

## REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

Thursday, April 1, 2021  
RDOS Boardroom – 101 Martin Street, Penticton

### SCHEDULE OF MEETINGS

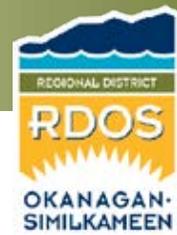
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9:00 am	-	9:45 am	Planning and Development Services Committee
9:45 am	-	10:30 am	Protective Services Committee
10:30 am	-	11:00 am	Corporate Services Committee
11:00 am	-	11:15 am	Break
11:15 am	-	2:00 pm	RDOS Board

#### *“Karla Kozakevich”*

Karla Kozakevich  
RDOS Board Chair

2021 Notice of Meetings			
April 15	RDOS Board	OSRHD Board	Committee Meetings
May 6	RDOS Board		Committee Meetings
May 20	RDOS Board	OSRHD Board	Committee Meetings
June 3	RDOS Board		Committee Meetings
June 17	RDOS Board	OSRHD Board	Committee Meetings
July 8	RDOS Board		Committee Meetings
July 22	RDOS Board	OSRHD Board	Committee Meetings
August 5	RDOS Board		Committee Meetings



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

Thursday, April 1, 2021

9:00 am

## **AGENDA**

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**A. APPROVAL OF AGENDA**

**RECOMMENDATION 1**

**THAT the Agenda for the Planning and Development Committee Meeting of April 1, 2021 be adopted.**

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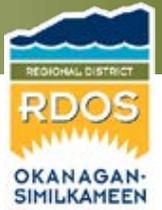
**B. 2021 Regional Housing Needs Assessment – Information**

Delegation: John Ingram and Evie Morin, EcoPlan

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**C. ADJOURNMENT**

# ADMINISTRATIVE REPORT



**TO:** Planning and Development Committee

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

**DATE:** April 1, 2021

**RE:** 2021 Regional Housing Needs Assessment  
(For Information)

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## **Purpose:**

To present the “Regional District of Okanagan Similkameen 2020 Housing Needs Assessment” to the Planning & Development Committee through a consultant presentation, prior to the Board’s consideration of the Assessment by resolution.

## **Background:**

On April 16, 2019, Bill 18 - 2018 came into effect, which amended the *Local Government Act* to require all local governments in B.C. to complete Housing Needs Reports by April 2022, and every five years thereafter.

On October 3, 2019, the Board of Directors resolved that the RDOS submit an application to the Province to initiate a Rural Housing Needs Report in 2020, with the City of Penticton, District of Summerland, and the Village of Keremeos as project partners.

On February 21, 2020 the RDOS received notice from the project grant in the amount of \$140,000 was approved. As per the grant application, \$130,000 was earmarked for consulting costs, and \$10,000 for the RDOS’s administrative costs.

On April 24, 2020, the Regional District posted a Request for Proposals (RFP) to complete the project, and on June 18, 2020, the Board awarded the contract to EcoPlan in the amount of \$116,827.

Between July, 2020 and March, 2021, EcoPlan undertook development of a Housing Needs Assessment for the region, which included in-depth data analysis, and stakeholder engagement with each of the project partners and housing-related organizations. The Regional Housing Needs Assessment determines current and projected housing needs by collecting, generating and analyzing approximately fifty distinct kinds of data about current and projected population, household income, significant economic sectors, currently available and anticipated housing units for each electoral area and municipality across the region. It also includes some information on First Nations housing considerations in the region.

On February 24, 2021, a workshop was provided for Planning staff across the region, including City of Penticton, District of Summerland, Village of Keremeos, Town Princeton, Town Oliver, Town of Osoyoos, and RDOS staff to review the report and it’s findings.

The LGA (585.31) requires that each local government must receive the housing report by resolution at a meeting that is open to the public. Presently, each of the project partner’s municipal councils (Penticton, Summerland, Keremeos) have fulfilled this requirement, and the report will be brought forward to the Board of Director’s meeting on April 1, 2021.

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**Analysis:**

The 2021 Regional Housing Needs Assessment fulfills all of the province's requirements for housing needs reporting, as outlined in Division 22 of the *Local Government Act*.

This study provides a comprehensive overview of the current housing situation across the region, and estimates how this could evolve over next five years. It is not intended to provide solutions or strategic recommendations, but rather as a collection of important information for decision makers and developers to consider while undertaking future housing work across the region.

Going forward, the province requires consideration of housing needs reports during the development and review of Official Community Plans (OCPs) and Regional Growth Strategies. As such, as the Okanagan RGS and various OCPs are reviewed, policy consideration will be given to the Regional Housing Needs Assessment as housing-related policies are updated.

In the longer term, the RDOS and project partners should plan for an updated regional housing report in 2026, in order to fulfill the province's 5-year reporting requirements.

**Respectfully submitted**

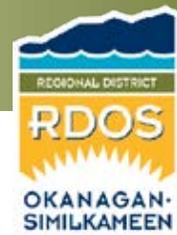
Cory Labrecque

Cory Labrecque, Planner II

**Endorsed by:**



C. Garrish, Planning Manager



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

Thursday, April 1, 2021  
9:45 am

## **AGENDA**

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- A. **APPROVAL OF AGENDA**  
**RECOMMENDATION 1**  
THAT the Agenda for the Protective Services Meeting of April 1, 2021 be adopted.
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- B. **REGIONAL EMERGENCY MANAGEMENT PROGRAM – For Information Only**  
1. A Discussion Paper
- 
- C. **EXERCISE INCENDIARY – For Information Only**  
1. Exercise Report
- 
- D. **ADJOURNMENT**

## ADMINISTRATIVE REPORT

**TO:** Protective Services Committee

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

**DATE:** April 1, 2021

**RE:** Regional Emergency Management Program - A Discussion Paper

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### **Our Purpose** (in priority order)

- Safety of Responders
- Save lives
- Reduce suffering
- Protect public health
- Protect critical infrastructure, property, environment
- Reduce economic and social loss

### **The Benefit of a Coordinated Response**

- Prioritization of resources
- The Emergency Operations Centre (EOC) is a policy forum to collect information and set priorities
- The EOC supports the site, exploring what's ahead and identifying consequences
- History has shown that the Regional EOC will coordinate "multiple" sites at once

### **Introduction**

The then 14 jurisdictions that formed the Regional District of Okanagan-Similkameen first established a regional emergency management program in 2006 with the adoption of Bylaw 2375. The participants included eight electoral areas (**now 9**) and six municipalities. The Penticton Indian Band, at their request, was included without formally being part of the Service. The purpose of the program is to ensure our citizens are protected in times of emergency or disaster and that we have an organization prepared and capable of responding in a coordinated and effective manner.

### **Emergency Management Framework**

The Regional Emergency Management Program is inclusive of the 4 Pillars of Emergency Management, being Preparedness, Response, Recovery, and Mitigation.

## **The Challenge**

In a very large geographic area prone to fires, floods, slides and other hazards, with a diverse participant group, how do we make a regional program work for all participants?

## **Structurally**

This is a Regional Program, meaning that all 9 electoral areas, the 6 member municipalities and the Penticton Indian Band have agreed to work together to provide a coordinated program. Bylaw 2375 authorizes the Regional District to tax all 85,000 residents in the geographic area to support the Service.

Notwithstanding that, the Emergency Program Act provides that a local authority is at all times responsible for the direction and control of the local authority's emergency response; and further, that each local government must prepare and implement an emergency response plan for their municipality and establish an emergency management organization.

In addition to being participant in the regional program, the 6 member municipalities have complied with the Act and have established Emergency Response Plans, designated Emergency Coordinators and, in some cases have established Emergency Operations Centres and broader response capabilities that are in addition to the Regional Program.

In 2020, the Regional District reviewed the Emergency Program Regulatory Bylaw and restructured both the Legislative and Administrative branches of the Regional Emergency Management Organization. The Protective Services Committee (the "Committee") was delegated the responsibility for emergency management within the Regional District. The Committee includes all 19 members of the Board, being 10 urban and 9 rural. The CAO Group, composed of the 7 Chief Administrative Officer's within the Regional District, was tasked with supporting the Committee and managing the program.

In that context, clarification is required as to what the regional program is responsible for and what the local programs are responsible for.

## **Threats**

The Hazard Analysis for the South Okanagan and Similkameen Valleys would indicate that wildfire, floods and slides are the most prevalent threats, but other events that might show up include wind, airplane crashes, hazardous material events, pandemics, hostage situations and many other natural or man-made disasters or emergencies.

## **The System**

If an event occurs totally within an incorporated community, it would typically be one or more of the 1<sup>st</sup> Responder organizations (RCMP, Fire, Ambulance) that would attend the site. If the responders at site believed the event was beyond their resources they would implement the emergency plan and the

community would open their EOC to support the site. If the community believed assistance from the regional emergency management program was required, or could be of benefit, they would scramble the RDOS through the Provincial Emergency Coordination Centre (ECC) or the RDOS Duty Phone.

In most cases however, natural disasters such as fires or floods normally start in the rural area with a potential to move towards an incorporated community. In that case, the typical practice has been that the Regional Emergency Program Coordinator would receive a call from the ECC and would implement the Regional Emergency Response Plan and open the EOC at the appropriate level. Call-outs would begin immediately to inform those required to attend or be made aware of the incident. Should the incident implicate a community, the Regional EOC Director would establish a liaison with any adjacent municipality to coordinate the response.

When an incorporated community is implicated, they clearly need to be involved in the planning and response for anything that would impact their community. We know from the 2017 & 2018 Floods and other busy fire seasons that we could have events in all 15 jurisdictions going at once, or multiple fires simultaneously. In the case of the 2020 Christie Mountain Fire, we had one conflagration that had dire consequences for thousands of people in the regional district and one municipality.

Whatever the situation, we're always stronger working together. We recognize, however, that we need to get roles and responsibilities straightened out.

## **Improving the Service**

### **1. The Emergency Program Act**

The current government has undertaken a review of the Emergency Program Act and is proposing amendments that promote regionalism. Requirement for collaboration, coordination, and partnerships, and for standardized programs and plans will be enhanced.

### **2. Christie Mountain Fire "After Action Report (AAR)"**

Our most recent emergency response event in the Okanagan-Similkameen was the Christie Mountain Wild Fire, which took place from August 18-26 2020. Starting just north of Heritage Hills, it spread quickly towards Penticton. Within 24-hours, over 4000 homes were either subject to evacuation orders or put on alert.

The wildfire did not progress into a worst case scenario, but it took a gargantuan effort involving over 200 firefighters and an additional 100 emergency responders from more than 50 agencies to prevent that from happening. Site Management and Incident Command was turned over to BC Wildfire. This all took place during the COVID-19 pandemic and a ransomware-attack.

The after action report, funded by EMBC and contracted to Ally Emergency Management, made some pertinent observations and recommendations that should be taken into consideration in our discussion about the future structure of the Regional Emergency Management Program.

#### **a. Unity of Command**

In this incident there were two EOC's and a number of Site Support teams stood up. The consultant's report that in the case of the RDOS and Penticton Emergency Operation Centers, this resulted in several difficulties for managing the incident as the possibility of the wildfire crossing jurisdictional boundaries increased. They specifically point out confusing joint public information briefings and conflicting direction at the Reception Center. The consultant determined that, generally, the Incident Command Structure principle of Unity of Command was compromised.

**AAR Recommendation:** There should be one Joint EOC for major incidents. Bylaws exist to support this action and should be reviewed to ensure that they are sufficient. The challenges of two chains of command operating in the same space and sometimes with the same people were problematic.

#### **b. Liaison Officers**

Ally reports that there were not enough Liaison Officers involved, particularly for coordination with the BC Wildfire Service. In addition, there were few agreed upon standard procedures for their use and they were not identified or trained in advance.

**AAR Recommendation:** Create a multi-agency team to build an agreed upon approach to liaisons and then identify, train, and empower Liaison Officers to engage in their roles early in an event. Critical to this will be ongoing inter-agency relationship building outside of incidents.

#### **c. Communication/Coordination**

In any fast moving, multi-agency event, it will be difficult to communicate accurately and in a timely fashion with all of those who need to be communicated with. The Christie Mountain Wildfire was no exception. It was demonstrated that areas where there are pre-existing relationships (e.g. GIS) information sharing between EOCs was easy. In other areas where there was not the strong established relationship, individuals were providing information to individuals and information was not shared through accepted and practiced communication pathways (e.g. BCWF IC speaking directly to EOC Management instead of with the Operations Section Chief or Reception Center speaking with Deputy Chief, Operations Chief, Logistics Chief and Maintenance), at times this slowed down the ability for the EOC to provide the support being asked of the IC.

**AAR Recommendation:** Continue training and exercising, both internally and with multi-agency teams to practice communicating together. Create a multi-agency team to develop or refine communication protocols and conduct a table-top exercise to discuss communications under different scenarios.

#### **d. The Reception Centre**

The Reception Centre was staffed by trained, dedicated volunteers. However, many were confused about their roles after receiving conflicting direction and were unfamiliar with issues such as COVID-19. Although Liaisons from both the RDOS and City of Penticton EOCs worked together to improve

role clarity, there was an underlying current where some volunteers circumvented the process, out of the perception that things were not getting done quickly enough. This ended up creating confusion and animosity amongst some of the Reception Center staff.

**AAR Recommendation:** Engage the ESS team to develop clear guidelines for shift changes, to increase role clarity and to improve communication pathways.

#### e. Training and Exercising

Some observations were primarily related to policy, systems, or equipment. However, the majority of observations would show the benefit of improvement through training and exercising; including multi-disciplinary teams.

**AAR Recommendation:** Training and exercising is already a part of the ongoing routine for those involved in this response, but there is always opportunity to refine and build further momentum for multi-agency training and exercise programs.

### The Regional Program

The regional program focuses attention on coordinated training, exercising, regional coordination, establishing liaisons with other organizations, administration of the regional GIS Dashboard and the regional Emergency Operations Centre. It's about working together to ensure that all citizens within the South Okanagan Similkameen can expect a coordinated response.

### The Evolution of the Program

The regional program has evolved over the past 14 years. Arising out of the Filmon Report following the 2003 Fires, the need for unity of command, collaboration and partnering was paramount. While the need for training, exercising and coordination are constant, response is sporadic. It seems that the last five years have brought longer and more egregious events. Fires and floods have extended EOC activation, and we have seen the benefit of coordinated action, especially in the 2017 & 2018 floods, pervading not only the Regional District of Okanagan Similkameen, but our neighbours to the north.

Comparatively, 2019 and 2020, with each year having their own challenges, caused much shorter activations of the regional EOC and it was during this period that the CAO Group initiated the review of the regional program, specifically looking at value for money and inclusion of municipal participation within the regional EOC when activated for events close to an incorporated community.

Several discussions throughout 2020 and a facilitated workshop with Ron Mattiussi helped move us along. We looked at various options, including a base program with contracted services, a base program with tiered services and finally, after experience with the Christie Mountain Fire and the After Action Report, just working on a more robust regional program with better liaison between parties.

We need to involve the Protective Services Committee and the CAO Group on a more rigorous schedule and keep you informed on what going on with this program. The introduction at the Committee on February 18<sup>th</sup> and the Table Top Exercise now scheduled for March 24<sup>th</sup> should be a start.

## **Funding**

The Regional District provides residents with 24 hours a day, seven days a week, 365 days a year emergency response support and management. While it is the local authority's responsibility to lead a community response within their geographic boundary, the RDOS currently extends services to partner communities based on their needs.

Bylaw 2375 establishes the cost recovery formula for the Regional Emergency Management Program through a value tax on the net taxable value of land and improvements within the service area. In this way all 85,000 participants pay the same amount based on their assessment. It is a typical regional district funding model and all service participants are eligible for the same level of service.

The structure of a Regional District can be confusing, in that they are not a Taxing Authority; but a requisitioning body. A Regional District budget is set by weighted vote by the representatives elected or appointed to the Board of Directors. Once done, they send a requisition to the Provincial Government.

For a 5.25% surcharge, the Provincial Government sends tax notices directly to rural residents in electoral areas, based on the services they receive; but, for efficiency, the Province directs those incorporated communities within a regional district to include the regional district taxes for those regional district services provided within their geographic boundary on the municipal tax notice. Urban citizens, in that way, avoid the 5.25% surcharge that rural citizens pay. Those communities may perceive that they are being invoiced for regional district services; but they are simply the collection mechanism the province chooses to tax citizens for regional services that they participate in, much like school taxes are included on municipal tax notices.

For the most part, emergency management is focused on preparation; including, but not limited to, training, exercising, organization and coordination.

## Value for Money during a Response

Over the past year, the CAO Group has been discussing the equity of the Emergency Management Program. This is a regional program, with each of our 85,000 citizens paying the same amount for the program, regardless of where they live in the regional district. During a typical Response:

1. A first-responder agency (fire, police, ambulance) implements the Emergency Response Plan and activates the EOC; or,
2. The ECC may receive a call requiring local attention and would call the Emergency Coordinator for the local government on the Duty Phone. The ECC typically notifies the Regional District on all calls within the Regional District.

3. Should the event require activation of the Regional EOC, the Emergency Coordinator sets up the EOC and starts the call-out procedure. The EOC is initially staffed by RDOS employees trained in an EOC role and the wages for those employees are charged to their normal budgeted account, not the Emergency Management Program. If the event starts, or continues after normal business hours, wages are covered by the Province under a Task Number issued for the event.
4. Contractors/Consultants are paid for by the Province through approval of an Expense Authorization Form (EAF).
5. Regardless of whether an event is in an electoral area, is an interface event with an adjacent municipality or is totally within a municipality, there are no wages charged to the Emergency Management Program. Wage costs are attributed to the Services those employees in the EOC would normally be coded to, which for the most part, are rural services.
6. There is no cost to a municipality unless they activate and staff their own EOC, or they attend at the Regional EOC.

### Next Steps

- Continue to discuss the program and organize educational sessions for the Protective Services Committee and the CAO Group
- Table Top Exercise to discuss the regional program and work out details on application.
- Get through the Spring and Summer, hopefully with no large responses required.
- The Emergency Management Program budget will come to the CAO Group in the Fall
- Plan a Functional Exercise for later this year or early next year.

## APPENDIX "A"

### ***Examples from 2020 Regional Emergency Management Program***

- Coordinated electronic meetings throughout March, April and May for the CAO Group in response to the onset of the global pandemic.
- Coordinated the development of the COVID-19 regional essential services agreement.
- Coordinated the regional discussions for agricultural worker accommodation hubs
- Coordinated COVID-19 protocol for the Loose Bay Campground
- Coordinated CAO Group workshops on the emergency management program
- EOC training and exercises with Search and Rescue and Emergency Support Services groups utilizing the online Collector App and Regional District Geographic Information System (GIS) Dashboard. 471 staff and volunteers trained in emergency management.
- Facilitated emergency preparedness public education and the South Okanagan Home Show
- Grant Funding leveraged: \$447,727 to support emergency management planning and mitigation work
- 50 Coordination Calls: COVID, ESSD, and EOC
- Activated the Regional EOC to support Spring Freshet, COVID-19, Christie Mountain Wild Fire and 3 other rural Wildfires

- Facilitated an After Action Report for the Christie Mountain Wildfire EOC for RDOS and the City of Penticton.

### ***Emergency Program Activities:***

Emergency Response Plan: The RDOS annually reviews and updates portions of its Emergency Response Plan, including hazard-specific plans such as; flood, wildfire, extreme weather and landslide. For obvious reasons pandemic planning has been a focus in 2020.

Training Matrix: Annually (Q4), the Regional District completes a training needs assessment with the Emergency Program Coordinators within the Emergency Management Program to develop a training plan that meets all partner's needs. Types of training may include:

- Online or in-person orientation sessions
- Table-top exercises
- In-house developed sessions based on demand such as EOC section-specific training, Introduction to Emergency Management and Incident Command System or mini-scenarios
- JIBC or other agency lead courses to address hazard-specific scenarios

The training changes annually based on needs, interest, funding, and course opportunities.

Public Engagement: The Regional District provides public engagement through various events to educate the public in emergency preparedness, as well as upcoming forecasted extreme weather and emergency event updates to assist in individual readiness.

Mitigation Services: The emergency program conducts specific hazard, risk and vulnerability assessments to gain a stronger perspective on the potential hazards within the Region. When funded by provincial or federal grants, the Regional District will also undertake additional risk assessments (flood, wildfire) to better prepare for potential emergency events. Recently the province has supported: flood mitigation, community wildfire program planning and Fire Smart.

Grant Services: The Regional District has been successful at receiving various provincial and federal grants to support emergency management planning and mitigation work. Since its establishment, over \$4 million dollars has been secured for the program.

## ADMINISTRATIVE REPORT

**TO:** Protective Services Committee

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

**DATE:** April 1, 2021

**RE:** Exercise Incendiary – For Information Only

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### **Purpose:**

To brief Committee on the Regional Emergency Management “Table Top” Exercise carried out on March 24<sup>th</sup> and talk about steps forward.

### **Reference:**

Exercise Incendiary – 24 March 2021

### **Background:**

Committee is aware that the the CAO Group has been reviewing the Regional Emergency Management Program over the past year, specifically looking at the governance, coordination and integration of all participating members. The Discussion Paper presented previously explores the history of the Service, the underlying legislation, the structure, the funding model and integration.

We had the August 2020 Christie Mountain Fire and the “After Action Report” to assist us in our review. Once having determined that the foundation of the regional program was sound, that “stronger together” was an enduring principal for emergency management, there were still many questions on the application. It was determined that a “Table Top” Exercise would be prudent at this time and, while somewhat hampered by COVID-19 protocols, that exercise was carried out on March 24<sup>th</sup>.

**There will be an “After-Exercise Report” submitted by Red Dragon Consulting, the exercise facilitator in the near future.** It was thought beneficial to advise the Protective Services Committee with an interim report.

### **Participants:**

Regional District of Okanagan Similkameen	District of Summerland
Town of Osoyoos	Village of Keremeos
Town of Oliver	Town of Princeton
City of Penticton	Penticton Indian Band

### **Objectives of Exercise Incendiary:**

- Governance; to determine decision making and required authorities when establishing, organizing and coordinating emergency operations. This includes:
  - initial activation and required staffing levels,
  - which jurisdiction leads and which supports and under what circumstances,
  - engagement of elected officials (Policy Groups) from impacted jurisdictions,
  - decision-making mechanisms from the response and support perspectives,

- legislated and other responsibilities for implementing extraordinary authorities, declarations of local emergency, and incurring costs.
- **Information management;** to develop a coordinated approach for consistent information management for impacted and supporting jurisdictions. This includes:
  - processes to be followed, including information monitoring, validation and release,
  - approval process and authority for release.
- **Coordination;** to explore and refine the mechanisms required to deliver a coordinated regional emergency operation centre. This includes:
  - cross-jurisdictional integrated organizational structure,
  - physical mobilization of an EOC, regional and/or local,
  - regional EOC support with impact jurisdiction command (review of 2018),
  - role of the RDOS EOC when a member municipality is impacted.
- **Integration;** consider the necessary common platform(s) required to enable efficient and effective collaboration and process management. This includes:
  - technical solutions (RDOS dashboard, cloud based, EM software systems, etc),
  - requirements for function-specific collaborations (Info Officers, Policy, Directors, Logistics, Finance),
  - shared specialized services such as GIS between stakeholder jurisdictions,
  - coordination of financial process (who pays, who reimburses who for what)
  - documentation retention.

The exercise was conducted electronically, commencing at 09:00 and concluding at 13:00 hrs. followed by a short break and then a “hot wash” for participants. A Table Top Exercise is a discussion, with certain scenarios and questions posed by the facilitators and the participants, in this case CAO’s, EPC’s and Communication Officers, discussing various actions.

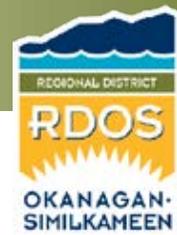
### **Analysis:**

First, let me say that Emergency Response within the Regional District is alive and well. We’re prepared, resourced, ready to go and we have a workable structure. While the exercise was thought provoking, in the end, there was general agreement that we still have opportunities to work on the details and improve the integration.

### **Top Ten Issues:** (in no particular order)

1. Integration with First Nations within the Region
2. Sector Table integration
3. What is local and what is regional?
4. Communication/Information dissemination
5. Consistent documentation
6. Integrated electronic platforms
7. Consistent messaging
8. Payment for shared resources
9. Emergency Support Service Plan
10. Establishing and Implementing a Consistent Framework

The Red Dragon After Action Report will be brought to Committee upon receipt. In the meantime, the CAO Group will meet to establish an action plan to address the above issues.



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

Thursday, April 1, 2021

10:30 am

**AGENDA**

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**A. APPROVAL OF AGENDA**

**RECOMMENDATION 1**

**THAT** the Agenda for the Corporate Services Meeting of April 1, 2021 be adopted.

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**B. Corporate Email Signature – Information Only**

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**C. 2020 Citizen Survey Follow-up Questions**

**RECOMMENDATION 2**

**THAT** a short survey be posted on RDOS Regional Connections to follow-up on the 2020 Citizen Survey with the survey questions proposed below:

- 1) How do you prefer to receive information about Regional District services, projects and initiatives?
  - 2) How do you prefer to share your feedback or ask questions about Regional District services, projects and initiatives?
  - 3) In your opinion, what is the best way for the Regional District to communicate with residents?
  - 4) Do you prefer digital (email, web, social media) or non-digital communication (bulletin boards or mail outs) from the RDOS?
  - 5) Is there anything you would like to bring to the attention of the RDOS?
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**D. ADJOURNMENT**

## ADMINISTRATIVE REPORT

**TO:** Corporate Services Committee

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

**DATE:** April 1, 2021

**RE:** Corporate Email Signature – For Information Only

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**Purpose:**

To provide consistent, modern corporate branding across the organization while following local government best practices and guidelines.

**Business Plan Objective:**

Improve the Customer Service Experience

**Background:**

At the Intercom Committee meeting of January 11, 2021, the group discussed the lack of consistency with the Regional District of Okanagan-Similkameen (RDOS) primary corporate email signature (the signature).

In addition to the RDOS phone number and website, some signatures contain links to all of the RDOS social media and a defunct link to a former Regional Connections newsletter. Some include a confidentiality statement, and others have various land recognition statements and some include pronouns.

Consistent branding builds trust between organizations and the public. Having unified email signatures will demonstrate that the RDOS is reliable and cohesive in its messaging, and will build confidence in its professionalism. Minimal content in the signature will prevent constant updates, avoid broken or dead links and provide reliable, relevant information.

Information Services has confirmed that once the signature is established, it can be set in Outlook automatically. This will provide greater ease for maintenance, including any updates or alterations to the signature, as it will be implemented corporate-wide from behind the scenes. The goal is to use a template across RDOS facilities, so the addresses and contact information may change but the layout will remain the same.

The Intercom Committee agreed that the signature should include a land acknowledgement. These statements are about acknowledging, establishing and maintaining relationships with Indigenous Peoples. They are based on the traditional protocols carried out by Indigenous communities, and is a way for guests to show their respect for, and pay homage to, the Indigenous community with which they are visiting and engaging with<sup>1</sup>. Such recognition is considered a small step towards reconciliation and demonstrates the RDOS' respect for neighbouring Indigenous communities.

A land acknowledgement was developed with input from the Communications team at Penticton Indian Band that reflected the direct site of the RDOS main office with the rationale of recognizing the syilx people

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<sup>1</sup> <https://engineerscanada.ca/sites/default/files/diversity/land-acknowledgements-guide.pdf>

and the overarching relationship with the territory. Syilx people have existed outside of the Nation and the prepared statement narrows the field of which syilx people and which territory.

It was also confirmed that the n'syilxcn language does not contain capitals, so 'syilx' is not usually capitalized, however it is on occasion for reading convenience at the beginning of a sentence.

However, because the RDOS region touches on multiple traditional territories of various Indigenous communities, staff have reached out to their offices to collaborate on appropriate wording to be inclusive of all lands the RDOS engages with.

At the same meeting, the Intercom Committee discussed the use of pronouns in the signature.

Using pronouns in the signature reminds people that they should not make assumptions about anyone's gender identity while communicating respect for people across the gender spectrum<sup>2</sup>, demonstrates the willingness to use someone else's pronouns, normalizes gender and non-binary diversity and supports an inclusive and safe workplace<sup>3</sup>.

The committee agreed that the use of pronouns is a personal choice. The group agreed that if staff are comfortable sharing their pronouns in the signature, they should be included after the person's name, in parentheses, before the job title.

**Next Steps:**

A signature template will be designed in consultation with Information Services (IS) and Human Resources. IS will be able to administer the templates in the back end of Outlook so that once prepared, all staff signatures across the organization and various facilities will be updated at the same time. This process will also then incorporate signature blocks for each of the board members as well. A follow-up report will be provided to the Board just prior to roll out.

**Respectfully submitted:**

*"Andrea Rendall"*

---

A. Rendall, Administrative Assistant, Legislative Services

**Endorsed by:**

*"Christy Malden"*

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C. Malden, Manager of Legislative Services

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<sup>2</sup> <https://www.rexwilde.com/blog/a-quick-guide-to-sharing-pronouns-in-email-signatures>

<sup>3</sup> [Why include pronouns in your email signature - Ryerson Works - Ryerson University](#)

## ADMINISTRATIVE REPORT

**TO:** Corporate Services Committee

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

**DATE:** March 18, 2021

**RE:** 2020 Citizen Survey follow-up questions

---

### **Administrative Recommendation:**

THAT a short survey be posted on RDOS Regional Connections to follow-up on the 2020 Citizen Survey with the survey questions proposed below:

- 1) How do you prefer to receive information about Regional District services, projects and initiatives?
- 2) How do you prefer to share your feedback or ask questions about Regional District services, projects and initiatives?
- 3) In your opinion, what is the best way for the Regional District to communicate with residents?
- 4) Do you prefer digital (email, web, social media) or non-digital communication (bulletin boards or mail outs) from the RDOS?
- 5) Is there anything you would like to bring to the attention of the RDOS?

### **Purpose:**

The follow-up survey would collect further insights from a larger sample size including off-line responses.

### **Reference:**

RDOS Communications will take the 2020 Citizen Survey results, including the follow-up survey results, and analyse them in the newly formed Customer Service committee.

<https://rdosregionalconnections.ca/citizen-survey>

### **Business Plan Objective:**

Optimizing the customer experience has been identified as one of four key success drivers to support the five-year plan established as part of the 2020 Corporate Business Plan. This includes providing a high level of customer service and meeting public needs through the continuous improvement of key services.

### **Background:**

The Citizen Survey was conducted online between September 2 and November 1, 2020. There were 73 unique questions including opportunities for comments on specific topics, as well as a general comments section. 223 individual respondents took part in the survey. Due to the COVID-19 pandemic, in-person random sampling was not an available option.

**Analysis:**

Requesting further targeted feedback from a larger sample size would be helpful in coordinating communication and engagement efforts, and ensuring residents have access to information about Regional District programs, services and initiatives.

**Alternatives:**

Revisit questions pertaining to public engagement in the next full Citizen Survey.

**Communication Strategy:**

Communications staff will prepare an information release and include a link to the follow-up survey. The information release will be shared with local media and posted online via RDOS Regional Connections, RDOS website and social media channels.

**Respectfully submitted:**

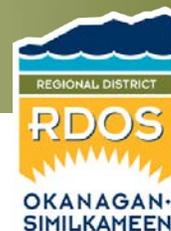
E. Thompson, Communications Coordinator

**Endorsed by:**

*"Christy Malden"*

---

C. Malden, Manager of Legislative Services



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

Thursday, April 1, 2021  
11:15 am

**REGULAR AGENDA**

---

**A. APPROVAL OF AGENDA**

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

**THAT the Agenda for the RDOS Board Meeting of April 1, 2021 be adopted.**

**1. Consent Agenda – Corporate Issues**

**a. Okanagan Falls Parks and Recreation Committee – March 11, 2021**

*THAT the Minutes of March 11, 2021 Okanagan Falls Parks and Recreation committee be received.*

**b. Electoral Area “C” Advisory Planning Commission – March 16, 2021**

*THAT the Minutes of March 16, 2021 Electoral Area “C” Advisory Planning Commission be received.*

**c. Electoral Area “I” Advisory Planning Commission – March 17, 2021**

*THAT the Minutes of March 17, 2021 Electoral Area “I” Advisory Planning Commission be received.*

**d. Corporate Services Committee – March 18, 2021**

*THAT the Minutes of the March 18, 2021 Corporate Services Committee meeting be received.*

**e. Planning and Development Committee – March 18, 2021**

*THAT the Minutes of the March 18, 2021 Planning and Development Committee meeting be received.*

*THAT the Regional District of Okanagan-Similkameen notify the BC Provincial government of the intention to begin a public consultation on the BC Energy Step Code through the official notification to consult process.*

*THAT the Regional District of Okanagan-Similkameen initiate an update to the Environmentally Sensitive Development Permit Areas as identified in Official Community Plan Amendment Bylaw 2912, 2020.*

*THAT the Regional District of Okanagan-Similkameen initiate an amendment to the Development Procedures as identified in Bylaw 2500.17, 2020.*

*THAT amendments to the Electoral Area Official Community Plan (OCP) Bylaws to introduce a Wildfire Development Permit Area designation not be initiated; and,*

*THAT the Regional District support increased awareness of FireSmart principals and practices through ongoing FireSmart education and programming; and*

*THAT the Regional District submit a resolution to the Southern Interior Local Government Association (SILGA) requesting the province to investigate changes to the BC Building Code to align with FireSmart.*

*THAT, prior to consideration of first reading, the Regional District of Okanagan-Similkameen Solar Energy System Amendment Bylaw No. 2911, be amended in order to incorporate the following:*

- the minimum parcel area requirement for a ground mounted systems be revised from 1.0 ha to 0.25 ha; and*
- that ground mounted systems less than 1.2 meters in height be exempted from interior side, exterior side and rear setback requirements.*

**f. RDOS Regular Board Meeting – March 18, 2021**

*THAT the minutes of the March 18, 2021 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 – 3527 Coalmont Road – Electoral Area “H”**

*THAT Development Variance Permit No. H2021.014-DVP, to allow for a boundary lot line adjustment between District Lot 701 and District Lot 702, be approved.*

*i. Permit*

**b. Temporary Use Permit Application – 430 Pinefill Road – Electoral Area “C”**

*THAT Temporary Use Permit No. C2021.003-TUP, to allow for temporary farm labour housing in ALR lands, be approved.*

*i. Permit*

**RECOMMENDATION 3** (Unweighted Rural Vote – Simple Majority)  
**THAT the Consent Agenda – Development Services be adopted.**

---

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

**1. 2021 Regional Housing Needs Assessment**

a. Report

**RECOMMENDATION 4** (Unweighted Corporate Vote – Simple Majority)  
**That the Regional District receive the “Regional District Okanagan-Similkameen 2021 Housing Needs Assessment”.**

---

**2. Agricultural Land Commission Referral (Non-Adhering Residential Use) – 5475 Sumac St – Electoral Area “C”**

**RECOMMENDATION 5** (Unweighted Corporate Vote – Simple Majority)  
**THAT the application for a “non-adhering residential use – Additional Residence for Farm Use” at 5475 Sumac Street (Lot 225, Plan 1789, DL2450S, SDYD) not be “authorized” to proceed to the Agricultural Land Commission.**

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**3. Agricultural Land Commission Referral (Non-adhering Residential Use) – 379 Linden Avenue – Electoral Area “I”**

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

**THAT the application for a “non-adhering residential use – Principal Residence more than 500 m<sup>2</sup>” at 379 Linden Avenue (Lot 59, Plan 719, District Lot 105S, SDYD) be “authorized” to proceed to the Agricultural Land Commission.**

---

**4. Development Variance Permit Application – 363 Pineview Drive – Electoral Area “I”**

- a. Permit
- b. Representations

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

**THAT Development Variance Permit No. I2021.005-DVP to allow for an garage/deck addition to a single detached dwelling be denied.**

---

**5. Postponement of an Official Community Plan (OCP) Bylaw Amendment Application – 1750 Highway 3 – Electoral Area “A”**

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

**THAT consideration of Amendment Bylaw Application No. A2018.207-ZONE, which is proposing to amend the land use designation of the property at 1750 Highway 3 (Lot 15, Plan KaP21789, Sublot 2, District Lot 2709, SDYD) under the Electoral Area “A” Official Community Plan (OCP) Bylaw No. 2450, 2008, be deferred pending the adoption of the Electoral Area “A” OCP Bylaw No. 2905, 2021.**

---

**6. Zoning Bylaw Amendment – 8475 Princeton-Summerland Road – Electoral Area “F”**

- a. Amendment Bylaw No. 2461.15

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

**THAT Bylaw No. 2461.15, 2021, Electoral Area “F” Zoning Amendment Bylaw be read a first and second time and proceed to public hearing;**

**AND THAT the holding of a public hearing be scheduled for the Regional District Board meeting of May 6, 2021;**

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

---

- 7. Zoning Bylaw Amendment – Electoral Area “D”, “E”, “F”, & “I”  
Regulation of “Solar Energy Systems”**
- a. Amendment Bylaw No. 2911
  - b. Representations

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

**THAT Amendment Bylaw No. 2911, 2021, Regional District of Okanagan Similkameen Solar Energy Systems Regulation Zoning Amendment Bylaw be read a first and second time and proceed to public hearing;**

**AND THAT the holding of a public hearing be scheduled for the Regional District Board meeting of May 6, 2021;**

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

---

- 8. Zoning Bylaw Amendment – Unit 102 & 103, 850 Railway Lane - Electoral Area “D”**
- a. Amendment Bylaw No. 2455.45

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

**THAT Bylaw No. 2455.45, 2021 Electoral Area “D” Zoning Amendment Bylaw be adopted.**

---

- 9. Amendment of the Development Procedures Bylaw No. 2500, 2011**
- a. Amendment Bylaw No. 2911

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

**THAT Regional District of Okanagan-Similkameen Development Procedures Amendment Bylaw No. 2500.19, 2021, be adopted.**

---

## **C. PUBLIC WORKS**

- 1. RDOS Administered Landfills Regulatory Bylaw**
- a. Bylaw No. 2925, 2021
  - b. Summary of Changes

**RECOMMENDATION 13** (Unweighted Participant Vote – 2/3 Majority)

Participants: Electoral Areas “B”, “C”, “D”, “E”, “F”, “G”, “I”, Keremeos, Oliver, Penticton

**THAT Bylaw No. 2925, 2021 RDOS Administered Landfills Regulatory Bylaw, being a bylaw to establish regulations for Solid Waste disposal at Campbell Mountain, Okanagan Falls, Oliver and Keremeos Landfills, be read a first, second and third time and be adopted.**

---

**D. COMMUNITY SERVICES**

1. **E-Comm 9-1-1 Service Contract Extension**
  - a. Agreement

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

**THAT the Regional District of Okanagan Similkameen authorize Emergency Services Communication (9-1-1) Agreement Amendment No.2 with the Central Okanagan Regional District to extend the Agreement from January 1, 2021 to December 31, 2021.**

**AND THAT the Regional District add the Regional District of Central Okanagan as "Associate Member" to its Municipal Insurance Association of BC (MIABC) policy for liability insurance purposes and authorize its signing officers to execute a Service Provider Agreement associated with the administration of the Emergency Services Communication (9-1-1) Agreement Amendment No.2.**

**AND THAT the Regional District extend RDCO as an associate member on the MIABC policy.**

---

2. **Manitou Park Pathway Award of Contract**
  - a. Administrative Report

**RECOMMENDATION 15** (Weighted Corporate Vote – Majority)

**THAT the construction of a pathway at Manitou Park be awarded to Chute Creek Construction Ltd. up to the amount of \$71,870.00, exclusive of GST.**

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**E. LEGISLATIVE SERVICES**

1. **Board Procedure Bylaw**
  - a. Bylaw No. 2620 Consolidated – to repeal
  - b. Bylaw No. 2789

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

**THAT Bylaw No. 2798, 2021, being a bylaw of the Regional District of Okanagan-Similkameen to regulate the meetings of the Board and the conduct thereof, be read a first, second and third time and be adopted.**

---

**F. CAO REPORTS**

1. Verbal Update
- 

**G. OTHER BUSINESS**

1. Chair's Report
-

## 2. Directors Motions

Director R. Obirek

It was MOVED and SECONDED

THAT the Board of Directors refer discussion on a proposed name change for the Garnett Family Park to the next Community Services Committee.

---

## 3. Board Members Verbal Update

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### H. CLOSED SESSION

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

THAT in accordance with Section 90(1)(e) of the *Community Charter*, the Board close the meeting to the public on the basis of the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

---

### I. ADJOURNMENT



# Minutes

**Okanagan Falls Parks & Recreation Commission**  
**Webex Meeting of March 11, 2021**  
**Okanagan Falls Community Centre, 1141 Cedar Street,**  
**Okanagan Falls, BC**



- Present:** Mr. R. Obirek, Director, Electoral Area “D”
- Members:** Linda Finner, Chair, Kelvin Hall, Matt Taylor, Alf Hartviksen, Barbara Shanks, Jillian Johnston, Doug Lychak, Joanne Kleb, Phyllis Radchenko, Judy Garner
- Absent:** Shari Rowland
- Staff:** Mark Woods, General Manager of Community Services  
Justin Shuttleworth, Manager of Parks and Facilities  
Augusto Romero, Recreation Manager  
Recording Secretary: Sue Gibbons
- Delegates:** Ron Crawford

## 1. CALL TO ORDER

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

Quorum Present

### ADOPTION OF AGENDA

#### RECOMMENDATION

It was Moved and Seconded that the Agenda of March 11, 2021 be adopted.

**CARRIED**

## 2. APPROVAL OF PREVIOUS MEETING MINUTES

### 2.1 RECOMMENDATION

It was Moved and Seconded that the Minutes for the Okanagan Falls Parks and Recreation Commission meeting of February 11, 2021 be approved.

**CARRIED**

Please note that the AGM minutes have been amended to remove the appointment of Kelvin Hall to the position of Vice-Chair.

- 2.2 Judy Garner was nominated to the position of Treasurer and was appointed by acclamation.  
Matt Taylor was nominated to the position of Vice-Chair and was appointed by acclamation.

### 3. CORRESPONDENCE / DELEGATIONS

#### 3.1 Ron Crawford Presentation – Tennis Court Resurface

Discussion

#### **RECOMMENDATION**

It was Moved and Seconded that the question of pickle ball courts be referred back to staff for consideration of the pros and cons and funding possibilities at our next meeting.

**CARRIED**

### 4. RDOS STAFF REPORTS

#### 4.1 Parks and Recreation Commission / Information Session Follow Up – M. Woods

#### 4.2 2021 – 2026 Budget Update – M. Woods

These are the significant projects for 2021

- Area “D” Parks Master Plan process at \$50,000
- Garnett Family Park 2021 phase carry forward of \$50,000
- Heritage Hills Community Entrance Irrigation Project at \$7,500
- Public Boat Launch carry forward of \$5,000 to complete landscaping
- Keogan Park Ball Diamond completion of ALC requirements \$12,000 (\$65,000 set aside for 2022)
- 605 Willow, Lamb Park at \$15,000
- KVR Trestle Jumping Platform at \$40,000
- The Heritage Hills / Okanagan Falls Trail Concept has been pushed to 2022

#### 4.3 Parks Update – J. Shuttleworth

- Kenyon Park Washroom
  - Update provided
- Boat Launch
  - Update provided
- Keogan Park
  - Update provided

## 5. COMMISSION MEMBER REPORTS

5.1 L. Finner – Address from the Chair

5.2 D. Lychak provided an update on Garnett Family Park

## 6. RDOS DIRECTOR'S REPORT

6.1 Director Obirek provided an update.

## 7. BUSINESS ARISING

### 7.1 RECOMMENDATION

It was Moved and Seconded that the Okanagan Falls Parks and Recreation Commission hold another meeting on March 25, 2021, 7:00 p.m. to complete the carry forward items from the current agenda.

**CARRIED**

## 8. ADJOURNMENT

### RECOMMENDATION

It was Moved and Seconded that the meeting be adjourned at 8:45 pm.

**CARRIED**

**NEXT MEETING** – Thursday, March 25, 2021

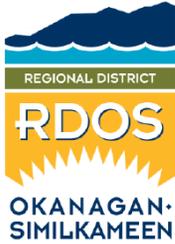
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Chair, Parks and Recreation Commission – Electoral Area “D”

*Sue Gibbons*

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Recording Secretary



# Minutes

## Electoral Area 'C' Advisory Planning Commission

Meeting of Tuesday, March 16, 2020

Location: <https://rdos.webex.com> / 1-833-311-4101

- 
- Present:** Rick Knodel, Director, Electoral Area "C"
- Members:** Sara Bunge (Chair), Jessica Murphy, Dave Janzen, Heide Held, Mike Stevens, Roger Hall
- Absent:** Ed Machial, Beanjit Chalal  
Sofia Cerqueira (Recording Secretary)
- Staff:** Rushi Godoya, Planning Technician
- Delegates:** Harman Bahniwal, Swaranjit Chalal

### 1. CALL TO ORDER

The meeting was called to order at 7:01 p.m.

### 2. ADOPTION OF AGENDA

Election of APC members was added to end of agenda.

#### **MOTION**

It was Moved and Seconded that the revised Agenda be adopted.

**CARRIED (UNANIMOUSLY)**

### 3. APPROVAL OF PREVIOUS MEETING MINUTES

#### **MOTION**

It was Moved and Seconded by the APC that the Minutes of February 16, 2021 be approved.

**CARRIED (UNANIMOUSLY)**

## 4. DEVELOPMENT APPLICATIONS

### 4.1 Agricultural Land Commission Referral (Non-Adhering Residential Use) – C2021.002-ALC

Delegate Harman Bahniwal present.

Discussion.

#### **MOTION**

It was Moved and Seconded that the APC recommends to the RDOS Board of Directors that the subject application be “authorized” to proceed to the Agricultural Land Commission, subject to the following conditions:

- i) That the temporary farm labour housing be located, as much as is possible, on the footprint of the current principal dwelling which is being removed.

**CARRIED (UNANIMOUSLY)**

### 4.2 Temporary Use Permit Application – C2021.003-TUP

Delegate Swaranjit Chalal.

Discussion. Included in the discussion was concern by an APC member about the 5<sup>th</sup> ALC condition regarding the non-farm use being non-transferable.

#### **MOTION**

It was Moved and Seconded that the APC recommends to the RDOS Board of Directors that the proposed temporary use be approved.

**CARRIED (UNANIMOUSLY)**

## 5. OTHER

### 5.1 Elections of APC Chair and Vice Chair

#### **MOTION**

It was Moved and Seconded that the APC recommends Sara Bunge for position of Chair.

**CARRIED (UNANIMOUSLY)**

#### **MOTION**

It was moved and Seconded that the APC recommends Roger Hall for position of Vice-Chair.

**CARRIED (UNANIMOUSLY)**

## 6. ADJOURNMENT

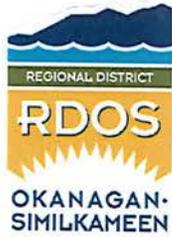
#### **MOTION**

It was Moved and Seconded that the meeting be adjourned at 7:57 pm.

**CARRIED (UNANIMOUSLY)**

---

Advisory Planning Commission Chair



# Minutes

## Electoral Area 'I' Advisory Planning Commission

Meeting of Wednesday 17<sup>th</sup> of March, 2021

Via Online "WebEx"

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- Present:** Subrina Monteith, Director, Electoral Area "I"
- Members:** Adele Dewar (Chair), Darlene Bailey – Vice Chair, Chris Struthers – Secretary, Bruce Shepherd, Mike Gane, Doreen Olson, Sandie Wilson
- Absent:** John Davis, Bob Handfield,
- Staff:** Rushi Gadoya, JoAnn Peachey (Planners)
- Recording Secretary:** Chris Struthers
- Delegates:** Donald Boyce (for 363 Pineview), Bill Frame (for 379 Linden)

### 1. CALL TO ORDER

The meeting was called to order at 5:32 pm

### 2. ADOPTION OF AGENDA

#### MOTION

It was Moved and Seconded that the Agenda be adopted.

**CARRIED UNANIMOUSLY**

### 3. APPROVAL OF PREVIOUS MEETING MINUTES

#### MOTION

It was Moved and Seconded by the APC that the Minutes of February 17<sup>th</sup> 2021 be approved.

**CARRIED UNANIMOUSLY**

### 4. APPLICATIONS

#### 4.1 I-01631.110– Development Variance Permit – 363 Pineview Road

Delegate present.

Discussion.

#### MOTION

It was Moved and Seconded THAT the APC recommends to the RDOS Board that the subject development application be approved.

**CARRIED UNANIMOUSLY**

**4.2 I-01498.001– Agricultural Land Commission Referral, 379 Linden Ave**

Delegate present.

Discussion.

**MOTION**

It was Moved and Seconded THAT the APC recommends to the RDOS Board that subject application be “authorized” to proceed to Agricultural Land Commission.

**CARRIED**

**5. NEW BUSINESS**

Discussed recent changes to APC process.

Discussed improvements to online meeting protocols.

**5. ADJOURNMENT**

**MOTION**

It was Moved and Seconded that the meeting be adjourned at 6:36 pm.

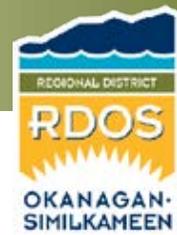
**CARRIED UNANIMOUSLY**

  
Adele R Dewar (Mar 17, 2021 20:20 PDT)

Advisory Planning Commission Chair

  
Chris Struthers (Mar 17, 2021 18:41 PDT)

Advisory Planning Commission Recording Secretary / minute taker.



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

Thursday, March 18, 2021

11:08 a.m.

**MINUTES**

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**MEMBERS PRESENT:**

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

Director S. Monteith, Electoral Area "I"  
Director R. Obirek, Electoral Area "D"  
Director M. Pendergraft, Electoral Area "A"  
Director T. Roberts, Electoral Area "G"  
Director K. Robinson, City of Penticton  
Director J. Sentes, City of Penticton  
Director E. Trainer, District of Summerland  
Director J. Vassilaki, City of Penticton  
Director C. Watt, City of Penticton

**MEMBERS ABSENT:**

**STAFF PRESENT:**

B. Newell, Chief Administrative Officer

C. Malden, Manager of Legislative Services

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**A. APPROVAL OF AGENDA**

**RECOMMENDATION 1**

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

THAT the Agenda for the Corporate Services Meeting of March 18, 2021 be adopted. - **CARRIED**

---

**B. RDOS FEES AND CHARGES BYLAW NO. 2927, 2021**

1. Bylaw No. 2927, 2021

**RECOMMENDATION 2**

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

THAT Regional District of Okanagan-Similkameen Fees and Charges Bylaw No. 2927, 2021 be forwarded to the March 18, 2021 Board of Directors meeting for first, second, and third readings and adoption. - **CARRIED**

---

**C. VIDEO SURVEILLANCE – WILLOWBROOK VOLUNTEER FIRE DEPARTMENT****RECOMMENDATION 3****It was MOVED and SECONDED**THAT the installation of three video surveillance cameras on the outside of the Willowbrook Volunteer Fire Department Building be approved. - **CARRIED**

---

**D. COMMISSION RECCOMENDATIONS**

The Committee was presented with two options for addressing recommendations arising from Commission meeting minutes.

**It was MOVED and SECONDED**THAT Option Two for handling commission recommendations (listing commission minutes on the main agenda instead of consent agenda) be incorporated into the Board Procedure bylaw. - **CARRIED**

---

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

The meeting adjourned at 11:26 a.m.

APPROVED:

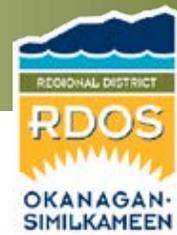
CERTIFIED CORRECT:

---

K. Kozakevich  
RDOS Board Chair

---

B. Newell  
Corporate Officer



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

Thursday, March 18, 2021

9:16 a.m.

**MINUTES**

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**MEMBERS PRESENT:**

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

**MEMBERS ABSENT:**

**STAFF PRESENT:**

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

**RECOMMENDATION 1**

**It was MOVED and SECONDED**

THAT the Agenda for the Planning and Development Committee Meeting of March 18, 2021 be adopted.  
- **CARRIED**

---

**B. STEP CODE CONSULTATION**

**RECOMMENDATION 2**

**It was MOVED and SECONDED**

THAT the Regional District of Okanagan-Similkameen notify the BC Provincial government of the intention to begin a public consultation on the BC Energy Step Code through the official notification to consult process. - **CARRIED**

---

**C. AMENDMENT OF ENVIRONMENTALLY SENSITIVE DEVELOPMENT PERMIT (EDSP) AREAS**

1. Amendment Bylaw No. 2912, 2020
2. Amendment Bylaw No. 2500.17, 2020
3. Representations

**RECOMMENDATION 3****It was MOVED and SECONDED**

THAT the Regional District of Okanagan-Similkameen initiate an update to the Environmentally Sensitive Development Permit Areas as identified in Official Community Plan Amendment Bylaw 2912, 2020.

**CARRIED**

Opposed: Obirek, Monteith, Holmes

**It was MOVED and SECONDED**

THAT the Regional District of Okanagan-Similkameen initiate an amendment to the Development Procedures as identified in Bylaw 2500.17, 2020. - **CARRIED**

Opposed: Obirek, Monteith, Holmes

---

**D. INVESTIGATION OF A WILDFIRE HAZARD DEVELOPMENT PERMIT (WDP) AREA DESIGNATION**

Delegation: Bruce Blackwell, B.A. Blackwell and Associates

1. Wildfire DPA Investigation

**RECOMMENDATION 4****It was MOVED and SECONDED**

THAT amendments to the Electoral Area Official Community Plan (OCP) Bylaws to introduce a Wildfire Development Permit Area designation not be initiated; and,

THAT the Regional District support increased awareness of FireSmart principals and practices through ongoing FireSmart education and programming; and

THAT the Regional District submit a resolution to the Southern Interior Local Government Association (SILGA) requesting the province to investigate changes to the BC Building Code to align with FireSmart.

**CARRIED**

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**E. ZONING BYLAW AMENDMENT – ELECTORA AREA “D”, “E”, “F”, & “I”****REGULATION OF “SOLAR ENERGY SYSTEMS”**

1. Amendment Bylaw No. 2911
2. Representations

**RECOMMENDATION 5****It was MOVED and SECONDED**

THAT, prior to consideration of first reading, the Regional District of Okanagan-Similkameen Solar Energy System Amendment Bylaw No. 2911, be amended in order to incorporate the following:

- the minimum parcel area requirement for a ground mounted systems be revised from 1.0 ha to 0.25 ha; and
- that ground mounted systems less than 1.2 meters in height be exempted from interior side, exterior side and rear setback requirements.

**CARRIED**

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

The meeting adjourned at 11:08 a.m.

APPROVED:

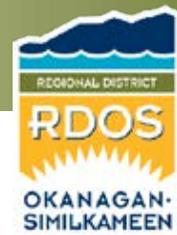
CERTIFIED CORRECT:

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R. Knodel  
Committee Chair

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B. Newell  
Corporate Officer



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

Minutes of the Regular Board Meeting of the Regional District of Okanagan-Similkameen (RDOS) Board of Directors held at 12:00 p.m. on Thursday, March 18, 2021 in the Boardroom, 101 Martin Street, Penticton, British Columbia.

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### MEMBERS PRESENT:

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

### MEMBERS ABSENT:

### STAFF PRESENT:

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

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

**IT WAS MOVED AND SECONDED**

THAT the Agenda for the RDOS Board Meeting of March 18, 2021 be adopted. - **CARRIED**

#### 1. Consent Agenda – Corporate Issues

- a. Okanagan Falls Park and Recreation Committee AGM -February 11, 2021  
*THAT the Minutes of February 11, 2021 AGM of the Okanagan Falls Parks and Recreation committee be received.*
- b. Okanagan Falls Park and Recreation Committee - February 11, 2021  
*THAT the Minutes of February 11, 2021 Okanagan Falls Parks and Recreation committee be received.*
- c. Okanagan Falls Park and Recreation Committee - November 12, 2020  
*THAT the Minutes of November 12, 2020 Okanagan Falls Parks and Recreation committee be received.*
- d. Naramata Park and Recreation Committee -February 22, 2021  
*THAT the Minutes of February 22, 2021 Naramata Parks and Recreation committee be received.*
- e. Electoral Area "C" Advisory Planning Commission -February 16, 2021  
*THAT the Minutes of February 16, 2021 Electoral Area "C" Advisory Planning Commission committee be received.*

- f. Electoral Area "D" Advisory Planning Commission -February 9, 2021  
*THAT the Minutes of February 9, 2021 Electoral Area "D" Advisory Planning Commission committee be received.*
- g. Electoral Area "F" Advisory Planning Commission –November 23, 2020  
*THAT the Minutes of November 23, 2020 Electoral Area "F" Advisory Planning Commission committee be received.*
- h. Electoral Area "F" Advisory Planning Commission –January 25, 2021  
*THAT the Minutes of January 25, 2021 Electoral Area "F" Advisory Planning Commission committee be received.*
- i. Electoral Area "I" Advisory Planning Commission –February 17, 2021  
*THAT the Minutes of February 17, 2021 Electoral Area "I" Advisory Planning Commission committee be received.*
- j. Corporate Services Committee – March 4, 2021  
*THAT the Minutes of the March 4, 2021 Corporate Services Committee meeting be received.*
- k. Environment and Infrastructure Committee – March 4, 2021  
*THAT the Minutes of the March 4, 2021 Environment and Infrastructure Committee meeting be received.*
- l. Planning and Development Committee – March 4, 2021  
*THAT the Minutes of the March 4, 2021 Planning and Development Committee meeting be received.*  
  
*THAT Regional District of Okanagan-Similkameen Development Procedures Amendment Bylaw No. 2500.19 be initiated.*
- m. RDOS Regular Board Meeting – March 4, 2021  
*THAT the minutes of the March 4, 2021 RDOS Regular Board meeting be adopted.*

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

**IT WAS MOVED AND SECONDED**

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

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## **2. Consent Agenda – Development Services**

- a. Development Variance Permit Application – Electoral Area "A" – 809 45<sup>th</sup> Street
  - i. Permit  
*THAT Development Variance Permit No. A2021.011-DVP be approved*
- b. Development Variance Permit Application – Electoral Area "E" – 4090 4<sup>th</sup> Street
  - i. Permit  
*THAT Development Variance Permit No. E2021.006-DVP be approved*
- c. Temporary Use Permit Application – Electoral Area "C" – 553 Tinhorn Creek Road
  - i. Permit
  - ii. Representations  
*THAT Temporary Use Permit No. C2021.001-TUP be approved*

- d. Temporary Use Permit Application – Electoral Area “C” – 4320 Black Sage Road
  - i. Permit
  - ii. Representations

*THAT Temporary Use Permit No. C2021.002-TUP be approved*

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

**IT WAS MOVED AND SECONDED**

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

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**B. DEVELOPMENT SERVICES – Bylaw Enforcement**

**1. Building Bylaw Contraventions – Electoral Area “H” – 847 Highway 5A**

The Chair enquired whether the property owner or agent was available to address the Board. Katie McGinnis addressed the Board on behalf of the property owner.

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

**It was MOVED and SECONDED**

THAT injunctive action be commenced against the owner of the lands described as Lot 3, District Lot 1185, KDYD, Plan 35988, with respect to works which have been undertaken on the lands contrary to the Regional District Okanagan-Similkameen Building Bylaw No. 2805, 2018. - **CARRIED**

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

**1. Electoral Area “A” OCP Bylaw No. 2905**

- a. Bylaw No. 2905
- b. Representations

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

**It was MOVED and SECONDED**

THAT the Electoral Area “A” Official Community Plan Bylaw No. 2905, 2021, be read a first and second time and proceed to public hearing;

AND THAT the Board of Directors considers the process, as outlined in this report from the Chief Administrative Officer dated March 18, 2021, to be appropriate consultation for the purpose of Section 475 of the *Local Government Act*;

AND THAT, in accordance with Section 477 of the *Local Government Act*, the Board of Directors has considered Amendment Bylaw No. 2905, 2021, in conjunction with its Financial and applicable Waste Management Plans.

**CARRIED**

**RECOMMENDATION 6** (Unweighted Corporate Vote – Majority)

**It was MOVED and SECONDED**

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

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

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

**CARRIED**

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**2. Amendment of the Development Procedures Bylaw No. 2500, 2011**

a. Bylaw No. 2500.19

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

**It was MOVED and SECONDED**

THAT Bylaw No. 2500.19, being a bylaw of the Regional District of Okanagan-Similkameen to amend the Development Procedures Bylaw to clarify the processing procedures to be followed for development variance permit (DVP) applications, be read a first, second and third time. – **CARRIED**  
Opposed: Director Monteith

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**3. Zoning Bylaw Amendment – Electoral Area “I” (Twin Lakes Golf Resort Ltd.)**

a. Bylaw No. 2457.20

b. Public Hearing Report – December 7, 2020

c. Representations

Director Monteith advised that the public hearing report reflects an accurate account of what took place at the public hearing held on December 7, 2020.

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

**It was MOVED and SECONDED**

THAT the public hearing report be received. - **CARRIED**

The Chair enquired whether the property owner was available to address the Board. Mr. Suki Sekon addressed the Board regarding the application.

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

**It was MOVED and SECONDED**

THAT first and second readings of Bylaw No. 2457.20, 2018, Electoral Area “I” Zoning Amendment Bylaw be rescinded and the bylaw abandoned. - **DEFEATED**

Opposed: Directors Obirek, Gettens, Bush, Pendergraft, Roberts, Kozakevich, Coyne

**It was MOVED and SECONDED**

THAT Bylaw No. 2457.20, 2018, being the Electoral Area “I” Zoning Amendment Bylaw, be read a third time.

**It was MOVED and SECONDED**

THAT Bylaw No. 2457.20, 2018 be amended as follows:

- the proposed Twin Lakes Village Centre (TLV) Zone be applied to an approximately 0.725 ha area currently proposed to be zoned Residential Multiple Unit Three (RM3);
- permitted uses in the TLV Zone be amended by:
  - ∅ replacing “multi-dwelling units” with “apartment building” and “townhouse”;
  - ∅ adding “campground”, “community hall”, “duplex”; and
  - ∅ deleting “accessory dwelling”;
- amending minimum parcel size requirements for subdivision to introduce regulations for the strata subdivision of duplex units (i.e. 550 m<sup>2</sup> parent parcel size and 225 m<sup>2</sup> when strata subdividing the units);
- amending the maximum density allowance as follows:
  - ∅ from 55 dwelling units/ha for apartment buildings and townhouses to 60 dwelling units/ha; and
  - ∅ introducing a provision of duplexes (i.e. 2 dwelling units per parcel for duplexes, provided that both dwellings are located in one (1) residential building);
- deleting the maximum Floor Area Ratio (FAR) requirement of 2.0;
- increasing the front setback from 3.0 metres to 4.5 metres;
- amending the maximum parcel coverage regulation by introducing a 45% provision for duplexes; and
- deleting a site specific provision that would have allowed “campground” as a permitted use in the Resource Area (RA) Zone to be applied to Lot 2, Plan KAP26332, District Lot 228S 2169, SDYD, Except Plan H15455.

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

THAT Bylaw No. 2457.20, 2018, being the Electoral Area “1” Zoning Amendment Bylaw, be read a third time as amended. - **CARRIED**

**It was MOVED and SECONDED**

THAT, prior to adoption of Amendment Bylaw 2457.20, 2018, a ‘no build’ statutory covenant be registered on the title of Lot A, Plan KAP46761, District Lots 228s, 2169 & 4098s, SDYD, except Plan KAP53180, in order that the area identified as “Phase 2”, and as shown on Attachment No. 2 in the Administrative Report from the Chief Administrative Officer dated March 18, 2021, shall not proceed until:

- a) groundwater sustainability and availability is proven to warrant further development; and
- b) 36 dwelling units in “Phase 1” have been constructed and issued occupancy permits.

**CARRIED**

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4. **Zoning Bylaw Amendment – Electoral Area “D” – 1655 Maple Street**
  - a. Bylaw No. 2455.44
  - b. Representations

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

**It was MOVED and SECONDED**

THAT Bylaw No. 2455.44, 2020, Electoral Area “D” Zoning Amendment Bylaw be read a third time and adopted. - **CARRIED**

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5. **Zoning Bylaw Amendment – Electoral Area “D” – 102 & 103, 850 Railway Lane]**
  - a. Bylaw No. 2455.45
  - b. Representations

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

**It was MOVED and SECONDED**

THAT Bylaw No. 2455.45, 2021, Electoral Area “D” Zoning Amendment Bylaw be read a third time. **CARRIED**

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#### **D. PROTECTIVE SERVICES**

1. **2021 Community Emergency Preparedness Fund Emergency Support Services**

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

**It was MOVED and SECONDED**

THAT the Board of Directors supports the application for the 2021 Emergency Support Services Union of BC Municipalities Community Emergency Preparedness Fund grant. - **CARRIED**

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#### **E. FINANCE**

1. **RDOS 2021-2025 Five Year Financial Plan**

- a. Bylaw No. 2922, 2021
- b. Schedule A1
- c. Summary of Schedule “A”
- d. Schedule “B”

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

**It was MOVED and SECONDED**

THAT Bylaw No. 2922, 2021, being the Regional District of Okanagan Similkameen 2021-2025 Five Year Financial Plan, be read a third time. - **CARRIED**

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

**It was MOVED and SECONDED**

THAT the Bylaw 2922, 2021 be amended to include changes identified in Appendix I. - **CARRIED**

**RECOMMENDATION 15** (Weighted Corporate Vote – Majority)

**It was MOVED and SECONDED**

THAT bylaw No. 2922, 2021 be read a 3rd time as amended. - **CARRIED**

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

**It was MOVED and SECONDED**

THAT Bylaw No 2922, 2021 be adopted. - **CARRIED**

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## F. LEGISLATIVE SERVICES

1. **Fees and Charges – This item will have been considered at the March 18, 2021 Corporate Services Committee Meeting earlier in the day.**

- a. Bylaw No. 2927, 2021 (Clean)

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

**It was MOVED and SECONDED**

THAT Bylaw No. 2927, 2021, being a bylaw of the Regional District of Okanagan-Similkameen to establish Fees and Charges be read a first, second, and third time and adopted. - **CARRIED**

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2. **Communications Policy**

- a. Communications Policy (Mark-up)

- b. Communications Policy (Clean)

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

**It was MOVED and SECONDED**

THAT the Communications Policy be amended to include the changes proposed in the policy attached to the report of March 18, 2021 from the Chief Administrative Officer.

**It was MOVED and SECONDED**

THAT the motion regarding the Communication Policy be postponed to the first meeting in May.

