral Area "F"
Zoning Bylaw No. 2461, 2008**

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Commercial/Industrial Use not Screened	7.9	\$100.00	\$90.00	\$110.00	Yes
Outdoor Storage Unit not Screened	7.9	\$100.00	\$90.00	\$110.00	Yes
Home Occupation/Home Industry not Screened	7.9	\$100.00	\$90.00	\$110.00	Yes
Home Occupation Creates Traffic	7.17.10	\$100.00	\$90.00	\$110.00	Yes
Not a Permitted Home Industry	7.18.1	\$100.00	\$90.00	\$110.00	No
Derelict Vehicles/Not Enclosed or Screened	7.18.2	\$100.00	\$90.00	\$110.00	Yes
Home Industry not within a Building	7.18.3	\$100.00	\$90.00	\$110.00	Yes
Home Industry too Large	7.18.4	\$100.00	\$90.00	\$110.00	Yes
Retail Sales Prohibited	7.18.5	\$100.00	\$90.00	\$110.00	Yes
Storage not within a Building/Building Exceeds Size	7.18.6	\$100.00	\$90.00	\$110.00	Yes
Too many Non-Resident Personnel	7.18.7	\$100.00	\$90.00	\$110.00	Yes

SCHEDULE 'A'

Appendix 3(f) to Schedule A, continued

**Electoral Area "F"
Zoning Bylaw No. 2461, 2008**

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Home Industry which Disturbs	7.18.9	\$100.00	\$90.00	\$110.00	No
Home Industry Creates Pedestrian Traffic, or Parking Problems	7.18.10	\$100.00	\$90.00	\$110.00	Yes
Home Industry Sign Exceeds Size	7.18.11	\$100.00	\$90.00	\$110.00	Yes
Bed and Breakfast Operated Contrary to Provisions	7.19.1 – 7.19.9	\$300.00	\$270.00	\$330.00	Yes
Not a Permitted Sign	7.20.1	\$100.00	\$90.00	\$110.00	Yes
Too many Signs Exceeds Area/Height	7.20.2 – 7.20.6	\$100.00	\$90.00	\$110.00	Yes
Parking not on same Parcel	9.2.1	\$100.00	\$90.00	\$110.00	Yes

SCHEDULE 'A'

Appendix 3(g) to Schedule A

Electoral Area "H"

Zoning Bylaw No. 2498, 2012

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Obstructing an officer, person or employee	3.2	\$300.00	\$270.00	\$330.00	No
Operating a Use Not Listed in Respect of a Particular Zone	6.4	\$500.00	\$450.00	\$550.00	No
Conditions of Use (restrictions within Sections 11.0 to 15.0)	6.5	\$300.00	\$270.00	\$330.00	Yes
Tent as permanent residence	7.4.1	\$100.00	\$90.00	\$110.00	No
Recreational vehicle as permanent residence	7.4.2	\$200.00	\$180.00	\$220.00	No
Derelict vehicles exceed number permitted	7.4.3	\$200.00	\$180.00	\$220.00	Yes
Features projecting into setbacks	7.5	\$100.00	\$90.00	\$110.00	Yes
Fence Height	7.6	\$100.00	\$90.00	\$110.00	Yes
Provision and maintenance of screening and landscaping	7.7	\$100.00	\$90.00	\$110.00	Yes
Exterior lighting not deflected	7.8	\$100.00	\$90.00	\$110.00	Yes
Accessory dwelling exceeds size permitted	7.9.1	\$200.00	\$180.00	\$220.00	Yes
Accessory dwelling exceeds storey and/or height	7.9.2	\$200.00	\$180.00	\$220.00	Yes

SCHEDULE 'A'

Appendix 3(g) to Schedule A, continued

**Electoral Area "H"
Zoning Bylaw No. 2498, 2012**

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Secondary Suite	7.10.1 – 7.10.6	\$100.00	\$90.00	\$110.00	Yes
Carriage houses	7.11.1 – 7.11.6	\$100.00	\$90.00	\$110.00	Yes
Accessory building and structures	7.12.1 – 7.12.3	\$100.00	\$90.00	\$110.00	Yes
Residential occupancy of recreational vehicle	7.14.1 – 7.14.4	\$200.00	\$180.00	\$220.00	Yes
Agri-Tourism Accommodation	7.15.1 – 7.15.9	\$400.00	\$360.00	\$440.00	Yes
Home Occupation	7.16.1 – 7.16.7	\$200.00	\$180.00	\$220.00	Yes
Home Industry	7.17.1 – 7.17.10	\$200.00	\$180.00	\$220.00	Yes
Bed and Breakfast	7.18.1 – 7.18.9	\$300.00	\$270.00	\$330.00	Yes
Signs	7.19.1 – 7.19.7	\$100.00	\$90.00	\$110.00	Yes
Farm buildings, structures and uses	7.21	\$100.00	\$90.00	\$110.00	Yes
Keeping of Livestock	7.22.1 – 7.22.2	\$100.00	\$90.00	\$110.00	Yes
Fuel distribution pumps or devices setbacks	7.24.2	\$300.00	\$270.00	\$330.00	Yes
Composting Facilities	7.25	\$300.00	\$270.00	\$330.00	Yes

SCHEDULE 'A'

Appendix 3(g) to Schedule A, continued

**Electoral Area "H"
Zoning Bylaw No. 2498, 2012**

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Tourist Cabin	7.26.1	\$100.00	\$90.00	\$110.00	No
Parking / loading not on same parcel	9.2.1	\$100.00	\$90.00	\$110.00	Yes
Not enough parking	9.5, Table 9.2	\$100.00	\$90.00	\$110.00	Yes

SCHEDULE 'A'

