

Regional District of Okanagan-Similkameen

SCHEDULE OF MEETINGS

**THURSDAY, JUNE 2, 2016
RDOS BOARDROOM**

9:00 am	-	10:00 am	Planning and Development Committee
10:00 am	-	11:30 am	Environment and Infrastructure Committee
11:30 am	-	12:00 noon	Directors tour RBC trailer
12:00 noon	-	12:30 pm	Lunch
12:30 pm		1:00 pm	Protective Services Committee
1:00 pm		1:30 pm	Corporate Services Committee
1:30 pm	-	3:00 pm	RDOS Board

"Mark Pendergraft"

Mark Pendergraft
RDOS Board Chair

Advance Notice of Meetings:

June 16	RDOS/OSRHD Board/Committee Meetings
July 7	RDOS Board/Committee Meetings
July 21	RDOS/OSRHD Board/Committee Meetings
August 4	RDOS Board/Committee Meetings
August 18	RDOS/OSRHD Board/Committee Meetings
September 1	RDOS Board/Committee Meetings



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Planning and Development Committee

Thursday, June 2, 2016

9:00 a.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

That the Agenda for the Planning and Development Committee Meeting of June 2, 2016 be adopted.

B. Review of Zoning Bylaw Regulations - Modular and Mobile Homes

To review options regarding possible amendments to the Electoral Area Zoning Bylaws that pertain to the placement of modular and mobile homes

RECOMMENDATION 2

THAT the Board of Directors direct staff to prepare an amendment to the Electoral Area Zoning Bylaws in order to:

- .1 permit modular homes as a form of “single detached dwelling” in all zones;**
 - .2 permit modular homes as an allowable form of “accessory dwelling” in all zones;**
 - .3 permit mobile homes as an allowable form of principal dwelling unit in the RA, LH and AG zones;**
 - .4 permit mobile homes as an allowable form of “accessory dwelling” in the RA, LH and AG zones; and**
 - .5 introduce a consistent building width requirement for principal dwelling units in SH and RS Zones.**
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C. Review of Development Procedures Bylaw No. 2500, 2011 0 - Advisory Planning Commissions and Development Variance Permits

To review options regarding the consideration of Development Variance Permit (DVP) applications by Electoral Area Advisory Planning Commissions (APCs)

D. ADJOURNMENT

ADMINISTRATIVE REPORT

TO: Planning & Development Committee
FROM: B. Newell, Chief Administrative Officer
DATE: June 2, 2016
RE: Review of Zoning Bylaw Regulations - Modular and Mobile Homes



Administrative Recommendation:

THAT the Board of Directors resolves to direct staff to prepare an amendment to the Electoral Area Zoning Bylaws in order to:

- .1 permit modular homes as a form of “single detached dwelling” in all zones;**
 - .2 permit modular homes as an allowable form of “accessory dwelling” in all zones;**
 - .3 permit mobile homes as an allowable form of principal dwelling unit in the RA, LH and AG zones;**
 - .4 permit mobile homes as an allowable form of “accessory dwelling” in the RA, LH and AG zones; and**
 - .5 introduce a consistent building width requirement for principal dwelling units in SH and RS Zones.**
-

Purpose:

The purpose of this report is to review options regarding possible amendments to the Electoral Area Zoning Bylaws that pertain to the placement of modular and mobile homes.

Zoning Issue:

The Regional District has historically attempted to exclude mobile homes from being placed in certain zones by either:

- not listing “manufactured home” as a permitted use in the zone;
- requiring minimum building widths of 5.0 metres for “single detached dwellings”; or
- requiring a minimum width-to-length ratio (i.e. 1:4 or 1:5) for “single detached dwellings”.

Of concern, these regulations have not been applied consistently across Electoral Areas or zones (see Attachment No. 3), they may not be enforceable (i.e. ratio requirement might not achieve the desired outcome), and the definition of “manufactured home” is not consistent across Electoral Areas.

Background:

Prior to 1976, “manufactured homes” were referred to as “mobile homes”, but this changed following the introduction of new standards that year.

According to *British Columbia Planning Law and Practice*, the exclusion of manufactured homes from residential zones originated in the post-war years when manufactured homes more closely resembled

contemporary motorhomes in their size and level of amenity. Many communities determined the installation of these types of “manufactured homes” in residential neighbourhoods to be undesirable and, hence, sought to exclude them.

Within the Regional District, the first zoning bylaws adopted in the early 1970s generally listed “mobile homes” as being permitted in a wider range of zones than is currently the case. This started to change following the review of these original zoning bylaws in the 1990s to the point where “manufactured homes” are now only permitted in the RSM1 and RSM2 Zones.

More recently, Penticton, Summerland, Oliver and Keremeos have updated their zoning bylaws in order to differentiate between mobile and modular homes

The *Agricultural Land Reserve Use, Subdivision and Procedure Regulation* also allows for “one manufactured home, up to 9 m in width, for use by a member of the owner’s immediate family” as a “non-farm use” (meaning the use can be regulated, or prohibited by a local government).

Finally, the Regional District has recently been challenged by legal counsel retained by two separate property owners seeking to place modular homes on properties not currently zoned for “manufactured homes”.

Analysis:

Administration is concerned that the Regional District’s zoning bylaws have not kept pace with changes occurring in the manufactured home industry or with the zoning regulations implemented by member municipalities as they pertain to modular homes.

As a result, the Regional District currently prohibits the placement of modular homes in all zones other than the manufactured home parks zones (i.e. RSM1 and RSM2).

This is seen to raise a broader policy issue for the Board and whether it wishes to continue to exclude modular and mobile homes from a majority of zones as either a principal or accessory dwelling unit type.

Modular Homes as “Single Detached Dwellings”

The principal concern with the current definition of a “manufactured home” is that it is not consistent across Electoral Areas and captures both the CSA Z240 (mobile) and CSA A277 (modular) types of dwelling units (see Attachment No. 1 for examples of Z240 and A277 dwellings).

As a result, modular homes are only permitted within “manufactured home parks”, which is proving problematic as an increasing number of development applications propose the placement of modular homes in other zones (i.e. 2015 PNE Prize Home in the RS1 Zone in Naramata).

Arguments can now be made that the definition of “manufactured home” be amended in order to separate “mobile homes” from “modular homes” (see Attachment No. 2), and that “modular homes” be permitted in all zones where “single detached dwellings” are currently permitted.

The Board is asked to be aware that A277 modular homes are to be built in accordance with the BC Building Code and it is being proposed to include wording specifying that the dwelling be placed on a perimeter foundation in the new definition of “modular home”.

“Manufactured Homes” as accessory dwelling units in Rural Zones

At the moment, a number of the Electoral Area Zoning Bylaws include misleading references to “mobile homes” being a permitted form of “accessory dwelling” in certain zones. These references should be corrected *if* the Board is of the opinion that “manufactured homes” should continue to be excluded as “accessory dwellings” in all zones.

The policy of prohibiting mobile homes as a form of accessory dwelling unit in the Resource Area (RA), Large Holdings (LH) and Agriculture (AG) zones could also be re-visited. Aesthetic concerns about allowing mobile homes in Low Density Residential (RS) zones are less pressing in the RA, LH and AG Zones where minimum parcel sizes are generally going to be greater than 4.0 ha in area and the placement of a mobile home is unlikely to adversely affect a neighbouring use.

“Mobile Homes” as principal dwelling units in Rural Zones

The Board may also wish to consider the merits of allowing “mobile homes” as a permitted form of principal dwelling unit in the Resource Area (RA), Large Holdings (LH) and Agriculture (AG) zones.

It is noted that the Electoral Area “H” Zoning Bylaw currently allows for “manufactured homes” (being both mobiles and modulars) in the RA, LH, SH and AG Zones.

Width-to-Length Ratio

Further to the table provided as Attachment No. 3, the Regional District has not applied a consistent length-to-width ratio across zones or Electoral Areas, with examples including:

- 4.0 metres width, as originally designed and constructed, and a width-to-length ratio of 1:4 or less;
- 5.0 metres width, as originally designed and constructed, and a width-to-length ratio of 1:4 or less;
- 5.0 metres width, as originally designed and constructed, or 100 m², whichever is greater; or
- 98.0 m², for first storey of a single detached dwelling as originally designed and constructed.

Administration is also concerned that the 1:4 width-to-length ratio — thought to have been introduced to preclude the placement of manufactured homes in certain zones — has actually been incorrectly drafted and, as a result, requires that the width of a dwelling unit not exceed 25% of the length; which represents the typical dimension of a single wide manufactured home.

In response, Administration is proposing that a uniform regulation be introduced:

Minimum Building Width:

- a) Principal Dwelling Unit: 5.0 metres, as originally designed and constructed.
- b) Accessory Dwelling Unit: [TBD]

The range of zones that this would be applied to would be dependent upon the policy directions set by the Board in relation to the questions raised above regarding “manufactured homes” as permitted principal and accessory dwelling units.

Options:

1. THAT the Board of Directors resolves to direct staff to prepare an amendment to the Electoral Area Zoning Bylaws in order to:
 - i) permit modular homes as a form of “single detached dwelling” in all zones;
 - ii) permit modular homes as an allowable form of “accessory dwelling” in all zones;
 - iii) permit mobile homes as an allowable form of principal dwelling unit in the RA, LH and AG zones;
 - iv) permit mobile homes as an allowable form of “accessory dwelling” in the RA, LH and AG zones; and
 - v) introduce a consistent building width requirement for principal dwelling units in SH and RS Zones.


2. THAT the Board of Directors resolves to not initiate an amendment to the Electoral Area Zoning Bylaws pertaining to “manufactured homes”.

Respectfully submitted:



C. Garrish, Planning Supervisor

Endorsed by:

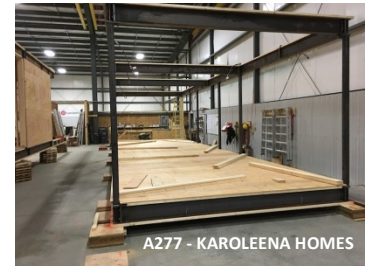


D. Butler, Development Services Manager

- Attachments:** No. 1 – Examples A277 (Modular) and Z240 (Mobile)
No. 2 – Proposed Definition Changes
No. 3 – Electoral Area Zones regulating “width-to-length ratio”

Attachment No. 1 – Examples A277 (Modular) and Z240 (Mobile)

Examples of A277 Modular Homes:



Examples of Z240 Mobile Homes:



Attachment No. 2 – Proposed Definition Changes

CURRENT	PROPOSED
<p>“manufactured home” means a single detached dwelling unit built in an enclosed factory environment in one or more sections, intended to be occupied in a place other than of its manufacture and conforming to the CSA Z240 or CSA A277 certified standard. The term “manufactured home” does not include a “recreational vehicle”; (Area “C”)</p>	<p>“manufactured home” means a home normally built in an enclosed factory environment in one or more sections, intended to be occupied in a place other than that of its manufacture and certified as being constructed to the Canadian Standards Association Z240 Mobile Home Series Standard and installed to the CSA-Z240.10.1-08 standard, but does not include travel trailers, recreational vehicles, park model recreational vehicles or campers;</p>
<p>“manufactured home” means a single or multiple section single detached dwelling unit (Canadian Standards Association (CSA) Z-240 certified single-wide or (CSA) A277 certified double-wide manufactured home) for residential occupancy designed to be transportable on its own chassis and is ready for occupancy upon arrival at its site except for incidental improvements such as placement on a hard surfaced pad, addition of steps, skirting around the base, and connection to utilities. Note: “manufactured home” and “mobile home” are sometimes used synonymously; (Area “D-1”)</p>	<p>“modular home” means a home normally built in an enclosed factory environment in one or more sections, intended to be occupied in a place other than that of its manufacture and certified as being constructed to the Canadian Standards Association A277 Standard and placed on a perimeter foundation, but does not include travel trailers, recreational vehicles, park model recreational vehicles or campers;</p>
<p>“mobile home”(or modular home) means a Canadian Standards Association certified single-wide or double-wide mobile home or double-wide modular home; (Area “D-2”)</p>	<p>“single detached dwelling” means a detached building used for residential use of one family and consisting of one dwelling unit and a secondary suite if permitted in the applicable zone. May include a “modular home” but does not include a “mobile home”.</p>
<p>“single-wide mobile home” means a single detached factory built manufactured dwelling unit, certified by the Canadian Standards Association, which is designed to be moved and has a minimum floor area of 70 m² and a minimum width as originally manufactured of not less than 3.6 metres and a maximum width of 5.0 metres for the entire length of the dwelling unit; (Area “D-2”)</p>	
<p>“manufactured home” means a Canadian Standards Association Z-240 approved single wide and double wide manufactured home; (Area “F”)</p>	
<p>“manufactured home” means a building built in an enclosed factory environment in one or more sections, intended to be occupied as a dwelling unity in a place other than of its manufacture and conforming to the CSA Z240 or CSA A277 certified standard. The term "manufactured home" does not include a “recreational vehicle” (Area “H”)</p>	

Attachment No. 3 – Electoral Area Zones regulating “width-to-length ratio”

	Area 'A'	Area 'C'	Area 'D-1'	Area 'D-2'	Area 'E'	Area 'F'	Area 'H'
Resource Area (RA)	×	×	×	×	×	×	×
Watershed Resource Area (WRA)	-	-	-	-	-	-	×
Agriculture One (AG1)	×	×	×	×	×	×	-
Agriculture Two (AG2)	×	×	-	-	-	-	-
Agriculture Three (AG3)	-	-	×	×	-	×	×
Large Holdings (LH)	×	×	×	×	×	×	×
Large Holdings Two (LH2)	-	-	-	-	-	-	×
Small Holdings One (SH1)	-	-	-	×	✓	-	-
Small Holdings Two (SH2)	×	×	✓	-	✓	×	×
Small Holdings Three (SH3)	×	×	✓	×	×	×	×
Small Holdings Four (SH4)	✓	✓	-	-	×	×	×
Small Holdings Five (SH5)	-	-	-	×	×	×	×
Residential Single Family One (RS1)	✓	✓	✓	×	✓	×	×
Residential Single Family Two (RS2)	-	×	✓	×	-	×	×
Residential Two Family Duplex (RS3)	✓	×	✓	×	✓	-	-
Residential Apex Alpine (RS4)	-	-	×	-	-	-	-
Residential Manufactured Home Park (RSM1)	-	◆	◆	◆	-	-	◆
Residential Manufactured Home Subdivision (RSM2)	-	◆	-	-	-	-	-
Residential Multiple Family (RM1)	✓	×	×	×	✓	×	-
Integrated Housing (RM2)	-	×	-	×	-	×	-
Residential Multiple Unit Three (RM3)	-	-	✓	-	-	-	-
Mixed Use Apex Alpine (RMU)	-	-	✓	-	-	-	-

× No Regulation

✓ Regulation

◆ Manufactured Homes Permitted

- Zone not in Bylaw

ADMINISTRATIVE REPORT

TO: Planning & Development Committee

FROM: B. Newell, Chief Administrative Officer

DATE: June 2, 2016

RE: Review of Development Procedures Bylaw No. 2500, 2011
Advisory Planning Commissions and Development Variance Permits



Administrative Recommendation:

For information.

Purpose:

The purpose of this report is to review options regarding the consideration of Development Variance Permit (DVP) applications by Electoral Area Advisory Planning Commissions (APCs).

Background:

Under Section 460 (Development approval procedures) of the *Local Government Act*, the Regional District must, by bylaw, define procedures under which an owner of land may apply for an amendment to an Official Community Plan (OCP) or Zoning Bylaw.

At its meeting of March 3, 2011, the Regional District Board adopted the Development Procedures Bylaw No. 2500, 2011, which established the procedures for all types of development applications contemplated by the Act (i.e. rezoning, temporary use permit, development permits and development variance permits, etc.).

The adoption of Bylaw No. 2500 represented the first time in 25 years that the Regional District's development application processes had been comprehensively reviewed, and a guiding principal of this review was a desire to improve processing times for all types of applications — an objective which Administration considers to have largely been achieved.

Of note, one of the improvements to processing times resulting from the adoption of Bylaw No. 2500 was for development variance permits (DVPs) and referrals from the Agricultural Land Commission (ALC).

Under the Regional District's previous Procedures Bylaw No. 906, 1986, all DVPs and ALC referrals were automatically sent to the relevant Electoral Area APC for comment *before* being brought forward to the Board.

Bylaw No. 2500 changed this by requiring that DVPs and ALC referrals be sent directly to the Board with an option available to the Board to defer consideration and send such an application/referral to the relevant Electoral Area APC for consideration, if deemed necessary. It is estimated that this change resulted in DVPs and ALC referrals being considered 3-6 weeks sooner by the Board.

More recently, a request has been made by an Electoral Area Director to revisit those sections of the Development Procedures Bylaw that require DVP applications to first be considered by the Board, so that discretion is created to allow DVPs to be directed to APCs prior to Board consideration.

Analysis:

Administration considers that the majority of variances that come before the Board are generally of a minor nature and can be determined based upon existing processes (i.e. staff analysis and feedback received from adjacent property owners and residents), and that additional consultation is not warranted.

In those instances, however, where a variance may be of a more substantial in nature or has engendered significant community interest and requires additional input, the option to refer a proposal to the relevant APC for input is available to the Board.

This currently allows for DVPs to be processed in as an efficient a manner as is possible in light of existing Board dates (bi-weekly), internal referral timelines (2 weeks) and statutory notification requirements (10 days before Board meeting).

Administration is concerned that incorporating APCs into this process at the front end could add 3-6 weeks back onto the processing times of an application due, primarily, to APCs meeting only once a month. In addition, such a change would require additional staff time to be devoted to preparing APC Agendas, scheduling meetings and attending meetings (as required) for proposals that might not currently be considered by an APC.

Administration is also cognizant of the direction received at the time of the Development Procedures Bylaw review in 2011 to improve processing times, and of the current "Lean Kaizen" process which is similarly seeking to ensure an application is handled as efficiently as possible (i.e. by reducing the number of "touches", and the APC would be an additional "touch").

Conversely, Administration recognises that the changes to the Development Procedure Bylaw introduced in 2011 affected the number of applications being referred to APCs and that many APC members have informally expressed dissatisfaction with this change and view it as a disregard of APC member's commitment and participation on a Board committee.

While Administration is sympathetic to this sentiment, the general down-turn in the economy experienced during this same period (i.e. the "Great Recession") had a much greater influence on the volume work being referred to APCs, while more substantive policy issues continue to be forwarded to APCs for their input (i.e. rezoning applications and changes referred from the Planning and Development Committee).

Finally, Administration also recognises that the input of an APC on a planning application, however minor the proposal may be, *could* be of benefit to an Electoral Area Director when discussing an issue at the Board table.

Should the Board be of an opinion to amend the Development Procedures Bylaw to allow for DVP applications to first be considered by an APC, Administration strongly favours this being a mandatory requirement for all such applications.

Administration is concerned that the alternative (i.e. at the discretion of a Director) creates a potentially haphazard process in which no criteria would be available to the public to inform them of the likelihood of their application first being sent to an APC. Such an approach may also create inequities as similar DVPs in different Electoral Areas could be subjected to different processing procedures.

Options:

1. THAT the Board of Directors resolves to not amend the Development Procedures Bylaw No. 2500, 2011;
2. THAT the Board of Directors resolves to direct staff to prepare an amendment to the Development Procedures Bylaw No. 2500, 2011, in order to require all development variance permit applications be considered by an Electoral Area Advisory Planning Commission prior to Board consideration; or
3. THAT the Board of Directors resolves to direct staff to prepare an amendment to the Development Procedures Bylaw No. 2500, 2011, in order to allow an Electoral Area Director discretion to require a development variance permit application be considered by their Advisory Planning Commission prior to Board consideration.

Respectfully submitted:



C. Garrish, Planning Supervisor

Endorsed by:



D. Butler, Development Services Manager



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Environment and Infrastructure Committee

Thursday, June 2, 2016

10:00 a.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Environment and Infrastructure Committee Meeting of June 2, 2016 be adopted.

B. Invasive Plants and Pesky Pests

1. Kate Hagmeir, RPBio - Program Manager of the Okanagan Region Goose Management Program
 2. Zoe Kirk – WildSafeBC update – Bears, cougars, urban deer followed by mosquito and rat update
 3. Lisa Scott, RPBio – Program Manager OASISS presentation on terrestrial plant Priority management
 4. Lisa Scott - Quagga/Zebra update
 5. Royal Bank representatives – cheque presentation
 6. Tour RBC outreach trailer
-

C. ADJOURNMENT



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Protective Services Committee

Thursday, June 2, 2016

12:30 p.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

That the Agenda for the Protective Services Committee Meeting of June 2, 2016 be adopted.

B. Alcohol Storage and Consumption – RDOS Property policy

1. Draft policy

RECOMMENDATION 2

THAT the Board adopt the “Alcohol Storage and Consumption – RDOS Property” policy.

C. ADJOURNMENT

ADMINISTRATIVE REPORT

TO: Protective Services Committee
FROM: B. Newell, Chief Administrative Officer
DATE: June 2, 2016
RE: Alcohol Storage and Consumption – RDOS Property Policy



Administrative Recommendation:

THAT the Board adopt the “Alcohol Storage and Consumption – RDOS Property” policy.

Reference:

Draft Alcohol Storage and Consumption – RDOS Property

History:

Due to an increase in circumstances where alcohol consumption at a fire hall led to firefighters responding to calls while under the influence of alcohol, the majority of local governments operating fire departments in British Columbia have implemented policy and removed the storage, sale and consumption of alcohol at their fire halls.

In 2011 RDOS staff sought legal advice on this topic. Staff were informed that with the enhanced scrutiny of public officials and first responders, any litigation or suggestion of negligence at an emergency incident would only be complicated if there was a suggestion of alcohol use by responding members. This advice was provided to the Board on September 15, 2011, when staff recommended policy (B389/11). RDOS Board defeated the recommended motion and status quo remained in RDOS fire halls.

Analysis:

Volunteer Fire Departments are often established initially as a “Society” to provide a service to neighbors within a community. This is often a social environment, where support and comradery are important to maintain volunteer members. Once a fire service has been established as a formal taxation service under the authority of a local government, rules and regulations become an obligation of that service and its authority.

The establishment of a regulated local government taxation fire service doesn’t mean that the social aspects end. Periodic “get-togethers” with members and their spouses to build morale and comradery are still very effective, providing they are in a controlled environment. In those situations, a liquor license should be obtained, with “serve it right” rules along with dedicated emergency responders assigned to respond who are not partaking in alcohol consumption.

The Regional District values their fire fighters and understands the important service they provide to their communities. It has been a practice for some fire departments to store and consume alcohol at the fire hall. There is however, a risk of condoning the storage and consumption of alcohol on RDOS property without proper licenses and controls in place. The Board should have the opportunity to discuss continuation of this practice or whether we should be moving our Departments to a more controlled environment.

Not all volunteer fire departments support the consumption of alcohol on property. Within the RDOS, Naramata, Willowbrook and Tulameen Fire Departments have already removed alcohol storage and consumption completely from their fire halls. The remaining four RDOS Fire Departments have internal policies or guidelines that govern the use of alcohol at the fire hall as well as prior to responding to an incident.

While it has been said that restricting the use and consumption of alcohol at a fire hall will see a reduction in membership, past practice has shown this is usually short lived and membership returns to previous levels.

The Regional District also owns and maintains other facilities such as community centers, arenas, halls and parks where a consistent approach to alcohol would be beneficial.

Alternative:

1. Maintain the “*status quo*” and allow members at each Fire Hall to police themselves

Respectfully submitted:

A handwritten signature in blue ink, appearing to read 'D. Kronebusch', is written over a light blue grid background.

D. Kronebusch, Emergency Services Supervisor

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

POLICY: Alcohol Storage and Consumption – RDOS Property

AUTHORITY: Board Resolution No. _____ dated _____.

POLICY STATEMENT

It shall be the policy of the Regional District of Okanagan-Similkameen (RDOS) that there is to be no alcohol stored, sold, consumed or distributed on Regional District (owned or occupied) property unless an approved “Liquor License” has been issued in accordance with the terms and conditions stated in the Regional District of Okanagan-Similkameen application request for “Special Occasion License” or the facility has its own liquor license under provisions of the *Liquor Control and Licensing Act*.

PURPOSE

To provide the rules for alcohol use and consumption on RDOS property(s).

DEFINITIONS

“**Alcohol**” refers to Alcoholic Beverages which includes wines, beers and spirits with the ethyl alcohol content value of 2 percent or higher.

RESPONSIBILITIES

All Volunteers (representing RDOS), Employees, Managers, Supervisors and Officers of RDOS are responsible to ensure rules of allowance are followed.

PROCEDURES

Interested groups are to make application for a “Special Occasion License” for each event using the RDOS website at www.rdos.bc.ca .

Those groups requiring a liquor license on an ongoing basis are to maintain a Liquor license administered through the *Liquor Control and Licensing Act* and its Regulations after securing a board resolution for the purpose.



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Corporate Services Committee

Thursday, June 2, 2016

1:00 p.m.

REGULAR AGENDA

A. APPROVAL OF AGENDA

RECOMMENDATION 1

THAT the Agenda for the Corporate Services Committee Meeting of June 2, 2016 be adopted.

B. Communication and Board Correspondence policy review

1. RDOS Communication Policy
 2. Board Correspondence Policy
-

C. Renovation Update

D. ADJOURNMENT

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: B. Newell, Chief Administrative Officer
DATE: June 2, 2016
RE: Communication and Board Correspondence Policies - For Information only



Purpose:

To review the Communications and Board Correspondence Policies to ensure they are effectively meeting the needs of the organization.

Reference:

Communications Policy, adopted July 16, 2015
Correspondence Policy, adopted July 16, 2015

Business Plan Objective:

Goal 4.4 to develop a responsive, transparent, effective organization

Analysis:

The Communication Policy establishes guidelines regarding who is authorized to speak on behalf of the organization to the public and media about Board decisions, programs, and activities of employees. Additionally, the policy speaks to internal communication and corporate advertising.

The Board Correspondence Policy ensures that the processes around receiving and distributing correspondence are clear and apparent.

Having such policies ensures consistent and effective information regarding the Regional District, encourages responsiveness and transparency, while respecting the privacy rights of residents and employees.

To summarize the responsibilities contained within the policies:

- The Board Chair is the primary spokesperson for the Regional District and all corporate communications shall be sent out under their signature.
- Board members are secondary spokespersons for the Regional District, and any Director sending out correspondence for those matters related to their constituency shall do so on personal letterhead and shall include a statement that the views expressed are not those of the Board. All correspondence on Directors letterhead must be forwarded to the Office of the CAO to ensure that proper records are maintained and to ensure compliance with the *Freedom of Information and Protection of Privacy Act*.
- All correspondence and communications which advise of a Board direction and which may have implications with a higher level of government shall be copied to the appropriate MLA, Minister or MP's office

- The Manager of Legislative Services is responsible for developing, managing and implementing corporate communication efforts overall, and will ensure that confidential correspondence is handled in accordance with the policy.
- Senior Managers should be prepared to speak to the media about specific programs for which they are responsible.

Communication Strategy:

Policies adopted by the Board of Directors are available on the Regional District's website. As well, employees are informed by way of the internal intranet.

Respectfully submitted:

"Christy Malden"

C. Malden, Manager of Legislative Services

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

POLICY: Communications Policy

AUTHORITY: Board Resolution dated July 16, 2015.

AMENDED: Board Resolution No. _____ dated _____.

POLICY STATEMENT

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

PURPOSE

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

DEFINITIONS

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

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

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

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

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

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

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

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

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

Media: Representatives of the print and electronic Media.

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

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

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

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

Internal

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

External

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

RESPONSIBILITIES

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

Office of the Chief Administrative Officer

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

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

Regional Board

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

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

Senior Management Team

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

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

Communications Committee

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

PROCEDURES

General

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

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

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

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

Communication Planning

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

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

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

Communicating on behalf of the Regional District

Members of the Regional Board, the Chief Administrative Officer, and Senior Managers are authorized to communicate on behalf of the Regional District in interviews, publications, news releases, on social media

sites, and related communications. Other staff may represent the Regional District if approved by a Senior Manager to communicate on a specific topic.

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

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

Handling Information Releases

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

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

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

Handling General Requests

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

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

Handling Media Requests

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

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

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

Internal Communications

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

Corporate Advertising

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

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

GUIDING PRINCIPLES

The Regional District of Okanagan-Similkameen will:

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

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

- POLICY:** Board Correspondence
- AUTHORITY:** Board Resolution dated July 16, 2015.
- AMENDED:** Board Resolution No. _____ dated _____.

POLICY STATEMENT

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

PURPOSE

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

DEFINITIONS (IF REQUIRED)

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

PROCEDURES

Incoming Correspondence

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

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

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

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

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

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

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

Outgoing Correspondence

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

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

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

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

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

General

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

ADMINISTRATIVE REPORT

TO: Corporate Services Committee
FROM: B. Newell, Chief Administrative Officer
DATE: June 2, 2016
RE: 101 Martin Street Renovation Update



For Information

Purpose:

To provide an update on the budget for the renovation project and a review of the major activities in the past months.

Background:

The main office for the Regional District at 101 Martin Street in Penticton was constructed in the 1980s and has undergone several reorganizations to accommodate staff requirements. The building contains 10,800 square feet of gross area arranged on a single level. Several issues were brought forward by staff on the existing conditions; these include non-uniform heating, lighting problems, high noise levels, and an inefficient layout.

An initial space assessment and conceptual design for renovations was completed in 2013. The goals accomplished during this project included completing an analysis of the current space available, developing a conceptual floor plan to consolidate workgroups, providing concepts to create a more vibrant and inspiring work place and establishing an effective layout for the reception area and front counters. The Space Committee, composed of staff members, worked out some key aspect details to revise the design. Further revisions were continued until the proposed basic design went out for tender for construction in August 2015.

Construction Review:

Greyback Construction was retained to complete the renovations in September of 2015 and work started by the middle of October. The first area to undergo changes was the front area where the public enters the building. Work continued rotating throughout different areas in the building. With each area undergoing renovation, staff, desks and equipment were relocated to other areas. The renovations continued throughout the entire building until all staff were finally relocated into new workspaces on May 6th.

The initial tender schedule had the project completion in February of 2016. However, after the various change orders and additions in scope the schedule for completion was anticipated for late May 2016. The project is anticipated to be completed on-time as all deficiency work is expected to be completed by the end of May.

The following table presents an overview of the expenses and revenues for the project.