**CARRIED**

Opposed: Director Bush

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## G. CAO REPORTS

1. **Verbal Update**
- 

## H. OTHER BUSINESS

1. **Chair's Report**
- 

2. **Board Representation**

- a. Developing Sustainable Rural Practice Communities - *McKortoff*

- b. Municipal Finance Authority – *Kozakevich (Chair), Coyne (Vice Chair, Alternate)*

- c. Municipal Insurance Association – *Kozakevich (Chair), Coyne (Vice Chair, Alternate)*

- d. Okanagan Basin Water Board - *McKortoff, Holmes, Knodel, Pendergraft (Alternate to McKortoff), Obirek (Alternate to Holmes), Monteith (Alternate to Knodel)*

- e. Okanagan Film Commission – *Gettens, Obirek (Alternate)*

- f. Okanagan Regional Library – *Monteith, Obirek (Alternate)*

- g. Okanagan-Kootenay Sterile Insect Release Board – *Bush, Knodel (Alternate)*
  - h. Southern Interior Municipal Employers Association – *Knodel, Kozakevich (Alternate)*
  - i. Starling Control – *Bush, Knodel (Alternate)*
  - j. Fire Chief Liaison Committee – *Pendergraft, Knodel, Monteith, Obirek, Roberts*
  - k. Intergovernmental Indigenous Joint Council – *Kozakevich, Coyne, Roberts*
  - l. Okanagan-Similkameen Regional Hospital District – *Sentes, McKortoff (Alternate)*
- 

### 3. Directors Motions

Notice of Motion – Director S. Coyne  
Changes at BC Emergency Health Services

By consensus, the Board determined to consider a motion regarding changes at BC Emergency Health Services at this meeting.

**It was MOVED and SECONDED**

THAT BC Emergency Health Services (BCEHS) be invited to address the Board about the impact of changes in deployment of BC ambulances. - **CARRIED**

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Director's Motion - Director Obirek

**RECOMMENDATION 19** (Unweighted Corporate Vote – Simple Majority)

**It was MOVED and SECONDED**

THAT the Board of Directors refer discussion on a proposed name change for the Garnett Family Park to the next Community Services Committee.

**It was MOVED and SECONDED**

THAT the matter of discussion on a proposed name change for the Garnett Family Park be postponed to the next Board Meeting. - **CARRIED**

Opposed: Directors B. Coyne, Bush, Robinson, Bauer, Sentes, Vassilaki, Knodel

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### 4. Board Members Verbal Update

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#### I. ADJOURNMENT

**It was MOVED and SECONDED**

THAT the meeting adjourn. - **CARRIED**

The meeting adjourned at 2:36 p.m.

APPROVED:

CERTIFIED CORRECT:

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K. Kozakevich  
RDOS Board Chair

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B. Newell  
Corporate Officer

# ADMINISTRATIVE REPORT



**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** March 17, 2021  
**RE:** Development Variance Permit Application — Electoral Area “H”

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## Administrative Recommendation:

**THAT Development Variance Permit No. H2021.014-DVP, to allow for a boundary lot line adjustment between District Lot 701 and District Lot 702, be approved**

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Purpose: To allow for a boundary lot line adjustment between District Lot 701 and District Lot 702.

Owners: West Maverick Leasing Ltd.      Agent: AllTerra Land Surveying      Folio: H-00758.000/H-00760.000

Civic: 3527 Coalmont Road      Legal: DL 701, YDYD Except Plan A1045; & DL 702, YDYD Plan A127

OCP: Agriculture (AG)      Zone: Agriculture Three (AG3) Zone

Variance Request: to allow creation of hooked parcels that do not satisfy minimum parcel size requirements

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## Proposed Development:

This application is seeking a variance to the hooked parcel regulation that applies to the subject property in order to undertake a subdivision.

Specifically, it is being proposed to allow creation of hooked parcel that do not satisfy minimum parcel size requirement for the applicable zone.

In support of this request, the applicant has stated that “Coalmont Road bisects both District Lots, as does the Kettle Valley Railway. Coalmont Road is undedicated in these District Lots and we anticipate it will be a requirement of this boundary adjustment to dedicate this as public road. AllTerra held preliminary discussions with both MOTI and the RDOS regarding this boundary adjustment prior to submission and we were aware going into this that there are some hurdles with respect to the hooked parcels and our inability to meet the minimum parcel sizes for the hooked portions of the lots”

## Site Context:

The subject properties are approximately 47.1 ha and 30.5 ha in area located about 8km north of the Tulameen Townsite and are zoned AG3. The parcels abut AG3 parcels to the north and south, and Unsurveyed Crown Land to the east and the west. Frembd Lake and Otter Creek are also adjacent to District Lot 701 and are Crown Land, not transferred privately at the time of the original Crown Grant. The property is understood to contain a single detached dwelling in the south west corner of Lot 701 and a few outbuildings.

## Background:

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The current boundaries of the subject properties are unknown, while available Regional District records indicate that building permit(s) have not previously been issued for this property.

Under the Electoral Area "H" Official Community Plan (OCP) Bylaw No. 2497, 2012, the property is designated Agriculture (AG), and is subject to a Watercourse Development Permit (WDP) Area.

Under the Electoral Area "H" Zoning Bylaw No. 2498, 2012, the property is zoned Agriculture Three (AG3) Zone, which lists single detached dwelling as a permitted principal use.

Due to the proximity of the property to Otter Lake and Frembd Lake, the floodplain regulations of the zoning bylaw may apply to any future development of the property (i.e. complying with floodplain elevations for habitable spaces).

Subject properties are also understood to be within Agricultural Land Reserve (ALR) lands.

On February 9, 2021, a subdivision referral was received from the Ministry of Transportation and Infrastructure to facilitate proposed subdivision (interior boundary lot line adjustment) of District Lot 701 and District Lot 702.

On March 17, 2021, an expedited Watercourse Development Permit was issued for subject property in order to facilitate subdivision of subject parcels.

**Public Process:**

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

**Analysis:**

In considering this proposal, Administration notes that the purpose of establishing a minimum parcel size for newly created hooked lots is to limit the proportion of any lot that can be built on in order to, amongst other things, provide outdoor space for residents, to protect the amenity and character of neighbourhoods and to avoid creation of ad-hoc lots where that portion of the hooked lot serve no purpose, other than meeting the minimum parcel size requirement.

In Agricultural zones, creating hooked lots to meet the minimum parcel size is seen to further exacerbate the on going issue where the broken small lots are dominated by residential development later on, thereby removing valuable farm lands from already limited agricultural lands.

In this instance, Administration notes that the parcels are already hooked/separated by Coalmont Road and KVR trail that runs through the properties and no new hooked lot is created as a result of proposed subdivisions of land.

Administration also notes that the alternative to consolidate or purchase the neighbouring parcel (owned by Crown) to meet the minimum parcel size requirement is not possible.

The neighbouring properties to the north and west are large parcels developed largely vacant and no adverse impacts are anticipated to these properties through proposed subdivision. Administration notes that the proposed subdivision will infact further solidify the public nature of Coalmont Road by dedicating it to the Ministry of Transportation.

Conversely, Administration recognises that ad-hoc planning to create hooked lots that don't meet the minimum parcel size requirement seems to defeat the intent of the bylaw and sets a bad precedent

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for future developers seeking creation of hooked lots through subdivision of lands that do not meet minimum size requirements.

However, the parcels are already hooked by Coalmont Road and KVR trail, and proposed subdivision would formalise the already hooked lot rather than a new one.

For these reasons, Administration supports the requested variances and is recommending approval.

**Alternatives:**

1. That the Board deny Development Variance Permit No. H2021.014-DVP.
2. That the Board defer consideration of the application and it be referred to the Electoral Area "H" Advisory Planning Commission.

Respectfully submitted

*R. Gadoya*

Rushi Gadoya, Planning Technician

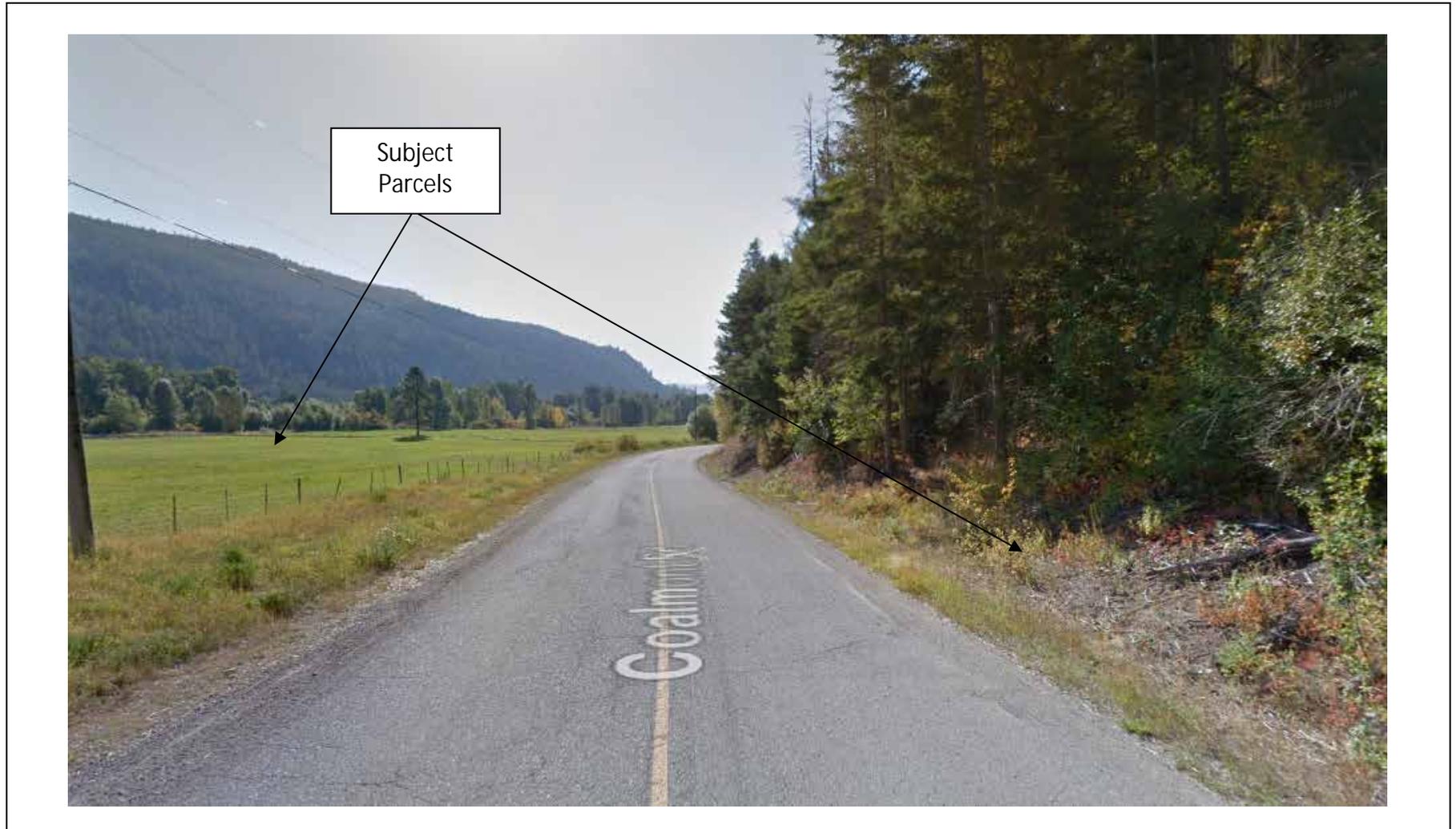
Endorsed by:



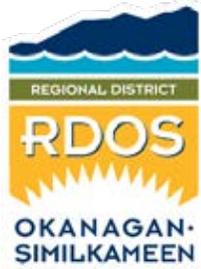
C. Garrish, Planning Manager

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

Attachment No. 1 – Site Photo (Google Streetview)



View looking south on Coalmont Road towards subject parcels



# Development Variance Permit

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FILE NO.: H2021.014-DVP

Owner:

Agent:

## GENERAL CONDITIONS

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

## APPLICABILITY

5. This Development Variance Permit is substantially in accordance with Schedules 'A', and 'B', 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: District Lot 701, YDYD Except Plan A1045; &  
District Lot 702, YDYD Except Part 6.3 Acres Shown on Plan  
A127

Civic Address: 3527 Coalmont Road

Parcel Identifier (PID): 014-930-927, 014-930-935 Folio: H-00758.000/H-00760.000

## CONDITIONS OF DEVELOPMENT

6. The land specified in Section 5 may be subdivided in accordance with the following variances to the Electoral Area "H" Zoning Bylaw No. 2498, 2012, in the Regional District of Okanagan-Similkameen:
  - a) hooked parcels may be created where each portion *does not* satisfy the minimum parcel area requirements of the applicable zone.

**COVENANT REQUIREMENTS**

7. Not Applicable

**SECURITY REQUIREMENTS**

8. Not applicable

**EXPIRY OF PERMIT**

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

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

\_\_\_\_\_  
B. Newell, Chief Administrative Officer

# Regional District of Okanagan-Similkameen

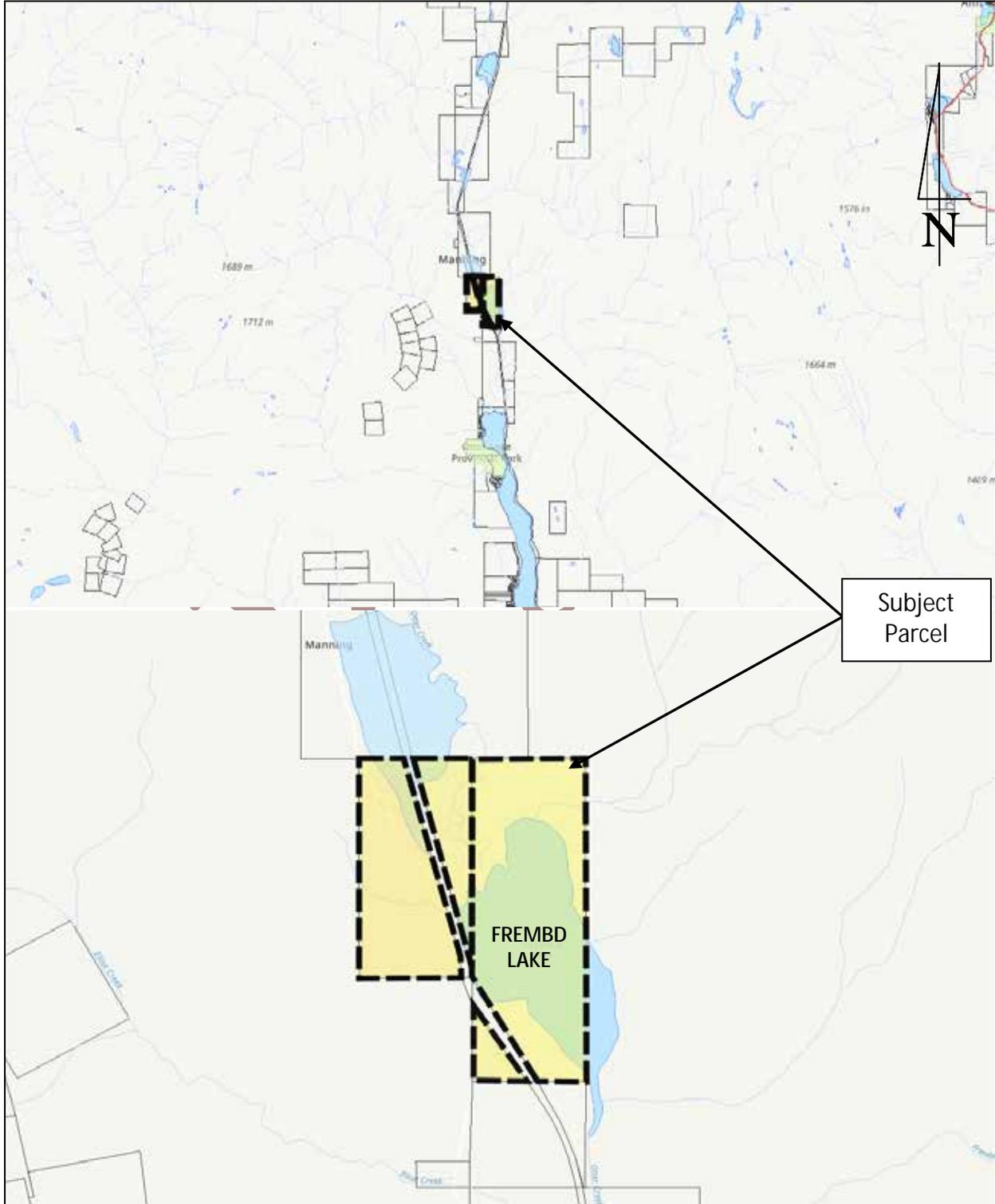
101 Martin St, Penticton, BC, V2A-5J9  
Tel: 250-492-0237 Email: [planning@rdos.bc.ca](mailto:planning@rdos.bc.ca)



Development Variance Permit

File No. H2021.014-DVP

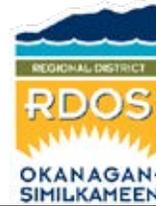
Schedule 'A'



# Regional District of Okanagan-Similkameen

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

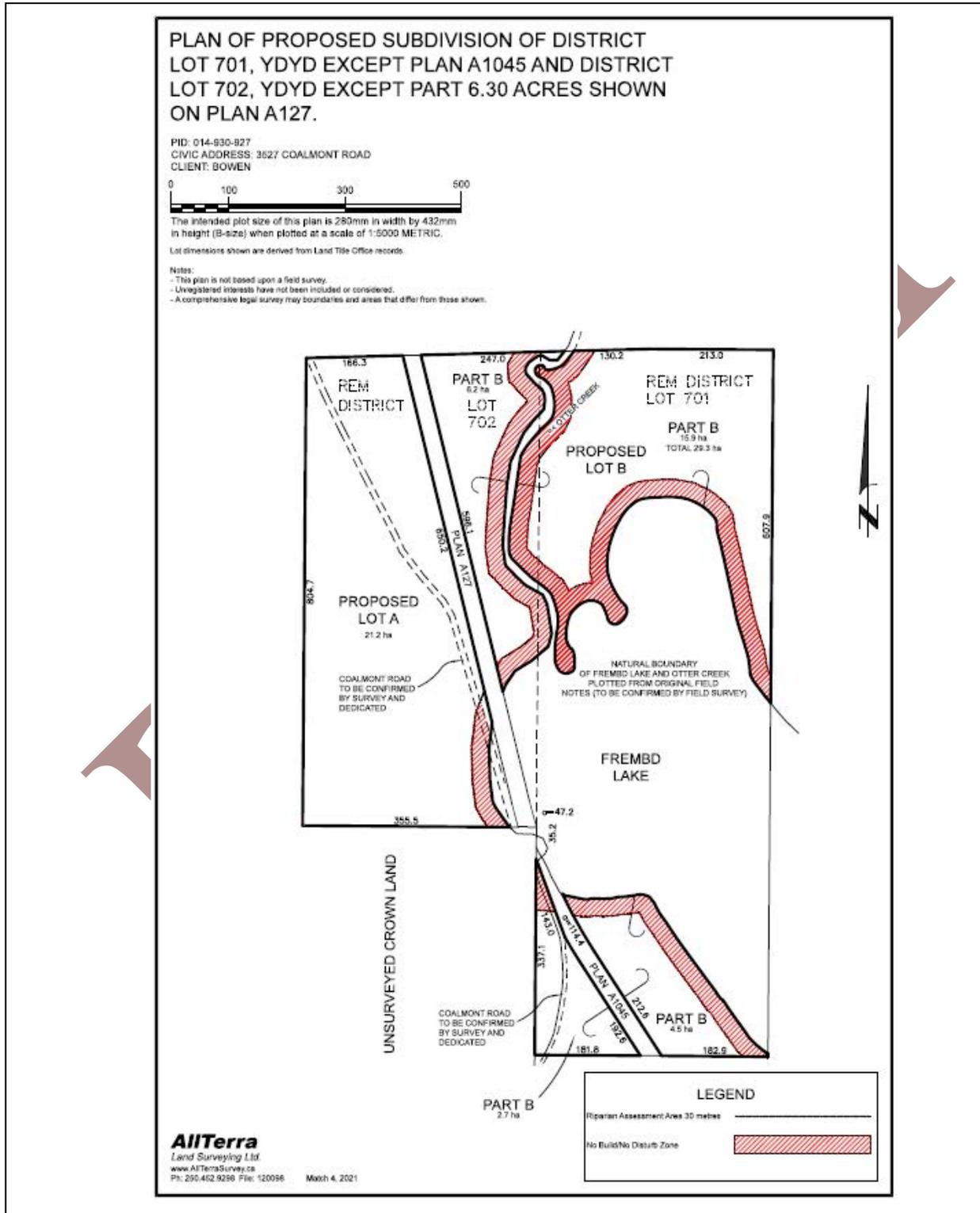
Tel: 250-492-0237 Email: [planning@rdos.bc.ca](mailto:planning@rdos.bc.ca)



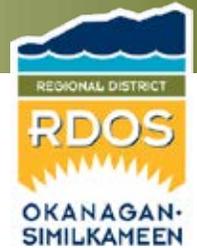
Development Variance Permit

File No. H2021.014-DVP

Schedule 'B'



# ADMINISTRATIVE REPORT



**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** April 1, 2021  
**RE:** Temporary Use Permit Application – Electoral Area “C”

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## Administrative Recommendation:

**THAT Temporary Use Permit No. C2021.003-TUP, to allow for temporary farm labour housing in ALR lands, be approved.**

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Purpose: To allow for temporary farm labour housing in ALR lands.

Owners: Ravinder & Swaranjit Chahal      Agent: NA      Folio: C-05245.000

Civic: 430 Pinehill Road, Oliver      Legal: Lot 25, Plan KAP1729, District Lot 2450S, SDYD

OCP: Agriculture (AG)      Zoning: Agriculture One (AG1)

---

## Proposed Development:

This application is seeking to allow for temporary farm labour housing on the subject property through the issuance of a Temporary Use Permit (TUP).

In support of this proposal, the applicant has stated that “the need for foreign working housing, this is the most central location for all of the grape farming and ground crops that this farm has in various location in the south Okanagan.”

## Site Context:

The subject property is approximately 3.1 ha in area and is situated on the west side of Highway 97. It is understood that the parcel is comprised of a single detached dwelling and various accessory structures.

The surrounding pattern of development is generally characterised by agricultural operations to the north, west and east side (across Highway 97) and small lots zoned AG1 to the south.

## Background:

The current boundaries of the subject property were created by a Plan of Subdivision deposited with the Land Titles Office in Kamloops on May 26, 1921, while available Regional District records indicate that a building permit for Single Family Dwelling (1974) have previously been issued for this property.

Under the Electoral Area “C” Official Community Plan (OCP) Bylaw No. 2452, 2008, the subject property is designated as Agriculture (AG). Under the Electoral Area “C” OCP Bylaw policies for Agriculture-designated lands the Board “supports establishing housing for year round farm help and seasonal farm workers” (Section 9.3.20).

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Under Section 6.5 – Growth Management of the Electoral Area “C” OCP Bylaw, the Board “will direct growth to designated Primary and Rural Growth Areas, by discouraging the re-designation or re-zoning of land that permits residential uses outside of the Rural Growth Area containment boundaries” (Section 6.5.2) and “directs residential development away from designated Agricultural AG areas” (Section 6.5.7).

Under the Electoral Area “C” Zoning Bylaw No. 2453, 2008, the property is currently zoned Agriculture One Zone (AG1) which allows for maximum number of two (2) dwellings (one principal and one accessory) for parcels less than 8.0 ha in size.

The property has been the subject of an enforcement for installing a non-conforming sign on subject parcel is within the Agricultural Land Reserve (ALR) and is classified as “Residential” (Class 01), and “Farm” (Class 09) by BC Assessment.

On December 2, 2020, a referral for non-adhering residential use application was referred to the Regional District by the Agricultural Land Commission (ALC), in order to allow temporary farm workers housing for upto ten (10) farm labours on subject parcel.

At its meeting on December 17, 2020, the Regional District Board resolved to authorize the application to proceed to ALC for their determination.

Subsequently, on January 25, 2021, ALC approved the non-adhering residential use application with conditions that:

- *Siting of the moveable modular home in accordance with Schedule A of this decision;*
- *The Property retain farm classification under the BC Assessment Act;*
- *The registration of a restrictive covenant prior to placement of the TFWH, stating that the TFWH will only be used by temporary farm workers in accordance with this decision, and that the owner will remove the TFWH and restore the land to conditions suitable for agricultural use if the TFWH is vacant for two consecutive years;*
- *Submission of a Financial Security for the amount of \$10,000 prior to placement of the TFWH, which some or all may be used by the Commission as a penalty should the Applicant fail to remove the TFWH if it is not being used as stipulated in the Proposal or is vacant for two consecutive years; and,*

*Approval for the non-farm use is granted for the sole benefit of Swaranjit Singh Chahal and Ravinder Kaur Chahal and is non-transferable.*

**Public Process:**

On March 15, 2021, a Public Information Meeting (PIM) was held electronically and was attended by approximately no member of the public.

At its meeting of March 16, 2021, the Electoral Area “C” Advisory Planning Commission (APC) resolved to recommend to the RDOS Board that the subject development application be approved, subject to conditions mentioned in the Temporary Use Permit.

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

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All comments received to date in relation to this application are included as a separate item on the Board Agenda.

**Analysis:**

In considering this proposal, Administration notes that the Electoral Area “C” OCP Bylaw speaks to supporting “housing for year round farm help and seasonal farm workers” (e.g. farm labour housing).

In this instance, the applicant has substantiated the need for migrant farm worker housing as they farm subject parcel (2.8 ha) in addition to three (3) other agricultural parcels owned by the applicant/owner of the subject parcel. Approval of subject application will assist the landowner in securing affordable housing for temporary farm workers required for the management and operation of farm-land.

Administration notes that the siting and placement of the temporary farm labour housing will minimize the residential impacts on agricultural lands taking into consideration topography, agricultural capability, access and clustering of residential structures on site.

Administration further notes that impacts on the farm and surrounding farm operations is minimal as the use will occur in an area with limited cultivation on the property. In addition, this application has been supported (in past) by key agencies including Area “C” Advisory Planning Committee, Regional District Board (December 17, 2020), and the Agricultural Land Commission.

In issuing a Temporary Use Permit, the Regional District may specify conditions according to which the proposed use may be conducted. In this instance, ALC has imposed conditions on the use of proposed dwelling(s) (See background). Given that the significant concerns are already dealt by ALC, Administration recommends the “temporary farm workers housing” use of the land be subject to the following conditions:

- the maximum gross floor area of all farm worker housing shall be 167.0 m<sup>2</sup>; and
- the maximum number of sleeping units for all farm worker housing shall not exceed 10.

Conversely, the addition of uses within an agricultural area that are non-farm uses in nature can pose potential land use conflicts with agricultural operations. By allowing additional uses to occur, the primary use of the property or surrounding properties as agricultural land can become threatened through the introduction of competing interests.

In summary, the subject proposal is “temporary” in nature and aligns with OCP policies for supporting farm labour housing in ALR lands

**Alternatives:**

1. THAT the Board of Directors deny Temporary Use Permit No. C2021.003-TUP; or
2. THAT the Board of Directors defer consideration of Temporary Use Permit No. C2021.003-TUP for the following reasons:
  - i) *TBD*

---

Respectfully submitted:

*R. Gadoya*

Rushi Gadoya, Planning Technician

Endorsed By:



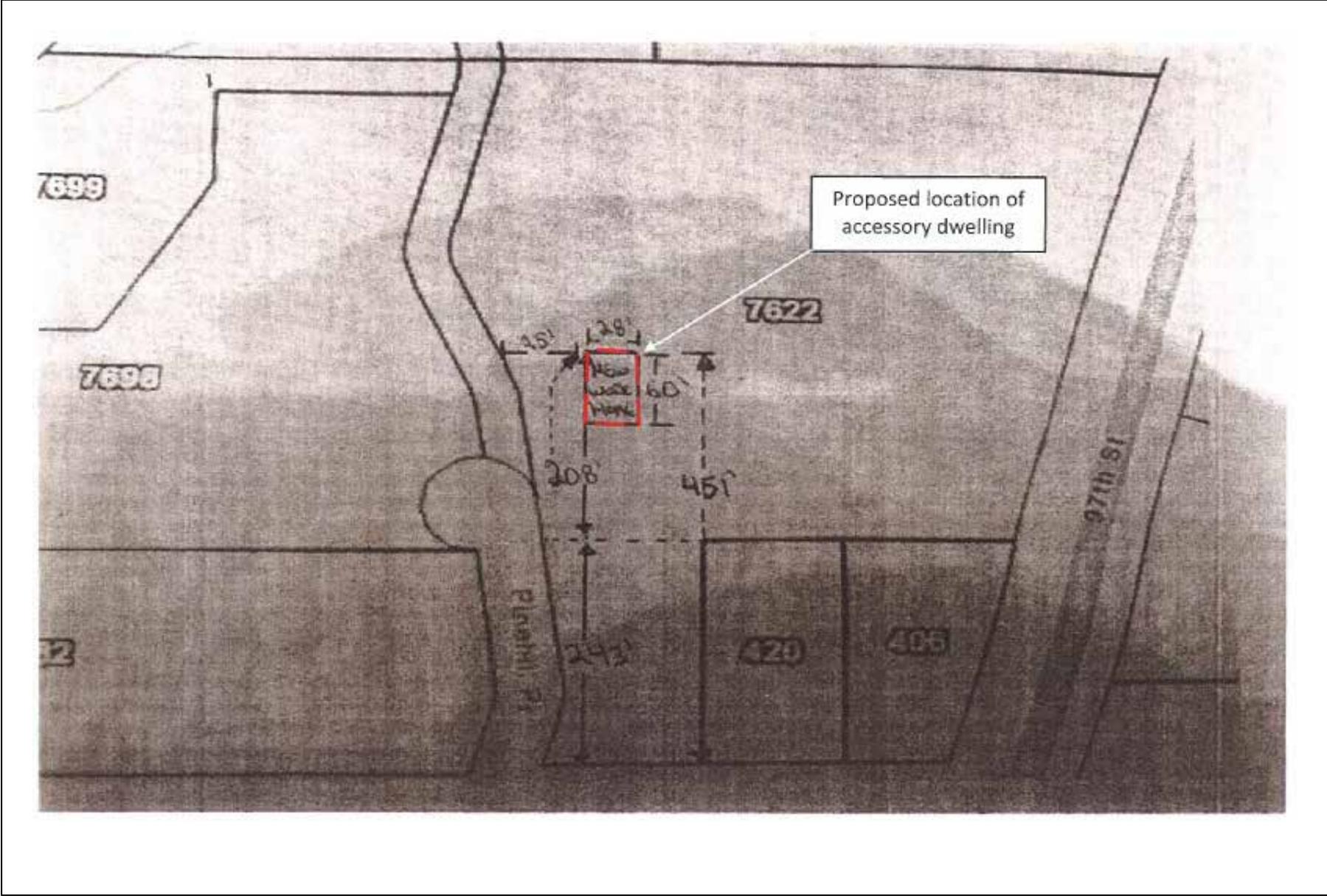
C. Garrish, Planning Manager

Attachments: No. 1 – Agency Referral List

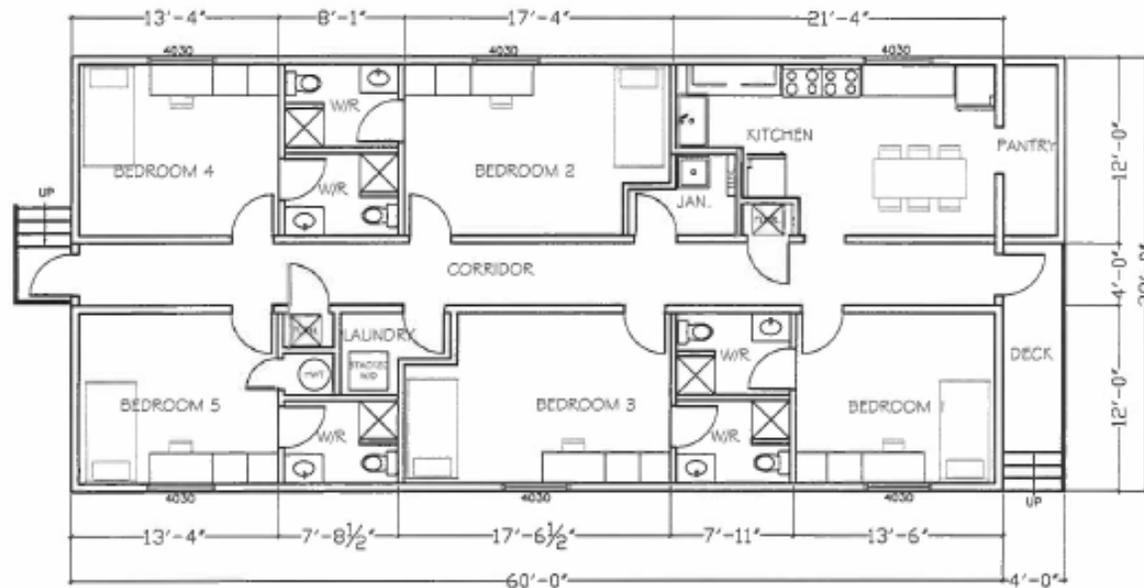
No. 2 – Applicant's Site Plan

No. 3 – Site Photo

Attachment No. 1 – Applicant's Site Plan

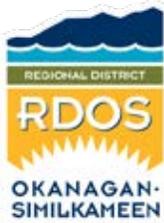


Attachment No. 2 – Applicant's Building Elevations



Attachment No. 3 – Site Photo





# TEMPORARY USE PERMIT

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FILE NO.: C2021.003-TUP

Owner: Swaranjit Chahal & Ravinder Chahal  
430 Pinehill Road  
Oliver, BC V0H 1T5

## GENERAL CONDITIONS

1. This Temporary Use 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 of this Permit, and any plans and specifications attached to this Permit which 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 Temporary Use Permit is not a Building Permit.

## APPLICABILITY

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

Legal Description: Lot 25, Plan 1729 Except Plan 23009, DL 2450S, SDYD

Civic Address: 430 Pinehill Road

Parcel Identifier (PID): 001-725-998 Folio: C-05245.000

## TEMPORARY USE

6. In accordance with Section 20.0 of the Electoral Area "C" Official Community Plan Bylaw No. 2452, 2008 the land specified in Section 5 may be used for a "Temporary Farm Workers Housing", which is defined as meaning buildings or structures built on a temporary foundation that provide space for cooking, sanitary, living or sleeping units, for individuals who carry out agricultural work for a farm operation on a seasonal basis.

**CONDITIONS OF TEMPORARY USE**

- 7. The "*temporary farm workers housing*" use of the land is subject to the following conditions:
  - a) The maximum gross floor area of all farm worker housing shall be 167.0 m<sup>2</sup>
  - b) The maximum number of sleeping units for all farm worker housing shall not exceed 10.

**COVENANT REQUIREMENTS**

- 8. Not applicable.

**SECURITY REQUIREMENTS**

- 9. Not applicable.

**EXPIRY OF PERMIT**

- 10. This Permit shall expire on March 31, 2024.

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

\_\_\_\_\_  
B. Newell, Chief Administrative Officer

# Regional District of Okanagan-Similkameen

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

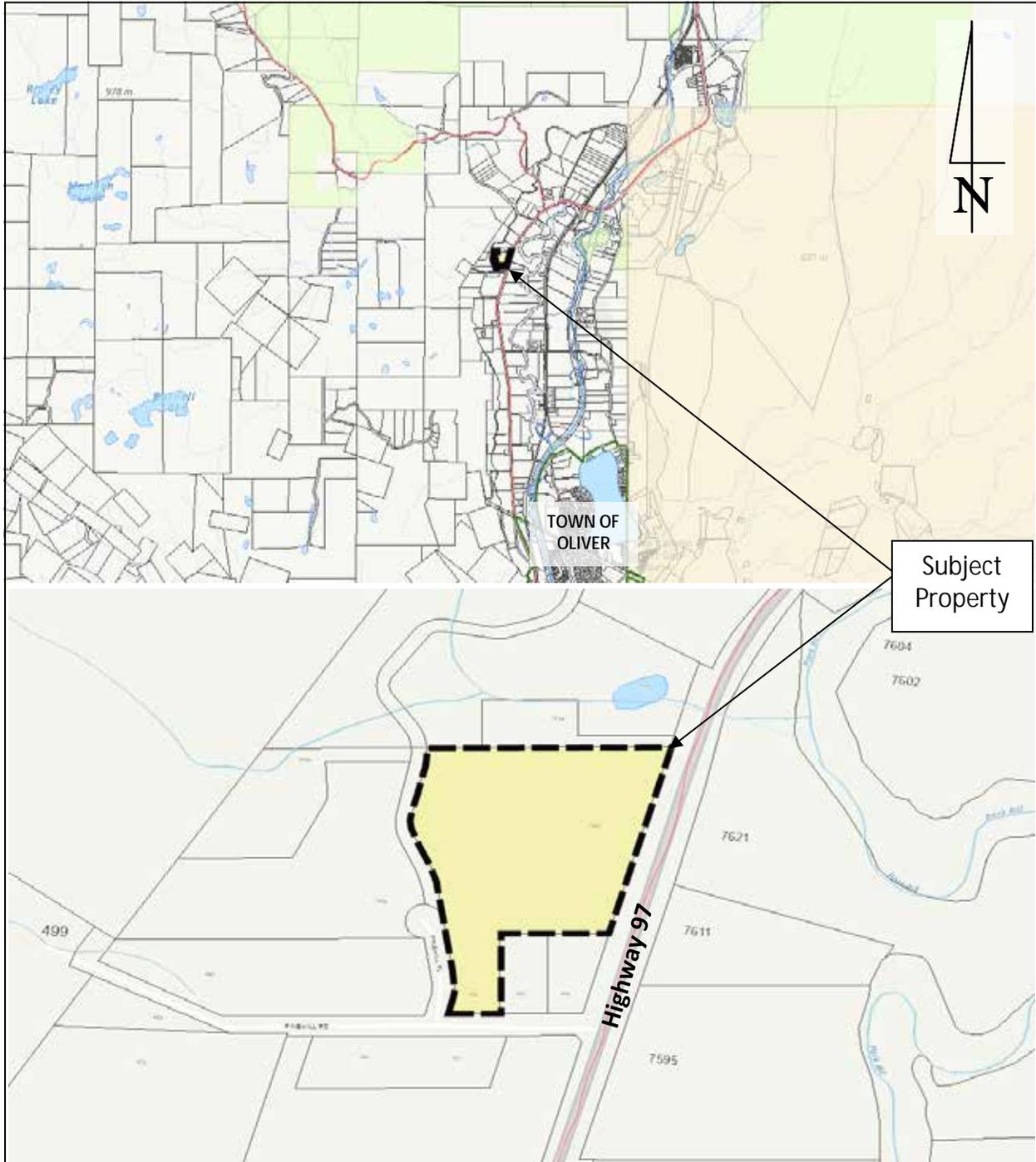
Telephone: 250-492-0237 Email: [planning@rdos.bc.ca](mailto:planning@rdos.bc.ca)



Temporary Use Permit

File No. C2021.003-TUP

Schedule 'A'



# Regional District of Okanagan-Similkameen

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

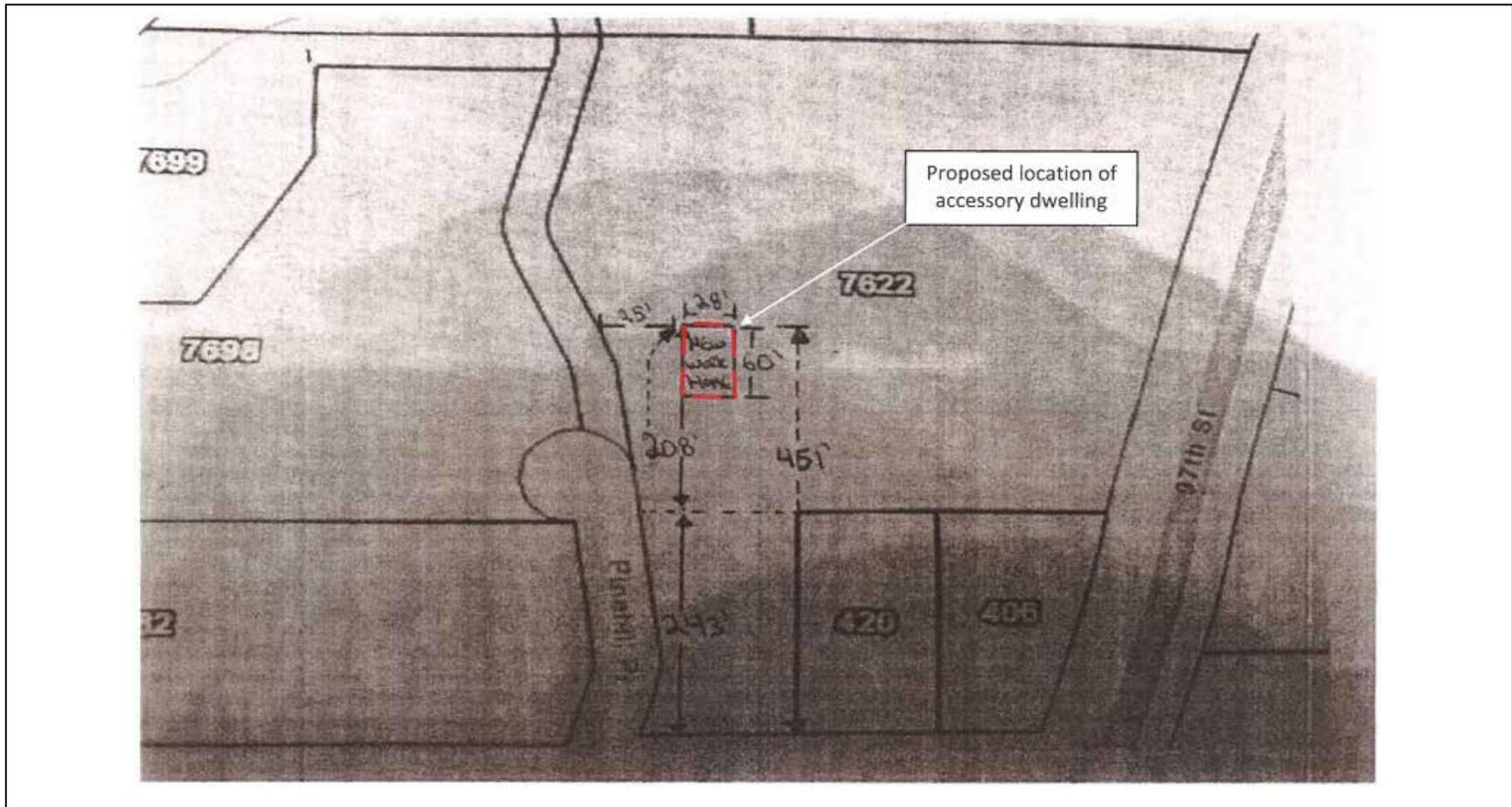
Telephone: 250-492-0237 Email: [planning@rdos.bc.ca](mailto:planning@rdos.bc.ca)



Temporary Use Permit

File No. C2021.003-TUP

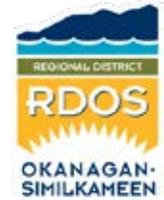
Schedule 'B'



# Regional District of Okanagan-Similkameen

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

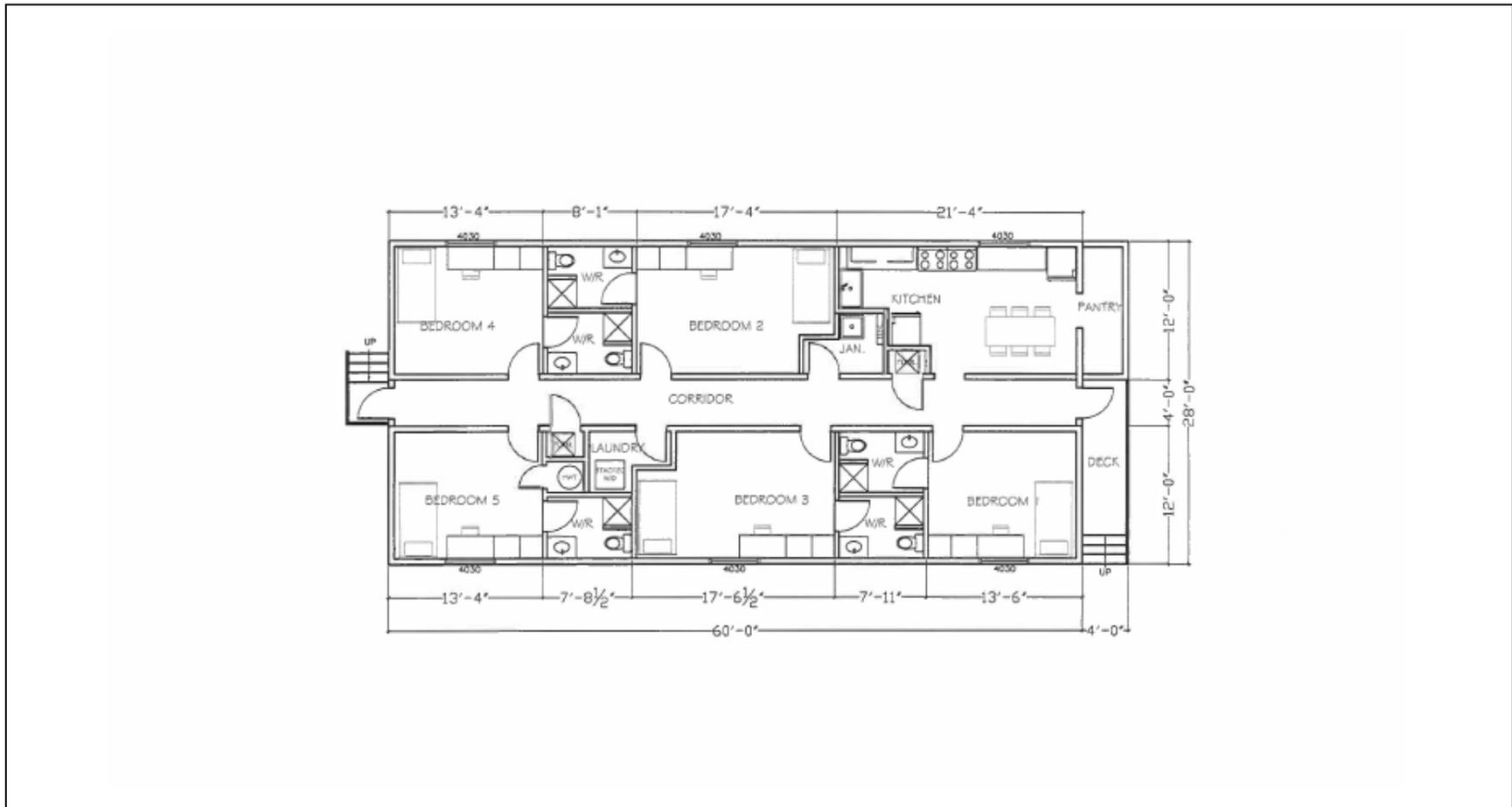
Telephone: 250-492-0237 Email: [planning@rdos.bc.ca](mailto:planning@rdos.bc.ca)



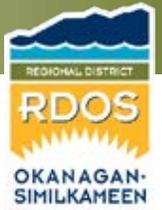
Temporary Use Permit

File No. C2021.003-TUP

## Schedule 'C'



# ADMINISTRATIVE REPORT



**TO:** Board of Directors

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

**DATE:** April 1, 2021

**RE:** 2021 Regional Housing Needs Assessment

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## **Administrative Recommendation:**

**THAT the Regional District receive the “Regional District Okanagan-Similkameen 2021 Housing Needs Assessment”.**

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## **Purpose:**

To receive the “Regional District of Okanagan Similkameen 2020 Housing Needs Assessment” to fulfill the requirements of the Local Government Act, Section 585.31.

## **Background:**

On April 16, 2019, Bill 18 - 2018 came into effect, which amended the *Local Government Act* to require all local governments in B.C. to complete Housing Needs Reports by April 2022, and every five years thereafter.

On October 3, 2019, the Board of Directors resolved that the RDOS submit an application to the Province to initiate a Rural Housing Needs Report in 2020, with the City of Penticton, District of Summerland, and the Village of Keremeos as project partners.

On February 21, 2020 the RDOS received notice from the project grant in the amount of \$140,000 was approved. As per the grant application, \$130,000 was earmarked for consulting costs, and \$10,000 for the RDOS’s administrative costs.

On April 24, 2020, the Regional District posted a Request for Proposals (RFP) to complete the project, and on June 18, 2020, the Board awarded the contract to EcoPlan in the amount of \$116,827.

Between July, 2020 and March, 2021, EcoPlan undertook development of a Housing Needs Assessment for the region, which included in-depth data analysis, and stakeholder engagement with each of the project partners and housing-related organizations.

On February 24, 2021, a workshop was provided for Planning staff across the region, including City of Penticton, District of Summerland, Village of Keremeos, Town Princeton, Town Oliver, Town of Osoyoos, and RDOS staff to review the report and its findings.

The LGA (585.31) requires that each local government must receive the housing report by resolution at a meeting that is open to the public. Presently, each of the project partner’s municipal councils (Penticton, Summerland, Keremeos) have fulfilled this requirement.

## **Analysis:**

The 2021 Regional Housing Needs Assessment fulfills all of the province’s requirements for housing needs reporting, as outlined in Division 22 of the *Local Government Act*.

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The study provides a comprehensive overview of the current housing situation across the region, and estimates how this could evolve over next five years. It is not intended to provide solutions or strategic recommendations, but rather as a collection of important information for decision makers and developers to consider while undertaking future housing work across the region.

Going forward, the province requires consideration of housing needs reports during the development and review of Official Community Plans (OCPs) and Regional Growth Strategies. As such, as the Okanagan RGS and various OCPs are reviewed, policy consideration will be given to the Regional Housing Needs Assessment as housing-related policies are updated.

**Alternatives:**

- .1 THAT the Board, in accordance with *Local Government Act* Section 585.31(1), defer receiving the report titled "Regional District Okanagan-Similkameen 2021 Housing Needs Assessment".
- .2 THAT the Board, in accordance with *Local Government Act* Section 585.31(1), not receive the report titled "Regional District Okanagan-Similkameen 2021 Housing Needs Assessment".

**Respectfully submitted**

Cory Labrecque

Cory Labrecque, Planner II

**Endorsed by:**



C. Garrish, Planning Manager

REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

# 2021 Housing Needs Assessment

March 2021



# Contents

<b>EXECUTIVE SUMMARY</b> .....	<b>4</b>		
Key Housing Findings RDOS-wide	6		
Key Areas of Regional Need	8		
<b>1. INTRODUCTION</b> .....	<b>11</b>		
Project Overview	11		
Report Organization	12		
Quantitative Data - Sources and Limitations	13		
Local Governments and Housing	15		
Local Government Housing Plans and Policies	17		
<b>2. CONSULTATION AND ENGAGEMENT</b> .....	<b>20</b>		
<b>3. REGIONAL DISTRICT</b> .....	<b>23</b>		
Overview	24		
Population and Demographics	25		
Housing	27		
Income and Economy	28		
Housing Needs	30		
Key Areas of Regional Need	32		
<b>4. MUNICIPALITIES</b> .....	<b>35</b>		
City of Penticton	36		
Population and Demographics	37		
Housing	39		
Income and Economy	40		
Housing Needs	42		
Key Areas of Local Need	44		
District of Summerland	47		
Population and Demographics	48		
Housing	50		
Income and Economy	51		
Housing Needs	53		
Key Areas of Local Need	54		
Town of Oliver	55		
Population and Demographics	56		
Housing	58		
Income and Economy	59		
Housing Needs	61		
Key Areas of Local Need	62		
Town of Osoyoos			<b>63</b>
Population and Demographics			64
Housing			66
Income and Economy			67
Housing Needs			69
Key Areas of Local Need			70
Town of Princeton			<b>71</b>
Population and Demographics			72
Housing			74
Income and Economy			75
Housing Needs			77
Key Areas of Local Need			78
Village of Keremeos			<b>80</b>
Population and Demographics			81
Housing			83
Income and Economy			84
Housing Needs			86
Key Areas of Local Need			87
<b>5. ELECTORAL AREAS</b> .....			<b>88</b>
Electoral Area "A"			<b>89</b>
Population and Demographics			90
Housing			92
Income and Economy			93
Housing Needs			95
Key Areas of Local Need			96
Electoral Area "B"			<b>97</b>
Population and Demographics			98
Housing			100
Income and Economy			101
Housing Needs			103
Key Areas of Local Need			104
Electoral Area "C"			<b>105</b>
Population and Demographics			106
Housing			108
Income and Economy			109
Housing Needs			111
Key Areas of Local Need			112

<b>Electoral Area "D"</b>	<b>113</b>	<b>6. SOUTH OKANAGAN REGIONAL GROWTH STRATEGY</b>	<b>162</b>
<i>Population and Demographics</i>	114		
<i>Housing</i>	116		
<i>Income and Economy</i>	117	<b>7. INDIGENOUS HOUSING</b>	<b>168</b>
<i>Housing Need</i>	119	<b>Osoyoos Indian Band</b>	<b>170</b>
<i>Key Areas of Local Need</i>	120	<b>Penticton Indian Band</b>	<b>171</b>
<b>Electoral Area "E"</b>	<b>122</b>	<b>Lower Similkameen Indian Band</b>	<b>172</b>
<i>Population and Demographics</i>	123	<b>Upper Smelqmix Indian Band</b>	<b>173</b>
<i>Housing</i>	125	<b>Urban Indigenous Peoples</b>	<b>174</b>
<i>Income and Economy</i>	126		
<i>Housing Needs</i>	128		
<i>Key Areas of Local Need</i>	129		
<b>Electoral Area "F"</b>	<b>130</b>		
<i>Population and Demographics</i>	131		
<i>Housing</i>	133		
<i>Income and Economy</i>	134		
<i>Housing Needs</i>	136		
<i>Key Areas of Local Need</i>	137		
<b>Electoral Area "G"</b>	<b>138</b>		
<i>Population and Demographics</i>	139		
<i>Housing</i>	141		
<i>Income and Economy</i>	142		
<i>Housing Needs</i>	144		
<i>Key Areas of Local Need</i>	145		
<b>Electoral Area "H"</b>	<b>146</b>		
<i>Population and Demographics</i>	147		
<i>Housing</i>	149		
<i>Income and Economy</i>	150		
<i>Housing Needs</i>	152		
<i>Key Areas of Local Need</i>	153		
<b>Electoral Area "I"</b>	<b>154</b>		
<i>Population and Demographics</i>	155		
<i>Housing</i>	157		
<i>Income and Economy</i>	158		
<i>Housing Needs</i>	160		
<i>Key Areas of Local Need</i>	161		



# Executive Summary

*In April 2019, provincial legislative requirements took effect that require all local governments to collect data and analyze trends in order to assess current and anticipated housing needs. These housing needs reports are to follow provincial reporting guidelines and include historical data, current data, and/or projections on approximately 50 distinct kinds of data related to housing and local economic and demographic conditions.*

This report provides a summary of current and future housing needs for the Regional District of Okanagan-Similkameen (RDOS) based on the data review. It is important to note that this study provides a potential picture of the current housing situation across the region and estimates how this may evolve over next five years but does not make recommendations on how to address regional housing needs. It is meant to support conversations about housing need and provide decision makers, planners, community members, service providers, businesses, and housing developers with the information they need to undertake future housing work across the region.

The report area includes the following municipalities and electoral areas:

## **Municipalities**

District of Summerland  
City of Penticton  
Town of Oliver  
Village of Keremeos  
Town of Princeton  
Town of Osoyoos

## **Electoral Areas**

Electoral Area "A" (Rural Osoyoos)  
Electoral Area "B" (Cawston)  
Electoral Area "C" (Oliver Rural)  
Electoral "D" (East Skaha / Vaseux)  
Electoral Area "E" (Naramata)  
Electoral Area "F" (Okanagan Lake West / West Bench)  
Electoral Area "G" (Rural Keremeos)  
Electoral Area "H" (Princeton Rural)  
Electoral Area "I" (Kaleden / Apex)

The Town of Oliver, Town of Osoyoos, and Town of Princeton each completed their own Housing Needs Reports separate from this project. Data from these projects was collected and included in this report's regional assessment to ensure a more complete picture. A full data set was not be provided for the Town of Princeton, so their April 2020 Housing Needs Report was used.

The report is organized following the Ministry of Municipal Affairs and Housing guidance document, “Guide to Requirements for Housing Needs Reports” and provides a summary of:

- The number of housing units required to meet current housing and anticipated housing needs for at least the next five years, by housing type.
- The number and percentage of households in core housing need and extreme core housing need.
- Key areas of local need.

In addition to quantitative data collection and analysis, project work also included engagement and consultation with agencies that work with vulnerable populations and offer housing support programs. These discussions provided valuable insights into local and regional housing issues and trends, helped fill in gaps left from quantitative data collection around extreme core housing needs and homelessness, and helped ground-truth other findings uncovered by the policy review and quantitative data analysis. A wide spectrum of stakeholders was contacted, including the Interior Health Authority, Compass House Shelter, Summerland Food Bank and Resource Centre, Lower Similkameen Community Services Society, South Okanagan Women in Need, Foundry Youth Services, RDOS Emergency Coordinator, City of Penticton Social Services Manager, and USIB Housing and Infrastructure Coordinator.



### ***Core Housing Need***

.....

Core housing need is a combined measure of housing appropriateness (condition and size) and ability to pay for adequate housing. A household is in core housing need if their current dwelling is unaffordable, inadequate, and/or in poor repair, and acceptable alternative housing in the community would cost 30% or more of the household’s before-tax income. Housing standards are defined as follows:

- **Adequate** housing is reported by their residents as not requiring any major repairs.
- **Affordable** housing costs less than 30% of total before-tax household income.
- **Suitable** housing has enough bedrooms for the size and makeup of resident households according to National Occupancy Standard (NOS) requirements.

### ***Extreme Core Housing Need***

.....

Extreme core housing need has the same definition as core housing need except that the household has shelter costs for housing that are more than 50% of total before-tax household income.

## KEY HOUSING FINDINGS RDOS-WIDE

In this report, the term *unit* refers to the structure or dwelling in which people live. The person or people that live in a unit are referred to as a *household*.

The tables in this section provide a snapshot of potential housing needs across the RDOS and include both electoral areas and municipalities. Housing needs are most significant in the region's larger population centres, which include the City of Penticton, District of Summerland, Town of Oliver, and Town of Osoyoos. Combined, the four municipalities make up 73% of the regional district's population. Penticton alone makes up approximately 44% of the population.

Basic housing demand is the number of dwellings required to house the anticipated household growth. Current units needed were calculated based on the regional household growth rate from 2016 to 2021. Anticipated units needed were calculated based on the projected regional household growth rate from 2021 to 2026. As the proportion of renter households is anticipated to increase, additional renter and owner households were estimated by multiplying the total additional units by the proportion of renters. Required owner household units were then determined by taking the difference of the total and renter households.

To meet current basic housing demand, the RDOS would have needed to have built around 4,380 additional units since the last census, or approximately 870 new homes annually since 2016. As growth slows, a further 1,550 units could be needed by 2026 to meet basic demand. To meet this potential future demand, the region would need to build approximately 310 new units per year through to 2026. The majority of additional units required will likely be for owner households. Housing needs are most significant in Penticton, the region's major urban centre.

### Housing Units Required Current and Anticipated

Current housing units required are the number of additional housing units needed to house the projected increase in households that is estimated to have occurred from 2016 to 2021. It is important to note that this projection is based on regional household growth rates, not actual growth. Anticipated housing units are the number of additional housing units needed to house the projected increase in households from 2021 to 2026 based on the regional household growth rate.

**TABLE: Current and Anticipated (in 5 years) Housing Units Required in the RDOS**

		Total	Owner	Renter
1 bedroom	<b>Current</b>	<b>493</b>	<b>363</b>	<b>130</b>
	<i>Anticipated</i>	174	128	46
2 bedrooms	<b>Current</b>	<b>1,511</b>	<b>1,112</b>	<b>399</b>
	<i>Anticipated</i>	536	394	141
3+ bedrooms	<b>Current</b>	<b>2378</b>	<b>1749</b>	<b>628</b>
	<i>Anticipated</i>	843	620	223
TOTAL UNITS	<b>CURRENT</b>	<b>4,382</b>	<b>3,224</b>	<b>1,157</b>
	<b>ANTICIPATED</b>	<b>1,553</b>	<b>1,142</b>	<b>410</b>

Note: one-bedroom includes zero-bedroom (bachelor) units

It is important to note that the projections are based on a statistical approach recommended by the Province to calculate the minimum number of dwellings required for the RDOS to house residents. As such, they do not consider actual growth since 2016, nor take demographics and other contextual information into account. To provide adequate housing for seniors and families, improve overall affordability, and maintain a healthy local economy, additional units – particularly rental and affordable housing – will be needed.

According to BC Housing's new homes registry, there were over 1,200 new homes built annually from 2016 to 2018, suggesting that the region has been on track to meet basic housing demand;

yet community consultation highlighted that some residents have housing needs that go beyond the provision of dwellings. Though the quantitative data shows that the RDOS has enough dwellings to house residents, qualitative data highlighted key areas of housing need in the region (see below).

### Core Housing Needs

Core housing need is a combined measure of housing appropriateness (condition and size) and ability to pay for adequate housing. In 2016, an estimated 12% of total households across the region were in core housing need, which has increased by 1% since 2006. Renter households as a whole are far more likely to be in a state of core housing need than owner households. In 2016, 29% of renter households in the RDOS were in core housing need, as compared to 6% of owner households. The proportion of owner households in core housing need has remained the same since 2006, while the proportion of renter households has increased by 3%. This suggests a need to further explore core housing need supports for renter households.

**TABLE: Core Housing Need, 2006-2016**

		2006	2011	2016
<b>Total Households</b> (n = 37,675)	#	<b>3745</b>	<b>4545</b>	<b>4480</b>
	%	<b>11%</b>	<b>13%</b>	<b>12%</b>
<b>Owner Households</b> (n = 27,675)	#	<b>1555</b>	<b>1895</b>	<b>1615</b>
	%	<b>6%</b>	<b>7%</b>	<b>6%</b>
<b>Renter Households</b> (n = 9,950)	#	<b>2185</b>	<b>2650</b>	<b>2865</b>
	%	<b>26%</b>	<b>31%</b>	<b>29%</b>

### Extreme Core Housing Needs

Extreme core housing need measures households who need to spend 50% or more of their total income to obtain acceptable housing. Across the RDOS, renter households are more likely to be in extreme core housing need than owner households. In 2016, an estimated 5% of total households across the region were in core housing need. 13% of renter households and 3% of owner households were in extreme core housing need. The proportion of owner households in extreme core housing need has remained the same since 2006, while the proportion of renter households has increased by 2%. Across the region, extreme core housing need remained relatively stable over past census periods. Housing affordability is a significant contributing factor to this challenge in the RDOS.

**TABLE: Extreme Housing Need, 2006-2016**

		2006	2011	2016
<b>Total Households</b> (n = 37,675)	#	<b>1,640</b>	<b>1,990</b>	<b>2,000</b>
	%	<b>5%</b>	<b>6%</b>	<b>5%</b>
<b>Owner Households</b> (n = 27,675)	#	<b>695</b>	<b>835</b>	<b>715</b>
	%	<b>3%</b>	<b>3%</b>	<b>3%</b>
<b>Renter Households</b> (n = 9,950)	#	<b>950</b>	<b>1,160</b>	<b>1,280</b>
	%	<b>11%</b>	<b>14%</b>	<b>13%</b>

To meet core housing needs across the region, affordable and appropriate housing options will need to be made available for these households. This must occur in addition to the above requirements for meeting basic demand, which the region already exceeds. Addressing core housing need for these households may be achieved through a combination of new builds, rental subsidies, dwelling repairs, and dwelling expansions. While recent development represents progress towards reducing core housing need, more could be done over the next five years to provide affordable and appropriate housing. Actions are not simple and would require collaboration, cooperation, and coordination between the RDOS, member municipalities, BC Housing, the Provincial and Federal governments, non-profit housing providers, and the private sector development community.

## KEY AREAS OF REGIONAL NEED



**Affordable housing:** Stakeholders interviewed as part of developing this report, discussed an acute shortage of affordable housing throughout the region in both rural areas and urban communities. Affordable housing for families, especially those with more than one or two children, was noted as a concern by several stakeholders. There were around 1,694 affordable housing supports (i.e., social housing and rental subsidies) in 2020. In 2016, 7,720 (20%) households spent more than 30% of their income on shelter costs. This has decreased by 1% since 2006. The need for more affordable housing remains relatively stable, continuing to outweigh availability. Housing assessments completed independently of this project confirmed similar needs.

- **Town of Princeton Housing Needs Report (2020):** The report indicates that there is a limited supply of rental housing and declining rates of home ownership. This suggests that there will be continued pressure on the rental housing market, which will augment persistent affordability issues. Housing affordability is particularly acute for renters in Princeton, who are more likely to be below the affordability standard compared to owners. The low vacancy rate suggests the rental housing shortage is an issue that touches all segments of the population, but a particular need for rental housing is noted among families and seniors.
- **Town of Osoyoos Housing Needs Report (2020):** The report indicates that housing affordability is the most common housing challenge experienced by Osoyoos households. Approximately 21% of Osoyoos households spend 30% or more of their before-tax income on shelter costs. Groups identified by project stakeholders that are experiencing greater housing challenges in Osoyoos include young families, individuals with disabilities, and low-income renter households. Project stakeholders further indicated that there are fewer housing options in Osoyoos for young families due to high housing prices (e.g., sales prices, rent costs) or age restrictions in strata housing.
- **Town of Oliver Housing Needs Report (2020):** The report indicates that around one-in-five households in Oliver is spending more than 30% of their total income on housing. When looking at renter households alone, this figure doubles to around two-in-five households.
- **City of Penticton Housing Needs Report (2017):** The report indicates that Penticton is facing continued declines in affordability in both owner-occupied and rental housing segments. As a result, households and individuals that are being priced out of housing market are likely to



require less costly housing options. The report further notes that market conditions at the time did not make such housing economically viable without some form of assistance, subsidies, incentives or grants from at least one or more levels of governments, as well as active cooperation of the development community and the non-profit agencies.



**Rental housing:** In 2016, 26% of the households in the RDOS were renter households. Since 2006, Renter households' median income increased by around \$4,600, while owner households' median income increased by \$7,500. There is a gradually increasing gap between renter and owner median incomes. Since 2016, the proportion of renter households in the RDOS has increased – particularly in larger centres like Penticton – but the construction of new purpose-built rental buildings has lagged. Stakeholders highlighted an acute shortage of rental availability for all types and sizes of homes. Renter households are more likely to be in core housing need. Rental rates have increased for many temporary seasonal workers, resulting in many living in overcrowded situations.