Appendix 4(a) to Schedule A

Parks Regulation Bylaw No. 704, 1982

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Selling without Permission	3 (g) (i)	\$100.00	\$90.00	\$110.00	No
Prohibited Event	3 (g) (iii)	\$100.00	\$90.00	\$110.00	No
Lighting Fire	3 (g) (iii)	\$100.00	\$90.00	\$110.00	No
Advertising without Permission	3 (g) (iv)	\$100.00	\$90.00	\$110.00	No
Camping outside of Designated Area	5 (a)	\$50.00	\$45.00	\$55.00	No
Unregistered Person in Campsite After Hours	5 (e)	\$50.00	\$45.00	\$55.00	No
Deposit of Waste	5 (g)	\$250.00	\$225.00	\$275.00	No
Discharge of Water	5 (h)	\$250.00	\$225.00	\$275.00	No
Discharge of Liquid Waste	5 (i)	\$250.00	\$225.00	\$275.00	No
Damage to Tree	5 (j)	\$250.00	\$225.00	\$275.00	No
Activity which Disturbs	5 (k)	\$100.00	\$90.00	\$110.00	No
Firearm within a Park	5 (l)	\$100.00	\$90.00	\$110.00	No
Injure Wild Animal	5 (m)	\$100.00	\$90.00	\$110.00	No
Animal at Large	5 (n)	\$75.00	\$67.50	\$82.50	No
Damage/Destroy Property	5 (o)	\$100.00	\$90.00	\$110.00	No
Unlicensed Vehicle in Park	5 (q)	\$100.00	\$90.00	\$110.00	No

SCHEDULE 'A'

Appendix 4(a) to Schedule A, continued

Parks Regulation Bylaw No. 704, 1982

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Driving in Non-Designated Area	5 (q)	\$100.00	\$90.00	\$110.00	No
Vehicle Obstructing Traffic	5 (r)	\$50.00	\$45.00	\$55.00	No
No Overnight Camping	Schedule A 1 (a), 2 (c), 4 (a)	\$100.00	\$90.00	\$110.00	No
Horses, Dogs, Animals in Park	Schedule A 1 (b)	\$100.00	\$90.00	\$110.00	No
Timber Cut From Park	Schedule A 2 (a)	\$100.00	\$90.00	\$110.00	No
Interference with Roads or Trails	Schedule A 2 (b)	\$100.00	\$90.00	\$110.00	No
Vehicle Park during Prohibited Hours	Schedule A 5 (a)	\$100.00	\$90.00	\$110.00	No
Horse in Park	Schedule A 5 (b)	\$150.00	\$135.00	\$165.00	No
Dog not on Leash	Schedule A 5 (b)	\$150.00	\$135.00	\$165.00	No

SCHEDULE 'A'

Appendix 5(a) to Schedule A

Building Bylaw No. 2333, 2005

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Occupancy before Final Inspection (non-complex building)	19.3.6, 20.1	\$100.00	\$90.00	\$110.00	Yes
Occupancy before Final Inspection (complex building)	20.4	\$100.00	\$90.00	\$110.00	Yes
Obstruct Building or Authorized Official	6.6, 7.2	\$300.00	\$270.00	\$330.00	No
No Building Permit	5.1, 6.1, 8.1	\$200.00	\$180.00	\$220.00	Yes
Construction at Variance with Plans	6.5	\$100.00	\$90.00	\$110.00	Yes
Fail to Post Permit in Conspicuous Place	18.2.1	\$50.00	\$45.00	\$55.00	Yes
Fail to Keep Drawings and Specifications on the Property	18.2.2	\$100.00	\$90.00	\$110.00	Yes
Fail to Provide Swimming Pool Fencing as Required	22.3, 22.4, 22.5	\$100.00	\$90.00	\$110.00	Yes
No Demolition Permit	9.0, 24.1, 24.2, 24.3, 24.4	\$100.00	\$90.00	\$110.00	Yes
No Moving Permit	10.0, 23.1, 23.2, 23.3, 23.4	\$100.00	\$90.00	\$110.00	Yes
Fail to Obey Stop Work Order	26.4	\$200.00	\$180.00	\$220.00	No
Fail to Provide Notice for Inspection	19.3	\$100.00	\$90.00	\$110.00	Yes

SCHEDULE 'A'

Appendix 5(a) to Schedule A, continued

Building Bylaw No. 2333, 2005

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Building Code Contravention	3.2.2, 4.3, 4.2, 7.4, 8.2, 19.2, 26.3	\$100.00	\$90.00	\$110.00	Yes
Disobey No Occupancy Notice	26.6	\$200.00	\$180.00	\$220.00	Yes
Interfere with Notice	6.4	\$100.00	\$90.00	\$110.00	Yes
False or Misleading Information	6.3	\$100.00	\$90.00	\$110.00	Yes
Change of Occupancy without Permit	6.1	\$100.00	\$90.00	\$110.00	Yes
Failure to Provide Schedule C-B from Registered Professional	17.2, 25.0	\$100.00	\$90.00	\$110.00	Yes

SCHEDULE 'A'

Appendix 6(a) to Schedule A

Open Air Burning Regulations Bylaw, 2364, 2005

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Burning Prohibitive Materials	Part V, 1.1 a)	\$500.00	\$450.00	\$550.00	No
Permitted Materials not from land originated	Part V, 1.1 b)	\$250.00	\$225.00	\$275.00	No
Burning outside 7:00 a.m. and sunset	Part V, 1.1 c)	\$125.00	\$112.50	\$137.50	Yes
Burning stumps beyond 72 hours, not substantially smokeless	Part V, 1.1 d)	\$125.00	\$112.50	\$137.50	Yes
Burning stumps beyond 72 hours, combustible materials added	Part V, 1.1. d)	\$125.00	\$112.50	\$137.50	Yes
Fire not controlled and supervised	Part V, 1.1 e)	\$250.00	\$225.00	\$275.00	No
Fire within minimum separation requirements	Part V, 1.1. g) 1 – iv	\$250.00	\$225.00	\$275.00	No
Burning initiated against venting index guidelines	Part V, 1.1 h)	\$500.00	\$450.00	\$550.00	No
Smoke release beyond 72 hours	Part V, 1.1 i)	\$125.00	\$112.50	\$137.50	Yes
Exceed burn period per calendar year	Part V, 1.1 j)	\$125.00	\$112.50	\$137.50	No

SCHEDULE 'A'