Budget Review:

Expense Project Component	Expense
Greyback Construction work	
Initial tender	\$365,800
Roof replacement	\$ 59,954
Lighting upgrade to LED fixtures (interior & exterior)	\$ 45,802
Carpet installation	\$ 42,189
Extra electrical and network costs	\$ 27,397
Extra floor, wall and window costs	\$ 14,131
Extra plumbing and fixture cost	\$ 6,358
Other items	\$ 14,583
Total for Greyback Construction	\$ 576,215
Other Expense Project Components	
Asbestos assessment & abatement	\$ 6,790
Disassembly/relocation/reassembly of furniture	\$ 8,934
Temporary facilities for staff/furniture	\$ 8,415
New furniture/storage	\$ 24,771
Miscellaneous items	\$ 3,626
Total for Other Components	\$ 52,536
Total Expenses for Building Renovation Project	\$628,751
Revenue Sources for Project Expenses	Revenue
Initial allocated funds	\$ 436,000
Gas Tax funds for energy efficiency improvements	\$ 174,325
Operational Funds from Water, Wastewater and Landfill budgets (Used for setting up of the new onsite laboratory)	\$ 7,500
RBC Grant Funds for landscaping additions	\$ 4,334
Building maintenance budget – additional work typically funded here (Used for rentals, alarm system, miscellaneous items)	\$ 7,500
Total Allocated Revenue for Building Renovation Project	\$ 629,659
Remaining Budget Available	\$ 908
Project has come in ON BUDGET	

Energy Efficient Upgrades

The initial plan for the renovations included several energy efficiency upgrades. Additional funds became available from the Regionally Significant Gas Tax Fund to be applied to energy efficiency components during the renovation. As a result several additional efficiency items were added to the project. The following is a complete list of energy efficiency upgrades completed during the renovation project:

- External door replacements with vestibules to restrict loss of heat/cool from the building interior to outside
- Installation of 14 light tubes within the building to bring in natural light to workspaces
- Replacement of roof to eliminate water/air leakage and pooling of water issues
- Reduction of interior walls and inclusion of side windows on interior doors incorporate more opportunities for natural light
- Replacement of all interior and exterior lighting to LED fixtures
- Automatic shades on west windows to reduce heat entry into the spaces and thus will reduce air conditioning requirements
- Updated alarm and sensor system to more efficient components with reduced energy requirements

The total estimated expense for all the energy efficiency upgrades to the Regional District building during the renovation project totals \$214,595.

A few examples of before and after renovation pictures are provided on the following pages.

Respectfully submitted:

Liisa Bloomfield, P.Eng.

L. Bloomfield, Engineering Supervisor



Reception and
Building/Planning Counters
October 2015



May 2016



North Hallway
Before - October 2015



After – May 2016





REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BOARD of DIRECTORS MEETING

Thursday, June 2, 2016

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 June 2, 2016 be adopted.

1. Consent Agenda – Corporate Issues

a. Corporate Services Committee – May 19, 2016

THAT the Minutes of the May 19, 2016 Corporate Services Committee be received.

b. Planning and Development Committee – May 19, 2016

THAT the Minutes of the My 19, 2016 Planning and Development Committee be received.

c. RDOS Regular Board Meeting – May 19, 2016

THAT the minutes of the May 19, 2106 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 Application, B. Belford, Crown Land, south of Princeton-Summerland Road, Electoral Areas “F” & “H”

i. Permit

ii. Responses

THAT the Board of Directors approve Development Variance Permit No. X2016.026–DVP.

b. Development Variance Permit Application, P. & S. Mullaney, 2211 West Bench Drive, Electoral Area “F”

i. Permit

ii. Responses

THAT the Board of Directors approve Development Variance Permit No. F2016.039–DVP

RECOMMENDATION 3 (Unweighted Rural Vote – Simple Majority)

THAT the Consent Agenda – Development Services be adopted.

B. DEVELOPMENT SERVICES – Building Inspection**1. Building Inspection Bylaw Amendment**

- a. Bylaw No. 2333.08
- b. Bylaw No. 2333.08 Schedule A

To incorporate the amendments to the 2012 BC Building Code and revisions thereto

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

THAT Regional District of Okanagan-Similkameen Building Amendment Bylaw No. 2333.08, 2016 be read a first, second and third time and be adopted.

C. DEVELOPMENT SERVICES – Rural Land Use Matters**1. Official Community Plan and Zoning Bylaw Amendment, P. Duttenhoffer, 1916 Kennedy Lake Road, Electoral Area “H”**

- a. Bylaw No. 2497.06, 2016
- b. Bylaw No. 2498.08, 2016
- c. Schedule D to Bylaw No. 2498.

To formalise the existence of recreational units that have been placed on the subject property

RECOMMENDATION 5 (Unweighted Rural Vote – Simple Majority)

THAT Bylaw No. 2497.06, 2016, Electoral Area “H” Official Community Plan Amendment Bylaw and Bylaw No. 2498.08, 2016, Electoral Area “H” Zoning Amendment Bylaw be adopted.

2. Zoning Bylaw Amendment, Regulation Accessory Structures – Electoral Areas “A”, “C”, “D”, “E”, “F” & “H”

- a. Bylaw No. 2730

The proposed amendments to the Electoral Area Zoning Bylaws will update the regulations that pertain to the development of “accessory buildings and structures” by clarifying the use of such structures (i.e. no living facilities) as well as the number and size of washrooms and showers that may be installed.

RECOMMENDATION 6 (Unweighted Rural Vote – Simple Majority)

THAT Bylaw No. 2730, 2016, Regional District of Okanagan-Similkameen Update of General Regulations for Accessory Structures Amendment Bylaw be adopted.

3. Twin Lakes Request for Variance to the Water Requirements in the Subdivision Bylaw

- a. Board Report 20 September 2012
- b. DVP application (2012)

To allow the applicant to revise the application.

RECOMMENDATION 7 (Unweighted Rural Vote – Simple Majority)

THAT Development Variance Permit No. D12-02343-005, being an application to reduce the Maximum Daily flow of water needed for a community water system in the Subdivision Bylaw, be allowed to be withdrawn at the request of the Developer.

D. COMMUNITY SERVICES – Recreation Services

1. Okanagan Falls Parks & Recreation Commission Appointments

To appoint the members to the Okanagan Falls Parks and Recreation Commission

RECOMMENDATION 8 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors appoint Brian Jackson and Tim Devlin as members of the Okanagan Falls Parks & Recreation Commission until December 31, 2016.

E. COMMUNITY SERVICES – Rural Projects

1. West Bench Transit Expansion Memorandum of Understanding

- a. Memorandum of Understanding

RECOMMENDATION 9 (Unweighted Corporate Vote – Simple Majority)

THAT the Board enter into the proposed Electoral Area “F” Transit Service Memorandum of Understanding with BC Transit

F. FINANCE

1. Electoral Area “H” Community Facilities Capital Reserve Expenditure Bylaw

- a. Bylaw No. 2735, 2016

RECOMMENDATION 10 (Weighted Corporate Vote – 2/3 Majority)

THAT Bylaw No. 2735, 2016, Electoral Area “H” Community Facilities Capital Reserve Fund Expenditure Bylaw be read a first, second and third time and be adopted.

G. OFFICE OF THE CAO**1. Okanagan Film Commission Service Establishment Bylaw****a. Bylaw No. 2734, 2016**

To establish a service for the provision of funding to the Okanagan Film Commission for the promotion and development of the film industry in the region.

RECOMMENDATION 11 (Unweighted Corporate Vote – Simple Majority)

THAT Regional District of Okanagan-Similkameen Regional Okanagan Film Commission Service Establishment Bylaw No. 2734, 2016 be read a first, second and third time prior to being forwarded to the Inspector of Municipalities for approval.

RECOMMENDATION 12 (Unweighted Corporate Vote – 2/3 Majority)

THAT upon approval by the Inspector of Municipalities, participating area approval for Regional District of Okanagan-Similkameen Regional Okanagan Film Commission Service Establishment Bylaw No. 2734, 2016 be obtained for the entire service area through an Alternative Approval Process in accordance with section 342 (4) of the *Local Government Act*.

2. Board Policy Review

- a. After Hours Access policy
- b. Contaminated Site Profiles policy
- c. Contaminated Site Application and Agreement for Relocation
- d. Landfill Tipping Fees – Environmental Clean-up Fees
- e. 300 Meter Landfill Buffer Zones
- f. Naramata Water – Chlorine Protocol for Power Outage

To rescind outdated policies.

RECOMMENDATION 13 (Unweighted Corporate Vote – Simple Majority)

THAT the Board of Directors rescind the following policies:

- **After Hours Access policy**
 - **Contaminated Site Profiles policy**
 - **Contaminated Site Application and Agreement for Relocation**
 - **Landfill Tipping Fees – Environmental Clean-up Fees**
 - **300 Meter Landfill Buffer Zones**
 - **Naramata Water – Chlorine Protocol for Power Outage.**
-

3. Lower Similkameen Community Forest Service Establishment Bylaws

- a. Bylaw No. 2739, 2016 – Electoral Area “B” Contribution
- b. Bylaw No. 2740, 2016 – Electoral Area “G” Contribution

RECOMMENDATION 14 (Unweighted Corporate Vote – Simple Majority)

THAT Regional District of Okanagan-Similkameen Electoral Area “B” Lower Similkameen Community Forest Partnership Contribution Service Establishment Bylaw No. 2739, 2016 AND Regional District of Okanagan-Similkameen Electoral Area “G” Lower Similkameen Community Forest Partnership Contribution Service Establishment Bylaw No. 2740, 2016 be read a first, second and third time prior to being forwarded to the Inspector of Municipalities for approval; and further,

THAT upon approval by the Inspector, elector approval be obtained for each service area through an Alternative Approval Process.

4. South Okanagan Transit System – Service Establishment

- a. Bylaw No. 2741, 2016
- b. South Okanagan Transit maps

RECOMMENDATION 15 (Unweighted Corporate Vote – Simple Majority)

THAT Regional District of Okanagan-Similkameen South Okanagan Transit System Service Establishment Bylaw No. 2741, 2016 be read a first, second and third time prior to being forwarded to the Inspector of Municipalities for approval.

RECOMMENDATION 16 (Unweighted Corporate Vote – 2/3)

THAT upon approval by the Inspector of Municipalities, participating area approval for Regional District of Okanagan-Similkameen South Okanagan Transit System Service Establishment Bylaw No. 2741, 2016 be obtained for the entire service area through an Alternative Approval Process.

H. CAO REPORTS**1. Verbal Update**

I. OTHER BUSINESS**1. Chair’s Report**

2. Directors Motions

3. Board Members Verbal Update

J. ADJOURNMENT



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

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Corporate Services Committee

Thursday, May 19, 2016

9:30 a.m.

Minutes

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 R. Mayer, Alt. 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 R. Barkwill, Alt. District of Summerland

MEMBERS ABSENT:

Director P. Waterman, District of Summerland

Director E. Christensen, Electoral Area "G"

STAFF PRESENT:

B. Newell, Chief Administrative Officer
C. Malden, Manager of Legislative Services
L. Bloomfield, Engineering Supervisor

T. Bouwmeester, Manager of Information Services
N. Lynn, Administrative Assistant

A. APPROVAL OF AGENDA

RECOMMENDATION 1

It was MOVED and SECONDED

THAT the Agenda for the Corporate Services Committee Meeting of May 19, 2016 be adopted. - **CARRIED**

B. Local Government Awareness Week – Introduction

1. Student introductions
 2. Director Introductions
-

C. Policies to be Rescinded

1. Regional Landfill Sites After Hours Access
2. Contaminated Sites Profiles
3. Contaminated Sites Application Agreement for Relocation
4. Landfill Tipping Fees Environmental Clean-up Activities
5. 300 Metre Landfill Buffer Zones
6. Naramata Water Utility Chlorine Protocol for Power Outage

RECOMMENDATION 2**It was MOVED and SECONDED**

THAT the Corporate Services Committee recommend that the following policies be rescinded:

- After Hours Access policy
- Contaminated Site Profiles policy
- Contaminated Site Application and Agreement for Relocation
- Landfill Tipping Fees – Environmental Clean-up Fees
- 300 Meter Landfill Buffer Zones
- Naramata Water – Chlorine Protocol for Power Outage.

CARRIED

D. 2016 UBCM Meetings

Topics for consideration included:

- Firesmart Funding
- Increased policing relating to the new Correctional Facility
- School Closures
- Youth Mental Health
- Auxiliary Policing
- IH Planning for aging populations
- KVR funding
- Waiving of Assent for Essential Services
- Gas Capture funding

E. Renovation Update

An update will be provided at the next Corporate Services Committee meeting.

F. Conflict of Interest Exceptions Regulation

1. Regulation

The meeting recessed at 10:45 a.m.

The meeting reconvened at 10:59 a.m.

G. Closed Session

RECOMMENDATION 3

It was MOVED and SECONDED

THAT in accordance with Section 90(1)(i) of the *Community Charter*, the Board close the meeting to the public on the basis of the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose. - **CARRIED**

Director Armitage vacated the Boardroom at 10:45 a.m.

The meeting was closed to the public at 10:59 a.m.

The meeting was opened to the public at 11:32 a.m.

H. ADJOURNMENT

By consensus, the meeting adjourned at 11:33 a.m.

APPROVED:

CERTIFIED CORRECT:

M. Pendergraft
RDOS Board 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

Planning and Development Committee

Thursday, May 19, 2016

9:17 a.m.

Minutes

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Director E. Christensen, Electoral Area "G"	Director P. Waterman, District of Summerland
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STAFF PRESENT:

B. Newell, Chief Administrative Officer	S. Juch, Subdivision Supervisor
C. Malden, Manager of Legislative Services	

A. APPROVAL OF AGENDA

RECOMMENDATION 1

It was MOVED and SECONDED

That the Agenda for the Planning and Development Committee Meeting of May 19, 2016 be adopted. - **CARRIED**

B. Twin Lakes Golf Resort Development Variance Permit

The Committee was provided the history and status of the Twin Lakes Golf Resort development variance permit application.

C. ADJOURNMENT

By consensus, the Planning and Development Committee meeting of May 19, 2016 adjourned at 9:29 a.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

Minutes of the Board Meeting of the Regional District of Okanagan-Similkameen (RDOS) Board of Directors held at 12:59 p.m. Thursday, May 19, 2016 in the Boardroom, 101 Martin Street, Penticton, British Columbia.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Director E. Christensen, Electoral Area "G"	Director P. Waterman, District of Summerland
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STAFF PRESENT:

B. Newell, Chief Administrative Officer	S. Croteau, Manager of Finance
C. Malden, Manager of Legislative Services	M. Woods, Manager of Community Services
D. Butler, Manager of Development Services	R. Huston, Manager of Public Works
L. Bloomfield, Engineering Supervisor	C. Garrish, Planning Supervisor
E. Riechert, Planner	L. Bourque, Rural Projects Coordinator

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 19, 2016 be adopted as amended by

- removing endorsement of the resolution passed at the April 28, 2016 Planning and Development Committee regarding a Sub Regional Conservation Fund from the Consent Agenda – Corporate Issues; and,
 - adding Item E4. Items Removed from Consent Agenda - Sub Regional Conservation Fund - **CARRIED**
-

1. Consent Agenda – Corporate Issues

- a. Corporate Services Committee – April 28, 2016
THAT the Minutes of the April 28, 2016 Corporate Services Committee be received.
- b. Community Services Committee – April 28, 2016
THAT the Minutes of the April 28, 2016 Community Services Committee be received.

- c. Environment and Infrastructure Committee – April 28, 2016
THAT the Minutes of the April 28, 2016 Environment and Infrastructure Committee be received.
- THAT the Board of Directors support the application for operational funding for Fuel Management Prescription for the Okanagan Falls Sanitary Landfill.*
- d. Planning and Development Committee – April 28, 2016
THAT the Minutes of the April 28, 2016 Planning and Development Committee be received.
- e. Protective Services Committee – April 28, 2016
THAT the Minutes of the April 28, 2016 Protective Services Committee be received.
- f. RDOS Regular Board Meeting – April 28, 2016
THAT the minutes of the April 28, 2016 RDOS Regular Board meeting be adopted.
- g. RDOS Regular Board Meeting – May 5, 2016, 2016
THAT the minutes of the May 5, 2016 RDOS Regular Board meeting be adopted.

RECOMMENDATION 2 (Unweighted Corporate Vote – Simple Majority)

IT WAS MOVED AND SECONDED

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

2. Consent Agenda – Development Services

- a. Agricultural Land Commission Referral (Subdivision), B. Cutler et al, 1540 Marron Valley Road, Electoral Area “D”
THAT the RDOS Board “authorise” the application to undertake a three lot subdivision at 1540 Marron Valley Road (District Lot 3100S, SDYD) in Electoral Area “D” to proceed to the Agricultural Land Commission.
- b. Development Variance Permit, Doell/Kampe
i. Permit
THAT the Board of Directors approve Development Variance Permit No. F2016.033–DVP

RECOMMENDATION 3 (Unweighted Rural 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. Zoning Bylaw Amendment – Electoral Areas “A”, “C”, “D”, “E”, “F” & “H” – Accessory Structures
 - a. Bylaw No. 2730, 2016
 - b. Public Hearing Report – May 19, 2016 (verbal)
 - c. Responses Received

Chair Pendergraft advised the Board of the comments and representations that had been made earlier in the day at the public hearing.

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

THAT Bylaw No. 2730, 2016, Regional District of Okanagan-Similkameen Update of General Regulations for Accessory Structures Amendment Bylaw be read a third time. - **CARRIED**

2. Voluntary Discharge of Land Use Contract No. LU-3-D; and Zoning Bylaw Amendment – P. Kerr, 130 Apple Court, Heritage Hills, Electoral Area “D”
 - a. Bylaw No. 2455.25, 2016
 - b. Responses

RECOMMENDATION 5 (Unweighted Corporate Vote – 2/3 Majority)**It was MOVED and SECONDED**

THAT Bylaw No. 2455.25, 2016, Electoral Area “D” Zoning Amendment Bylaw be read a third time and adopted. - **CARRIED**

3. Official Community Plan and Zoning Bylaw Amendment, P. Duttenhoffer, 1916 Kennedy Lake Road, Electoral Area “H”
 - a. Bylaw No. 2497.06, 2016
 - b. Bylaw No. 2498.08, 2015
 - c. Bylaw No. 2498 Schedule D
 - d. Public Hearing Report – May 17, 2016 (verbal)
 - e. Responses Received

Director Coyne advised the Board of the comments and representations that had been made at the public hearing held May 17, 2016.

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

THAT Bylaw No. 2497.06, 2016, Electoral Area “H” Official Community Plan Amendment Bylaw be read a third time; and,

THAT Bylaw No. 2498.08, 2015, Electoral Area “H” Zoning Amendment Bylaw be read a third time, as amended. - **CARRIED**

-
4. Temporary Use Permit, S. Janzen, 2835 Arawana Place, Electoral Area “E”
 - a. Permit
 - b. Responses Received

RECOMMENDATION 7 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board of Directors approve Temporary Use Permit No. E2015.130-TUP as adjusted to reflect an end date of October 31, 2016. - **CARRIED**

Opposed: Director Siddon

5. Temporary Use Permit Application, Kettle Ridge Development Corp, 2697 Workman Place, Naramata, Electoral Area “E”
 - a. Permit
 - b. Responses Received

RECOMMENDATION 8 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board of Directors approve Temporary Use Permit No. E2016.028-TUP. as adjusted to change the location to the most southern portion of the lot. - **CARRIED**

6. Development Variance Permit, R. & M. Lesnoski, 513 Sunglo Drive, Electoral Area “F”
 - a. Permit
 - b. Responses Received

RECOMMENDATION 9 (Unweighted Rural Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board of Directors approve Development Variance Permit No. F2016.009–DVP. - **CARRIED**

7. Nondisclosure Agreement with Telus Communications Company

RECOMMENDATION 10 (Unweighted Corporate Vote – Simple Majority)

It was MOVED and SECONDED

THAT the Board enter into a Nondisclosure Agreement with Telus Communications Company and that each Regional Director sign the Agreement. - **CARRIED**

Opposed: Directors Siddon, Schafer, Barkwill, Konanz

C. COMMUNITY SERVICES – Rural Projects

1. Area “D” and “E” Park Planning and Design – Expression of Interest Award
 - a. Request for Expression of Interest

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

THAT the Board of Directors award the Area “D” and “E” Park Planning and Design to L.A. West for \$46,127.70 plus applicable taxes; and,

THAT the Board of Directors authorize the Chair and Chief Administrative Officer to execute the Contracting Service Agreement. - **CARRIED**

2. License to Use Agreement - Community Parks
 - a. Agreement

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

THAT the Board of Directors authorize the Chair and Chief Administrative Officer to execute the License to Use Agreement between the Town of Oliver and Regional District of Okanagan-Similkameen for the community parks legally described as:

PID 011-024-402, Lot 707, DL 24505, SDYD, Plan 2133 (Rotary Beach, 6759 Lakeside Drive);

PID 006-278-159, Lot 362, DL 24505, SDYD, Plan KAP1996, Except Plans A1274, 18418, 20723, 30688 and Plan 38045 (Oliver Community Park, 799 McKinney Road);

PID 008-354-197, Lot 985, DL 24508, SDYD, Plan 17753 Except Plan KAP90396 (Oliver Lions Park, 6607 Main Street); and

PID 023-973-803, Lot A, DL 24508, SDYD, Plan KAP60696 Except Plan KAP67689 (Oliver Kinsmen Park, 255 Fairview Road).

CARRIED

D. PUBLIC WORKS - Engineering

1. New Building Canada Fund Grant Application Resolution
 - a. Grant Program Guide

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

THAT the Board of Directors commit to proceeding with the Skaha Estates and Kaleden Sewering Project and commit to approve borrowing of funds after completion of a successful referendum in the new service areas provided grant funding is received from the New Building Canada Fund – Small Communities Fund for this project. - **CARRIED**

E. OFFICE OF THE CAO

1. Board Policies
 - a. Information Systems Use and Social Media Policy – clean
 - b. Information Systems Use and Social Media Policy – mark up

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

THAT the Board of Directors adopt the revised Information Systems Use and Social Media Policy as presented to the Corporate Services Committee on April 28, 2016.

CARRIED

2. Boundary Adjustment – Electoral Area “B” and “G”

RECOMMENDATION 15 (Unweighted Corporate Vote – Simple Majority)**It was MOVED and SECONDED**

THAT the Board of Directors supports an amendment to boundary between Electoral Areas “B” and “G” as represented by the Province so it aligns to the RDOS Electoral Area boundary. - **CARRIED**

Director Armitage entered the Boardroom at 2:30 p.m.

3. Local Government Awareness Week - Visiting Students/Board of Directors question period

The following questions and answers were provided:

What are you doing to promote sustainable energy in the region?

- Not enough
- Carbon charter action plan and targets – report to Board and Province (renovation project)
- Electric charging stations
- Pattison Centre

- Solar energy in Osoyoos/Oliver, wineries, ag operations
- How are the Directors elected?
- Review term, process
 - Clarify
- Move toward Hydro from Natural Gas?
- Movement is the other way toward natural gas due to cost of two tier system
 - Electromotion in Summerland converts gas to hydro
 - Solar sales back to grid
- What sorts of things are outside of your control locally?
- Compassion clubs
 - Three Mile Beach
 - Roads in rural areas
 - Healthcare
 - Public Education
 - Air quality from reserve land
- How can you help young people feel more welcome and stay?
- Go into schools, talk about local government. Help establish youth councils, shadow councils
 - Email your local government to say what you'd like
 - Encourage volunteerism
 - Talk to grads
 - Diverse economy
- What kind of environment can your local government create to make you stay or come back?
- Costly to live – affordable housing is needed
 - College town activities and opportunities
 - Green initiatives, encourage others to come here
- If you had the power, what one RDOS bylaw would you repeal?
- Amend to make stronger enforcement bylaws
 - Inability for municipalities to vote on rural planning issues with huge impacts, even though they are neighbours
 - Mechanism to change them ie. Kennedy Lake variance
 - Osoyoos sign bylaw vs. RD no sign bylaw
- How to intermingle with First Nations
- Sign a protocol agreement
- How do you maintain small neighbourhoods and regulate development?
- OCP/Zoning
- Any thoughts of how the Regional District could do things better?
- Promote public opportunities for input better
 - More interaction with public

4. Items removed from consent Agenda – Corporate Issues

a. Sub-Regional Conservation Fund

RECOMMENDATION

THAT the Regional District of Okanagan-Similkameen establish a sub-regional conservation fund with participants include the Okanagan members (Penticton, Summerland, Oliver, Osoyoos, A, C, D, E, F); and further,

THAT the average requisition amount be set at \$10/household, actual taxation basis be ad valorem and the term of the fund be 5 years renewable; and further,

THAT investment decisions for the fund be made by participants based on the

recommendations of a Technical Advisory Committee (similar to the Water Stewardship Committee for the OBWB); and further,

THAT public assent be obtained through AAP and referendum if required.

THAT the Board of Directors support the application for operational funding for Fuel Management Prescription for the Okanagan Falls Sanitary Landfill.

It was MOVED and SECONDED

THAT the matter of establishing a sub-regional conservation fund with participants include the Okanagan members (Penticton, Summerland, Oliver, Osoyoos, A, C, D, E, F) be deferred to the June 16, 2016 meeting. - **CARRIED**

F. CAO REPORTS

1. Verbal Update

G. OTHER BUSINESS

1. Chair's Report

-
2. Board Representation

- a. Municipal Finance Authority (MFA) – *Pendergraft*
 - a) Report from the MFA Chair
- b. Okanagan Basin Water Board (OBWB) – *McKortoff, Martin, Waterman*
 - a) May report
- c. Okanagan-Kootenay Sterile Insect Release Board (SIR) - *Bush*
- d. Okanagan Regional Library (ORL) - *Kozakevich*
- e. Okanagan Film Commission (OFC) - *Jakubeit*
- f. Southern Interior Beetle Action Coalition (SIBAC) - *Armitage*
- g. Southern Interior Municipal Employers Association (SIMEA) - *Kozakevich*
- h. Southern Interior Local Government Association (SILGA) – *Konanz*
- i. Starling Control - *Bush*
- j. UBC Water Chair Advisory Committee - *Bauer*

-
3. Directors Motions

-
4. Board Members Verbal Update
-

H. ADJOURNMENT

By consensus, the meeting adjourned at 3:33 p.m.

APPROVED:

CERTIFIED CORRECT:

M. Pendergraft
RDOS Board Chair

B. Newell
Corporate Officer

comply with other land use regulations contained within the bylaws such as Development Permit Areas and development controls (i.e. setback, height, parcel coverage, etc.).

The Committee ultimately resolved to support the proposed “Summerland Wind Power Project” and “Shinish Creek Wind Power Project” and further directed staff to prepare a new set of General Regulations related to “height exceptions, noise and environmental and other public considerations and watershed impacts”, and that this be brought forward for consideration at a future meeting of the Committee.

Of the 5 turbines being contemplated by the current application, 2 are to be located within Watershed Resource Area (WRA) and Resource Area (RA) Zones of Electoral Area “H”, 2 are to be within the Resource Area (RA) Zone of Electoral Area “F” under the Resource Area (RA) Zone and 1 in Electoral Area “G” (which is on un-zoned land).

Under the Electoral Area ‘H’ Official Community Plan (OCP) Bylaw No. 2497, 2012, the area of the proposed turbines has been designated Resource Area (RA), and the bylaw contains a supportive statement for the establishment of energy development projects that use water, wind, sunlight, biomass or geothermal energy to generate electricity for sale into the electrical transmission and distribution infrastructure (Section 20.7.2).

Under the Electoral Area “H” Zoning Bylaw No. 2498, 2012, the RA Zone specifies a maximum building height of 10.0 metres, while the WRA Zone does not specify a maximum building height. Under the Electoral Area “F” Zoning Bylaw No. 2461, 2008, the RA Zone specifies a maximum building height of 8.0 metres.

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 27, 2016.

Analysis:

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

In considering this proposal, Administration is aware of the concerns that have accompanied the introduction of wind turbines in other communities (i.e. shadow flicker, noise, visual impact, impact on migratory bird and bat populations, etc.) and that regulations have been introduced to address siting concerns (i.e. by requiring setbacks of four times the tower height from any residence) and maximum noise levels.

In this instance, however, the remote location of the development site on un-surveyed Crown land is unlikely to result in any adverse impacts being experienced by adjacent property owners (NOTE: the closest privately held parcel is approximately 6.5 km to the north) or users.

In addition, a condition of the Crown’s Licence of Occupation is that “wind turbine sound levels will not exceed 40 dB (A-weighting)” outside an existing permanently-occupied dwelling, or at the closest boundary of an existing undeveloped residential parcel.

The Licence of Occupation also requires the proponent submit to the Province a “final Operation Environmental Management Plan signed off by a Qualified Registered Professional at least four (4) months prior to the anticipated commercial operation date of the Project.” The Province is also requiring a “detailed Clearing/Vegetation Management Plan” and a Project Work Plan for an Independent Environmental Monitor prior to construction.

Administration recognises that the Electoral Area Zoning Bylaws do not currently contemplate the development of independent wind turbine power projects and that, without a variance to the maximum height allowance in the Electoral Area “F” and “H” Resource Area Zones, this project cannot proceed.

In light of the supportive policy statements contained within the Electoral Area “H” OCP Bylaw as well those found within the South Okanagan Sub-Regional Growth Bylaw (RGS) Bylaw No. 2421, 2007, regarding renewable energy and energy conservation, Administration supports the proposed variances.

Alternatives:

- .1 THAT the Board of Directors deny Development Variance Permit No. X2016.026–DVP; or
- .2 THAT the Board of Directors defers making a decision and directs that the proposal be considered by the Electoral Area “H” and/or Electoral Area “F” Advisory Planning Commissions (APCs).