**Special needs housing:** Finding housing for those adults who are considered hard-to-house (e.g., with mental health issues, brain injuries, addictions) was noted as being very problematic in smaller rural communities in the RDOS. While these individuals may eventually find themselves in Penticton, as it is the main place in the South Okanagan that provides a number of services, finding housing there remains a concern. There are also three facilities with a total of 11 non-market units designated for adults with developmental disabilities in Princeton.



**Housing for seniors:** Across the region as a whole, the population is aging at a faster rate than other regional districts in the province. This is due partly to the region's popularity as a retirement area given its relatively mild winters and warm summers and the in-migration of retirement age seniors. While the population continues to age, relatively limited purpose-built seniors housing has been built to help those seniors looking for semi-independent living or requiring additional supports. A 26-unit facility was developed in Okanagan Falls in 2019. BC Housing is currently supporting development of a 16-unit facility in Keremeos and a 36-unit facility in Penticton that will be part of a larger 83-unit facility that is in early development stages.



**Housing for families:** There is a shortage of suitable and affordable housing options for single parent families, young families, and low to moderate-income families. A lack of suitable, available housing for families with more than one or two children was noted by stakeholders as a concern both within cities and towns, as well as for the rural areas within the regional district.





### **Shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness:**

While homelessness is a more visible (and heavily reported) issue in larger centres like Penticton, it is more of an invisible issue in other communities. Across the RDOS there is a lack of housing supports for those at risk of and experiencing homelessness.

Interviews conducted with housing support providers as part of this assessment determined that varying degrees of “visible” homelessness are experienced in communities across the RDOS, including Penticton, Summerland, Oliver, and Hedley. Respondents indicated that the population of “visible” homeless only shows a small percentage of people who are homeless or at extreme risk of homelessness. Based on interviews with service providers, it is estimated that around 200 people may identify as being homeless across the region, and that those numbers likely increase in the warmer summer months.



**Agricultural workers:** As an agricultural centre in the province, the RDOS must also consider the unique housing challenges this issue presents. In the summer months, a large number of temporary agricultural workers come to the RDOS to pick crops, including tree fruit, grapes, and field crops. Many temporary or seasonal workers come from Mexico and Central America through federal programs. A significant number of young workers also come from Quebec. While some operations provide housing for these workers, others do not. The RDOS has developed a campground for seasonal agricultural workers, but the site is not large enough to accommodate all seasonal agricultural workers who are unable to secure temporary housing provided by farmers.

In rural areas of the RDOS, accommodation such as campers for farm labour or older ‘pickers cabins’ are rented out for the winter months to people seeking available and affordable housing. One problem with this scenario is that the accommodation is not suitably built to provide shelter in the colder winter months.



**Seasonal vacation homes:** As a popular summer tourist destination, the RDOS has a large number of seasonal vacation homes. According to a scan of available vacation rental properties listed on VRBO and Airbnb between July-September 2020<sup>1</sup>, there was an estimated 950 rental properties identified as being a detached, whole homes (i.e., not a guest suite, room, or cottage/ accessory dwelling). The majority were in Penticton (456), Osoyoos (191), Summerland (180), and Naramata (97). While most of the properties listed were likely seasonal vacation properties, some may also be occupied year-round. The number of seasonal vacation homes in the three urban centres may exacerbate already low rental availability in these communities.

Vacation homes and seasonality play a part in finding affordable and stable housing. So called transient vacation rentals decrease the number of full-time rentals available. Vacation rentals can also increase the value of an area, raising house and rent prices, similar to gentrification<sup>2</sup>. Combined, fewer but more expensive year-round accommodations can make it harder for local residents to continue living in their communities due to financial constraints.

Stakeholders interviewed as part of this project commonly stated that during winter months there are more options to rent, as many of the short-term (vacation rentals) were able to be rented from November until April or May of the following year. For some people, this meant trying to find affordable housing come summertime, while for others this meant camping or RVing or living outside during the summer months. High rental rates also lead to many temporary seasonal workers living in unsuitable, over-crowded situations.

<sup>1</sup> This scan used the AirDNA platform, which is an analytics platform that provides global short-term rental data for properties listed on the Airbnb and VRBO vacation rental platforms.

<sup>2</sup> Barron, K., Kung, E., & Proserpio, D. (2020). The effect of home-sharing on house prices and rents: Evidence from Airbnb. *Marketing Science*.



# 1. Introduction

## PROJECT OVERVIEW

In April 2019, provincial legislative requirements took effect that require all local governments to collect data and analyze trends in order to assess current and anticipated housing needs. These housing needs reports are to follow provincial reporting guidelines and include historical data, current data, and/or projections on approximately 50 distinct kinds of data related to housing and local economic and demographics conditions.

This Regional Housing Needs Assessment for the City of Penticton, District of Summerland, Village of Keremeos, and all Regional District of Okanagan-Similkameen Electoral Areas brings together quantitative data and stakeholder feedback to provide a comprehensive account of current and anticipated housing needs in the region. This initial Regional Housing Needs Report will form the basis of an ongoing series of assessments to be updated every five years that will enable the Regional District and member municipalities to measure progress and support conversations about achieving housing objectives.

This report is intended to provide the RDOS communities with a way to better understand their current and future housing needs, and to help identify existing and projected gaps in housing supply. It is important to note that this study provides a potential picture of the current housing situation across the region and estimates how this may evolve over next five years but does not make recommendations on how to address regional housing needs. It is meant to support conversations about housing need and provide decision makers, planners, community members, service providers, businesses, and housing developers with the information they need to undertake future housing work across the region.

The report is intended to meet the provincial legislative requirements for housing needs reports and is to be updated every five years.

The RDOS received funding from the Union of BC Municipalities to undertake this report in the spring of 2020. After a competitive request for proposal, a vendor was selected in June and project work commenced in earnest in July.

While the project scope included only RDOS electoral areas and those municipalities who had not undertaken their own Housing Needs Report (City of Penticton, District of Summerland, Village of Keremeos), the regional assessment included data from those municipalities who had completed their own housing assessment (Town of Osoyoos, Town of Oliver, Town of Princeton) to ensure a complete regional analysis of housing trends and issues was conducted.

## REPORT ORGANIZATION

This report is organized following the Ministry of Municipal Affairs and Housing guidance document, “Guide to Requirements for Housing Needs Reports” and provides a summary of:

- The number of housing units required to meet current housing and anticipated housing needs for at least the next five years, by housing type.
- The number and percentage of households in core housing need and extreme core housing need.
- Key areas of local need.

In addition, this report also provides statements about key areas of local need in addition to summary tables, figures, and estimates that illustrate key information for the following areas.

- **Population**
  - Population and Households, 2006 – 2026
  - Population Growth Rate, 2006 – 2026
  - Age Distribution, 2006 – 2016
  - Seniors 65+ (Local, Regional District, BC)
- **Housing**
  - Owner and Renter Households (Local, Regional District, BC), 2016
  - Number of Units by Size, 2006 – 2026
  - Average and Anticipated Household Size, 2016 – 2026
  - Average Single-Family Dwelling Sale Values, 2011 – 2020
- **Economy**
  - Household Median Income (Owner and Renter), 2006 – 2016
  - Median Income (Local, Regional District, BC), 2006 – 2016
  - Major local industries (Sectors)
- **Housing Needs**
  - Housing Units Required Current and Anticipated (in 5 years)
  - Core Housing Need, 2016
  - Extreme Core Housing Need, 2016

A separate standardized “Housing Needs Reports – Summary Form” for each municipality and electoral areas is included in the Appendix. The Province requires these summaries for all Housing Needs Reports.

## QUANTITATIVE DATA - SOURCES AND LIMITATIONS

Combining housing, economic, and demographic data, this assessment compiles data from multiple sources and methods that are recommended by the Province and provided on the Provincial Public Data Catalogue<sup>3</sup>. Key quantitative data sources include Statistics Canada, the Province of British Columbia, BC Assessment, BC Housing, and other local datasets. It is important to be aware of certain limitations on some of the data used in this report:

- The census uses random rounding to 0 or 5, and some totals may not sum correctly, and some percentages may not reach 100.0%.
- The growth projections are based on Provincial growth projections for the RDOS, as growth projection data is not available at a municipal level. The Province recommends downscaling regional growth rates to calculate municipal population growth projections.
- Rental building calculations are based on assessed/sale values from BC Assessment. BC Assessment does include stratified rentals, but the dataset may not capture all stratified townhouse rentals.
- Non-market housing data, including emergency shelter and housing for the homeless, assisted living, social housing, and rent assistance, were provided by BC Housing. BC Housing only tracks units where they have a financial relationship. There may be other subsidized housing units in the community. BC Housing's 'Housing Continuum' reports are based on 'units' (housing units, beds, spaces and rent supplements, depending on each program) and do not report on the number of 'people' assisted.
- This report does not account for changes to the administrative boundaries of local municipalities and electoral areas.

Gaps or errors in the data can be filled and contextualized through consultation with stakeholders and local housing providers (see Section 2).

### The Long-Form Census

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For the purpose of completing BC housing needs assessments, Statistics Canada provided custom census reports, which were made available on the Provincial Public Data Catalogue. These reports are based on long-form (sample-based data) census questionnaires, which are collected only for a 25% sample of the population in private households and then weighted to represent the total population. This can cause discrepancies between the custom census reports and other census data, such as census Community Profiles, which are based on short form (total population) questionnaires.

The RDOS housing needs report uses the long-form census reports. This means that **data within this report may not match other commonly reported figures derived from the short-form census**. For some geographies and years, there may be substantial (up to ~10%) differences in the population and household figures between this report and the Statistics Canada community profile. However, for most geographies in most years, the data from the long-form and the short-form census are closely aligned.

The primary source of information on core housing needs is the long-form census. For example, many housing indicators are reported as percentages of total households (i.e., housing needs divided by total households). In order for these indicators to be accurate, they need to rely on the same source of information for both the numerator and denominator. This requires the use of the household count from the long-form census, even when it is known to differ from the short-form census. **In order to maintain consistency on housing needs indicators within this report, the long-form census is used as the basis for all census data.** This allows for accuracy in assessing the relative magnitude of

<sup>3</sup> [https://catalogue.data.gov.bc.ca/dataset?download\\_audience=Public](https://catalogue.data.gov.bc.ca/dataset?download_audience=Public)

housing needs in a community. This approach has been selected because the purpose of this report is to assess and report on core housing needs within RDOS communities.

Core housing needs are reported within the context of the community's population, demographics, and economy in order to help situate the housing situation within larger community trends. However, because they also derive from the long-form census, these additional contextual data are subject to the same sampling errors as the housing needs indicators. This means that the relative magnitudes are maintained, but the total amounts may differ from the published census profile. **Please refer to the Statistics Canada census profile for the most accurate source of information for all contextual indicators, including population and household counts.**

**TABLE:** Comparison of the short and long form of the Canadian Census. Though typically suppressed for small populations, long form census data were provided for the purpose of completing housing needs reports, since these data include necessary categories about local housing need.

	Short-Form ("Community Profile")	Long Form
<b>Sample</b>	<ul style="list-style-type: none"> <li>• 100% of Canadians receive</li> </ul>	<ul style="list-style-type: none"> <li>• 25% of Canadians receive (2016)</li> </ul>
<b>Question areas</b>	<ul style="list-style-type: none"> <li>• date of birth and age</li> <li>• sex</li> <li>• relationships of household members (including marital or common-law status)</li> <li>• knowledge of official languages</li> <li>• language spoken most often</li> <li>• other language spoken regularly</li> <li>• first language learned</li> </ul>	<ul style="list-style-type: none"> <li>• activities of daily living</li> <li>• sociocultural information</li> <li>• mobility</li> <li>• place of birth</li> <li>• education</li> <li>• labour market activities</li> <li>• housing</li> </ul>
<b>Method for generating population figure</b>	<ul style="list-style-type: none"> <li>• Direct counting with slight adjustment for sample size</li> </ul>	<ul style="list-style-type: none"> <li>• Statistical estimation from the 25% sample</li> </ul>
<b>Population and Households for Village of Keremeos (2016)</b>	<ul style="list-style-type: none"> <li>• 1,502 population</li> <li>• 730 households</li> </ul>	<ul style="list-style-type: none"> <li>• 1,445 population</li> <li>• 730 households</li> </ul>
<b>Population and Households for Village of Keremeos (2011)</b>	<ul style="list-style-type: none"> <li>• 1,330 population</li> <li>• 665 households</li> </ul>	<ul style="list-style-type: none"> <li>• 1,555 population</li> <li>• 780 households</li> </ul>
<b>Considerations</b>	<ul style="list-style-type: none"> <li>• Higher sample means greater accuracy</li> <li>• Used for anything requiring "official" population figures</li> <li>• OCPs, Growth Studies, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Specific questions on housing characteristics</li> <li>• Small samples can lead to inaccuracies in data</li> <li>• Can be suppressed for small areas where sampling isn't valid</li> <li>• Useful for when detailed information is required for specific purposes</li> <li>• Housing Needs Reports</li> </ul>
<b>Why used in Housing Needs Report</b>	<ul style="list-style-type: none"> <li>• Population and households count will match other sources</li> </ul>	<ul style="list-style-type: none"> <li>• Data provided by the province for use in Housing Needs Reports</li> <li>• From BC guidance, the central purpose of Housing Needs Report is to enumerate core housing need, therefore, RDOS needs to use the denominator consistent with these questions</li> </ul>

NOTE: In 2011, the long-form census known as the National Household Survey (NHS) was voluntary, which led to low response rates and resulted in poor data quality. Statistics Canada suppresses NHS data when the non-response rate is equal to or above 50% due to data quality issues. In order to report on data from small communities, the Province has made available data reports that include results from the 2011 NHS. Though 2011 NHS data are used throughout this report, it is important to note that there may be data quality issues. In some cases, data such as population or household counts varies between the NHS and the Statistics Canada community profiles.

## LOCAL GOVERNMENTS AND HOUSING

Many communities across the Province are witnessing declining affordability and limited supply of affordable housing. The communities that make up the RDOS are no different. The RDOS and member municipalities could help support the provision and expansion of affordable housing across the continuum of housing through a range of policies, regulations, partnerships, and advocacy and education, many of which are already in use. The *Local Government Act* (LGA) provides several means to aid local governments in addressing affordable housing, including at a policy level:

- Require an Official Community Plan (OCP) to contain policies addressing the approximate location, amount, type, and density of residential development required to meet anticipated housing needs over a period of at least 5 years - Section 473(1)(a), LGA.
- Require the OCP to include housing policies respecting affordable housing, rental housing, and special needs housing - Section 473(2), LGA.
- May include OCP policies relating to social needs, social wellbeing, and social development - Section 474 (1)(a), LGA.
- Ability to promote medium density, ground oriented housing as a way to address affordability in urban and town centres.
- Ability to direct and encourage where different types of residential housing can occur.

At a regulatory level, through zoning, local governments may:

- Create policy around inclusionary zoning which requires that a certain proportion of new development consists of affordable units - Section 482, LGA.
- Provide density bonus program which allows a higher level of density on a class of sites in exchange for amenities or affordable housing - Section 482, LGA.
- Limit the form of tenure to residential rental tenure within a zone where multi-family residential is permitted - Section 481.1, LGA.
- Provide comprehensive development zoning for specific sites to allow flexibility in negotiating amenities and or affordable housing.
- Offer small lot zoning which allows for more affordable single-family units.
- Enter into Housing agreements (registered in the Land Titles Office) for securing affordable and special needs housing - Section 483, LGA.

Other measures for local governments to support a range of affordable housing can include:

- Reducing or waiving development cost charges, building permit fees, or property taxes for buildings owned or held by a charitable, philanthropic, or other non-profit corporation - Section 224/226, Community Charter and Part 14, Division 19, LGA.
- Reducing parking requirements, amenity space requirements, and excluding parking from floor area calculations to reduce construction costs.
- Reducing development cost charges for smaller, more affordable new units.
- Creating housing reserve funds for enhancing affordable housing - Section 188, Community Charter.

- Donating land or leasing land at or below market value for developing affordable market and non-market housing in the region.
- Developing strong community partnerships with non-profit organizations and the development community.
- Providing support for non-profit groups seeking funding from senior levels of government.

The diagram illustrates the spectrum or continuum of housing support that local governments can support, from emergency shelters through to owned housing. The housing continuum is made up of a range of market and non-market housing options. A healthy housing system has a variety of options to support the diversity of residents' needs as they may change over the course of a person's life. This report uses qualitative and quantitative data to understand housing needs and gaps in local municipalities and RDOS electoral areas across the continuum.

**FIGURE:** *The spectrum of housing*



## LOCAL GOVERNMENT HOUSING PLANS AND POLICIES

The following table illustrates what local governments in the RDOS are currently doing to support affordable housing. Electoral Area "B" and "G" are not included in this table, as neither of the rural electoral have yet developed or adopted an OCP.

**FIGURE: Municipal and Electoral Area Housing Policy Review**

Municipality — Electoral Area	OCP year	Expanded affordable housing policies in OCP*	Defines affordable housing in OCP	Supportive housing and/or multifamily DPA in OCP	Supports infill Housing in OCP	Affordable housing incentive programs**	Secondary suites in residential areas - Zoning	Affordable Housing Needs Assessment Report	Affordable Housing Strategy / Plan
City of Penticton	2019	Y	Y	Y	Y	Y	Y	Y	N
Town of Oliver	2017	Y	N	Y	Y	N	Y	Y	N
Town of Osoyoos	2020	Y	Y	Y	Y	Y	Y	Y	Y
District of Summerland	2015	Y	Y	Y	Y	Y	Y	N	Y
Town of Princeton	2008	Y	N	N	Y	N	Y	Y	N
Village of Keremeos	2020	N	N	N	Y	N	Y	Y	N
Electoral Area "A"	2020	N	N	N	Y	N	Y	Y	N
Electoral Area "C"	2008	Y	N	Y	Y	Y	Y	N	N
Electoral Area "D"	2013	Y	N	Y	Y	Y	Y	N	N
Electoral Area "E"	2008	N	N	N	Y	Y	Y	N	N
Electoral Area "F"	2018	N	N	N	N	N	Y	N	N
Electoral Area "H"	2012	Y	N	N	Y	N	Y	N	N
Electoral Area "I"	2016	N	N	N	Y	N	Y	N	N

\* Include more than one or two lines/policies on affordable housing.

\*\* For example density bonuses, tax exemptions, etc.

The following projects are highlighted as examples of recent regional and municipal initiatives taking additional measures (above and beyond basic Provincial requirements) to address affordable housing.

- Town of Osoyoos Housing Best Practices Review (2020):** Leading up to the renewal of its OCP, the Town of Osoyoos conducted a Housing Needs Report and a subsequent Housing Best Practices Review. Both were completed in 2020, in time to inform the Town's OCP (which is currently being updated). The Housing Best Practices Review offers best practices in response to the housing challenges identified in Osoyoos and recommends OCP housing policies and implementation measures. Best practices include flexible density (i.e., specifying areas for increased density and streamlining the approvals process), inclusionary zoning (i.e., requiring affordable housing as part of the development process), pre-zoning for affordable housing, regulating short-term rentals, a revitalization tax exemption to encourage housing redevelopment, non-market development incentives (e.g., waiving DCCs or property taxes, and reducing parking requirements), and creating an Affordable Housing Reserve with funds earmarked for affordable housing, among others.

- **City of Penticton Official Community Plan (2019):** Adopted in 2019, the City of Penticton's OCP includes housing and land use needs and targets from its 2017 Housing Needs Assessment. Targets specify the number of new units needed per year and by housing type, the proportion that should be rental, and the proportion that should be for households in core housing need (including a definition of affordable housing).

Eleven policies specific to housing affordability are included in the Housing Goals and Policies section. These range from partnering with senior governments, the non-profit housing sector, and the development community to facilitate projects across the housing spectrum; reducing parking requirements in walkable multifamily developments; recognizing moveable dwellings as affordable housing; and monitoring vacation rentals' impact on rental stock. The development of affordable housing is further incentivized through a 100% reduction in development cost contributions for affordable housing.

- **District of Summerland Affordable Housing Strategy (2017):** This report examined key issues in the District including lack of housing diversity, high housing and property prices, lack of rental homes, speculation and absenteeism, lack of subsidized and supportive housing, and short-term rentals. Recommendations focus on innovative and flexible design guidelines (e.g., for carriage houses); developing a short-term rental and seasonal worker strategy; sustainable planning initiatives (that consider factors such as transportation and child care); facilitation of affordable housing partnerships (e.g., working with faith groups and other landholders to develop affordable housing on surplus land); and monitoring and evaluation of affordability and innovation (e.g., partnering with BC Housing to identify housing opportunities).
- **Housing Needs & Demands Assessment for the Keremeos Area (2016):** This report was prepared for the Lower Similkameen Community Services Society to examine current and emergent housing needs in the communities of Keremeos, Cawston, Hedley, and Olalla and the surrounding area. Over the course of six months, a mixed methodological approach (including both quantitative and qualitative research methods) was applied to acquire data with respect to four key themes of housing adequacy, suitability, affordability, and accessibility. The study involved a survey of 255 households, extensive quantitative data collection, and an advanced demographic analysis of households in current housing need. Thirty-seven key informant interviews were conducted in order to gain qualitative data on housing challenges from local perspectives including health and housing professionals and not-for-profit societies.

The findings of the study reveal several demographic and economic trends of an aging population, the in-migration of retirees, the outmigration of non-senior cohorts, and housing market pressures that will continue to impart significant social and economic effects within the study area. The data further supports that these trends are not impending issues but rather current realities. Most striking is that the study area far exceeds federal, provincial, and regional measures with respect to the proportion of residents of the 60+ age range. The study area also ranks among the top three local areas in BC for its high elderly dependency ratio. Finally, it identifies alternative models for providing affordable housing to be further explored, such as community contribution companies (C3s), social/affordable housing real estate investment trusts, community investment funds, etc.

- **South Okanagan Regional Growth Strategy (2016):** Last updated in 2016, the South Okanagan Regional Growth Strategy (RGS) includes the municipalities of Oliver, Osoyoos, Penticton, and Summerland, and Electoral Areas "A," "C," "D," "E," "F," and "I." Within the Housing goal area, policies support infill development in Primary and Rural Growth Areas to promote compact development. Additional housing policies are included in the Community Health and Wellbeing goal area. These include encouraging new market-based housing to include accessibility features;

supporting a range of affordable and accessible housing; supporting non-market housing opportunities (e.g., emergency and transitional housing); and supporting the establishment of both a Regional Housing Society and a housing trust fund. Indicators of housing affordability (i.e., median home price and affordability ratio) and housing diversity/choice (i.e., # of new homes by type) are included in the RGS Monitoring and Evaluation section.

- **District of Summerland Official Community Plan (2015):** Defined as “where no more than 30% of a household income is spent on housing,” the District of Summerland’s 2015 OCP supports affordable housing throughout. It includes an objective to accommodate more affordable forms of housing, such as by increasing density, reducing lot sizes, encouraging infill housing, and permitting secondary suites in Low Density Residential (intensification) areas. It also includes a policy that all Neighbourhood Plans must consider affordable housing opportunities. One of the OCP’s Growth Management policies is to consider density bonusing for affordable housing or a contribution to a reserve fund to support the development of affordable housing. The OCP also recommends developing an affordable housing strategy, which was completed two years later (see above).





## 2. Consultation and Engagement

*Project work included consultation and engagement with agencies that work with vulnerable populations and offer housing support programs. These discussions provided valuable insights into local and regional housing issues and trends, helped fill in gaps left from quantitative data collection around extreme core housing needs and homelessness, and helped ground-truth other findings uncovered by the policy review and quantitative data analysis.*

A wide spectrum of stakeholders was contacted, including the Interior Health Authority, Compass House Shelter, Summerland Food Bank and Resource Centre, Lower Similkameen Community Services Society, South Okanagan Women in Need, Foundry Youth Services, RDOS Emergency Coordinator, City of Penticton Social Services Manager, and USIB Housing and Infrastructure Coordinator. Interviewees were sent a list of 11 questions in advance of telephone interviews. The questions were used as discussion points to support open conversations to better understand local housing needs from housing service and support providers.

From these conversations, several areas of shared concern were noted.

- **There are limited affordable housing options throughout the region.** The most common thread through these discussions is the lack of affordable and appropriate rental housing throughout the RDOS. This seems true for rural areas as well as for more urban communities. Appropriate housing for families, especially those with more than one or two children, was noted as a concern both within cities and towns as well as for the rural areas within the regional district.
- **Housing for “hard-to-house” individuals is particularly limited in the region.** Finding housing for those adults who are considered hard-to-house (e.g., with mental health issues, brain injuries, addictions) was noted as being very problematic in smaller rural communities in the region. While these individuals may eventually find themselves in Penticton, as it is the one place in the South Okanagan that provides a number of services, housing there remains a concern.

While the lack of supportive services and housing choices in the rural areas and in communities outside of Penticton was identified as a major issue, it was also noted as a challenge for individuals within the City’s boundary. As Penticton is the largest municipality within the RDOS, it also faces the greatest challenges in providing support services and housing for those in need

inside the city. For example, Penticton contains the only homeless shelter in the RDOS, it has the only shelter for women fleeing domestic violence, and the only two existing youth beds (for women/girls only). It also has the only transitional housing that is intended to provide temporary housing while long term accommodation is found.

- **Homelessness is an issue in the region, but statistics are limited.** Interviews conducted as part of this assessment with housing support providers determined that varying degrees of “visible” homelessness are experienced in communities across the RDOS, including Penticton, Summerland, Oliver, and Hedley. Respondents indicated that the population of “visible” homeless only shows a small percentage of people who are homeless or at extreme risk of homelessness. Across the region, it is estimated that up to 200 people may identify as being homeless based on interviews with service providers, and that those numbers likely increase in the warmer summer months.

Penticton is the only RDOS municipality to have conducted a homeless count as part of a provincially funded 2018 Point-in-Time Homeless count that was conducted in 12 BC communities. Point-in-Time counts represent only those individuals identified during a 24-hour period and identified 108 individuals experiencing homelessness.

Research conducted as part of the Town of Oliver’s 2020 Housing Needs Report and feedback from housing stakeholders determined that there are 40 people who are homeless or living in trailers or vehicles. Provisional housing refers to those without security of tenure, who are staying temporarily with friends, family, or sometimes strangers. This is often referred to as “couch surfing” or the “hidden homeless.” Many of the people living in trailers or vehicles do not have access to safe winter heating.

Summerland’s Foodbank and Resources Centre serves people around Summerland including Faulder, Meadow Valley and Trout Creek. They have tracked the number of people who self-identify as being homeless (i.e., sleeping outside, not including RV camping, couch surfing) and found that numbers vary month to month. In September 2020, six people identified as being homeless. In the summer months, the group indicated that number has gone up, as 13 people are self-identifying as being homeless.

The Lower Similkameen Community Services Society (LSCSS) services areas of the Similkameen Valley including Keremeos, Cawston, Olalla, Hedley and Electoral Areas “B” and “G” reported they regularly see two visible homeless (living in tents) but were aware of more people who fall into the category of “invisible” or provisionally homeless, those couch surfing, or trading sex for housing. They estimated approximately 20 people in this category.

Neither the Town of Princeton’s Housing Needs Report, nor the Town of Osoyoos’s Housing Needs Report provided any data on homelessness, although the Town of Princeton’s report indicated that there is “research showing that there is a homelessness issue in the summer months.”

- **Homelessness is a complex issue.** One observation made throughout the outreach and consultation with service providers and housing stakeholders was that housing and homelessness is a complex problem. There is not just one reason why people may be facing a housing crisis, but many. Each individual has different experiences and reasons, so it is crucial to first understand *why* they are facing a crisis in order to understand *what* supports they need. It seems clear from these conversations that housing programs and policies need to be addressed across the housing continuum.

- **Hidden homelessness is likely an issue.** Given the relative lack of affordable housing in the region, there is a large ‘bottleneck’ at the emergency and transitional end of the housing continuum. This situation has resulted in what is being recognized as ‘shelter living’, where people are staying in temporary housing longer simply because long term housing isn’t available to them. The bottleneck has also generated a likely hidden homelessness issue which includes those individuals without a regular address of their own where they have security of tenure and are not in a homeless shelter or transition house. This would include people temporarily staying with friends, living in vehicles, parks, or abandoned buildings.
- **Seasonality plays a part in finding affordable housing.** Many housing stakeholders interviewed as part of this project indicated that long-term rentals were more difficult to find during the summer months when many were used as short-term vacation rentals. During the summer months, it was reported that many individuals in core housing need were forced to camp, live in an RV, or otherwise live outside during the summer months.

Another variation of the seasonality question was shown in rural areas of the RDOS where accommodation such as RVs or campers for farm labour or older ‘pickers cabins’ ended up being rented out for the winter months to people seeking available and affordable housing. One of the problems with this scenario is that the accommodation is not suitably built to provide shelter in the colder winter months.

Given that outreach and consultation occurred during the COVID-19 pandemic, housing providers and stakeholders were also asked about the impacts of the pandemic on housing in the region. The answers to the question of how or if COVID-19 has affected people in terms of housing varied considerably. For some agencies, they saw little difference between times of the pandemic to those times prior. Others who did see a difference noted that although the eviction restriction allowed folks to stay in their homes, it also meant that unhealthy living situations, such as domestic violence escalated. Some youth found living with drug using or alcoholic parents untenable and chose instead to leave and face being homeless.

A full range of housing from the emergency, transitional and subsidized to affordable home ownership was identified as being needed within the RDOS with affordable long-term rental housing topping the list. Options such as subsidized housing based on income or housing that also provides community support systems were mentioned.



**Visible homelessness** includes those unsheltered as well as those who are sheltered and staying in homeless shelters and transition houses.

**Hidden Homelessness** includes those without a regular address of their own where they have security of tenure. This includes those temporarily staying with friends, living in vehicles, parks, or abandoned buildings.

Due to low vacancy rates and incomes not keeping pace with rising housing costs there is a significant increase in the number of people at risk of losing their housing, described as **At Risk of Homelessness**.

Figure based on: 2018 Report on Homelessness Counts in BC, Dec 2018, prepared by Homelessness Services Association of BC, Urban Matters and the BC Bon-Profit Housing Association

**FIGURE:** Levels of Homelessness



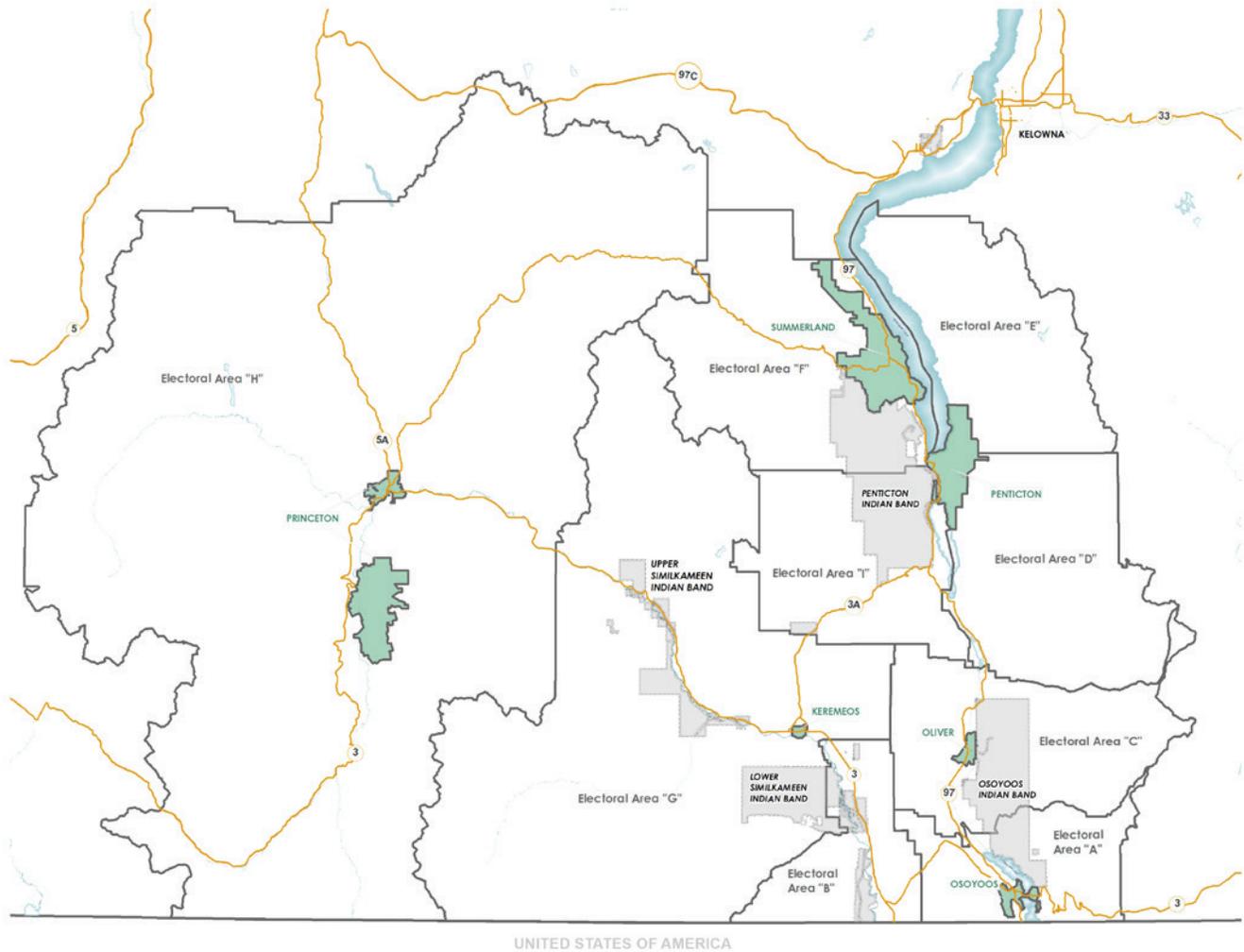
## 3. Regional District



## OVERVIEW

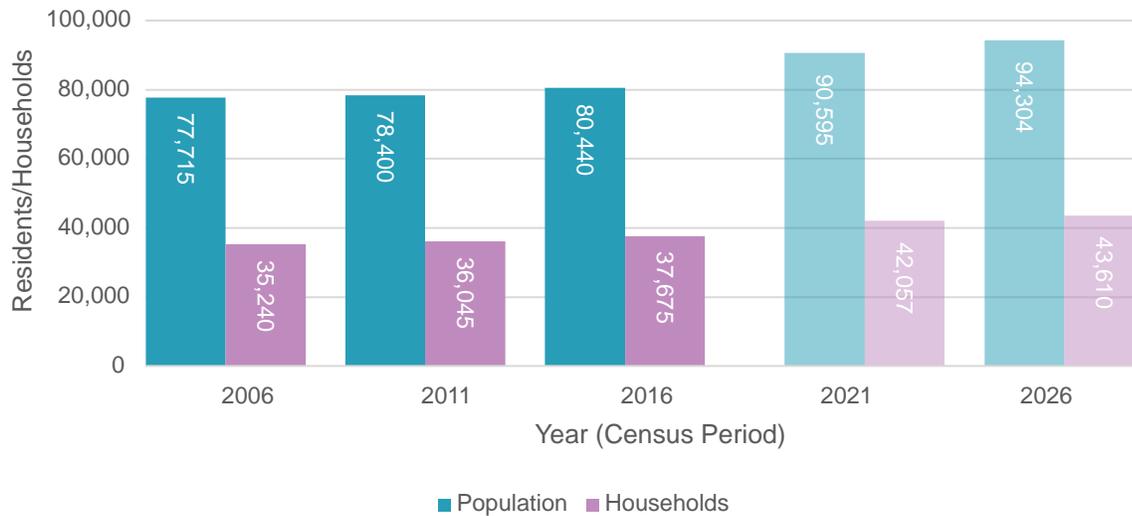
The Regional District of Okanagan-Similkameen (RDOS) is located in southern British Columbia. It is bounded by Fraser Valley Regional District to the west, Thompson-Nicola Regional District and Regional District of Central Okanagan to the north, Regional District of Kootenay Boundary to the east, and by Okanagan County, Washington to the south. The 10,413.44 square kilometre region includes nine electoral areas and four municipal members – the City of Penticton, District of Summerland, Town of Oliver, Town of Osoyoos, Town of Princeton, and the Village of Keremeos.

**MAP:** Regional District of Okanagan-Similkameen



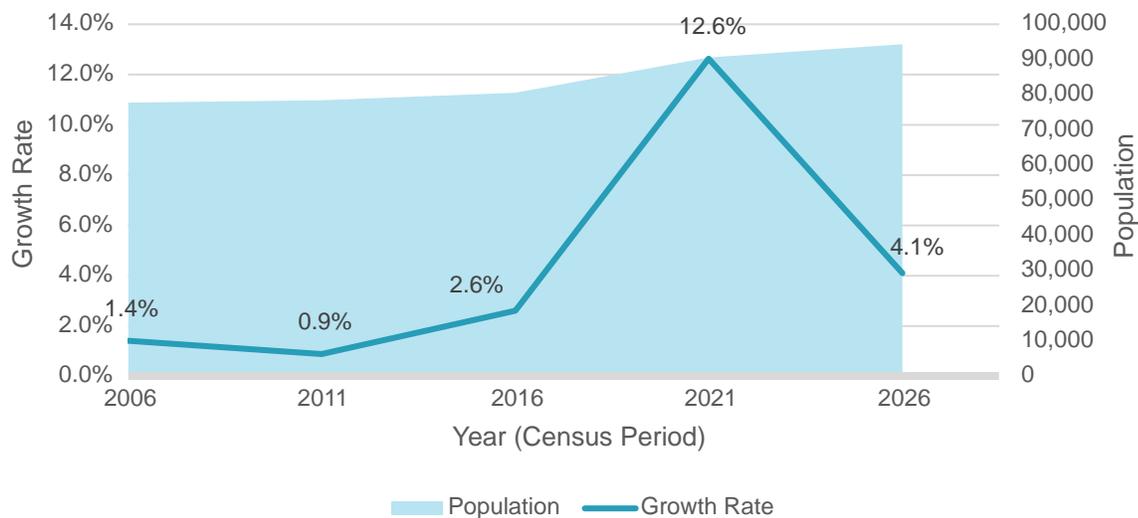
## POPULATION AND DEMOGRAPHICS

**FIGURE:** RDOS population and households



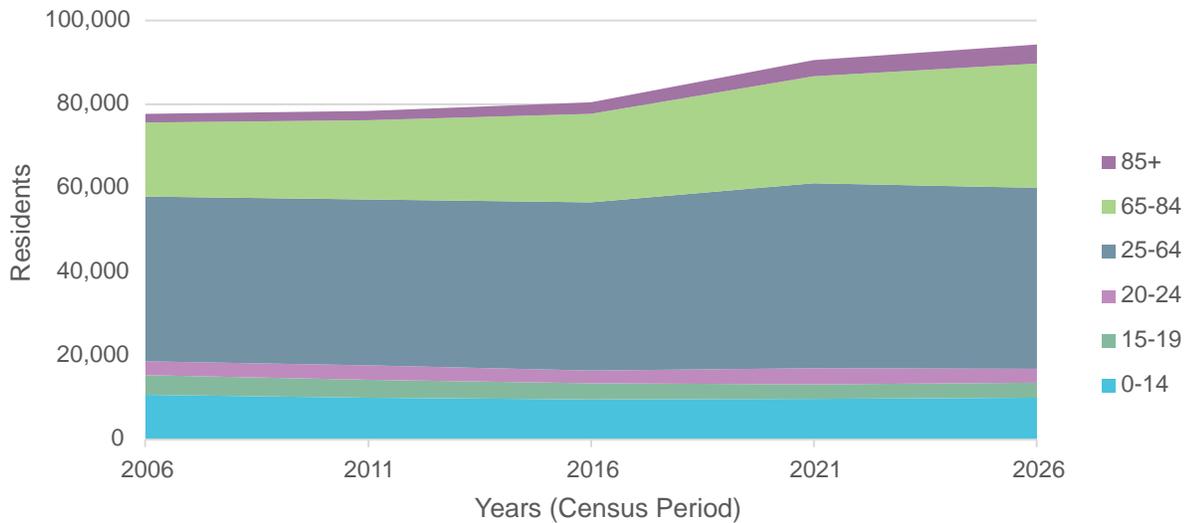
The population of the RDOS was 80,440 as of the 2016 Census. The population is expected to increase by the year 2026, to 94,304 and 43,610 households by the year 2026. This is a household growth of over 5,935 net new households or about 593 households on an annual basis from 2016 to 2026.

**FIGURE:** RDOS population growth rate and population, 2006 to 2026 (Note: 2021 and 2026 projections based on RDOS regional growth rates)



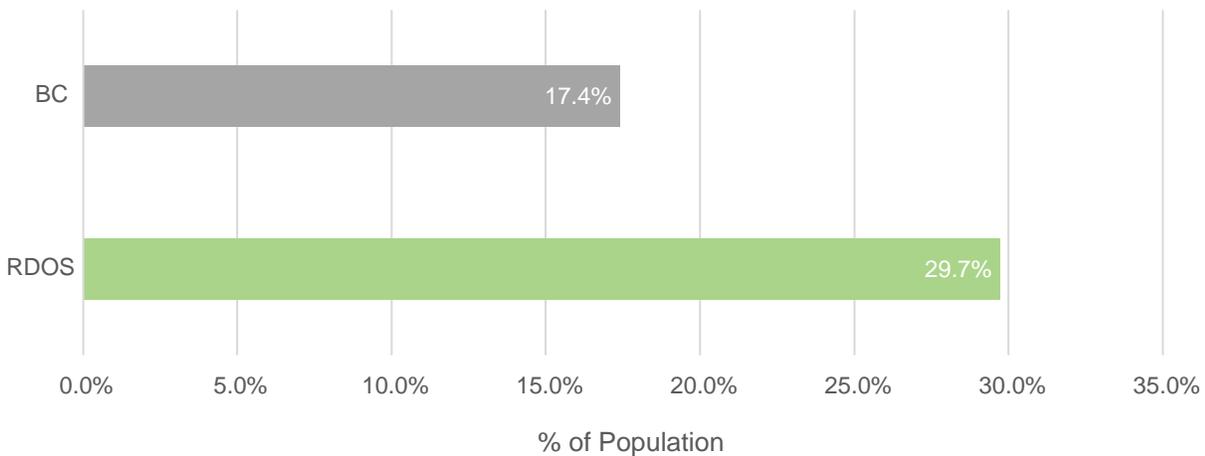
The population of RDOS experienced moderate growth over past census periods but is projected to increase rapidly. From 2016 to 2021, the RDOS is expected to experience a total of 12.6% growth. After, growth is expected to slow, totaling 4.1% growth from 2021 to 2026.

**FIGURE: RDOS age distribution 2006 to 2026 (Note: 2021 and 2026 projections based on RDOS regional growth rates)**



The average age in the RDOS is anticipated to increase, with slightly fewer people in the 25-64 age group, and growth in the 65-84 age cohort. In 2016, the median age in the RDOS was 54.2, which was around 11 years greater than the province as a whole.

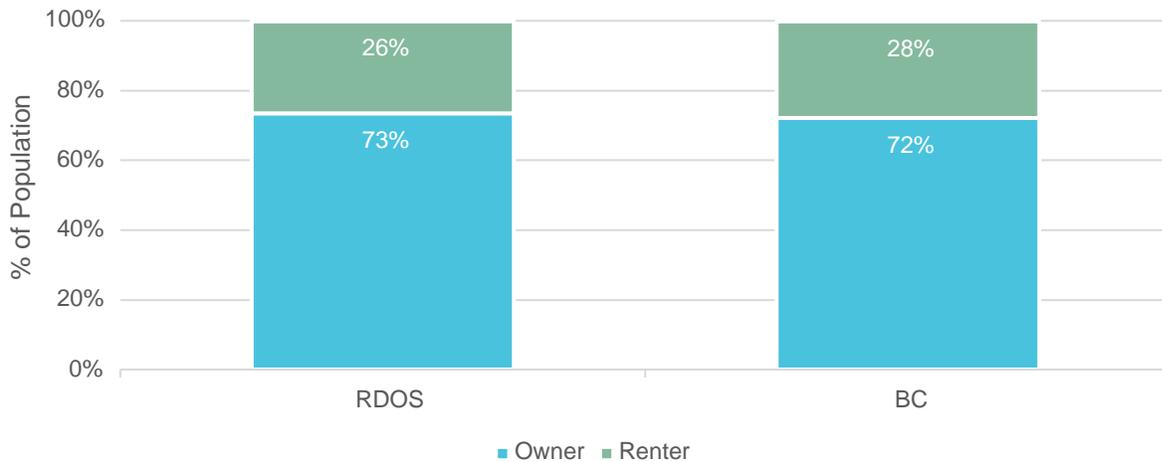
**FIGURE: Proportion of seniors aged 65+ compared to BC, 2016**



With its climate and high quality of life, the South Okanagan is a popular retirement destination, provincially and nationally. This popularity translates into a large senior's population that is 12% higher than the proportion across the Province.

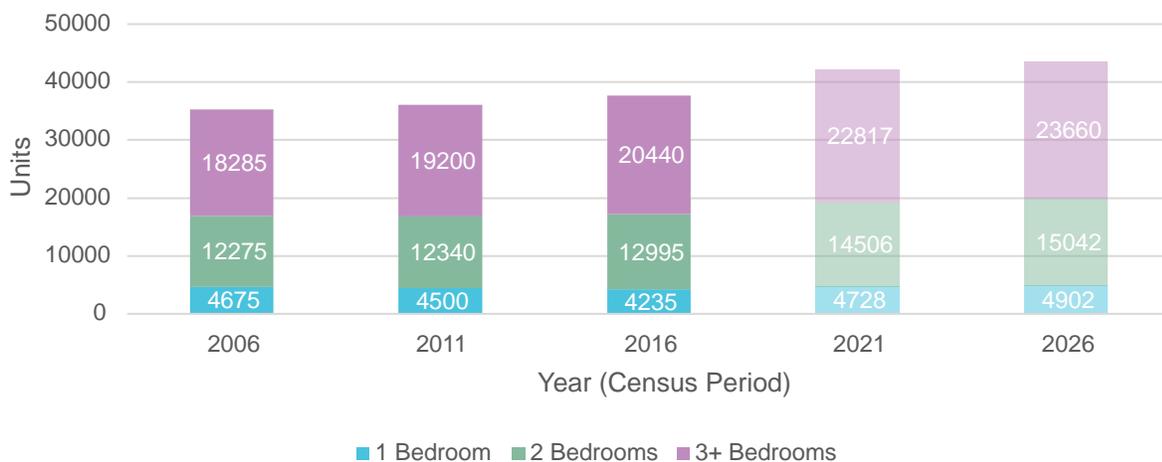
## HOUSING

**FIGURE: Owner – renter households, 2016**



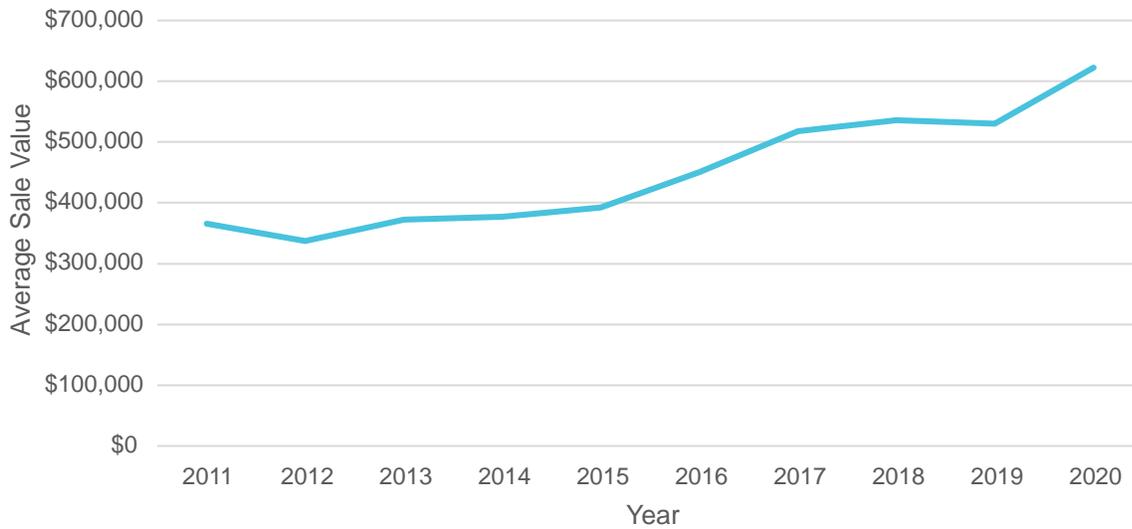
There were 37,625 households in 2016, 74% of which were owner households and 26% renter households. This is similar to the proportion of owner and renter households across the province. The average household size was 2.1 people per household, which is anticipated to increase to 2.2 by 2026.

**FIGURE: Dwelling units by size, 2006 - 2026**



From 2006 to 2016, there was an increase in all housing types except one-bedroom bachelor suites. In 2016, 62% of these houses were single family dwellings. From 2016 to 2018, the 45% of registered new homes were single family dwellings, 33% were multi-unit homes, and 22% were purpose-built rentals. Based on regional household growth rates, the majority of projected new units to be developed through 2026 will be three-bedroom dwellings.

**FIGURE:** Average single-family dwelling sale values, 2011 – November 2019 (source: South Okanagan Real Estate Board)



Following an initial decline between 2011 and 2012, sale values tracked steadily upwards to 2019 to an average sale value of \$530,000 or an increase of approximately 30%. Following a slight levelling in sales values between 2018 and in 2019, sales have trended upwards in 2020 with the latest annual average sales values to date (November 2020) cresting over \$600,000.

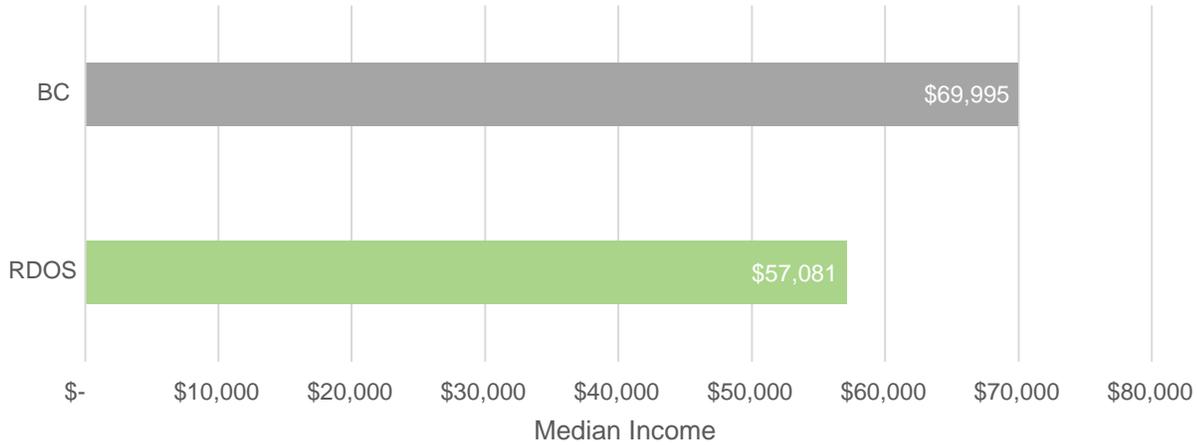
### INCOME AND ECONOMY

**FIGURE:** Renter and owner household median income, 2006 - 2016



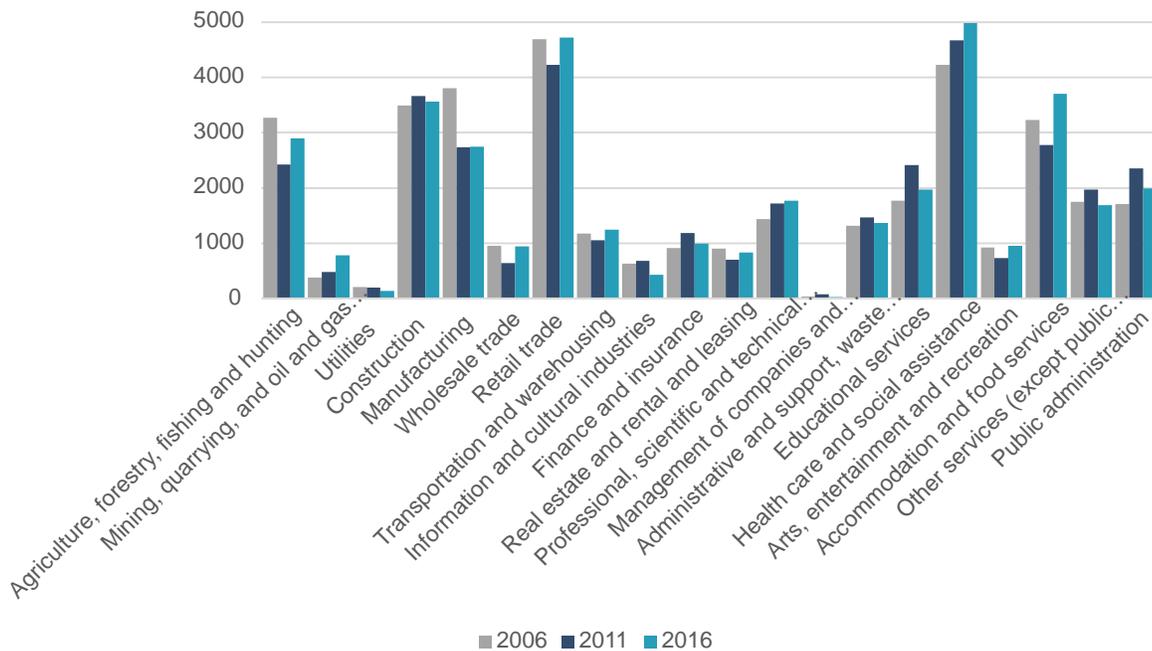
Median incomes for households in the RDOS increased over the previous census periods. Owner households’ median income increased more rapidly from 2006 to 2016, so the gap between owner and renter household median incomes increased slightly. Median income for households that owned their own home was around \$65,700 in 2016, while the median income for renting households was around \$37,700.

**FIGURE:** Household median income RDOS and BC, 2016



Median income for all households in the RDOS in 2016 was approximately \$57,000. This was slightly lower than the median for the Province as a whole (\$70,000).

**FIGURE:** Economic sectors RDOS, 2016



In the figure above, the size of the box corresponds to the number of workers employed in the sector. In the RDOS, the top five economic sectors in 2016 were health care and social assistance; retail trade; accommodation and food services; construction; and manufacturing.

## HOUSING NEEDS

The table provides a snapshot of housing needs across the RDOS and includes both electoral areas and municipalities. Housing needs are most significant in the region's larger population centres, which includes the City of Penticton, District of Summerland, Town of Oliver, and Town of Osoyoos. Penticton makes up approximately 44% of the population. Combined, the four municipalities make up 73% of the regional district's population.

Current units needed refers to the estimated number of additional units required to accommodate household growth since the 2016 census and were calculated based on the household growth rate from 2016 to 2021. Anticipated units needed are the estimated number of additional units required to accommodate projected household growth over the next five years and were calculated based on the household growth rate from 2021 to 2026. As the proportion of renter households is anticipated to increase, additional renter and owner households were estimated by multiplying the total additional units by the proportion of renters. Required owner household units were then determined by taking the difference of the total and renter households.

To meet current housing demand in the RDOS, an estimated additional 4,380 units are required since the last census, so the region would have needed to build approximately 870 new homes annually since 2016. According to BC Housing's new homes registry, there were over 1,200 new homes built annually from 2016 to 2018, suggesting that the region has been on track to meet basic housing demand. As growth slows, a further 1,550 units could be needed by 2026 to meet basic demand. The region will only need to build approximately 310 new units per year. The majority of additional units required will be for owner households. Housing needs are most significant in Penticton, the region's population centre and major urban centre.

**TABLE: Current and Anticipated (in 5 years) Housing Units Required in the RDOS**

		Total	Owner	Renter
1 bedroom	<b>Current</b>	<b>493</b>	<b>363</b>	<b>130</b>
	<i>Anticipated</i>	174	128	46
2 bedrooms	<b>Current</b>	<b>1,511</b>	<b>1,112</b>	<b>399</b>
	<i>Anticipated</i>	536	394	141
3+ bedrooms	<b>Current</b>	<b>2,378</b>	<b>1,749</b>	<b>628</b>
	<i>Anticipated</i>	843	620	223
<b>TOTAL UNITS</b>	<b>CURRENT</b>	<b>4,382</b>	<b>3,224</b>	<b>1,157</b>
	<b>ANTICIPATED</b>	<b>1,553</b>	<b>1,142</b>	<b>410</b>

It is important to note that the projections represent the minimum requirements for the RDOS and member municipalities to meet housing demand across the region as a whole. To provide adequate housing for seniors and families, improve overall affordability, and maintain a healthy local economy, additional units – particularly rental and affordable housing – will also be needed.

## Core Housing Needs

In 2016, an estimated 12% of total households across the region were in core housing need, which has increased by 1% since 2006. Renter households as a whole are far more likely to be in a state of core housing need than owner households. In 2016, 29% of renter households in the RDOS were in core housing need, as compared to 6% of owner households. The proportion of owner households in core housing need has remained the same since 2006, while the proportion of renter households has increased by 3%. This suggests a focused need for increased core housing need supports for renter households.

**TABLE: Core Housing Need, 2006-2016**

		2006	2011	2016
<b>Total Households</b> (n = 37,675)	#	3745	4545	4480
	%	11%	13%	12%
<b>Owner Households</b> (n = 27,675)	#	1555	1895	1615
	%	6%	7%	6%
<b>Renter Households</b> (n = 9,950)	#	2185	2650	2865
	%	26%	31%	29%

## Extreme Core Housing Needs

Across the RDOS, renter households are more likely to be in extreme core housing need than owner households. In 2016, an estimated 5% of total households across the region were in core housing need. 13% of renter households were in extreme core housing need, and 3% of owner households. The proportion of owner households in extreme core housing need has remained the same since 2006, while the proportion of renter households has increased by 2%. Across the region, extreme core housing need remained relatively stable over past census periods. Housing affordability is a significant contributing factor to this challenge in the RODS.

**TABLE: Extreme Housing Need, 2006-2016**

		2006	2011	2016
<b>Total Households</b> (n = 37,675)	#	1,640	1,990	2,000
	%	5%	6%	5%
<b>Owner Households</b> (n = 27,675)	#	695	835	715
	%	3%	3%	3%
<b>Renter Households</b> (n = 9,950)	#	950	1,160	1,280
	%	11%	14%	13%

To eliminate core housing need across the region, affordable and appropriate housing options will need to be made available for these households. This must occur in addition to the above requirements for meeting basic demand. Eliminating core housing need for these households may be achieved through a combination of new builds, rental subsidies, dwelling repairs, and dwelling expansions. While recent development represents progress towards reducing core housing need, more must be done over the next five years to provide affordable and appropriate housing in the RDOS, but will require collaboration and cooperation between the RDOS, member municipalities, and BC Housing.

## KEY AREAS OF REGIONAL NEED



**Affordable housing:** Stakeholders interviewed as part of developing this report, discussed an acute shortage of affordable housing throughout the region in both rural areas and urban communities. Affordable housing for families, especially those with more than one or two children, was noted as a concern by several stakeholders. There were around 1,694 affordable housing supports (i.e., social housing and rental subsidies) in 2020. In 2016, 7,720 (20%) households spent more than 30% of their income on shelter costs. This has decreased by 1% since 2006. The need for more affordable housing remains relatively stable, continuing to outweigh availability. Housing assessments completed independently of this project confirmed similar needs.

*“There are too many single-family dwellings and not enough housing diversity, such as multifamily to help with affordability.”*

*Interior Health Authority*

- **Town of Princeton Housing Needs Report (2020):** The report indicates that there is a limited supply of rental housing and declining rates of home ownership. This suggests that there will be continued pressure on the rental housing market, which will augment persistent affordability issues. Housing affordability is particularly acute for renters in Princeton, who are more likely to be below the affordability standard compared to owners. The low vacancy rate suggests the rental housing shortage is an issue that touches all segments of the population, but a particular need for rental housing is noted among families and seniors.
- **Town of Osoyoos Housing Needs Report (2020):** The report indicates that housing affordability is the most common housing challenge experienced by Osoyoos households. Approximately 21% of Osoyoos households spend 30% or more of their before-tax income on shelter costs. Groups identified by project stakeholders that are experiencing greater housing challenges in Osoyoos include young families, individuals with disabilities, and low-income renter households. Project stakeholders further indicated that there are fewer housing options in Osoyoos for young families due to high housing prices (e.g., sales prices, rent costs) or age restrictions in strata housing.
- **Town of Oliver Housing Needs Report (2020):** The report indicates that around one-in-five households in Oliver is spending more than 30% of their total income on housing. When looking at renter households alone, this figure doubles to around two-in-five households.
- **City of Penticton Housing Needs Report (2017):** The report indicates that Penticton is facing continued declines in affordability in both owner-occupied and rental housing segments. As a result, households and individuals that are being priced out of housing market are likely to require less costly housing options. The report further notes that market conditions at the time did not make such housing economically viable without some form of assistance, subsidies, incentives or grants from at least one or more levels of governments, as well as active cooperation of the development community and the non-profit agencies.



**Rental housing:** In 2016, 26% of the households in the RDOS were renter households. Since 2006, Renter households' median income increased by around \$4,600, while owner households' median income increased by \$7,500. There is a gradually increasing gap between renter and owner median incomes. Since 2016, the proportion of renter households in the RDOS has increased – particularly in larger centres like Penticton – but the construction of new purpose-built rental buildings has lagged. Stakeholders highlighted an acute shortage of rental availability for all types and sizes of homes. Renter households are more likely to be in core housing need. Rental rates have increased for many temporary seasonal workers, resulting in many living in over-crowded situations.



**Special needs housing:** Finding housing for those adults who are considered hard-to-house (e.g., with mental health issues, brain injuries, addictions) was noted as being very problematic in smaller rural communities in the RDOS. While these individuals may eventually find themselves in Penticton, as it is the main place in the South Okanagan that provides a number of services, finding housing there remains a concern. There are also three facilities with a total of 11 non-market units designated for adults with developmental disabilities in Princeton.



**Housing for seniors:** Across the region as a whole, the population is aging at a faster rate than other regional districts in the province. This is due partly to the region's popularity as a retirement area given its relatively mild winters and warm summers and the in-migration of retirement age seniors. While the population continues to age, relatively limited purpose-built seniors housing has been built to help those seniors looking for semi-independent living or requiring additional supports. A 26-unit facility was developed in Okanagan Falls in 2019. BC Housing is currently supporting development of a 16-unit facility in Keremeos and a 36-unit facility in Penticton that will be part of a larger 83-unit facility that is in early development stages.



**Housing for families:** There is a shortage of suitable and affordable housing options for single parent families, young families, and low to moderate-income families. A lack of suitable, available housing for families with more than one or two children was noted by stakeholders as a concern both within cities and towns, as well as for the rural areas within the regional district.



**Shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness:** While homelessness is a more visible (and heavily reported) issue in larger centres like Penticton, it is more of an invisible issue in other communities. Across the RDOS there is a lack of housing supports for those at risk of and experiencing homelessness.

*“The key question to ask is, why do they need shelter? And only then can housing supports be identified and provided. Understanding the reasons behind homelessness is how to provide appropriate supports.”*

*RDOS Emergency Coordinator*

Interviews conducted with housing support providers as part of this assessment determined that varying degrees of “visible” homelessness are experienced in communities across the RDOS, including Penticton, Summerland, Oliver, and Hedley. Respondents indicated that the population of “visible” homeless only shows a small percentage of people who are homeless or at extreme risk of homelessness. Based on interviews with service providers, it is estimated that around 200 people may identify as being homelessness across the region, and that those numbers likely increase in the warmer summer months.



**Agricultural workers:** As an agricultural centre in the province, the RDOS must also consider the unique housing challenges this issue presents. In the summer months, a large number of temporary agricultural workers come to the RDOS to pick crops, including tree fruit, grapes, and field crops. Many temporary or seasonal workers come from Mexico and Central America through federal programs. A significant number of young workers also come from Quebec. While some operations provide housing for these workers, others do not. The RDOS has developed a campground for seasonal agricultural workers, but the site is not large enough to accommodate all seasonal agricultural workers who are unable to secure temporary housing provided by farmers.

*“There is a huge seasonality problems and inadequate housing in winter months. Farmers have dozens of shanties, RVs, trailers, shacks or yurts on farms where people end up having to live year-round as they have no other place to go.”*

*Lower Similkameen Community Services Society (LSCSS)*

In rural areas of the RDOS, accommodation such as campers for farm labour or older 'pickers cabins' are rented out for the winter months to people seeking available and affordable housing. One problem with this scenario is that the accommodation is not suitably built to provide shelter in the colder winter months.



**Seasonal vacation homes:** As a popular summer tourist destination, the RDOS has a large number of seasonal vacation homes. According to a scan of available vacation rental properties listed on VRBO and Airbnb between July-September 2020<sup>4</sup>, there was an estimated 950 rental properties identified as being a detached, whole homes (i.e., not a guest suite, room, or cottage/ accessory dwelling). The majority were in Penticton (456), Osoyoos (191), Summerland (180), and Naramata (97). While most of the properties listed were likely seasonal vacation properties, some may also be occupied year-round. The number of seasonal vacation homes in the three urban centres may exacerbate already low rental availability in these communities.

Vacation homes and seasonality play a part in finding affordable and stable housing. So called transient vacation rentals decrease the number of full-time rentals available. Vacation rentals can also increase the value of an area, raising house and rent prices, similar to gentrification.<sup>5</sup> Combined, fewer but more expensive year-round accommodations can make it harder for local residents to continue living in their communities due to financial constraints.

Stakeholders interviewed as part of this project commonly stated that during winter months there are more options to rent, as many of the short-term (vacation rentals) were able to be rented from November until April or May of the following year. For some people, this meant trying to find affordable housing come summertime, while for others this meant camping or RVing or living outside during the summer months. High rental rates also lead to many temporary seasonal workers living in unsuitable, over-crowded situations.

<sup>4</sup> This scan used the AirDNA platform, which is an analytics platform that provides global short-term rental data for properties listed on the Airbnb and VRBO vacation rental platforms.

<sup>5</sup> Barron, K., Kung, E., & Proserpio, D. (2020). The effect of home-sharing on house prices and rents: Evidence from Airbnb. *Marketing Science*.