Appendix 6(a) to Schedule A, continued

Open Air Burning Regulations Bylaw, 2364, 2005

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Burning outside Open Burn Dates (April 15 – October 15)	Part V, 1.1 k)	\$125.00	\$112.50	\$137.50	No
Campfire exceeds size	Part V, 2.1 a)	\$125.00 - \$500	\$112.50 – \$450	\$137.50 – \$550	Yes
Campfire located within minimum separation	Part V, 2.1 b)	\$250.00	\$225.00	\$275.00	No
Campfire constructed near combustibles	Part V, 2.1 c)	\$250.00	\$225.00	\$275.00	No
Campfire not permitted during time	Part V, 2.1 d)	\$125.00	\$112.50	\$137.50	No
Campfire contains non-permitted materials	Part V, 2.1 e)	\$500.00	\$450.00	\$550.00	No
Campfire not controlled/supervised	Part V, 2.1 f)	\$500.00	\$450.00	\$550.00	Yes
Campfire not contained in fire pit	Part V, 2.1 h)	\$250.00	\$225.00	\$275.00	No
Campfire not used for food preparation or warmth	Part V, 2.1 i)	\$125.00	\$112.50	\$137.50	Yes
Campfire permitted in exceptional circumstances	Part V, 2.1 j)	\$125.00	\$112.50	\$137.50	Yes
Campfire without property owner permission	Part V, 2.1 k)	\$250.00	\$225.00	\$275.00	No

SCHEDULE 'A'

Appendix 6(a) to Schedule A, continued

Open Air Burning Regulations Bylaw, 2364, 2005

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Burn Prohibited Materials	Part V, 3.1	\$500.00	\$450.00	\$550.00	No
Fire Hazard Restriction	Part V, 3.2	\$500.00	\$450.00	\$550.00	No
Smoke emitting/enclosed fire	Part V, 3.3	\$250.00	\$225.00	\$275.00	No
Fire started with strong wind	Part V, 3.4	\$250.00	\$225.00	\$275.00	No
Uncontrolled fire not controlled or reported	Part V, 3.5	\$500.00	\$450.00	\$550.00	No
Burn without a Permit ,	Part V, 3	\$125.00	\$112.50	\$137.50	Yes

SCHEDULE 'A'

Appendix 7(a) to Schedule A

Electoral Area "C" Untidy/Unsightly Premises Bylaw No. 2393, 2007

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Accumulation of Refuse, Garbage, Noxious, Offensive, Unwholesome material on Real Property	2 a)	\$100.00	\$90.00	\$110.00	Yes
Water to Accumulate on Real Property	2 b)	\$100.00	\$90.00	\$110.00	Yes
Noxious Weeds to Grown or Accumulate on Real Property	2 c)	\$100.00	\$90.00	\$110.00	Yes
Trees, Brush Creating a Safety Hazard on Real Property	2 d)	\$100.00	\$90.00	\$110.00	Yes
Graffiti on building or structure	2 e)	\$100.00	\$90.00	\$110.00	Yes
Any other unsightly condition	2 f)	\$100.00	\$90.00	\$110.00	Yes
Obstructing or interfering with Officer	6	\$300.00	\$270.00	\$330.00	No

SCHEDULE 'A'

Appendix 7(b) to Schedule A

Electoral Area "D" Untidy/Unsightly Premises Bylaw No. 2326, 2004

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Accumulation of Refuse, Garbage, Noxious, Offensive, Unwholesome material on Real Property	2 a)	\$100.00	\$90.00	\$110.00	Yes
Water to Accumulate on Real Property	2 b)	\$100.00	\$90.00	\$110.00	Yes
Noxious Weeds to Grown or Accumulate on Real Property	2 c)	\$100.00	\$90.00	\$110.00	Yes
Trees, Brush Creating a Safety Hazard on Real Property	2 d)	\$100.00	\$90.00	\$110.00	Yes
Graffiti on building or structure	2 e)	\$100.00	\$90.00	\$110.00	Yes
Any other unsightly condition	2 f)	\$100.00	\$90.00	\$110.00	Yes
Obstructing or interfering with Officer	6	\$300.00	\$270.00	\$330.00	No

SCHEDULE 'A'

Appendix 7(c) to Schedule A

Electoral Area "E" Untidy/Unsightly Premises Bylaw No. 2391, 2006

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Accumulation of Refuse, Garbage, Noxious, Offensive, Unwholesome material on Real Property	2 a)	\$100.00	\$90.00	\$110.00	Yes
Water to Accumulate on Real Property	2 b)	\$100.00	\$90.00	\$110.00	Yes
Noxious Weeds to Grown or Accumulate on Real Property	2 c)	\$100.00	\$90.00	\$110.00	Yes
Trees, Brush Creating a Safety Hazard on Real Property	2 d)	\$100.00	\$90.00	\$110.00	Yes
Graffiti on building or structure	2 e)	\$100.00	\$90.00	\$110.00	Yes
Any other unsightly condition	2 f)	\$100.00	\$90.00	\$110.00	Yes
Obstructing or interfering with Officer	6	\$300.00	\$270.00	\$330.00	No

SCHEDULE 'A'

Appendix 7(d) to Schedule A

Electoral Area "F" Untidy/Unsightly Premises Bylaw No. 2438, 2008

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Accumulation of Refuse, Garbage, Noxious, Offensive, Unwholesome material on Real Property	2 a)	\$100.00	\$90.00	\$110.00	Yes
Water to Accumulate on Real Property	2 b)	\$100.00	\$90.00	\$110.00	Yes
Noxious Weeds to Grown or Accumulate on Real Property	2 c)	\$100.00	\$90.00	\$110.00	Yes
Trees, Brush Creating a Safety Hazard on Real Property	2 d)	\$100.00	\$90.00	\$110.00	Yes
Graffiti on building or structure	2 e)	\$100.00	\$90.00	\$110.00	Yes
Any other unsightly condition	2 f)	\$100.00	\$90.00	\$110.00	Yes
Interfering or obstructing an Officer	6	\$300.00	\$270.00	\$330.00	No

SCHEDULE 'A'