Respectfully submitted:



C. Garrish, Planning Supervisor

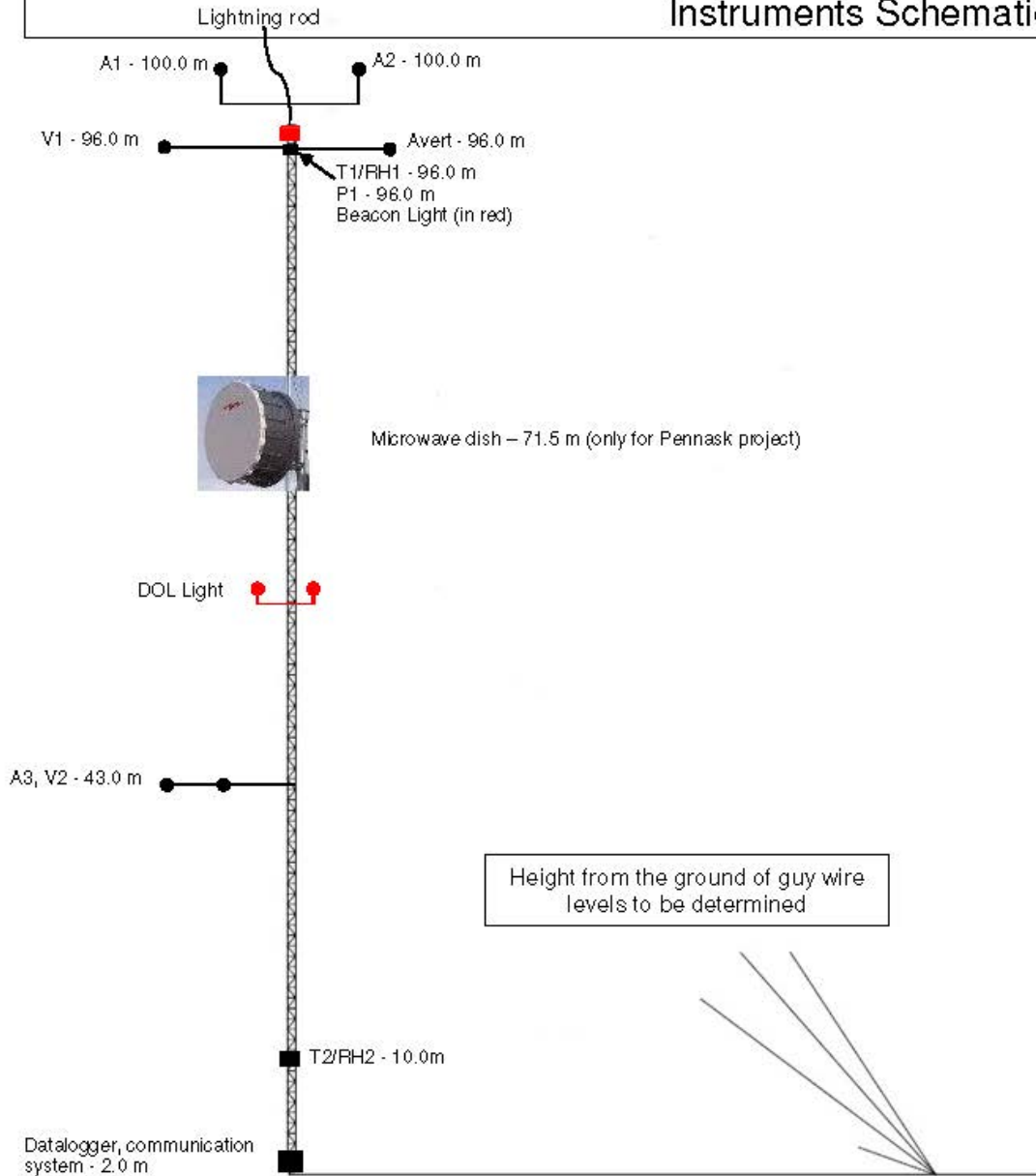
Endorsed by:



D. Butler, Development Services Manager

Attachments: No. 1 – Proposed Meteorological Town (Conceptual)

HATCH **Form F2-3-0**
Instruments Schematic



Patrice Ménard, ing.
Responsible for instrumentation signature

Martin Hamel, ing.
Site manager signature

Effective Date: 2005/10 Last Revision Date: 2009/10/30 Revision: 8 Page 3 / 3

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Development Variance Permit

FILE NO.: X2016.026-DVP

Licencee: Steve Simpson
Zero Emissions Shinish Creek LP
c/o InstarAGF Asset Management
Suite 3100, 66 Wellington Street
Toronto, Ontario
M5K-1E9

Agent: Brad Belford, P.Eng.
Suite 700
2020 Winston Park Drive
Oakville, Ontario
L6H-6X7

GENERAL CONDITIONS

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

APPLICABILITY

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

Legal Description: Those parts of District 4126 and 2090, KDYD together with all that un-surveyed Crown land in the vicinity of Shinish Creek, KDYD and ODYD, containing 1423.93 hectares, more or less.

Civic Address: N/A

Parcel Identifier (PID): N/A Folio: N/A

CONDITIONS OF DEVELOPMENT

6. The land specified in Section 5 may be developed in accordance with the following variances to the Electoral Area "F" Zoning Bylaw No. 2461, 2008, in the Regional District of Okanagan-Similkameen:
- a) The maximum height for a building or structure (wind turbines) in Resource Area (RA) Zone, as prescribed at Section 10.1.8, is varied:
 - i) from: 8.0 metres
 - to: 158.0 metres
7. The land specified in Section 5 may be developed in accordance with the following variances to the Electoral Area "H" Zoning Bylaw No. 2498, 2012, in the Regional District of Okanagan-Similkameen:
- a) The maximum height for a building or structure (wind turbines) in Resource Area (RA) Zone, as prescribed at Section 11.1.6(a), is varied:
 - i) from: 10.0 metres
 - to: 158.0 metres
 - b) The maximum height for a building or structure (meteorological tower) in Resource Area (RA) Zone, as prescribed at Section 11.1.6(a), is varied:
 - i) from: 10.0 metres
 - to: 101.0 metres

8. **COVENANT REQUIREMENTS**

- a) Not Applicable

9. **SECURITY REQUIREMENTS**

- a) Not applicable

10. **EXPIRY OF PERMIT**

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

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

Authorising resolution passed by the Regional Board on _____, 2016.

B. Newell, Chief Administrative Officer

Regional District of Okanagan-Similkameen

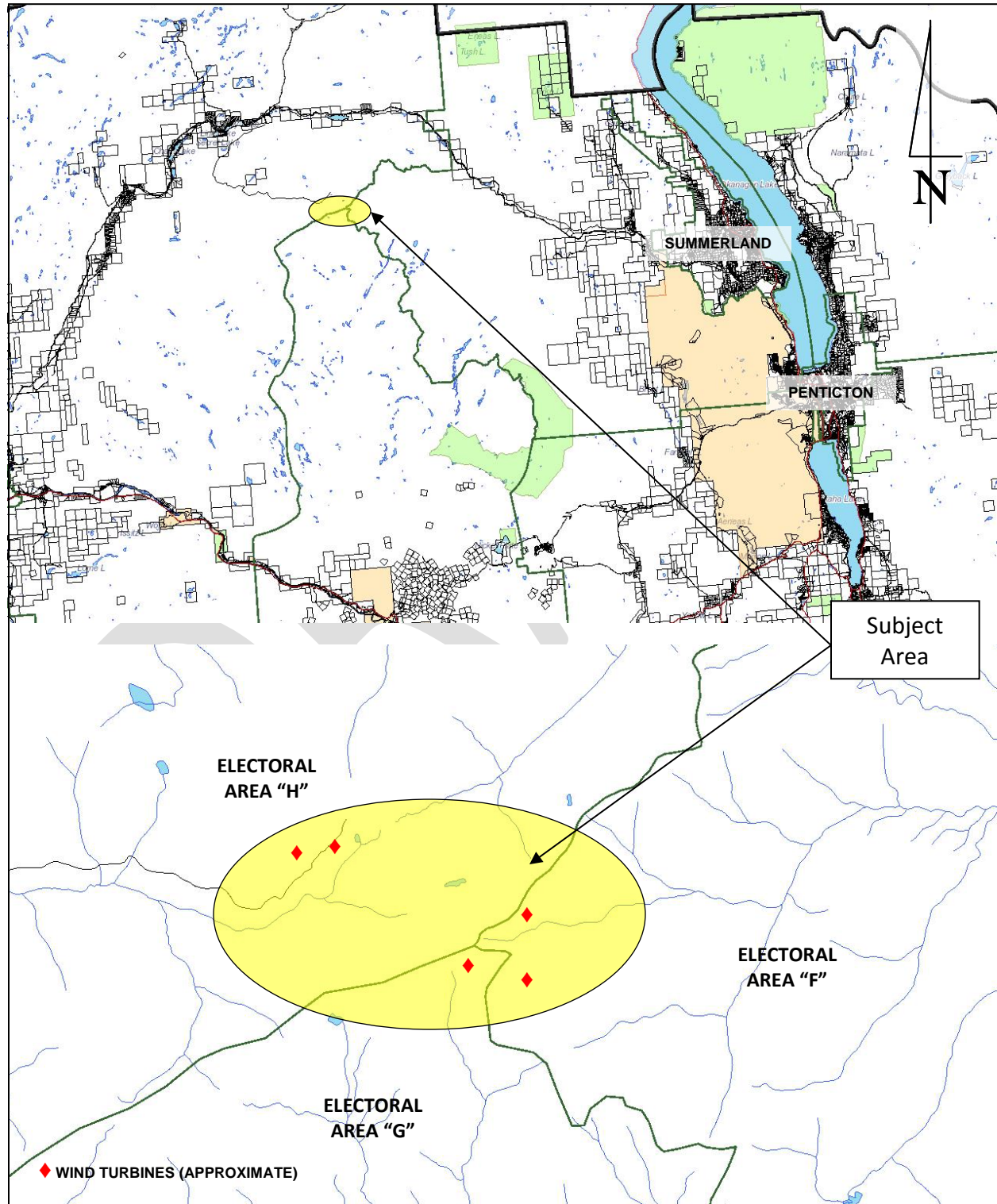
101 Martin St, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax (250) 492-0063



Development Variance Permit

File No. X2016.026-DVP

Schedule 'A'



Regional District of Okanagan-Similkameen

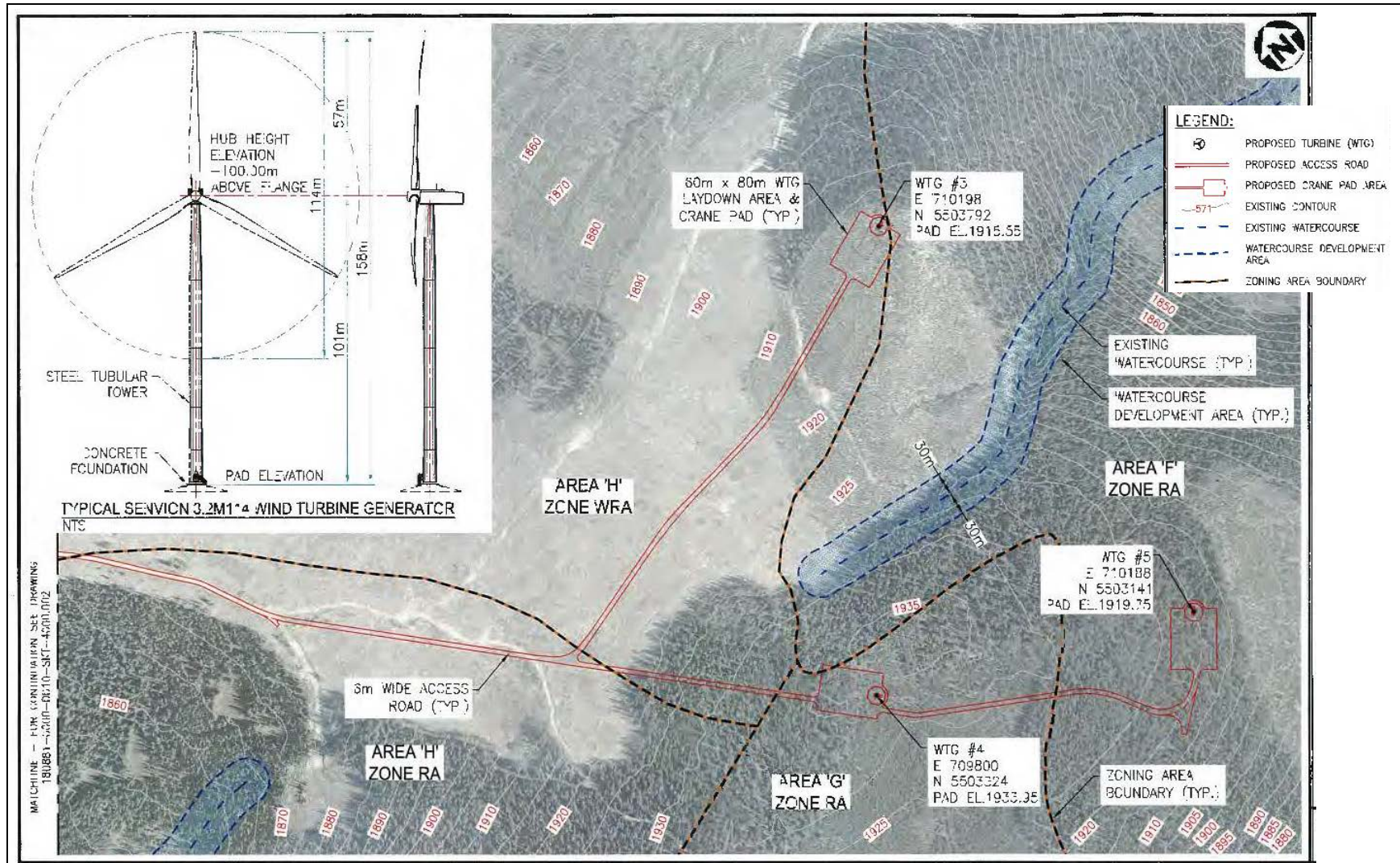
101 Martin St, Penticton, BC V2A 5J9
 Tel: (250) 492-0237 Fax (250) 492-0063



Development Variance Permit

File No. X2016.026-DVP

Schedule 'B'



Regional District of Okanagan-Similkameen

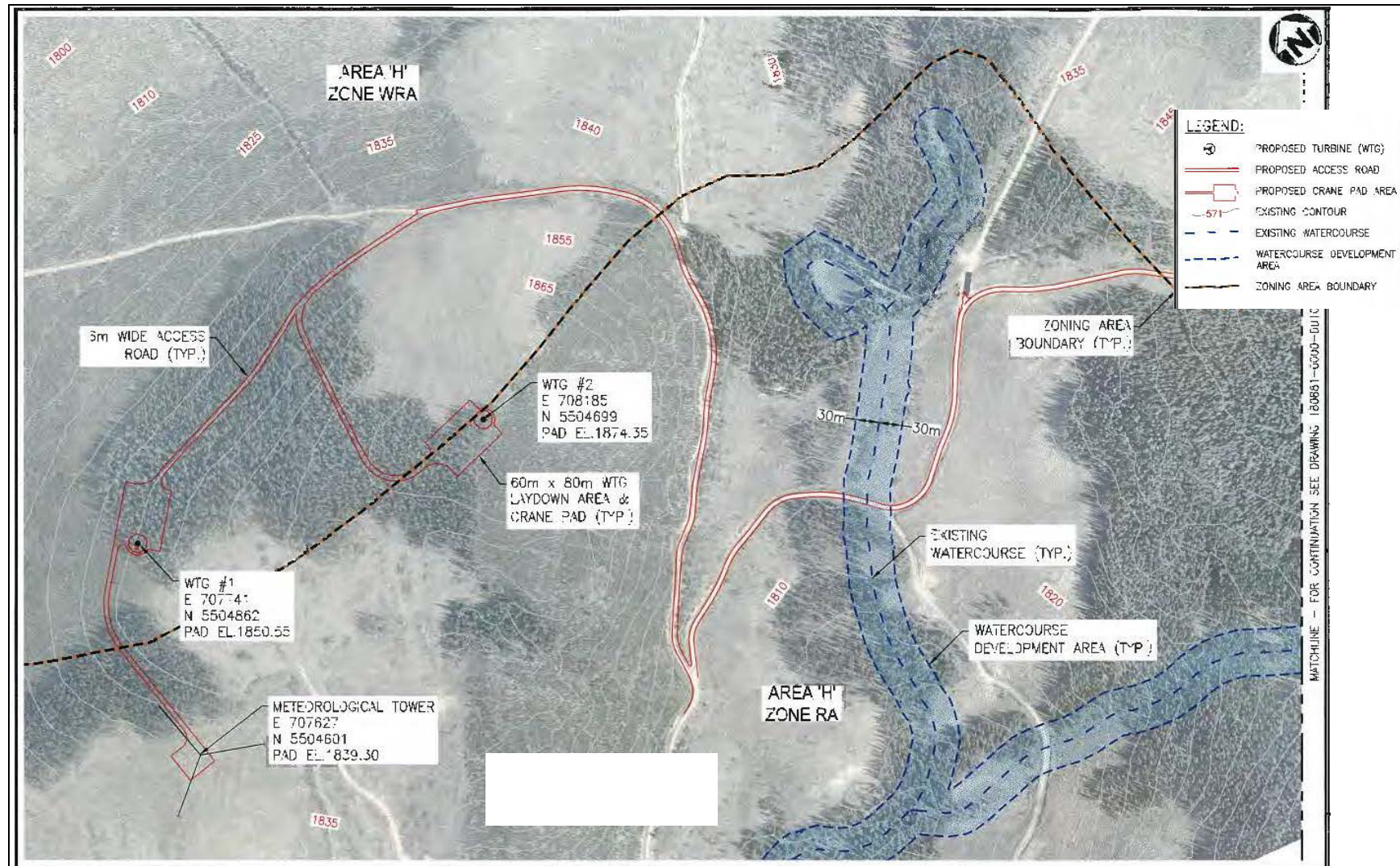
101 Martin St, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax (250) 492-0063



Development Variance Permit

File No. X2016.026-DVP

Schedule 'C'



File No. X2016.026-DVP

From: info@rdos.bc.ca
To: [Christopher Garrish](#)
Subject: Website Contact Form Submission- Attn: Christopher Garrish
Date: May-25-16 1:51:55 PM

The following comment was submitted from the RDOS website:

---- Contact Information ----

First name: Jason
Last name: Ladyman
Address:
City/Town:
Province:
Postal Code:
Phone: 250 828-4421
Email: jason.ladyman@gov.bc.ca

---- Comments ----

Questions / Comments: Received DVP information for Shinish Creek Windfarm. Proponent tenures are currently noted as Disposition in Good Standing. Client actively finalizing all components of approvals with other agencies and continue to keep stakeholders and First Nations informed of activities. If you require any specific information, do not hesitate to contact me. MFLNR Land and Resource Specialist Jason Ladyman.



ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: June 2, 2016
RE: Development Variance Permit Application — Electoral Area “F”



Administrative Recommendation:

THAT the Board of Directors approve Development Variance Permit No. F2016.039–DVP.

Purpose: To allow for the development of a new structure to be used by livestock (i.e. horses).

Owners: Paddy & Sharon Mullaney **Agent:** Darick Smith **Folio:** F-07395.005

Civic: 2211 West Bench Drive **Legal:** Lot 2, Plan KAP26033, DL 5076, SDYD, Except Plan KAP51065

OCP: Small Holdings (SH) **Zone:** Small Holdings Five (SH5)

Requested to vary the minimum required setback for a building or structure used for livestock purposes from
Variances: 30.0 metres to 6.29 metres (northern side boundary) and 20.43 metres (rear boundary).

Proposed Development:

This application proposes to reduce the required 30.0 metre setback for structures to be used for livestock purposes in order to allow for the development of a new “barn” on the subject property.

Specifically, the applicant is seeking to situate the structure within:

- 6.29 metres of the northern side boundary; and
- 20.49 metres of the rear boundary.

The applicant has stated that “I was replacing an old barn that was run down and unsafe for my daughters pony. While building the barn I did not know I needed a permit as I was just replacing it with something safe. Then I received a stop building order.” The applicant has further stated that they would “hate to tear down if refused. Having a pony on the property was reason we moved to West Bench.”

Site Context:

The subject property is approximately 4,451 m² in area and is situated on the east side of West Bench Drive and is comprised of a single detached dwelling. The surrounding pattern of development is generally characterised by similar rural-residential development.

Background:

The subject property was created by a subdivision deposited in the Land Title office on May 30, 1975. Available building permit files do not indicate when the principal dwelling or former “barn” was constructed on the property (likely before the creation of the Regional District in 1966).

Under the Electoral Area “F” Zoning Bylaw No. 2461, 2008, the subject property is zoned Small Holdings Five (SH5), which permits “accessory buildings and structures” as a permitted use and establishes setbacks of 9.0 metres (front & rear) and 3.0 metres (interior side), except when such a structure is to be used for livestock purposes, in which case the setbacks from all parcel lines are 30.0 metres.

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 27, 2016.

Analysis:

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

In this instance, the 30.0 metre setback for livestock structures is based upon guidelines produced by the Ministry of Agriculture in 1998 and which are intended to mitigate the potential for conflict between agricultural and residential uses.

Administration recognises that the Ministry updated its guidelines in 2013 and now supports a variable setback of between 15-30 metres, and that the Regional District is in the process of updating its zoning bylaws to amend the setback for livestock structures to 15.0 metres.

In the context of the subject property, these changes would leave sufficient space for a livestock structure to be situated outside of the prescribed setbacks. There also do not appear to be any limiting physical features (i.e. steep topography or watercourse) that would warrant the structure being constructed within 6.89 metres of the northern side setback.

Conversely, Administration recognises that the applicant is developing the structure at the same location as the former barn and that there is no history of conflict with adjacent uses due to a livestock building at this location.

As an aside, Administration notes that the proposed plans indicate the provision of two (2) stalls, whereas the number of livestock permitted on a parcel of this size is only one (1).

Alternatives:

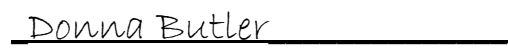
- .1 THAT the Board of Directors deny Development Variance Permit No. F2016.039–DVP; or
- .2 THAT the Board of Directors defers making a decision and directs that the proposal be considered by the Electoral Area “F” Advisory Planning Commission (APC).

Respectfully submitted:



C. Garrish, Planning Supervisor

Endorsed by:



D. Butler, Development Services Manager

Attachments: No. 1 – Site Photo

Attachment No. 1 – Site Photo



Development Variance Permit

FILE NO.: F2016.039-DVP

Owner: Paddy and Sharon Mullaney
Box 11, Site 6, RR1
Millarville, Alberta
T0L-1K0

Agent: Darick Smith
2211 West Bench Drive
Penticton, BC
V2A-8Z6

GENERAL CONDITIONS

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

APPLICABILITY

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

Legal Description: Lot 2, Plan KAP26033, District Lot 5076, SDYD, Except Plan KAP51065

Civic Address: 2211 West Bench Drive

Parcel Identifier (PID): 002-004-283 Folio: F-07395.005

CONDITIONS OF DEVELOPMENT

6. The land specified in Section 5 may be developed in accordance with the following variances to the Electoral Area "F" Zoning Bylaw No. 2461, 2008, in the Regional District of Okanagan-Similkameen:

- a) The minimum setback for an building or structure used for livestock purposes, as prescribed at Table 7.22(a) to Section 7.22, is varied:
 - i) from: 30.0 metres from the norther side parcel line
to: 6.29 metres from the northern side parcel line, as measured to the outermost projection and as shown on Schedule 'B'.
- b) The minimum setback for an building or structure used for livestock purposes, as prescribed at Table 7.22(a) to Section 7.22, is varied:
 - i) from: 30.0 metres from the rear parcel line
to: 20.43 metres from the rear parcel line, as measured to the outermost projection and as shown on Schedule 'B'.

7. **COVENANT REQUIREMENTS**

- a) Not Applicable

8. **SECURITY REQUIREMENTS**

- a) Not applicable

9. **EXPIRY OF PERMIT**

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

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

Authorising resolution passed by the Regional Board on _____, 2016.

B. Newell, Chief Administrative Officer

Regional District of Okanagan-Similkameen

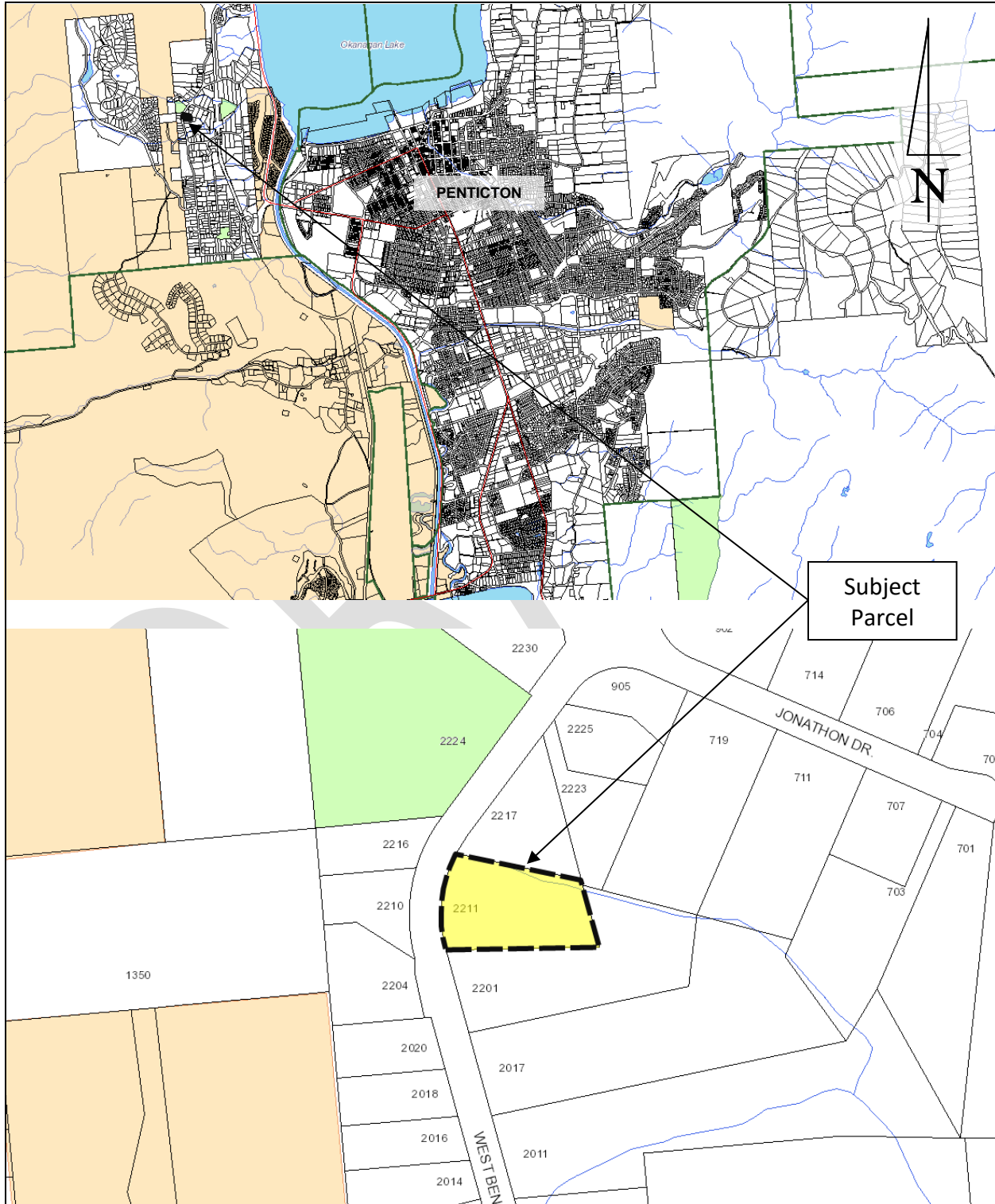
101 Martin St, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax (250) 492-0063



Development Variance Permit

File No. F2016.039-DVP

Schedule 'A'



Regional District of Okanagan-Similkameen

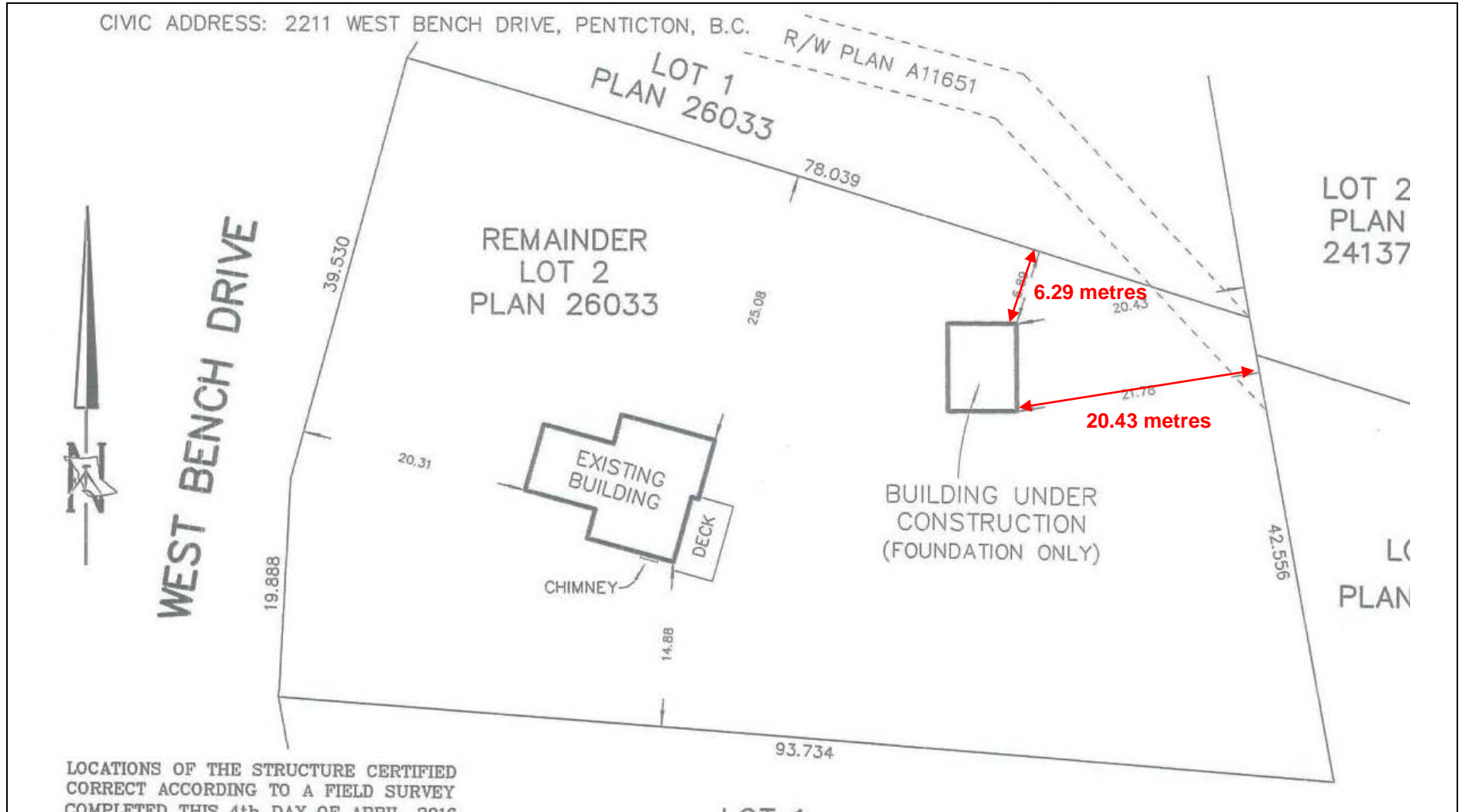
101 Martin St, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax (250) 492-0063



Development Variance Permit

File No. F2016.039-DVP

Schedule 'B'



Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC V2A 5J9

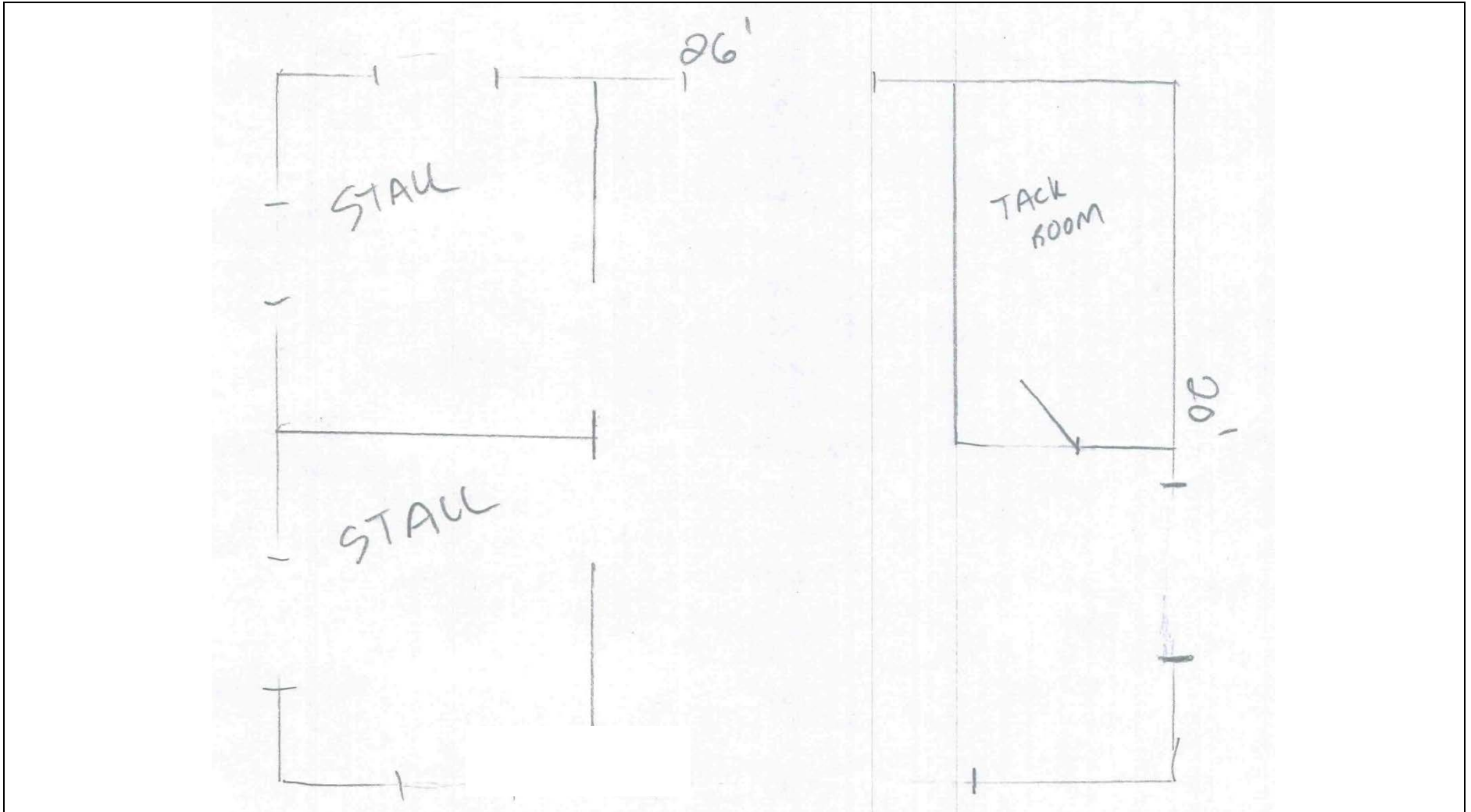
Tel: (250) 492-0237 Fax (250) 492-0063



Development Variance Permit

File No. F2016.039-DVP

Schedule 'C'



Regional District of Okanagan-Similkameen

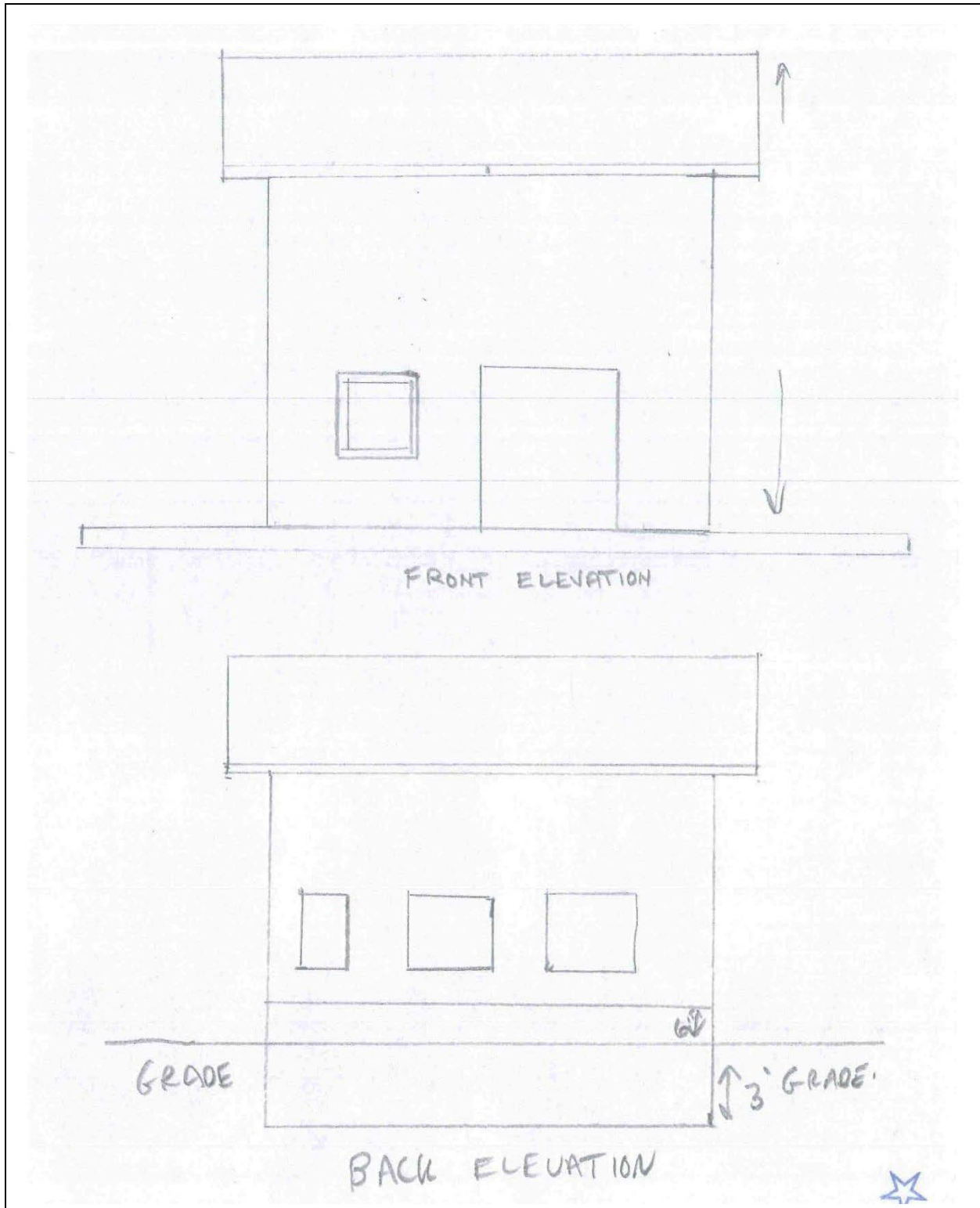
101 Martin St, Penticton, BC V2A 5J9
Tel: (250) 492-0237 Fax (250) 492-0063



Development Variance Permit

File No. F2016.039-DVP

Schedule 'D'



Lauri Feindell

From: Sue Gibbons
Sent: May 25, 2016 11:17 AM
To: Planning
Subject: DVP Application - 2211 West Bench Drive

Good Morning:

Please accept my email regarding the barn being erected at 2211 West Bench Drive. As a neighbour, I have no issues with the barn being built and am happy to see they are providing appropriate stabling for their horse.

Sincerely,
Sue Gibbons

2225 West Bench Drive
Penticton, B.C. V2A 8Z6
May 24, 2016

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

Re: Development Variance Permit application – 2211 West Bench Drive
RDOS File: F2016,039-DVP
Folio No. F07395.005


We are opposed to the above-noted application for a Development Variance Permit for the property at 2211 West Bench Drive.

Our concerns are as follows:

- The existing By-law protects the adjacent properties from noise and smell. Reducing the minimum setback on the northern side parcel line from 30.0 to 6.29 metres would see the building too close to the neighbors to the north;
- Reducing the current setback requirements poses safety concerns and impairs the rural character of the West Bench community.
- The above-noted property has already been subdivided and cramming a livestock building so close to the property lines would be visually unattractive.
- The property owner commenced construction without a building permit and is now seeking a tremendous variance without providing a just cause (for example engineering or soil issues). Granting a variance in this case creates precedence to the benefit of the wrong doer at the expense of his/her neighbors and would limit our rights to quiet use and enjoyment of our properties.

We have many concerns regarding lax enforcement of existing by-laws on many other West Bench properties and feel strongly that the existing by-laws should be enforced without any variance.

Yours truly,

 Yvonne and Larry McAdam



From: Paul Bourne
To: Christopher Garrish
Subject: FW: DVP- 2211 West Bench Drive
Date: May-26-16 11:06:20 AM

F2016.039.DVP
F07395.005

Mr. Garrish

Thanks for the opportunity to provide comment on the Development Variance Permit Application submitted for 2211 West Bench Drive.

As the land owner of 2223 West Bench Drive, I would like to express my objection to the application:

1. By-Law 7.22 is in place to provide neighbouring properties with some separation from the activities and associated sensory outputs from the operation and maintenance of an livestock operation. I have a large family orientated backyard, complete with in ground pool. My family spends its entire summer enjoying this area that I have built; at great expense I might add. The approval of this DVP, will impact the quality of enjoyment that we currently have with our backyard pool area. Our pool is located at the south end of our property and the building in question is clear view of our pool area. This by-law is in place to help reduce the impacts of livestock operations on neighbouring properties and approving it would be a blatant disregard for the rights of neighboring properties. The request in question is not asking for a minor variance, asking to allow the building in question to be located over 14 meters closer to the property line.
2. I find this process frustrating in the fact the construction has already started; without a building permit. The owner is asking for a substantial variance that should have been dealt with at the permit application stage. If the variance is granted, it will impact the neighbours who are in close proximity to the building. I am in the construction business and there is no way that a building of this size would be started by a professional contractor without the building permit and consultation process. Because this owner/builder started the building without RDOS consultation, the neighbours are potentially the ones who will be left with the resulting consequences. I understand that it is a complicated and unfortunate situation for the land owner, but as a contractor and resident, I object to this DVP.

Thanks

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: June 2, 2016
RE: Amendments to Building Bylaw #2333, 2005



Administrative Recommendation:

THAT Regional District of Okanagan-Similkameen Building Amendment Bylaw No. 2333.08, 2016 be read a first, second and third time and be adopted.

Purpose:

Housekeeping amendments to incorporate the amendments to the 2012 BC Building Code and revisions thereto.

Reference:

Building Bylaw No. 2333
BC Building Code

Background:

The 2012 BC Building Code has had several amendments to incorporate energy efficiencies. Yearly revisions in 2013, 2014 and 2015 have resulted in additional requirements to update the Building Bylaw to reflect terminology and Code requirements.

The Municipal Insurance Association of BC is presently preparing a new Core Building Bylaw which incorporates the energy efficiency requirements from a legal standpoint. This bylaw is anticipated to be drafted in the fall, 2016 and be rolled out in spring, 2017. At that point, staff will prepare a new Building Bylaw.

Analysis:

Proposed Building Bylaw amendments include:

- Add definitions for Farm buildings and Low human occupancy to clarify requirements from farm building exemptions
- Add a definition for retaining structures to clarify requirement for engineering;

- Clarify building permit exemptions for non-structural alterations to dwellings and when a building permit is required;
- Clarify building permit exemptions for decks;
- Housekeeping amendment with respect to location of engineering requirements in the BC Building Code and removing reference to Part 10 which has been incorporated into the energy efficiency requirements;
- Replace wood burning appliance with “solid fuel fired appliance” to capture appliances other than wood burning (ie pellet stoves)
- Updating the reference to the Fees and Charges Bylaw
- Adding air barrier to inspection requirements (Code change – exterior air barrier and radon)
- Updating Schedule A to reflect current climatic conditions (Code change and updated climatic data)

Alternatives:

Not adopting Bylaw No. 2333.08, 2016.

Respectfully submitted:

“Laura Walton”

L. Walton, Building Department Supervisor

Endorsed by:

Donna Butler

D. Butler, Development Services Manager

**REGIONAL DISTRICT OKANAGAN-SIMILKAMEEN
BYLAW NO. 2333.08, 2016**

A bylaw to amend the Building Bylaw No. 2333, 2005.

WHEREAS the Board of Directors of the Regional District Okanagan-Similkameen wishes to proceed under Section 349 of the *Local Government Act*, to amend the Building Bylaw No. 2333, 2005;

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

CITATION

1. This bylaw may be cited for all purposes as the “Regional District of Okanagan-Similkameen Building Amendment Bylaw No. 2333.08, 2016”.
2. That Building Bylaw No. 2333, 2005 be amended as follows:
 - (a) By inserting the following definitions alphabetically into Section 2.0 and renumbering accordingly:

Farm building means a **building** or part thereof which does not contain a **residential occupancy** and which is associated with and located on land devoted to the practice of farming, and used essentially for the house of equipment or livestock, or the production, storage or processing of agricultural and horticultural produce or feeds.

Low human occupancy (as applying to **farm buildings**) means an **occupancy** having an **occupant load** of not more than one person per 40 m² (430 square feet) of **floor area** during normal use.

Retaining structure means any **structure** other than a building wall which exceeds 1.2 metres in height from the ground level on one side to the ground level on the opposite side of the **retaining structure** and which is intended to hold the ground in place against the forces of gravity. Multiple terraced retaining structures at a ratio of less than 2 horizontal to 1 vertical shall be considered a single structure for calculating wall height.

- (b) By deleting paragraph 5.2.1. and replacing it with the following paragraph 5.2.1.:
 - 5.2.1. ***farm buildings*** located on land classed as “farm” under the Assessment Act that are design for “**low human occupancy**” as defined in the National Farm Building Code of Canada.

(c) By deleting paragraph 5.3 and replacing it with the following paragraph 5.3:

5.3 This bylaw does not apply to:

5.3.1. the matters exempted by Section 1.1 of Division A – Part 1 of the **Building Code**, specifically:

- (a) sewage, water, electrical, telephone, rail or similar public infrastructure systems located in a street or a public transit right of way,
- (b) utility towers and poles, and television, radio and other communication aerials and towers, except for loads resulting from their being located on or attached to buildings;
- (c) mechanical or other equipment and appliances not specifically regulated in these regulations,
- (d) flood control and hydro electric dams and structures,
- (e) accessory **buildings** less than 10m² in **building area** that do not create a hazard,
- (f) temporary buildings including, construction site offices, seasonal storage buildings, special events facilities, emergency facilities, and similar structures with the permission of the authority having jurisdiction,
- (g) factory built housing and components complying with CAN/CSA-Z240 MH Series standard, but this exemption does not extend to on site preparations (foundations, mountings), connection to services and installation of appliances, and
- (h) areas that are specifically exempted from provincial building regulations by provincial or federal enactments,

except as expressly provided in the bylaw;

5.3.2. non-structural alterations and repairs to single and two-family residential dwellings which alterations do not affect the building envelope, including:

- (a) re-covering existing roofs;
- (b) re-siding existing exterior walls;

- (c) repainting;
 - (d) the repair or replacement of a valve, faucet, fixture or sprinkler head in a **plumbing system** if no change in piping is required;
 - (e) re-covering existing floors;
 - (f) replacing windows and doors in existing openings (as long as size does not change);
 - (g) installation or replacement of gas or electric powered space or water heating fixtures or appliances;
- 5.3.3. buildings or structures on a mine site, other than buildings used or intended to be used for residential occupancy and buildings accommodating cooking or sleeping facilities;
- 5.3.4. retaining walls except those described in Section 25;
- 5.3.5. game fences of any height on land classed as farm under the Assessment Act or fences 1.83 metres or less in height except as provided in Section 22.
- 5.3.6. signs with less than 4 square metres of total sign area;
- 5.3.7. Unroofed decks attached to or adjacent to single and two-family dwellings if the deck surface is 600 mm (24 inches) or less above the adjacent ground level or the adjacent surface within 1.2 m of the walking surface of the deck has a slope of more than 1 in 2.
- 5.3.8. Public utility water reservoirs, valve chambers, piping and pump-houses and underground tanks.
- (d) By deleting paragraph 8.2 and replacing it with the following paragraph 8.2:
- 8.2 All plans submitted with permit applications shall comply with **Section 2.2 of Division C – Part 2 of the *Building Code***.
- (e) By deleting paragraph 8.1.4. and replacing it with the following paragraph 8.1.4.:
- 8.1.4. **constructing** a masonry fireplace or installing a **solid fuel fired** appliance or chimney, unless the works are encompassed by a permit for the **building** in which the works are located
- (f) By amending paragraphs 11.1.9., 12.4.5., 13.1, 17.1 and 20.6 to change the reference of Schedules B-1 and B-2 to **Schedule B**.

- (g) By amending all reference to the RDOS Fees and Charges Bylaw #2523, 2010 in paragraphs 8.5, 8.6, 14.1, 14.2, 14.3, 14.4, 15.5, 15.8, and 26.8.3., to **the RDOS Fees and Charges Bylaw**.
- (h) By deleting section 19.3.6. and replacing with the following section 19.3.6.:
- 19.3.6. when the insulation, vapour barrier **and air barrier** are complete;
- (i) By deleting section 20.1 and replacing with the following section 20.1:
- 20.1 No person shall occupy a **non complex building** in respect of which a **building** permit has been issued until the final inspection referred to in section **19.3.7**. has been performed and an **occupancy** permit has been issued.
- (j) By deleting section 21.1 and replacing with the following section 21.1:
- 21.1 Climatic data for the design of **buildings** and **structures** are set out by zone **in the attached Schedule A** . The **building official** shall determine the applicable zone in respect of any particular **building** location.
- (k) By deleting section 23.3.2. and replacing it with the following section 23.3.2.:
- 23.3.2. the **dwelling unit** has been built to Canadian Standards Association standards A277, Z240 or substantially complies with the **Building Code** and has been determined to be structurally sound in a submission as required by Section 17, or sufficient work is included in the scope of the permit to indicate that the **dwelling unit** will, when the work is complete, substantially comply with the **Building Code**; and
- (l) By deleting Schedule A and replacing it with the attached Schedule A.

READ A FIRST, SECOND AND THIRD TIME this _____ day of June, 2016.

ADOPTED this _____ day of June, 2016.

Chairman

Chief Administrative Officer

Climatic Data for RDOS

SCHEDULE A

Location	Elevation	Design Temperature				Degree Days Below 18°C	15 min rain, mm	One day rain, 1/50, mm	Annual Rain, mm	Moist. Index	Annual Total Prec.	Driving Rain Wind Pressure, Pa, 1/5	Ground Snow Load, kPa, 1/50		Hourly wind pressure		Frost Depth
		January		July 2.5%									Ss	Sr	1/10	1/50	
		2.5%	1%	Dry	Wet												
Town of Osoyoos	285 m	-14	-17	35	21	3100	10	48	275	0.28	310	60	1.1	0.1	0.31	0.4	600 mm
Vaseux, Oliver , Osoyoos, Anarchist Richter Pass	Up to 500 m	-16	-18	33	20	3250	10	48	275	0.28	310	60	1.1	0.1	0.31	0.5	600 mm
Vaseux, Oliver, Osoyoos, Anarchist Richter Pass	500-750 m	-16	-18	33	20	3900	10	48	275	0.28	310	60	2.0	0.1	0.3	0.5	600 mm
Vaseux, Oliver, Osoyoos, Anarchist Richter Pass	750-1000 m	-19	-22	30	20	4400	10	50	320	0.36	500	70	2.9	0.3	0.31	0.4	600 mm
Vaseux, Oliver, Osoyoos, Anarchist Richter Pass	Over 1000 m	-20	-22	29	18	4900	10	50	320	0.36	510	70	4.1	0.3	0.31	0.4	600 mm*
City of Penticton	350	-15	-17	33	20	3350	10	48	275	0.28	300	60	1.3	0.1	0.35	0.45	600 mm
OK Falls, Kaleden & Skaha Lake	Up to 600 m	-16	-18	33	20	3500	10	48	275	0.28	300	60	1.3	0.1	0.4	0.59	600 mm
OK Falls, Kaleden & Skaha Lake	Over 600 m	-16	-18	33	20	3800	10	48	275	0.28	300	60	2.0	0.1	0.4	0.59	600 mm
West Bench/Sage Mesa/Husula	Up to 600 m	-16	-18	33	20	3500	10	48	275	0.28	300	60	1.3	0.1	0.4	0.59	600 mm
Carmi, Falconridge & Twin Lakes	Up to 800 m	-20	-22	31	19	4000	10	50	280	.28	390	60	2.4	0.2	0.35	0.45	600 mm
Carmi, Falconridge & Twin Lakes	Over 800 m	-24	-26	30	19	4350	10	50	280	0.28	430	60	3.1	0.2	0.35	0.45	600 mm
Apex	1840 m	-25	-28	25	19	5850	10	49	200	0.24	580	60	5.5	0.3	0.31	0.40	1200 mm
Naramata, Summerland North & Faulder	Up to 600 m	-18	-20	31	19	3700	10	48	275	0.28	300	60	2.0	0.2	0.34	0.45	600 mm
Naramata, Summerland North & Faulder	600-800 m	-20	-22	31	19	3800	10	50	280	0.28	360	60	2.2	0.2	0.35	0.45	600 mm
Naramata, Summerland North & Faulder	Over 800 m	-24	-26	30	19	4200	10	50	280	0.28	410	60	2.8	0.2	0.35	0.45	600 mm

Location	Elevation	Design Temperature				Degree Days Below 18°C	15 min rain, mm	One day rain, 1/50, mm	Annual Rain, mm	Moist. Index	Annual Total Prec.	Driving Rain Wind Pressure, Pa, 1/5	Ground Snow Load, kPa, 1/50		Hourly wind pressure		Frost Depth
		January		July 2.5%									Ss	Sr	1/10	1/50	
		2.5%	1%	Dry	Wet												
Town of Princeton	655	-24	-29	33	19	4250	10	43	235	0.35	350	80	2.9	0.6	0.28	0.36	600 mm
Princeton area	Up to 850 m	-24	-29	33	19	4250	10	43	235	0.35	350	80	2.9	0.6	0.28	0.36	600 mm
Allison Lake, Tulameen, Coalmont, Chain Lakes, Osprey Lake, Missezula	850-950 m	-24	-29	29	19	4500	10	43	235	0.35	350	80	3.6	0.6	0.28	0.36	600 mm
Allison Lake, Tulameen, Coalmont, Chain Lakes, Osprey Lake, Missezula	950-1100 m	-24	-29	29	19	4700	10	45	260	0.37	500	80	4.4	0.6	0.29	0.37	600 mm
Eastgate, Pasayten Valley, Kennedy Lake	1100 m	-24	-29	29	19	4600	10	45	290	0.39	500	80	4.4	0.6	0.29	0.37	600 mm*
Headwaters/ Elkhart	1300 m	-24	-29	28	19	5000	10	45	220	0.25	490	60	4.2	0.3	0.31	0.41	1200 mm
Manning Park*	Up to 1200 m	-23	-26	29	19	5000	9	90	500	0.63	1200	120	6.8	0.7	0.39	0.50	1200 mm

A. *1200mm (48") over 1060m in geodetic elevation or in locations of clay or non-coarse grained /silt soils. No limit for bedrock.

NOTE: For areas and/or elevations not specifically mentioned in Schedule A, the Ground Snow load shall be determined by the **Building Official**.

Climate zones:

Zone 5 – 3000 to 3999 HDD

Zone 6 – 4000 to 4999 HDD

Zone 7A – 5000 to 5999 HDD

Alternative:

THAT first, second and third readings of Amendment Bylaw Nos. 2497.06 & 2498.08, 2016, be rescinded and the bylaws abandoned.

Respectfully submitted:



C. Garrish, Planning Supervisor

Endorsed by:



D. Butler, Development Services Manager

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2497.06

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

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

1. This Bylaw may be cited for all purposes as the “Electoral Area ‘H’ Official Community Plan Amendment Bylaw No. 2497.06, 2016.”
2. The Official Community Plan Bylaw Map, being Schedule ‘B’ of the Electoral Area ‘H’ Official Community Plan Bylaw No. 2497, 2012, is amended by changing the land use designation of land described as part of District Lot 889, YDYD, and shown shaded yellow on Schedule ‘X’, which forms part of this Bylaw, from Commercial (C) to Resource Area (RA).
3. The Electoral Area ‘H’ Official Community Plan Bylaw No. 2497, 2012, is amended by:
 - (i) adding the following new Section 8.9 under Section 8.0 (Local Area Policies):

8.9 Kennedy Lake

The genesis of “Kennedy Lake” as a development site is believed to have originated in the late 1960s following the establishment of a campground use adjacent to the lake found on the property. The boundaries of the Kennedy Lake Local Area are as approximately shown on Map 10.

An approximately 16 ha portion of the subject property was subsequently zoned commercial in 1974 in order to recognize the campground use as well as an ancillary residence.

A rezoning proposal to develop the whole of the property to residential in 1982 was refused by the Board and the site was subsequently developed with numerous small cabins and permanently parked travel trailers situated on “lease lots” over the intervening 20 years.

In 2005, the Regional District Board approved an amendment bylaw which formalised approximately 132 dwelling units then found on the site and allowed for an additional 12 units to be constructed (for a total of 145).

An informal inventory of the site undertaken in 2012 determined that approximately 287 units had been constructed and enforcement action was initiated by the Regional District.

Following successful enforcement action, the Regional District Board resolved to apply a comprehensive development zoning to the parcel. This is recognition of the seasonal / recreational residential uses that have existed on the parcel over the past few decades.

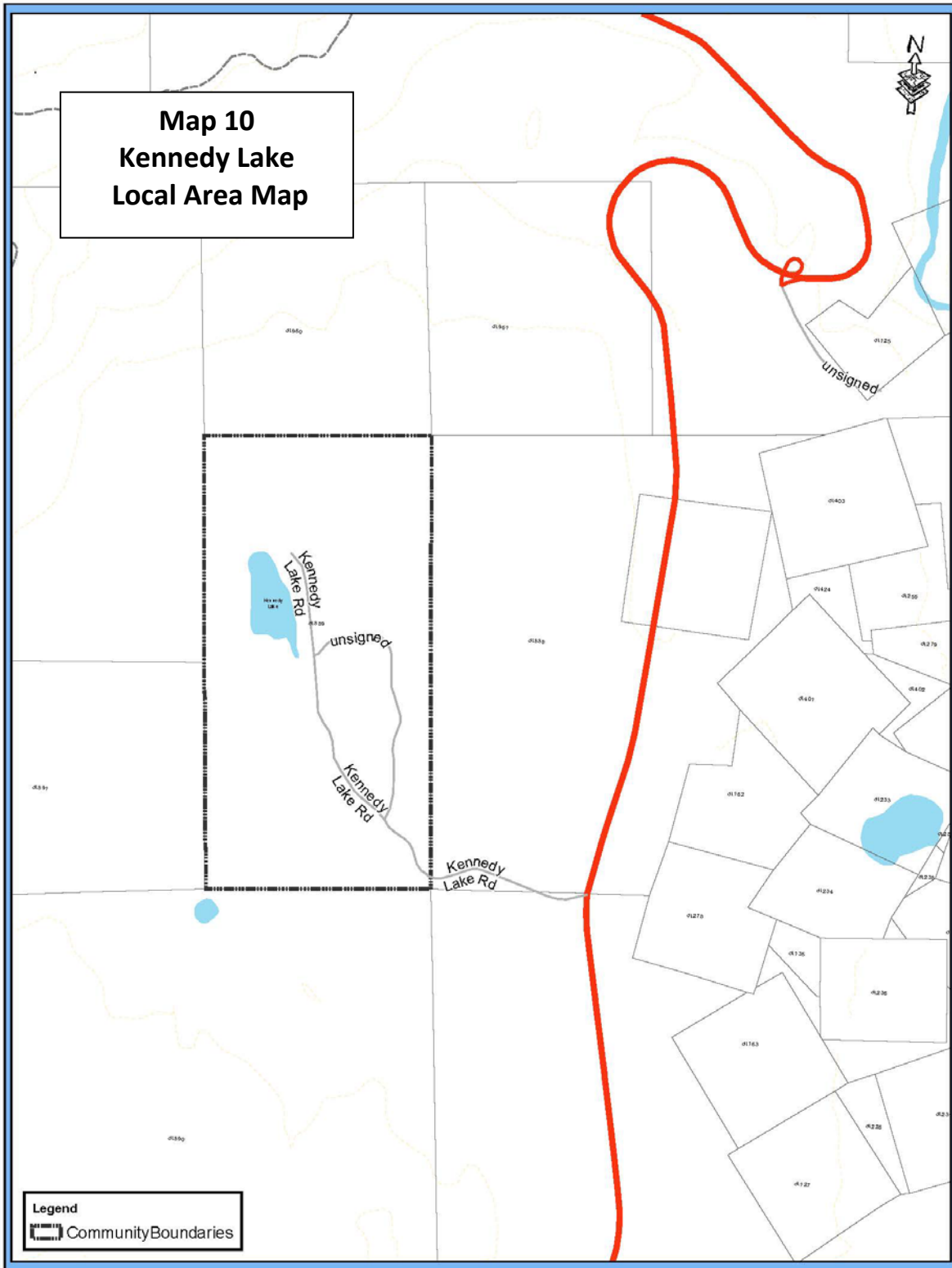
The zoning further aims to allow for the redevelopment of the historical lawful non-conforming uses of the parcel in order to improve building standards and public health and safety, but limits the use of the parcel to its density as of 2016.

Policies

The Regional Board:

- .1 Encourages the incorporation of site planning to minimize the potential for conflict between adjacent land uses (both on- and off-site).
- .2 Encourages the preservation and rehabilitation of environmentally sensitive and riparian lands.
- .3 Discourages any proposed subdivision of the parcel, except where all dwelling units on the parcel are connected to community water and community sewage disposal systems.

- .4 Encourages the province to create an alternate (emergency) egress route from District Lot 889, YDYD to Highway 3.



(ii) adding the following as a new Section 9.3.11 under Section 9.0 (Resource Area) and renumbering any subsequent sections accordingly:

.11 Supports the introduction of a zoning district on District Lot 889, YDYG, in order to:

- a) to recognize the historical lawful non-conforming seasonal and recreational residential uses on the parcel without encouraging the expansion of those uses in the future.
- b) to protect and enhance the natural environment in all proposed development and redevelopment.
- c) to reduce the risks to and increase the safety of current and future occupants of the parcel.

READ A FIRST AND SECOND TIME this 28th day of April, 2016.

PUBLIC HEARING held this 17th day of May, 2016.

READ A THIRD TIME this 19th day of May, 2016.

ADOPTED this this __ day of _____, 2016.