# 4. Municipalities



# CITY OF PENTICTON

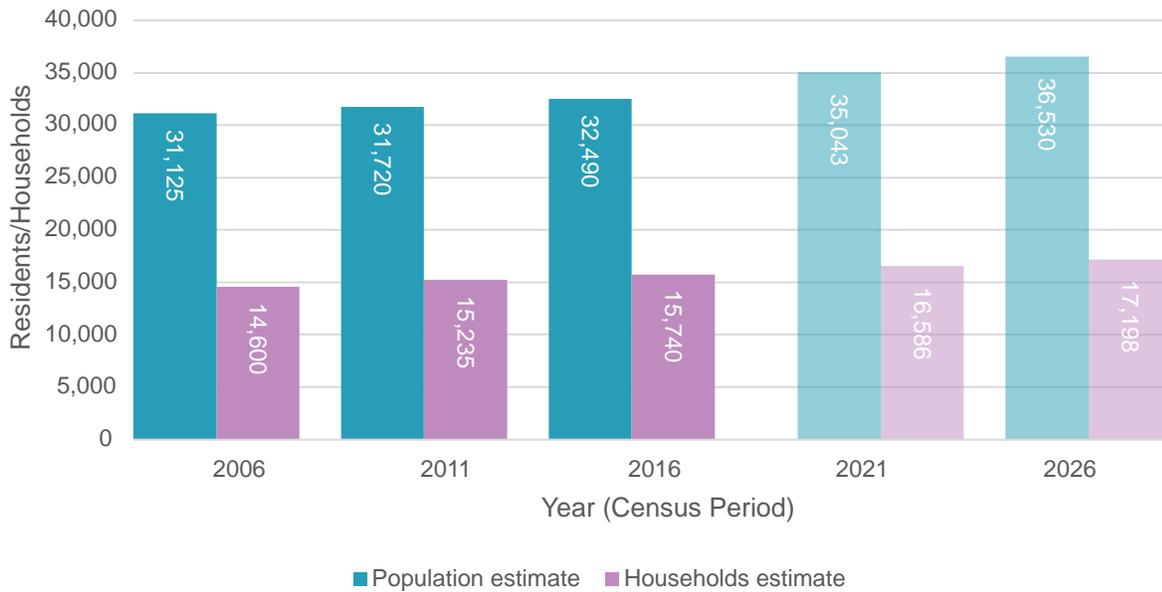
*Nestled between Okanagan Lake and Skaha Lake in the southern Okanagan Valley, the City of Penticton is the urban centre of the RDOS and offers many agricultural and recreational services to the region. The City of Penticton is bounded by Electoral Areas "D" (Skaha East and Okanagan Falls), "E" (Naramata), "F" (Rural Summerland / West Bench), and "I" (Apex / Kalden). Penticton Indian Band neighbors the City in the west.*

- Note: The demographic data used in this profile are compiled from the long-form census and may not match data found in other sources such as the City of Penticton's Official Community Plan (OCP). Data from the long-form census allow for a more detailed understanding of housing needs than data from Statistics Canada Census Profiles alone, which have sometimes been used for planning purposes. However, long-form data may reflect inaccuracies due to sampling methods, especially for the year 2011. Please refer to the City of Penticton's 2019 OCP for official demographic data. (See Section 1 "The Long-Form Census" for more information regarding the use of long-form census data in this assessment).
- Also note that the projections are based on a statistical approach recommended by the Province to calculate the minimum number of dwellings required for the City of Penticton to house residents. As such, they do not consider actual growth since 2016, nor take demographics and other contextual information into account.



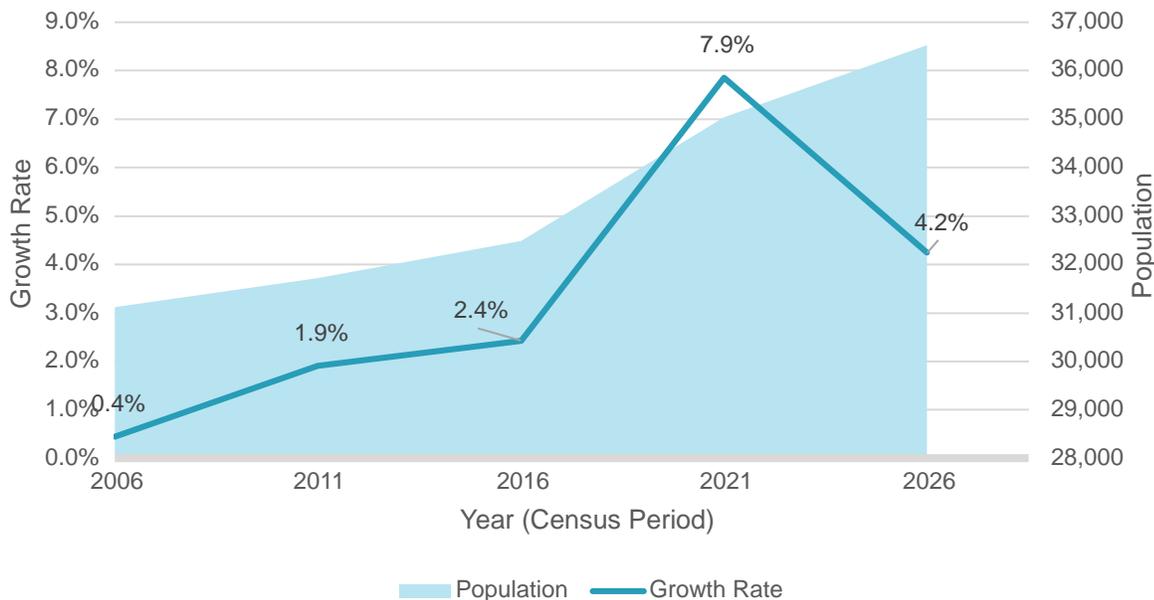
## POPULATION AND DEMOGRAPHICS

**FIGURE:** Penticton population growth rate and population, 2006 - 2026 (Note: projections based on RDOS regional growth rates)



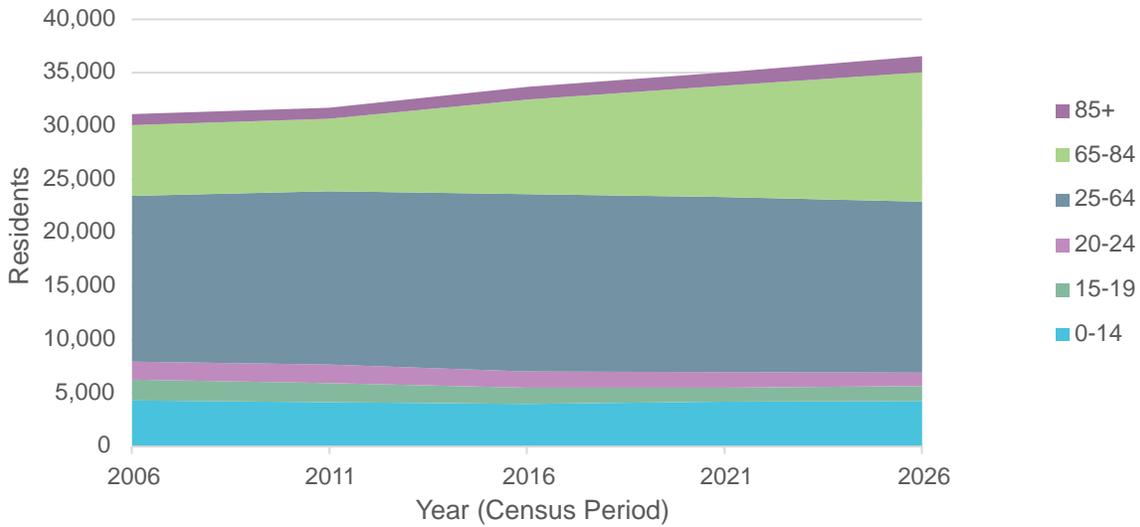
The City of Penticton’s population was 32,490 as of the 2016 Census. The population in the Penticton is expected to gradually increase by the year 2026, to around 36,530 people and 17,198 households. This is a household growth of over 1,450 net new households or about 145 households on an annual basis from 2016 to 2026.

**FIGURE:** Penticton population growth rate and population, 2006 - 2026 (Note: projections based on RDOS regional growth rates)



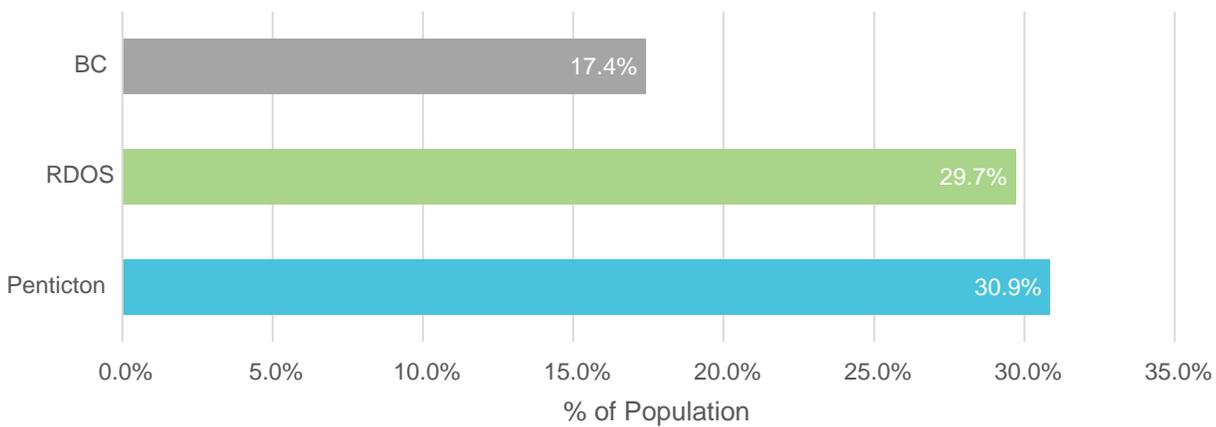
The population of Penticton has been increasing gradually over past census periods and is projected to continue increasing more rapidly. From 2016 to 2021, the population is anticipated to increase by an average of 1.6% per year, and then an average of 0.8% from 2021 to 2026, adding up to about 4.2% total growth between 2021 and 2026. Similarly, a housing needs assessment published in 2017 and the City of Penticton OCP project that the City could maintain an annual growth rate of approximately 0.7% through 2046.

**FIGURE: Penticton age distribution, 2006 - 2026 (Note: projections based on RDOS regional growth rates)**



The average age in Penticton is anticipated to increase, with slightly fewer people in the 25-65 age group, and growth in the population aged 65+. The median age in Penticton was 51.3 in 2016, which was around 3 years less than the RDOS as a whole.

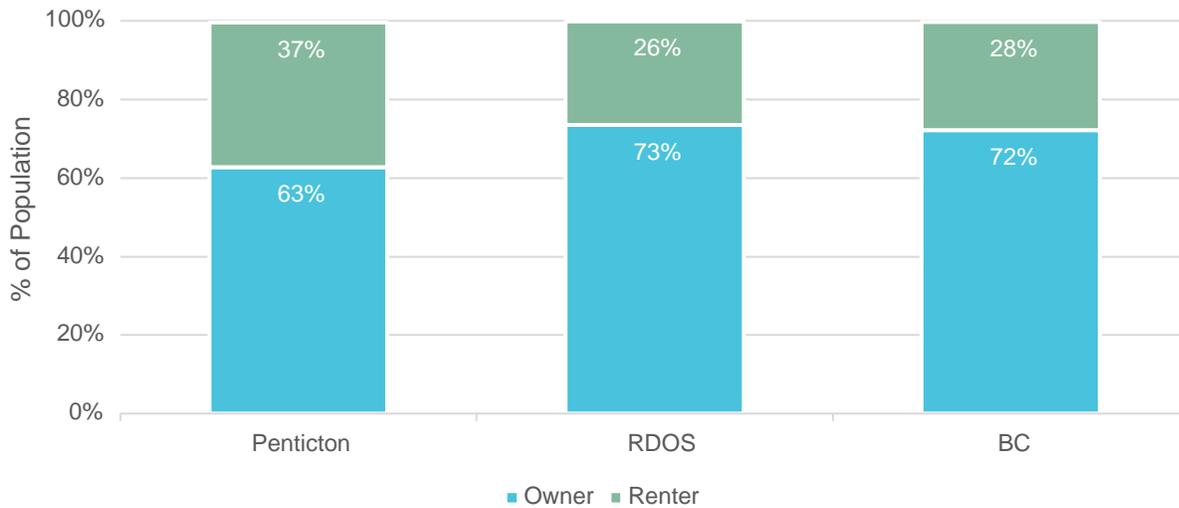
**FIGURE: Proportion of Penticton's 65+ age cohort population, 2016**



Penticton currently has a relatively large senior's population, with over 30% of residents over age 65. This is slightly higher than the proportion for the RDOS as a whole, and around 14% higher than the proportion across the province.

## HOUSING

**FIGURE: Owner – renter households, 2016**



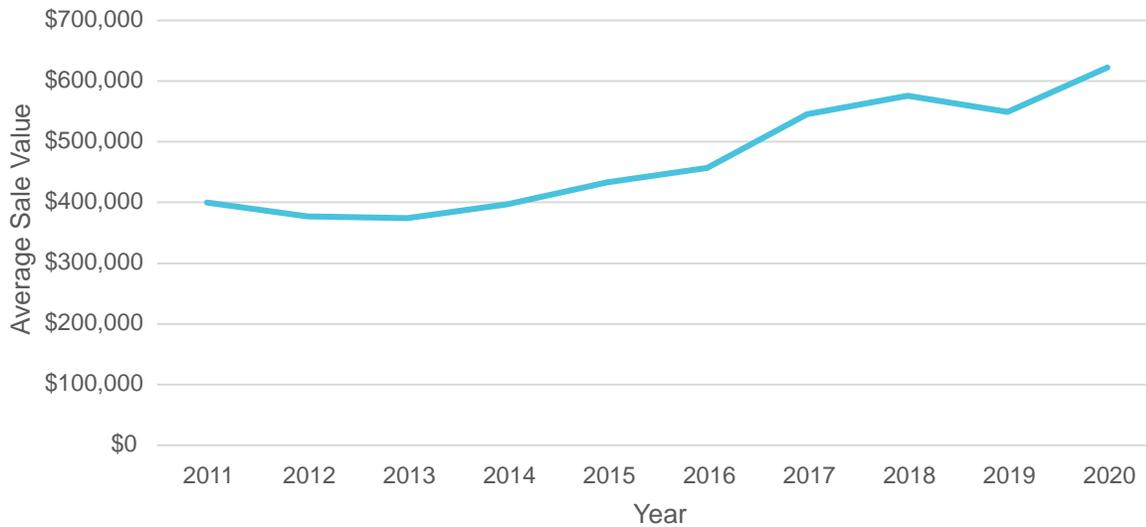
There were 15,740 households in 2016, with 63% of households being owner households and 37% of households being renters. The average household size was 2.1 people per household, which is anticipated to remain consistent through 2026.

**FIGURE: Dwelling units by size, 2006 – 2026 (Note: 1 bedroom includes 0 bedroom [bachelor] dwellings)**



From 2006 to 2016, there was an increase in all housing types except one-bedroom dwellings. Over 40% of these units are single family dwellings. However, since 2016, there have been more multi-family units registered than single family dwellings. To address the projected household growth the City is expected to require an average of 91 net new owned housing units and 54 net new rental units per year from 2016 – 2026, averaging 145 new units annually. Based on regional household growth rates, the majority of these new units may be dwellings with three or more bedrooms. This is similar to the 2017 housing study, which estimated the City would need an average of 135 new units annually to address household growth.

**FIGURE:** Average single-family dwelling sale values, 2011 – November 2020 (source: South Okanagan Real Estate Board)



Following an initial decline between 2011 and 2013, sale values tracked steadily upwards to 2018 to an average sale value of \$575,000. Following a slight decline in 2019, sales have trended upwards in 2020 with the latest annual average sales values to date (November 2020) cresting over \$600,000.

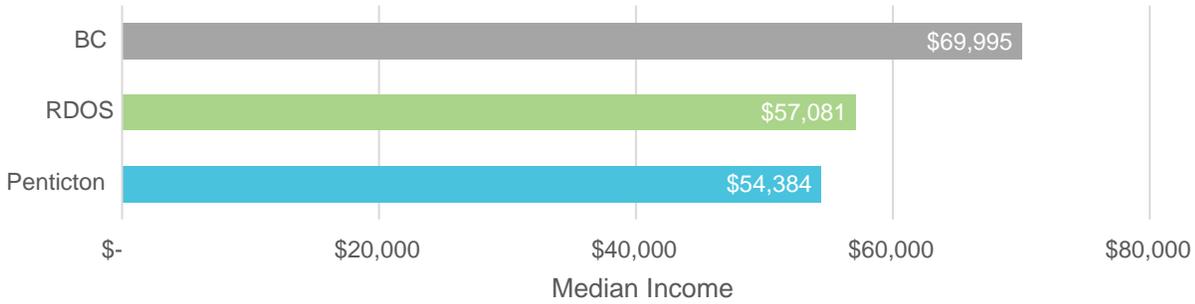
### INCOME AND ECONOMY

**FIGURE:** Renter and owner household median income, 2006 - 2016



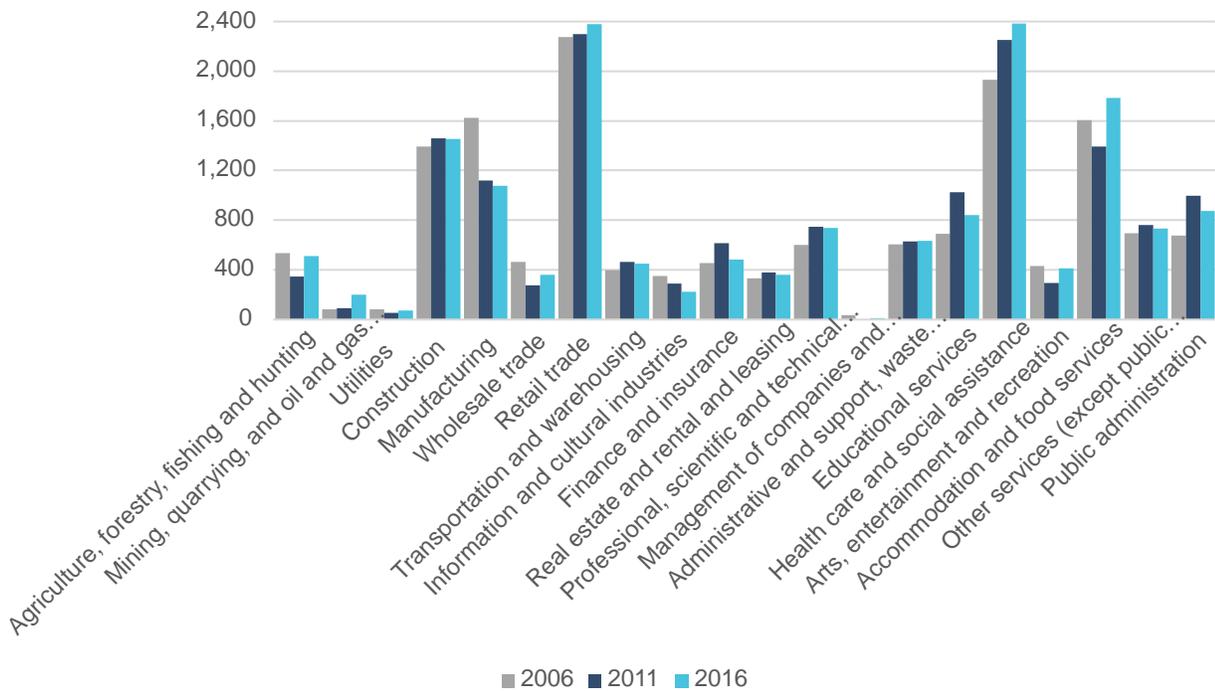
Median incomes for households in Penticton increased over the previous census periods. Median income for households that owned their own home was around \$67,000 in 2016, while the median income for renting households was around \$37,000. The gap between owner and renter household median incomes increased slightly from 2006 to 2016.

**FIGURE: Household median income Penticton, RDOS, BC, 2016**



Median income for all households in 2016 was around \$54,000. This was slightly lower than the median for RDOS (\$57,000) and the median for the province as a whole (\$70,000).

**FIGURE: Economic sectors Penticton, 2016**



In the figure above, the size of the box corresponds to the number of workers employed in the sector. In Penticton, the top five economic sectors were health care and social assistance; retail trade; accommodation and food services; construction; and manufacturing in 2016.

## HOUSING NEEDS

Overall, to meet current basic housing demand in Penticton, an additional 847 units would have needed to be built since the last census. If growth continues to follow the trend of the RDOS as a whole, a further 613 units may be needed by 2026 to meet basic demand. Most of this growth will be for the group aged 65-84. From 2016 to 2026, over 1,400 additional units could be required.

**TABLE: Current and anticipated housing units required. (Note: 1 bedroom includes 0 bedroom [bachelor] dwellings)**

		Total
1 bedroom	Current	49
	Anticipated	34
2 bedrooms	Current	116
	Anticipated	84
3+ bedrooms	Current	146
	Anticipated	106
TOTAL UNITS	CURRENT	311
	ANTICIPATED	224

### Core Housing Needs

In the City of Penticton, there were a total of 2,485 total households (16%) in core housing need in 2016. 660 were owner households and 1820 were renter households. The 2017 housing needs report (which was prepared without having access to 2016 Census data) underestimated that there would be 617 owner households in core housing need and overestimated that there would be 2156 renter households in core housing need in 2016.

A greater proportion of renter households in a state of core housing need than owner households. The proportion of renter households in core housing need has grown by 4% over past census periods, while the proportion of owner households has grown by 2%. The 2017 housing need report also found that a large proportion of renter households were in core housing need (i.e., pay more than 30% of their household income towards shelter costs or live in homes that need repair or live in overcrowded housing) and estimated that this proportion would increase more than the proportion of owner households over the next decades.

**TABLE: Core Housing Need, 2006-2016**

		2006	2011	2016
Total Households (n = 15,740)	#	1785	2380	2485
	%	12%	16%	16%
Owner Households (n = 9,875)	#	465	510	660
	%	5%	5%	7%
Renter Households (n = 840)	#	1320	1865	1820
	%	27%	34%	31%

## Extreme Core Housing Needs

Overall, there were 1090 total households (7%) in extreme core housing need. As with core housing need, renter households are far more likely to be in extreme core housing need than owner households. In 2016, 795 renter households were in extreme core housing need, as compared to 290 owner households. Extreme core housing need has worsened by 2% for renter households and 1% for owner household in Penticton over past census periods.

**TABLE: Extreme Core Housing Need, 2006-2016**

		2006	2011	2016
<b>Total Households</b> (n = 15,740)	#	800	1045	1090
	%	5%	7%	7%
<b>Owner Households</b> (n = 9,875)	#	210	275	290
	%	2%	3%	3%
<b>Renter Households</b> (n = 840)	#	595	765	795
	%	12%	14%	14%



## KEY AREAS OF LOCAL NEED



**Affordable housing:** From 2006 to 2016, over 25% of households spent more than 30% of their income on shelter costs. In 2016, this totalled 4,045 households, 63% of which were renter households. According to BC Housing, there were around 1,039 housing supports in Penticton in 2020, of which 368 were independent social housing units and 671 were rental assistance subsidies for low-income families and seniors.

*“There is a need for a multi-pronged approach for housing; there is no one answer.”*

*City of Penticton*

An estimated 2.5 to 3% of the City’s housing stock are non-market, affordable dwellings. Penticton’s housing needs assessment published in 2017 found that according to BC Non-Profit Housing Association<sup>6</sup> there were approximately 493 non-market units for families and seniors, which composed approximately 3% of the total housing stock. According to BC Housing data. This assessment found that the city may require 30 to 116 additional affordable dwellings by 2026, or 6 to 23 units annually over the next five years, assuming the proportion of non-market stays the same and follows the regional household growth rate. Overall, the need for more affordable housing outweighs availability in Penticton.



**Rental housing:** In 2016, 37% of the households in Penticton were renter households. This has increased by 4% since 2006 and is more than 10% greater than the proportion of renter households across the RDOS as a whole. Penticton’s 2017 housing needs assessment similarly found that the City had low home ownership rates compared to the RDOS and the province. The report suggests the low homeownership rate may be a result of higher urban property values.

Findings from this report and the 2017 assessment also suggest lower median incomes likely contribute to lower home ownership in Penticton. Renter households’ median income in Penticton is slightly lower than the median across the RDOS, but more than \$8,000 less than the province. Renter households also have a lower median income than owner households in Penticton. Since 2006, Renter households’ median income increased by around \$5,000, while owner households’ median income increased by around \$7,000. Though median incomes are increasing, the gap between renter and owner median incomes is also gradually expanding. Additionally, the average cost of rent in Penticton has increased steadily over the past years and averaged at \$1000 in 2019.

Renter households are more likely to be in core housing need and extreme core housing need than households who own their home. Housing affordability is a key contributing factor to renter household vulnerability. There is a need for more affordable rental units for the growing number of renter households in the City of Penticton.



**Special needs housing:** Penticton is the one jurisdiction the RDOS that provides a number of services for those adults who are considered hard-to-house (e.g., with mental health issues, brain injuries, addictions). The 2017 housing needs report found that there were 119 supportive housing units for households with HIV/AIDS, mental health challenges, addictions, development disabilities, or are at risk of experiencing homelessness. According to BC Housing, in 2020, there was 74 special needs units for clients, including adults with mental and/or physical disabilities or youth, who need access to affordable housing with support services (note, this number does not include homelessness risk). A lack of special needs services was highlighted through consultation as a major concern for many individuals within the City’s boundary. Additionally, with a lack of supportive services in the rural areas and in communities outside of Penticton, the City may need to be prepared to serve individuals from the region as a whole.

<sup>6</sup> Data sources and unit groupings used in the 2017 Housing Needs Report are different from data and groupings used in this report, which makes comparisons to this report more difficult.



**High urban property values:** In 2020, the average sale value for a single-family dwelling in Penticton was over \$600,000. Households pursuing homeownership, will almost always need a mortgage, and must be qualified by a banking institution or a mortgage broker to obtain one. Basic home purchasing assumptions are made in order to determine the maximum purchase price and the maximum amount that households can borrow.

While interest rates remain historically low, a household would still be required to make a 5% down payment for homes under \$500,000 (it is 10% for the portion of the purchase price above \$500,000). Assuming a household qualifies for a mortgage, with an example sale of a \$622,000, a minimum down payment and a 1.9% interest rate, their monthly mortgage payments would be around \$2,500. Adding property tax, utilities and property insurance, monthly housing costs would rise to around \$3,100. In order to carry those housing costs without exceeding 30% of total household income being spent towards housing, the household would need to earn around \$124,000 per year in pre-tax income.

In Penticton, the average household income is approximately \$54,384, making homeownership out of reach for many, particularly those who currently rent their dwelling. However, the 2017 housing needs report also notes that a significant proportion of senior households and the retirees might have sizeable net wealth but have incomes lower than \$40,000.



**Housing for seniors:** The proportion of residents aged 65+ increased between 2006 and 2016 by 6%. This was just 1% higher than the RDOS, but significantly higher (14%) than the province as a whole. By 2026, 37.2% of the population in Penticton is projected to be 65+. Seniors, particularly those who live alone and rent their dwelling, are at higher risk of being in a state of core housing need. In 2016, around 25% of total households and 50% of renter households in core housing need in Penticton were seniors who lived alone.

Penticton needs to be prepared to serve a large senior population. There may be a higher demand for one-bedroom homes or seniors housing (e.g., retirement or assisted living), while currently three+ bedrooms, detached homes are the predominant housing type. Using data from the BC Non-Profit Housing Association, the 2017 report found there were around 417 non-market units for seniors in Penticton, composing approximately 2.5% of the total housing stock. Similarly, according to BC Housing in 2020, there were 398 supportive seniors housing units and 185 independent social housing units for low-income seniors. There were also 572 housing subsidies to help make private market rents affordable for BC seniors with low to moderate incomes. An estimated 3 to 3.5% of Penticton's units were dedicated for seniors. Assuming this proportion remains the same, around 100 to 185 additional units for seniors, including affordable units, may be required by 2026, averaging an increase of 25 to 37 annually.

BC Housing is currently supporting development of a 36-unit facility in Penticton that will be part of a larger 83-unit facility that is in early development stages.



**Housing for families and lone-parent households:** In 2016, the average household size was 2.1. This is projected to remain the same in 2026. 17% of the 2016 population was aged 19 or younger, and this proportion is projected to decrease. Overall, this suggests that demand for family housing exists, but is not growing.

According to data from the Canadian Mortgage and Housing Corporation (CMHC), lone parent households are at the greatest risk of being in a state of core housing need. Nearly 40% of the total population in core housing need were lone-parent households. This percentage increases to nearly 60% when looking only at renter households in core housing need.

In 2020, there were 183 independent social housing units for low-income families and 99 housing subsidies to provide eligible low-income families with cash assistance to help with their monthly rent payments in the private market.



**Shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness:** A count conducted for the 2017 housing needs assessment found there were 203 individuals experiencing homelessness and estimated this number could be as high as 230 due to under counting and other reasons. A provincially funded 2018 Point-in-Time Homeless count identified 108 individuals experiencing homelessness. 63% were male, 35% female, 1% other; 15% were under the age 25 and 24% were 55 and older; and 24% self-identified as Indigenous.

*“We need another shelter in the South Okanagan. It should be a dry facility to help those recovering or clean. It is very hard to people to stay clean when drug use is rampant.”*

*Compass House Shelter, Penticton*

According to BC Housing, the City of Penticton is the only jurisdiction in the RDOS with emergency shelter and housing for the homeless. In 2020, there were 306 housing supports for people experiencing or at risk of homelessness in the City of Penticton. There were also 55 units for women and children fleeing violence. The City has approximately 30 shelter beds year-round, which increases to around 60 to 70 in the winter. Need for shelter beds far exceeds capacity in Penticton and the RDOS.

Some shelters have been enhanced or constructed in recent years<sup>7</sup>. A homeless shelter with 30 beds was relocated to be part of a social housing development at a former Super 8 Motel and was replaced by an addiction recovery program for up to six residents. 62 new units were completed in 2019 and are self-contained studio homes with support services 24/7. In the winter of 2020, the city also approved an additional 42 temporary emergency shelter beds to house residents in need during the cold winter months.

<sup>7</sup> Data sources used in the 2017 Housing Needs Report are different from data used in this report, which makes comparisons to this report more difficult.

## DISTRICT OF SUMMERLAND

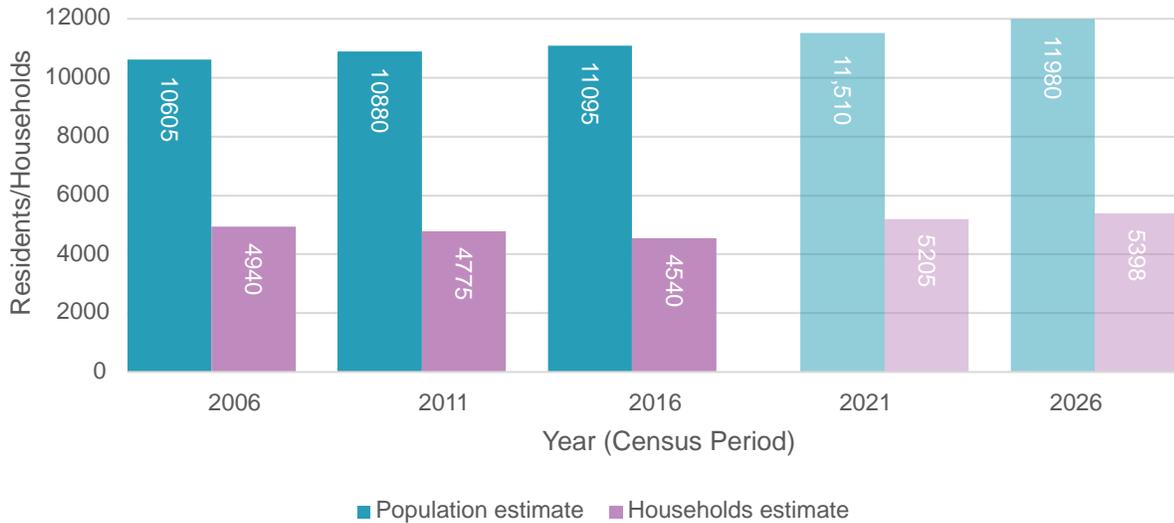
*The District of Summerland is located on the west side of Okanagan Lake between the Central Okanagan Regional District to the north, Electoral Area "F" (Rural Summerland / West Bench) to the west, and Penticton Indian Band to the north. Satellite portions of Electoral "F" can also abut Summerland to the northeast and south.*

- Note: The demographic data used in this profile are compiled from the long-form census and may not match data found in other sources such as District of Summerland's Official Community Plan (OCP). Data from the long-form census allow for a more detailed understanding of housing needs than data from Statistics Canada Census Profiles alone, which have sometimes been used for planning purposes. However, long-form data may reflect inaccuracies due to sampling methods, especially for the year 2011. Please refer to the Districts of Summerland's 2014 OCP for official demographic data. (See Section 1 "The Long-Form Census" for more information regarding the use of long-form census data in this assessment).
- Also note that the projections are based on a statistical approach recommended by the Province to calculate the minimum number of dwellings required for the District of Summerland to house residents. As such, they do not consider actual growth since 2016, nor take demographics and other contextual information into account.



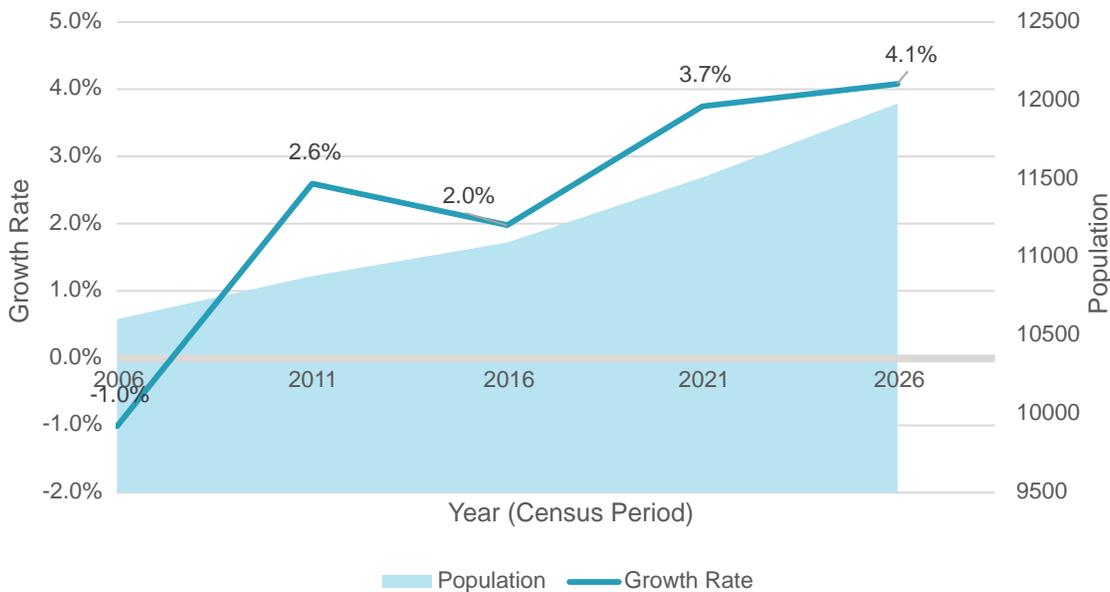
## POPULATION AND DEMOGRAPHICS

**FIGURE:** Summerland population and households (Note: 2021 and 2026 projections based on RDOS regional growth rates)



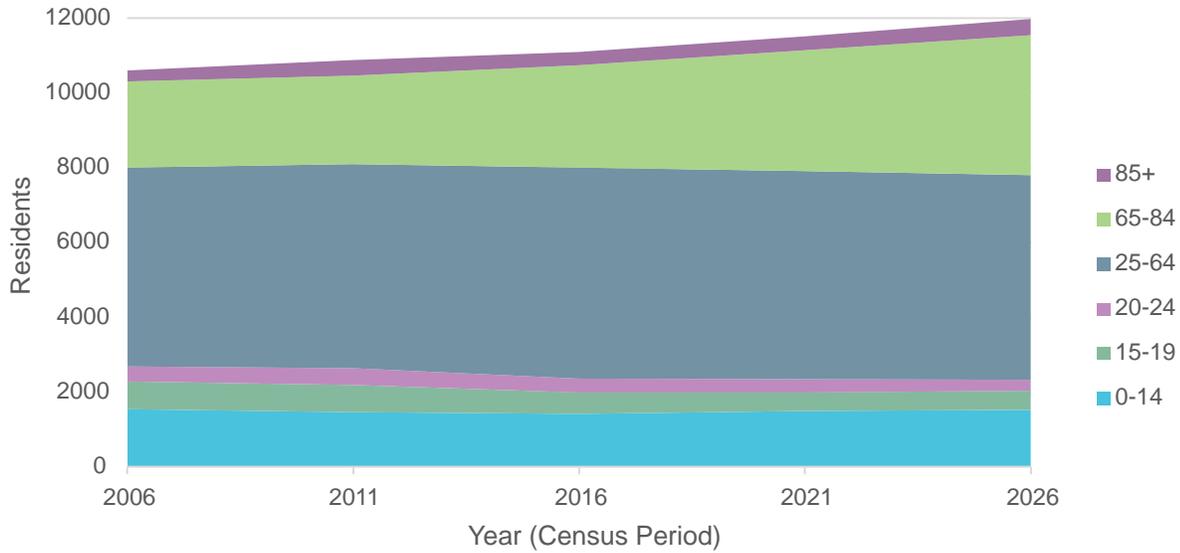
The population of the District of Summerland was 11,095 as of the 2016 Census. The population is expected to increase gradually by the year 2026 to around 11,980 people and 5,398 households. This represents an 18% increase in the number of households from 2016 to 2026, or 858 new households.

**FIGURE:** Summerland population growth rate and population, 2006 - 2026 (Note: 2021 and 2026 projections based on RDOS regional growth rates)



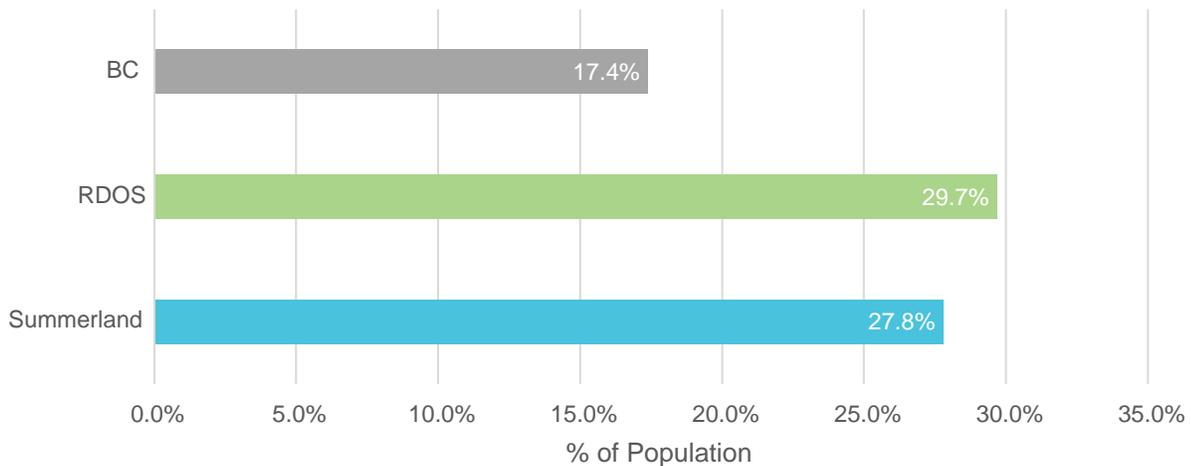
The population of the District of Summerland has increased gradually over past Census periods, after decreasing in 2006. Between 2006 and 2016, the population of Summerland grew by a total of around 4.6%. This was an increase of 490 people. The population is expected to increase from 2016 to 2026 by approximately 7.8%, or around 0.8% annually. This is similar to moderate growth projected in the District of Summerland's OCP, which anticipates that the annual growth rate through 2031 could be between 0.5 and 2%.

**FIGURE:** Summerland age distribution 2006 to 2026 (Note: 2021 and 2026 projections based on RDOS regional growth rates)



The median age in the District of Summerland is 53.5, which is a year younger than the RDOS population as a whole. The average age is anticipated to increase by 2026, with slightly fewer people in the 25-65 age group, and a growth in the number of residents aged 65+.

**FIGURE:** Proportion of seniors aged 65+ compared to BC, 2016



Summerland currently has a relatively large seniors' population, with nearly 30% of residents over the age of 65. This is slightly lower than the RDOS as a whole, and just over 10% larger than the proportion across the Province.

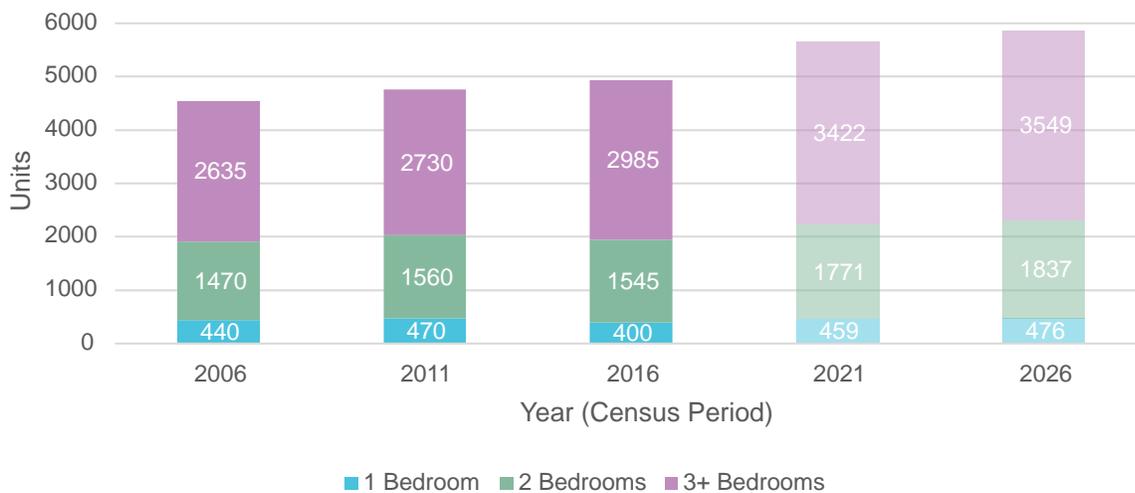
## HOUSING

**FIGURE: Summerland – renter households, 2016**



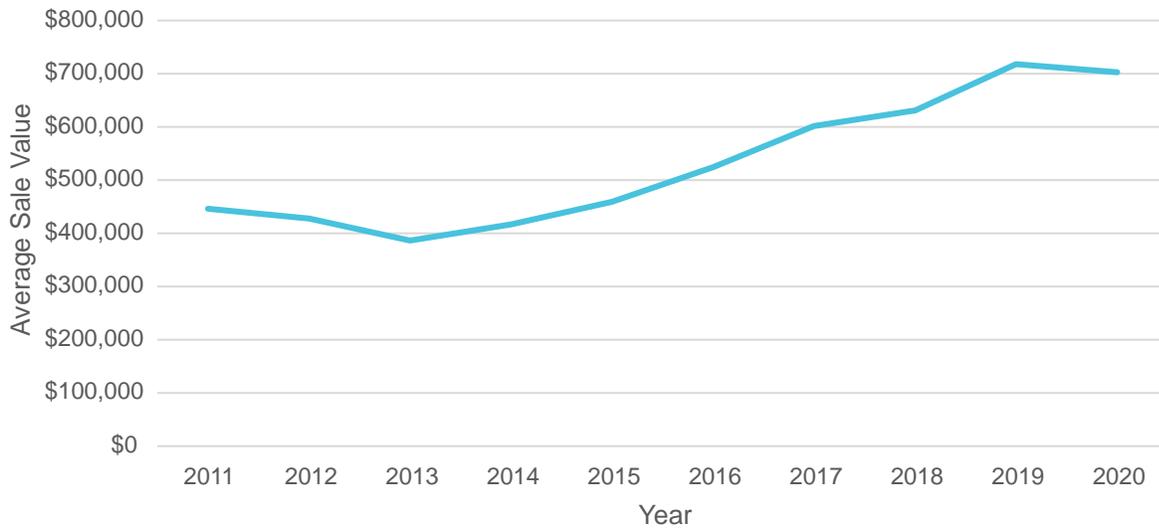
The number of households in Summerland in 2016 was 4,540. Of this, the majority (82%) were owner households with 18% renter households. The average household size was 2.2 people per household. By 2026, the anticipated household size is expected to remain the same.

**FIGURE: Dwelling units by size, 2006 – 2026 (Note: projections based on RDOS regional growth rates)**



From 2006-2016 there was an increase in all dwelling types except zero-bedroom (bachelor suites) and one-bedroom dwelling types. To address the projected household growth, the District is expected to require an additional 165 units by 2026. Based on regional household growth rates, the majority of these new units will be two- and three-bedroom dwellings.

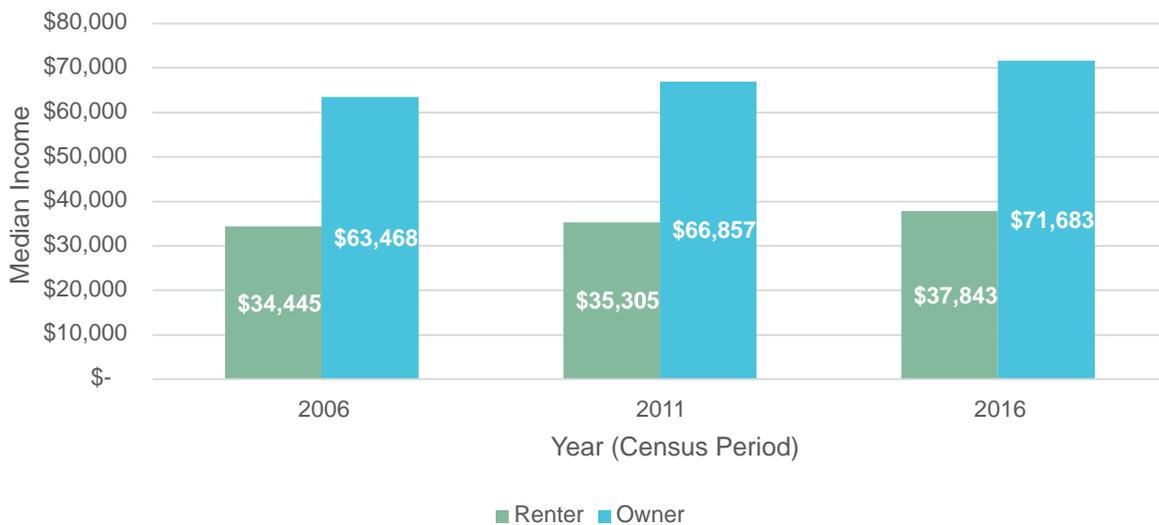
**FIGURE: Average single-family dwelling sale price, 2011 – November 2019 (source: South Okanagan Real Estate Board)**



Following an initial decline between 2011 and 2013, the average single-family sales price has tracked steadily upwards to 2019 to an average of \$717,793, an increase of 57% since 2011. Sales have begun to trend downward with the latest annual average sales data to date (November 2020) dropping to \$702,962.

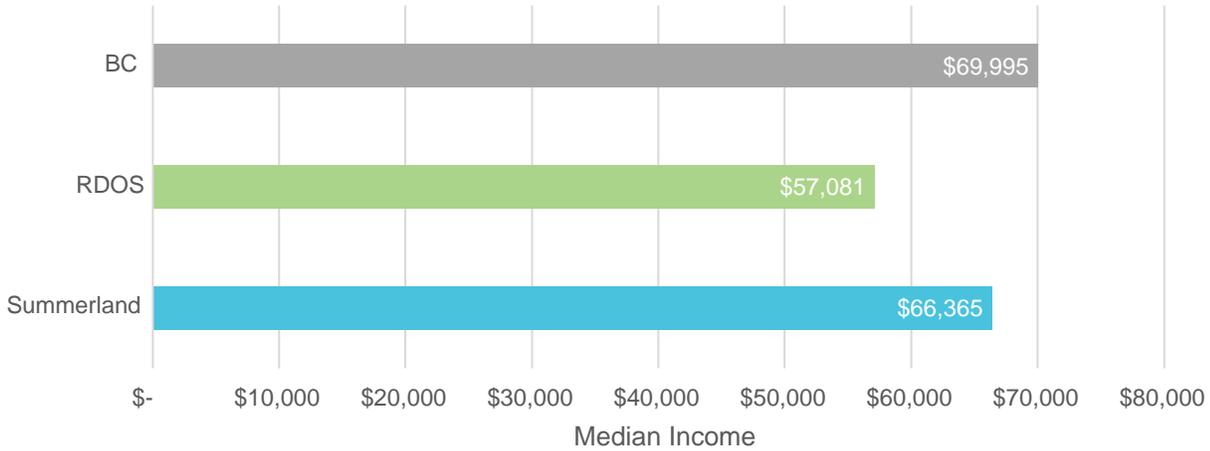
### INCOME AND ECONOMY

**FIGURE: Renter and owner household median income, 2006 - 2016**



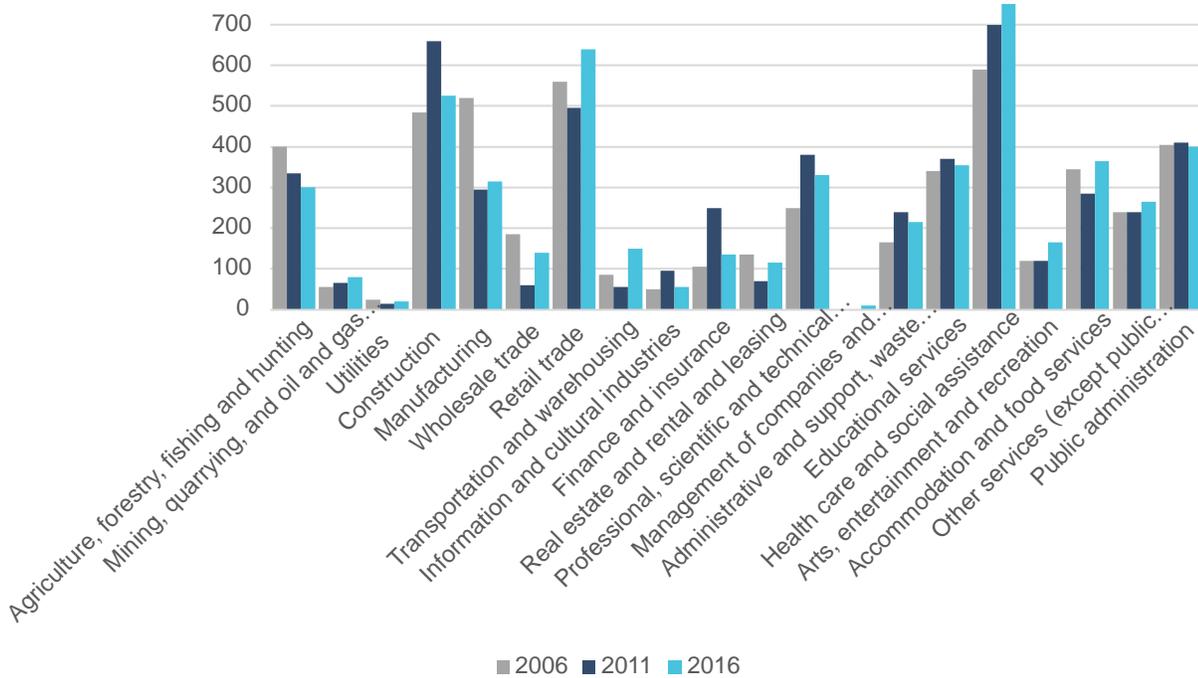
Median income for households in Summerland increased over previous Census periods. There is a significant gap between median income of owner households and renter households, which has increased between 2011 and 2016. Median income for households that owned their home was around \$71,000 in 2016, while median income for households that rented their homes was around \$38,000.

**FIGURE:** Household median income Summerland, RDOS, BC, 2016



Median income for all households in Summerland in 2016 was around \$66,000. This is higher than the median income for the RDOS as a whole (\$57,000) and slightly lower than the Province as a whole (\$70,000).

**FIGURE:** Economic sectors Summerland, 2016



In Summerland, the top five sectors are health care and social assistance; retail trade; construction; public administration; and accommodation and food services.

## HOUSING NEEDS

In order to meet current basic housing demand in Summerland, an additional 772 units would have needed to be built since the last census period. If growth continues to follow the trend of the RDOS as a whole, a further 208 units could be required by 2026 to meet basic demand. Most of this growth will be for the age group 65-84.

**TABLE: Current and anticipated housing units required. (Note: 1 bedroom includes 0 bedroom [bachelor] dwellings)**

		Total
1 bedroom	Current	59
	Anticipated	17
2 bedrooms	Current	226
	Anticipated	65
3+ bedrooms	Current	437
	Anticipated	126
TOTAL UNITS	CURRENT	772
	ANTICIPATED	208

### Core Housing Needs

In the District of Summerland, there was a total of 445 households (4%) in core housing need in 2016. 205 were owner households and 240 were renter households. A greater proportion of renter households are in core housing need which has increased by 15% over past Census periods.

**TABLE: Core Housing Need, 2006-2016**

		2006	2011	2016
Total Households (n = 4,540)	#	290	400	445
	%	3%	4%	4%
Owner Households (n = 3,740)	#	150	245	205
	%	4%	6%	5%
Renter Households (n = 805)	#	140	155	240
	%	15%	20%	30%

### Extreme Core Housing Needs

As with core housing need, Summerland renters are far more likely to be in extreme core housing need than owner households. In 2016, 120 renter households (15%) are in extreme cores housing need, as compared to 95 owner households (3%). Overall, there are 215 households (2%) in extreme core housing need.

**TABLE: Extreme Core Housing Need, 2006-2016**

		2006	2011	2016
Total Households (n = 4,540)	#	130	150	215
	%	1%	1%	2%
Owner Households (n = 3,740)	#	70	90	95
	%	2%	2%	3%
Renter Households (n = 805)	#	60	55	120
	%	7%	7%	15%

## KEY AREAS OF LOCAL NEED



**Affordable housing:** In 2016, 445 households spent more than 30% of their income on shelter costs, 54% of these were renter households. The need for more affordable housing outweighs the availability of affordable housing in the District. According to BC Housing, there are currently 182 housing supports for low-income families and seniors in Summerland. 88 are social housing units, and 94 are rental subsidies. There is a shortage of affordable housing. This is consistent with a 2017 Affordable Housing Framework for Summerland which also found a shortage of subsidized and supportive housing.

*“What we need is affordable housing across the entire spectrum. All types - rentals, purchase, subsidized.”*

*Summerland Foodbank and Resource Centre*



**Rental housing:** In 2016, 18% of households in Summerland were renter households. Since 2006, renter households' median income was around \$37,000, just over half that of the owner household median income (\$71,683). More renter households are in core housing and extreme core housing need than owner households. More rental housing is required to support rental households in Summerland. This is consistent with a 2017 Affordable Housing Framework for Summerland which also found a lack of housing diversity that negatively affected renters, as well as a lack of rental homes.



**Special needs housing:** No special needs housing was reported in Summerland. There are also no policies or zoning bylaws that support special needs housing. There may be a higher demand for one-bedroom homes or seniors housing (e.g., retirement or assisted living), while currently two+ bedroom, detached homes are the predominant housing type.



**Housing for Seniors:** The proportion of residents aged 65+ increased between 2006 and 2016 and is expected to increase further between 2016 and 2026. The increasing senior population requires age-friendly housing including diverse dwelling and tenure types. This finding is consistent with a 2017 Affordable Housing Framework for Summerland which found a lack of housing diversity that negatively affected seniors.



**Housing for families:** In 2016, the average household size in Summerland was 2.2. This is projected to remain the same in 2026. 18% of the 2016 population was aged 19 or younger, and this proportion is projected to decrease slightly. Overall, this suggests that demand for family housing is not anticipated to increase.



**Shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness:** There are no shelter beds for people experiencing or at risk of homelessness in Summerland. In September 2020, six people identified as being homeless. In the summer months this can go as high as 13. This is consistent with a 2017 Affordable Housing Framework for Summerland which found a lack of subsidized and supportive housing.

## TOWN OF OLIVER

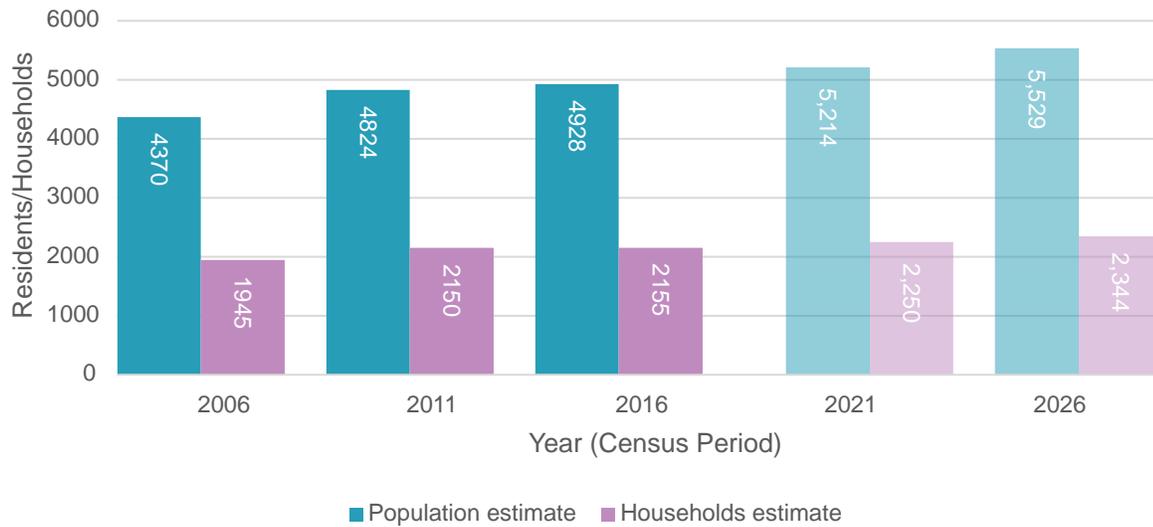
*Located near the south end of the Okanagan Valley along the Okanagan River, the Town of Oliver is surrounded by agricultural lands on Electoral Area "C" (Rural Oliver) and abuts the Okanagan Indian Band's main reserve to the east.*

- Note: The demographic data used in this profile are compiled from the long-form census and may not match data found in other sources such as the Town of Oliver's Official Community Plan (OCP). Data from the long-form census allow for a more detailed understanding of housing needs than data from Statistics Canada Census Profiles alone, which have sometimes been used for planning purposes. However, long-form data may reflect inaccuracies due to sampling methods, especially for the year 2011. Please refer to the Town of Oliver's 2017 OCP for official demographic data. (See Section 1 "The Long-Form Census" for more information regarding the use of long-form census data in this assessment).
- Also note that the projections are based on a statistical approach recommended by the Province to calculate the minimum number of dwellings required for the Town of Oliver to house residents. As such, they do not consider actual growth since 2016, nor take demographics and other contextual information into account.



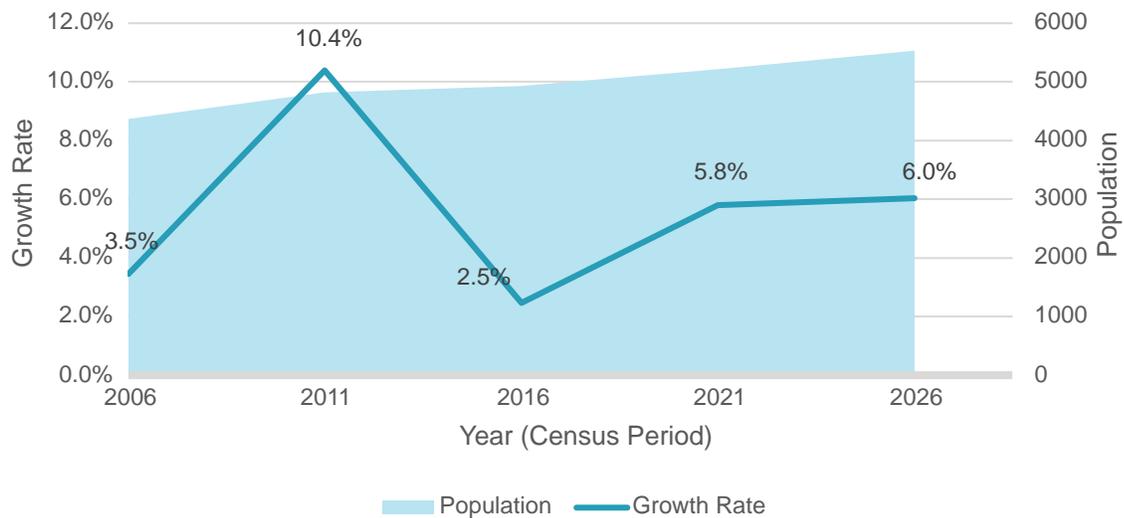
## POPULATION AND DEMOGRAPHICS

**FIGURE:** Oliver population and households (Note: 2021 and 2026 projections based on RDOS regional growth rates)



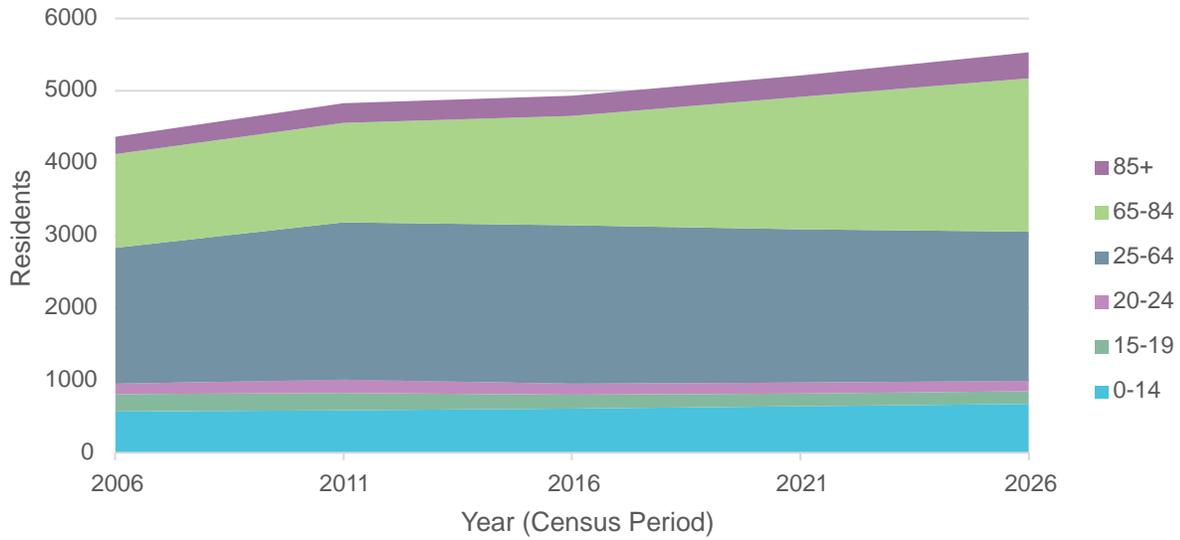
The population of the Town of Oliver was 4,928 as of the 2016 Census. The population is expected to gradually increase by the year 2026 to around 5,230 people and 2,344 households. This represents a nearly 10% increase in the number of households from 2016 to 2026, or 189 new households.

**FIGURE:** Oliver population growth rate and population, 2006 - 2026 (Note: 2021 and 2026 projections based on RDOS regional growth rates)



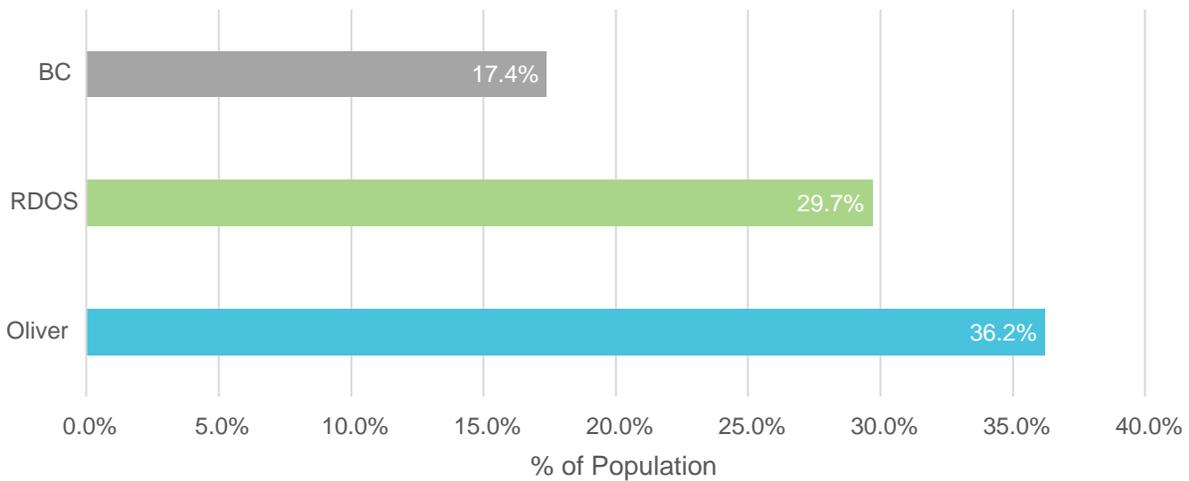
The population the Town of Oliver has increased gradually over the past Census periods. The population of Oliver grew by around 13% between 2006 and 2016. That was an increase in total population of 558 people. The population is expected to increase from 2016 to 2026 by approximately 12%, or around 1.2% annually. This is similar to high growth rate projection in the Town of Oliver’s OCP, which anticipates growth could reach a maximum rate of 1% annually through 2030.

**FIGURE: Oliver age distribution 2006 to 2026 (Note: 2021 and 2026 projections based on RDOS regional growth rates)**



The median age in the Town of Oliver is 57.3, which is 3 years older than the RDOS population as a whole. The average age is anticipated to increase by 2026, with slightly fewer people in the 25-65 age group, and a growth in the population 65+.

**FIGURE: Proportion of seniors aged 65+ compared to BC, 2016**



Oliver currently has a relatively large seniors' population, with over 35% of residents over the age of 65. This is nearly 7% higher than the RDOS as a whole and is over double the proportion across the Province.