Appendix 7(e) to Schedule A

Electoral Area "G" Untidy/Unsightly Premises Bylaw No. 2521, 2010

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Accumulation of Refuse, Garbage, Noxious, Offensive, Unwholesome material on Real Property	2 a)	\$100.00	\$90.00	\$110.00	Yes
Water to Accumulate on Real Property	2 b)	\$100.00	\$90.00	\$110.00	Yes
Noxious Weeds to Grown or Accumulate on Real Property	2 c)	\$100.00	\$90.00	\$110.00	Yes
Trees, Brush Creating a Safety Hazard on Real Property	2 d)	\$100.00	\$90.00	\$110.00	Yes
Graffiti on building or structure	2 e)	\$100.00	\$90.00	\$110.00	Yes
Any other unsightly condition	2 f)	\$100.00	\$90.00	\$110.00	Yes
Interfering or obstructing an Officer	6	\$300.00	\$270.00	\$330.00	No

SCHEDULE 'A'

Appendix 7(f) to Schedule A

Electoral Area "H" Untidy/Unsightly Premises Bylaw No. 2637, 2013

Column 1 Offence	Column 2 Section	Column 3 Penalty	Column 4 Early Payment	Column 5 Late Payment	Column 6 Compliance Agreement Available <small>Maximum 50% reduction in Penalty Amount when Compliance Agreement shown as YES</small>
Accumulation of Refuse, Garbage, Noxious, Offensive, Unwholesome material on Real Property	2 a)	\$100.00	\$90.00	\$110.00	Yes
Water to Accumulate on Real Property	2 b)	\$100.00	\$90.00	\$110.00	Yes
Noxious Weeds to Grown or Accumulate on Real Property	2 c)	\$100.00	\$90.00	\$110.00	Yes
Trees, Brush Creating a Safety Hazard on Real Property	2 d)	\$100.00	\$90.00	\$110.00	Yes
Graffiti on building or structure	2 e)	\$100.00	\$90.00	\$110.00	Yes
Any other unsightly condition	2 f)	\$100.00	\$90.00	\$110.00	Yes
Interfering or obstructing an Officer	6	\$300.00	\$270.00	\$330.00	No

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: May 21, 2015
RE: Area H Parkland Dedication

Administrative Recommendation:

THAT the Board of Directors accept the offer of parkland dedication in Coalmont, pending the results of the proposed environmental audit.

Reference:

Donation of Parkland in Electoral Area "H" – October 16, 2014 Board Report

Business Plan Objective:

KSD #3 Goal 3.1: To Develop a Socially Sustainable Community

History:

At the October 16, 2014 regular meeting of the Board, staff received direction to investigate the process for due diligence with respect to land dedication.

Alternatives:

That the Board not approve budget for due diligence and decline the offer of parkland.

That the Board forgo the due diligence process but accept the offer of parkland.

Analysis:

The parcel in question is adjacent to the Kettle Valley Rail Trail in the townsite of Coalmont, making it a very suitable place for a community park. However, the former use was likely a loading dock and therefore has the potential to be an Area of Potential Environmental Concern (APEC). Any off-site APECs from adjacent properties will also be identified through the proposed site investigation. The donor would also like to maintain access to an existing well on the site, which is used by a local resident. The condition and water quality of the well is unknown but will be part of the site investigation and will also be subject to legal review. Undertaking the proposed environmental site investigation will help mitigate or avoid the risk, should the Regional District accept the land donation.

Further discussions with the donor to clarify the conditions placed on the donation revealed that development on the site for community use, such as site furnishings, band shell or community hall would be permitted. This presents an opportunity for the residents of Coalmont who have been seeking a site for a community gathering space for some time.

Financial Analysis:

Stage 1 Preliminary Site Investigation	\$6,990 plus GST
Site Survey	\$2000-3000 plus disbursements and GST
Legal Review	\$1000-2000
Staff Time	Nominal
Total Cost	\$10,000-\$12,000 plus GST

Communication Strategy:

Should the RDOS accept the offer of parkland, the acquisition will be communicated through various channels including: the RDOS website, Media Release and Regional Connections Newsletter, in addition to local media.

Respectfully submitted:

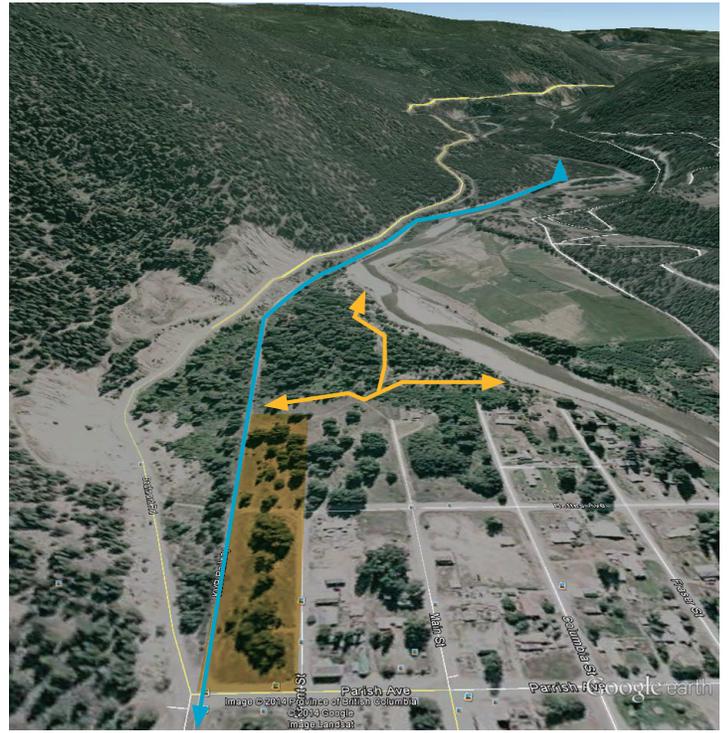
Lindsay Bourque

L. Bourque, Rural Projects Coordinator



Area "H" Land Donation

October 2, 2014 Regional Board



LEGEND

- KVR Trail ↔
- Existing trails to river ↔
- Lot 2 Plan KAP28772 ■



■ Lot 2 Plan KAP28772 Yale Div of Yale District Lot 99 378 360

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: October 16, 2014
RE: Donation of Parkland in Electoral Area "H"

Administrative Recommendation:

THAT the Board of Directors acknowledge receipt of the donation of land and refer it to Administration for due diligence.

Reference:

[Offer](#) of land donation and conditions, C. Stout

Map [Lot 2 Plan KAP28772 Yale Div of Yale District Lot 99 378 360](#)

History:

The Stout family [previously donated](#) land to the RDOS as part of a 1997 subdivision requirement in Allison Lake (north of Princeton).