Board Chair

Corporate Officer

Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC V2A 5J9

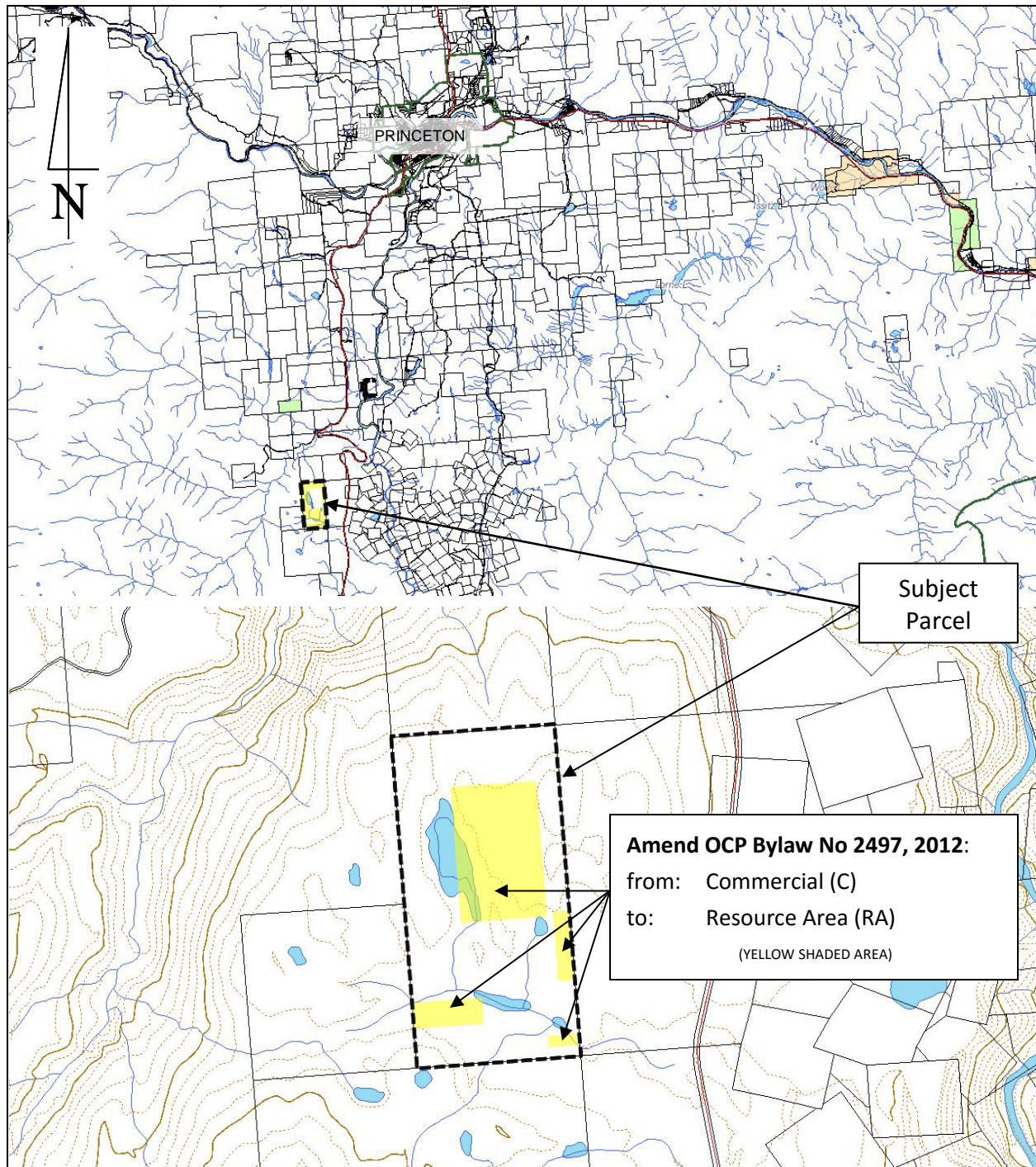
Tel: (250) 492-0237 Fax (250) 492-0063



Amendment Bylaw No. 2497.06, 2014

File No.: H2014.099-ZONE

Schedule 'X'



'H' No. 2497.06, 2016

(H2014.099-ZONE)

Page 5 of 5

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2498.08, 2016

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

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

1. This Bylaw may be cited for all purposes as the “Electoral Area “H” Zoning Amendment Bylaw No. 2498.08, 2016.”
2. The Official Zoning Map, being Schedule 2 of the Electoral Area “H” Zoning Bylaw No. 2498, 2012, is amended by changing the land use designation of land described as part of District Lot 889, YDYG, and shown shaded yellow on Schedule ‘Y-1’, which forms part of this Bylaw, from part Resource Area (RA) and part Kennedy Lake Resort (KLR), to Kennedy Lake Comprehensive Development Zone (CD6).
3. The Electoral Area “H” Zoning Bylaw No. 2498, 2012, is amended by:
 - (i) adding a reference at Section 1.2 under Section 1.0 (Title and Application) to read as follows:

Schedule ‘4’ — Kennedy Lake Recreational Use Areas
 - (ii) amending Section 6.1 under Section 6.0 (Creation of Zones) by deleting the reference to “Kennedy Lake Resort Zone KLR” under Commercial Zones and introducing a reference to “Kennedy Lake Comprehensive Development Zone CD6” under a new sub-section entitled Comprehensive Development Zones.

(iii) replacing Section 7.4.2 under Section 7.0 (General Regulations), with the following:

.2 The use of a recreational vehicle as a permanent residence is prohibited in all zones except the RA, LH1, LH2, SH2, SH3, SH4 and CD6.

(iv) adding a new Section 16.0 (Comprehensive Development) to read as follows:

16.0 COMPREHENSIVE DEVELOPMENT

The purpose of a Comprehensive Development (CD) Zone is to allow for the creation of comprehensive, site-specific land use regulations on specified sites within Electoral Area “H” where the circumstances are such that regulation by other zones would be inappropriate or inadequate, having regard to existing physical and environmental constraints.

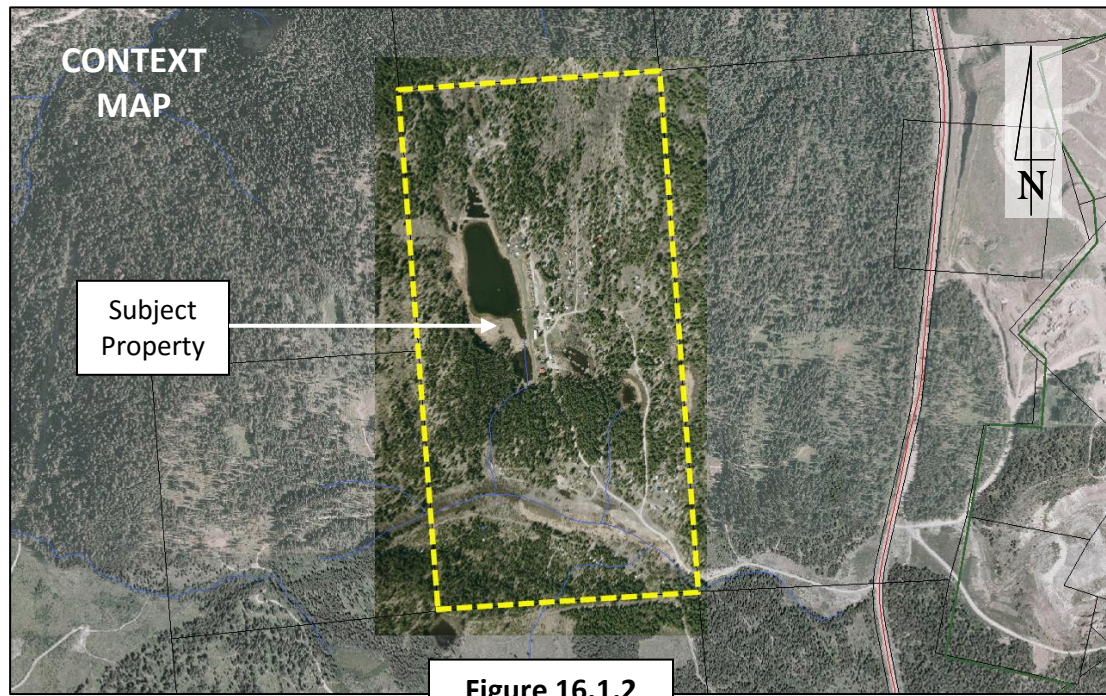
16.1 KENNEDY LAKE COMPREHENSIVE DEVELOPMENT ZONE (CD6)

.1 Purpose

The purpose of the Kennedy Lake Comprehensive Development (CD6) Zone is to create comprehensive, site-specific land use regulations for the parcel — hereinafter referred to as “Kennedy Lake” — located at 1916 Kennedy Lake Road (legally described as District Lot 889, Yale Division of Yale District) in order to bring the use of the property into compliance with the Official Community Plan Bylaw and Zoning Bylaw.

.2 Location

The property is situated approximately 20 km south of the Town of Princeton and is situated west of Highway 3, approximately 2,000 metres to the west of the mining operation at Copper Mountain.



.3 Kennedy Lake Recreational Use Areas

A plan that identifies the Kennedy Lake Recreational Use Areas is included at Schedule '4' to this Bylaw, and forms part of this Bylaw.

.4 Background:

Use of Kennedy Lake for commercial recreation purposes originated in the late 1960's with the establishment of a campground adjacent to the water body of the same name, which predated the introduction of zoning to Electoral Area "H" in 1974.

With the introduction of zoning, an approximately 16.8 hectare (ha) part of Kennedy Lake encompassing the campground use and accessory dwelling was zoned commercial. This commercial zoning would be carried forward over a number of land use bylaw reviews undertaken by the Regional District between 1974 and 1997.

In 1982, an application seeking to rezone the whole of the Kennedy Lake property to residential was submitted to the Regional District. This proposal was ultimately abandoned by the property owner, with a similar proposal submitted in 1985 refused by the Regional District Board.

Completion of the Coquihalla Highway in 1986 significantly altered traffic volumes along Highway 3, resulting in reduced commercial traffic to the

campground operation. To compensate for this loss of business, the property owner increasingly leased individual parts of the property to interested lessees on an annual basis (under the *Land Title Act*, leases greater than 3 years in length trigger the requirement for subdivision). Consequently, what had been only a few small cabins and permanently parked travel trailers expanded in numbers and extent beyond the 16.8 ha area zoned for commercial uses in 1974, and without due regard for the density regulations contained within the current Zoning Bylaws.

In 2005, the Board approved a rezoning of part of the property to “resort” in order to formalise a mix of recreational vehicles and cabins totaling 132 units. The new zoning contained a provision for an additional 10% expansion (145 units).

By 2013, these numbers had increased to approximately 300 units and the Regional District Board initiated legal action to obtain an injunction ceasing further development of the property. This action was successful and led to the consideration of new zoning to be applied to the property.

.5 Definitions:

In this CD zone:

“non-occupancy use area” means the remainder of the parcel used for forest based outdoor recreational purposes, and as shown on Schedule ‘4’ of this Bylaw;

“parcel” means the land shown outlined in a dashed yellow line on Figure 16.1.2 of this Bylaw;

“recreational use area” means the those portions of the parcel reserved for recreational use purposes, and as shown on Schedule ‘4’ of this Bylaw;

“seasonal cabin” means a building or structure that may contain cooking, eating, washroom, living and sleeping facilities, and is primarily used for occasional or seasonal occupancy. A seasonal cabin includes recreational vehicles with structures affixed or adjacent to said recreational vehicle, and excludes unenclosed roof structures supported by columns and decks not greater than 10.0 m² in area and 0.6 metres in height.

.6 Permitted Uses for Recreational Use Area:

Principal Uses:

- a) forest based outdoor recreation;
- b) seasonal cabins;

- c) recreational vehicles; and

Accessory Uses:

- d) accessory buildings and structures, subject to Section 7.11, including unenclosed roof structures supported by columns and decks not greater than 10.0 m² in area and 0.6 metres in height.

Permitted Uses for Non-Occupancy Use Area:

Principal Uses:

- a) forest based outdoor recreation.

Accessory Uses:

- b) Not applicable.

.7 Minimum Parcel Size:

- a) 130 hectares

.8 Maximum Density:

- a) In the “Recreational Use Area” shown on Schedule ‘4’ of this Bylaw, the maximum density shall be as follows:
 - i) in the area shown shaded rose quartz and described as “Block A”, the maximum number of:
 - .1 seasonal cabins shall not exceed 22; and
 - .2 recreational vehicles shall not exceed 17.
 - ii) in the area shown shaded creton blue and described as “Block B”, the maximum number of:
 - .1 seasonal cabins shall not exceed 17; and
 - .2 recreational vehicles shall not exceed 8.
 - iii) in the area shown shaded peony pink and described as “Block C”, the maximum number of:
 - .1 seasonal cabins shall not exceed 19; and
 - .2 recreational vehicles shall not exceed 7.
 - iv) in the area shown shaded olivine yellow and described as “Block D”, the maximum number of:

- .1 seasonal cabins shall not exceed 14; and
 - .2 recreational vehicles shall not exceed 11.
- v) in the area shown shaded steel blue and described as “Block E”, the maximum number of:
 - .1 seasonal cabins shall not exceed 13; and
 - .2 recreational vehicles shall not exceed 5.
- vi) in the area shown shaded indicolite green and described as “Block F”, the maximum number of:
 - .1 seasonal cabins shall not exceed 10; and
 - .2 recreational vehicles shall not exceed 11.
- vii) in the area shown shaded sugilite sky and described as “Block G”, the maximum number of:
 - .1 seasonal cabins shall not exceed 10; and
 - .2 recreational vehicles shall not exceed 3.
- viii) in the area shown shaded lepidolite lilac and described as “Block H”, the maximum number of:
 - .1 seasonal cabins shall not exceed 16; and
 - .2 recreational vehicles shall not exceed 9.
- ix) in the area shown shaded dark gray and described as “Block I”, the maximum number of:
 - .1 seasonal cabins shall not exceed 14; and
 - .2 recreational vehicles shall not exceed 4.
- x) in the area shown shaded light gray and described as “Block J”, the maximum number of:
 - .1 seasonal cabins shall not exceed 14; and
 - .2 recreational vehicles shall not exceed 24.
- xi) in the area shown shaded orange and described as “Block K”, the maximum number of:
 - .1 seasonal cabins shall not exceed 8; and
 - .2 recreational vehicles shall not exceed 9.
- xii) in the area shown shaded coral and described as “Block L”, the maximum number of:

- .1 seasonal cabins shall not exceed 14; and
- .2 recreational vehicles shall not exceed 12.
- xiii) in the area shown shaded tan and described as “Block M”, the maximum number of:
 - .1 seasonal cabins shall not exceed 7; and
 - .2 recreational vehicles shall not exceed 8.
- xiv) in the area shown shaded spruce green and described as “Block N”, the maximum number of:
 - .1 seasonal cabins shall not exceed 9; and
 - .2 recreational vehicles shall not exceed 12.
- xv) in the area shown shaded electron gold and described as “Block O”, the maximum number of:
 - .1 seasonal cabins shall not exceed 6; and
 - .2 recreational vehicles shall not exceed 8.
- xvi) in the area shown shaded solar yellow and described as “Block P”, the maximum number of:
 - .1 seasonal cabins shall not exceed 8; and
 - .2 recreational vehicles shall not exceed 6.
- b) In the “Non-Occupancy Use Area” shown on Schedule ‘4’ of this Bylaw, no seasonal cabins or recreational vehicles shall be permitted.

.9 Maximum Parcel Coverage:

- a) 10%

.10 Minimum Setbacks:

- a) Buildings and structures:
 - i) Front parcel line 7.5 metres
 - ii) Rear parcel line 7.5 metres
 - iii) Interior side parcel line 7.5 metres
 - iv) Exterior side parcel line 7.5 metres
- b) Accessory buildings and structures:
 - i) Front parcel line 7.5 metres

- ii) Rear parcel line 7.5 metres
- iii) Interior side parcel line 7.5 metres
- iv) Exterior side parcel line 7.5 metres
- c) despite Section 16.1.10(a)(iii), the minimum interiors side parcel line setback for those buildings labeled 8-10 on Schedule '4' shall be as follows:
 - i) Interior side parcel line 0.0 metres

.11 Maximum Height:

- a) No building or structure shall exceed a height of 7.5 metres, with the exception of those buildings labeled 1-7 on Schedule '4', which shall not exceed a height of 10.0 metres;
- b) No accessory building or structure shall exceed a height of 5.0 metres.

.12 Maximum Floor Area:

- a) The maximum floor area of a "seasonal cabin" shall not exceed 90 m², with the exception of those buildings labeled 1-7 on Schedule '4', which shall not exceed a maximum floor area of 150.0 m².

- (v) deleting Section 13.4.

READ A FIRST AND SECOND TIME this 28th day of April, 2016.

PUBLIC HEARING held this 17th day of May, 2016.

READ A THIRD TIME, AS AMENDED, this 19th day of May, 2016.

Approved pursuant to Section 52(3) of the *Transportation Act* this 24th day of May, 2016.

ADOPTED this __ day of _____, 2016.

Board Chair

Chief Administrative Officer

Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC V2A 5J9

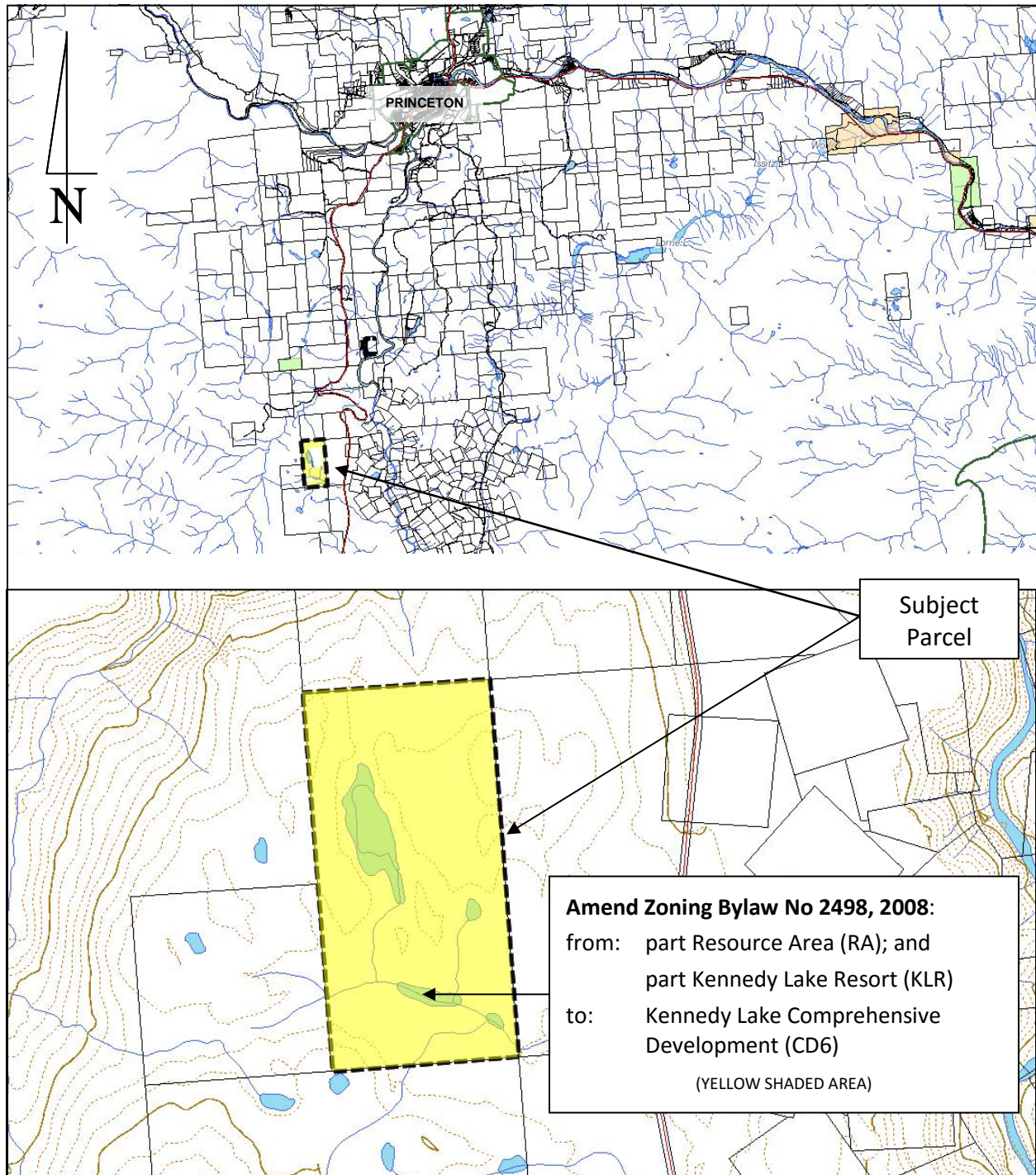
Tel: (250) 492-0237 Fax (250) 492-0063



Amendment Bylaw No. 2498.08, 2016

File No.: H2014.099-ZONE

Schedule 'Y-1'



Regional District of Okanagan-Similkameen

101 Martin St, Penticton, BC V2A 5J9

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























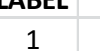

Amendment Bylaw No. 2498.08, 2016

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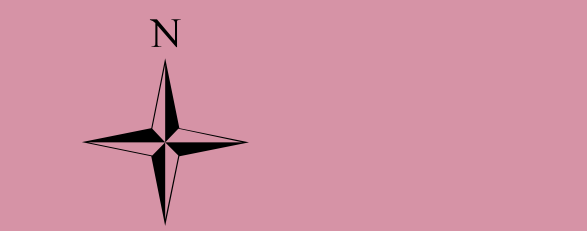
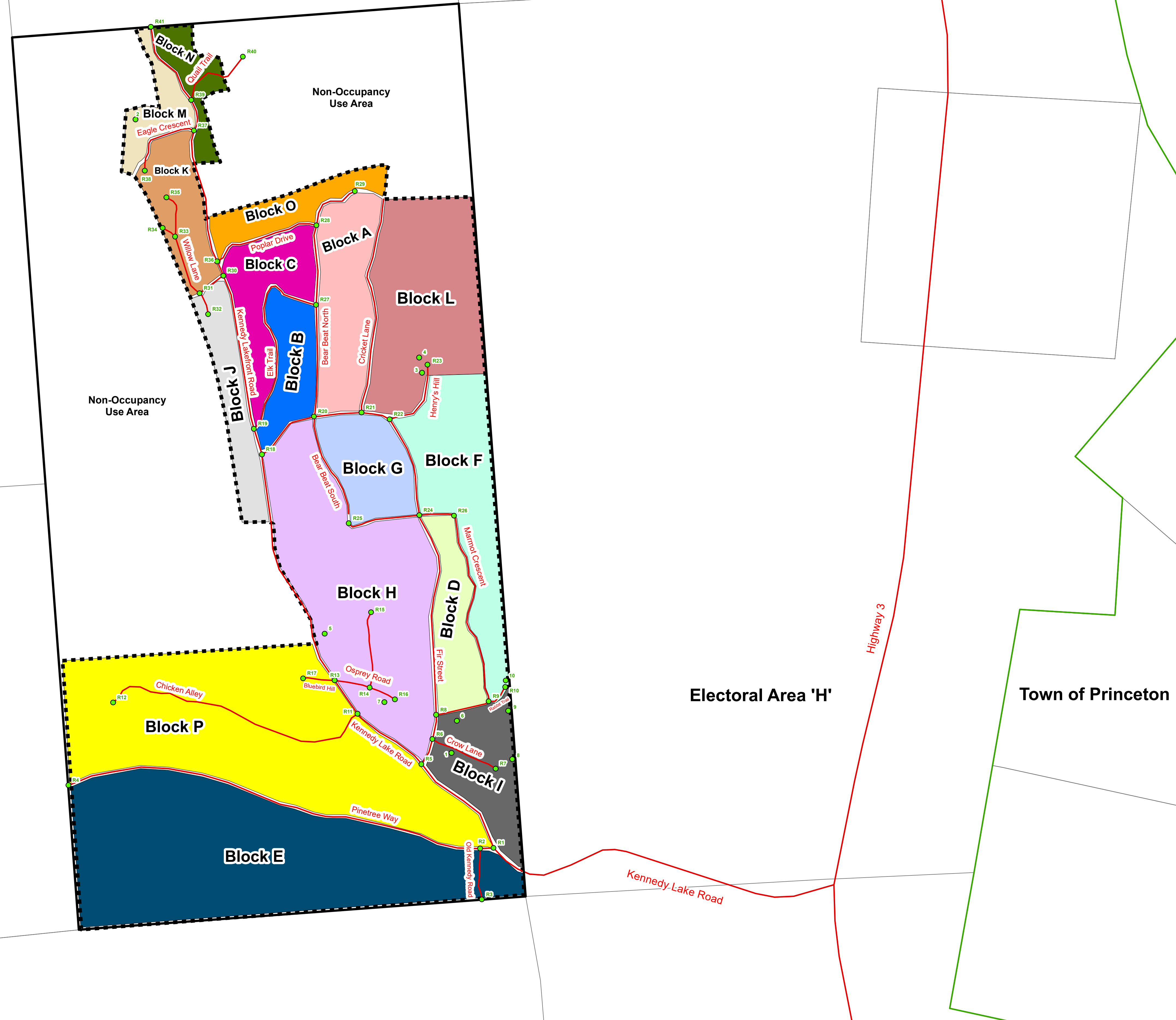
Schedule 'Y-2'

"Schedule '4' — Kennedy Lake Recreational Use Areas"

Legend

-  Subject Parcel
-  Recreational Use Area
-  Non-Occupancy Use Area
-  Block A
-  Block B
-  Block C
-  Block D
-  Block E
-  Block F
-  Block G
-  Block H
-  Block I
-  Block J
-  Block K
-  Block L
-  Block M
-  Block N
-  Block O
-  Block P
-  Electoral Area Boundary
-  Roads
-  GPS Coordinates

LABEL	LAT	LONG
1	49.340982	-120.579359
2	49.351580	-120.585940
3	49.347146	-120.579363
4	49.347395	-120.579406
5	49.343061	-120.582255
6	49.341492	-120.579165
7	49.341884	-120.580913
8	49.340808	-120.577872
9	49.341594	-120.577880
10	49.342083	-120.577882
R1	49.339400	-120.578501
R2	49.339407	-120.578836
R3	49.338583	-120.578886
R4	49.340936	-120.588846
R5	49.340839	-120.580118
R6	49.341229	-120.579801
R7	49.340673	-120.578299
R8	49.341616	-120.579663
R9	49.341767	-120.578346
R10	49.341977	-120.577909
R11	49.341731	-120.581595
R12	49.342212	-120.587590
R13	49.342296	-120.582095
R14	49.342138	-120.581244
R15	49.343349	-120.581069
R16	49.341915	-120.580651
R17	49.342367	-120.582868
R18	49.346026	-120.583460
R19	49.346451	-120.583608
R20	49.346573	-120.582107
R21	49.346578	-120.580928
R22	49.346434	-120.580249
R23	49.347268	-120.579212
R24	49.344852	-120.579698
R25	49.344809	-120.581451
R26	49.344801	-120.578847
R27	49.348371	-120.581844
R28	49.349649	-120.581684
R29	49.350154	-120.580675
R30	49.348953	-120.584071
R31	49.348701	-120.584686
R32	49.348353	-120.584518
R33	49.349644	-120.585184
R34	49.349798	-120.585476
R35	49.350286	-120.585324
R36	49.349193	-120.584197
R37	49.351328	-120.584520
R38	49.350742	-120.585809
R39	49.351824	-120.584529
R40	49.352458	-120.583176
R41	49.353053	-120.585386



Kennedy Lake Recreational Use Areas
 Schedule '4' Electoral Area 'H' Zoning Bylaw
 No. 2498, 2013.

This is Schedule '4' (Zoning Map) as referenced
 in the Regional District of Okanagan-Similkameen's
 Electoral Area 'H' Zoning Bylaw No. 2498, 2013.

Chair _____ Chief Administrative Officer _____



ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: June 2, 2016
RE: Zoning Bylaw Amendment – Electoral Areas “A”, “C”, “D”, “E”, “F” & “H”

Administrative Recommendation:

THAT Bylaw No. 2730, 2016, Regional District of Okanagan-Similkameen Update of General Regulations for Accessory Structures Amendment Bylaw be adopted.

Purpose:

The proposed amendments to the Electoral Area Zoning Bylaws will update the regulations that pertain to the development of “accessory buildings and structures” by clarifying the use of such structures (i.e. no living facilities) as well as the number and size of washrooms and showers that may be installed.

Background:

At its meeting of February 11, 2016, the Planning and Development (P&D) Committee considered an administrative report outlining a number of concerns associated with the Regional District’s provisions for the decommissioning of dwelling units (i.e. carriage houses in the West Bench, or accessory dwellings on sub-minimal rural parcels).

The Committee resolved to direct staff to “initiate a review of the Decommissioning of a Dwelling Unit Policy and amendment to the Electoral Area Zoning Bylaws to address existing concerns.”

At its meeting of April 28, 2016, the Regional District Board resolved to approve first and second reading of the amendment bylaw and directed that a public hearing be held on May 19, 2016.

A Public Hearing was held on May 19, 2016, where approximately 9 members of the public attended.

At its meeting of May 19, 2016, the Regional District Board approved third reading of Amendment Bylaw Nos. 2730, 2016.

Approval from the Ministry of Transportation and Infrastructure (MoTI), as the proposal is situated within 800 metres of a controlled area (i.e. Highways 3 & 97), was obtained on May 24, 2016.

Alternative:

THAT first, second and third reading of Amendment Bylaw No. 2730, 2016, Regional District of Okanagan-Similkameen Update of General Regulations for Accessory Structures Amendment Bylaw, be rescinded and the bylaw abandoned.

Respectfully submitted:


C. Garrish, Planning Supervisor

Endorsed by:


D. Butler, Development Services Manager

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2730, 2016

**A Bylaw to amend the Electoral Areas “A”, “C”, “D-1”, “D-2”, “E”, “F” and “H”
Regional District of Okanagan-Similkameen Zoning Bylaws**

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

1. This Bylaw may be cited for all purposes as the “Regional District of Okanagan-Similkameen Update of General Regulations for Accessory Structures Amendment Bylaw No. 2730, 2016.”

Electoral Area “A”

2. The “Electoral Area “A” Zoning Bylaw No. 2451, 2008” is amended by:
 - i) replacing Section 7.13 (Accessory Buildings and Structures) in its entirety with the following:

7.13 Accessory Buildings and Structures

- .1 All buildings or structures attached to a principal building by a common wall and roof are deemed to be a portion of the principal building.
- .2 When not attached, no part of any building shall be closer than 1.0 metre to another building.
- .3 No accessory building or structure shall contain showers and bathtubs, bedrooms, sleeping facilities or other living facilities, with the exception of an accessory building or structure in the RA, AG1, AG2 and LH Zones where one (1) shower is permitted.

- .4 The maximum number of bathrooms permitted in an accessory building or structure shall be one (1) and shall not exceed a maximum floor area of 3.0 m², with the exception of an accessory building or structure in the RA, AG1, AG2 and LH Zones where the maximum floor area of a bathroom may be 6.0 m².
- .5 No accessory building or structure shall be situated on a parcel unless:
 - a) a principal building has already been erected on the same lot;
 - b) a principal building will be erected simultaneously with the accessory building or structure on the same lot; or
 - c) the accessory building or structure does not exceed 10.0 m² in area, one storey in building height, and is limited to one (1) per parcel.