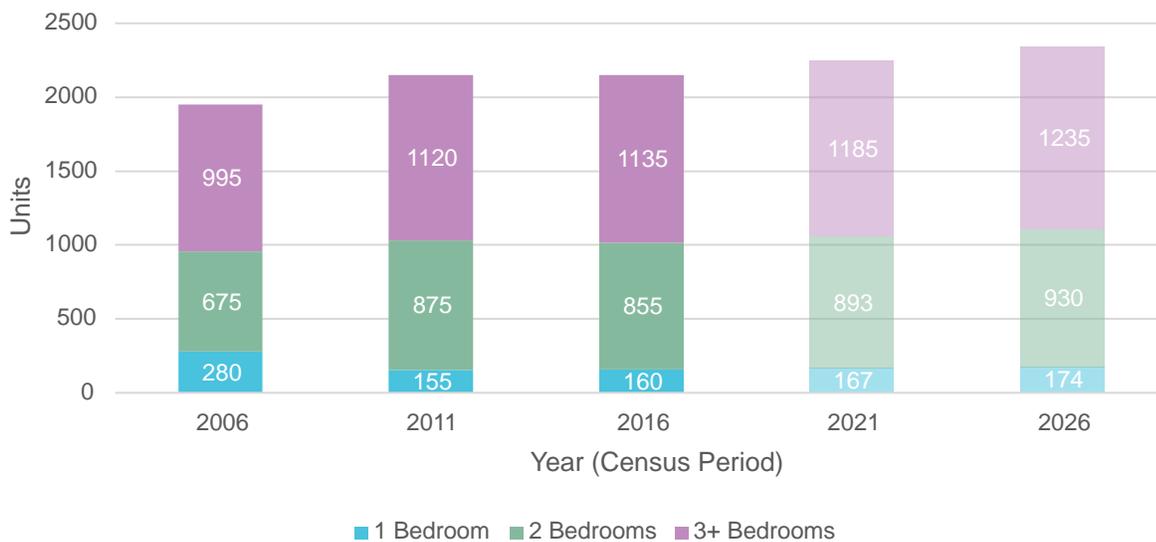
## HOUSING

**FIGURE: Owner – renter households, 2016**



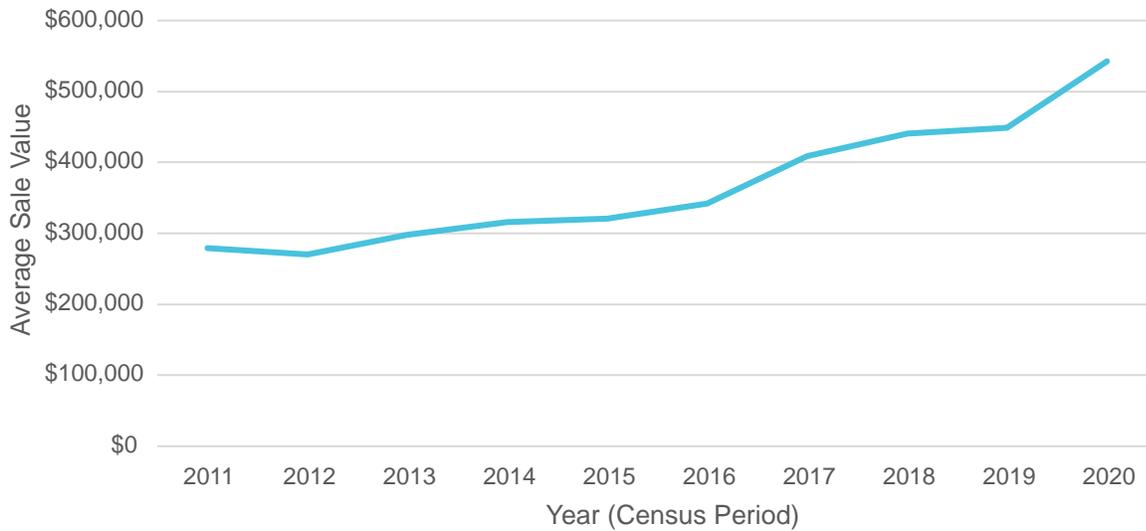
The number of households in the Town of Oliver in 2016 was 2155. Of this, the majority (76.5%) are owner households with 23.5% renter households. The average household size was 2.2 people per household. By 2026, the anticipated household size is expected to increase slightly to 2.3 people per household.

**FIGURE: Dwelling units by size, 2006 – 2026 (Note: projections based on RDOS regional growth rates)**



In both 2016 and 2011, there were 2,155 housing units in the Town of Oliver; an increase since 2006, when there were 1,945 housing units. As of 2016, the most common dwelling unit size in Oliver was 2 bedrooms. There are also a large number of three and four+ bedrooms homes. The proportions of dwelling units by size have remained relatively constant since 2006. To address the projected household growth, the Town is expected to require an additional net 34 units by 2021, and an additional net 155 units by 2026. Based on regional household growth rates, the majority new units may be dwellings with three or more bedrooms.

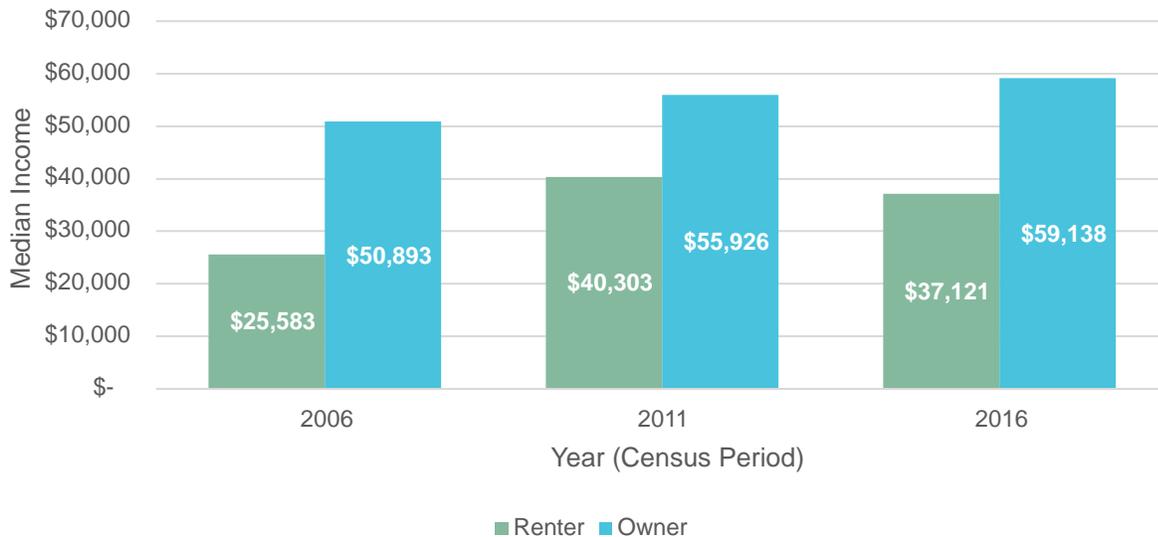
**FIGURE: Average single-family dwelling sale values, 2011 – November 2019 (source: South Okanagan Real Estate Board)**



Following an initial decline between 2011 and 2012, sale values have tracked steadily upwards to 2019 to an average sale value of \$448,330, an increase of 60% since 2011. Sales have continued to trend upwards in 2020 with the latest annual average sales values to date (November 2020) reaching over \$542,000.

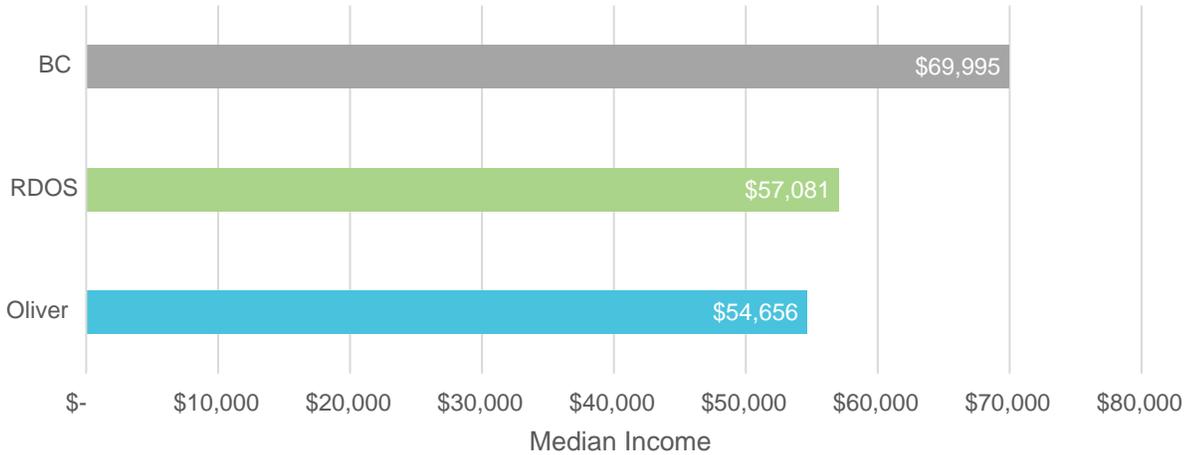
### INCOME AND ECONOMY

**FIGURE: Renter and owner household median income, 2006 - 2016**



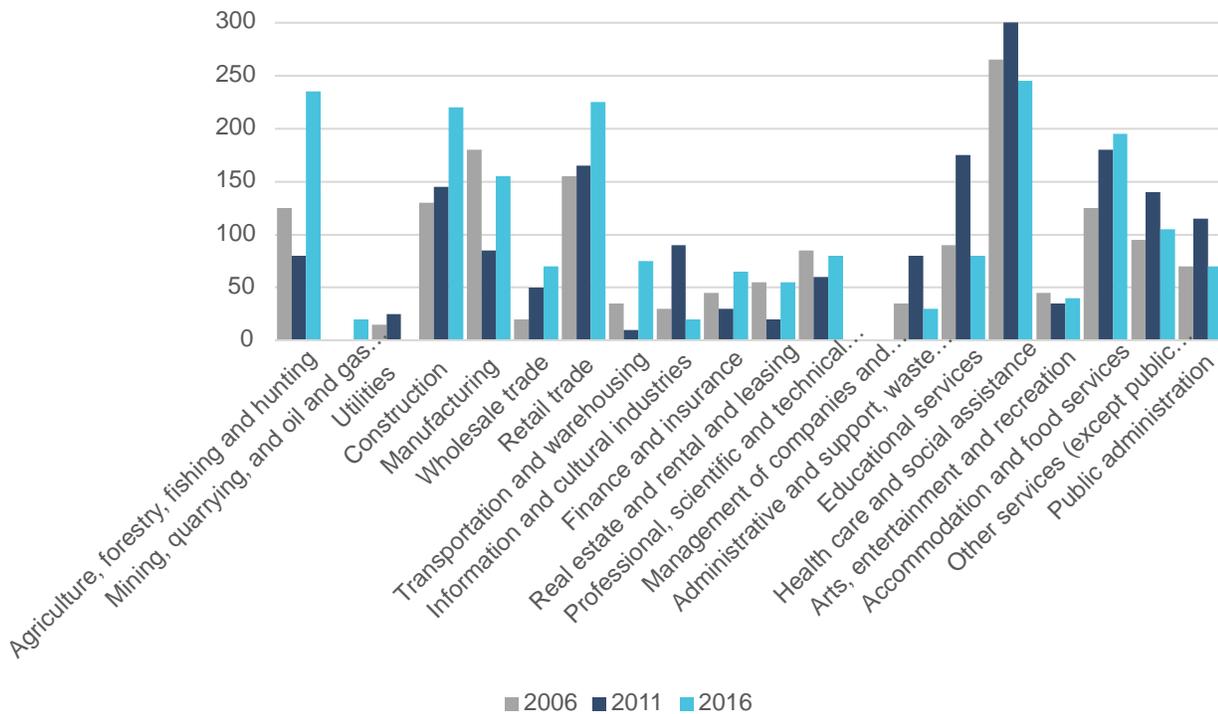
Median income for households in Oliver increased over previous Census periods. There is a significant gap between the median income of owner households and renter households, which has increased between 2011 and 2016. Median income for households that owned their own home was around \$59,000 in 2016, while median income for renting households was around \$37,000.

**FIGURE:** Household median income Oliver, RDOS, BC, 2016



Median income for all households in Oliver in 2016 was around \$54,000. This was lower than the median for RDOS (\$57,000) and the median for the Province as a whole (\$70,000).

**FIGURE:** Economic sectors Oliver, 2016



In Oliver, the top five sectors are health care and social assistance; agriculture, forestry, fishing and hunting; retail trade; construction; and agriculture, forestry, fishing and hunting.

## HOUSING NEEDS

In order to meet current basic housing demand in Oliver, an additional 95 units would have needed to be built since the last census period. If growth continues to follow the trend of the RDOS as a whole, a further 94 units could be required by 2026 to meet basic demand. Most of this growth will be for the age group 65-84.

**TABLE:** : Current and anticipated housing units required. (Note: 1 bedroom includes 0 bedroom [bachelor] dwellings)

		Total
1 bedroom	Current	7
	Anticipated	7
2 bedrooms	Current	38
	Anticipated	37
3+ bedrooms	Current	50
	Anticipated	50
TOTAL UNITS	CURRENT	95
	ANTICIPATED	94

### Core Housing Need

In Oliver, there are 215 total households (10%) in core housing need. Renter households in Oliver are far more likely to be in a state of core housing need than owner households. In 2016, 155 renter households (31%) in Oliver were in core housing need, as compared to 65 owner households (4%).

**TABLE:** Core Housing Need, 2011-2016

		2006	2011	2016
Total Households (n = 2,155)	#	165	185	245
	%	8%	9%	11%
Owner Households (n = 1,650)	#	75	115	65
	%	5%	7%	4%
Renter Households (n = 505)	#	95	70	155
	%	23%	16%	31%

### Extreme Core Housing Need

As with core housing need, Oliver renter households are far more likely to be in extreme core housing need than owner households. 55 renter households (11%) are in extreme core housing need, as compared to 35 owner households (2%). Overall, there are 90 households (4% of total households) in extreme core housing need.

**TABLE:** Extreme Core Housing, 2011-2016

		2006	2011	2016
Total Households (n = 2,155)	#	100	60	90
	%	5%	3%	4%
Owner Households (n = 1,650)	#	40	25	35
	%	3%	1%	2%
Renter Households (n = 505)	#	65	40	55
	%	16%	9%	11%

## KEY AREAS OF LOCAL NEED



**Affordable housing:** There were 115 affordable housing supports for low-income families and seniors in 2020. In 2016, 425 (20%) of households spent more than 30% of their income on shelter costs. This has stayed increase by 1% since 2006. The need for more affordable housing outweighs availability.



**Rental housing:** In 2016, rental households made up 23% of total households in Oliver, an increase of 3% since 2011. Renter households in Oliver are far more likely to be in a state of core housing need than owner households. In 2016, 155 renter households (31% of total renters) in Oliver were in core housing need, as compared to 65 owner households (4% of total owners). Housing affordability is a key contributing factor to renter household vulnerability. There is a need for more affordable rental units for the growing number of renter households in the Town of Oliver.



**Special needs housing:** No special needs housing was reported in Oliver. There are also no policies or zoning bylaws that support special needs housing.



**Housing for Seniors:** The largest shift in housing requirements in Oliver will be for those aged 65+. The percentage of the population aged 65+ is projected to increase from 36% (2016) to 45% in 2026. New housing must take into account the notion that nearly half of Oliver residents will be aged 65+ within the next 10-years. Age-friendly housing must be designed to promote physical and social well-being for seniors. That means housing that is physically accessible for those with limited mobility, is composed of a diversity of tenures and typologies (i.e., accessory dwellings, townhomes, apartments, etc.), is affordable for those living on low or fixed incomes and is connected to services and community functions.



**Housing for families:** In 2016, the average household size was 2.2. This is projected to remain the same in 2026. 18% of the 2016 population was aged 19 or younger, and this proportion is projected to decrease slightly. Overall, this suggests that demand for family housing is not anticipated to increase.



**Provisionally housed youth and homeless population:** As of December 2019, there were an estimated 50 youth who were provisionally housed and 32 to 40 people who were homeless or living in trailers or vehicles. Provisional housing refers to those without security of tenure, who are staying temporarily with friends, family, or sometimes strangers. This is often referred to as 'couch surfing' or the 'hidden homeless'. Many of those living in trailers or vehicles do not have access to safe winter heating. The provisionally housed and homeless are counted in addition to those in core housing need. Core housing need only includes those who responded to the 2016 census questionnaire. It is assumed that those with no fixed address were not counted in the census.

# TOWN OF OSOYOOS

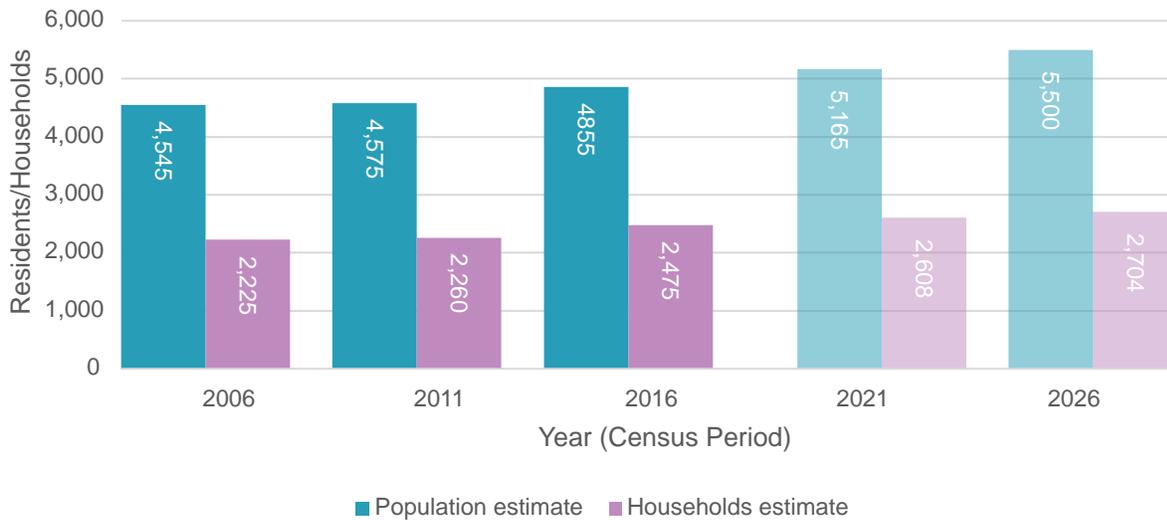
*Surrounded by desert, vineyards and mountains, the Town of Osoyoos is located on the shores of Osoyoos Lake in the southern Okanagan close to the U.S. border. The municipality abuts Electoral Area "A" on all sides and the Osoyoos Indian Band to the north.*

- Note: The demographic data used in this profile are compiled from the long-form census and may not match data found in other sources such as the Town of Osoyoos's Official Community Plan (OCP). Data from the long-form census allow for a more detailed understanding of housing needs than data from Statistics Canada Census Profiles alone, which have sometimes been used for planning purposes. However, long-form data may reflect inaccuracies due to sampling methods, especially for the year 2011. Please refer to the Town of Osoyoos's OCP for official demographic data. (See Section 1 "The Long-Form Census" for more information regarding the use of long-form census data in this assessment).
- Also note that the projections are based on a statistical approach recommended by the Province to calculate the minimum number of dwellings required for the Town of Osoyoos to house residents. As such, they do not consider actual growth since 2016, nor take demographics and other contextual information into account.



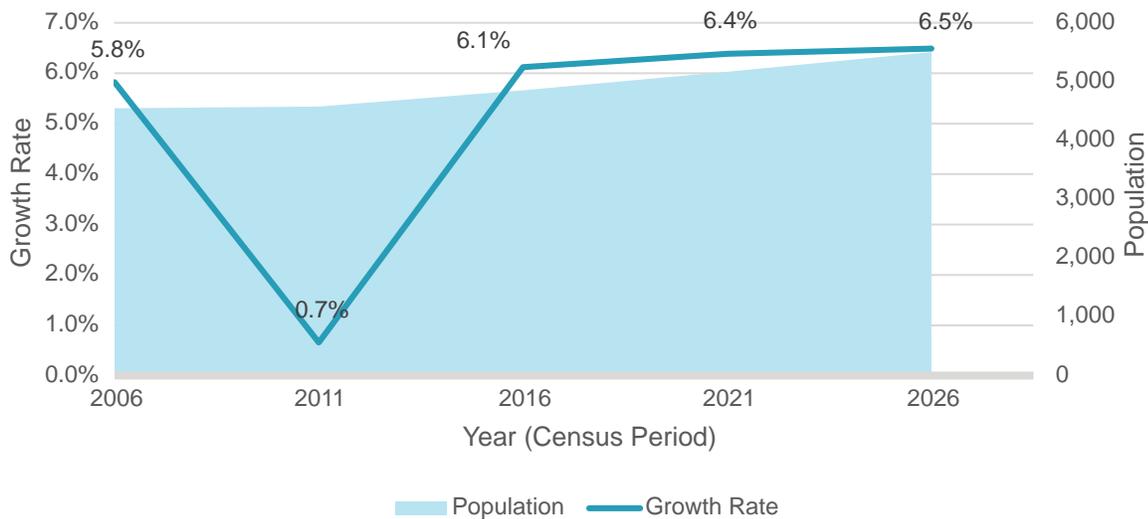
## POPULATION AND DEMOGRAPHICS

**FIGURE:** Osoyoos population and households (Note: 2021 and 2026 projections based on RDOS regional growth rates)



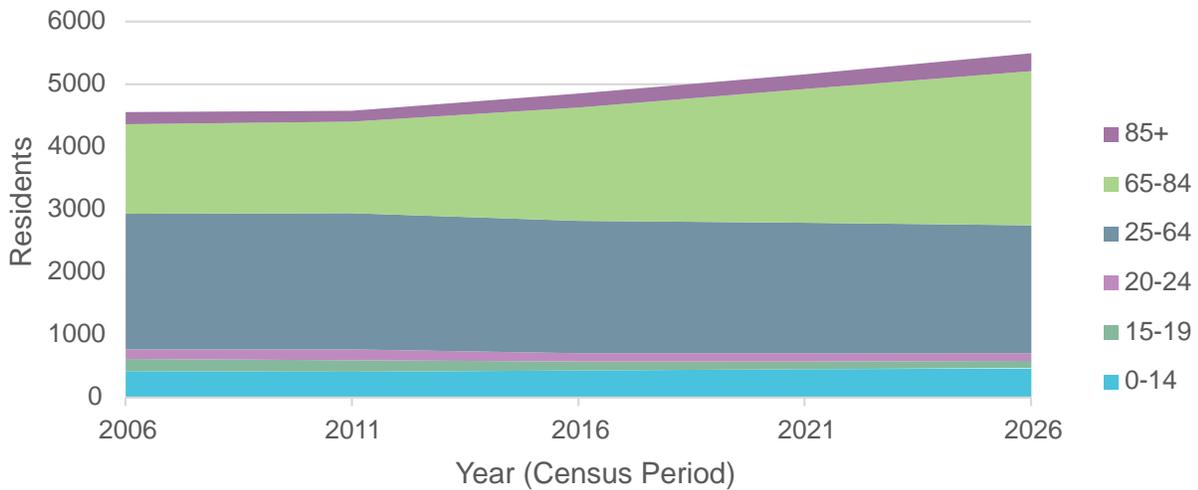
The population of the Town of Osoyoos was 4,855 as of the 2016 Census. The population is expected to increase gradually by the year 2026 to around 5,550 people and 2,704 households. This represents an almost 10% increase in the number of households from 2016 to 2026, or 229 new households.

**FIGURE:** Osoyoos population growth rate and population, 2006 - 2026 (Note: 2021 and 2026 projections based on RDOS regional growth rates)



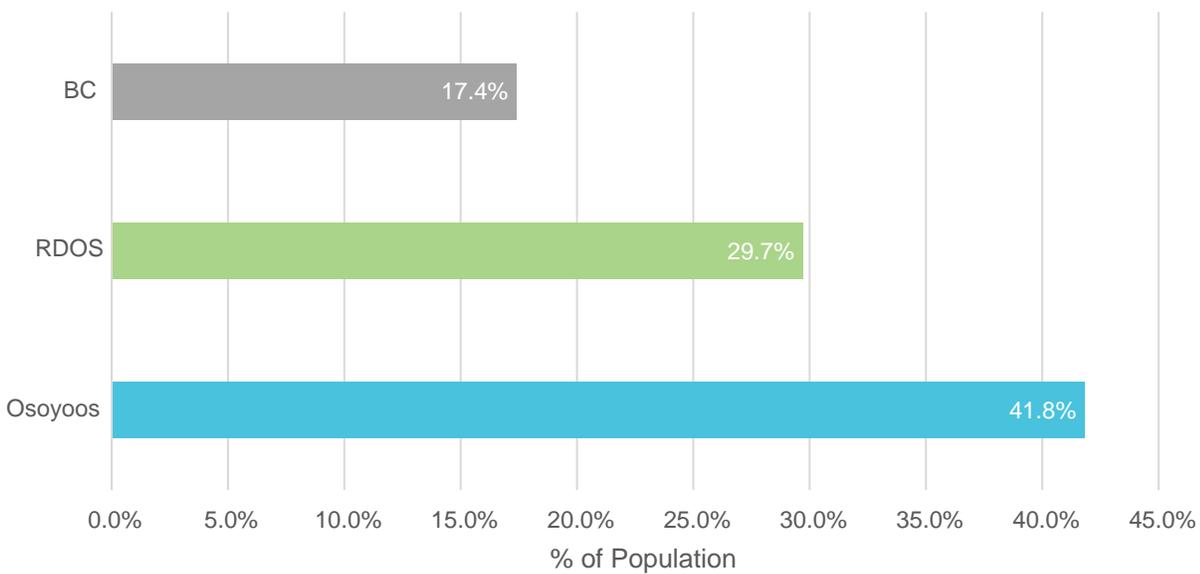
The population of the Town of Osoyoos has increased over past census periods, with a slower growth rate in 2011. Between 2016 and 2026, the population of Osoyoos grew by around 12.6%, an increase of 310 people. The population is expected to increase from 2016 to 2026 by approximately 12.9%, or around 1.3% annually. The projections in the Town of Osoyoos' OCP similarly anticipate that growth could reach an annual rate of 1.5 to 2% through 2025.

**FIGURE: Osoyoos age distribution 2006 to 2026 (Note: 2021 and 2026 projections based on RDOS regional growth rates)**



The median age in the Town of Osoyoos is 62, which is 8 years older than the RDOS population as a whole. The average age is anticipated to increase by 2026, with slightly fewer people in the 25-65 age group, and a growth in the population 65+.

**FIGURE: Proportion of seniors aged 65+ compared to BC, 2016**



Osoyoos currently has a relatively large seniors' population with over 40% of residents over the age of 65. This is more than 10% higher than the RDOS as a whole, and nearly 25% more than the proportion across the province.

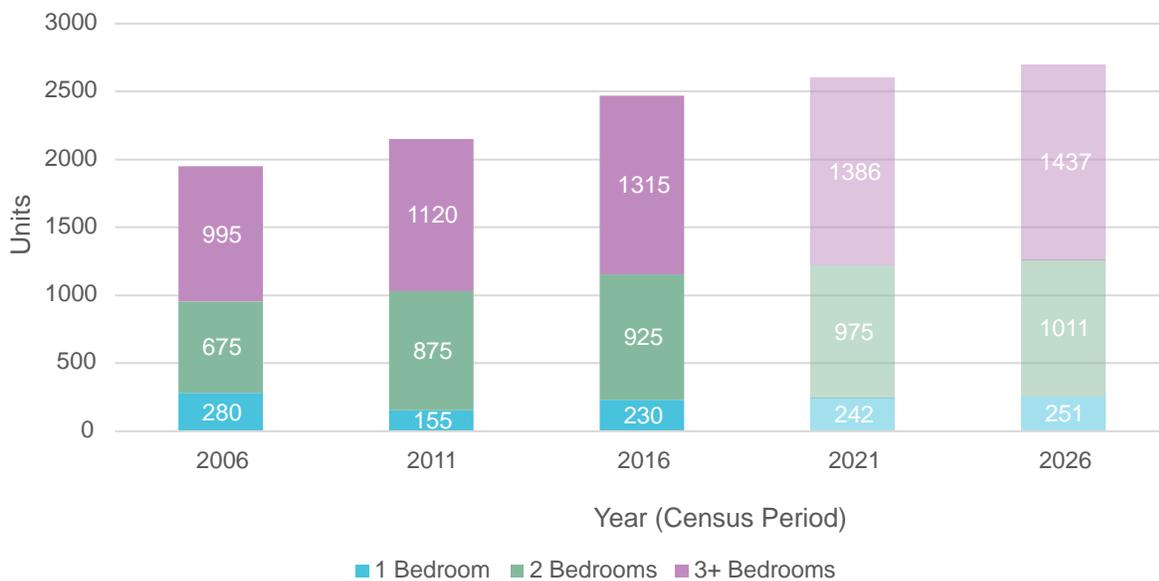
## HOUSING

**FIGURE: Osoyoos– renter households, 2016**



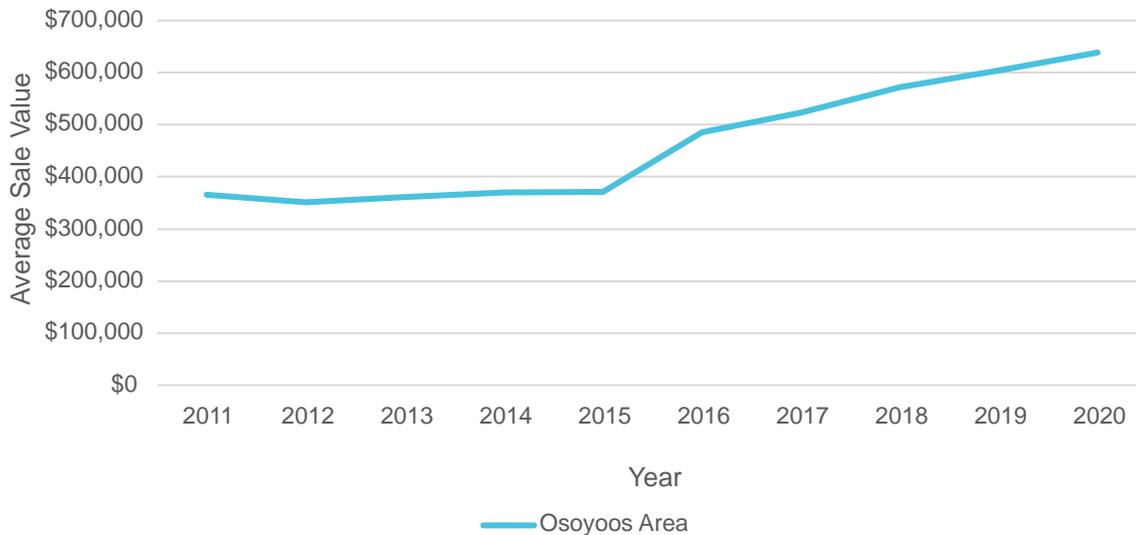
The number of households in Osoyoos in 2016 was 2,475. Of this, the majority (75%) are owner households with 25% renter households. The average household size was 2 people per household. By 2026, the anticipated household size is expected to remain the same.

**FIGURE: Dwelling units by size, 2006 – 2026 (Note: projections based on RDOS regional growth rates)**



From 2011-2016 there was an increase in the number of all dwelling types. To address the projected household growth the District is expected to require an additional 229 units by 2026. Based on regional household growth rates, the majority of these new units will be two- and three-bedroom dwellings.

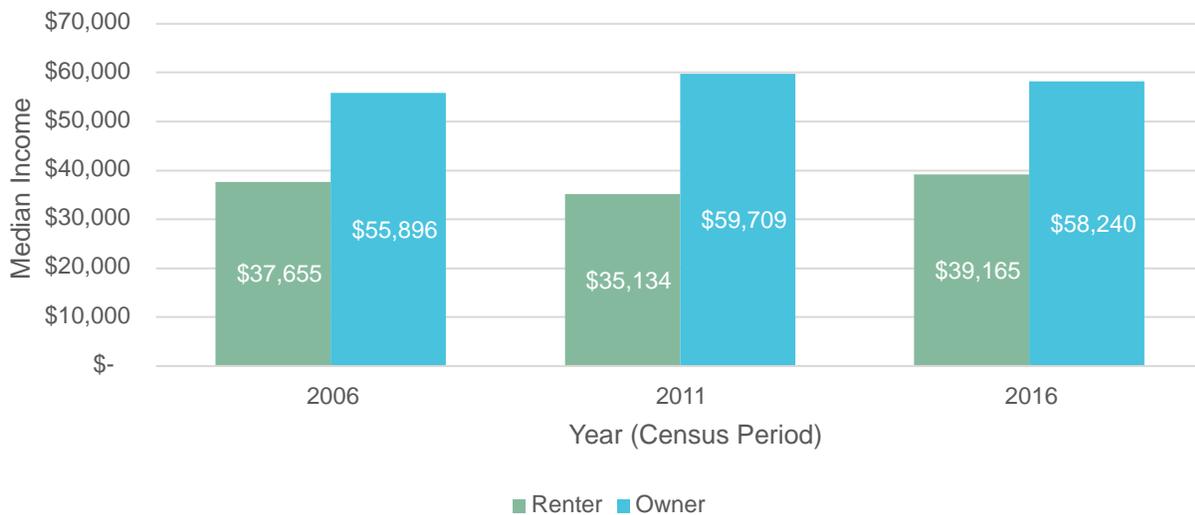
**FIGURE:** Average single-family dwelling sale values, 2011 – November 2019 (source: South Okanagan Real Estate Board)



Average sale values have increased in Osoyoos since 2012. More recently, sale values have steadily tracking upward to 2019 to an average of \$604, 459, an increase of 70% since 2011. Sales have continued to trend upwards into 2020 with the latest annual average sales value to date (November 2020) reaching over \$638,000.

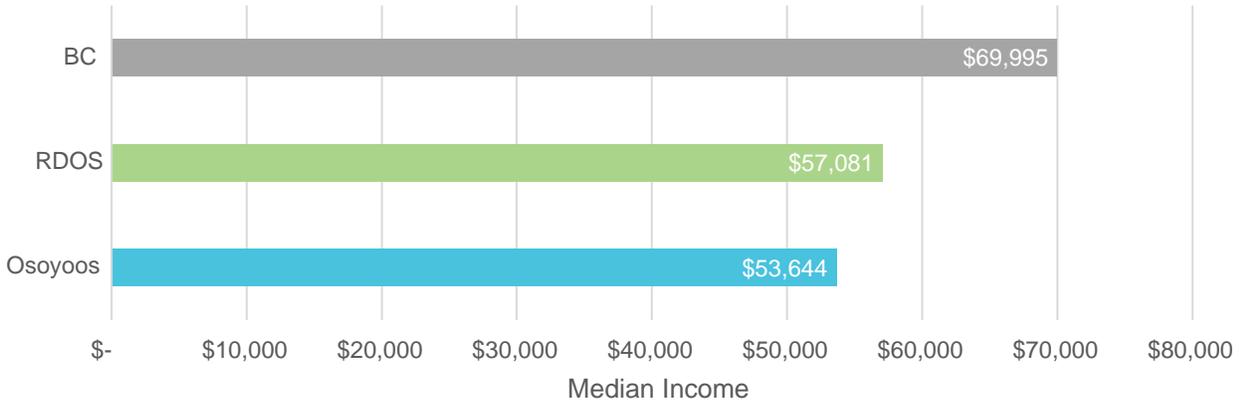
### INCOME AND ECONOMY

**FIGURE:** Renter and owner household median income, 2006 - 2016



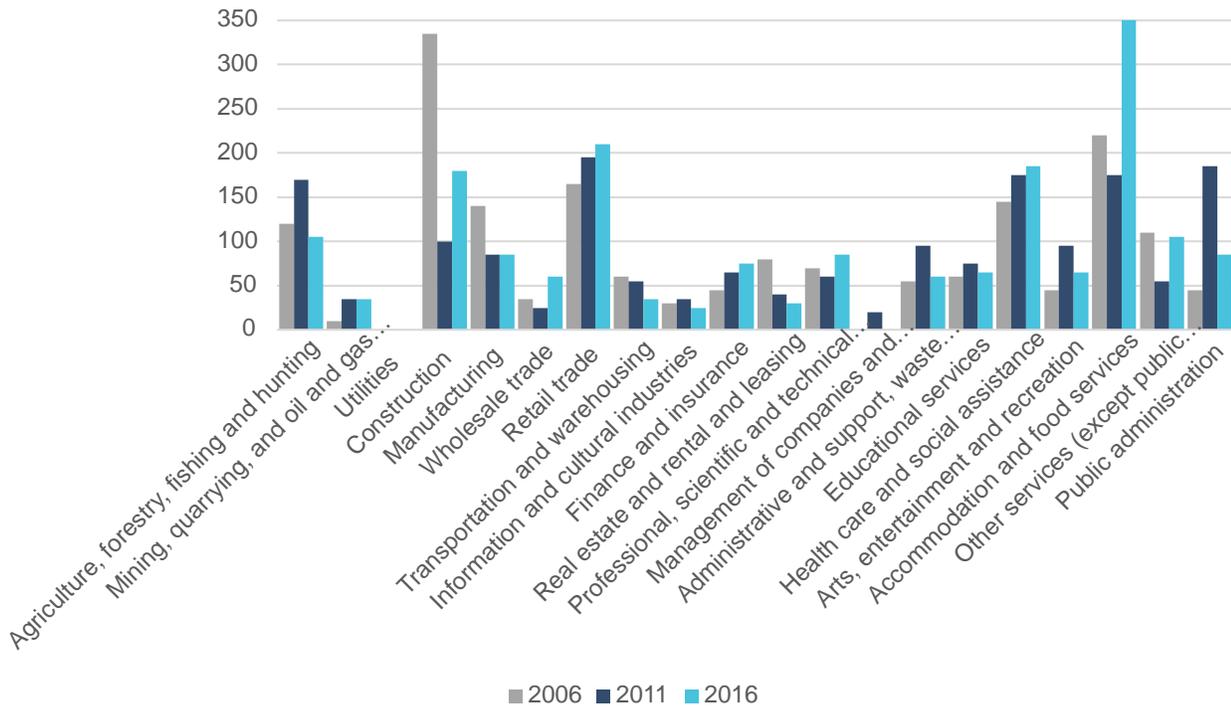
Median income for households in Osoyoos increased over previous Census periods. There is a significant gap between median household income of owner households and renter households which increased between 2011 and 2016. Median income for households that owned their home was around \$58,240 in 2016, while median income for households that rent their homes was around \$39,165.

**FIGURE: Household median income Osoyoos, RDOS, BC, 2016**



Median income for all households in Osoyoos in 2016 was around \$54,000. This is lower than the median income for the RDOS as a whole (\$57,000) and significantly lower than the province as a whole (\$70,000).

**FIGURE: Economic sectors Osoyoos, 2016**



In the figure above, the size of the box corresponds to the number of workers employed in the sector in 2016. In Osoyoos, the top five sectors are accommodation and food services; retail trade; health care and social assistance; construction; and agriculture, forestry, fishing and hunting.

## HOUSING NEEDS

In order to meet current basic housing demand in Osoyoos, an additional 133 units would have needed to be built since the last census period. If growth continues to follow the trend of the RDOS as a whole, a further 95 units could be required by 2026 to meet basic demand. Most of this growth will be for the age group 65-84.

**TABLE: Current and anticipated housing units required. (Note: 1 bedroom includes 0 bedroom [bachelor] dwellings)**

		Total
1 bedroom	Current	13
	Anticipated	8
2 bedrooms	Current	50
	Anticipated	36
3+ bedrooms	Current	70
	Anticipated	51
TOTAL UNITS	CURRENT	133
	ANTICIPATED	95

### Core Housing Needs

In the Town of Osoyoos, there was a total of 215 households (9%) in core housing need in 2016. 110 were owner households and 110 were renter households. A greater proportion of renter households (17%) while 6% of owners are in core housing need.

**TABLE: Core Housing Need, 2006-2016**

		2006	2011	2016
Total Households (n = 2,475)	#	100	180	215
	%	4%	8%	9%
Owner Households (n = 1,840)	#	50	85	110
	%	3%	5%	6%
Renter Households (n = 630)	#	55	90	110
	%	11%	21%	17%

### Extreme Core Housing Needs

As with core housing need, Osoyoos renters are more likely to be in extreme core housing need than owner households. In 2016, 50 renter households (8%) were in extreme cores housing need, as compared to 65 owner households (4%). Overall, there are 115 households (5%) in extreme core housing need.

**TABLE: Extreme Core Housing Need, 2006-2016**

		2006	2011	2016
Total Households (n = 2,475)	#	70	95	115
	%	3%	4%	5%
Owner Households (n = 1,840)	#	35	30	65
	%	2%	2%	4%
Renter Households (n = 630)	#	35	60	50
	%	7%	14%	8%

## KEY AREAS OF LOCAL NEED



**Affordable housing:** Lack of affordable housing is one of the most significant challenges in Osoyoos. This is consistent with a 2020 Housing Needs Report which indicated unaffordability as the most common housing challenges in Osoyoos, affecting 21% of all households. Lack of affordable housing significantly impacts renters, low-income individuals and families, individuals with disabilities, seasonal workers, young families, and first-time home buyers.



**Rental housing:** There is a shortage of rental housing available in Osoyoos, alongside increase demand. In 2016, 25% of households in Osoyoos were renter households. Renter households' median income was around \$39,000, over \$20,000 less than owner households. Renter households are also more likely to be in core housing need and extreme core housing need. Consistent with findings in a 2020 Housing Needs report for Osoyoos, there is a need for more purpose-built rentals in order to keep up with demand for rental housing for families and low-income renters.



**Special needs housing:** It was reported that the limited rental housing stock and high rents makes it difficult for individuals with disabilities to afford housing, which can lead to this group leaving the community for more affordable housing. It was reported that individuals with disabilities are projected to need 4 to 8 affordable housing units in the upcoming years in Osoyoos.



**Housing for Seniors:** The proportion of residents aged 65+ increased between 2006 and 2016 to 43% of the population and is expected to increase further between 2016 and 2026. The growing senior population in Osoyoos requires age-friendly housing including diverse dwelling and tenure types in order to support aging in place.



**Housing for families:** Young families are most impacted by housing affordability and availability in Osoyoos. Engagement findings report that non-senior families may be experiencing challenges in finding housing options in Osoyoos due to high housing costs and barriers accessing stratified housing with age restrictions.



**Shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness:** There are no data available through the Province of British Columbia on the number of individuals who are homeless in Osoyoos. However, statistics from other communities in the Okanagan indicate there are individuals experiencing homelessness in the broader Okanagan region.

# TOWN OF PRINCETON

*Located in the western Similkameen Valley, the Town of Princeton is an important local service area for the valley. The Town is located within Electoral Area "H".*

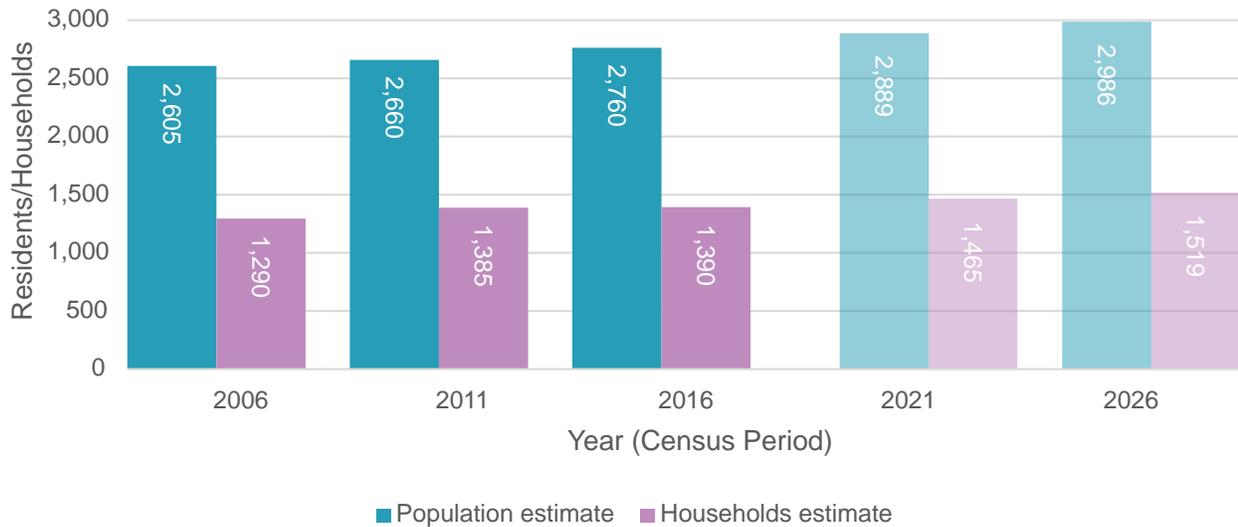
*In 2020, the Town of Princeton completed a separate Housing Needs Report. This section incorporates and summarizes key findings from that work.*

- Note: The demographic data used in this profile are compiled from the long-form census and may not match data found in other sources such as the Town of Princeton's Official Community Plan (OCP). Data from the long-form census allow for a more detailed understanding of housing needs than data from Statistics Canada Census Profiles alone, which have sometimes been used for planning purposes. However, long-form data may reflect inaccuracies due to sampling methods, especially for the year 2011. Please refer to the Town of Princeton's OCP for official demographic data. (See Section 1 "The Long-Form Census" for more information regarding the use of long-form census data in this assessment).
- Also note that the projections are based on a statistical approach recommended by the Province to calculate the minimum number of dwellings required for the Town of Princeton to house residents. As such, they do not consider actual growth since 2016, nor take demographics and other contextual information into account.



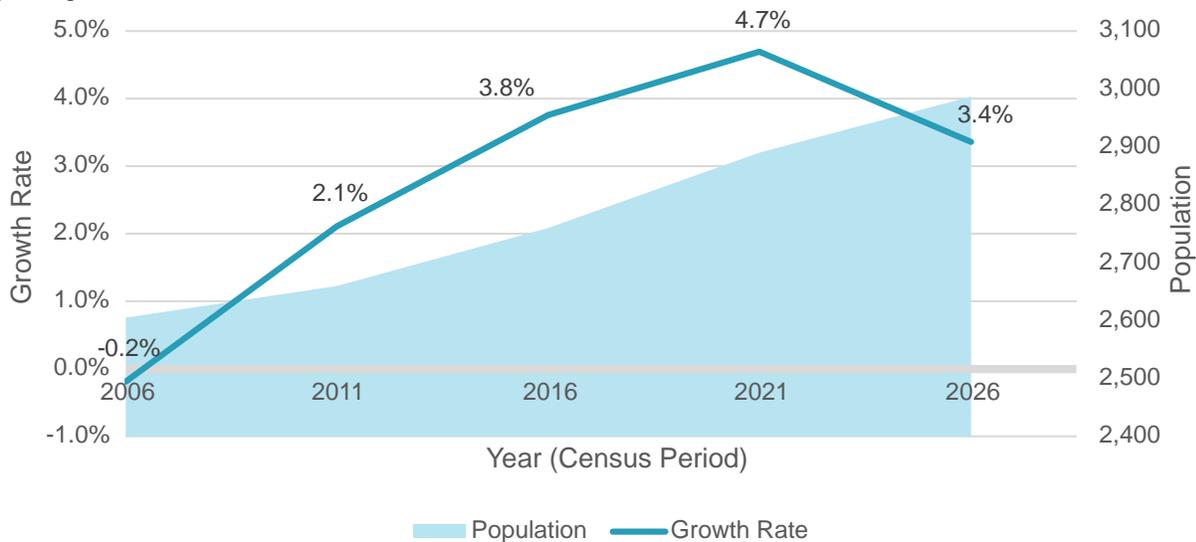
## POPULATION AND DEMOGRAPHICS

**FIGURE:** Princeton population and households (Note: 2021 and 2026 projections based on RDOS regional growth rates)



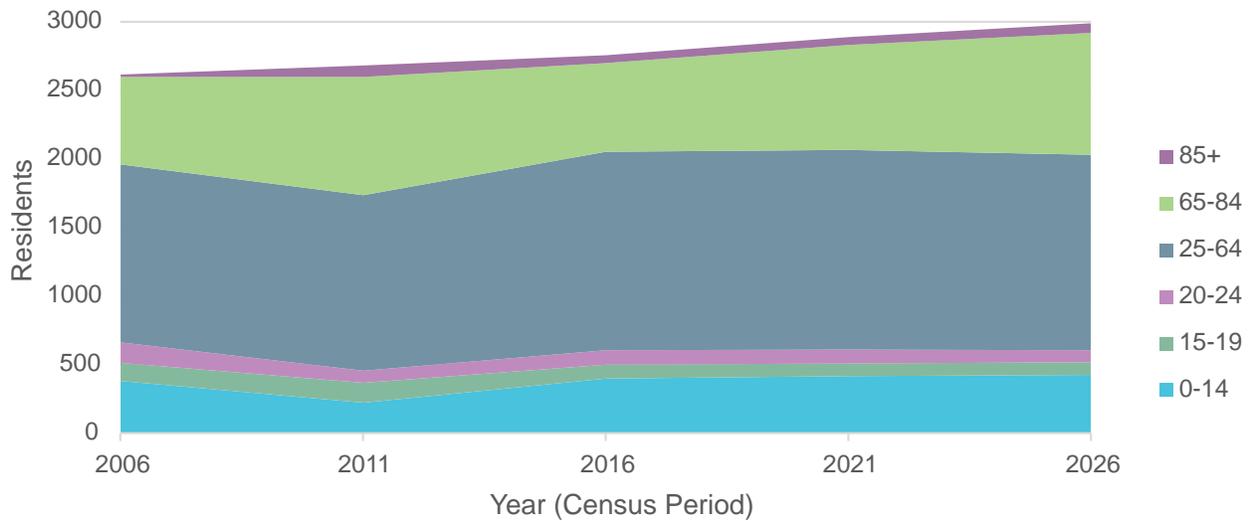
The population of the Town of Princeton was 2,760 as of the 2016 Census. The population is expected to increase gradually by the year 2026 to around 2,986 people and 1,519 households. This represents an almost 10% increase in the number of households from 2016 to 2026, or approximately 130 new households.

**FIGURE:** Princeton population growth rate and population, 2006 - 2026 (Note: 2021 and 2026 projections based on RDOS regional growth rates)



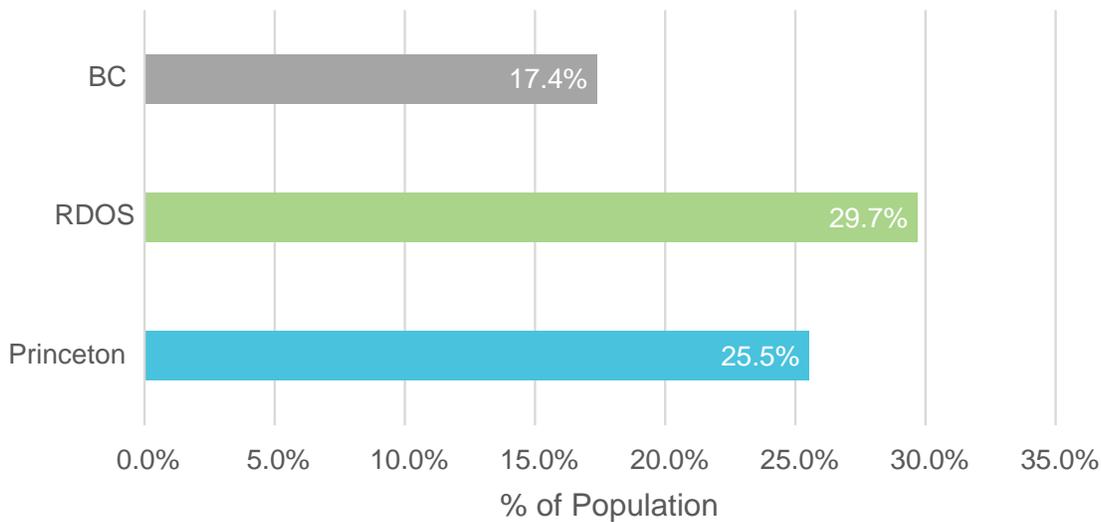
The population of the Town of Princeton has been increasing over past census periods. Between 2006 and 2016, the population of Osoyoos grew by around 6%, an increase of 155 people. Based on regional growth rates, from 2016 to 2021, the population is projected to increase by 4.7%. Then, from 2021 to 2026, growth is anticipated to slow to 3.4% over the five-year period.

**FIGURE: Princeton age distribution 2006 to 2026 (Note: 2021 and 2026 projections based on RDOS regional growth rates)**



In 2016, the median age in the Town of Princeton was 62, which is around eight years greater than the median age of the RDOS as a whole. The average age is expected to increase, with slightly fewer people in the 25-64 age group, and growth in the 65-84 cohort.

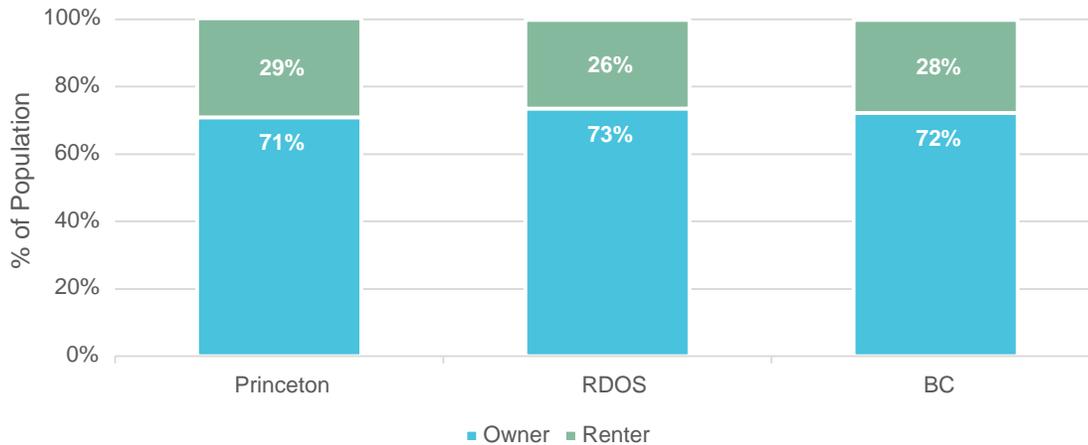
**FIGURE: Proportion of seniors aged 65+ compared to BC, 2016**



Just over 25% of the population in Princeton is aged 65 or over. This is about 5% less than the RDOS as a whole, but around 8% more than the proportion across the province.

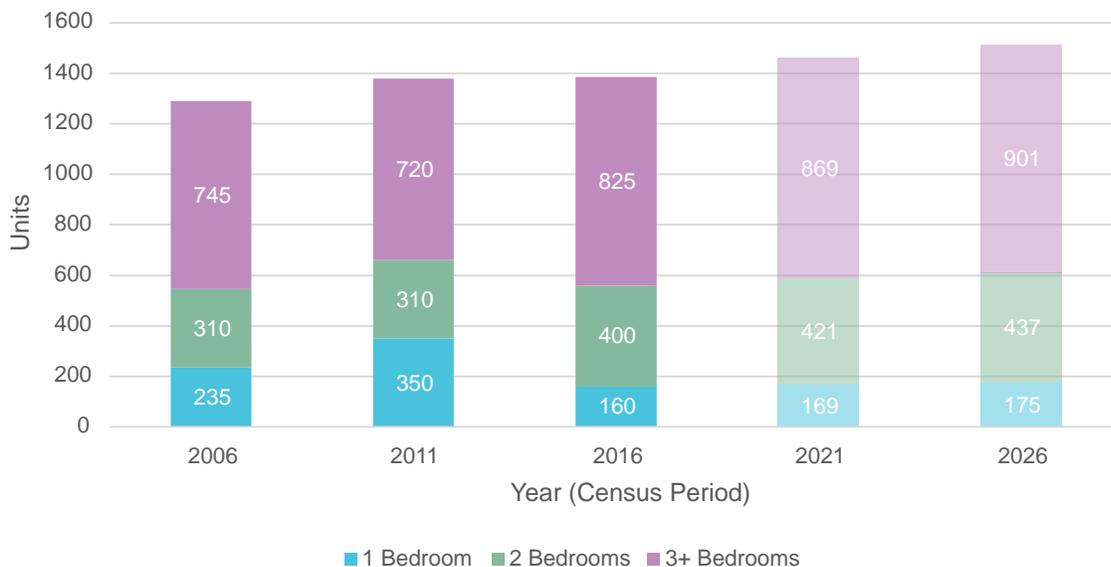
## HOUSING

**FIGURE:** Proportion of owner and renter households compared to BC, 2016



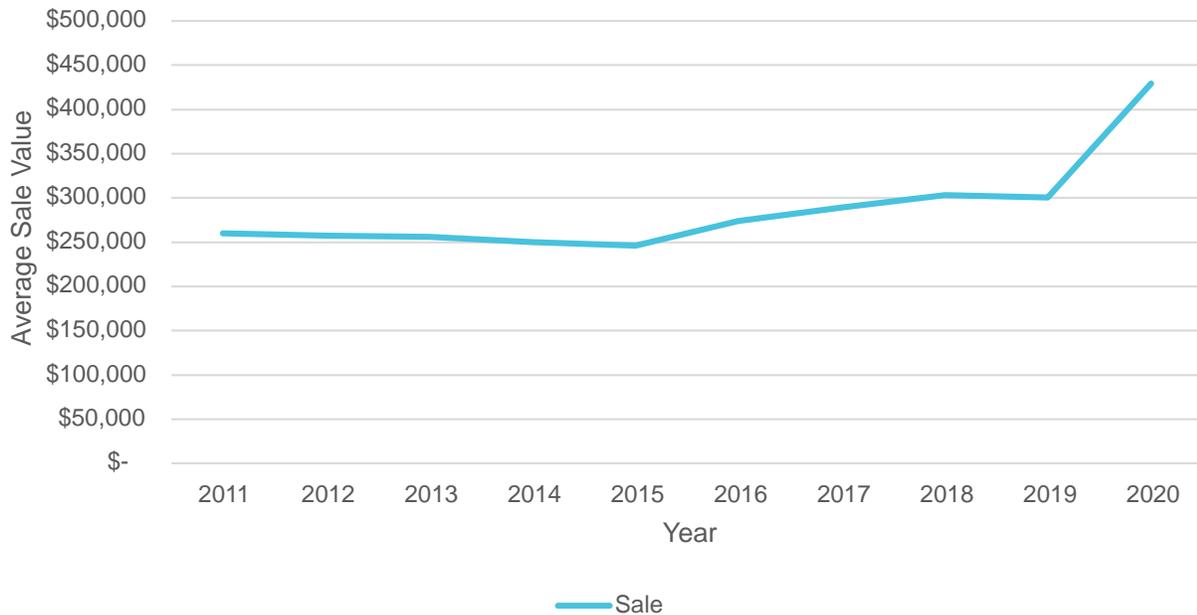
The total number of households in Princeton in 2016 was 1,390. Of this, the majority (71%) were owner households, while 29% were renter households. The average household size was 2 people per household. The anticipated household size is expected to remain the same through 2026.

**FIGURE:** Dwelling units by size, 2006 – 2026 (Note: projections based on RDOS regional growth rates)



From 2011-2016 there was an increase in the number of all dwelling types except one-bedroom units. To address the projected household growth, the Town is expected to require an average of 13 new units annually from 2016 to 2026, totalling around 130 additional units. Based on regional household growth rates, the majority of these new units will be three-bedroom dwellings.

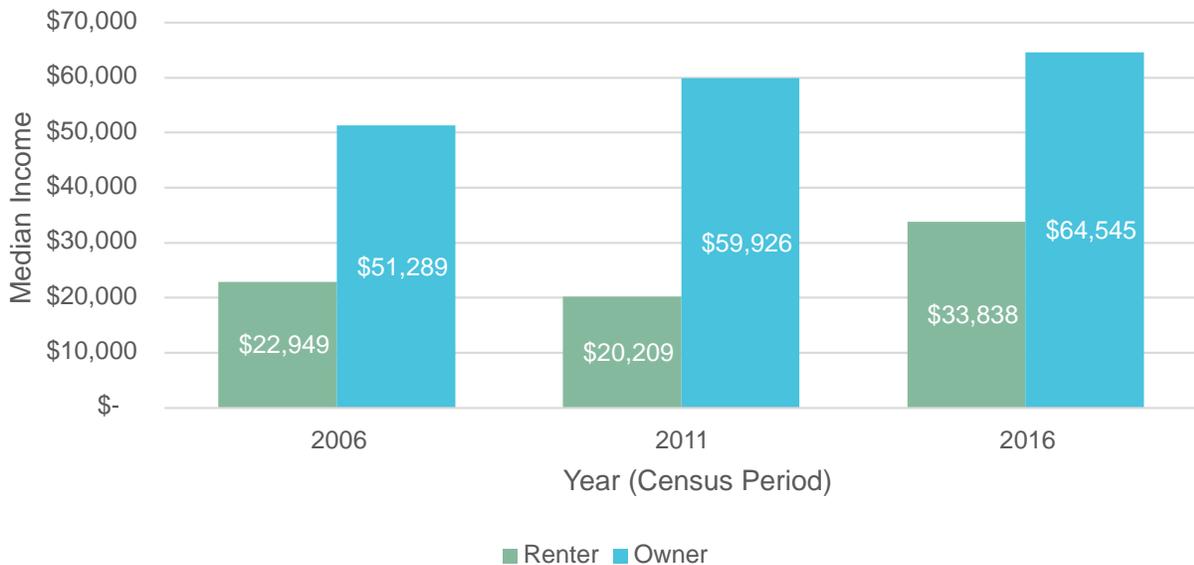
**FIGURE:** Average single-family dwelling sale values, 2011 – November 2020 (source: South Okanagan Real Estate Board)



Average sale values have remained steady in Princeton since 2011 in the mid to high \$300,000s. Since 2019, sale values have increased rapidly, with the latest annual average sales value to date (November 2020) reaching nearly \$430,000.

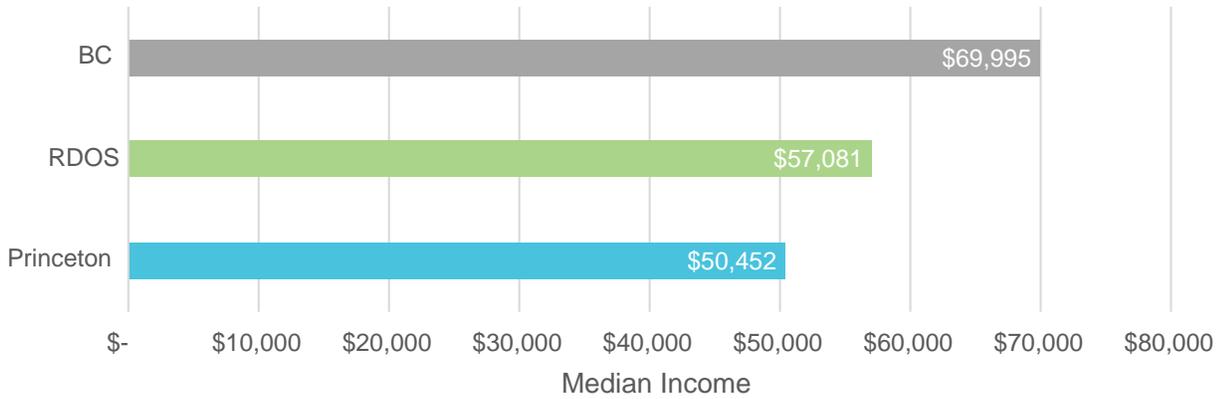
### INCOME AND ECONOMY

**FIGURE:** Renter and owner household median income, 2006 - 2016



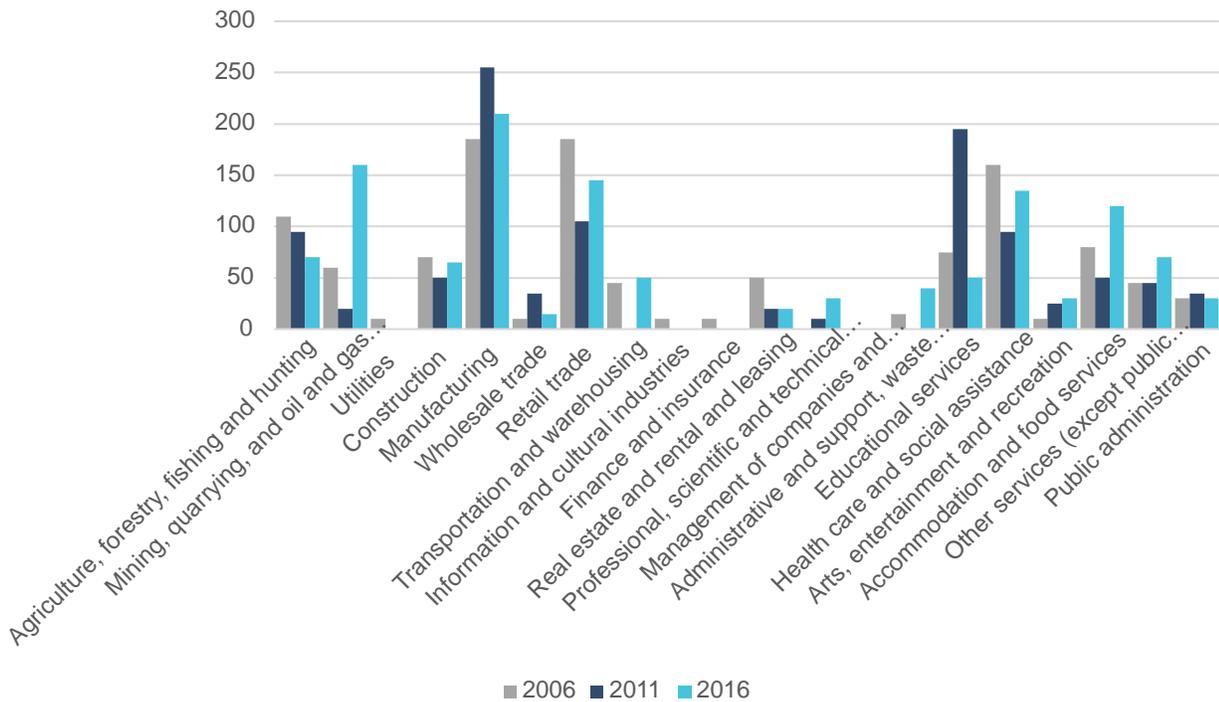
Median income for households in Princeton increased over previous census periods. There is a significant gap between median household income of owner households and renter households, which increased slightly between 2011 and 2016 as owner households’ median income increased more over this time. In 2016, the median income for households that owned their home was around \$64,500, while median income for households that rent their homes was around \$33,800.

**FIGURE:** Household median income Princeton, RDOS, BC, 2016



The median income for all households in the Town of Princeton in 2016 was around \$50,400. This was slightly lower than the median for RDOS (\$57,000) and the median for the province as a whole (\$70,000).

**FIGURE:** Economic sectors Princeton, 2016



In the figure above, the size of the box corresponds to the number of workers employed in the sector. In Princeton, the top economic sectors in 2016 were manufacturing; mining, quarrying, and oil and gas extraction, retail trade; health care and social assistance; and accommodation and food services.