Alternatives:

That the Board not investigate land donation in Coalmont.

Analysis:

The parcel in question is adjacent to the Kettle Rail Valley Trail in the Townsite of Coalmont making it a very suitable place for a community park. On Board approval, RDOS staff will investigate the environmental integrity of the land in addition to any potential liabilities that the RDOS may incur by taking over the property.

Respectfully submitted:

Lindsay Bourque

L. Bourque, Rural Projects Coordinator

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: May 21, 2015
RE: Freedom of Information and Protection of Privacy Amendment Bylaw

Administrative Recommendation:

THAT Freedom of Information and Protection of Privacy Amendment Bylaw No. 2519.01 be read a first, second and third time and be adopted.

Reference:

Bylaw No. 2519 Marked Up Version
Freedom of Information and Protection of Privacy Act (Act)

History:

In 2011, the Regional District's Freedom of Information and Protection of Privacy Bylaw was amended to reflect administrative and legislative changes.

Analysis:

As part of an ongoing bylaw review several changes have recently been identified, prompting an amendment which is now before the Board for adoption.

The changes are minor, housekeeping in nature and include the removal of the Maximum Fee Schedule to the RDOS Fees and Charges Bylaw, which is also before the Board with amendments this date.

Two RDOS Key Success Drivers include the commitment to provide governance & oversight in a representative democracy and to optimize the customer experience. Ensuring that our Freedom of Information and Protection of Privacy bylaws, policies and practices are current and accessible is part of fulfilling that commitment.

Respectfully submitted:

"Christy Malden"

C. Malden, Manager of Legislative Services

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN
BYLAW NO. 2519.01, 2015**

**A bylaw to amend the 'Freedom of Information and Protection of Privacy
Bylaw No. 2519, 2011'**

WHEREAS the Board of Directors established by Bylaw 2519, 2011 the administration of the Freedom of Information and Protection of Privacy Act within the Regional District of Okanagan-Similkameen ;

AND WHEREAS the Regional Board wishes to amend the bylaw;

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

1.0 CITATION

1.1 This bylaw may be cited for all purposes as the "**Freedom of Information and Protection of Privacy Amendment Bylaw No. 2519.01, 2015**".

2.0 INTERPRETATION

2.1 Subsection 1.2 of Bylaw No. 2519 is amended by deleting the definition for 'Commercial Applicant'

2.2 Subsection 2.2 is amended by changing the position title to Manager of Legislative Services:

2.3 Subsection 2.3 is amended by adding Fire Departments to the list of those bodies for which the Head and Coordinator shall act in their capacities.

2.4 Section 4.0 is amended by replacing the reference to 'Schedule A' with respect to the fee amounts and replacing with reference to 'the Regional District of Okanagan-Similkameen Fees & Charges Bylaw'.

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

ADOPTED this day of, 2015.

RDOS Board Chair

Corporate Officer

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2519, 2011

A bylaw for the administration of the *Freedom of Information and Protection of Privacy Act*.

WHEREAS, the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, Chapter 165, as amended, requires that a local government, by bylaw:

- (a) must designate a person or group of persons as the Head of the regional district for the purposes of the *Act*;
- (b) may authorize any person to perform any duty or exercise any function under the *Act* as head of the regional district; and
- (c) may set any fees the regional district requires to be paid for providing the services described in section 75 of the *Act*.

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

1.0 DEFINITIONS AND INTERPRETATION

1.1 The definitions contained in Part 1 of the *Act* shall apply to this bylaw except where the context requires otherwise.

1.2 In this bylaw:

"**Act**" means the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, Chapter 165;

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

~~"**Commercial Applicant**" means a person who makes a request for access to a record to obtain information for use in connection with a trade, business, profession or other venture for profit.~~

"**Coordinator**" means the person designated in section 2.as the Information and Privacy Coordinator.

"**Head**" means the person designated as the Head of the Regional District under section 2 of this Bylaw.

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

"**Request**" means a request under section 5 of the *Act*.

2.0 ADMINISTRATION

2.1 The Chief Administrative Officer is designated as Head for the purposes of the Act;

2.2 The ~~Deputy Corporate Officer~~ Manager of Legislative Services is designated as the Information and Privacy Coordinator;

2.3 For the purposes of the Act, the Head and the Coordinator shall act in their respective capacities for all regional district boards, commissions ~~and committees~~, and fire departments of the Regional District.

3.0 POWERS OF COORDINATOR

The Head may delegate any of the Head's duties under the Act to the Coordinator.

4.0 FEES

An applicant making a request shall pay to the Regional District the fees set out in Schedule 'A' the Regional District of Okanagan-Similkmaeen Fees & Charges Bylaw for the purpose of:

- (a) locating, retrieving and producing the record;
- (b) preparing the record for disclosure;
- (c) shipping and handling the record;
- (d) providing a copy of the record.

5.0 REPEALS

Bylaw No. 1538, 1994 is hereby repealed.

6.0 CITATION

This bylaw may be cited for all purposes as the "Freedom of Information and Protection of Privacy Bylaw No. 2519, 2011".

READ A FIRST, SECOND AND THIRD TIME this 17th day of November, 2011.

ADOPTED BY 2/3 OF THE VOTE this 17th day of November, 2011.