Electoral Area “C”

3. The “Electoral Area “C” Zoning Bylaw No. 2453, 2008” is amended by:

- i) replacing Section 7.13 (Accessory Buildings and Structures) in its entirety with the following:

7.13 Accessory Buildings and Structures

- .1 All buildings or structures attached to a principal building by a common wall and roof are deemed to be a portion of the principal building.
- .2 When not attached, no part of any building shall be closer than 1.0 metre to another building.
- .3 No accessory building or structure shall contain showers and bathtubs, bedrooms, sleeping facilities or other living facilities, with the exception of an accessory building or structure in the RA, AG1, AG2 and LH Zones where one (1) shower is permitted.
- .4 The maximum number of bathrooms permitted in an accessory building or structure shall be one (1) and shall not exceed a maximum floor area of 3.0 m², with the exception of an accessory building or structure in the RA, AG1, AG2 and LH Zones where the maximum floor area of a bathroom may be 6.0 m².
- .5 No accessory building or structure shall be situated on a parcel unless:
 - a) a principal building has already been erected on the same lot;

- b) a principal building will be erected simultaneously with the accessory building or structure on the same lot; or
- c) the accessory building or structure does not exceed 10.0 m² in area, one storey in building height, and is limited to one (1) per parcel.

Electoral Area “D-1”

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

- i) replacing Section 7.13 (Accessory Buildings and Structures) in its entirety with the following:

7.13 Accessory Buildings and Structures

- .1 All buildings or structures attached to a principal building by a common wall and roof are deemed to be a portion of the principal building.
- .2 When not attached, no part of any building shall be closer than 1.0 metre to another building.
- .3 No accessory building or structure shall contain showers and bathtubs, bedrooms, sleeping facilities or other living facilities, with the exception of an accessory building or structure in the RA, AG1, AG2 and LH Zones where one (1) shower is permitted.
- .4 The maximum number of bathrooms permitted in an accessory building or structure shall be one (1) and shall not exceed a maximum floor area of 3.0 m², with the exception of an accessory building or structure in the RA, AG1, AG3 and LH Zones where the maximum floor area of a bathroom may be 6.0 m².
- .5 No accessory building or structure shall be situated on a parcel unless:
 - a) a principal building has already been erected on the same lot;
 - b) a principal building will be erected simultaneously with the accessory building or structure on the same lot; or
 - c) the accessory building or structure does not exceed 10.0 m² in area, one storey in building height, and is limited to one (1) per parcel.

Electoral Area “D-2”

5. The “Electoral Area “D” Zoning Bylaw No. 2455, 2008” is amended by:

- i) replacing Section 7.13 (Accessory Buildings and Structures) in its entirety with the following:

7.13 Accessory Buildings and Structures

- .1 All buildings or structures attached to a principal building by a common wall and roof are deemed to be a portion of the principal building.
- .2 When not attached, no part of any building shall be closer than 1.0 metre to another building.
- .3 No accessory building or structure shall contain showers and bathtubs, bedrooms, sleeping facilities or other living facilities, with the exception of an accessory building or structure in the RA, AG1, AG2 and LH Zones where one (1) shower is permitted.
- .4 The maximum number of bathrooms permitted in an accessory building or structure shall be one (1) and shall not exceed a maximum floor area of 3.0 m², with the exception of an accessory building or structure in the RA, AG1, AG3 and LH Zones where the maximum floor area of a bathroom may be 6.0 m².
- .5 No accessory building or structure shall be situated on a parcel unless:
 - a) a principal building has already been erected on the same lot;
 - b) a principal building will be erected simultaneously with the accessory building or structure on the same lot; or
 - c) the accessory building or structure does not exceed 10.0 m² in area, one storey in building height, and is limited to one (1) per parcel.

Electoral Area “E”

6. The “Electoral Area “E” Zoning Bylaw No. 2459, 2008” is amended by:

- i) replacing Section 7.13 (Accessory Buildings and Structures) in its entirety with the following:

7.13 Accessory Buildings and Structures

- .1 All buildings or structures attached to a principal building by a common wall and roof are deemed to be a portion of the principal building.
- .2 When not attached, no part of any building shall be closer than 1.0 metre to another building.

- .3 No accessory building or structure shall contain showers and bathtubs, bedrooms, sleeping facilities or other living facilities, with the exception of an accessory building or structure in the RA, AG1, AG2 and LH Zones where one (1) shower is permitted.
- .4 The maximum number of bathrooms permitted in an accessory building or structure shall be one (1) and shall not exceed a maximum floor area of 3.0 m², with the exception of an accessory building or structure in the RA, AG1 and LH Zones where the maximum floor area of a bathroom may be 6.0 m².
- .5 No accessory building or structure shall be situated on a parcel unless:
 - a) a principal building has already been erected on the same lot;
 - b) a principal building will be erected simultaneously with the accessory building or structure on the same lot; or
 - c) the accessory building or structure does not exceed 10.0 m² in area, one storey in building height, and is limited to one (1) per parcel.

Electoral Area "F"

7. The "Electoral Area "F" Zoning Bylaw No. 2461, 2008" is amended by:

- i) replacing Section 7.13 (Accessory Buildings and Structures) in its entirety with the following:

7.13 Accessory Buildings and Structures

- .1 All buildings or structures attached to a principal building by a common wall and roof are deemed to be a portion of the principal building.
- .2 When not attached, no part of any building shall be closer than 1.0 metre to another building.
- .3 No accessory building or structure shall contain showers and bathtubs, bedrooms, sleeping facilities or other living facilities, with the exception of an accessory building or structure in the RA, AG1, AG2 and LH Zones where one (1) shower is permitted.
- .4 The maximum number of bathrooms permitted in an accessory building or structure shall be one (1) and shall not exceed a maximum floor area of 3.0 m², with the exception of an accessory

building or structure in the RA, AG1, AG3 and LH Zones where the maximum floor area of a bathroom may be 6.0 m².

- .5 No accessory building or structure shall be situated on a parcel unless:
 - a) a principal building has already been erected on the same lot;
 - b) a principal building will be erected simultaneously with the accessory building or structure on the same lot; or
 - c) the accessory building or structure does not exceed 10.0 m² in area, one storey in building height, and is limited to one (1) per parcel.

Electoral Area “H”

8. The “Electoral Area “H” Zoning Bylaw No. 2498, 2012” is amended by:

- i) replacing Section 7.12 (Accessory Buildings and Structures) in its entirety with the following:

7.12 Accessory Buildings and Structures

- .1 All buildings or structures attached to a principal building by a common wall and roof are deemed to be a portion of the principal building.
- .2 When not attached, no part of any building shall be closer than 1.0 metre to another building.
- .3 No accessory building or structure shall contain showers and bathtubs, bedrooms, sleeping facilities or other living facilities, with the exception of an accessory building or structure in the RA, AG1, AG2 and LH Zones where one (1) shower is permitted.
- .4 The maximum number of bathrooms permitted in an accessory building or structure shall be one (1) and shall not exceed a maximum floor area of 3.0 m², with the exception of an accessory building or structure in the RA, AG3, LH1 and LH2 Zones where the maximum floor area of a bathroom may be 6.0 m².
- .5 No accessory building or structure shall be situated on a parcel unless:
 - a) a principal building has already been erected on the same lot;
 - b) a principal building will be erected simultaneously with the accessory building or structure on the same lot; or

- c) the accessory building or structure does not exceed 10.0 m² in area, one storey in building height, and is limited to one (1) per parcel.

READ A FIRST AND SECOND TIME this 28th day of April, 2016.

PUBLIC HEARING HELD this 19th day of May, 2016.

READ A THIRD TIME this 19th day of May, 2016.

Approved pursuant to Section 52(3) of the *Transportation Act* this 24th day of May, 2016.

ADOPTED this ____ day of _____, 2016.

Board Chair

Chief Administrative Officer

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: June 2, 2016
RE: Twin Lakes Request for Variance to the Water Requirements in the Subdivision Bylaw



Resolution in Possession of the Board

THAT the Board deny Development Variance Permit No. D12-02343/005.

Administrative Recommendation:

THAT Development Variance Permit No. D12-02343-005, being an application to reduce the Maximum Daily flow of water needed for a community water system in the Subdivision Bylaw, be allowed to be withdrawn at the request of the Developer.

Purpose:

To allow the applicant to revise the application.

Reference:

Board Report 20 September 2012
DVP Application D12-02343-005
Board Resolution to defer pending additional information
Amended Variance Application

Background:

The Board of Directors received DVP Application D12-02343-005, being an application from CRS Group of Companies to reduce the Maximum Daily Flow of 8,000 l/unit/day to 1,900 l/unit/day, at their regular meeting of 20 September 2012.

Delegations from the Lower Nipit Improvement District and the Developer were heard by the Board, and the Board also received the administrative recommendation to deny the application due to proof of water for the development proposed to enhance the Twin Lakes Golf Course.

Following the presentations, the Board resolved as follows:

B359/12PW

That the Board defer Development Variance Permit No D12-02343.005 pending completion of the Golder Study.

CARRIED

Opposed: Directors Patton, Wood

The Golder Report was received January 26, 2016, but not approved for public release by the Developer until May 26th. Subsequent to the release of the report, the Developer has submitted an amended DVP application.

Analysis:

The Regional District and the Provincial Hydrologist have now had the opportunity to review the Golder Report and discuss findings with the consultant and the Developer. Those discussions have resulted in a revised application, which should come to the Board for discussion on June 16th. The Board will have access to the Golder Report, the Western Water Associates review of the report and public comments.

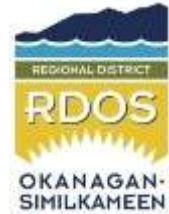
Alternatives:

1. Approve the DVP as submitted
2. Deny the DVP
3. Allow the withdrawal of the DVP

Communication Strategy:

The amended DVP application will be circulated in accordance with the provisions of the Local Government Act, with the intent of bringing a report to the June 16th meeting for the Board's consideration.

ADMINISTRATIVE REPORT



TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: September 20, 2012
RE: Development Variance Permit Application — Electoral Area 'D'

Administrative Recommendation:

THAT the Board deny [Development Variance Permit No. D12-02343.005](#).

Purpose: To seek a variance to the Subdivision Servicing Bylaw to reduce the Maximum Daily Flow of water needed for a community water system.

Owner / Agent: CRS Group of Companies Folio: D-12-02343.005 Civic: 79 & 85 Twin Lakes Road

Legal: Lot 2, Plan 26332, District Lot 228S 2169, Except Plan H15455, SDYD; and
Lot A, Plan KAP46761, District Lot 228S 2169 4098S, Except Plan KAP53180, SDYD.

Existing Zones: Resource Area (RA), Agriculture Three (AG3), Residential Single Family One (RS1),
Residential Multiple Family (RM1), General Commercial (C1), Parks and Recreation (PR)

Requested Variances: to reduce the Maximum Daily Domestic Flow of 8,000 litres per single family unit per day to 1,900 litres per single family unit per day.

Proposed Development:

This application seeks to reduce Maximum Daily Domestic Flow (or Maximum Daily Demand) of water to a single family unit from the required 8,000 litres per day under the Regional District's [Subdivision Servicing Bylaw No, 2000, 2002](#), to 1,900 litres per day.

This variance is being requested to accommodate a strata development comprised of 136 single detached dwellings units and 72 multi-family dwelling units over a 40 plus hectare area primarily at Lot 2, Plan 26332, District Lot 228S, 2169, Except Plan H15455, SDYD (being the hillside parcel adjacent the Twin Lake Golf Course).

The applicant has indicated that "Previous proof that this water demand has been met for the development was provided at Twin Lakes, but as a maximum demand it is outdated and unsustainable. As noted the OBWB (Okanagan Basin Water Board), water demands are much less, with basin-wide total domestic water use averages at 675 L/person/d (litres per capita per day), including outdoor use.

The unusual circumstance is that the Bylaw requires a MDDF (Maximum Daily Domestic Flow) that is greater than the average water use in the Okanagan Basin and does not promote sustainability."

Site Context:

Lot 2 is approximately 64 hectares (ha) in area and is situated on the southern side of Highway 3A, 1.5 km east of Yellow Lake. This site is seen to be comprised of undeveloped hillside and benches.

Lot A is approximately 60 hectares (ha) in area and is situated on the southern side of Highway 3A, 1.5 km east of Yellow Lake. The site is principally used as a golf course and clubhouse; however, there is also a seasonal RV Park Campground. Land use designations include Parks over the Twin Lakes Golf Course, and a Commercial designation over the clubhouse site. A majority of the property is within the Agricultural Land Reserve (ALR).

Surrounding properties are a mixed land use of RA, LH, RS1, RS2 and C1. The properties surrounding Nipit Lake are a mix of residential zonings.

Bylaws/Policies:

[RDOS Subdivision Servicing bylaw No. 2000, 2002, Section 3.2.1](#)

[Design Guidelines for Rural Residential Community Water Systems, Ministry of FLNRO, 2012](#)

[Central Okanagan Regional District, Bylaw No. 704, 1996](#)

[Okanagan Basin Water Board, Okanagan Water Supply and Demand Project – Phase 2, July 2010](#)

[Pre-Design Report, Naramata Water Supply Improvements, May 2005](#)

Background:

Under the Electoral Area 'D' Kaleden-Apex Southwest Sector Zoning Bylaw No. 2457, 2008, the two properties are subject to a number of different zonings, including Resource Area (RA), Agriculture Three (AG3), Residential Single Family One (RS1), Residential Multiple Family (RM1), General Commercial (C1), Parks and Recreation (PR).

Under the Electoral Area 'D' Kaleden-Apex Southwest Sector OCP Bylaw No. 2456, 2008, Lot 2 is subject to Environmentally Sensitive Development Permit (ESDP) Area, and neither parcel is within the Dominion Radio Astrophysical Observatory (DRAO) Interference Area.

The following is a timeline of applications that have been submitted in relation to these parcels over the past two decades:

- June 15, 1995 – Amendment Bylaw No. 1550 is adopted and amends the zoning on Lot 2, (adjacent to the Twin Lakes Golf Course) to allow for the development of approximately 258 units.
- December 11, 2004 – an application to the Agricultural Land Commission (ALC) to undertake a “comprehensively planned resort residential community” development is submitted to the Regional District. This proposal sought to reassign density approved for Lot 2 on June 15, 1995, to Lot A (the Commercial area of the Golf Course). The ALC approved this proposal on May 2, 2005 (i.e. a 137 unit “resort” development).
- January 14, 2005 — an application to rezone Lot A surrounding the existing club house and RV park was submitted to the Regional District. This proposal sought to facilitate the aforementioned “resort” development. This application is formally withdrawn on November 28, 2005.
- December 21, 2007 — an application to rezone Lot A surrounding the existing club house and RV park is submitted to the Regional District. This proposal seeks, amongst other things, to create 140 “mixed commercial residential” units. This proposal was withdrawn on July 2, 2010.
- March 4, 2008 — an application to subdivide the Twin Lakes Golf and RV Resort lands for Lot 2 into approximately 73 units (Phase I) was submitted to the Ministry of Transportation and Infrastructure (MoTI);
- July 26 2011 – the Provincial Approving Officer gave the subdivision application a non-approval under the Land Title Act, Section 85 because in his opinion the proposal was not within the “public interest” due to concerns with sustainable water supply in the Twin Lakes area.

In order to meet infrastructure servicing requirements for subdivision of the proposed 136 single detached dwellings unit and 72 multi-family dwelling units, the applicant is proposing to create community water and sewer systems that will subsequently be turned over to the Regional District to operate. This proposed community infrastructure would be designed to provide water and sewer to the applicant’s estimated population of 640 people; as well as potentially servicing the existing residences which surround Twin Lakes (which is a policy objective of the OCP).

It is noted that the applicant has not indicated who will operate the ground water well(s) for the irrigation to the golf course.

Public Process:

Adjacent property owners will have received notification of this application. Written comments regarding the proposal are being accepted until 12:00 noon on Friday, September 14, 2012.

Alternatives:

1. THAT the Board approve the Development Variance Permit
2. THAT the Regional Board defer Development Variance Permit No. D12-02343.005 until such time as the applicant submits, to the satisfaction of the Chief Administrative Officer, the following documentation that applies to the lands legally described as:
Lot 2, Plan 26332, District Lot 228S 2169, Except Plan H15455, SDYD; and
Lot A, Plan KAP46761, District Lot 228S 2169 4098S, Except Plan KAP53180, SDYD;
and will form part of the Permit:
 - i) A scientific justification supporting the reduction to 1,900 litres per single family unit per day
 - ii) Xeriscaping and landscaping plans;
 - iii) Water conservation methods;
 - iv) Implementation of Best Management Practises for a Water-Use Efficiency / Conservation Plan for the Twin Lakes Golf Course;
 - v) Drought Management Plan for the Twin Lakes area;
 - vi) Use of domestic grey water systems;
 - vii) Building schemes and restrictions.
3. THAT the Regional Board refer the Development Variance Permit No. D12-02343.005 to the Electoral Area 'D' Advisory Planning Commission (APC).

Analysis:

In support of this application, the applicant has prepared a report, "[Twin Lakes Golf Resort Development, Water Use Plan, May 2012](#)" which concludes that water usage at the proposed development and the Twin lakes Golf Course will be significantly reduced by:

- implementing Best Management Practises for irrigation of the golf course by:
 - improved turf management;
 - reduction of irrigated areas; and
 - watering restrictions.
- creation and implementation of a "Drought Management Plan".
- metering of all water uses on the proposed water system.
- Xeriscaping of the golf course and proposed development.

The basis for these recommendations is a study that was completed by the OBWB, "[Okanagan Water Supply and Demand Project, Phase 2 Summary Report in July 2010](#)". This report calculated an average Okanagan resident uses approximately 675 litres of water per person per day with an average domestic summer use of 1000 litres per person per day. The OBWB also stated that "across the Okanagan Basin indoor residential use averages 150 litres per person per day – about the same

as the North American average. Outdoor residential landscaping accounts for a year-round average of 525 litres per person per day.”

Accordingly, the applicant is proposing to create a “Staged Hydrogeological Assessment for the Twin Lakes Watershed” that will identify water demands for existing and future residential uses in the Twin Lakes area. The applicant is also proposing to utilise xeriscaping for all new developments and implementing a “Drought Management Plan”. The use of these tools would also be implemented in existing development if they desire to connect the proposed community water system. The applicant has also advised that they are implementing measures to reduce the water demands of the Twin Lakes Golf Course by changing their watering methods and moving toward a best practises management model.

While Administration is supportive of the use of xeriscaping and other water conversation methods, there are challenges with applying this to existing development in the area, and the enforcement of any bylaws or continued restrictions over time will require significant resources of the RDOS. Administration is also supportive of the improvement implemented by the applicant to reduce the water consumption of the golf course by way of ‘Best Management Practises’ and favours long term observation of water use at the site to determine the sustainability of recent water reductions.

Administration is also aware of the varied conclusions presented in many different water reports prepared in the past for the Twin Lakes area. Determining historical water use for the area is very challenging given a majority of parcels utilize individual wells and the applicant only has a few years of recorded data.

Administration understands that the report submitted in support of this variance application is based upon theoretical numbers, interpretations, assumptions and data gathered from other jurisdictions of varying climatic regions in British Columbia.

Maximum Daily Demand Description

When determining the design flows for a water system, there are typically three critical flow demands considered. The recently published Provincial document, [Design Guidelines for Rural Residential Community Water Systems](#), describes these demands as:

- Average Daily Demand: To verify source capacity, generally established from water recorded water consumption.
- Maximum Daily Demand: This parameter establishes sizing of pumps, reservoir and treatment works between source and balancing storage.
- Peak Hour Demand: This parameter establishes sizing of pipes, pumps and treatment works between balancing storage and the system users.

The relationship between the three demand flows is generally a simple ratio:

- Average Daily Demand X (1.8 to 2.5) = Maximum Daily Demand
- Average Daily Demand X (3.0 to 5.0) = Peak Hourly Demand

The *Design Guidelines for Rural Residential Community Water Systems* recommends the following calculation for most areas of the RDOS:

- Average Daily Demand X 2.5 = Maximum Daily Demand
- Average Daily Demand X 5.0 = Peak Hourly Demand

Maximum Daily Demand Description

Comparison of Demand Flows (litres per capita per day) for the Okanagan Area

*using 2.8 capita per single family unit

<u>Local Government</u>	<u>Average Daily</u>	<u>Maximum Daily</u>	<u>Peak Hourly</u>
Thompson Nicola RD		2,850	4,850
Columbia Shuswap RD		1,800	
Central Okanagan RD	900	2,400	4,000
City of Vernon	700	1,800	
City of Kelowna	900	2,400	4,000
City of Penticton	700	1,750	2,625
Town of Oliver	1,200	4,500	6,750-9,000
Town of Osoyoos	1,800	4,500	6,800
AVERAGE	1,033	2,750	5025
RDOS		2,850	4,850
OBWB	675 (summer 1000)		

The comparison above suggests that average water use for design specifications (subdivision servicing bylaws) have been 'weighted' higher than the 675 litres per capita per day OBWB has shown. The Maximum Daily Demands is 2.5 times what the Average Daily Demand and the Peak Hourly demand is approximately 4.9 times the Average Daily Demand.

For example with the OBWB research showing an average water use of 675 litres per capita per day (not the summer peak of 1000 litres) and the ratio between Average Daily Demand and Maximum Daily Demand has been shown to be 1 : 2.5. Administration considers a reasonable calculated Maximum Daily Demand would be approximately 1,700 litres per capita per day (NOTE: This amount is only an example and has not been verified or reviewed; it is strictly a sample calculation based on the above data).

Maximum Daily Demand Reviews

The existing [RDOS Subdivision Servicing Bylaw](#) was originally adopted on September 19, 2002 and is currently under review. The Maximum Daily Domestic Flow, or Maximum Daily Demand, in the current bylaw is 8,000 litres per single family unit per day. Using 2.8 people per single family unit the Maximum Daily Demand would be approximately 2,850 litres per capita per day.

During the design of the Naramata water treatment plant and system upgrades, a report titled [Pre-Design Report, Naramata Water Supply Improvements, May 2005](#) included an analysis of water consumption for the system. The consultants reviewed the recorded water consumption for the system (794 domestic connections) and the analysis resulted in a domestic Maximum Daily Demand of 8,200 litres per connection (single family unit) per day. This result is slightly over the existing bylaw requirement.

Central Okanagan Regional District (CORD) recently completed a review the "Westshore Estates Water System" that services 235 existing connections, with the potential for 522 connections. The review concluded a Maximum Daily Demand of 2282 litres per person per day. As a result of this review and a comparison with the City of Kelowna's specification, CORD reduced the Maximum Daily Demand from 3000 litres per capita per day to 2400 litres per capita per day in [their Bylaw No. 704](#).

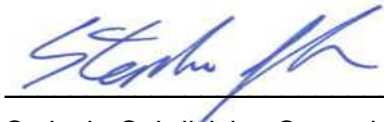
Conclusions

When assessing this variance request a number of factors were discussed in the application but not examined thoroughly in this report. These include Xeriscaping, water metres, drought management bylaws, best management practises and water restrictions which are all intelligent choices to make when attempting to conserve water resources. The main challenge is putting these mechanisms into practise over the long term.

Although the RDOS currently has these types of programs with the existing water systems, the RDOS would be required to allocate significant resources for enforcement and maintenance to the Twin Lake programs due to the sensitive nature of the water resource.

In considering this variance request, to reduce to 1,900 litres per capita per day, the applicant's report suggests a highly conservative approach to water use. The OBWB average water of 675 litres per capita per day does not necessarily represent water use for the Twin Lakes area and is being used only as a future prediction. One challenge for this variance would be realization of the actual development itself and the water use. At this point in time there is no development in the area that has this water use model in operation. Most of the values used in this development variance application are very conservative and have yet to be proven.

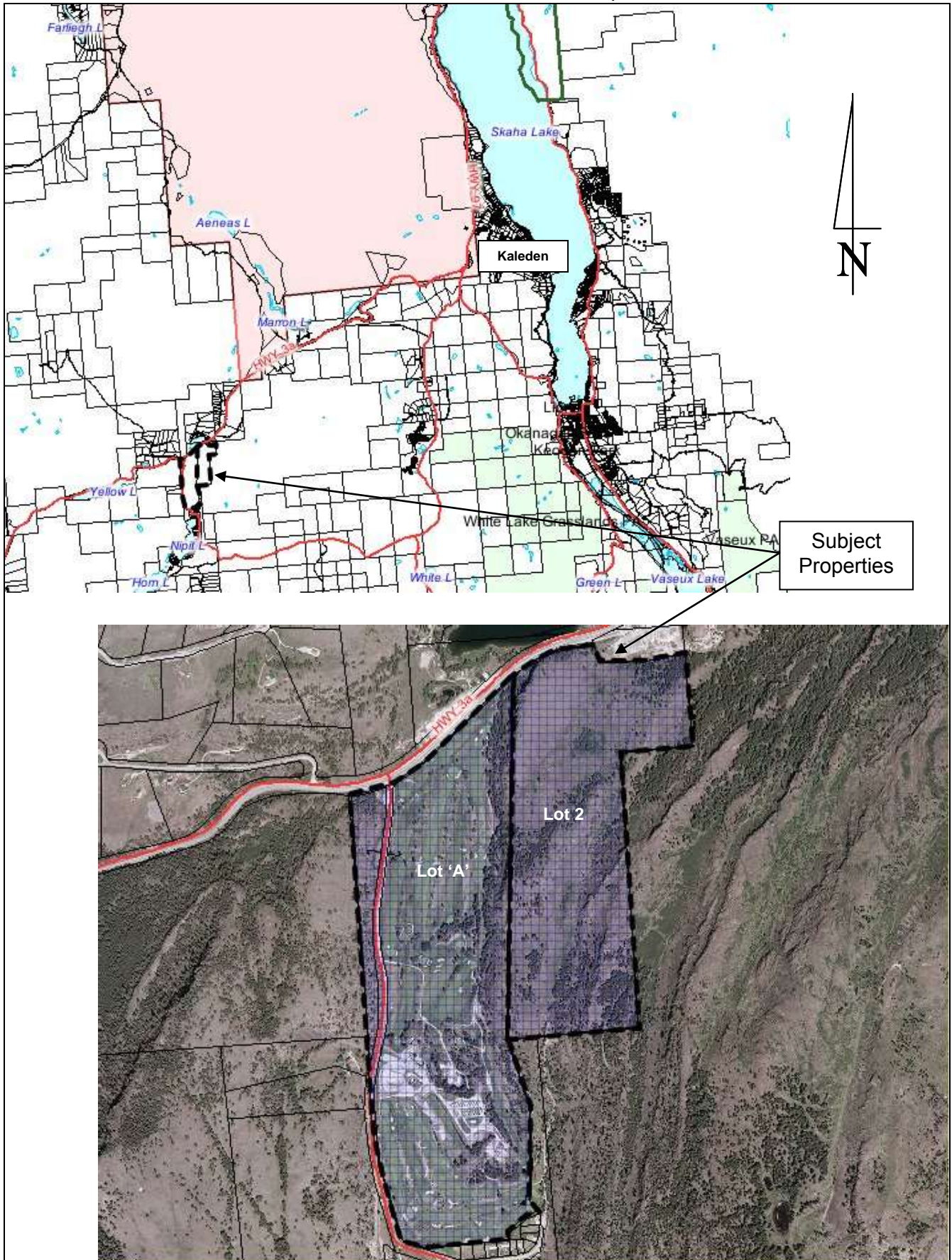
Respectfully submitted:



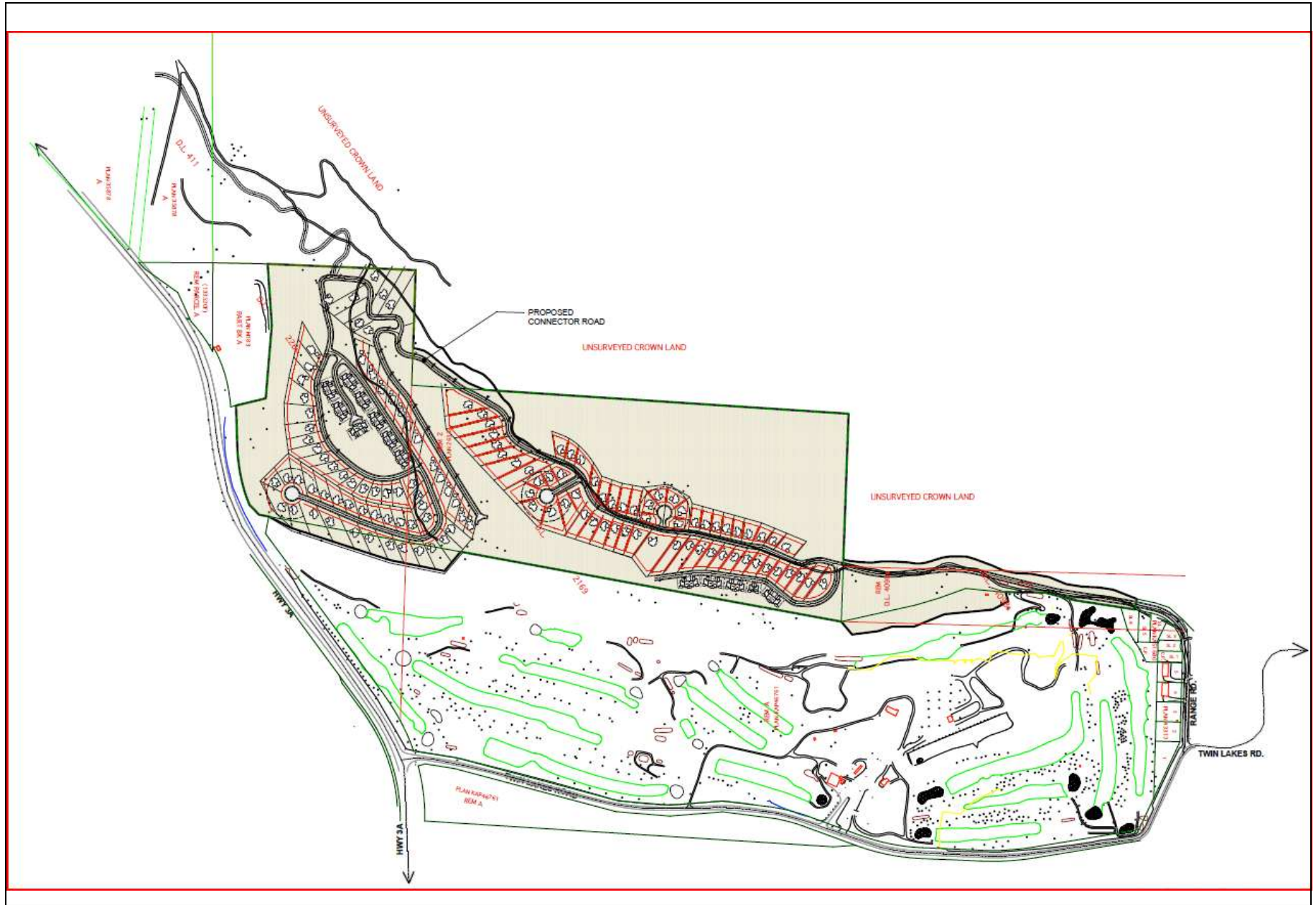
S. Juch, Subdivision Supervisor

Attachments: Attachment No. 1 – Context Maps
Attachment No. 2 – Applicant's Site Plan (2008)
Attachment No. 3 – Aerial Photo