## HOUSING NEEDS

In order to meet current basic housing demand in Princeton, an additional 74 units would have needed to be built since the last census period. If growth continues to follow the trend of the RDOS as a whole, a further 54 units could be required by 2026 to meet basic demand. Most of this growth will be for the age group 65-84.

**TABLE: Current and anticipated housing units required. (Note: 1 bedroom includes 0 bedroom [bachelor] dwellings)**

		Total
1 bedroom	Current	9
	Anticipated	6
2 bedrooms	Current	21
	Anticipated	16
3+ bedrooms	Current	44
	Anticipated	32
TOTAL UNITS	CURRENT	74
	ANTICIPATED	54

### Core Housing Needs

In the Town of Princeton, there were a total of 21 households (15%) in core housing need in 2016, which has decreased by 5% since 2006. In 2016, 10% of owner households and 28% of renter households were in core housing need. The proportion of owner households in core housing need increased by 7% since 2006, while the proportion of renter households decreased by 3%. Still, renters represented a larger percentage of households in core housing need than owners.

**TABLE: Core Housing Need, 2006-2016**

		2006	2011	2016
Total Households (n = 1,390)	#	125	225	210
	%	10%	16%	15%
Owner Households (n = 985)	#	25	0	100
	%	3%	0%	10%
Renter Households (n = 410)	#	100	215	115
	%	31%	57%	28%

### Extreme Core Housing Needs

In 2016, 5% of total households were in extreme core housing need, which remained steady since 2006. As with core housing need, renter households are more likely to be in extreme core housing need than owner households. In 2016, 11% of renter households and 4% of owner households were in extreme core housing need. The proportion of owner households in core housing need increased by 3% since 2006, while the proportion of renter households decreased by 3%. While an increasing proportion of owner households are facing extreme core housing need in Princeton, housing affordability is a significant contributing factor to housing need in the town.

**TABLE: Extreme Core Housing Need, 2006-2016**

		2006	2011	2016
Total Households (n = 1,390)	#	60	105	75
	%	5%	8%	5%
Owner Households (n = 985)	#	10	0	35
	%	1%	0%	4%
Renter Households (n = 410)	#	45	105	45
	%	14%	28%	11%

## KEY AREAS OF LOCAL NEED



**Affordable housing:** Princeton has limited affordable housing options. In 2016, 20% of all households were spending more than 30% on their income on housing, and 5% were spending more than 50%. Princeton's 2015 median household income (\$51,913) was lower than RDOS on average (\$57,069) and the Province (\$69,995), with one-person and lone-parent family households having the lowest median incomes. Between 2021 and 2031, an additional 17 owner households and 34 renter households are anticipated to be in core housing need.

As of 2019, Princeton had a total of approximately 93 social housing and rental assistance units in the private market. Princeton's 2008 OCP did include several policies and objectives supporting affordable housing. Regardless, the information above suggests there is a need for additional affordable housing across all age cohorts (e.g., families and seniors).



**Rental housing:** In 2016, renters were much more likely to be in core housing need, with 42% of renters spending more than 30% of their income on housing, compared to 12% of owners. Of those in extreme core housing need in Princeton in 2016, a majority (53%) were renters.

Household ownership rates have declined over past years (from 75% in 2006 to 71% in 2016), suggesting a need for more rental housing and affordable home ownership options (such as semi-detached or multifamily units, smaller lot single family homes, etc.). Princeton's rental vacancy rate is estimated to be less than 1%. Anecdotal information suggested that limited housing supply is contributing to rising rental rates. Princeton's 2008 OCP includes policies in support of affordable, safe, and well-maintained rental housing.



**Special needs housing:** There are three facilities with a total of 11 non-market units designated for adults with developmental disabilities in Princeton, plus another facility with 23 units for low-income seniors and persons with disabilities. Princeton's 2008 OCP includes policies in support of creating more special needs housing opportunities.



**Housing for seniors:** The 65 years+ age cohort is expected to grow over the coming years. The predominance of single-family homes (83% in 2016) is inconsistent with Princeton's smaller average household size of one to two people. There was a large increase in the number of building permits issued for semi-detached units between 2014 and 2019, which could help "right-size" housing to suit household composition.

As of 2019, there were 18 units of non-market seniors housing in Princeton, plus the 23 units for low-income seniors and persons with disabilities (as noted above under Special needs housing).

Current demand mixed with anticipated growth of the 65 years+ age cohort suggests a future need for non-market housing for low-income seniors and those with accessibility needs, as well as more downsizing options for seniors. Princeton's 2008 OCP includes policies in support of affordable, available, and appropriate seniors housing.



**Housing for families:** Princeton's average household size stayed steady at 2.0 between 2006 and 2016. The demographic composition of Princeton also did not change much over that time period, with 0% and 1% change in the sizes of age cohorts 15 to 64 and 15 and under, respectively, between 2006 and 2016.

As of 2019, there were 15 subsidized units for low-income families in Princeton. As with seniors, there is a need for additional rental and affordable housing options for families.



**Shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness:** There are no shelter beds or transitional houses in Princeton. According to the Princeton and District Community Services Society, the number of individuals experiencing homelessness in Princeton varies seasonably, with approximately three to four homeless people arriving every week in the summer and fewer in the winter.



# VILLAGE OF KEREMEOS

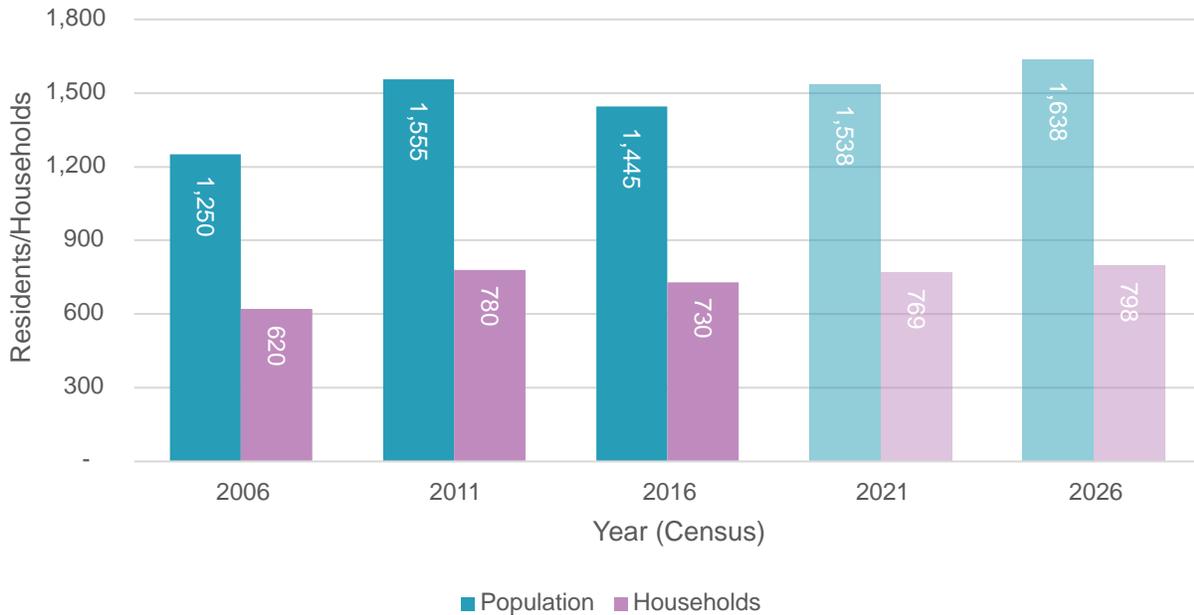
*Surrounded by orchards and vineyards in the southern Similkameen Valley, the Village of Keremeos is an agricultural centre and important local service area for the valley. The Village is located within Electoral Area "G".*

- Note: The demographic data used in this profile are compiled from the long form census and may not match data found in other sources such as the Official Community Plan (OCP). For example, the Village of Keremeos OCP Bylaw No. 850 includes the population figure of 1,502 for 2016 (from the 2016 Statistics Canada Census Profile). This housing assessment relies on data from the long form census, which allows for a more detailed understanding of housing needs in the Village of Keremeos than data from the Census Profile alone. However, long form data may reflect inaccuracies due to sampling methods, especially for the year 2011. Please refer to the Village of Keremeos Official Community Plan for official demographic data. (See Section 1 "The Long-Form Census" for more information regarding the use of long-form census data in this assessment).
- Also note that the projections are based on a statistical approach recommended by the Province to calculate the minimum number of dwellings required for the Village of Keremeos to house residents. As such, they do not consider actual growth since 2016, nor take demographics and other contextual information into account.



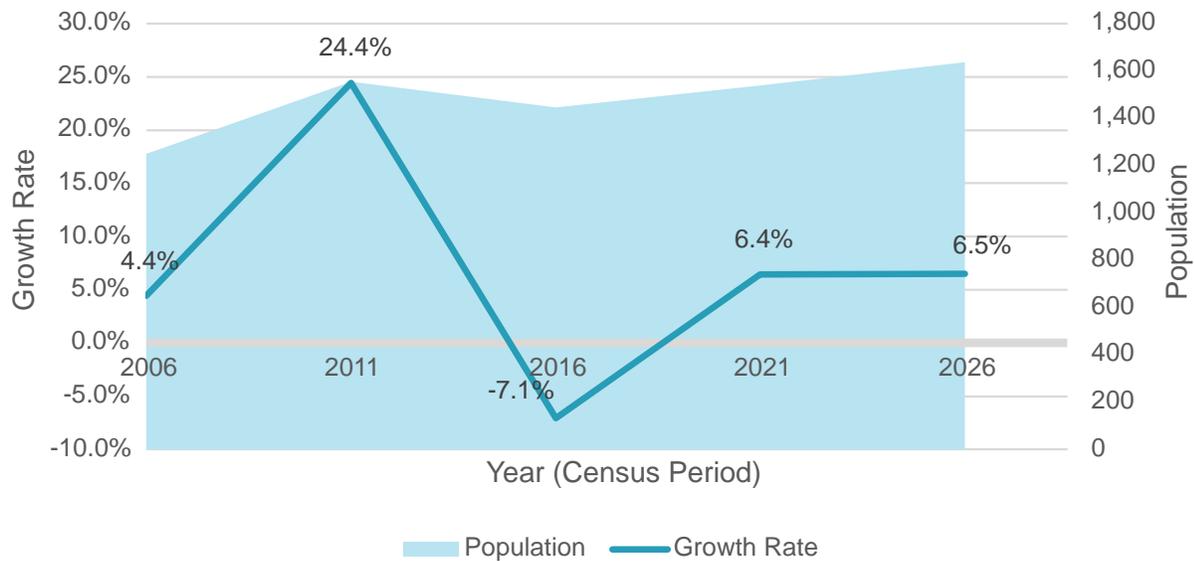
## POPULATION AND DEMOGRAPHICS

**FIGURE:** Keremeos population and households (Note: 2021 and 2026 projections based on RDOS regional growth rates)



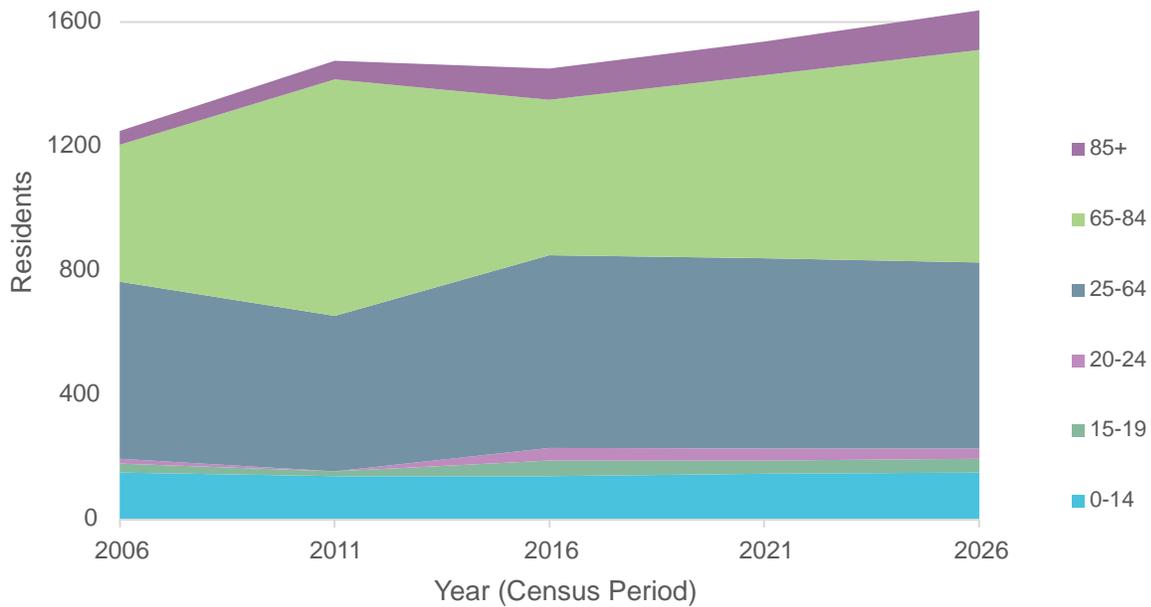
The population of the Village of Keremeos was 1,445 as of the 2016 Census. The population in the Village of Keremeos is expected to gradually increase by the year 2026, to around 1,600 people and 800 households.

**FIGURE:** Keremeos population growth rate and population, 2006 - 2026 (Note: 2021 and 2026 projections based on RDOS regional growth rates)



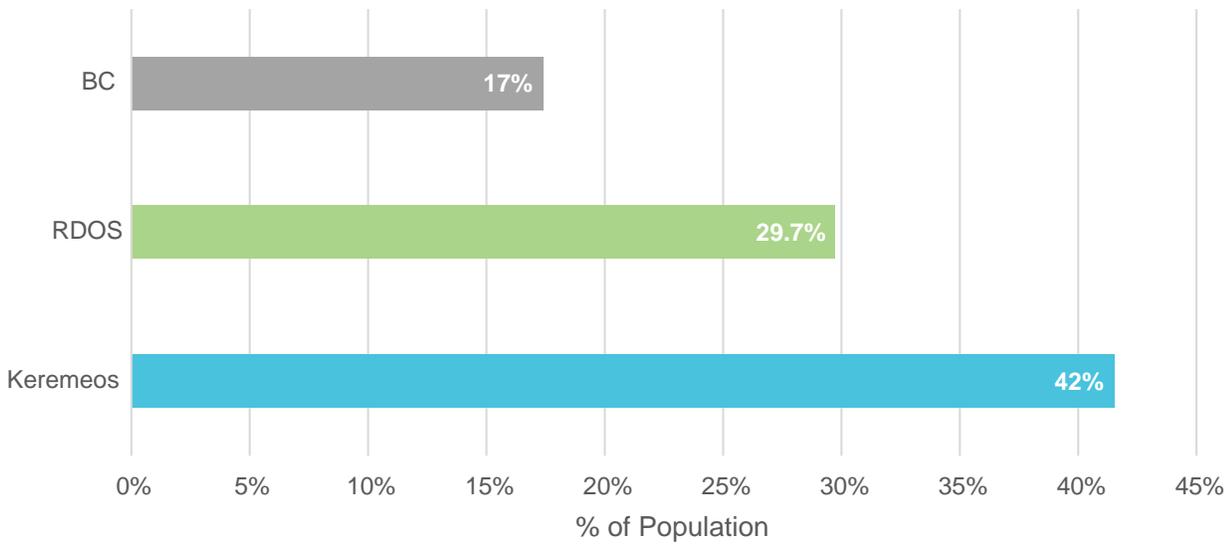
The population of Keremeos is anticipated to increase gradually by an average of 1.2% per year. Between 2021 and 2026, this will add up to about 6% growth. This is within the range projected in the Village of Keremeos' OCP, which anticipates that the population could grow between 0.5 and 1.5% annually over the next 20 years. Historically, this rate of growth has varied between census periods. The changes from 2006 to 2011 are due in part to the sampling methods used on the 2011 long-form census.

**FIGURE:** Keremeos age distribution 2006 to 2026 (Note: 2021 and 2026 projections based on RDOS regional growth rates)



The average age in the Village of Keremeos is anticipated to increase, with slightly fewer people in the 25-65 age group, and growth in the population aged 65+.

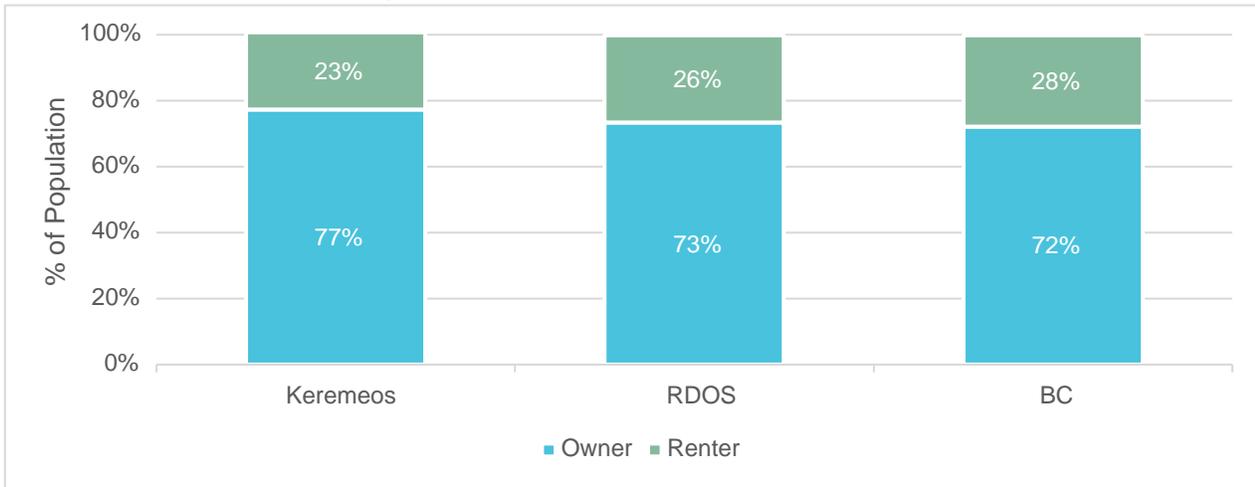
**FIGURE:** Proportion of seniors aged 65+ compared to BC, 2016



Keremeos currently has a large senior's population, with over 40% of residents over age 65. This is more than 10% higher than the proportion for the RDOS as a whole, and close to 25% higher than the proportion across the province.

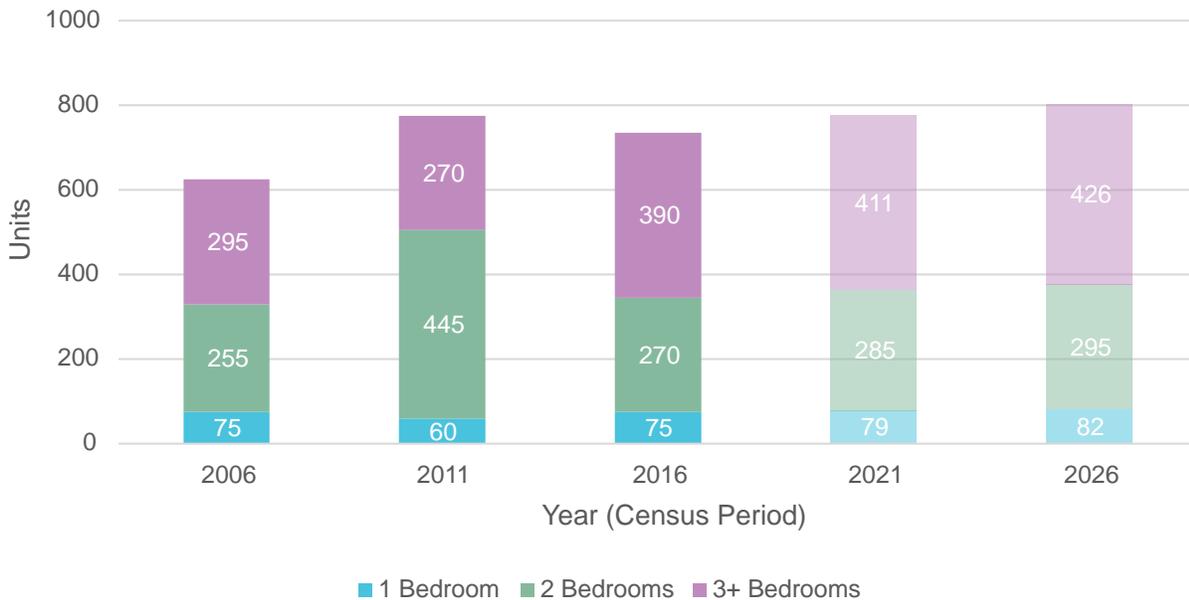
## HOUSING

**FIGURE:** Owner – renter households, 2016



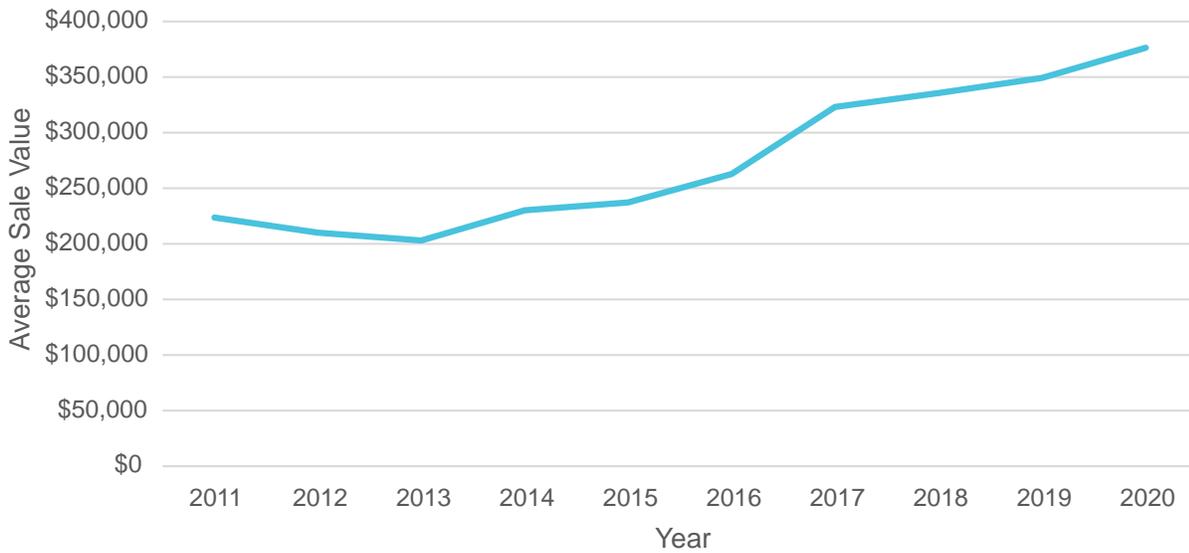
The total number of households in 2016 was 730. Of these, 77% were owner households, which is higher than both the RDOS and BC averages. The average household size was 2 people per household. By 2026, the anticipated household size is anticipated to increase slightly to 2.1 people per household.

**FIGURE:** Dwelling units by size, 2006 – 2026 (Note: projections based on RDOS regional growth rates)



From 2006 to 2016 homes tended to get bigger in Keremeos, with increases in the number of three and four+ bedroom homes, while the number of two-bedroom homes decreased.

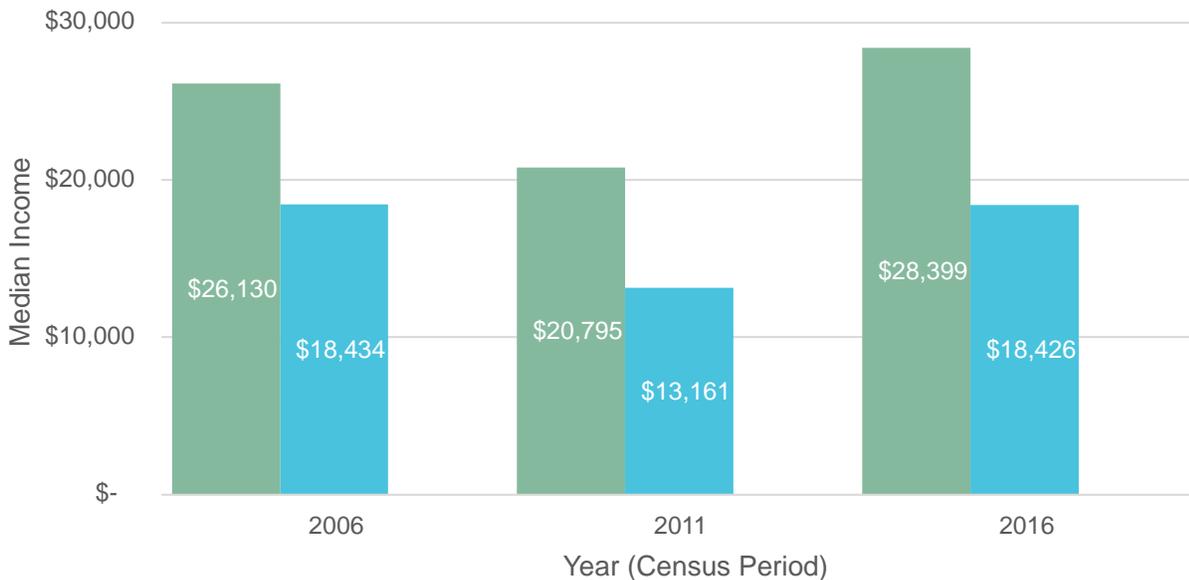
**FIGURE:** Average single-family dwelling sale values Keremeos Area, 2011 – November 2019 (source: South Okanagan Real Estate Board)



Following an initial decline between 2011 and 2013, sale values have tracked steadily upwards to 2019 to an average sale value of \$348,000, an increase of almost 45%. Sales have continued to trend upwards in 2020 with the latest annual average sales values to date (November 2020) cresting over \$376,000.

### INCOME AND ECONOMY

**FIGURE:** Renter and owner household median income, 2006 - 2016



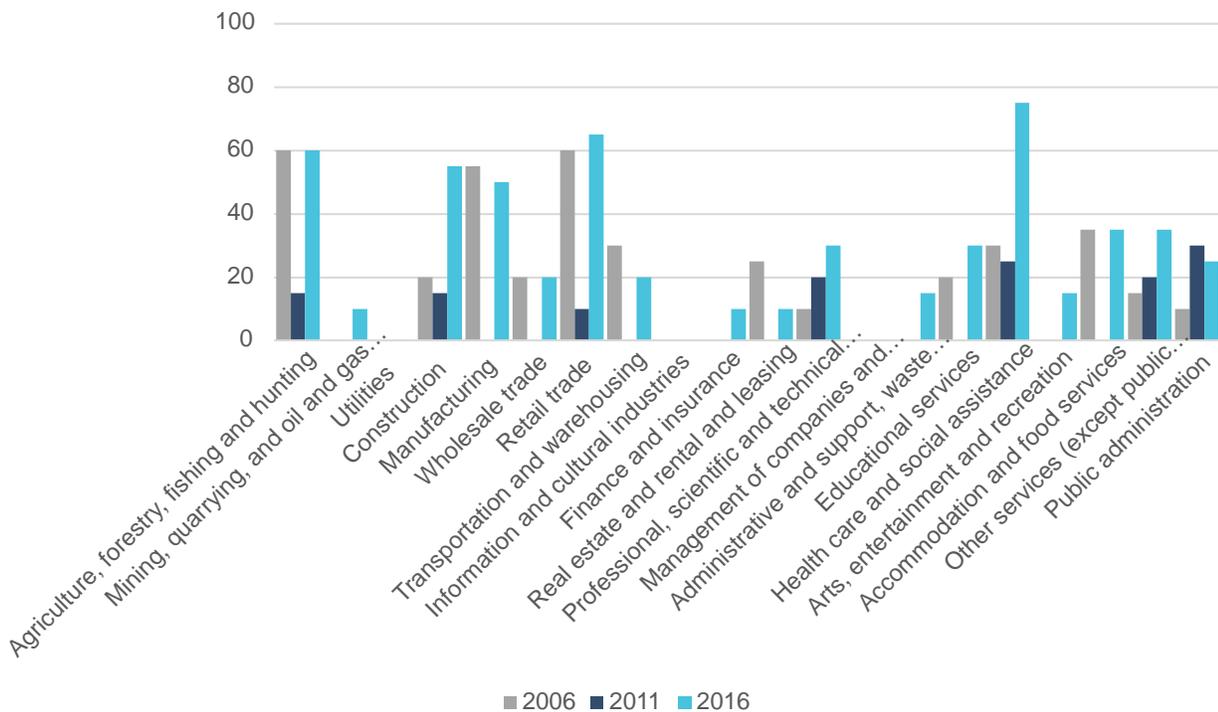
Median incomes for households in Keremeos varied substantially between the previous census periods. Median income for households that owned their own home was around \$47,000 in 2016, while the median income for renting households was around \$28,000.

**FIGURE: Household median income Keremeos, RDOS, BC, 2016**



Median income for all households in 2016 was around \$42,000. This is lower than the median for RDOS (\$57,000) and the median for the province as a whole (\$70,000).

**FIGURE: Economic sectors Keremeos, 2016**



In Keremeos, the top five economic sectors in 2016 were health care and social assistance; retail trade; agriculture, forestry, fishing and hunting; construction; and manufacturing.

## HOUSING NEEDS

In order to meet current basic housing demand in Keremeos, an additional 40 units would have needed to be built since the last census period. If growth continues to follow the trend of the RDOS as a whole, a further 29 units could be required by 2026 to meet basic demand.

**TABLE: Current and anticipated housing units required. (Note: 1 bedroom includes 0 bedroom [bachelor] dwellings)**

		Total
1 bedroom	Current	4
	Anticipated	3
2 bedrooms	Current	15
	Anticipated	11
3+ bedrooms	Current	21
	Anticipated	15
TOTAL UNITS	CURRENT	40
	ANTICIPATED	29

### Core Housing Needs

105 households were in core housing need in 2016. Of those, 50 were owner households, and 50 were renter households (note that due to census rounding, totals may not add correctly).

40 households were in extreme core housing need in 2016. Of those, 30 were owner households, and 10 were renter households.

**TABLE: Core Housing Need, 2006-2016**

		2006	2011	2016
Total Households (n = 730)	#	100	360	105
	%	16%	46%	14%
Owner Households (n = 565)	#	45	290	50
	%	9%	43%	9%
Renter Households (n = 170)	#	55	70	50
	%	39%	70%	29%

### Extreme Core Housing Needs

In the Village of Keremeos, there were a total of 40 households (5%) in extreme core housing need in 2016. 30 were owner households and 10 were renter households. A slightly greater proportion of renter households (6%), than owner households (5%) are in extreme core housing need.

**TABLE: Extreme Core Housing Need, 2006-2016**

		2006	2011	2016
Total Households (n = 730)	#	25	160	40
	%	4%	21%	5%
Owner Households (n = 565)	#	0	145	30
	%	0%	21%	5%
Renter Households (n = 170)	#	25	0	10
	%	18%	0%	6%

## KEY AREAS OF LOCAL NEED



**Affordable housing:** There were 35 affordable housing supports for low-income families and seniors in 2020. Around 16 were social housing units and 19 were rent subsidies. In 2016, 160 (22%) of households spent more than 30% of their income on shelter costs. This increased by 5% since 2006. This indicates a need for more affordable housing units within the community.



**Rental housing:** In 2016, 23% of the households in Keremeos were renter households. Since 2006, Renter households' median income increased by around \$2,300. Owner households' median income, though higher, also increased around \$2,300. There is a gap between renter and owner median incomes. More renter households are in core housing need than owner households.



**Special needs housing:** No special needs housing was reported in Keremeos. There are also no policies or zoning bylaws that support special needs housing.



**Housing for seniors:** The proportion of residents aged 65+ increased between 2006 and 2016 (by 3%). In 2016, it was 9% greater than the proportion of seniors in the RDOS (41%). By 2026, 49.5% of the population is projected to be 65+, composing nearly half of the total population. This highlights a need for age-friendly housing suitable for seniors in Keremeos.



**Housing for families:** In 2016, the average household size was 2. This is projected to increase to 2.1 in 2026. 13% of the 2016 population was aged 19 or younger, and this proportion is projected to decrease slightly, suggesting that the demand for family housing is not anticipated to increase.



**Shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness:** There are no shelter beds. Interviews determined that there is no visible homelessness in Keremeos. Homelessness is not considered to be a local issue. Data on invisible homelessness are not available.



## 5. Electoral Areas

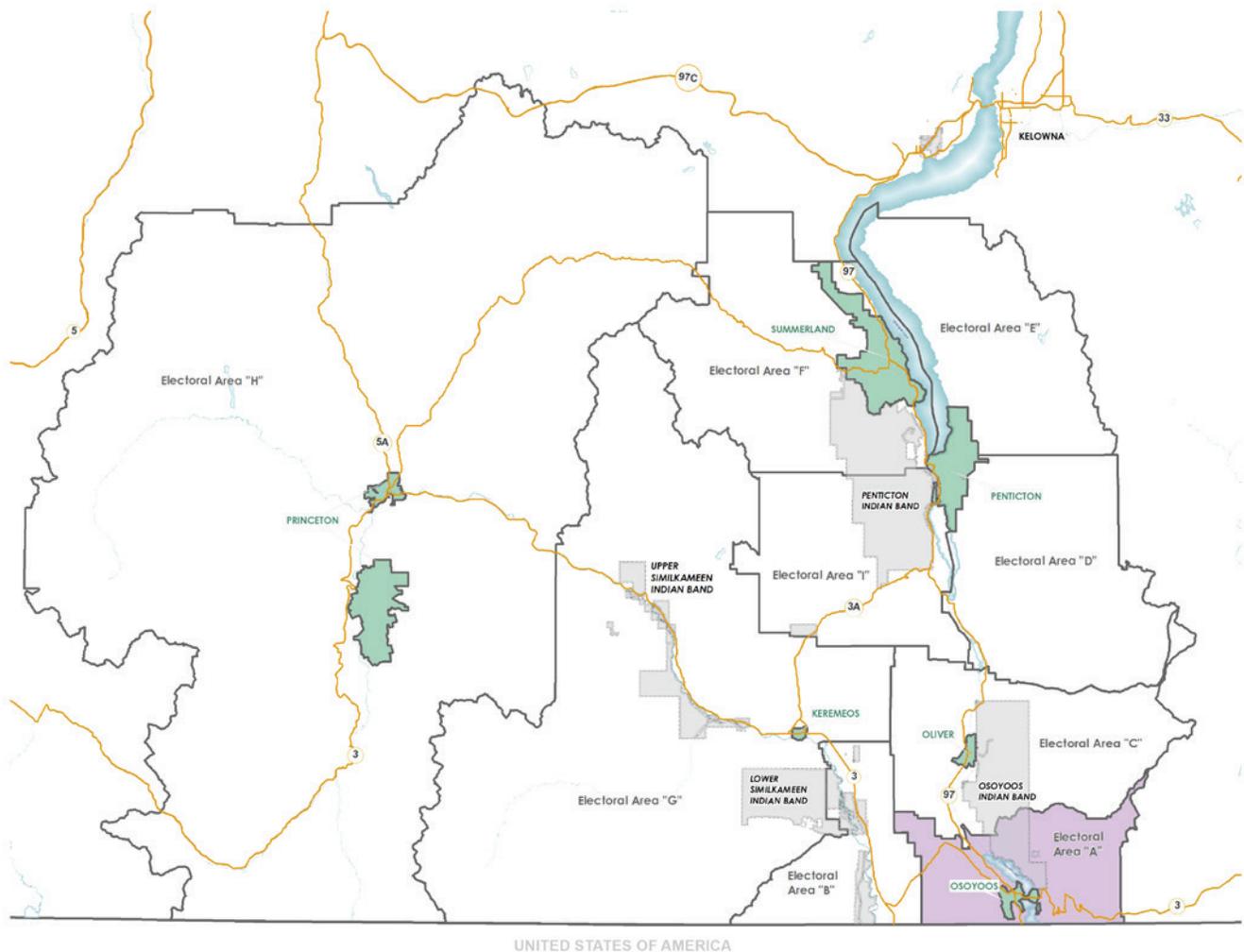


# ELECTORAL AREA "A"

Covering 313 square kilometres, Electoral Area "A" (Rural Osoyoos) is located at the south end of the Okanagan Valley. It is bounded by Electoral Area "B" (Cawston) on the west, Electoral Area "C" (Rural Oliver) on the north, the Kootenay Boundary Regional District to the east, and the international border of Canada with the United States of America to the south. It is the smallest electoral area and makes up 2.8% of the total area of the RDOS. The entire area includes rural Osoyoos, Osoyoos Indian Band lands, and the Town of Osoyoos.

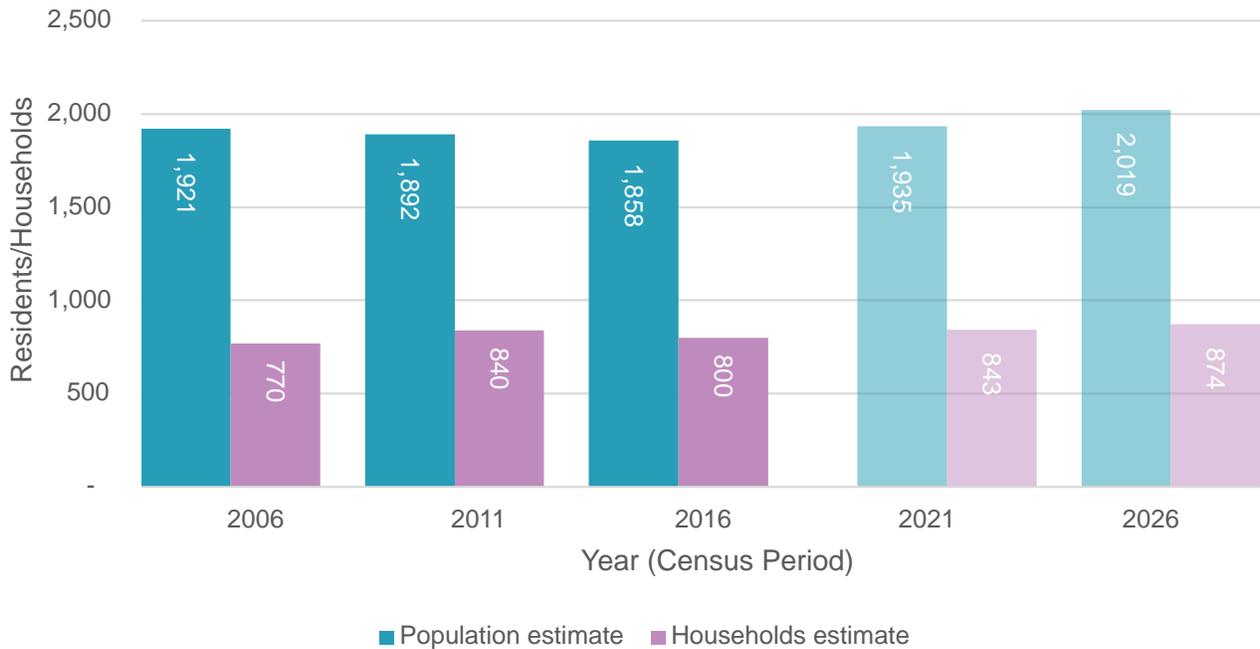
- Note: The demographic data used in this profile are compiled from the long-form census and may not match data found in other sources such as the Official Community Plan (OCP). Data from the long-form census allow for a more detailed understanding of housing needs than data from Statistics Canada Census Profiles alone, which have sometimes been used for planning purposes. However, long-form data may reflect inaccuracies due to sampling methods, especially for the year 2011. Please refer to the Electoral Area "A" OCP for official demographic data. (See Section 1 "The Long-Form Census" for more information regarding the use of long-form census data in this assessment).

MAP: Electoral Area "A"



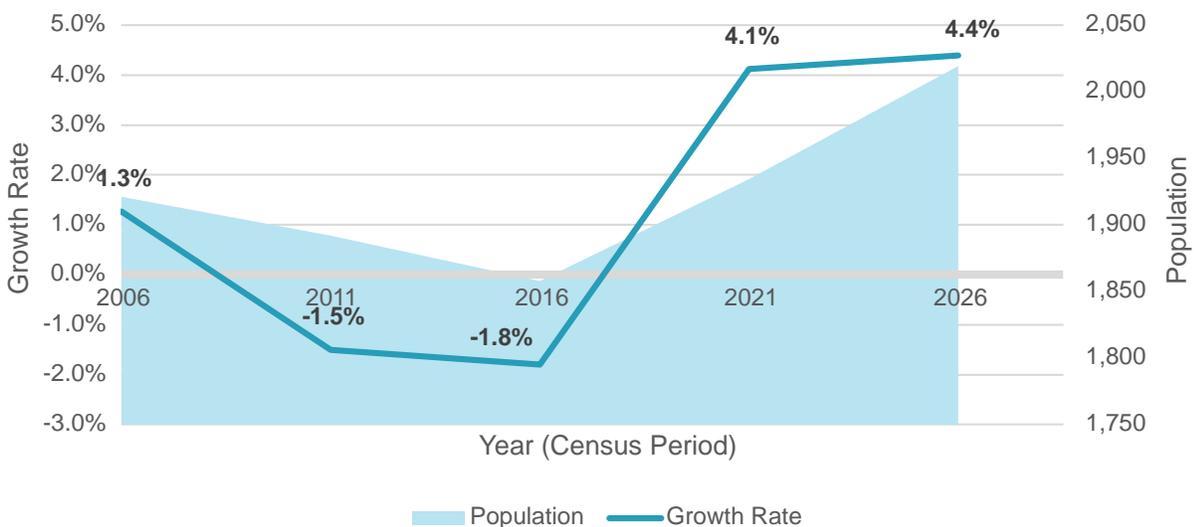
## POPULATION AND DEMOGRAPHICS

**FIGURE:** Electoral Area "A" population and households (Note: 2021 and 2026 projections based on RDOS regional growth rates)



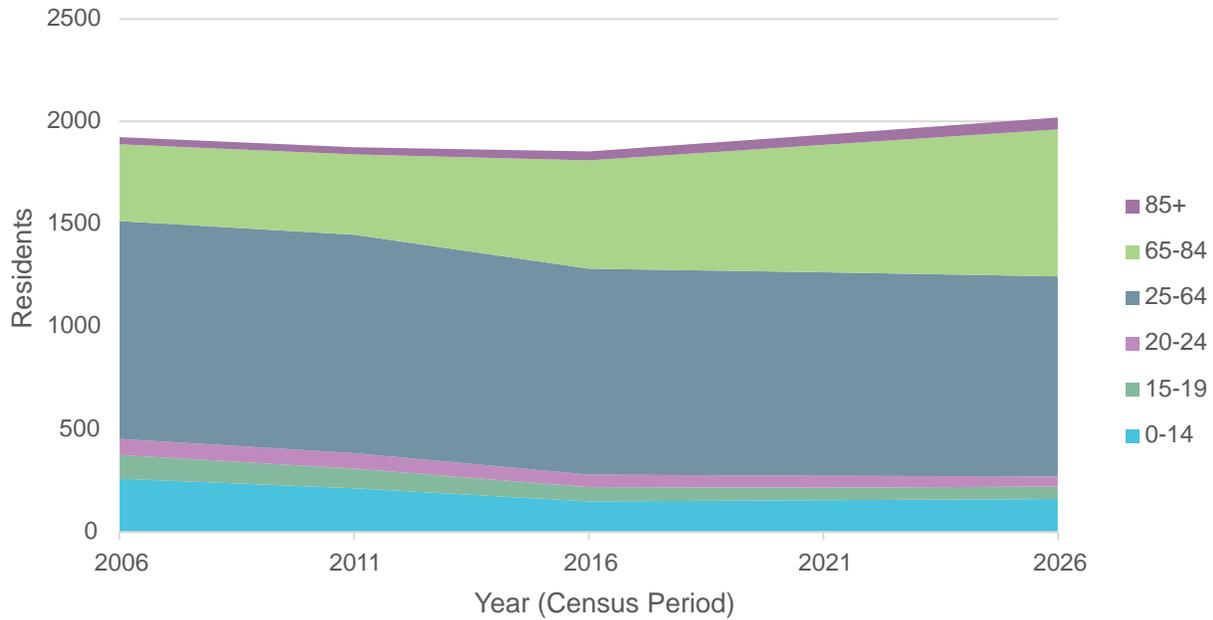
The population of Electoral Area "A" was 1,858 as of the 2016 Census. The population in Electoral Area "A" is expected to gradually increase by the year 2026, to around 2,000 people and 870 households. This represents a nearly 10% increase in the number of households from 2016 to 2026, or 74 new households.

**FIGURE:** Electoral Area "A" population growth rate and population, 2006 - 2026 (Note: 2021 and 2026 projections based on RDOS regional growth rates)



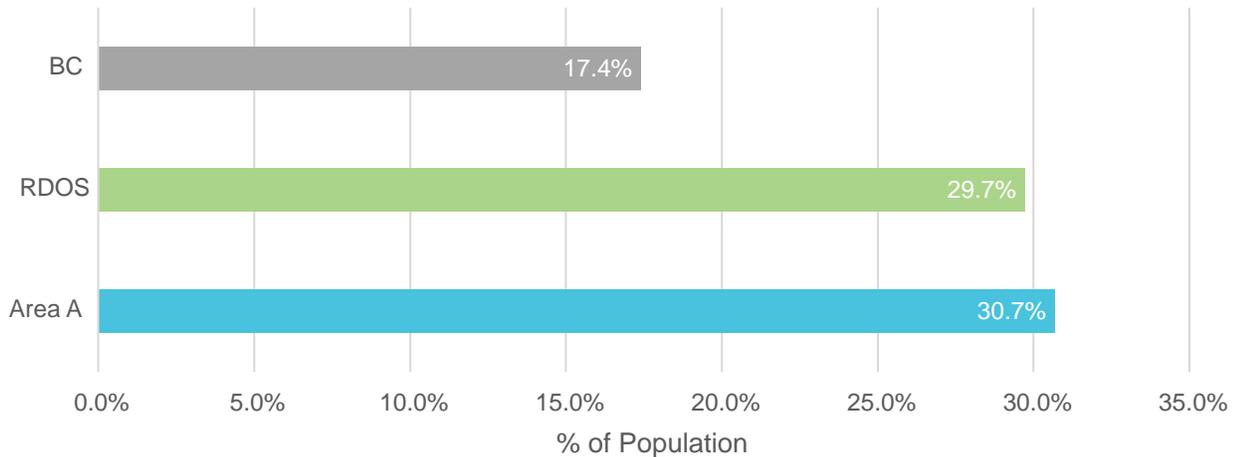
The population of Electoral Area "A" declined over past census periods. The population is expected to increase significantly between 2016 and 2021 by an average of 0.8%, and then an average of 0.9% per year between 2021 and 2026, resulting in a 4.4% growth between 2021 and 2026.

**FIGURE: Electoral Area "A" age distribution 2006 to 2026 (Note: 2021 and 2026 projections based on RDOS regional growth rates)**



The average age in Electoral Area "A" is anticipated to increase by 2026, with slightly fewer people in the 25-65 age group, and a growth in the population 65+. The median age in 2016 is 51.2 which was 3 years less than the RDOS as a whole.

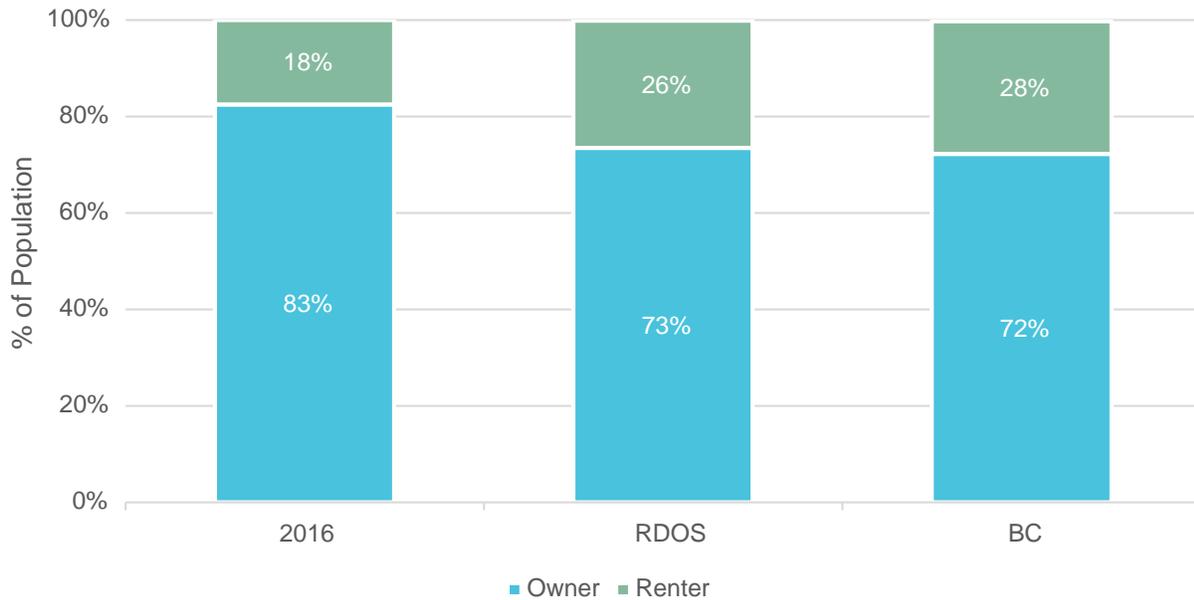
**FIGURE: Proportion of seniors aged 65+ compared to BC, 2016.**



Electoral Area "A" currently has a large senior's population, with over 30% of residents over age 65. This is in line with the proportion for the RDOS as a whole (29.7%), and over 10% higher than the proportion across the Province.

## HOUSING

**FIGURE:** Electoral Area "A" – renter households, 2016



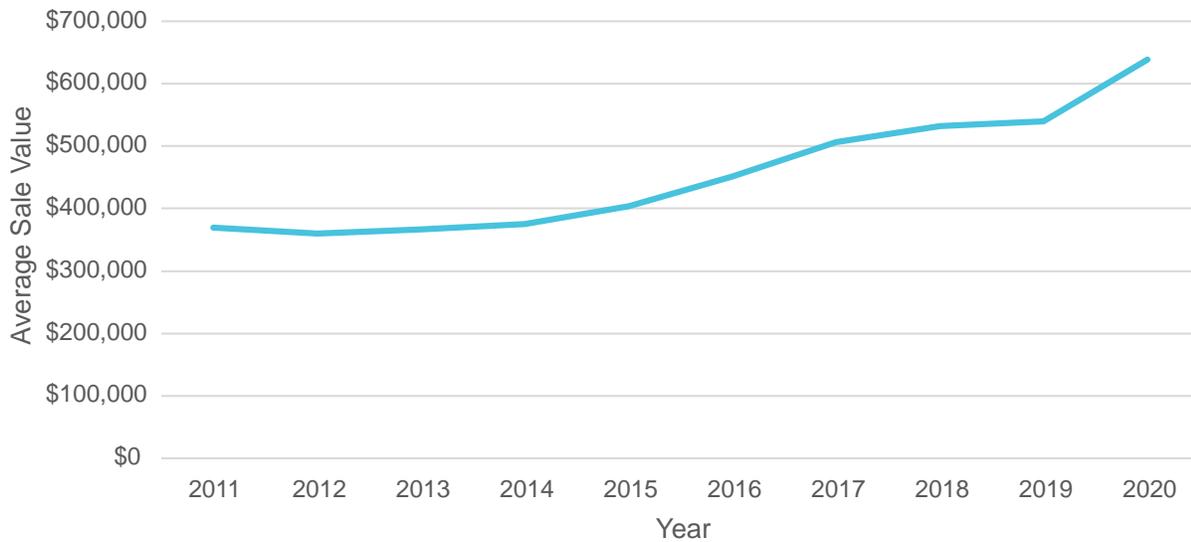
There were 800 households in Electoral Area "A" in 2016. Of these, the majority (82.5%) were owner households with 17.5% renter households. The RDOS as a whole has 73% owner households and 26% rental households. The average household size in Electoral Area "A" was 2.3 people per household. By 2026, the anticipated household size is expected to remain 2.3 per household.

**FIGURE:** Dwelling units by size, 2006 – 2026 (Note: projections based on RDOS regional growth rates)



From 2006 to 2016 homes sizes increased overall, with a slight increase in the number of three bedroom and four+ bedroom homes, while the number of 0, 1, and two-bedroom units decreased. This increase in unit size, despite a shrinking younger population, could be the result of an increase in demand for larger homes built to accommodate visitors and extended family (e.g., adult children, grandchildren).

**FIGURE:** Average single-family dwelling sale values, 2011 – November 2020 (source: South Okanagan Real Estate Board)



The figure illustrates average annual sales values for single-family homes in the South Okanagan area. It does not include municipalities. Sales data is from the South Okanagan Real Estate Board. Average single-family home remained fairly consistent between 2011 and 2015. Since 2015 single family dwelling sale prices have increased from an average of around \$403,000 in 2015 to around \$539,000 in 2019. The latest sales data from November 2020 indicates that average prices have continued to rise to \$638,00.

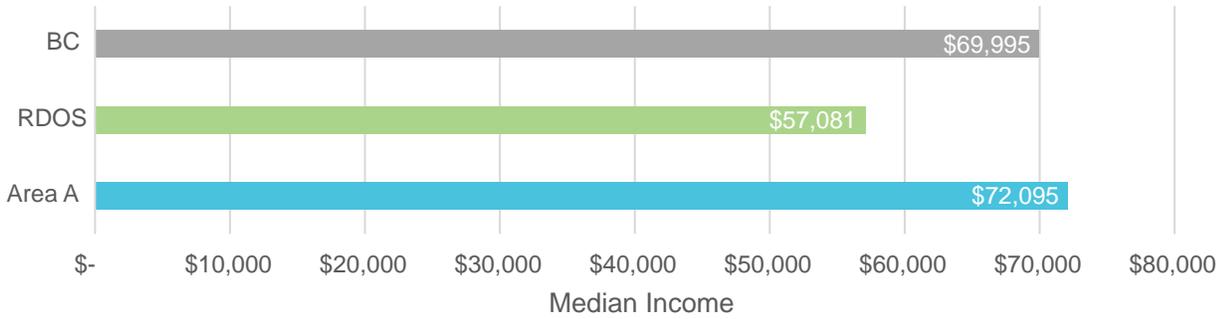
## INCOME AND ECONOMY

**FIGURE:** Renter and owner household median income, 2006 - 2016



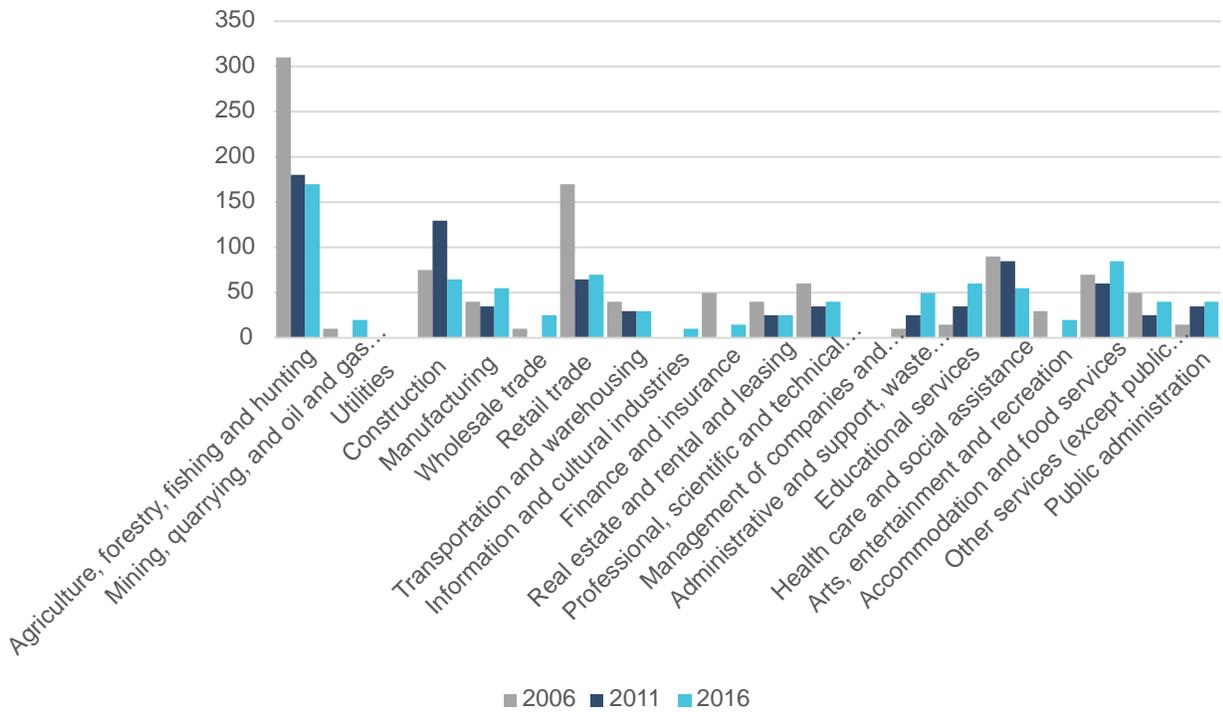
Median incomes for households in Electoral Area "A" have increased since 2006. The median income for households that owned their home was around \$74,000, while the median income for renting households was around \$59,000.

**FIGURE: Household median income Electoral Area "A", RDOS, BC, 2016**



Median income for all households in 2016 was around \$72,000. This is higher than the median for both RDOS (\$57,000) and the median province as a whole (\$70,000).

**FIGURE: Economic sectors Electoral Area "A", 2016**



In Electoral Area "A", the top five sectors as of 2016 are agriculture, forestry, fishing, and hunting; accommodation and food services; retail trade; construction; and education services.

## HOUSING NEEDS

In order to meet current basic housing demand in Electoral Area A, an additional 444 units would have needed to be built since the last census period. If growth continues to follow the trend of the RDOS as a whole, a further 31 units could be required by 2026 to meet basic demand.

**TABLE: Current and anticipated housing units required. (Note: 1 bedroom includes 0 bedroom [bachelor] dwellings)**

		Total
1 bedroom	Current	3
	Anticipated	2
2 bedrooms	Current	8
	Anticipated	5
3+ bedrooms	Current	33
	Anticipated	24
TOTAL UNITS	CURRENT	44
	ANTICIPATED	31

### Core Housing Needs

In Electoral Area "A", there are a total of 30 total households (4%) in core housing need. Renter households are more likely to be in a state of core housing need than owner households. In 2016, 20 renter households were in core housing need, as compared to 0 owner households.

**TABLE: Core Housing Need Electoral Area "A"**

		2006	2011	2016
Total Households (n = 800)	#	165	35	30
	%	21%	4%	4%
Owner Households (n = 660)	#	110	35	0
	%	18%	5%	0%
Renter Households (n = 140)	#	60	0	20
		43%	0%	14%

### Extreme Core Housing Needs

Overall, there are 15 total households (2%) in extreme core housing need. As with core housing need, renter households are far more likely to be in extreme core housing need than owner households. In 2016, 10 renter households were in extreme core housing need, as compared to 0 owner households.

**TABLE: Extreme Core Housing Need Electoral Area "A"**

		2006	2011	2016
Total Households (n = 800)	#	70	0	15
	%	9%	0%	2%
Owner Households (n = 660)	#	50	0	0
	%	8%	0%	0%
Renter Households (n = 140)	#	15	0	10
		11%	0%	7%

## KEY AREAS OF LOCAL NEED



**Affordable housing:** In 2016, 14% of households spent more than 30% of their income on shelter costs. In 2016, this totalled 110 households, 45% of which were renter households. According to BC Housing, Electoral Area “A” had four rent subsidies in 2020. Though improving slightly over the past decade, the need for more affordable housing outweighs availability.



**Rental housing:** Both renter and owner households’ median incomes are increasing, but there is a gap between renter and owner median incomes. Renter households are more likely to be in core housing need owner households.



**Special needs housing:** No special needs housing was reported in Electoral Area “A”. There are also no policies or zoning bylaws that support special needs housing.



**Housing for seniors:** Electoral Area “A” has an aging population. Residents aged 65 and above make up 31% of the population. This population group is expected to increase by over 25% over the next decade. In addition, the proportion of long-term residents who have not moved in more than 5 years is also increasing. This emphasizes the need for age-appropriate housing to allow residents to age in place. This may include home adaptations, age-friendly apartments close to amenities, or seniors housing developments.

Housing units are also aging. Currently, more than 50% of housing units in Electoral Area “A” were built before 1991. Houses older than 20 years may require increased maintenance and major components may need to be replaced. With an aging population there is also a need for home modifications to accessible, safe, and independent living.



**Housing for families:** In 2016, the average household size was 2.3. This is projected to remain the same in 2026. Approximately 12% of the 2016 population was aged 19 or younger, and this proportion is projected to decrease. Overall, this suggests that demand for family housing is not anticipated to increase.



**Shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness:** Data on homelessness are not available for Area “A” and currently there are no shelter beds or housing for homeless individuals in the electoral area. However, statistics from other communities in the Okanagan indicate there are individuals experiencing homelessness in the broader Okanagan region.

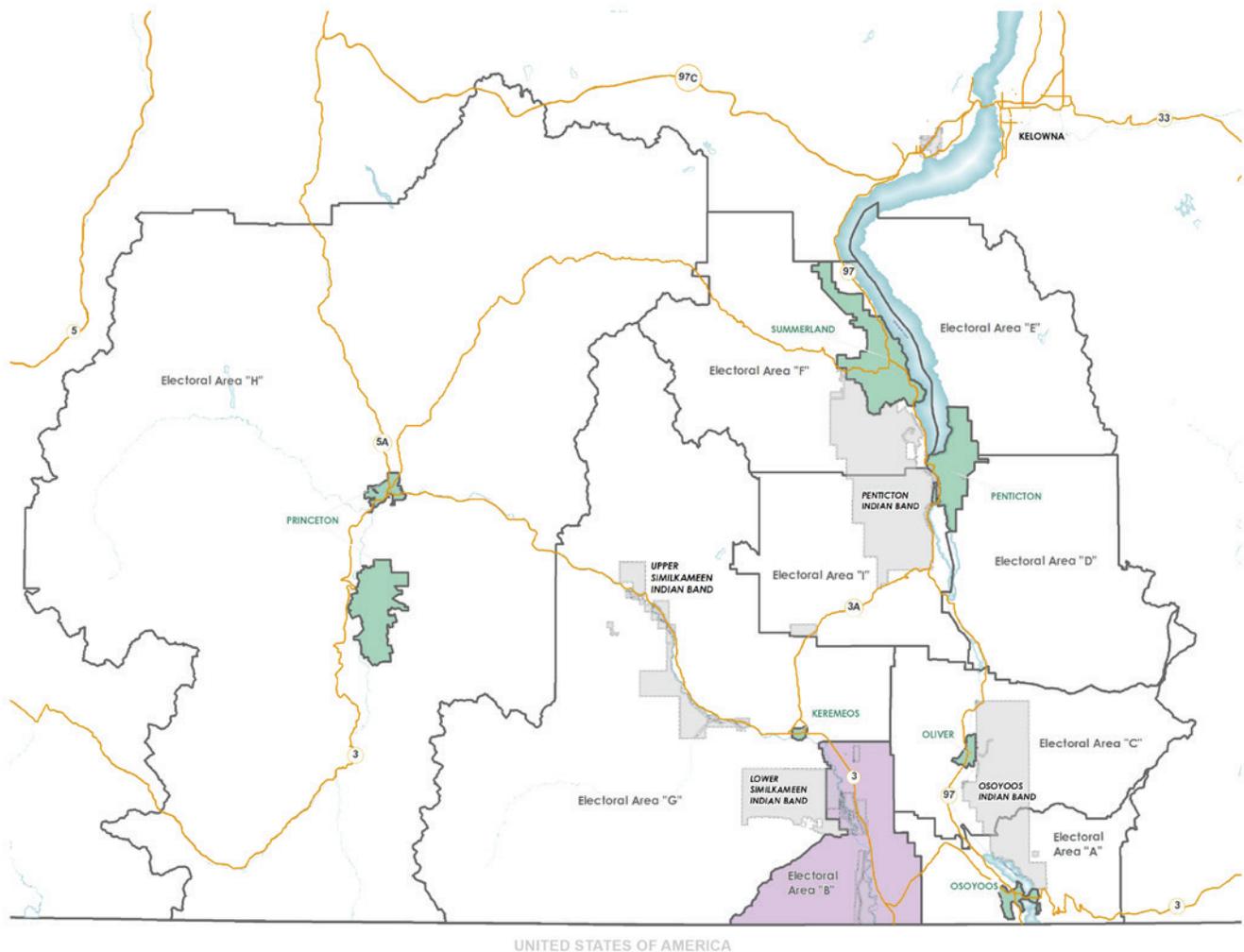
## ELECTORAL AREA "B"

Electoral Area "B" is bounded by Electoral Area "A" (Osoyoos Rural) and Electoral Area "C" (Rural Oliver) to the east, Electoral Area "G" (Hedley/Olalla) to the north and west, and the United States of America to the south.

Bisected by the Similkameen River, the rural electoral area includes the community of Cawston, several Lower Similkameen Indian Band reserves, and a significant amount of agricultural land in the Province's Agricultural Land Reserve.

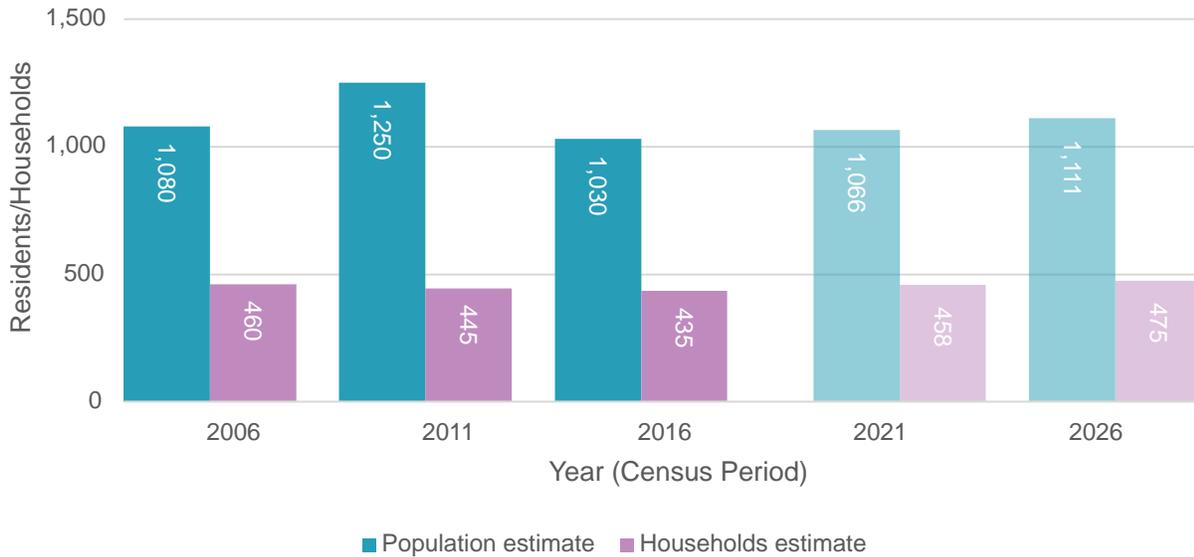
- Note: The demographic data used in this profile are compiled from the long-form census and may not match data found in other sources. Data from the long-form census allow for a more detailed understanding of housing needs than data from Statistics Canada Census Profiles alone, which have sometimes been used for planning purposes. However, long-form data may reflect inaccuracies due to sampling methods, especially for the year 2011. Please refer to the Statistics Canada Census Profile for official demographic data. (See Section 1 "The Long-Form Census" for more information regarding the use of long-form census data in this assessment).