Chairman

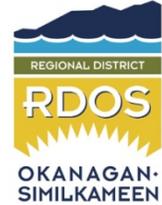
Chief Administrative Officer

SCHEDULE 'A'

SCHEDULE OF MAXIMUM FEES

1. For applicants other than commercial applicants:	
(a) for locating and retrieving a record	\$7.50 per ¼ hour or portion thereof after the first 3 hours.
(b) for producing a record manually	\$7.50 per ¼ hour.
(c) for producing a record from a machine readable record excluding records produced on the Geographic Information System (G.I.S.)	\$16.50 per minute for cost of use of mainframe processor on all locally attached devices plus \$7.50 per ¼ hour for developing a computer program to produce the record.
(d) for preparing a record for disclosure and handling a record	\$7.50 per ¼ hour.
(e) for shipping copies	actual costs of shipping method chosen by applicant.
(f) for copying records:	
—— (i) —— photocopies and computer printouts	\$0.25 per page (8.5 x 11, 8.5 x 14) \$0.30 per page (11 x 17)
—— (ii) —— floppy disks	\$10.00 per disk
—— (iii) —— computer tapes	\$40.00 per tape, up to 2400 feet
—— (iv) —— microfilm/fiche to paper duplication	\$0.50 per page
—— (v) —— photographs (colour or black & white)	\$5.00 to produce a negative \$12.00 each for 16" x 20" \$9.00 each for 11" x 14" \$4.00 each for 8" x 10" 3.00 each for 5" x 7"
—— (vi) —— hard copy laser print, B/W 300 dots/inch	\$0.25 per page
—— hard copy laser print, B/W 1200 dots/inch	\$0.40 per page
—— hard copy laser print, colour	\$1.65 each
—— (vii) —— photographic print of textual, graphic or cartographic record (8" x 10" black & white)	\$12.50 each
—— (viii) —— slide duplication	\$0.95 each
—— (ix) —— plans	\$1.00 per square metre
—— (x) —— video cassette (1/4" or 8mm)	\$11.00 per 60 minute cassette plus \$7.00 per ¼ hour of recording \$20.00 per 120 minute cassette plus \$7.00 per ¼ hour of recording
—— (xi) —— video cassette (1/2") duplication	\$15.00 per cassette plus \$11.00 per ¼ hour of recording
—— (xii) —— video cassette (3/4") duplication	\$40 per cassette plus \$11.00 per ¼ hour of recording
—— (xi) —— photomechanical reproduction of 1055 mm cartographic record/plan	\$3.00 each
2. For Commercial Applicants	
—— for each service listed in item 1.	the actual cost of providing that service.

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: May 21, 2015
RE: RDOS Fees and Charges Amendment Bylaw No. 2680.01, 2015

Administrative Recommendation:

THAT Bylaw No. 2680.01, 2015 Regional District of Okanagan-Similkameen Fees and Charges Amendment Bylaw be read a first, second, and third time and be adopted.

Reference:

*Bylaw No. 2680.01, 2015 – Marked Up Copy
Local Government Act*

History:

At the March 5, 2015 meeting of the Board of Directors, Regional District of Okanagan-Similkameen Fees and Charges Bylaw No. 2680 was adopted.

Administration brings the Fees and Charges Bylaw forward for review in February and adopts it in conjunction with the Budget bylaw, typically in March of each year. Occasionally; however, an amendment is required midway through the year.

Analysis:

The following changes to the existing Fees and Charges bylaw are recommended:

Schedule 5 Public Works and Engineering Services Fees

Section 3.0 Naramata Water System Fees

In the 2015 budget process, updates were required in the Naramata Water fee structure to facilitate the removal of the former “capital charge” that was designated for dualling water lines.

The new rate structure was designed to support budgeted capital reserve contributions through adjustments to the Basic User Fee. The addition of a “Development Charge” is needed to ensure those accounts without a Basic User fee are contributing to the overall rate structure in the same manner as properties receiving a Basic User Fee.

Schedule 7 Freedom of Information and Protection of Privacy Request Fees

The Regional District Freedom of Information and Protection of Privacy (FOIPP) Bylaw has recently been reviewed and will come before the Board with amendments for adoption. As part of the amending process, the fee schedule has been removed from the FOIPP bylaw and included in the Fees & Charges bylaw.

Respectfully submitted:

C. Malden, Manager of Legislative Services

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2680.01, 2014

A bylaw to amend Regional District of Okanagan-Similkameen Fees and Charges Bylaw No. 2680, 2015.

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

1.0 CITATION

- 1.1 This bylaw may be cited for all purposes as the "**Regional District of Okanagan-Similkameen Fees and Charges Amendment Bylaw No. 2680.01, 2015**".

2.0 INTERPRETATION

2.1 Schedule 5 Public Works and Engineering Services Fees

Section 3.0 Naramata Water System Fees amended to adjust fees as detailed in Appendix 'A', attached to and forming part of this bylaw

2.2 Schedule 7 Freedom of Information and Protection of Privacy Request Fees

Schedule 7 is newly created and is detailed in Appendix 'B', attached to and forming part of this bylaw

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

ADOPTED BY AT LEAST 2/3 OF THE VOTE this XXX day of XXX, 2015.

RDOS Chair

Corporate Officer

Schedule 5 – Public Works and Engineering Services Fees

Section 3 – Water System Fees –not to exceed maximum of:

1.0 Naramata Community Water System and Street Lighting	Bylaw 2377
1.1 Basic User Fee	\$ 960 /house
1.2 Grade A Domestic	\$ 267 /acre
1.3 Grade A Irrigation	\$ 255 /acre
If land is deemed to be non-irrigable, residents may apply for exemption based on an agrologist's report	
1.4 Grade B	\$165 / parcel
1.5 Development Charge applicable when no Basic User Fee attached to property	\$135 / parcel
1.6 Street Lighting	\$ 4/ parcel
In addition to the above user fees, the following will also apply:	
1.7 each garage, service station, coffee shop, cafe, business office, beauty salon, dog kennel, neighbourhood pub, hobby shop, an annual charge of	\$ 198
1.8 each farm winery and/or store and winery with restaurant, an annual charge of	\$ 396
1.9 each Packing house an annual charge of	\$ 1,070
1.10 each school an annual charge of	\$ 4,439
1.11 each Naramata Centre an annual charge of	\$ 10,094
1.12 each guesthouse, summer cabin or picker's cabin an annual charge of	\$ 165 / unit
1.13 each residence where the owner has for year round use (or rental) living units, suites, guest cottages or cabins, an annual per unit charge of	\$ 825 /unit
1.14 each motel or auto court an annual charge of	\$ 146 / unit
1.15 each resort an annual charge of	\$ 146 / unit
1.16 each bed and breakfast and annual charge of	\$ 291
1.17 each tent and trailer court an annual charge of	\$ 765
1.18 each multiple family dwelling, duplex, apartment block or condominium, an annual charge of for each family unit, except that one such unit in each building shall be exempt.	\$ 825 / unit
1.19 each bunkhouse an annual charge of	\$ 338
1.20 each single irrigation service connection a charge in accordance with the following:	
1.20.1 Three quarter inch (3/4")	\$ 83
1.20.2 One Inch (1")	\$ 83
1.20.3 One and One Quarter Inch (1 1/4")	\$ 83
1.20.4 One and One Half Inch (1 1/2")	\$ 83
1.20.5 Two Inches (2")	\$ 83