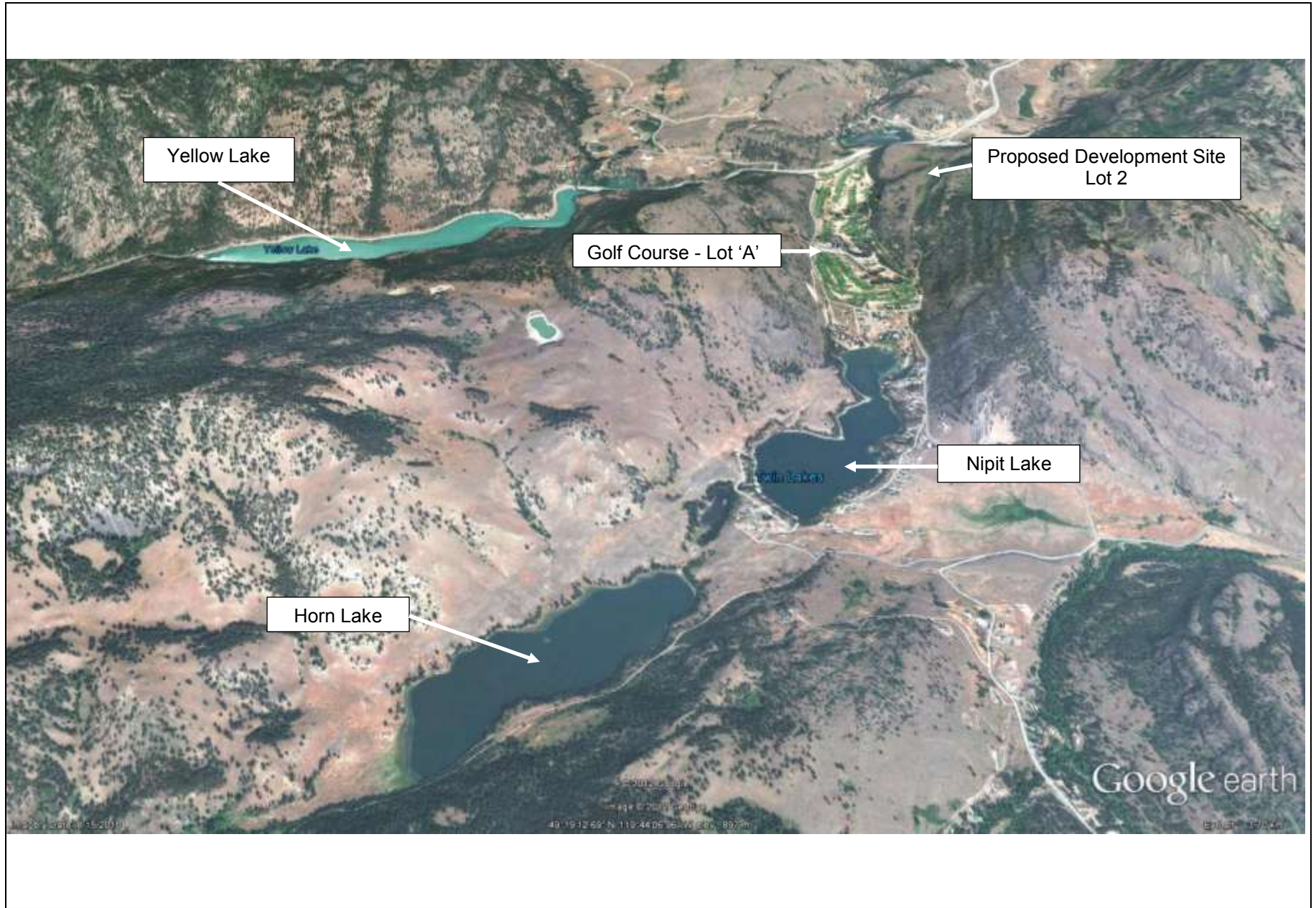
Attachment No. 1 – Context Maps

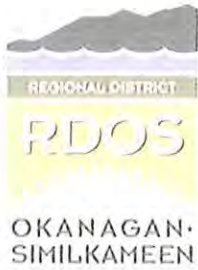


Attachment No. 2 – Applicant's Site Plan (2008)



Attachment No. 3 – Aerial Photo





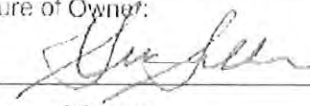
Regional District of Okanagan-Similkameen
 101 Martin Street, Penticton, B.C., V2A 5J9
 Telephone: (250) 492-0237 Fax: (250) 492-0063
 Email: info@rdos.bc.ca Website: www.rdos.bc.ca

Office use only
File No.:
Received:
Fee: \$400.00
Receipt No:

Development Variance Permit Application

It is recommended that applicants consult Development Services staff prior to submitting an application. This application will not be accepted unless it is complete and the required fee and plans are attached.

APPLICANT:		OWNER(S):	
Name: Twin Lakes Golf Resort		Name: CRS Group of Companies	
Address: 79 Twin Lakes Road 85 Twin Lakes Road		Address: 730 - 475 West Georgia Street	
City/Town: Kaleden		City/Town: Vancouver	
Province: BC	Postal Code: V0H 1K0	Province: BC	Postal Code: V6B 4M9
Day Phone: (250) 497-5359 Fax:		Day Phone: (604) 689-3722 Fax: (604) 689-3722	
Cell Phone:		Cell Phone:	
Email:		Email: suki@crsgroup.ca	

AGENT AUTHORIZATION:	
If the registered owner(s) of the subject property elects to have someone act on their behalf in submission of this application this section must be completed:	
As owner(s) of the land described in this application, I/we hereby authorize <u>Mike Seymour, AScT, Eng. L.</u> to act as applicant in regard to this land development application.	
Signature of Owner: 	Date: March 6, 2012
Signature of Owner:	Date:

NOTICE OF COLLECTION OF PERSONAL INFORMATION:
The personal information you provide on this form is being collected under the authority of Section 895 of the <i>Local Government Act</i> and Section 32 of the <i>Freedom of Information and Protection of Privacy Act</i> . This information will be used to determine eligibility for a development variance permit and for enforcement of applicable laws. This information may be circulated to persons or authorities as necessary for the review process. Your personal information is protected by the privacy provisions of the <i>Freedom of Information and Protection of Privacy Act</i> . If you have any questions about the collection of this information please contact the Freedom of Information Officer at the Regional District Okanagan-Similkameen for information.

PROPERTY DESCRIPTION:			
Civic address: 79 Twin Lks Rd, 85 Twin Lks Rd; N/A			
Legal Description		228S 2169 409SS, Except Plan KAP53160, 228S 2169, Except Plan H15455	
Lot: A; 2	Plan: KAP46761; 26332	Block: N/A; N/A	District Lot: Section: N/A; N/A Township: N/A; N/A
Current Zoning: C1, PR, RA, RS1, RM1, AG3 RA, RS1, RM1		OCP designation: P, C, RA, MR MR, LR, RA	
Current land use: Golf Course/Resort			
Surrounding land uses: RA, LH, RS2, C1, RS1			
Current method of sewerage disposal: <input type="checkbox"/> Community Sewer <input checked="" type="checkbox"/> Septic Tank <input type="checkbox"/> Other			
Current method of water supply: <input type="checkbox"/> Community Water <input checked="" type="checkbox"/> Well <input type="checkbox"/> Other			
Any restrictive covenants registered on the subject property: <input type="checkbox"/> Yes (if yes, provide details) <input checked="" type="checkbox"/> No			
Any registered easements or rights-of-ways over the subject property: <input type="checkbox"/> Yes (if yes, provide details) <input checked="" type="checkbox"/> No			
Does the subject property possess a legal road access: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if no, provide details)			
Agricultural Land Reserve: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Riparian Area: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Environmentally Sensitive: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		MoT Approval: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (required for setbacks within 4.5 metres of a road reserve)	

DEVELOPMENT INFORMATION:
Provide a description of the proposed development (please attach as a separate sheet, as required): Resort/residential development on over 40 hectares of property which, at full build out, could result in a future additional population of approximately 640 people over a 20 year period in the Twin Lakes area.

REQUESTED VARIANCE(S):
List all requested variances to the regulations in bylaws of the Regional District. Each variance should be marked on the applicable drawings. A variance cannot be considered where use or density would be affected.
1. Bylaw (Include No.): <u>Subdivision Servicing Bylaw No. 2000, 2002</u> Section: <u>Schedule A Section 3.2.1</u> Proposed variance: <u>A text amendment which will revise the Maximum Daily Domestic Flow (MDDF) to 1,900 L/single family unit/day (from 8,000 L/sfu/d) where water conservation and Xeriscaping principals are implemented, and water meters installed.</u>
2. Bylaw (Include No.): _____ Section: _____ Proposed variance: _____

SUPPORTING RATIONALE:

All new development should meet the Regional District's applicable bylaw standards. A variance is considered only as a last resort. An application for a development variance permit should meet most, if not all, of the following criteria, in order to be considered for approval (please attach as a separate sheet, as required).

1. The variance should not defeat the intent of the bylaw standard or significantly depart from the planning principle or objective intended by the bylaw. Please elaborate how the requested variance meets this criteria:

The intent of the existing bylaw is to ensure that the design provides day-to-day water requirements and provides adequate flows for fire protection.

In keeping with previous presentations to the Board and reports on water consumption, reducing the MDDF to 1,900 L/sfu/d will still provide day-to-tay water requirements and will not defeat the intent of the bylaw.

2. The variance should not adversely affect adjacent or nearby properties or public lands. Please elaborate how the requested variance meets this criteria:

The requested variance entails the reduced draw from the groundwater aquifer (specifically the Twin Lakes aquifer, for this application). A reduced flow requirement would benefit surrounding properties that also obtain their water from the groundwater aquifer.

3. The variance should be considered as a unique solution to an unusual situation or set of circumstances. Please elaborate how the requested variance meets this criteria:

Previous proof that this water demand has been met for the development was provided at Twin Lakes, but as a maximum demand it is outdated and unsustainable. As noted by the OBWB, water demands are much less, with basin-wide total domestic water use averages at 675 L/person/d, including outdoor use.

The unusual circumstance is that the Bylaw requires a MDDF that is greater than the average water use in the Okanagan Basin and does not promote sustainability.

4. The variance represents the best solution for the proposed development after all other options have been considered. Please elaborate how the requested variance meets this criteria:

By reducing the required MDDF, draw from the Twin Lakes aquifer will be reduced, which will increase the additional water availability for all persons dependant on the aquifer as a water source. By amending the Bylaw, we will be able to define the water demand necessary to proceed with the detailed water study, and at that time fully engage the ground water consultant to proceed with those works.

5. The variance should not negatively affect the natural site characteristics or environmental qualities of the property. Please elaborate how the requested variance meets this criteria:

Reducing the required draw from the Twin Lakes aquifer will not adversely affect the aquifer, and Xeriscaping will use plants native to the Twin Lakes area that require minimal watering to maintain the existing characteristics of the property.

REQUIRED DOCUMENTATION:

All plans and drawings referred to in this section should be submitted with one full scale and one reduced (11 x 17) copy suitable for black and white reproduction. When possible, Adobe PDF versions should also be included.

Certificate of Title – to provide proof of ownership, copies of titles should be dated no more than 30 days prior to the date of application. Copies of titles are available from the Land Titles Office, or through a Government Agent's Office, a notary, lawyer or search company.

Location Map – showing the area in which the subject property is situated.

Site Plan – drawn to scale and showing dimensions, shall include the following (as applicable):

PREVIOUSLY SUBMITTED

- North arrow and scale;
- Dimensions and boundaries of property lines, rights-of-way, and easements;
- Location and dimensions of existing structures and setbacks (including projections and overhangs) to parcel lines, rights-of-ways, easements;
- Location of existing access roads, driveways, vehicle parking spaces, pathways, screening and fencing;
- Natural & finished grades of site, at buildings & retaining walls (indicate source of grade data)
- Location of any physical or topographical constraints (such as watercourses, shorelines, ravines, wetlands, steep slopes, bedrock outcrops, etc...);
- Location of all existing water lines, wells, septic fields, sanitary sewer & storm drain facilities, including sizes; and
- Existing covenant areas (if applicable).

Development Plan - shall be drawn to scale and indicate the following:

PREVIOUSLY SUBMITTED

- detailed drawings of the proposed development, including building sections, elevations, finishes, floor plans, landscaping, access roads, driveways, vehicle parking spaces, pathways, and screening and fencing proposed for the site;
- a project summary sheet outlining density and number of dwelling units, site coverage, heights, setbacks, and other relevant data; and
- location and width of proposed access(es) to the property, driveways, manoeuvring aisles and parking layout.

Site Survey - If the proposed development involves a variance to the siting or building envelope of a structure a current BC Land Surveyor's survey certificate (in metric) shall be required. This may be combined with the requirements for a **Site Plan**, where appropriate.

Landscape Plan – where applicable, the Landscape Plan shall be drawn to scale and shall show existing and proposed landscaping and to include an estimate of the cost of landscaping, provided by a Landscape Architect or qualified professional. This estimate will be used to determine the amount of any security required.

Additional material or more detailed information may be requested by the Regional District upon reviewing the application.

DECLARATION:

I, the undersigned, hereby certify that the information provided with respect to this application is full and complete and is, to the best of my knowledge, a true statement of the facts related to this application.

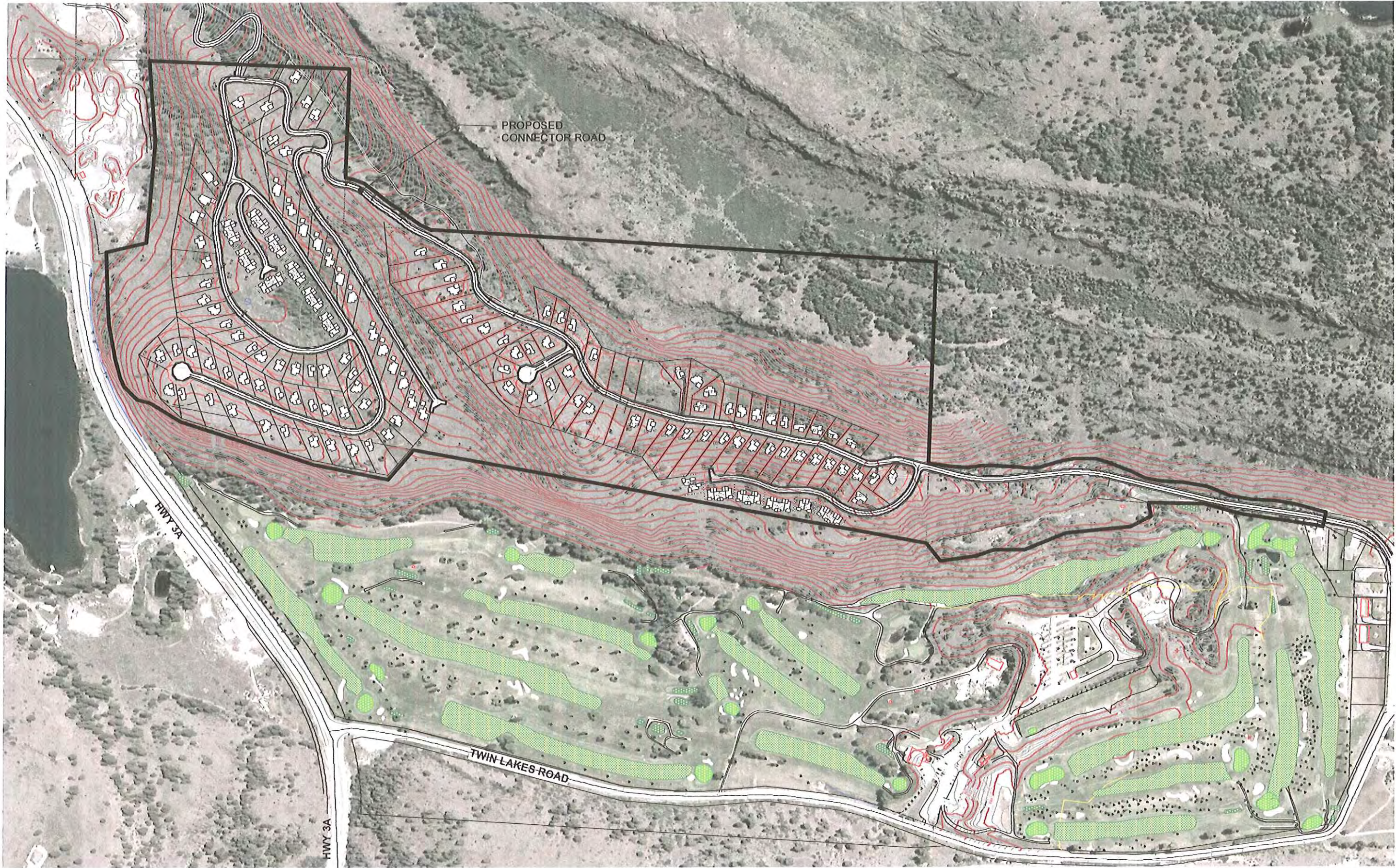
Signature of Owner or Authorized Agent

March 6, 2012

Date

Mike Seymour

Print name of Owner or Authorized Agent



PROPOSED
CONNECTOR ROAD

HWY 3A

TWIN LAKES ROAD

HWY 3A

DRAWING
TWIN LAKES:
SITE PLAN
PROPOSED
1 : 2000

PROJECT
TWINLAKES

CLIENT
ALKI DEVELOPMENT

OVERALL SITE

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: June 2, 2016
RE: Okanagan Falls Parks & Recreation Commission
Appointments



Administrative Recommendation:

THAT the Board of Directors appoint Brian Jackson and Tim Devlin as members of the Okanagan Falls Parks & Recreation Commission until December 31, 2016;

Purpose:

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

Reference:

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

Alternatives:

The Board not approve the recommendations of the Okanagan Falls Parks & Recreation Commission.

Respectfully submitted:

Justin Shuttleworth

J. Shuttleworth, Park/Facilities Coordinator

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: June 2, 2016
RE: West Bench Transit Expansion Memorandum of Understanding



Administrative Recommendation:

THAT the Board enter into the proposed Electoral Area “F” Transit Service Memorandum of Understanding with BC Transit

Reference:

MOU - Okanagan Similkameen

Business Plan Objective:

Key Success Driver 2.0: Optimize the Customer Experience

2.4 To meet public needs through the development and implementation of key services

Key Success Driver 3.0: Build a Sustainable Community

3.1 To develop a socially sustainable community

3.2 To develop an economically sustainable community

3.3 To develop an environmentally sustainable community

Background:

Last month, the Provincial Government announced their commitment to \$12.7 million in funding over the next three years to support transit expansion initiatives throughout the province. The attached Memorandum of Understanding (MOU) was provided by BC Transit to formalize the process of securing appropriate expansion funding on behalf of the RDOS.

Analysis:

Expansion of the Okanagan-Similkameen transit system was analyzed through the recently completed Transit Future Plan (TFP), which identified potential expansions based on public feedback and existing routes. Priority 14 from the TFP was to introduce service to the West Bench; this service was also identified as a gap in the 2011 Transit Review. Compiled survey results indicated the following ridership/frequency if service was introduced:

Area	Use transit currently?	Would use transit?	When?
West Bench (10 responses)	1 – Rarely 9 – Never	2 – Daily 2 – Weekly 2 – Monthly 2 – Rarely	5 – Peak 3 – Midday 4 – Evening 5 – Weekend

		2 – Never	
Red Wing (2 responses)	1 – Rarely 1 – Never	1 – Weekly 1 – Rarely	1 – Peak 1 – Midday
Sage Mesa (2 responses)	2 – Never	1 – Monthly 1 – Rarely	1 – Peak 2 – Midday

A survey was conducted in 2008 of residents in Area “F” regarding the potential for transit service in the area. Overall, 60% of survey respondents supported transit in the area. Support was highest in the Red Wing neighbourhood (72% support), and lowest in West Bench and Husulua Highlands (50% and 52% respectively).

Upon Board approval of the MOU, BC Transit will include the expansion request in the draft Service Plan to the Province to seek the matching funding required for operating and capital costs. Following confirmation of the provincial budget, BC Transit will inform RDOS staff of approved funding and initiate an implementation plan, including the development of more detailed costing based on routing and schedules. Service levels and service delivery will be determined based on an examination of ridership demand to be conducted as part of the Service Change Service Discussion Document for this expansion, but are preliminarily estimated at four trips per day, Monday to Friday.

Proposed Expansion:

AOA Period	In Service Date	Annual Hours	Vehicle Requirements	Revenue	Total Costs*	Net Municipal Share
2018/19	September 2018	400	1	1,017	\$58,228	\$43,292
		Description	Transit Future Plan Recommendation: Priority 14 - Introduce service to West Bench			

*Vehicle costs do not reflect Standardized Lease Fees

BC Transit included an additional vehicle for the proposed expansion; therefore, BC Transit requires a signed commitment from the RDOS Board by mid-June to ensure sufficient time to procure the bus. However, the vehicle was added as a placeholder and signing the MOU does not commit the Regional District to buying a new bus for the system. The option of tying into an existing service (such as the Penticton or South Okanagan system) would be more cost effective and staff will work with BC Transit and our local government partners to determine the service delivery which has the least financial impact to the Regional District. Vehicle costs are estimated at \$30,707 for a light duty vehicle, however, should the route not require it, the Net Municipal Share would be reduced to \$13,760.50.

Alternatives:

THAT the Board of Directors NOT enter into a MOU with BC Transit.

Respectfully submitted:

Lindsay Bourque

L. Bourque, Rural Projects Coordinator

Expansion Memorandum of Understanding

Date	April 14, 2016
Expiry	August 1, 2016
System	Regional District of Okanagan - Similkameen

Expansion Initiatives Agreement

The following outlines expansion initiatives identified for your transit system along with a high level annual costing based on the hourly rates of your system. Please confirm these initiatives are aligned with the expectations of your local government. Upon confirmation of your local government's intent to commit to the expansion and budget, we will proceed with the request to secure funding from the Province on your behalf.

PROPOSED EXPANSION INITIATIVES						
AOA Period	In Service Date	Annual Hours	Vehicle Requirements	Revenue	Total Costs*	Net Municipal Share
2018/19	Sept 2018	400	1	2,086	\$58,228	\$43,292
		Description	Transit Future Plan Recommendation: Priority 14 - Introduce service to West Bench			

*** Total Cost reflects the Local Government share of Lease fees. Standardized Lease fees have not been used for this calculation**

Approval

On behalf of the Regional District of Okanagan - Similkameen, I am confirming to BC Transit to proceed with the request for funding to the province on our behalf and that we are committed to budget accordingly as per the advice provided and with the knowledge a more detailed budget will follow as service details are confirmed.

On behalf of the Regional District of Okanagan - Similkameen

Signature: _____ Date: _____

Name: _____ Position: _____

On behalf of BC Transit, prepared by

Signature: 

Date: May 10, 2016

Name: Daniel Pizarro

Position: Senior Regional Transit Manager

ADMINISTRATIVE REPORT

TO: Select meeting type...

FROM: B. Newell, Chief Administrative Officer

DATE: June 2, 2016

RE: BL2735 Area H Community Facilities Capital Reserve
Expenditure Bylaw



Administrative Recommendation:

THAT Bylaw No. 2735, 2016, Electoral Area “H” Community Facilities Capital Reserve Fund Expenditure Bylaw be read a first, second and third time and be adopted.

Reference:

Bylaw 2653,2014

Background:

In 2014, the RDOS Board created the Electoral Area “H” Community Facilities Capital Reserve Fund for the purposes of expenditures for or in respect of capital projects within Electoral Area “H”. Annual dividends received from the Vermillion Forks Community Forest Corporations (VFCFC) are transferred into the reserve.

Analysis:

The China Ridge Trails Association has requested \$8,000 funding for a fencing/culvert project. The total estimated project cost is \$10,395 with the balance of the project costs coming from volunteer and in-kind contributions.

The Hayes Creek Volunteer Firefighters Association was awarded \$38,500 in 2015 for fire hall upgrades. They have requested an additional \$22,100 to complete the fire hall upgrades. The bylaw authorizes an additional \$12,000 of funding to help complete the project.

The current Area H Community Facilities Reserve Fund balance is estimated at approximately \$764,000. A previous expenditure bylaw has \$75,000 of the reserve committed.

Respectfully submitted:

“Sandy Croteau”

S. Croteau, Finance Manager

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2735, 2016

A bylaw to authorize the expenditure of monies from the Electoral Area 'H' Community Facilities Reserve Fund for China Ridge Trails Association fencing/culvert and Hayes Creek Volunteer Firefighters Association Fire hall upgrades

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

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

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

1 Citation

- 1.1 This Bylaw shall be cited as the "Electoral Area 'H' Community Facilities Capital Reserve Fund Expenditure Bylaw No. 2735, 2016"
2. The expenditure of \$8,000 from the 'Electoral Area 'H' Community Facilities Capital Reserve Fund is hereby authorized for the China Ridge Trails Association fencing/culvert

and

The expenditure of \$12,000 from the 'Electoral Area 'H' Community Facilities Capital Reserve Fund is hereby authorized for the Hayes Creek Volunteer Firefighters Association Fire hall upgrades

READ A FIRST, SECOND, AND THIRD TIME this ___ day of ____, 20__

ADOPTED this ___ day of ____, 20__

RDOS Board Chair

Corporate Officer

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: June 2, 2016
RE: Okanagan Film Commission Service Establishment Bylaw No. 2734, 2016



Administrative Recommendation 1:

THAT Regional District of Okanagan-Similkameen Regional Okanagan Film Commission Service Establishment Bylaw No. 2734, 2016 be read a first, second and third time prior to being forwarded to the Inspector of Municipalities for approval; and further,

Administrative Recommendation 2:

THAT upon approval by the Inspector of Municipalities, participating area approval for Regional District of Okanagan-Similkameen Regional Okanagan Film Commission Service Establishment Bylaw No. 2734, 2016 be obtained for the entire service area through an Alternative Approval Process in accordance with section 342 (4) of the *Local Government Act*.

Purpose:

To establish a service for the provision of funding to the Okanagan Film Commission for the promotion and development of the film industry in the region.

Business Plan Objective:

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

Background:

The Okanagan Film Commission is a non-profit society established in 1990 by the Okanagan-Similkameen Community Futures Development Corporations. The commission currently has ten directors comprised of representatives from regional governments and members-at-large.

The commission operates out of the office of the Economic Development Commission of the Regional District of the Central Okanagan in Kelowna.

Funding for the commission is provided through the Regional Districts of the North Okanagan, Central Okanagan, Okanagan-Similkameen and the Boundary Economic Development Committee. Additional funding is provided through the Province of British Columbia.

In past years, the Regional District of Okanagan-Similkameen has provided annual funding from \$35,000 to \$50,000 through a Regional Grant in Aid.

Recently the Regional Grant in Aid Policy was amended to prohibit any one organization from

receiving more than two regional grants in a four year period, and that long term provisions of funds to non-profit organizations should be determined through the establishment of a service with public assent.

Analysis:

For the establishment of a contribution service, the Local Government Act provides for participating area approval to be obtained by either of the following methods:

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

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

The financial impact of \$35,000 across the entire region calculates to \$0.0020 per \$1,000 of assessed value, or \$0.64 for the average household valued at \$320,000.

Alternatives:

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

Respectfully submitted:

"C. Malden"

C. Malden, Manager of Legislative Services

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2734, 2016

A bylaw to establish a contribution service for funding to the Okanagan Film Commission.

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

AND WHEREAS the Board of Directors wishes to establish a contribution service to provide funding to the Okanagan Film Commission for the promotion and development of the film industry in the region;

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

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

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

1 CITATION

1.1 This bylaw may be cited as the Regional District of Okanagan-Similkameen Regional Okanagan Film Commission Service Establishment Bylaw No. 2734, 2016.

2. ESTABLISHMENT OF THE SERVICE

2.1 The service established by this bylaw is to provide funding to the Okanagan Film Commission for the for the promotion and development of the film industry in the region.

3 BOUNDARIES OF THE SERVICE AREA

2.1 The boundaries of the service area are the boundaries of the Regional District of Okanagan-Similkameen in its entirety.

4 PARTICIPATING AREAS

4.1 The participating area is the Regional District of Okanagan-Similkameen in its entirety.

5. COST RECOVERY

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

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

- (b) subject to subsection (2) of section 378, parcel taxes imposed in accordance with Division 3;
- (c) fees and charges imposed under section 397 [*imposition of fees and charges*];
- (d) revenues raised by other means authorized under this or another Act;
- (e) revenues received by way of agreement, enterprise, gift, grant or otherwise.

6. LIMIT

- 6.1 The annual maximum amount that may be requisitioned for the cost of the service shall not exceed the greater of \$35,000 or \$0.0020 per \$1,000 net taxable value of land and improvements in the service area.

7. WITHDRAWAL

- 7.1 A participant may withdraw from the service by providing at least 16 months notice in writing to the Board prior to September 1 of a given year; thereby taking effect December 31 of the following year.

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

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this xxx^t day of xxx, 2016.

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

ADOPTED this xxx day of xxx, 2016

Board Chair

Corporate Officer

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

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: June 2, 2016
RE: Board Policy Review



Administrative Recommendation:

THAT the Board of Directors rescind the following policies:

- **After Hours Access policy**
- **Contaminated Site Profiles policy**
- **Contaminated Site Application and Agreement for Relocation**
- **Landfill Tipping Fees – Environmental Clean-up Fees**
- **300 Meter Landfill Buffer Zones**
- **Naramata Water – Chlorine Protocol for Power Outage.**

Purpose:

To rescind outdated policies.

Reference:

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

After Hours Access policy (to be rescinded)

Contaminated Site Profiles policy (to be rescinded)

Contaminated Site Application and Agreement for Relocation (to be rescinded)

Landfill Tipping Fees – Environmental Clean-up Fees (to be rescinded)

300 Meter Landfill Buffer Zones (to be rescinded)

Naramata Water – Chlorine Protocol for Power Outage (to be rescinded)

Analysis:

At the May 19, 2016 Corporate Services Committee meeting, the Board reviewed the above noted policies.

The policies contained in this report include:

- **After Hours Access policy**
 - Covered by Waste Management Service Regulatory Bylaw No. 2535, 2014
- **Contaminated Site Profiles policy**
 - Covered by Waste Management Service Regulatory Bylaw No. 2535, 2014

- **Contaminated Site Application and Agreement for Relocation**
 - o Covered by Waste Management Service Regulatory Bylaw No. 2535, 2014 and updated staff procedure

- **Landfill Tipping Fees – Environmental Clean-up Fees**
 - o Covered by current Fees and Charges bylaw

- **300 Meter Landfill Buffer Zones**
 - o Regulations are in each landfill Operational Certificate

- **Naramata Water –Chlorine Protocol for Power Outage**
 - o No longer required because water is sole sourced from the lake. This policy dated back to when the creeks were the water source. We no longer have chlorine at any of the creek intakes

Respectfully submitted:

“Christy Malden”

C. Malden, Manager of Legislative Services

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

P O L I C Y**POLICY NO: P5360-00.01****Page 1 of 2****SUBJECT: REGIONAL LANDFILL SITES AFTER HOURS ACCESS**

Effective Date	Amendment	Board Resolution	Administered By
December, 1991		B687/91	Public Works Manager
	August, 1995	B415/95	
	December, 1996	B574/96	
	April 15, 1999	B214/99	

After-hours access to deposit refuse or trucked liquid waste at landfills shall not be permitted without a formal agreement between the Regional District of Okanagan-Similkameen and the hauler subject to the hauler providing proof of \$2,000,000 liability insurance together with proof that the Regional District is an “additional named insured.”