MAP: Electoral Area "B"



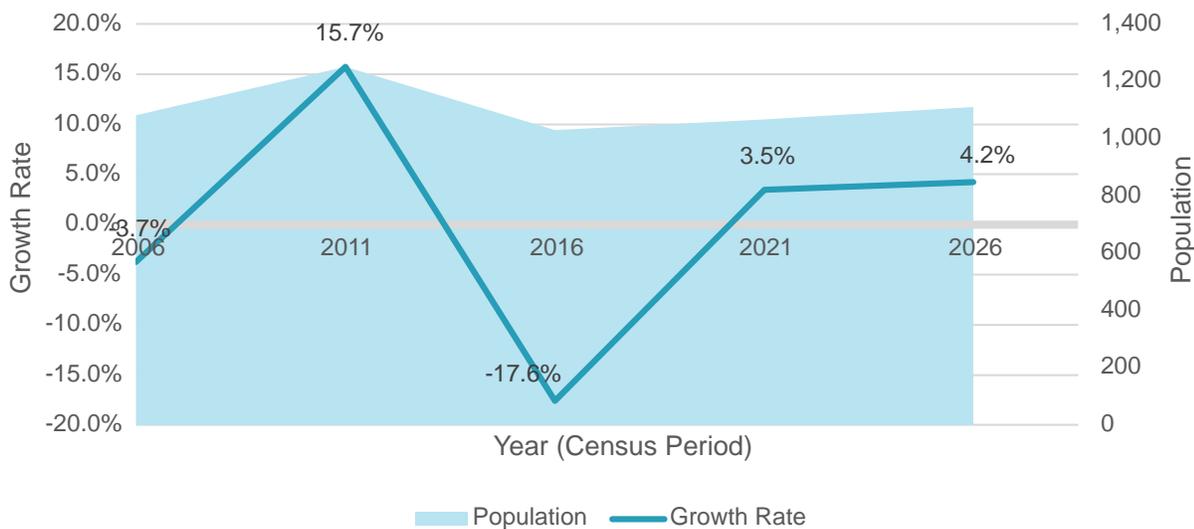
## POPULATION AND DEMOGRAPHICS

**FIGURE:** Electoral Area "B" population and households (Note: 2021 and 2026 projections based on RDOS regional growth rates)



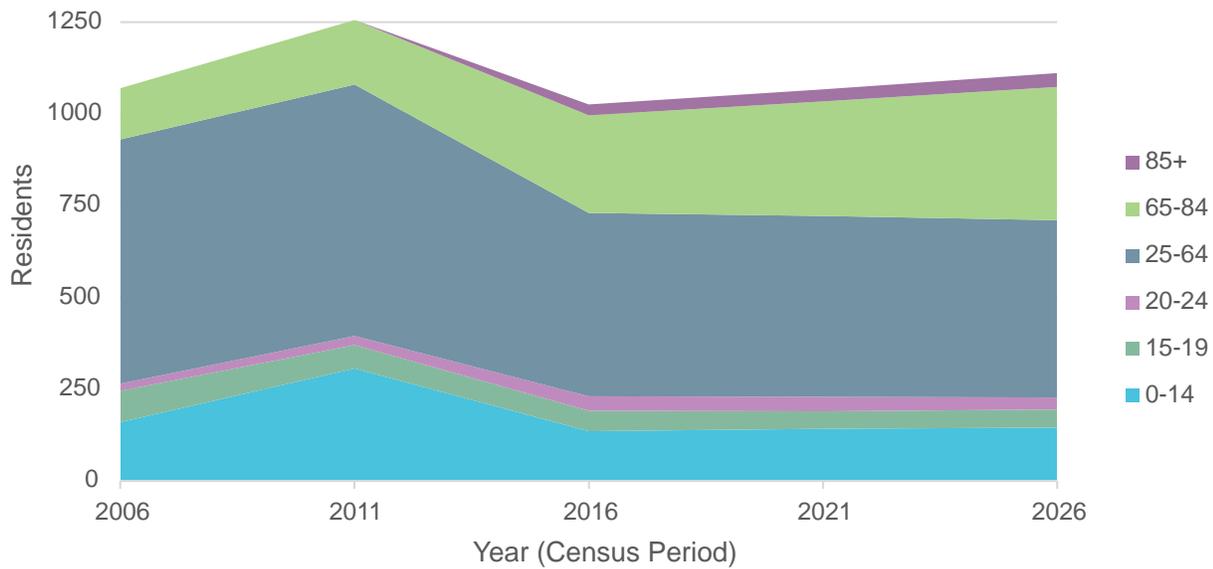
The population of Electoral Area "B" was 1,030, with 435 households, as of the 2016 Census. The population is expected to increase gradually by the year 2026, to around 1,111 people and 475 households. This is a household growth of approximately 40 net new households in the area and about 80 new people between 2016 to 2026.

**FIGURE:** Electoral Area "B" population growth rate and population, 2006 - 2026 (Note: 2021 and 2026 projections based on RDOS regional growth rates)



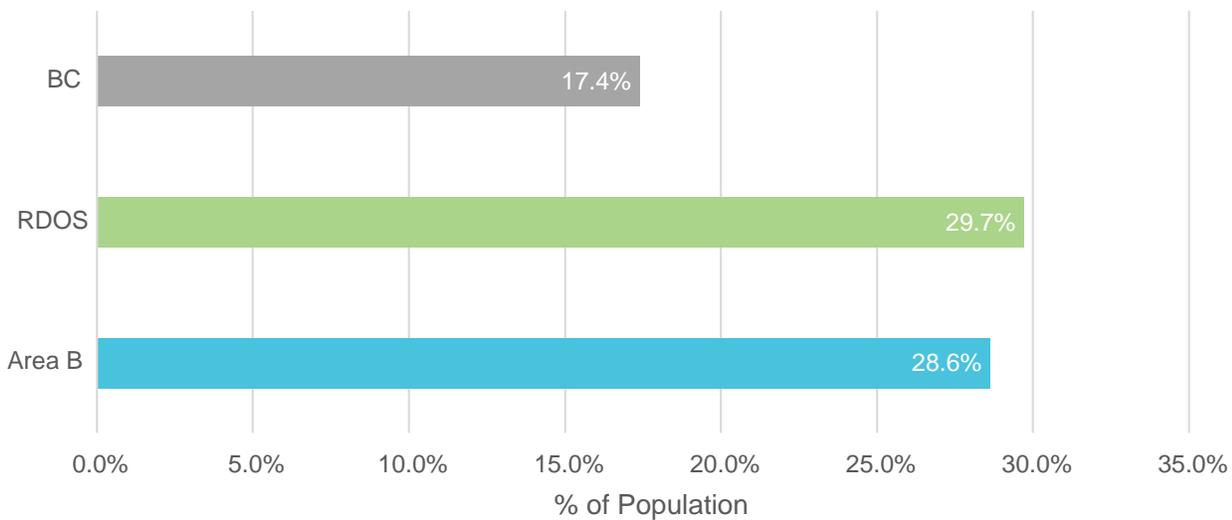
The population growth rate of Electoral Area "B" has fluctuated over past census periods. In 2006 - 2011 it went from -3.7% increasing significantly by 12% in 2011. Then from 2011 - 2016, the growth rate decreased by 33.3%. It is important to note that Electoral Area "B" had a 2011 NHS non-response rate that was equal to or above 50%, which could lead to data quality issues and contribute extreme change in growth rate. From 2016 to 2021, the population is anticipated to increase to 3.5%, and then increase to 4.2% between 2021 and 2026.

**FIGURE: Electoral Area "B" age distribution 2006 to 2026 (Note: 2021 and 2026 projections based on RDOS regional growth rates)**



The average age in Electoral Area "B" is anticipated to increase, with slightly fewer people in the 25-65 age group, and growth in the population aged 65+. The median age in Electoral Area "B" was 54 in 2016, which the same as the median age in the RDOS as a whole.

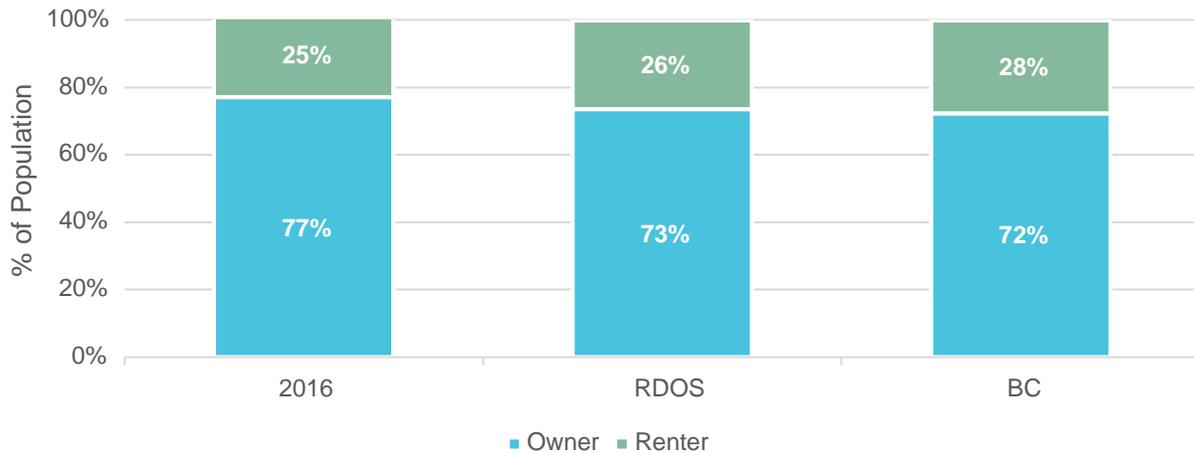
**FIGURE: Proportion of seniors aged 65+ compared to BC, 2016**



Electoral Area "B" currently has a relatively large senior's population, with nearly 29% of residents over age 65. This is slightly lower than the proportion for the RDOS as a whole, and around 11% higher than the proportion across the Province.

## HOUSING

**FIGURE: Owner – renter households, 2016**



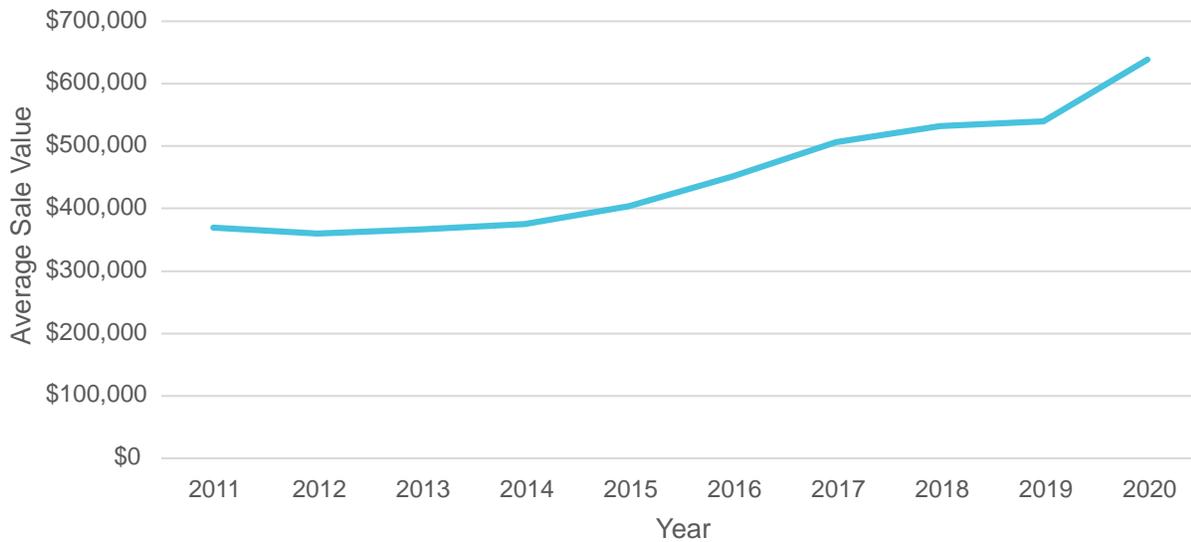
The number of households in the Electoral Area “B” in 2016 was 435. Of this, the majority (77%) are owner households with 25% renter households. The average household size was 2.3 people per household. By 2026, the anticipated household size is expected to stay at 2.3 people per household.

**FIGURE: Dwelling units by size, 2006 – 2026 (Note: projections based on RDOS regional growth rates)**



From 2006 to 2016 home sizes increased slightly in Electoral Area “B”. From 2006 - 2011, three+ bedroom homes increased by 25, then increased by 30 units from 2011 - 2016. Two-bedroom and one-bedroom homes decreased a total of 35 units from 2006 to 2016. To address the projected growth across all housing unit sizes, Electoral Area “B” is expected to require an average of 32 net new owned housing units and 10 net new rental units per year from 2016 – 2026, averaging 4 new units annually. Based on regional household growth rates, the majority of these new units will be three+ bedroom dwellings.

**FIGURE:** Average single-family dwelling sale values, 2011 – November 2020 (source: South Okanagan Real Estate Board)



The figure illustrates average annual sales values for single-family homes in the South Okanagan area. It does not include municipalities. Average single-family home remained fairly consistent between 2011 and 2015. Since 2015 single family dwelling sale prices have increased from an average of around \$403,000 in 2015 to around \$539,000 in 2019. The latest sales data from November 2020 indicates that average prices have continued to rise to \$638,00.

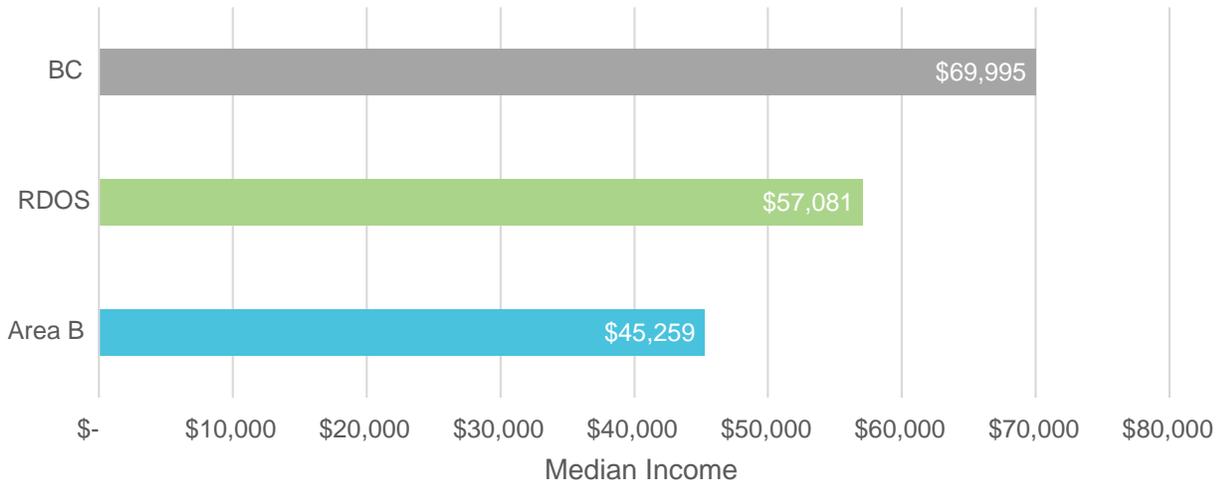
### INCOME AND ECONOMY

**FIGURE:** Renter and owner household median income, 2006 - 2016



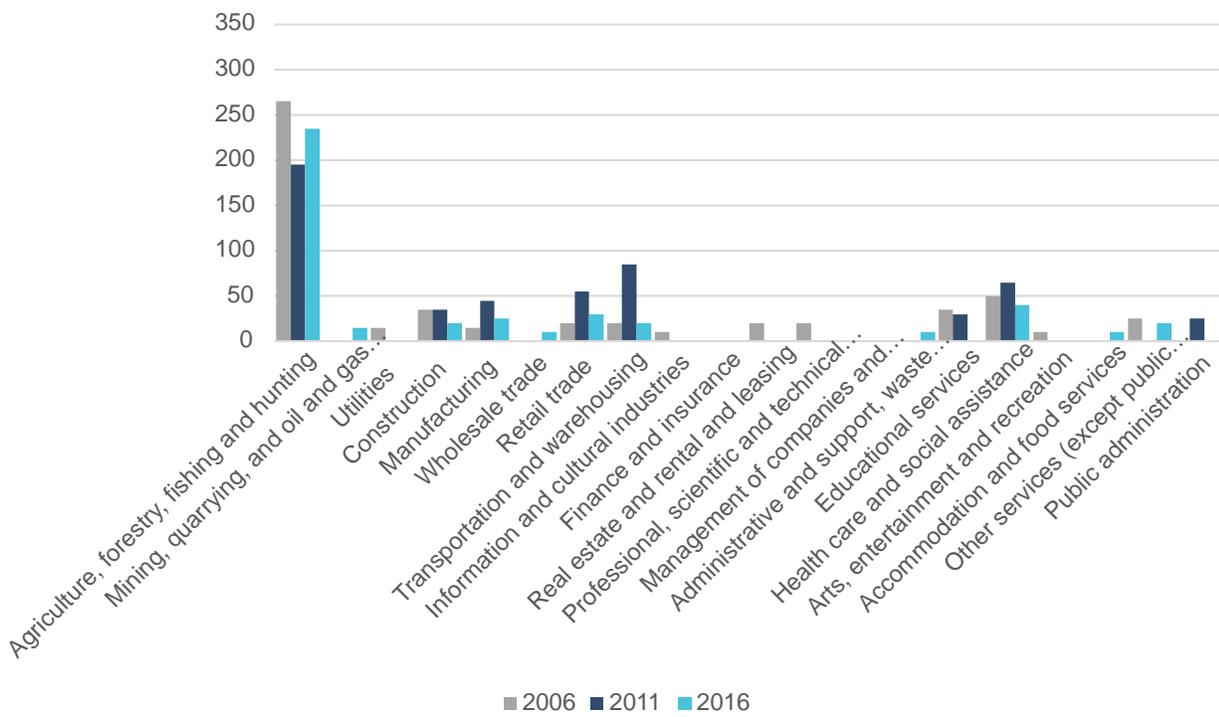
Median incomes for households in Electoral Area “B” decreased over the previous census periods. The gap between owner and renter household median incomes increased between 2006 and 2011 and has decreased slightly between 2011 and 2016. Median income for households that owned their own home was around \$48,715 in 2016, while the median income for renting households was around \$26,040.

**FIGURE: Household median income Electoral Area "B", RDOS, BC, 2016**



Median income for all households in 2016 was around \$45,000. This is lower than the median for both RDOS (\$57,000) and the median province as a whole (\$70,000).

**FIGURE: Economic sectors Electoral Area "B", 2016**



In Electoral Area "B", the top sector as of 2016 was agriculture, forestry, fishing, and hunting.

## HOUSING NEEDS

Overall, to meet current basic housing demand in Electoral Area “B”, an additional 42 units would have needed to be built since the last census. If growth continues to follow the trend of the RDOS as a whole, a further 31 units could be needed by 2026 to meet basic demand. Most of this growth will be for the group aged 65-84.

**TABLE: Current and anticipated housing units required. (Note: 1 bedroom includes 0 bedroom [bachelor] dwellings)**

		Total
1 bedroom	Current	3
	Anticipated	2
2 bedrooms	Current	7
	Anticipated	5
3+ bedrooms	Current	32
	Anticipated	24
TOTAL UNITS	CURRENT	42
	ANTICIPATED	31

### Core Housing Needs

The percentage of households in core housing need was 23% in 2016, which has decreased 4% since 2006. The percentage of owner households in core housing need was 13% in 2016, which has decreased 7% since 2006. The percentage of renter households in core housing need was 50% in 2016, which has increased 11% since 2006. This suggests a large disparity between owners and renters and a need for increased housing supports for renter households.

**TABLE: Core Housing Need, 2006-2016**

		2006	2011	2016
Total Households (n = 435)	#	125	90	100
	%	27%	20%	23%
Owner Households (n = 335)	#	65	55	45
	%	20%	14%	13%
Renter Households (n = 110)	#	55	35	55
	%	39%	64%	50%

### Extreme Core Housing Needs

The percentage of households in extreme core housing need was 9% in 2016, which has risen 7% since 2006. The percentage of owner households in extreme housing need was 7% in 2016, which has increased by 4% since 2006. The percentage of renter households in extreme housing need was 14% in 2016, which has increased from 0% since 2006. This suggests an overall need for both owners and renters housing need supports in Electoral Area “B”.

**TABLE: Extreme Core Housing Need, 2006-2016**

		2006	2011	2016
Total Households (n = 435)	#	10	25	40
	%	2%	6%	9%
Owner Households (n = 335)	#	10	0	25
	%	3%	0%	7%
Renter Households (n = 110)	#	0	0	15
	%	0%	0%	14%

## KEY AREAS OF LOCAL NEED



**Affordable housing:** There were 11 rental subsidies in 2020. In 2016, 23% of households spent more than 30% of their income on shelter costs. This decreased by 3% since 2006. Though improving slightly over the past decade, the need for more affordable housing outweighs availability. There are no policies that support affordable housing.



**Rental housing:** Renters are more likely to experience core and extreme housing need. In 2016, 14% of householders were rental households. There is an increasing gap between owner and renter household incomes. Since 2006, median renter household income has declined, while owner households' median income stayed the same.



**Special needs housing:** No special needs housing was reported in Electoral Area "B". There are also no policies or zoning bylaws that support special needs housing.



**Housing for seniors:** The proportion of residents aged 65+ increased rapidly between 2011 and 2016 (by 15%). By 2026, 36% of the population is projected to be 65+. There may be a higher demand for one-bedroom homes or seniors housing (e.g., retirement or assisted living), while currently three-bedroom, detached homes are the predominant housing type.



**Housing for families:** In 2016, the average household size was 2.3. This is projected to remain the same in 2026. Less than 20% of the 2016 population was aged 19 or younger, and this proportion is projected to decrease. Overall, this suggests that demand for family housing is not anticipated to increase.



**Shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness:** There are no shelter beds in Electoral Area B. The Lower Similkameen Community Services Society (LSCSS) services areas of the Similkameen Valley including Keremeos and Electoral Areas "B" and "G" reported they regularly see two visible homeless (living in tents) but were aware of more people who are provisionally homeless.

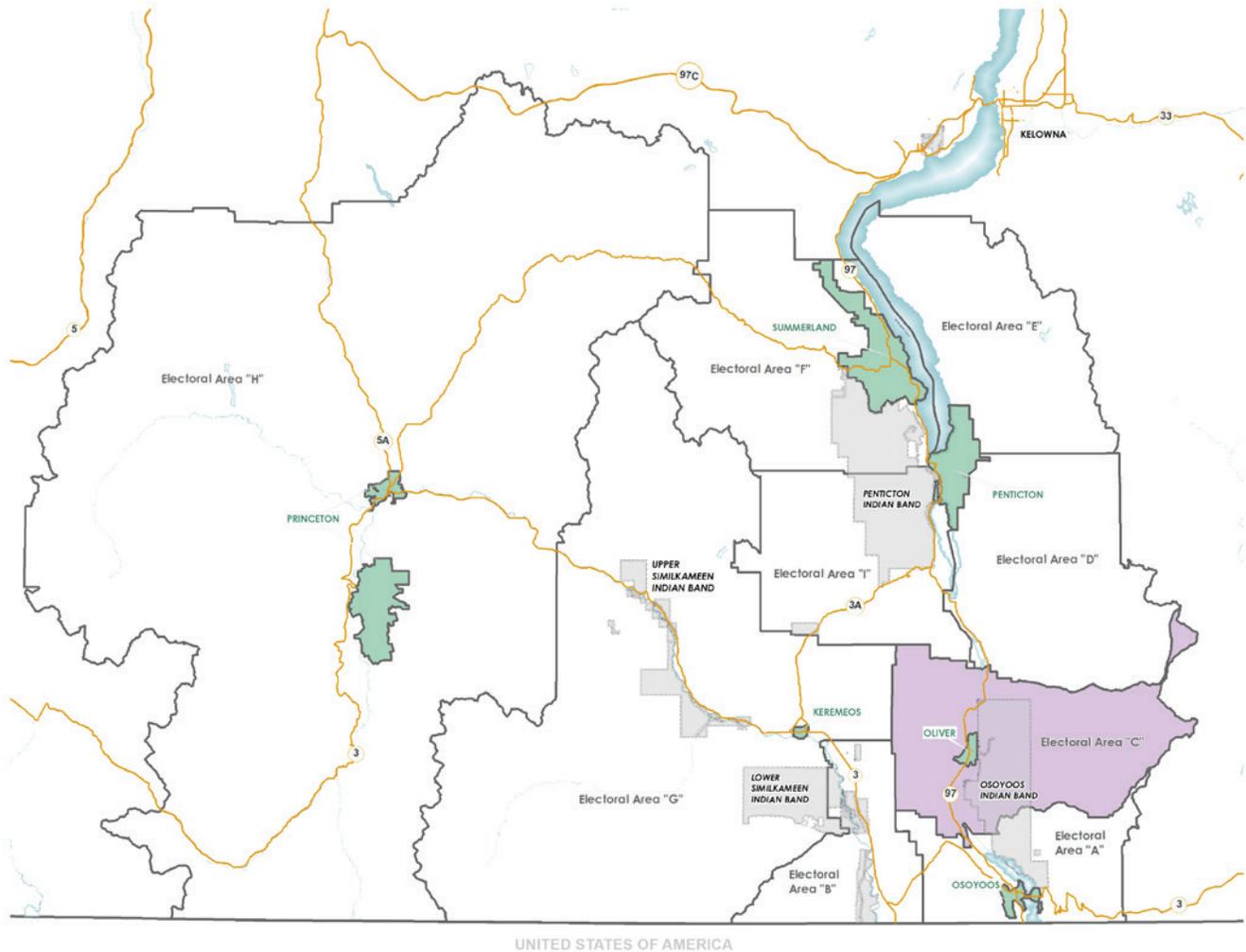
# ELECTORAL AREA "C"

Electoral Area "C" is bounded by Electoral Area "A" (Osoyoos Rural) to the south, Electoral Area "D" (Okanagan Falls) and Electoral Area "I" (Apex Kaleden) to the north, Electoral Areas "B" (Cawston) and "G" (Hedley/Olalla) to the west, and the Kootenay Boundary Regional District to the east.

The area is bisected by the Okanagan River while the Town of Oliver and a large proportion of the Osoyoos Indian Band (OIB) Reserve lands area situated within its boundaries. The largely rural area includes the communities of Gallagher Lake and Willowbrook, and several smaller, rural areas, including Fairview Road and Camp McKinney Road.

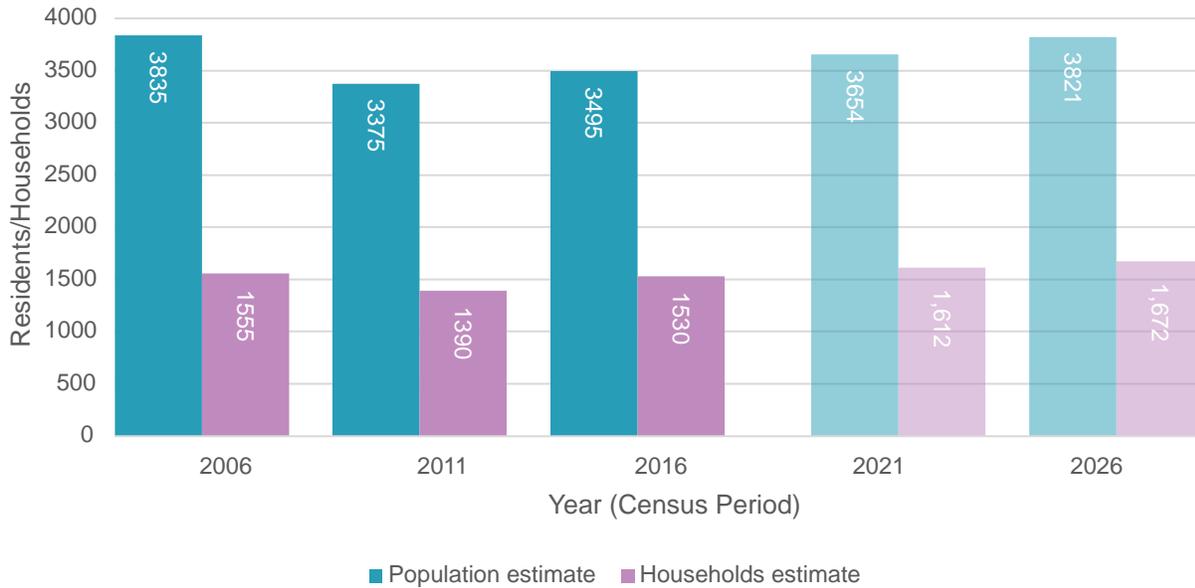
- Note: The demographic data used in this profile are compiled from the long-form census and may not match data found in other sources such as the Official Community Plan (OCP). Data from the long-form census allow for a more detailed understanding of housing needs than data from Statistics Canada Census Profiles alone, which have sometimes been used for planning purposes. However, long-form data may reflect inaccuracies due to sampling methods, especially for the year 2011. Please refer to the Electoral Area "C" OCP for official demographic data. (See Section 1 "The Long-Form Census" for more information regarding the use of long-form census data in this assessment).

**MAP: Electoral Area "C"**



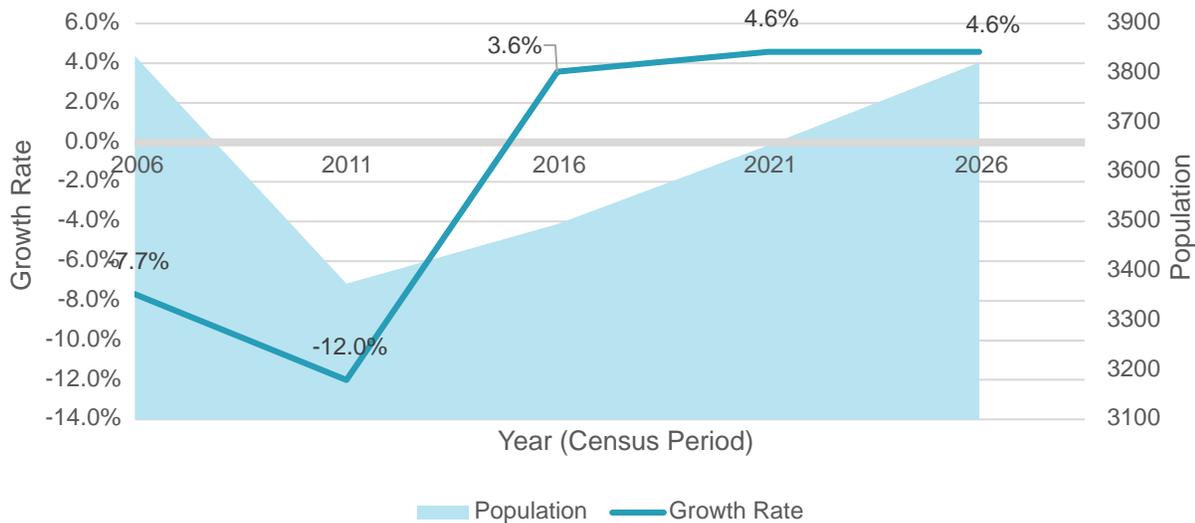
## POPULATION AND DEMOGRAPHICS

**FIGURE ELECTORAL AREA "C" POPULATION AND HOUSEHOLDS (NOTE: 2021 and 2026 projections based on RDOS regional growth rates)**



The population of Electoral Area "C" was 3,835 as of the 2016 Census. The population in the Penticton is expected to gradually increase by the year 2026, to around 3,821 people and 1,672 households. This is a household growth of over 140 net new households or about 14 households on an annual basis from 2016 to 2026.

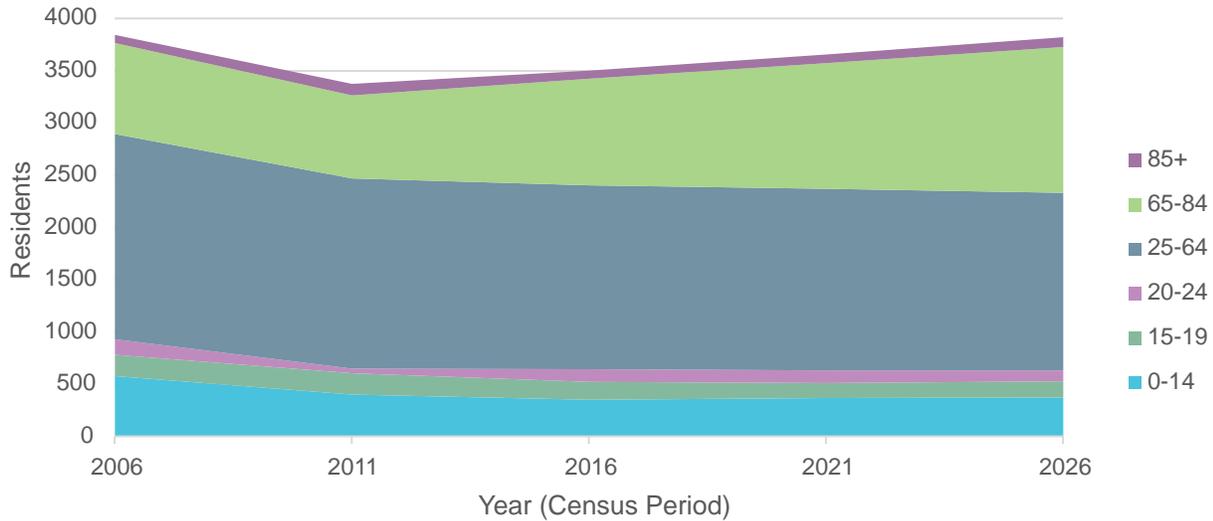
**FIGURE: Electoral Area "C" population growth rate and population, 2006 - 2026 (Note: 2021 and 2026 projections based on RDOS regional growth rates)**



The population growth rate of Electoral Area "C" has changed significantly over past census periods. From 2006 to 2011, the population was declining rapidly. It is important to note that Electoral Area "C" had a 2011 NHS non-response rate that was equal to or above 50%, which could lead to data quality issues and contribute extreme change in growth rate. Some of the changes to the growth rate may also be attributable to a Town of Oliver boundary expansion in 2007. Since 2011, the population

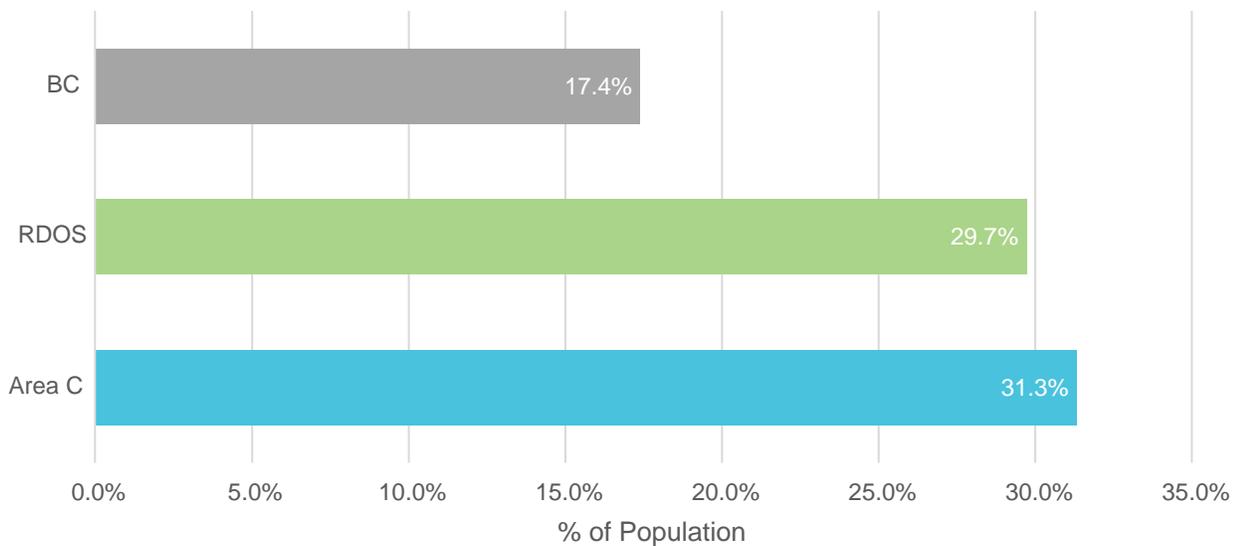
has increased. Based on regional growth projections, population growth in Electoral Area "C" may remain around 4.6% growth from 2016 to 2021 and from 2021 to 2026.

**FIGURE:** Electoral Area "C" age distribution 2006 to 2026 (Note: 2021 and 2026 projections based on RDOS regional growth rates)



The average age in Electoral Area "C" is anticipated to increase, with fewer people in the 25-65 age group, and growth in the population aged 65+. The median age in Electoral Area "C" was 56.5 in 2016, which was around 2 years greater than the RDOS as a whole.

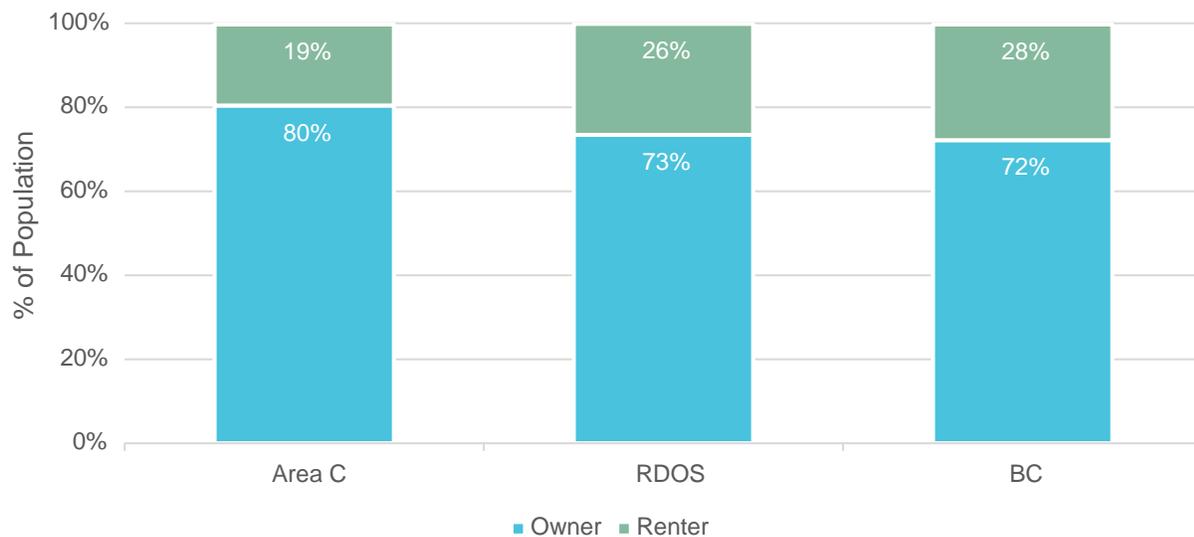
**FIGURE:** Proportion of seniors aged 65+ compared to BC, 2016



Electoral Area "C" currently has a relatively large senior's population, with over 30% of residents over age 65. This is slightly higher than the proportion for the RDOS as a whole, and around 14% higher than the proportion across the Province.

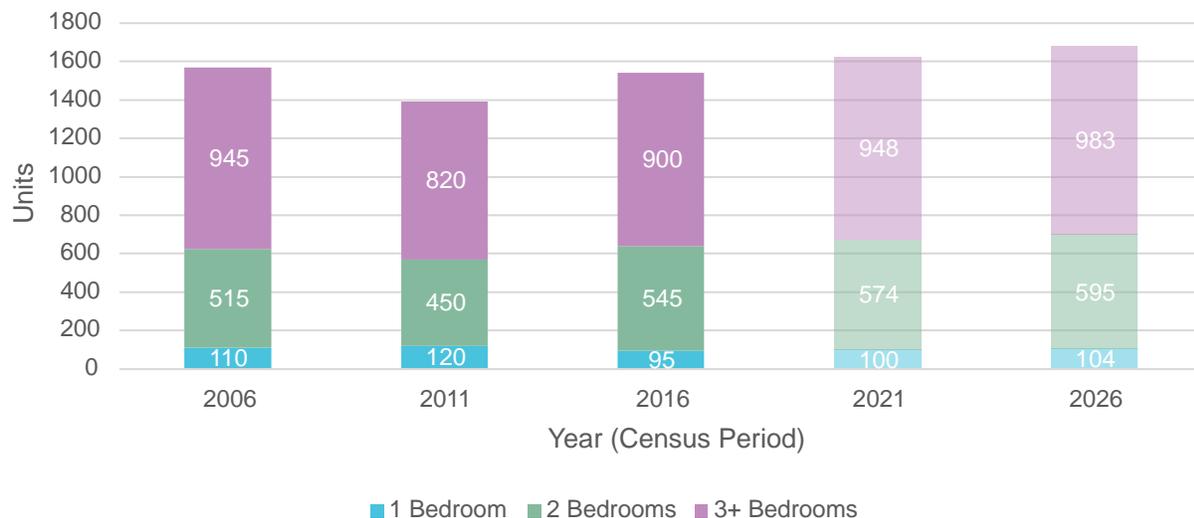
## HOUSING

**FIGURE:** Proportion of owner and renter households compared to BC, 2016



In electoral Area “C”, the number of households in 2016 was 1,530. The average household size was 2.3 people per household, which decreased slightly since 2006, but is anticipated to remain consistent through 2026. Relative to the RDOS and the province as a whole, had a greater proportion of owner households, which has remained above 80% since 2006.

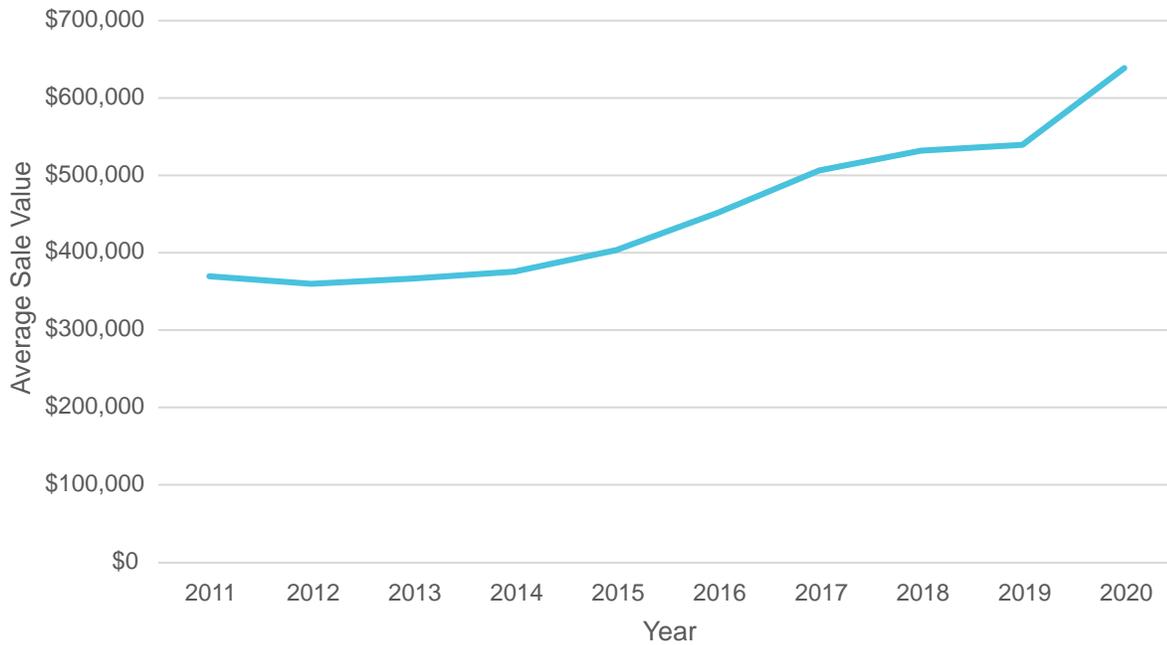
**FIGURE:** Dwelling units by size, 2006 – 2026 (Note: projections based on RDOS regional growth rates)



From 2006 to 2016, there was a slight increase in all housing types except one-bedroom dwellings. In 2016, over 75% of these units were single family dwellings, which has steadily increased since 2006.

To address the projected household growth Electoral Area “C” is expected to require an average of 14 new units annually from 2016 to 2026, totalling over 140 additional units. Based on regional household growth rates, the majority of these new units will be two- and three-bedroom dwellings.

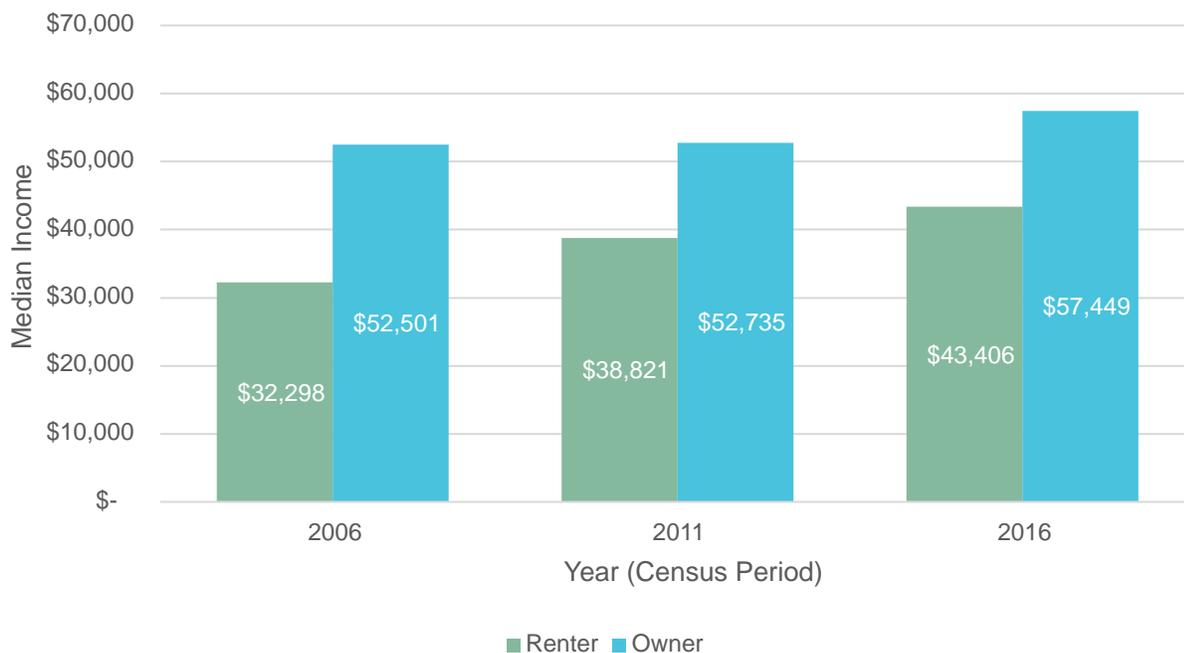
**FIGURE:** Average single-family dwelling sale values, 2011 – November 2020 (source: South Okanagan Real Estate Board)



The figure illustrates average annual sales values for single-family homes in the South Okanagan area. It does not include municipalities. Average single-family home sale values remained fairly consistent between 2011 and 2015. Since 2015 single family dwelling sale prices have increased from an average of around \$403,000 in 2015 to around \$539,000 in 2019. The latest sales data from November 2020 indicates that average prices have continued to rise to \$638,00.

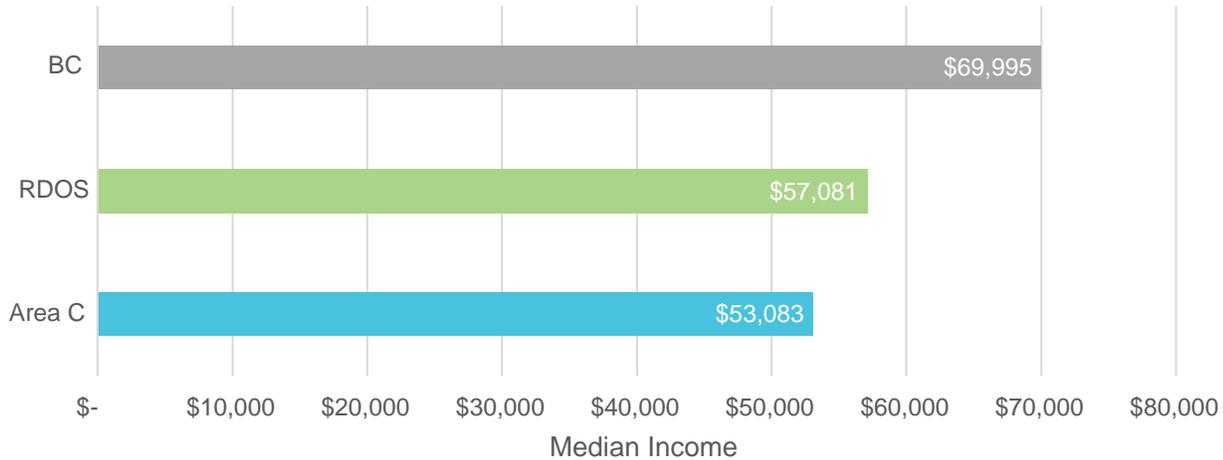
## INCOME AND ECONOMY

**FIGURE:** Figure: Renter and owner household median income, 2006 - 2016



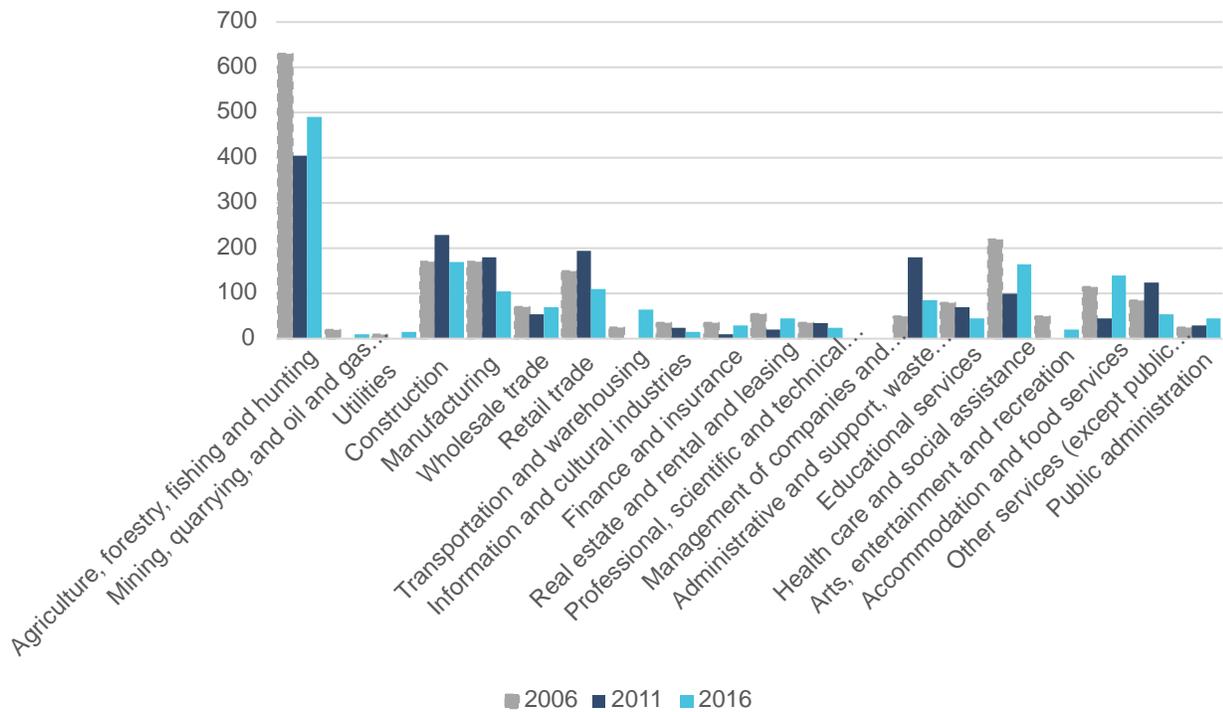
Median incomes for households in Electoral Area "C" increased over the previous census periods. The gap between owner and renter household median incomes decreased slightly from 2006 to 2016, as the renter household median income increased slightly more over this time. Median income for households that owned their own home was around \$57,500 in 2016, while the median income for renting households was around \$43,000.

**FIGURE:** Household median income Electoral Area "C", RDOS, BC, 2016



The median income for all households in Electoral Area "C" in 2016 was around \$53,000. This was slightly lower than the median for RDOS (\$57,000) and the median for the province as a whole (\$70,000).

**FIGURE:** Economic sectors Electoral Area "C", 2016



In the figure above, the size of the box corresponds to the number of workers employed in the sector. In Electoral Area "C", the top economic sectors in 2016 were agriculture, forestry, fishing and hunting; construction; and health care and social assistance.

## HOUSING NEEDS

Overall, to meet current housing demand in Electoral Area "C", an additional 83 units would have needed to be built since the last census. If growth continues to follow the trend of the RDOS as a whole, a further 59 units could be needed by 2026 to meet basic demand. Most of this growth will be for the group aged 65-84.

**TABLE: Current and anticipated housing units required. (Note: 1 bedroom includes 0 bedroom [bachelor] dwellings)**

		Total
1 bedroom	Current	6
	Anticipated	3
2 bedrooms	Current	29
	Anticipated	21
3+ bedrooms	Current	48
	Anticipated	35
TOTAL UNITS	CURRENT	83
	ANTICIPATED	59

## Core Housing Needs

In the Electoral Area "C" there were a total of 130 households (8%) in core housing need in 2016, which has decreased by 12% since 2006. In 2016, 5% of owner households and 24% of renter households were in core housing need which decreased by 10% and 20%, respectively, since 2006. Some of the decline is likely attributable to a Town of Oliver boundary expansion in 2007. Still, though significantly fewer households are in core housing need today than in the past, a greater proportion of renter households in a state of core housing need than owner households, suggesting that there is a focused need for core housing need supports for renter households.

**TABLE: Core Housing Need, 2006-2016**

		2006	2011	2016
Total Households (n = 1,530)	#	315	95	130
	%	20%	7%	8%
Owner Households (n = 1,230)	#	195	55	60
	%	15%	4%	5%
Renter Households (n = 295)	#	120	40	70
		44%	29%	24%

## Extreme Core Housing Needs

Overall, in 2016, 5% of total households were in extreme core housing need, which decreased by 3% since 2006. As with core housing need, renter households are far more likely to be in extreme core housing need than owner households. In 2016, 14% of renter households and 2% of owner households were in extreme core housing need, which decreased by 1% and 4% since 2006, respectively. Though extreme core housing need has improved slightly over past census periods, housing affordability is a significant contributing factor to this challenge in Electoral Area "C".

**TABLE: Extreme Core Housing Need, 2006-2016**

		2006	2011	2016
Total Households (n = 1,530)	#	125	35	70
	%	8%	3%	5%
Owner Households (n = 1,230)	#	80	10	25
	%	6%	1%	2%
Renter Households (n = 295)	#	40	0	40
		15%	0%	14%

## KEY AREAS OF LOCAL NEED



**Affordable housing:** In 2016, 15% of households spent more than 30% of their income on shelter costs. In 2016, this totalled 230 households, 41% of which were renter households. This decreased by 6% since 2006. According to BC Housing, Electoral Area “C” had 26 affordable housing supports in 2020. 16 were social housing units and 10 were rental subsidies. Though improving slightly over the past decade, the need for more affordable housing outweighs availability.



**Rental housing:** In 2016, 19% of the households in Electoral Area “C” were renter households. This has increased by 2% since 2006. In general, renter households are more vulnerable to housing needs than owner households. Renter households are more likely to be in core housing need and extreme core housing need. Housing affordability is a key contributing factor to renter household vulnerability. Though median incomes are increasing, renter households’ median income is still much lower than owner households. There is a need for more affordable rental units for the growing number of renter households.



**Special needs housing:** No special needs housing was reported in Electoral Area “C”. There are also no policies or zoning bylaws that support special needs housing.



**Housing for seniors:** The proportion of residents aged 65+ increased between 2011 and 2016 by 5%. The total proportion in 2016 was just 1% higher than the RDOS, but significantly higher (14%) than the province as a whole. By 2026, 39% of the population is projected to be 65+. There may be a higher demand for one-bedroom homes or seniors housing (e.g., retirement or assisted living), while currently three+ bedroom, single detached homes are the predominant housing type. Currently, there are no seniors housing units, independent social housing units or housing subsidies to serve the large seniors population.



**Housing for families:** In 2016, the average household size was 2.3. This is projected to remain the same through 2026. In 2016, three-bedroom homes were the most common unit size. 15% of the population was younger than 19 in 2016, and this proportion is anticipated to continue declining by 2026. This suggests there may be little additional demand for family housing.



**Shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness:** Data on homelessness is not available for Area “C” and currently there are no shelter beds or housing for homeless individuals in the electoral area. However, statistics from other communities in the Okanagan indicate there are individuals experiencing homelessness in the broader Okanagan region.



**Agricultural workers:** As an agricultural centre in the region, Electoral Area “C” must also consider the unique housing challenges this issue presents. In the summer months, a large number of temporary agricultural workers come to pick crops, including tree fruit, grapes, and field crops. While some operations provide housing for these workers, others do not. There is a need to help seasonal agricultural workers secure temporary housing provided by farmers.

# ELECTORAL AREA "D"

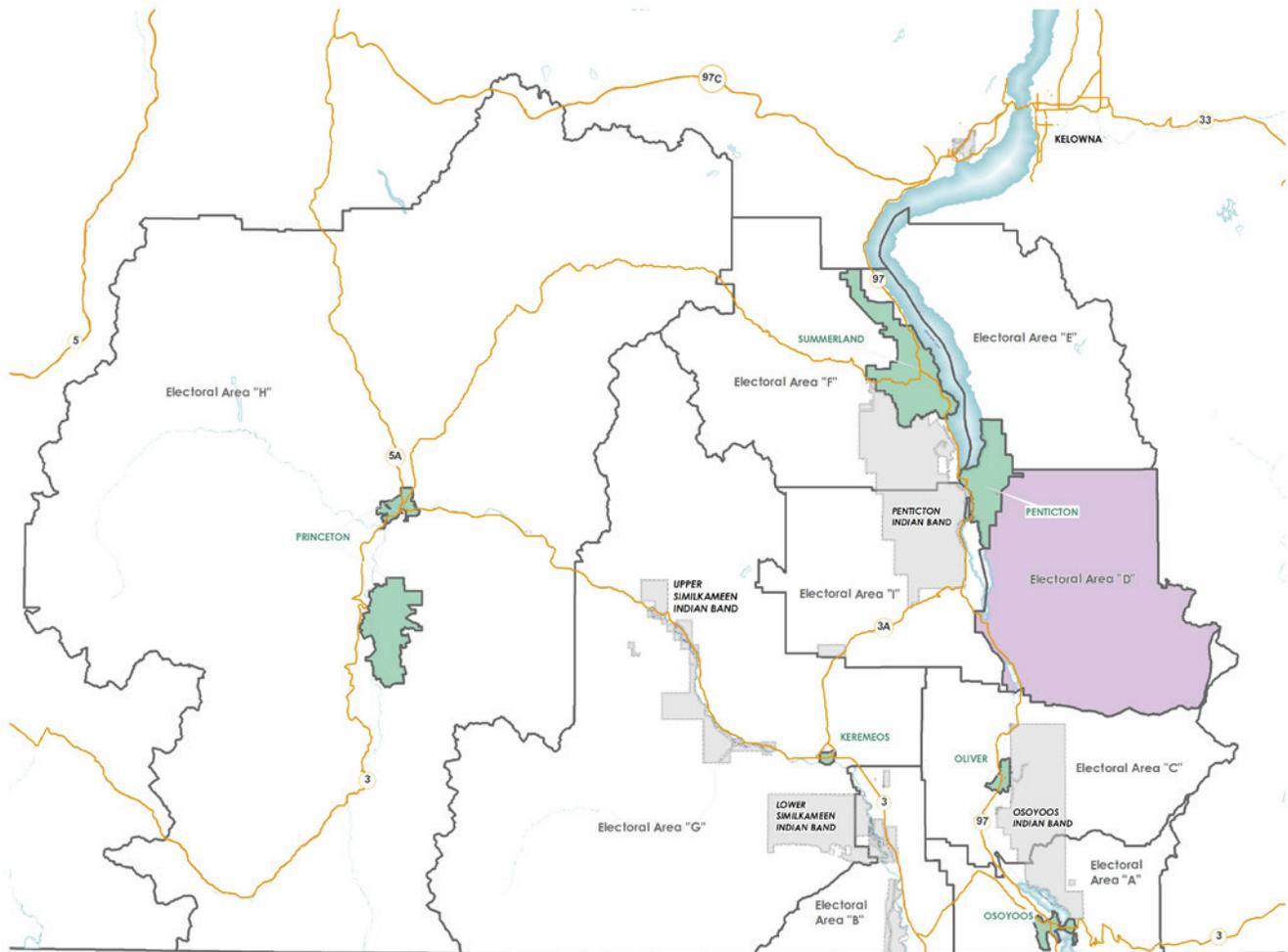
Electoral Area "D" (Skaha East and Okanagan Falls) is bounded by Electoral Area "C" (Rural Oliver) to the south, Electoral Area "E" (Naramata) to the north, and Electoral Area "I" (Skaha West, Kaleden and Apex) and the City of Penticton to the west. Okanagan Falls is the area's main community. Other settlement areas include Skaha Estates and Eastside Road.

Electoral Area "D" is part in the South Okanagan Regional Growth Strategy (RGS) area. Okanagan Falls is identified in the RGS as a Primary Growth Area, and Skaha Estates/Eastside Road as a Rural Growth Area. The suitability of the Skaha Estates/Eastside Road Rural Growth Areas designation is currently under review as part of the 2021 RGS review.

Prior to 2016, Electoral Areas "D" and "I" were a combined Electoral Area. Area "D" composed approximately 60% of this Area. Unless otherwise noted, data for Electoral Area "D" were determined by calculating 60% of the combined Electoral Area census data.

- Note: The demographic data used in this profile are compiled from the long-form census and may not match data found in other sources such as the Official Community Plan (OCP). Data from the long-form census allow for a more detailed understanding of housing needs than data from Statistics Canada Census Profiles alone, which have sometimes been used for planning purposes. However, long-form data may reflect inaccuracies due to sampling methods, especially for the year 2011. Please refer to the Electoral Area "D" OCP for official demographic data. (See Section 1 "The Long-Form Census" for more information regarding the use of long-form census data in this assessment).

**MAP: Electoral Area "D"**



UNITED STATES OF AMERICA

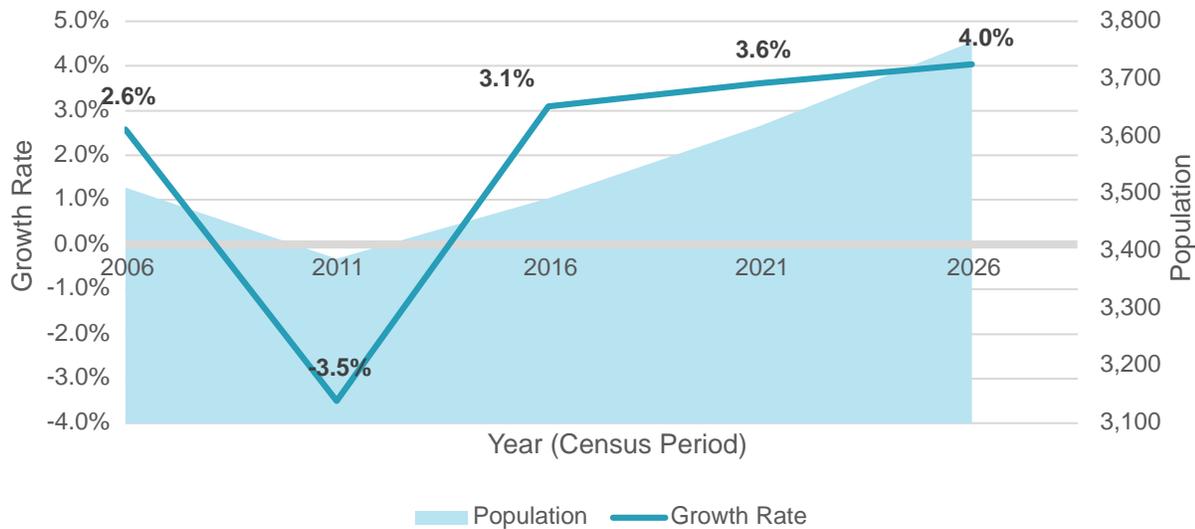
## POPULATION AND DEMOGRAPHICS

**FIGURE:** Electoral Area "D" population and households (Note: 2021 and 2026 projections based on RDOS regional growth rates)



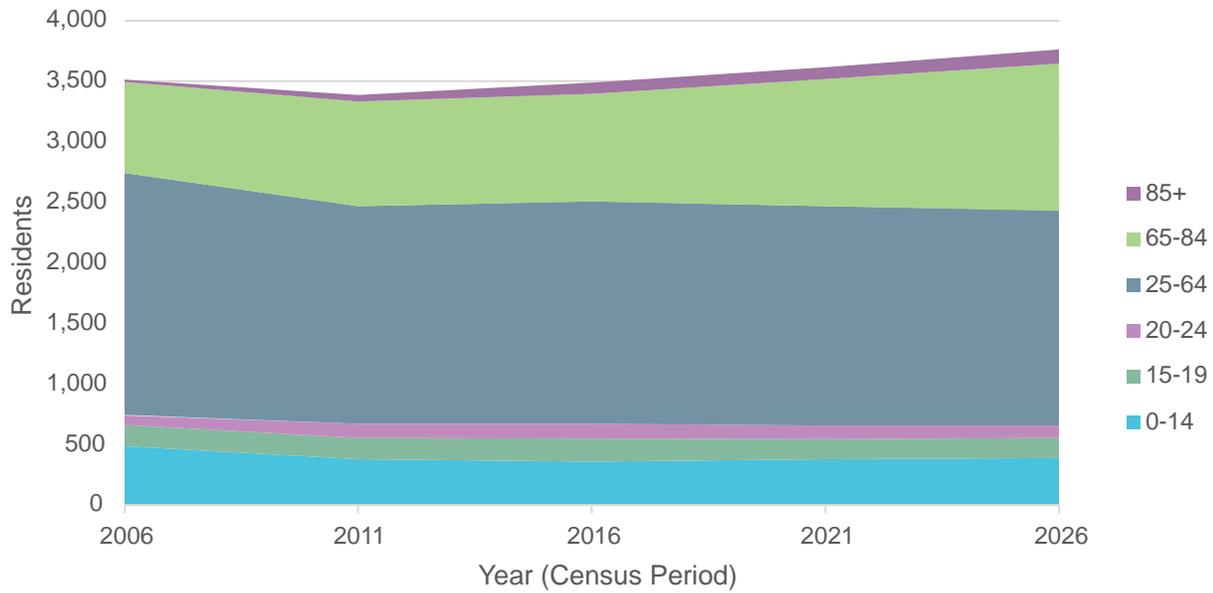
The population of Electoral Area "D" was 3,492 as of the 2016 Census. The population in Electoral Area "D" is expected to gradually increase by the year 2026, to around 3,764 people and 1,704 households.