1.21 Hydrant Permit

\$ 30/per day

1.22 Connection Charge

\$350/connection

Schedule 7 – Freedom of Information and Protection of Privacy Request Fees

Schedule of Maximum Fees

1. For applicants other than commercial applicants:	
(a) for locating and retrieving a record	\$7.50 per ¼ hour or portion thereof after the first 3 hours.
(b) for producing a record manually	\$7.50 per ¼ hour.
(c) for producing a record from a machine readable record excluding records produced on the Geographic Information System (G.I.S.)	\$16.50 per minute for cost of use of mainframe processor on all locally attached devices plus \$7.50 per ¼ hour for developing a computer program to produce the record.
(d) for preparing a record for disclosure and handling a record	\$7.50 per ¼ hour.
(e) for shipping copies	actual costs of shipping method chosen by applicant.
(f) for copying records:	
(i) photocopies and computer printouts	\$0.25 per page (8.5 x 11, 8.5 x 14) \$0.30 per page (11 x 17)
(ii) floppy disks	\$10.00 per disk
(iii) computer tapes	\$40.00 per tape, up to 2400 feet
(iv) microfilm/fiche to paper duplication	\$0.50 per page
(v) photographs (colour or black & white)	\$5.00 to produce a negative \$12.00 each for 16" x 20" \$9.00 each for 11" x 14" \$4.00 each for 8" x 10" 3.00 each for 5" x 7"
(vi) hard copy laser print, B/W 300 dots/inch	\$0.25 per page
hard copy laser print, B/W 1200 dots/inch	\$0.40 per page
hard copy laser print, colour	\$1.65 each
(vii) photographic print of textual, graphic or cartographic record (8" x 10" black & white)	\$12.50 each
(viii) slide duplication	\$0.95 each
(ix) plans	\$1.00 per square metre
(x) video cassette (1/4" or 8mm)	\$11.00 per 60 minute cassette plus \$7.00 per ¼ hour of recording \$20.00 per 120 minute cassette plus \$7.00 per ¼ hour of recording
(xi) video cassette (1/2") duplication	\$15.00 per cassette plus \$11.00 per ¼ hour of recording
(xii) video cassette (3/4") duplication	\$40 per cassette plus \$11.00 per ¼ hour of recording
(xi) photomechanical reproduction of 1055 mm cartographic record/plan	\$3.00 each
2. For Commercial Applicants for each service listed in item 1.	the actual cost of providing that service.

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2680.01, 2014

A bylaw to amend Regional District of Okanagan-Similkameen Fees and Charges Bylaw No. 2680, 2015.

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

1.0 CITATION

- 1.1 This bylaw may be cited for all purposes as the "**Regional District of Okanagan-Similkameen Fees and Charges Amendment Bylaw No. 2680.01, 2015**".

2.0 INTERPRETATION

2.1 Schedule 5 Public Works and Engineering Services Fees

Section 3.0 Naramata Water System Fees amended to adjust fees as detailed in Appendix 'A', attached to and forming part of this bylaw

2.2 Schedule 7 Freedom of Information and Protection of Privacy Request Fees

Schedule 7 is newly created and is detailed in Appendix 'B', attached to and forming part of this bylaw

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

ADOPTED BY AT LEAST 2/3 OF THE VOTE this XXX day of XXX, 2015.

RDOS Chair

Corporate Officer

Schedule 5 – Public Works and Engineering Services Fees

Section 3 – Water System Fees –not to exceed maximum of:

1.0 Naramata Community Water System and Street Lighting	Bylaw 2377
1.1 Basic User Fee	\$ 960 /house
1.2 Grade A Domestic	\$ 267 /acre
1.3 Grade A Irrigation	\$ 255 /acre
If land is deemed to be non-irrigable, residents may apply for exemption based on an agrologist's report	
1.4 Grade B	\$165 / parcel
1.5 Capital Charge—separating domestic & irrigation lines <u>Development Charge</u> \$0- \$135/ parcel no longer separate charge, part of basic user fee <u>applicable when no Basic User Fee attached to property</u>	
1.6 Street Lighting	\$ 4/ parcel
In addition to the above user fees, the following will also apply:	
1.7 each garage, service station, coffee shop, cafe, business office, beauty salon, dog kennel, neighbourhood pub, hobby shop, an annual charge of	\$ 333 <u>198</u>
1.8 each farm winery and/or store and winery with restaurant, an annual charge of	\$ 530 <u>396</u>
1.9 each Packing house an annual charge of	\$1205 <u>1070</u>
1.10 each school an annual charge of	\$4574 <u>4439</u>
1.11 each Naramata Centre an annual charge of <u>10,094</u>	\$ 40229
1.12 each guesthouse, summer cabin or picker's cabin an annual charge of <u>165/unit</u>	\$ 300
1.13 each residence where the owner has for year round use (or rental) living units, suites, guest cottages or cabins, an annual per unit charge of <u>825/unit</u>	\$ 960
1.14 each motel or auto court an annual charge of <u>146/unit</u>	\$ 284
1.15 each resort an annual charge of <u>146/unit</u>	\$ 454
1.16 each bed and breakfast and annual charge of	\$ 426 <u>291</u>
1.17 each tent and trailer court an annual charge of	\$ 900 <u>765</u>
1.18 each multiple family dwelling, duplex, apartment block or condominium, an annual charge of <u>825/unit</u> for each family unit, except that one such unit in each building shall be exempt.	\$ 960
1.19 each bunkhouse an annual charge of	\$473 <u>338</u>

1.20 each single irrigation service connection a charge in accordance with the following:

1.20.1	Three quarter inch (3/4")	\$ 83
1.20.2	One Inch (1")	\$ 83
1.20.3	One and One Quarter Inch (1 1/4")	\$ 83
1.20.4	One and One Half Inch (1 1/2")	\$ 83
1.20.5	Two Inches (2")	\$ 83