After-hours access to collect recyclable materials, including white goods and scrap metal, at landfills shall be permitted on occasion provided that the contractor is already under contract with the Regional District to provide such service and has provided proof of \$2,000,000 liability insurance together with proof that the Regional District is an “additional named insured.” The contractor shall seek the Regional District’s express permission for each after-hours access visit to collect recyclable materials and shall pay 100% of the costs associated with having to staff the landfill during the after-hours visit, if deemed necessary by the Public Works Manager.

The following restrictions to the above shall apply:

a) **Campbell Mountain Landfill**

After-hours access to deposit refuse or trucked liquid waste at the Campbell Mountain Landfill site is restricted to 6:00 a.m. and 8:30 a.m. on days the landfill is open and for emergency situations, in which case the Regional District will require a minimum of four (4) hours notice of extraordinary after-hours access and the hauler will be responsible to pay for 100% of all incremental landfilling costs.

b) Okanagan Falls Landfill

After-hours access to deposit refuse at the Okanagan Falls Landfill site is prohibited.

c) Oliver Landfill

After-hours access to deposit refuse at the Oliver Landfill site is restricted to 7:00 a.m. and 9:00 a.m. on days the landfill is open and for emergency situations, in which case the Regional District will require a minimum of four (4) hours notice of extraordinary after-hours access and the hauler will be responsible to pay for 100% of all incremental landfilling costs.

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

P O L I C Y

POLICY NO: P5280-00.04

Page 1 of 1

SUBJECT: CONTAMINATED SITE PROFILES

Effective Date	Amendment	Board Resolution	Administered By
May, 1996		B206/96	Public Works Manager
	April, 1997	B174/97	

The Contaminated Sites Regulation, under the Waste Management Amendment Act, (1993) requests information regarding the past and present use of a site and basic land descriptions.

Effective April, 1997, the Regional District of Okanagan-Similkameen opted out of accepting contaminated site profiles.

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

P O L I C Y**POLICY NO: P5280-00.05****Page 1 of 6****SUBJECT: CONTAMINATED SOILS
APPLICATION & AGREEMENT FOR RELOCATION**

Effective Date	Amendment	Board Resolution	Administered By
August 21, 1997		B320/97	Engineering Services Manager
	February 21, 2002	B117/02	Solid Waste Facilities Coordinator
	March 27, 2003	B231/03E	

The Board has authorized the Engineering Services Manager to accept contaminated soils at the Campbell Mountain Landfill subject to:

- (i) satisfactory verification from the generator's consultant report that the contaminated soils meet all provincial and local conditions (i.e. soils that are below Special Waste or standards described in applicable Provincial Regulations); and
- (ii) completion of required Application Forms and final Approvals:
 - Part I: Application for Contaminated Soil Relocation
 - Part II: Receiving Site Information and Location
 - Part III: Relocation Agreement (between RDOS & Applicant)



REGIONAL DISTRICT OKANAGAN-SIMILKAMEEN

Application for Contaminated Soil Relocation

Note: Anything submitted in relation to this Contaminated Soil Relocation Agreement application will become part of the public record and may be made available to the public through the Site Registry as established under the *Waste Management Act*.

PART I

To be completed by or for the owner of the source site from which contaminated soil is to be relocated.

SECTION A - Source Site Information

1. Name of source site owner:

Last First Middle Initial(s) (and / or, if applicable)

Company

2. Name of source site contact person:

Last First Middle Initial(s) (and / or, if applicable)

Company.....

Mailing Address.....

City

Province

Postal Code

Telephone (.....)

Fax (.....)

SECTION B - Source Site Location

Site Identification Number (if available)

Legally Titled, Registered Property

Site Street Address

City Postal Code.....

PID numbers and associated legal descriptions. *Attach an additional sheet if necessary.*

<u>PID</u>	<u>Legal Description</u>
------------	--------------------------

OR

1. Coordinates (using the North American Datum 1983 convention) for the centre of the site:

Latitude: Degrees Minutes Seconds

Longitude: Degrees Minutes Seconds

Please attach a map of appropriate scale showing the boundaries of the site

Attach additional sheet(s) as necessary

SECTION C - Contaminated Soil Information

1. Soil characterization. *Attach an additional sheet if necessary.*

- Soil volumes to be relocated in cubic metres (m³).
- Soil test results summary. *Include contaminant concentrations and supporting information.*

.....

.....

.....

2. Soil characterization method. *Attach an additional sheet if necessary.*

.....

.....

.....

.....

SECTION C – continued:

- 3. Current type of soil storage (e.g. stockpiled, in situ)
- 4. Soil relocation start date (YY-MM-DD)
- 5. Estimated completion date (YY-MM-DD)
- 6. Relocation method (e.g. truck, barge, train)
- 7. Volume per load..... Number of loads

PART II

To be completed by or for the owner or operator of the receiving site to which contaminated soil is to be relocated.

SECTION A - Receiving Site Information

1. Name of receiving site owner / operator:

Last First Middle Initial(s) (and / or, if applicable)

Company

2. Name of receiving site contact person:

Last First Middle Initial(s) (and / or, if applicable)

Company

Mailing Address

CityProvincePostal Code

Telephone (.....)Fax (.....)

SECTION B - Receiving Site Location

Site Street Address

City Postal Code.....

PID numbers and associated legal descriptions. *Attach an additional sheet if necessary.*

<u>PID</u>	<u>Legal Description</u>
------------	--------------------------

1. Receiving site primary land use. Write in one of commercial, industrial, residential, agricultural or urban park. If none apply, specify the current and anticipated land use.

.....

2. Relocated soil use at the receiving site (e.g. fill, cover)

.....

3. On site location of contaminated soil

.....

PART III

Contaminated Soil Relocation Agreement: To be completed and signed by all parties.

- 1. The above information accurately reflects the volume and quality of the soil to be relocated from the site indicated in Part I, Section B. I know of no regulation, bylaw or other legal restriction which might prohibit the relocation of the soil, as described in Part I, Section 'C', to the indicated receiving site. Further, I will ensure that all permits, manifests and other regulatory and safety requirements that may apply are met.

Signature of Source site owner

Print name

Date (YY-MM-DD)

- 2. The above information accurately reflects the volume and quality of the soil to be relocated from the indicated source site. I know of no regulation, bylaw or other legal restriction which might prohibit the relocation of the soil, as described in Part I, Section C, to the indicated receiving site. Further, I will ensure that all 'chain of custody' protocols are met.

Signature of Receiving site agent

Print name

Date (YY-MM-DD)

- 3. I am prepared to receive the soil as described in Part I, Section C on the indicated site described in Part II, Sections 'A' & 'B', and as covenanted in PART III 1&2. I know of no regulation, bylaw or other legal restriction which might prohibit the relocation of this soil to this site. The answers provided in Part II are accurate to the best of my knowledge.

Signature of Receiving site owner/operator

RDOS Engineering Services Manager

Print name

Date (YY-MM-DD)

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

P O L I C Y

POLICY NO: P5360-00.02**Page 1 of 1****SUBJECT: LANDFILL TIPPING FEES
- ENVIRONMENTAL CLEAN-UP ACTIVITIES**

Effective Date	Amendment	Board Resolution	Administered By
May, 1997	January 22, 2004	B192/97 B020/04	Solid Waste Management Superintendent

- (a) Effective May, 1997 registered societies are exempt from regional landfill tipping fees when engaged in public service activities related to clean-up of the environment.
- (b) Effective December 10, 2003, tipping fees may be waived at the discretion of the elected Director and Solid Waste Management Superintendent for public service activities related to clean-up of the environment.

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

P O L I C Y

POLICY NO: P5360-00.03**Page 1 of 1****SUBJECT: 300 METRE LANDFILL BUFFER ZONES****Effective Date**
September 17, 1998**Amendment****Board Resolution**
SB159/98**Administered By**
Public Works Manager
Director of Planning & Bldg.

The Board established the following policy:

1. All rezoning and land use documents pertaining to properties located within 300m of a landfill site are to be referred to the Ministry of Environment (MOE) for recommendations re landfill buffer requirements prior to any Board consideration; and
2. that funding be allocated within the Okanagan Falls, Oliver and Keremeos Landfill 1999 budgets to complete operational plans and address buffer requirements and finalize operating certificate details to comply with Ministry of Environment Landfill criteria unless specific exemptions from the District's Solid Waste Management Plan implementation requirements can be obtained from the MOE; and

that an exemption from the District's RSWMP implementation (re hydrogeological study) be sought from the Ministry of Environment for the Okanagan Falls Landfill site; and
3. that a letter be forwarded to the Osoyoos, Princeton and Summerland Municipal Councils encouraging them to complete operational plans and identify buffer zone requirements and consider the adoption of a Policy that states that all rezoning and land use documents pertaining to properties located within 300m of a landfill site be referred to the Ministry of Environment for recommendations re landfill buffer requirements prior to any Council consideration

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

P O L I C Y**POLICY NO: P5600-00.01****Page 1 of 4****SUBJECT: NARAMATA WATER UTILITY
CHLORINE PROTOCOL FOR POWER OUTAGE****Effective Date**
July, 1997**Amendment****Board Resolution**
SB265/97**Administered By**
Public Works ManagerThe Safe Drinking Water Regulation, 1992 states as follows:*"Health Hazards*

3. (1) *Where in the opinion of the Minister. The quality of water in a water works system is, or may become, a health hazard,*
 - (a) *the water purveyor must notify all users served by the water works system of the existing or potential health hazard, and*
 - (b) *the water purveyor must seek approval from the Minister regarding.*
 - (i) *the manner by which the users are to be notified,*
 - (ii) *the wording of the notification,*
 - (iii) *the time period of the notification,*
 - (iv) *the frequency of repeat notice to be issued while the health hazard continues.*
- (2) *Where the water purveyor fails to take action as required under subsection (1) (a), the minister may order the purveyor to notify the users of the hazard.*
- (3) *Where the risk of waterborne disease has been identified by the minister, a water purveyor must take immediate action to minimize the risk to the satisfaction of the minister."*

**SUBJECT: NARAMATA WATER UTILITY
CHLORINE PROTOCOL FOR POWER OUTAGE**

PROTOCOL

In case of a power outage in Naramata that affects the gravity intakes, North Intake (Robinson Creek) or the South Intake (Naramata Creek) the following protocol should be followed:

1. The operator on call shall call a "Boil Water Advisory" immediately.
2. The operator will phone immediately for assistance. The operator shall speak to the assistant (No messages via voice mail). The assistant should be able to respond to the offices (water or RDOS Office) within 15 minutes.
3. The operator on call will go to the affected Intake(s) and take steps to start the chlorinator by means of emergency power.
4. When both intakes are affected the emergency power supply shall go to the intake with the highest flow (usually this will be the south intake).
5. If there are low flows in the distribution system the emergency power supply shall be installed at the south intake, and the north intake shall be taken out of service.
6. The second operator shall establish radio communications immediately after arriving at the water or RDOS Office, with the operator in charge.
7. After establishing radio contact follow the man check procedures, and start with notifying the following people or institutions with the following message:

Message to all on the Contact List

"Due to the power failure a 24 Hour boil water advisory is in effect for all of Naramata

**SUBJECT: NARAMATA WATER UTILITY
CHLORINE PROTOCOL FOR POWER OUTAGE**

7. CONTACT LIST

	<u>PHONE</u>	<u>FAX</u>
Penticton Fire Dispatch:	492-4209	492-4288
Email fire-dispatch@city.penticton.bc.ca		

Interior Health Authority		
Rob Birtles	770-3545 (w)	770-3470
Gundie Volk	770-3497 (w)	490-0143 cell
Ron Johnston	770-3523 (w)	770-3470
Alanna	770-3530	770-3470
MOH Dr. Moorhead	250-868-7834 (w)	250-862-4201
Alternate phone numbers	250-979-7665 250-862-3139 Res.	250-712-8914 pager

Naramata School	496-5225	North
Linda Pope School Secretary	496-5378	
Naramata Co-op	496-5233	496-5625 Home North
Naramata Centre	496-5751	490-7385 Emergency North
Naramata Store	496-5450	493-4062

Local Establishments		
Camp Creek Station	496-5655	North
China Beach	496-5550	North
Country Squire	496-5416	North
Real Things	496-4008	North
Village Motel	496-5535	North
B.C. Motel	496-5482	North
Royal Anchor Resort	496-5492	North
Sandy Beach Lodge	496-5765	North
Elephant Island	496-5522	
Naramata Heritage Inn	496-6808	

Farm Gate Wineries		
Lang Vineyards	496-5987	South
Lake Breeze Vineyards	496-5659	South
Nichol Vineyards	496-5962	South
Kettle Valley Vineyards	496-5898	North
Red Rooster	496-4041	496-5674 North

News:	Penticton Herald	490-0880 Ext 300 or John Moorehouse Ext. 304
Radio:	CIGV. FM	493-6767
	Magic FM. CKOR. AM.	493-6397 Fax 493-0370
	CBC	861-3781 Fax 861-6644
	CBC weekends Van News Radio	604-6612-6990
TV:	CHBC	762-4535 News Room.1-800-663-3929
	CHBC Pager	1-800-822-6220

REGIONAL DISTRICT OKANAGAN SIMILKAMEEN

		Work	
Administrator	V. Sutton	490-4104	490-7469 Cell
ES Manager	D. Duckworth	490-4142	497-5326
Utilities Supervisor	D. Gold	490-4103	490-7198 Cell 496-5510 Home
Director Area E	T. Chapman	492-7737	496-5123

FAX GROUP DIAL *05

CHBC TV	1-250-868-0662
CBC Radio	1-250-861-6644
Magic FM& CKOR	493-0370
CIGV FM Radio	493-0098
Penticton Herald	492-2403
Naramata Store	496-4062
Public Health - Penticton	770-3470 Rob Birtles
Public Health - Kelowna	1-250-868-7760 Ken Cooper
Public Health - Kelowna	1-250-862-4201 Dr. Moorehead
Naramata Centre	496-5800
Naramata School	496-5172
Naramata Co-op (Sun Fresh)	496-5413
Naramata Fire Dept.	496-5393
Naramata Pub	496-5594
Penticton Dispatch	492-4288
Nichol Vineyard	496-4275
Lake Breeze Vineyard	496-5894
Red Rooster Vineyard	496-5674
Lang's Vineyard	496-5706
Elephant Island Vineyard	496-5521
B.C. Motel	496-5482 * Forwards to cell phone
Village Motel	496-5744
Naramata Heritage Inn & Spa	496-5064
Sandy Beach Lodge	496-5765
Kettle Valley Winery	496-5298
Real Thing Pizza	496-4008

**SUBJECT: NARAMATA WATER UTILITY
CHLORINE PROTOCOL FOR POWER OUTAGE**

PROTOCOL

- continued:

8. A "Boil Water Advisory" shall be called for a minimum of 24 hours.

Within these 24 hours the operator shall take chlorine residual samples throughout the districts distribution systems, and all samples shall have a free chlorine residual of 0.5 ppm. or higher.

If the operator does not have these residuals, the boil water advisory shall be extended for an another 24 hours until the required residuals are present throughout the district.

9. Media:

Any information given to the press, other than the above message shall be at the discretion of the local Electoral Area Director.

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: June 2, 2016
RE: RDOS Electoral Areas “B” and “G” Contribution Service Establishment Bylaws No. 2739 and No. 2740



Administrative Recommendation:

THAT Regional District of Okanagan-Similkameen Electoral Area “B” Lower Similkameen Community Forest Partnership Contribution Service Establishment Bylaw No. 2739, 2016 AND Regional District of Okanagan-Similkameen Electoral Area “G” Lower Similkameen Community Forest Partnership Contribution Service Establishment Bylaw No. 2740, 2016 be read a first, second and third time prior to being forwarded to the Inspector of Municipalities for approval; and further,

THAT upon approval by the Inspector, elector approval be obtained for each service area through an Alternative Approval Process.

Purpose:

To establish a service in each Area “B” and in Area “G” for the contribution of funds to the Lower Similkameen Community Forest Limited Liability Partnership, of which the Regional District is a partner, for the timber operations within the Lower Similkameen Community Forest license area.

Background:

In 2014 it was determined that the Regional District had entered into the Lower Similkameen Community Forest partnership without the legislated approval from the Inspector of Municipalities and discussions began at the Board to determine a course of action with respect to the Board’s interest in the partnership.

A report to the Board of November 5, 2015 detailed the corporate status and the estimated financial status, based on a limited review of documents provided by the corporation’s accountants. A successive report of February 25, 2016 outlined potential options in the event that one or both of the Electoral Area Directors for “B” and “G” wished to continue to participate in the forest tenure in the Lower Similkameen Watershed.

In May of 2016, both Electoral Area Directors expressed a desire to continue on as participants in the partnership and the Board was advised of next steps including the establishment of service areas to enable funding from those electoral areas, the approval and incorporation of a new corporation and the transfer of RDOS interest from the existing corporation to the new corporation with all approvals in place.

Analysis:

For the establishment of a contribution service, the *Local Government Act* provides for participating area approval to be obtained by either of the following methods:

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

The financial impact of an establishing service with a requisition amount of \$25,000 would calculate to \$0.1857 per \$1,000 of assessed value, or \$37.05 for the average household valued at \$199,500 in Electoral Area "B". The same requisitioning amount of \$25,000 in Electoral Area "G" would calculate to 0.0913 per \$1,000 of assessed value, or \$16.09 for the average household valued at \$176,275.

Alternatives:

- THAT elector approval be obtained by assent of the electors by voting (referendum)

Respectfully submitted:

"C. Malden"

C. Malden, Manager of Legislative Services

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2739, 2016

A bylaw to establish a contribution service for the provisions of funding by Electoral Area “B” of the Regional District to the Lower Similkameen Community Forest Limited Liability Partnership.

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

AND WHEREAS the Board of Directors wishes to establish a contribution service to provide funding to the Lower Similkameen Community Forest Limited Liability Partnership for ongoing costs associated with the participation of Electoral Area “B” in the Lower Similkameen Community Forest Ltd and Limited Partnership;

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

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

1 CITATION

1.1 This bylaw may be cited as the Regional District of Okanagan-Similkameen Electoral Area “B” Lower Similkameen Community Forest Partnership Contribution Service Establishment Bylaw No. 2739, 2016.

2. ESTABLISHMENT OF THE SERVICE

2.1 The service established by this bylaw is to contribute funding to the Lower Similkameen Community Forest Limited Liability Partnership, of which the Regional District is a partner, for the timber operations within the Lower Similkameen Community Forest license area.

3 BOUNDARIES OF THE SERVICE AREA

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

4 PARTICIPATING AREAS

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

5. COST RECOVERY

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

- (a) property value taxes imposed in accordance with Division 3 [*Requisition and Tax Collection*];
- (b) subject to subsection (2) of section 378, parcel taxes imposed in accordance with Division 3;
- (c) fees and charges imposed under section 397 [*imposition of fees and charges*];
- (d) revenues raised by other means authorized under this or another Act;
- (e) revenues received by way of agreement, enterprise, gift, grant or otherwise.

6. LIMIT

6.1 The annual maximum amount that may be requisitioned for the cost of the service shall not exceed the greater of \$25,000 or \$0.1857 per \$1,000 net taxable value of land and improvements in the service area.

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

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this xxx^t day of xxx, 2016.

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

ADOPTED this xxx day of xxx, 2016

Board Chair

Corporate Officer

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

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2740, 2016

A bylaw to establish a contribution service for the provisions of funding by Electoral Area “G” of the Regional District to the Lower Similkameen Community Forest Limited Liability Partnership.

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

AND WHEREAS the Board of Directors wishes to establish a contribution service to provide funding to the Lower Similkameen Community Forest Limited Liability Partnership for ongoing costs associated with the participation of Electoral Area “G” in the Lower Similkameen Community Forest Ltd and Limited Partnership;

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

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

1 CITATION

1.1 This bylaw may be cited as the Regional District of Okanagan-Similkameen Electoral Area “G” Lower Similkameen Forest Partnership Contribution Service Establishment Bylaw No. 2740, 2016.

2. ESTABLISHMENT OF THE SERVICE

2.1 The service established by this bylaw is to contribute funding to the Lower Similkameen Community Forest Limited Liability Partnership, of which the Regional District is a partner, for the timber operations within the Lower Similkameen Community Forest license area.

3 BOUNDARIES OF THE SERVICE AREA

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

4 PARTICIPATING AREAS

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

5. COST RECOVERY

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

- (a) property value taxes imposed in accordance with Division 3 [*Requisition and Tax Collection*];
- (b) subject to subsection (2) of section 378, parcel taxes imposed in accordance with Division 3;
- (c) fees and charges imposed under section 397 [*imposition of fees and charges*];
- (d) revenues raised by other means authorized under this or another Act;
- (e) revenues received by way of agreement, enterprise, gift, grant or otherwise.

6. LIMIT

6.1 The annual maximum amount that may be requisitioned for the cost of the service shall not exceed the greater of \$25,000 or \$0.0913 per \$1,000 net taxable value of land and improvements in the service area.

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

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this xxx^t day of xxx, 2016.

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

ADOPTED this xxx day of xxx, 2016

Board Chair

Corporate Officer

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

ADMINISTRATIVE REPORT

TO: Board of Directors
FROM: B. Newell, Chief Administrative Officer
DATE: June 2, 2016
RE: South Okanagan Transit System – Service Establishment



Administrative Recommendation 1:

THAT Regional District of Okanagan-Similkameen South Okanagan Transit System Service Establishment Bylaw No. 2741, 2016 be read a first, second and third time prior to being forwarded to the Inspector of Municipalities for approval.

Administrative Recommendation 2:

THAT upon approval by the Inspector, participating area approval for Regional District of Okanagan-Similkameen South Okanagan Transit System Service Establishment Bylaw No. 2741, 2016 be obtained for the entire service area through an Alternative Approval Process.

Reference:

Okanagan-Similkameen Transit Future Plan – Executive Summary (OSTFP)
South Okanagan Transit Maps

Business Plan Objective:

Key Success Driver 2.0: Optimize the Customer Experience

2.4 To meet public needs through the development and implementation of key services

Key Success Driver 3.0: Build a Sustainable Community

3.1 To develop a socially sustainable community

3.2 To develop an economically sustainable community

3.3 To develop an environmentally sustainable community

Background:

The Town of Osoyoos administers the South Okanagan Transit System (SOTS) in partnership with BC Transit. The current system has three separate routes that provide service between Osoyoos and Kelowna. The first route operates within Osoyoos Monday to Thursday mornings and in the afternoons Tuesday to Thursday. The second route provides service between Osoyoos and Summerland (including scheduled stops in Oliver, Okanagan Falls and Penticton) on Tuesdays, Wednesdays, and Thursdays. The third route operates between Osoyoos and Kelowna (including scheduled stops in Oliver, Okanagan Falls, Penticton, Summerland, and Kelowna) every Monday. On demand service is also available to Kaleden.

Analysis:

The Town of Osoyoos had previously petitioned the Regional District to assume control of the system and, at the May 24, 2007 meeting, it was resolved to create a regional service for the South Okanagan

Similkameen Transit System. However, BC Transit indicated that they would not consider transferring the system in the absence of a Transit Future Study for the Region. As a result, Electoral Areas “A”, “C” and “D” have been contributing to the system through their individual Electoral Area Rural Projects budgets since 2008. At the March 10, 2016, regular Board meeting, the Board resolved to create a taxation structure for the rural areas contributing to the service.

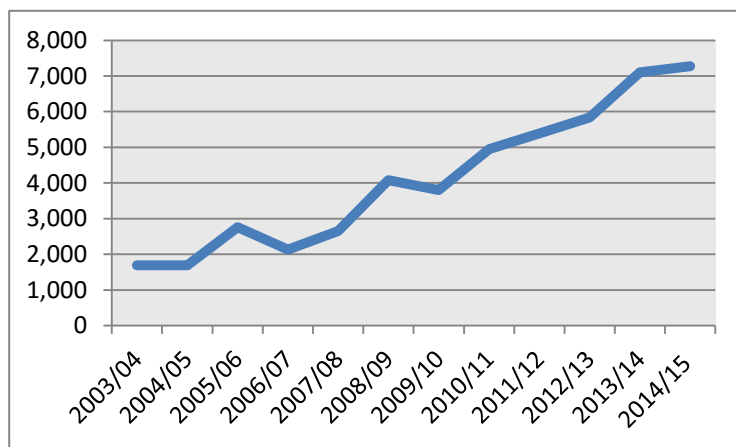
The current service performance/details of the South Okanagan Transit Service:

System	Service Hours	Vehicles	Annual Ridership	Average Weekday Ridership	Fares	Operations / Maintenance Facility
South Okanagan	1,482	1	7,273	36	\$1.75 within OSO \$2.75 OSO to OLI \$11.00 OSO to KEL \$5.25 OSO to PEN	South Okanagan Transit Society / OK Truck Centre

The proposed cost sharing structure between each of the participating local governments will be based on land and improvements; the current and proposed contribution levels are outlined below:

Area	Current Percentage Share	2016 Local Operating Share	Proposed Percentage Share	2017 Local Operating Share	Total Share
Area A	9.44	5,414	9.69	5,700	5,414
Area C	14.14	8,110	13.02	7,333	8,110
Area D	17.04	9,773	30.61	17,421	9,773
Town of Oliver	21.02	12,056	16.72	9,702	12,056
Town of Osoyoos	38.36	22,001	29.96	17,198	22,001
Totals	100.0	57,355	100.0	57,355	57,355

In April 2016, the Provincial Government announced their commitment to \$12.7 million in funding over the next three years to support transit expansion initiatives throughout the province. The South Okanagan Transit System has been identified as a candidate for potential expansion due to an increase in ridership and public engagement feedback.



Below is the proposed 3 year expansion process provided by BC Transit:

AOA Period	In Service Date	Annual Hours	Vehicle Requirements	Revenue	Total Costs*	Net Municipal Share
2017/18	Sept 2017	340	1	\$3,080	\$43,774	\$29,432
		Description	Transit Future Plan recommendation: <ul style="list-style-type: none"> • Priority 21 phase one - Addition of one round trip on Friday mornings between Osoyoos and Penticton • Priority 21 phase two - Addition of one round trip on Fridays midday • Priority 21 phase three - Conversion of Monday Kelowna trip to two Penticton trips connecting with the new Kelowna service from Penticton 			
2019/20	Sept 2019	1,260	1	\$6,847	\$105,617	\$53,627
		Description	Transit Future Plan recommendation: <ul style="list-style-type: none"> • Priority 22 - Increase service Osoyoos to Penticton four round trips per day Monday to Friday to align with the Penticton to Kelowna interregional service 			

* Vehicle costs do not reflect Standardized Lease Fees

The proposed service expansion would help set the groundwork for meeting the targeted transit goals for regional and inter-regional transit set out in the Okanagan-Similkameen Transit Future Plan (see goals 21 and 22 in the OSTFP Executive Summary)

Taking on the South Okanagan Transit system will allow the regional district to work directly with BC Transit to increase service to the electoral areas contributing to the service.

For the establishment of this type of service, the Local Government Act provides for participating area approval to be obtained by either of the following methods:

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

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

Administration has established a requisition amount of up to \$75,000 and calculated apportionment

<https://Portal.Rdos.Bc.Ca/Departments/Officeofthecao/Boardreports/2016/2016-06-02/Boardreports/G4 BL2471 RPT>

Southokanagantransitsub-Regionalserviceestablishment.Docx

percentages based solely on assessed value.

The financial impact of \$75,000 across the proposed service area calculates to \$0.0152 per \$1,000 of assessed value, or \$4.63 for the average household valued at \$304,000.

Alternatives:

- THAT the Board of Directors NOT approve the service
- THAT the apportionment calculations be adjusted to a different funding formula
- THAT the elector approval be obtained by assent of the electors by voting (referendum)
- THAT participating area approval be obtained separately for each participating area

Respectfully submitted:

Lindsay Bourque

L. Bourque, Rural Projects Coordinator

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2741 2016

A bylaw to establish and operate a transit system in the South Okanagan portion of the Regional District of Okanagan-Similkameen

WHEREAS the Regional District of Okanagan-Similkameen by B.C. Reg. 128/92 dated April 9, 1992 was granted the additional power to provide Transit Systems as local services;

AND WHEREAS the Regional Board of the Regional District of Okanagan-Similkameen wishes to establish a transit service in the South Okanagan portion of the Regional District;

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

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

1. CITATION

1.1 This bylaw may be cited as the South Okanagan Transit System Service Establishment Bylaw No. 2741, 2016

2. ESTABLISHMENT OF THE SERVICE

2.1 The Regional Board of the Regional District of Okanagan-Similkameen, is empowered and authorized to undertake and carry out, or cause to be undertaken and carried out, provisions of the Transit System Service, and without limiting the generality of the foregoing:

- (a) to acquire all such licenses, rights or authorities as may be required or desirable for or in connection with the provision of the said Transit System Service, and
- (b) to enter into contracts with such authorities and companies as may be necessary or appropriate to implement the said Transit System Service.

3. BOUNDARIES OF THE SERVICE AREA

- 3.1 The boundaries of the South Okanagan Transit System Service Area are the boundaries of the Town of Oliver, the Town of Osoyoos, and Electoral Areas “A”, “C”, and “D” of the Regional District of Okanagan-Similkameen in their entirety.

4. PARTICIPATING AREA

- 4.1 The participating areas in the South Okanagan Transit System Service are the Town of Oliver, the Town of Osoyoos, Electoral Areas “A”, “C”, and “D” of the Regional District of Okanagan-Similkameen.

5. COST RECOVERY METHOD

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

- (a) property value taxes imposed in accordance with Division 3 [*Requisition and Tax Collection*];
- (b) subject to subsection (2) of section 378, parcel taxes imposed in accordance with Division 3;
- (c) fees and charges imposed under section 397 [*imposition of fees and charges*];
- (d) revenues raised by other means authorized under this or another Act;
- (e) revenues received by way of agreement, enterprise, gift, grant or otherwise.

6. LIMIT

The maximum amount that may be requisitioned shall not exceed the greater of \$75,000 or \$0.0152 per \$1,000 net taxable value of land and improvements in the service area

7. APPORTIONMENT

The requisition amount, based on assessed values shall be apportioned as follows:

Electoral Area “A” – 9.69%
Electoral Area “C” – 13.02%
Electoral Area “D” – 30.61%
Town of Oliver – 16.72%
Town of Osoyoos – 29.95%

READ A FIRST, SECOND, and THIRD TIME this xxx day of xxx, 2016.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES this xxx day of xxx, 2016.

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

ADOPTED this xxx day of xxx, 2016

RDOS Board Chair

Corporate Officer



**To Oliver,
Penticton
& Kelowna**



2 Osoyoos/Penticton