1.21 Hydrant Permit \$ 30/per day

1.22 Connection Charge \$350/connection

Schedule 7 – Freedom of Information and Protection of Privacy Request Fees

Schedule of Maximum Fees

1. For applicants other than commercial applicants:	
(a) for locating and retrieving a record	\$7.50 per ¼ hour or portion thereof after the first 3 hours.
(b) for producing a record manually	\$7.50 per ¼ hour.
(c) for producing a record from a machine readable record excluding records produced on the Geographic Information System (G.I.S.)	\$16.50 per minute for cost of use of mainframe processor on all locally attached devices plus \$7.50 per ¼ hour for developing a computer program to produce the record.
(d) for preparing a record for disclosure and handling a record	\$7.50 per ¼ hour.
(e) for shipping copies	actual costs of shipping method chosen by applicant.
(f) for copying records:	
(i) photocopies and computer printouts	\$0.25 per page (8.5 x 11, 8.5 x 14) \$0.30 per page (11 x 17)
(ii) floppy disks	\$10.00 per disk
(iii) computer tapes	\$40.00 per tape, up to 2400 feet
(iv) microfilm/fiche to paper duplication	\$0.50 per page
(v) photographs (colour or black & white)	\$5.00 to produce a negative \$12.00 each for 16" x 20" \$9.00 each for 11" x 14" \$4.00 each for 8" x 10" 3.00 each for 5" x 7"
(vi) hard copy laser print, B/W 300 dots/inch	\$0.25 per page
hard copy laser print, B/W 1200 dots/inch	\$0.40 per page
hard copy laser print, colour	\$1.65 each
(vii) photographic print of textual, graphic or cartographic record (8" x 10" black & white)	\$12.50 each
(viii) slide duplication	\$0.95 each
(ix) plans	\$1.00 per square metre
(x) video cassette (1/4" or 8mm)	\$11.00 per 60 minute cassette plus \$7.00 per ¼ hour of recording \$20.00 per 120 minute cassette plus \$7.00 per ¼ hour of recording
(xi) video cassette (1/2") duplication	\$15.00 per cassette plus \$11.00 per ¼ hour of recording
(xii) video cassette (3/4") duplication	\$40 per cassette plus \$11.00 per ¼ hour of recording
(xi) photomechanical reproduction of 1055 mm cartographic record/plan	\$3.00 each
2. For Commercial Applicants for each service listed in item 1.	the actual cost of providing that service.



BOARD REPORT: May 8 , 2015

1450 KLO Road, Kelowna, BC V1W 3Z4
P 250.469.6271 F 250.762.7011
www.obwb.ca



Okanagan Basin
WATER BOARD

OBWB Directors

Doug Findlater - Chair,
Regional District of Central
Okanagan

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

Doug Dirk, Regional District of
North Okanagan

Bob Fleming, Regional District
of North Okanagan

James Baker, Regional
District of Central Okanagan

Tracy Gray, Regional District
of Central Okanagan

Andre Martin, Regional
District of Okanagan-
Similkameen

Sue McKortoff, Regional
District of Okanagan-
Similkameen

Peter Waterman, Regional
District of Okanagan-
Similkameen

Peter Waardenberg,
Okanagan Nation Alliance

Toby Pike, Water Supply
Association of B.C.

Don Dobson, Okanagan Water
Stewardship Council

**The next regular meeting of the
OBWB is 10 a.m. June 2, 2015
in Penticton, B.C., location to be
announced.**

Okanagan Basin Water Board Meeting Highlights

Board adopts position paper on invasive mussels: After sounding the alarm on invasive zebra and quagga mussels since 2012, sending numerous requests to senior governments to take action, and launching its own “Don’t Move a Mussel” awareness campaign, the board has adopted a position paper. The paper notes the province’s recent announcement of \$575,000 in 2015-16 to fight the mussels with three roving inspection stations (\$1.3 million from April 1, 2014 – March 31, 2017). For a little more funding, the OBWB suggests the province could have the permanent stations that local governments around B.C., Kelowna Chamber of Commerce, and others have been calling for. The paper also notes the OBWB’s concern about downloading and the province’s statement that once the mussels are beyond eradication it will be up to local governments to address. The board has adopted seven resolutions. Find the full statement at <http://tinyurl.com/pd9oofx>.

Mussel awareness efforts gets boost with local “Mussel Threat” film: Water Board efforts to raise awareness regarding invasive mussels received significant support recently with the launch of a six-minute film by Brynne Morrice. The part-time Okanagan, part-time New York filmmaker and actor contacted the OBWB last fall after noticing its DontMoveAMussel.ca billboard and learning more at the website. After reading about the devastation zebra and quagga mussels can cause, he wanted to learn more and do something to help protect our waters. The result is a very moving film that compares the pristine waters of B.C. to the infested waters in several U.S. states. You can find the film at www.ProtectOurFreshwater.ca.

Make Water Work Plant Collection unveiled to help WaterWise valley: The board was updated on the launch of a “Make Water Work Plant Collection” (featuring low-water plant material). The project was developed in partnership between the OBWB’s Okanagan WaterWise program, the Okanagan Xeriscape Association, and Bylands Nursery. The collection will be prominently displayed and available for sale at garden centres throughout the valley. It will also be promoted as part of the larger “Make Water Work” campaign, a valley-wide local government initiative to promote outdoor water conservation. Learn more at www.MakeWaterWork.ca.

Water Board hosts “State of the Basin” webinar: The OBWB will be hosting a webinar Friday, May 15, 11am - noon, providing an update on the state of the valley’s water supply, including reservoir levels, snow pack, groundwater and current weather forecast information. The webinar will be of interest to local government and water managers, the agricultural community and water professionals. The webinar is free. Register at: <http://tinyurl.com/jwcvzeg>.

OBWB to help Okanagan communities prepare drought plans: Directors approved support for a drought planning project for the Okanagan. Work will now begin on determining the barriers and opportunities to get all Okanagan local governments to adopt appropriate drought plans for their community. This project is based on an extensive OBWB survey conducted last year that reviewed the state of existing plans in the valley and identified further work was needed.

For more information, please visit: www.OBWB.ca