**FIGURE:** Electoral Area "D" population growth rate and population, 2006 - 2026 (Note: 2021 and 2026 projections based on RDOS regional growth rates)



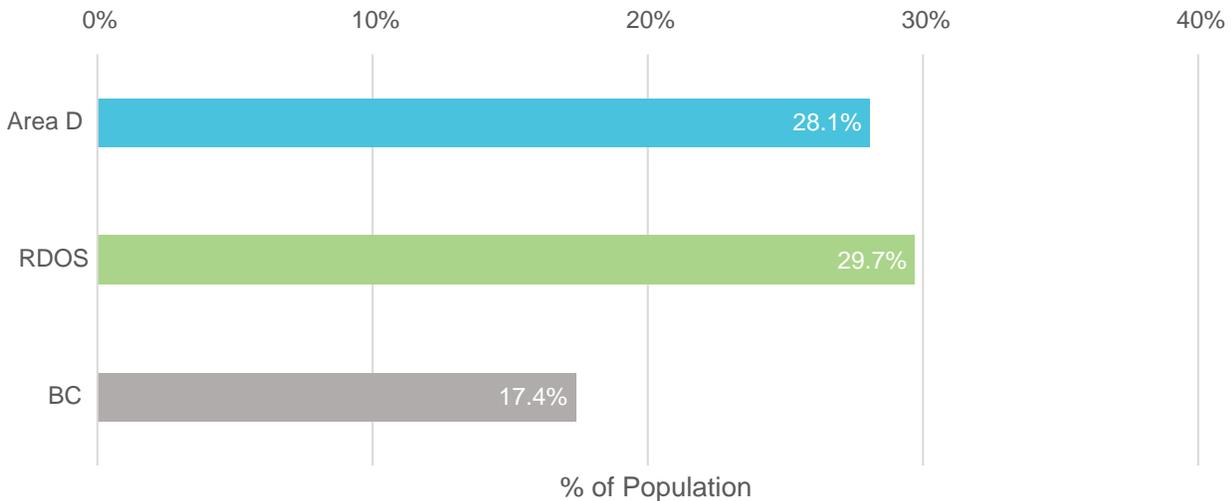
The population of Electoral Area "D" declined from 2006 to 2011 to a negative growth rate of -3.5%, but then returned to 3.1% by 2016. The population is expected to increase slowly but steadily for the next 10 years, up to 4.0% by 2026.

**FIGURE: Electoral Area "D" age distribution 2006 to 2026 (Note: 2021 and 2026 projections based on RDOS regional growth rates)**



The average age in Electoral Area "D" is anticipated to increase just slightly from 49.9 in 2016 to 50.6 by 2026, with slightly fewer people in the 25-65 age group, and slight growth in the population aged 65+.

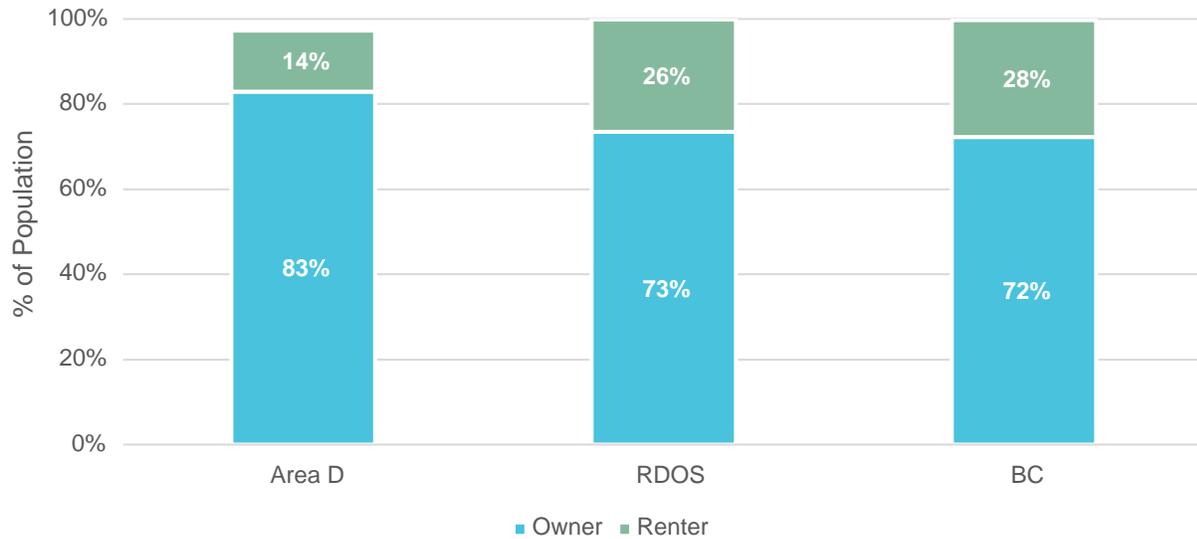
**FIGURE: Proportion of seniors aged 65+ compared to BC, 2016**



Almost 30% of Electoral Area "D" residents are over age 65. This is almost exactly on par with the proportion for the RDOS as a whole, and about 10% higher than the proportion across the Province.

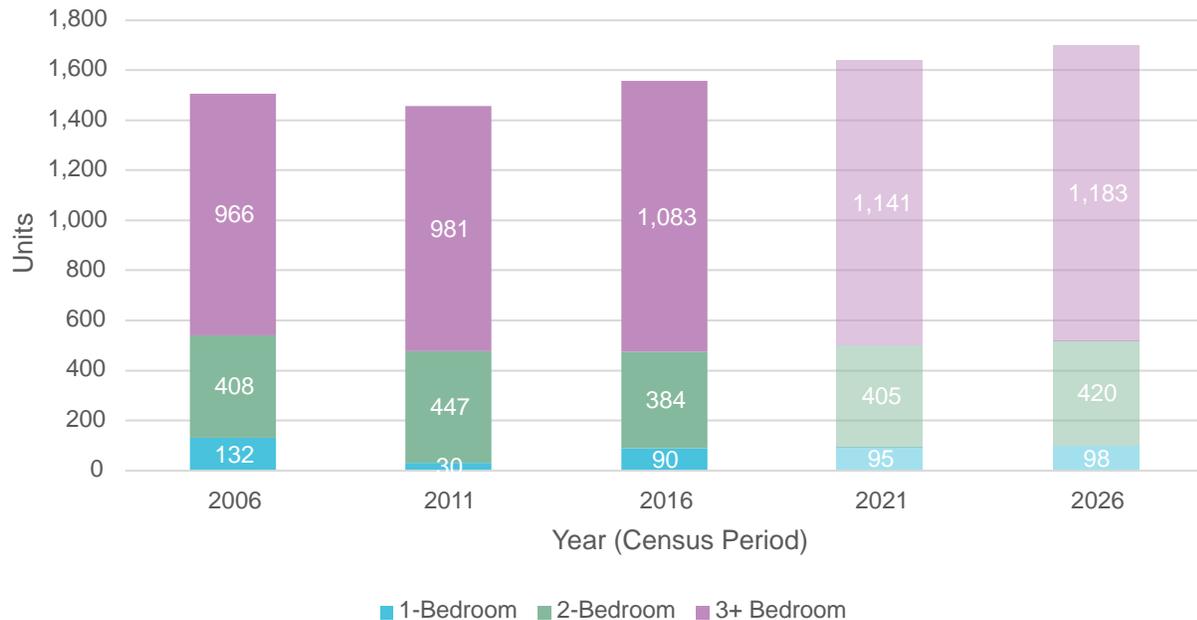
## HOUSING

**FIGURE: Owner – renter households, 2016**



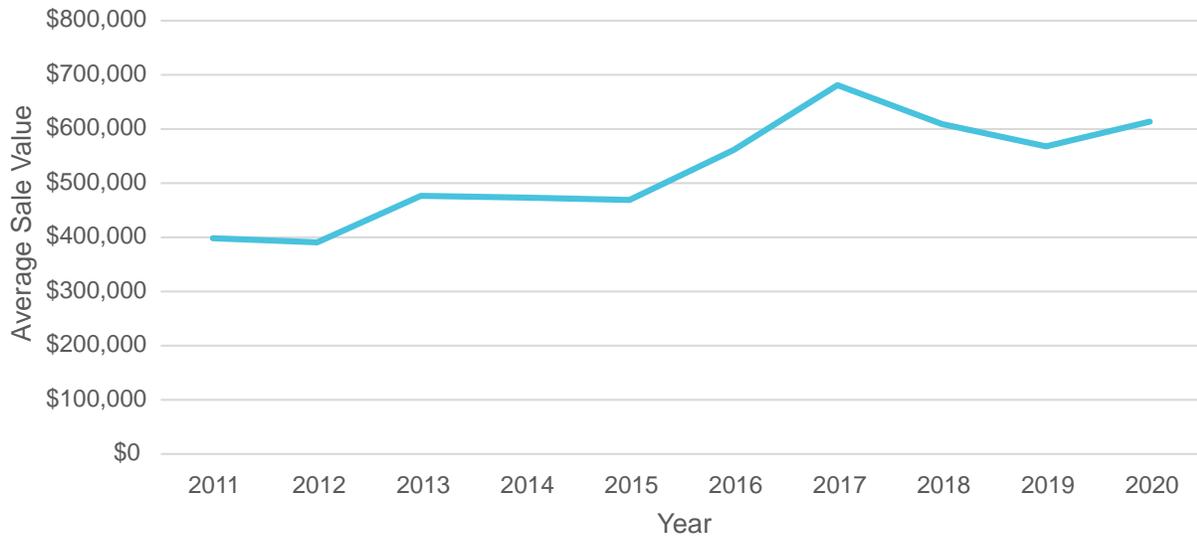
The number of households in 2016 was 1,518, 83% of which were owner households compared to 14% that were renter households. The average household size was 2.2 people per household, which is not anticipated to change by 2026.

**FIGURE: Dwelling units by size, 2006 – 2026 (Note: projections based on RDOS regional growth rates)**



From 2006 to 2016 homes tended to get bigger in Electoral Area “D,” with increases in the number of three- and four+ bedroom homes, while the number of one- and two-bedroom homes decreased.

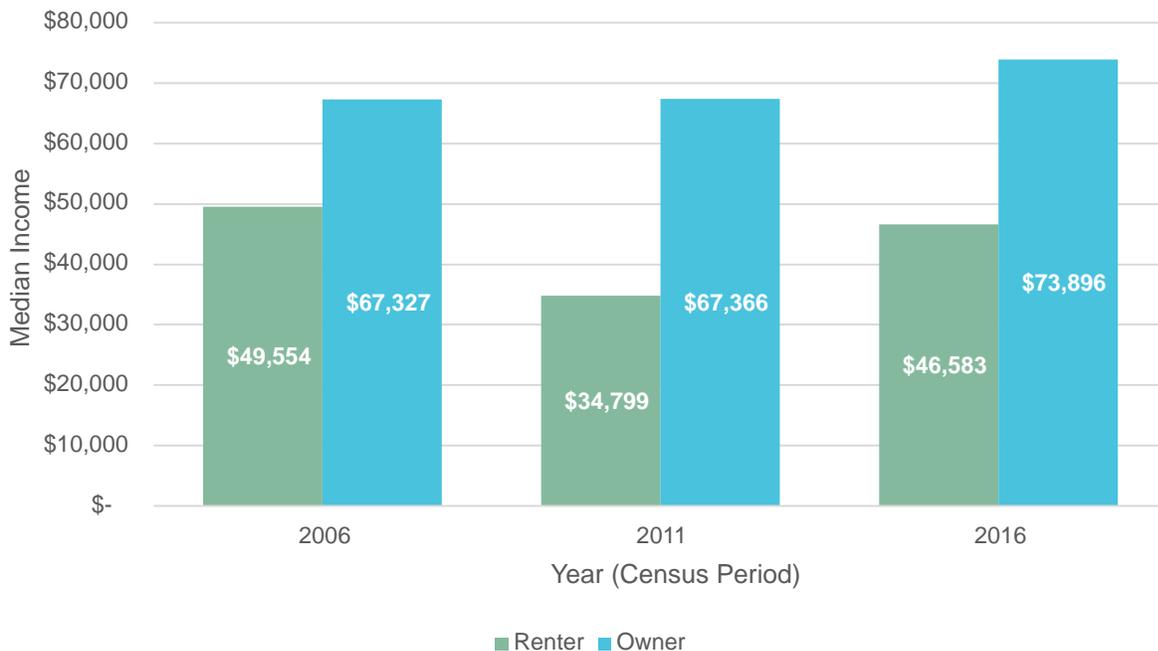
**FIGURE:** Average single-family dwelling sale values Kaleden – OK Falls, 2011 – November 2020 (source: South Okanagan Real Estate Board)



The figure illustrates average annual sales values for single-family homes in the Okanagan Falls area. The area includes a portion of Area “I” and Kaleden, which likely could inflate average sales data. Sales data is from the South Okanagan Real Estate Board. Average sales values for single family homes in Kaleden and Okanagan Falls overall rose from \$398,000 in 2011 to \$567,729 in 2019. Prices appear to have peaked in 2017 at \$680,000, which could be due to sales of more expensive, luxury homes in the sales area sales. From that peak, sale prices trended downwards to 2016 levels in 2019 (\$567,000). The latest sales data from November 2020 indicates that average prices have risen to \$613,000.

### INCOME AND ECONOMY

**FIGURE:** Renter and owner household median income, 2006 - 2016



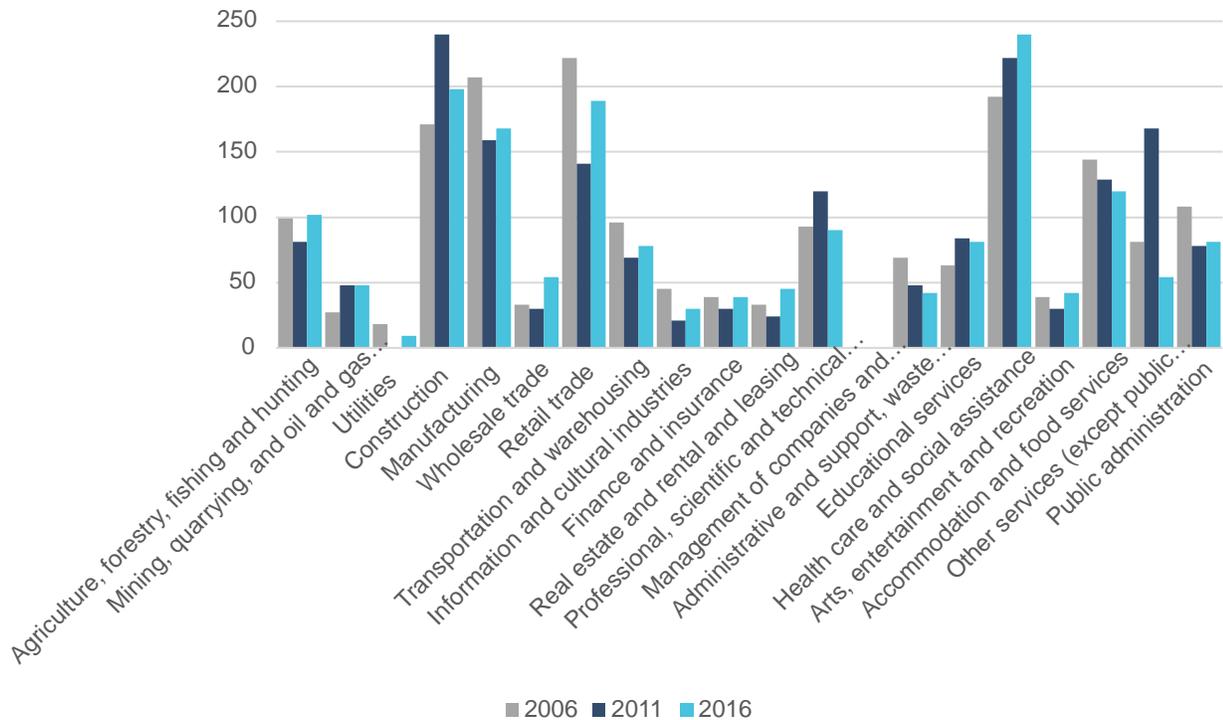
Median household incomes for those who own their own homes in Electoral Area "D" rose 10% between 2006 and 2016. Over the same time period, median household incomes for renters declined by 6%.

**FIGURE:** Household median income Electoral Area "D", RDOS, BC, 2016



Median income for all households in 2016 in Electoral Area "D" was almost on par with the provincial average, both just under \$70,000. Both of these figures are more than \$10,000 higher than the average across the RDOS (\$57,081).

**FIGURE:** Economic sectors Electoral Area "D", 2016



In Electoral Area "D," the top five economic sectors are health care and social assistance; construction; retail trade; manufacturing; and accommodation and food services.

## HOUSING NEED

Overall, to meet current basic housing demand in Electoral Area “D,” an additional 85 units would have needed to be built since the last census. If growth continues to follow the trend of the RDOS as a whole, a further 60 units could be needed by 2026 to meet basic demand.

**TABLE: Current and anticipated housing units required. (Note: 1 bedroom includes 0 bedroom [bachelor] dwellings)**

		Total
1 bedroom	Current	5
	Anticipated	3
2 bedrooms	Current	21
	Anticipated	15
3+ bedrooms	Current	59
	Anticipated	42
TOTAL UNITS	CURRENT	85
	ANTICIPATED	60

### Core Housing Needs

There is a larger number of owner households in core housing need, but a much greater proportion of renter households in core housing need. Overall, there was an 80% increase in the total number of homes in core housing need between 2006 and 2016.

**TABLE: Core Housing Need, 2006-2016**

		2006	2011	2016
Total Households (n = 1,560)	#	75	150	135
	%	5%	10%	9%
Owner Households (n = 1,293)	#	30	126	81
	%	2%	10%	6%
Renter Households (n = 225)	#	45	21	54
		21%	23%	24%

### Extreme Core Housing Needs

Since 2006, the percentage of renters in extreme core housing need, whereas the percentage of owners in extreme core housing need rose in 2011 and then declined again by 2016. Overall, there was a 100% increase in the total number of homes in extreme housing need between 2006 and 2016.

**TABLE: Extreme Core Housing Need, 2006-2016**

		2006	2011	2016
Total Households (n = 1,560)	#	33	66	69
	%	2%	5%	4%
Owner Households (n = 1,293)	#	15	51	27
	%	1%	4%	2%
Renter Households (n = 225)	#	21	15	39
		10%	16%	17%

## KEY AREAS OF LOCAL NEED



**Affordable housing:** As of 2020, there were 53 affordable housing supports in Electoral Area “D”, including social housing units and rental subsidies. The proportion of homeowners spending 30% or more of their income on housing declined from 18% to 16% between 2006 and 2016; the proportion of renters spending this much rose from 30% to 37% over the same period. This information suggests the need for more affordable housing, particularly for renters, outweighs availability. The Electoral Area “D” OCP includes policies in support of affordable housing (e.g., in Okanagan Falls Town Centre).

More affordable housing units are currently proposed (as of January 2021) in the form of a 30-unit multifamily apartment building to be sited in the Okanagan Falls Town Centre. Through partnership with BC Housing, the South Skaha Housing Society project would offer a range of affordable rental units including 20% deep subsidy rental rates (based on a maximum household income level), 50% rent geared to income, and 30% affordable market (based on a CMHC average for moderate income).



**Rental housing:** The proportion of Electoral Area “D” households that rent stayed relatively stable between 2006 (15%) and 2016 (14%). There is a significant gap between owner and renter household income, with owner households earning \$27,313 more per year than renters (based on 2016 median incomes). In addition, 2016 median renter household income has declined by \$2,971 since 2006.

Renters are much more likely to experience core and extreme housing need. In 2016, 24% of renter households were in core housing need compared to 6% of owner households, while 17% of renter households experienced extreme housing need compared to just 2% of owners. Housing affordability is a key contributing factor to renter household vulnerability. Additional rental and affordable rental units will be needed as the population continues to grow, particularly if the gap between renter and owner median incomes continues to grow.

As noted above, the South Skaha Housing Society is currently proposing 30 additional rental units which, when completed, would add an additional 30 affordable rental units to the area’s total rental housing stock. A range of unit sizes (one- to three- bedroom) and rent categories (with varying levels of subsidy) would provide rental options to a range of household sizes and income levels.





**Special needs housing:** There are no shelter beds or housing units for people experience or at risk of homelessness. The Electoral Area “D” OCP does have policies supporting special needs housing.



**Housing for seniors:** The proportion of the population above 65 is anticipated to grow over the next decade. There may be a higher demand for one-bedroom homes, seniors housing (e.g., retirement or assisted living), and accessible units, while currently three-bedroom, detached homes are the predominant housing type.

South Skaha Housing Society’s proposed 30-unit development would add 12 additional one-bedroom rental units, which would contribute to the stock of affordable, smaller units that may be suitable for seniors.



**Housing for families:** Three-bedroom homes are the most common unit size; the median price for a house of this size in 2016 was \$312,595. Average household size in 2016 is 2.2, which is expected to stay the same over the next decade. Less than 20% of the population was younger than 19 in 2016, and this proportion is anticipated to continue declining by 2026. This suggests there may be little additional demand for family housing.

South Skaha Housing Society’s proposed 30-unit development would add 18 additional two- and three-bedroom rental units, which would contribute to the stock of affordable, larger units suitable for families.



**Shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness:** Data on homelessness are not available for Area “D” and currently there are no shelter beds or housing for homeless individuals in the Electoral Area. However, statistics from other communities in the Okanagan indicate there are individuals experiencing homelessness in the broader Okanagan region



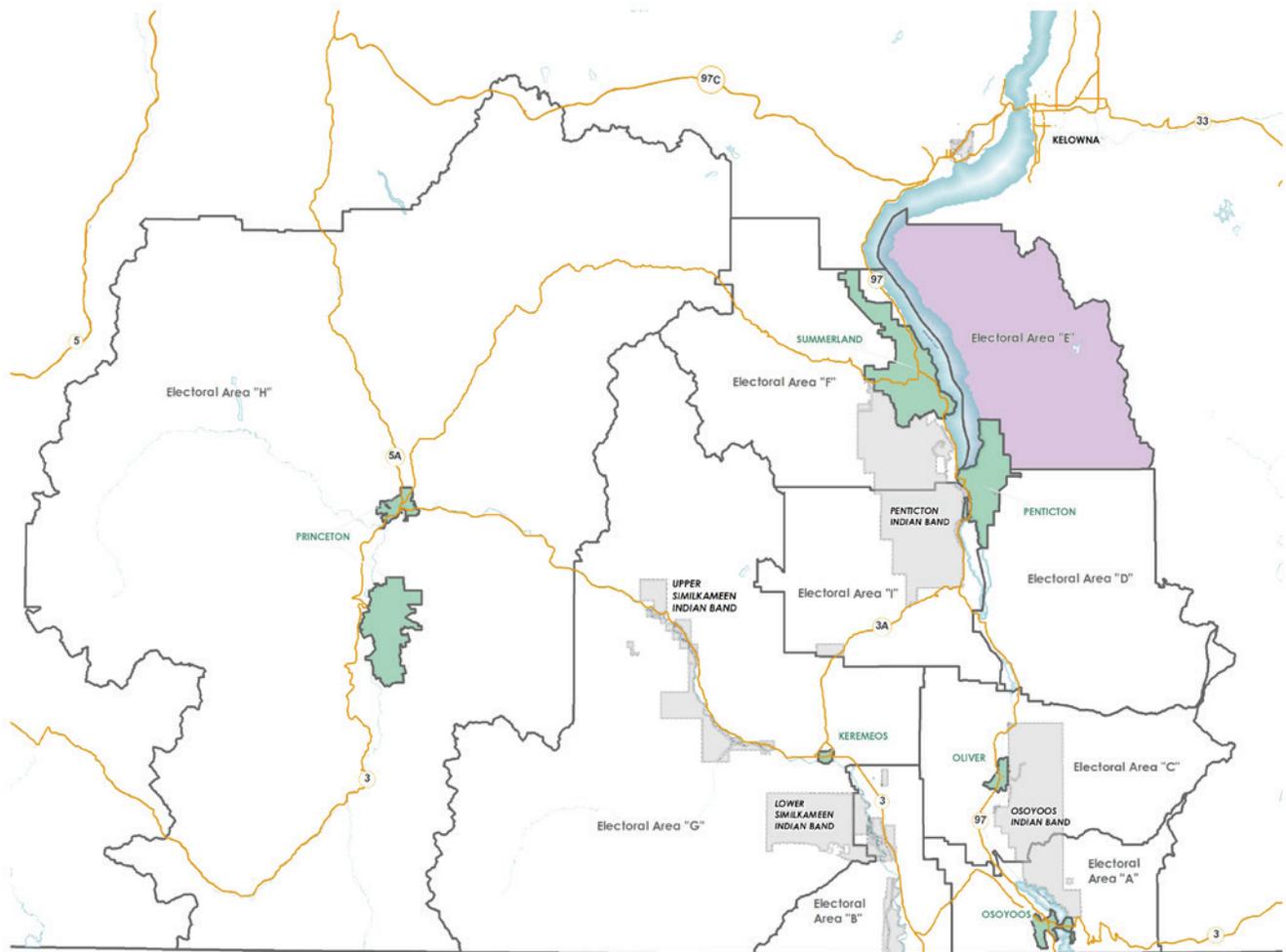
# ELECTORAL AREA "E"

Electoral Area "E" (Naramata) on the eastern shores of Okanagan Lake, north of the City of Penticton. The area is bordered by the City of Penticton and Electoral Area "D" (Skaha East and OK Falls) to the north, the Central Okanagan Regional District to the north, and the Kootenay Boundary Regional District to the east. The District of Summerland, Penticton Indian Band, and Electoral Area "F" (Rural Summerland, Red Wing and West Bench Area) are located across Okanagan Lake to the west.

The Naramata townsite is located approximately 16 km from downtown Penticton, along the shores of Okanagan Lake, and is the principal settlement area. Electoral Area "E" is part in the South Okanagan Regional Growth Strategy (RGS) area and Naramata townsite is identified in the RGS as a Rural Growth Area. Other settlement areas include Falcon Ridge, Naramata Benchlands, Indian Rock, Glenfir, and Chute Lake.

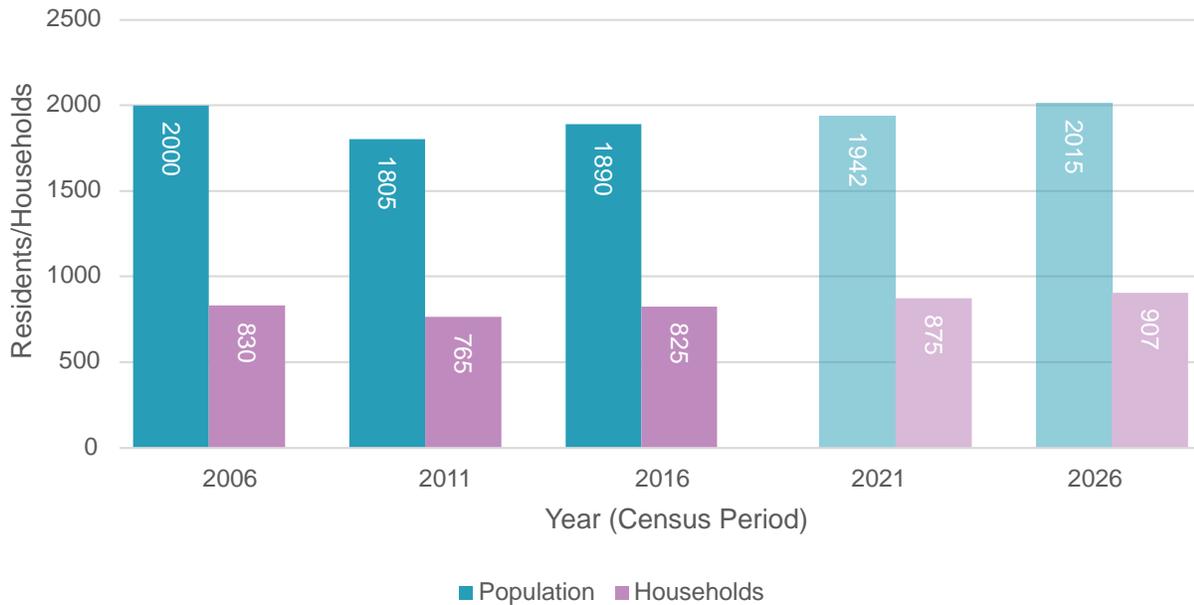
- Note: The demographic data used in this profile are compiled from the long-form census and may not match data found in other sources such as the Official Community Plan (OCP). Data from the long-form census allow for a more detailed understanding of housing needs than data from Statistics Canada Census Profiles alone, which have sometimes been used for planning purposes. However, long-form data may reflect inaccuracies due to sampling methods, especially for the year 2011. Please refer to the Electoral Area "E" OCP for official demographic data. (See Section 1 "The Long-Form Census" for more information regarding the use of long-form census data in this assessment).

MAP: Electoral Area "E"



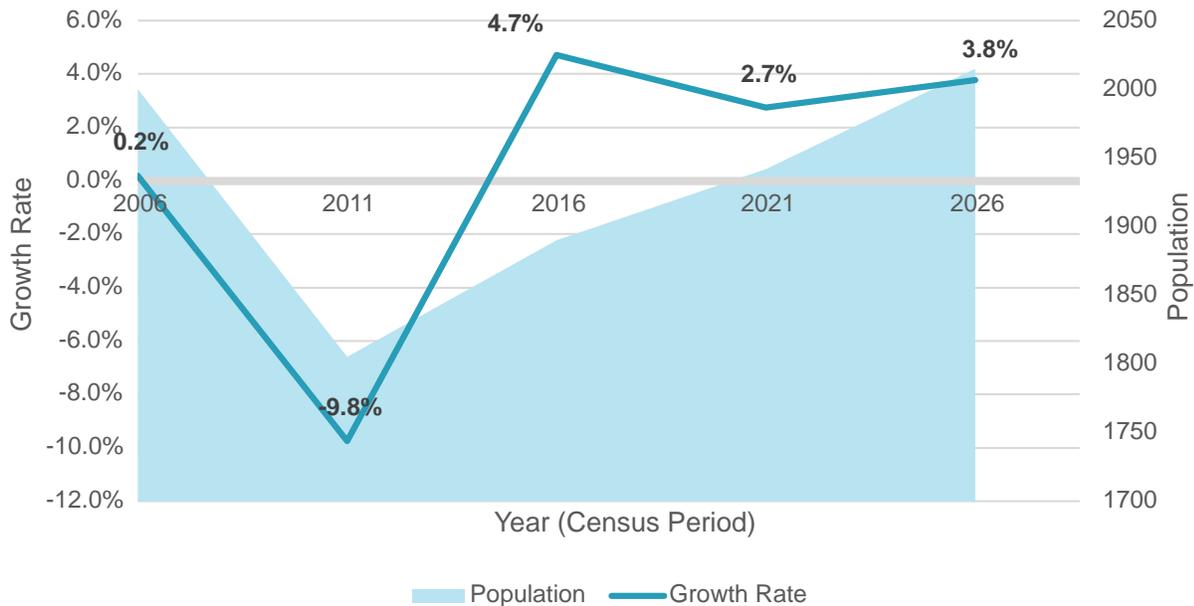
## POPULATION AND DEMOGRAPHICS

**FIGURE:** Electoral Area "E" population and households (Note: 2021 and 2026 projections based on RDOS regional growth rates)



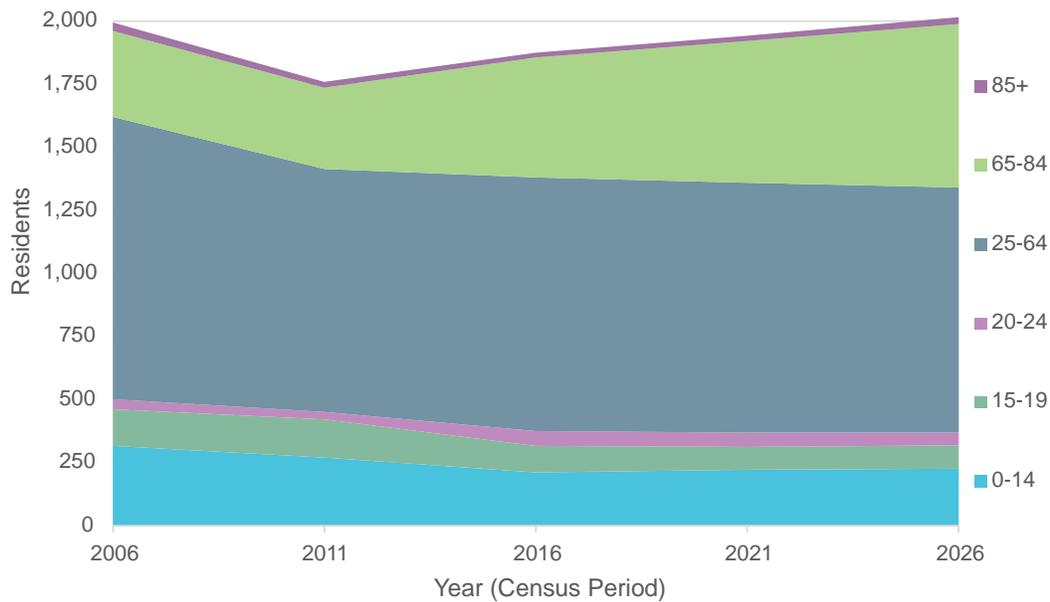
The population of Electoral Area "E" was 1,890 as of the 2016 Census. The population in Electoral Area "E" is expected to increase by the year 2026, to around 2,015 people and 907 households.

**FIGURE:** Electoral Area "E" population growth rate and population, 2006 - 2026 (Note: 2021 and 2026 projections based on RDOS regional growth rates)



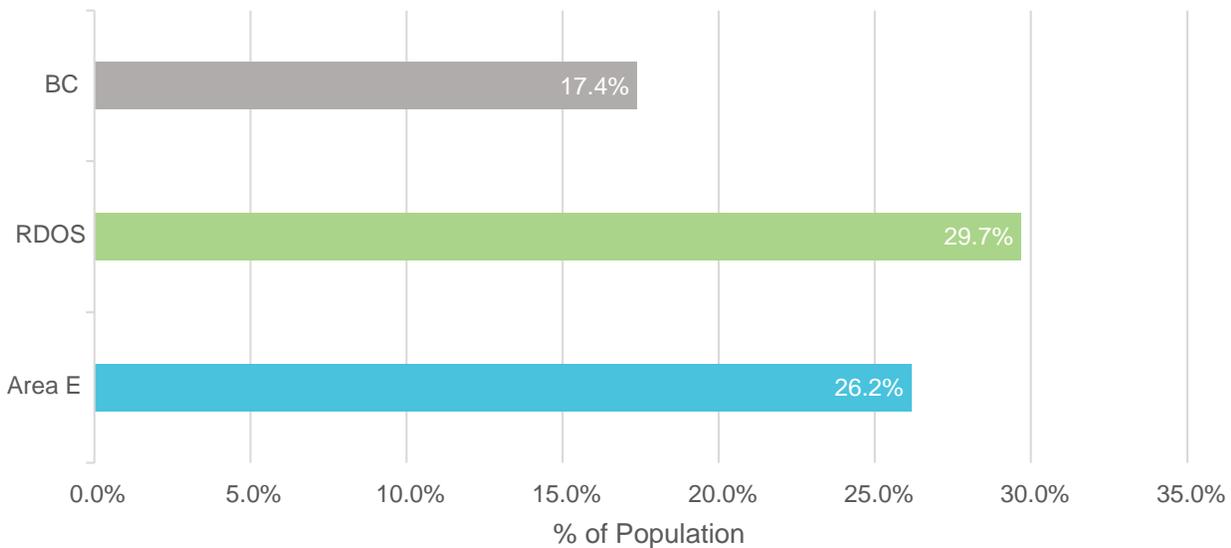
The population of Electoral Area "E" is anticipated to increase gradually by an average of 0.7% per year. Between 2021 and 2026, this will add up to about 4.3% growth.

**FIGURE: Electoral Area "E" age distribution 2006 to 2026 (Note: 2021 and 2026 projections based on RDOS regional growth rates)**



The average age in the Electoral Area "E" is anticipated to slightly decrease, with slightly fewer people in the 25-65 age group, and growth in the population aged 65+.

**FIGURE: Proportion of seniors aged 65+ compared to BC, 2016**



Electoral Area "E" currently has a significant senior's population, with 26% of residents over age 65. This is 4% lower than the proportion for the RDOS as a whole, but 8.6% higher than the proportion across the province.

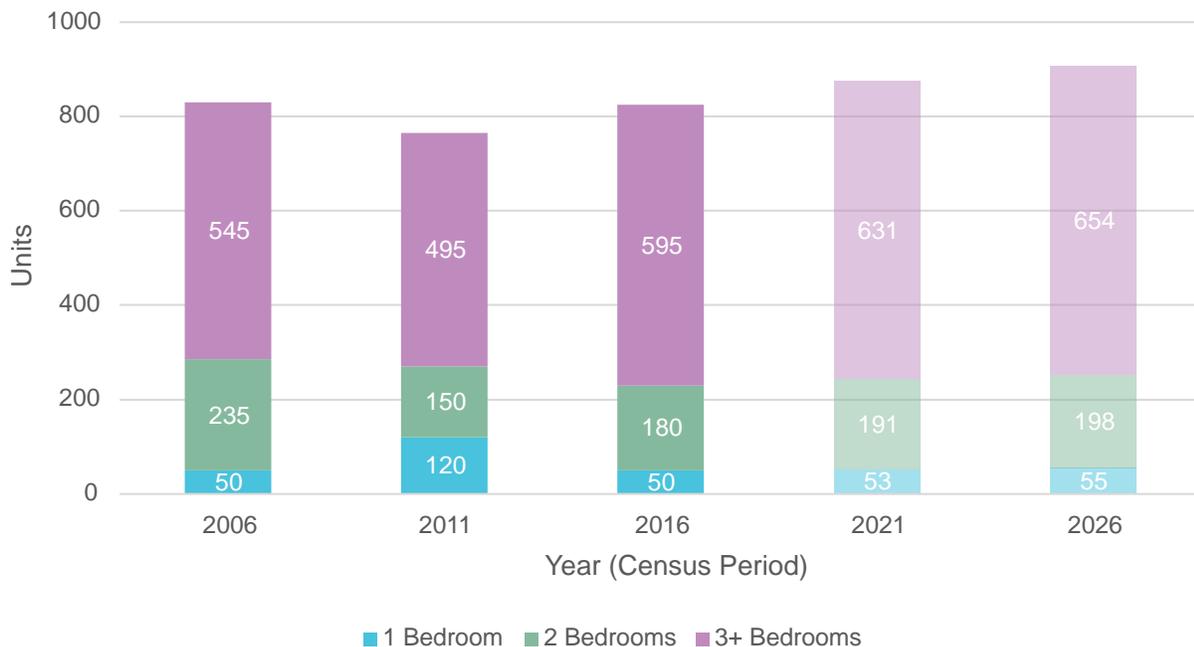
## HOUSING

**FIGURE: Owner – renter households, 2016**



The number of households in 2016 was 825, 81% of which were owner households compared to about 19% that were renter households. When compared to the rest of RDOS and the province, Electoral Area “E” has a higher percentage of homeowners, but a lower percentage of renters. The average household size was 2.3 people per household. By 2026, the anticipated household size is anticipated to decrease slightly to 2.2 people per household.

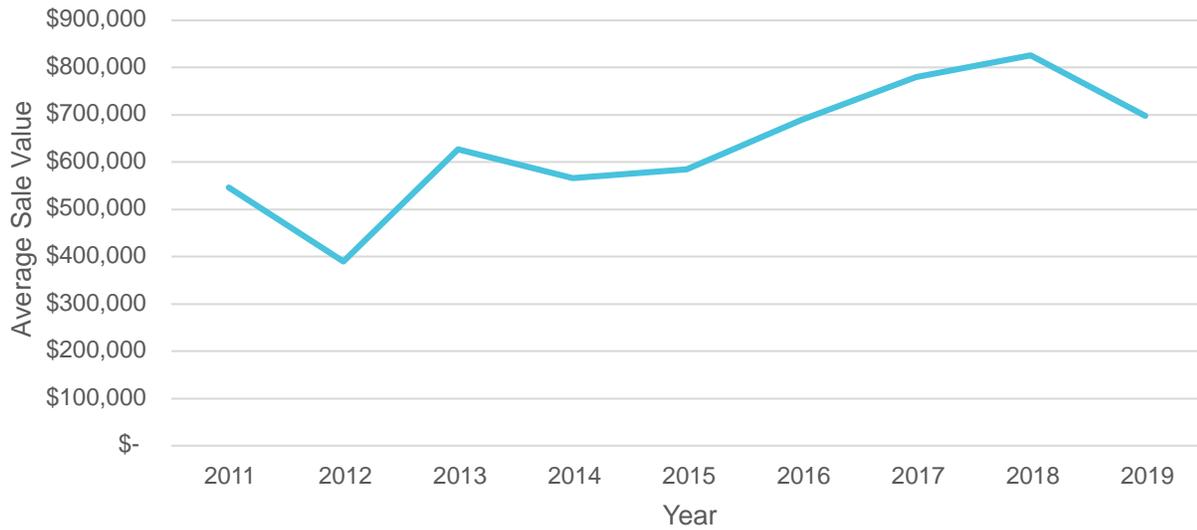
**FIGURE: Dwelling units by size, 2006 – 2026 (Note: projections based on RDOS regional growth rates)**



From 2006 to 2016 home sized varied in Electoral Area “E”. From 2006 - 2016, four+ bedroom homes significantly increased while the number of three-bedroom homes decreased. two-bedroom and one-bedroom homes also decreased from 2006 to 2016. To address the projected growth across all housing unit sizes, Electoral Area “E” is expected to require an average of 61 net new owned housing units and 16 net new rental units per year from 2016 – 2026, averaging 8 new units annually. Based

on regional household growth rates, the majority of these new units will be three and four-bedroom dwellings.

**FIGURE:** Average single-family dwelling sale values, 2011 – November 2019 (source: South Okanagan Real Estate Board)



The figure illustrates average annual sales values for single-family homes in the Naramata area. Sales data is from the South Okanagan Real Estate Board. Average single-family home values varied heavily between 2011 to 2014. After 2014, single family dwelling sale prices grew. The most recent (November 2020) data indicates a steep increase in sales values in Naramata to \$1,000,000. The steep jump could be due to the number of luxury home sales in the area.

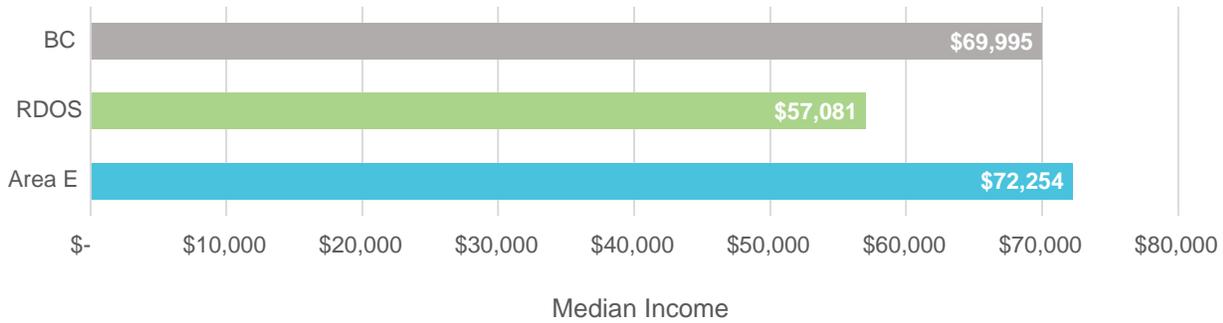
## INCOME AND ECONOMY

**FIGURE:** Renter and owner household median income, 2006 - 2016



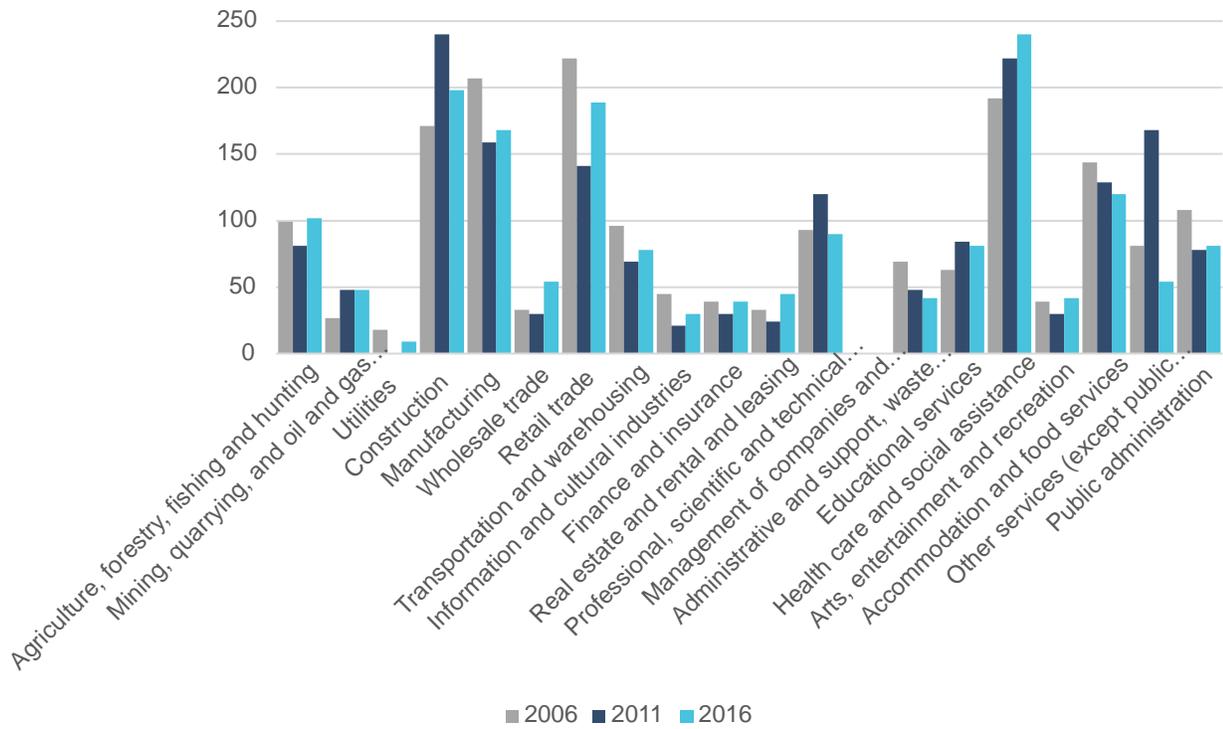
Median incomes for households in Electoral Area “E” varied slightly between the previous census periods. Median income for households that owned their own home was around \$81,000 in 2016, while the median income for renting households was around \$47,500.

**FIGURE: Household median income Electoral Area "E", RDOS, BC, 2016**



Median income for all households in 2016 was around \$72,000. This is higher than the median for RDOS (\$57,000) and the median for the province as a whole (\$70,000).

**FIGURE: Economic sectors Electoral Area "E", 2016**



In Electoral Area "E", the top five economic sectors are agriculture, forestry, fishing and hunting, health care and social assistance, accommodation and food services, construction, and educational services.

## HOUSING NEEDS

Overall, to meet current housing demand in Electoral Area “E”, an additional 45 units would have needed to be built since the last census. If growth continues to follow the trend of the RDOS as a whole, a further 32 units could be needed by 2026 to meet basic demand. Most of this growth will be for the group aged 65-84.

**TABLE: Current and anticipated housing units required. (Note: 1 bedroom includes 0 bedroom [bachelor] dwellings)**

		Total
1 bedroom	Current	3
	Anticipated	2
2 bedrooms	Current	10
	Anticipated	7
3+ bedrooms	Current	32
	Anticipated	23
TOTAL UNITS	CURRENT	45
	ANTICIPATED	32

### Core Housing Needs

The percentage of households in core housing need was 8% in 2016, which has risen 1% since 2006. The percentage of owner households in core housing need was 19% in 2016, which has decreased 9% since 2006. This suggests a slight disparity between owners and renters and a need for increased housing supports for renter households.

**TABLE: Core Housing Need, 2006-2016**

		2006	2011	2016
Total Households (n = 825)	#	60	20	70
	%	7%	3%	8%
Owner Households (n = 670)	#	35	20	30
	%	28%	25%	19%
Renter Households (n = 155)	#	25	0	35
	%	4%	0%	5%

### Extreme Housing Needs

The percentage of households in extreme core housing need was 4% in 2016, which is the same as it was in 2006. The percentage of owner households in extreme housing need was 6% in 2016, which has decreased by 14% since 2006. This suggests a disparity between owners and renters and a need for increased housing need supports for some renter households.

**TABLE: Extreme Housing Need, 2006-2016**

		2006	2011	2016
Total Households (n = 825)	#	30	0	35
	%	4%	0%	4%
Owner Households (n = 670)	#	25	0	10
	%	20%	0%	6%
Renter Households (n = 155)	#	10	0	25
	%	1%	0%	4%

## KEY AREAS OF LOCAL NEED



**Affordable housing:** There were ten affordable housing supports in 2020. Four were social housing units and six were rental subsidies. In 2016, 145 (18%) of households spent more than 30% of their income on shelter costs. This increased by 2% since 2006. This has worsened slightly over the past decade and the need for more affordable housing outweighs availability.



**Rental housing:** In 2016, 19% of the households in Electoral Area “E” were renter households. Since 2006, Renter households’ median income increased by \$2,310, while owner households’ median income increased by \$10,702. There is an increasing gap between renter and owner median incomes.



**Special needs housing:** No special needs housing was reported in Electoral Area “E”. There are policies around special needs housing under the Growth Management section.



**Housing for seniors:** The proportion of residents aged 65+ increased between 2011 and 2016 (by 7%). In 2016, it was approximately 6% less than the proportion of seniors in the RDOS (32%). By 2026, 33% of the population is projected to be 65+. There may be a higher demand for one-bedroom homes, seniors housing (e.g., retirement or assisted living), and accessible units, while currently three-bedroom, detached homes are the predominant housing type.



**Housing for families:** In 2016, the average household size was 2.3. This is projected to be 2.2 in 2026. 17% of the 2016 population was aged 19 or younger, and this proportion is projected to decrease slightly by 2026, suggesting that there may be little additional demand for family housing.



**Shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness:** Data on homelessness are not available for Area “E” and currently there are no shelter beds or housing for homeless individuals in the Electoral Area. However, statistics from other communities in the Okanagan indicate there are individuals experiencing homelessness in the broader Okanagan region.

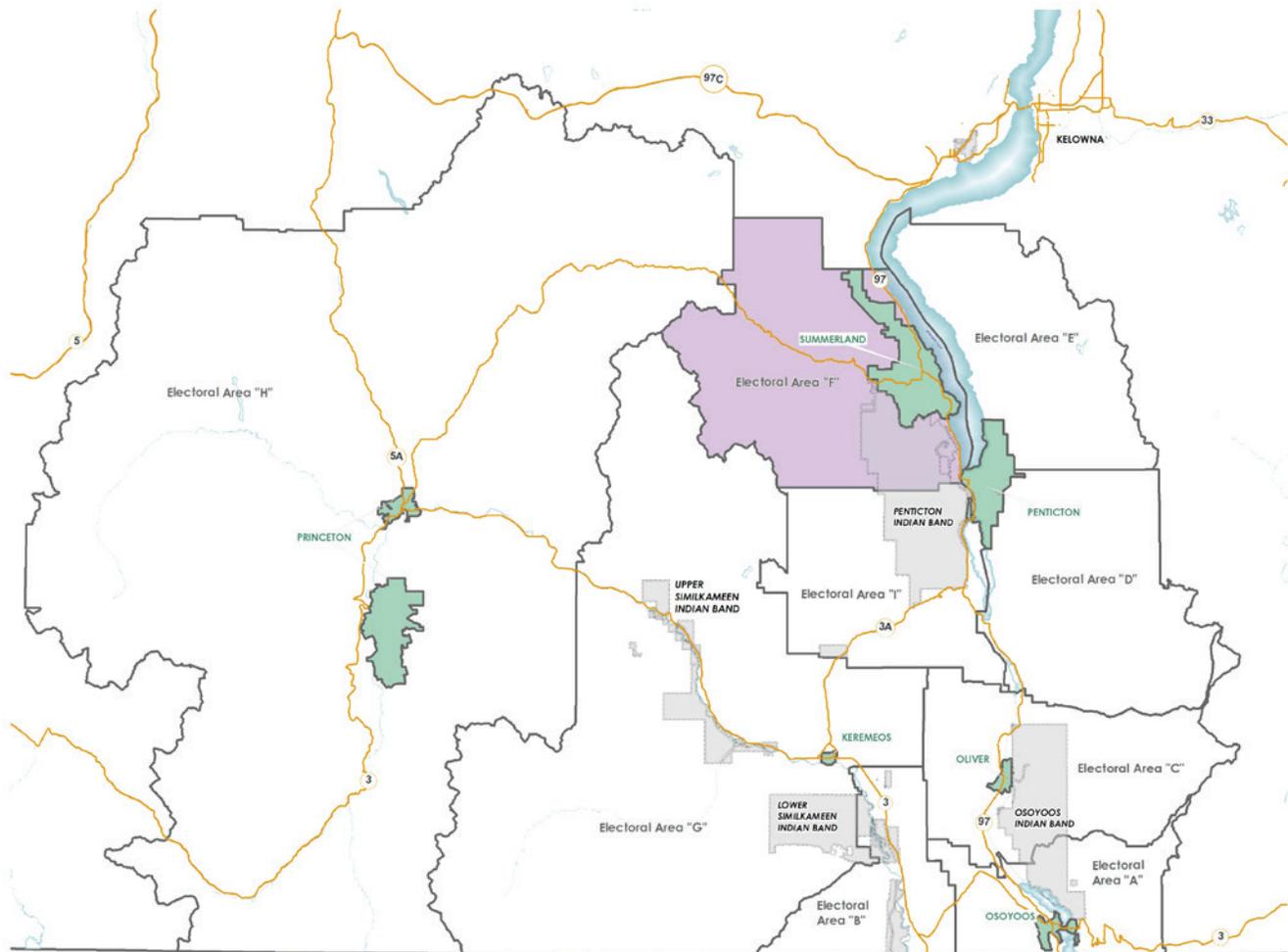
# ELECTORAL AREA "F"

Electoral Area "F" (Rural Summerland, Red Wing and West Bench Area) is a semi-arid, mountain-to-valley landscape that includes some shoreline areas along Okanagan Lake. The area is bounded by the Regional District of Central Okanagan to the north, the City of Penticton and Penticton Indian reserve lands to the south, Lake Okanagan and the District of Summerland to the east, and Electoral Area "H" (Rural Princeton) to the west.

The District of Summerland bisects the electoral area, separating the north-eastern corner from the bulk of Electoral Area "F". There are two principal settlement areas – Greater West Bench and Faulder/Meadow Valley. These residential areas are located close to Penticton and Summerland, respectively. Electoral Area "F" is part of the South Okanagan Regional Growth Strategy (RGS) area. The RGS designates Greata Ranch as a Rural Growth Area. The suitability of this designation is currently under review as part of the 2021 RGS review.

- Note: The demographic data used in this profile are compiled from the long form census and may not match data found in other sources such as the Official Community Plan (OCP). This housing assessment relies on data from the long form census, which allows for a more detailed understanding of housing needs than data from Census Profiles alone, which have sometimes been used for planning purposes. However, long form data may reflect inaccuracies due to sampling methods, especially for the year 2011. Please refer to the Electoral Area "F" OCP for official demographic data.

**MAP: Electoral Area "F"**



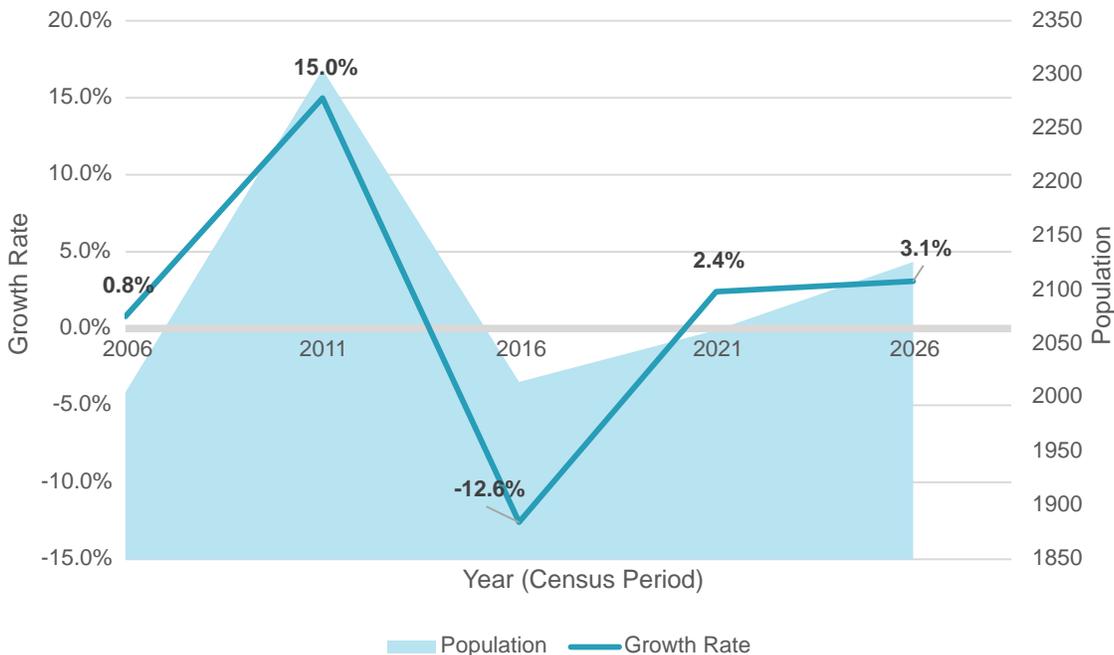
## POPULATION AND DEMOGRAPHICS

**FIGURE:** Electoral Area "F" population and households (Note: 2021 and 2026 projections based on RDOS regional growth rates)



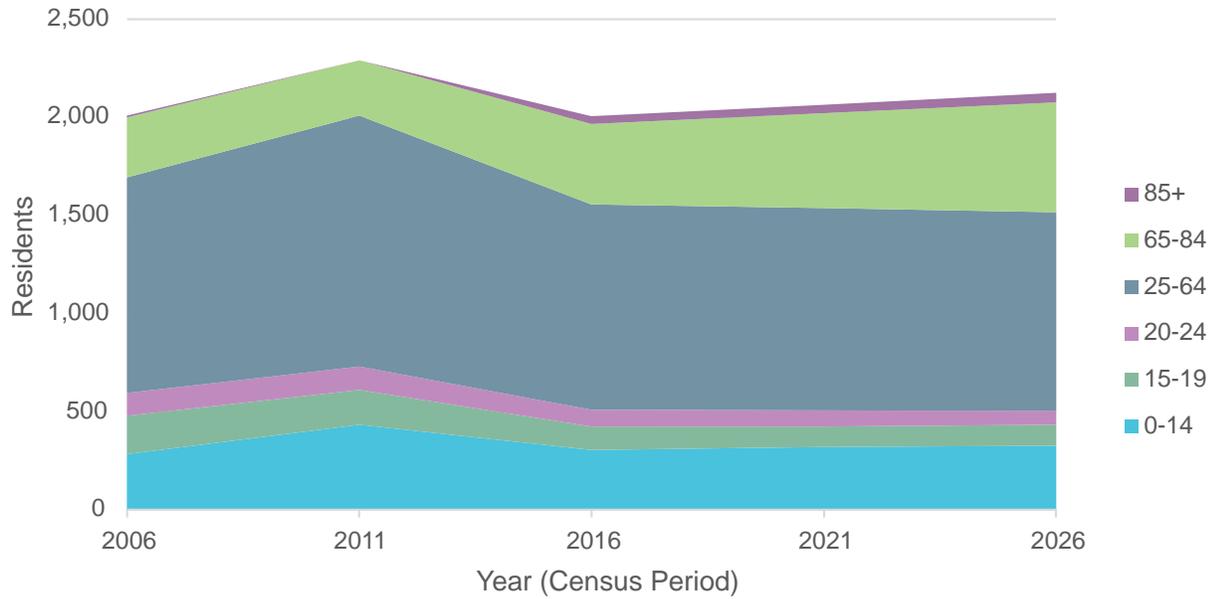
The population of Electoral Area "F" was 2,015 as of the 2016 Census. The population in the Electoral Area "F" is expected to increase slightly by the year 2026, to around 2,126 people and 825 households.

**FIGURE:** Electoral Area "F" population growth rate and population, 2006 - 2026 (Note: 2021 and 2026 projections based on RDOS regional growth rates)



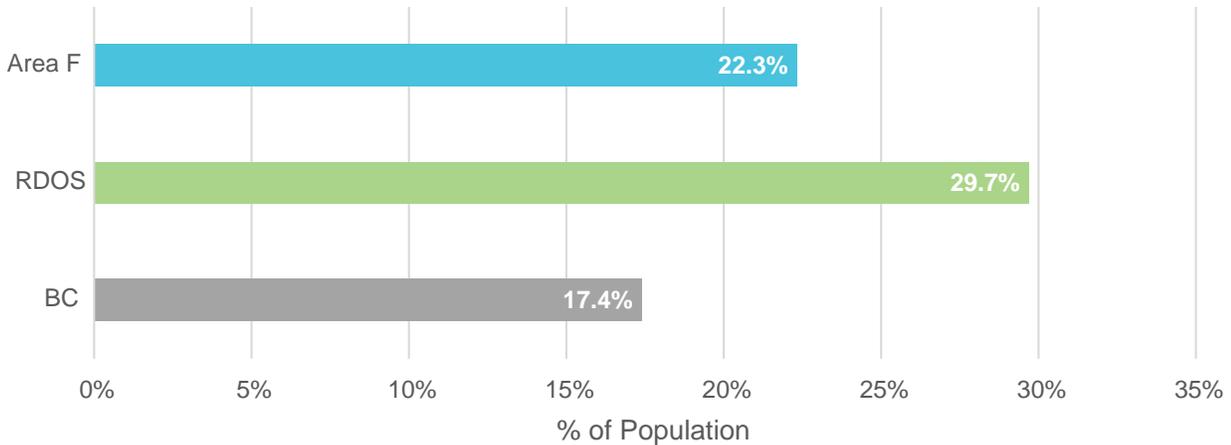
Between 2006 and 2016, Electoral Area "F" had a significantly fluctuating growth rate, increasing almost 15% between 2006 and 2011 and then falling dramatically by almost 28% by 2016. Some of the decline can be attributed to boundary expansions in Summerland and the City of Penticton. Looking forward, the population growth rate is anticipated to even out to 2.4% in 2021 and 3.1% in 2026.

**FIGURE: Electoral Area "F" age distribution 2006 to 2026 (Note: 2021 and 2026 projections based on RDOS regional growth rates)**



The average age in Electoral Area "F" is anticipated to increase just slightly from 51 in 2016 to 55 by 2026, with slightly fewer people in the 25-65 age group, and slight growth in the population aged 65+.

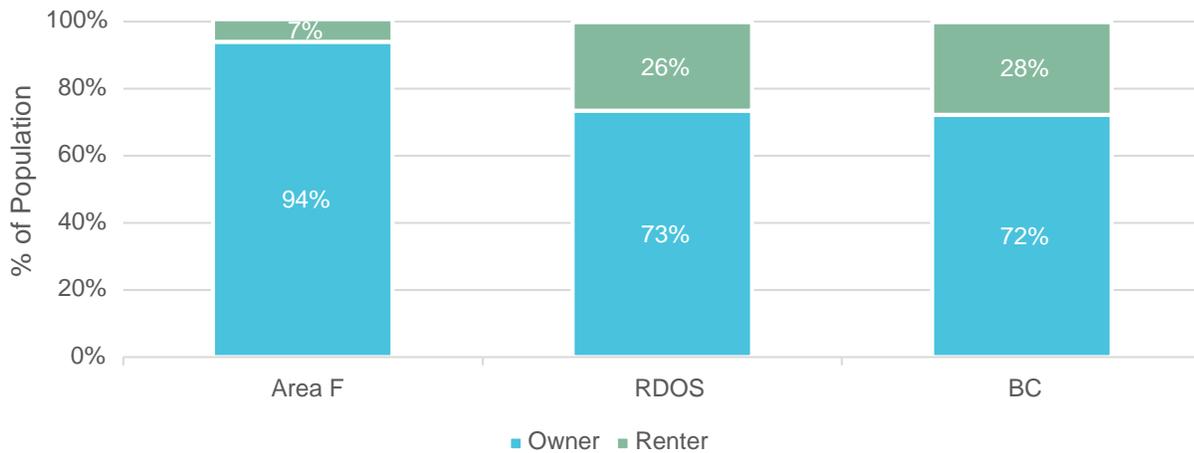
**FIGURE: Proportion of seniors aged 65+ compared to BC, 2016**



Around 22% of Electoral Area "F" residents are over age 65. This is lower than the RDOS as a whole (30%), but higher than the BC average of 17%.

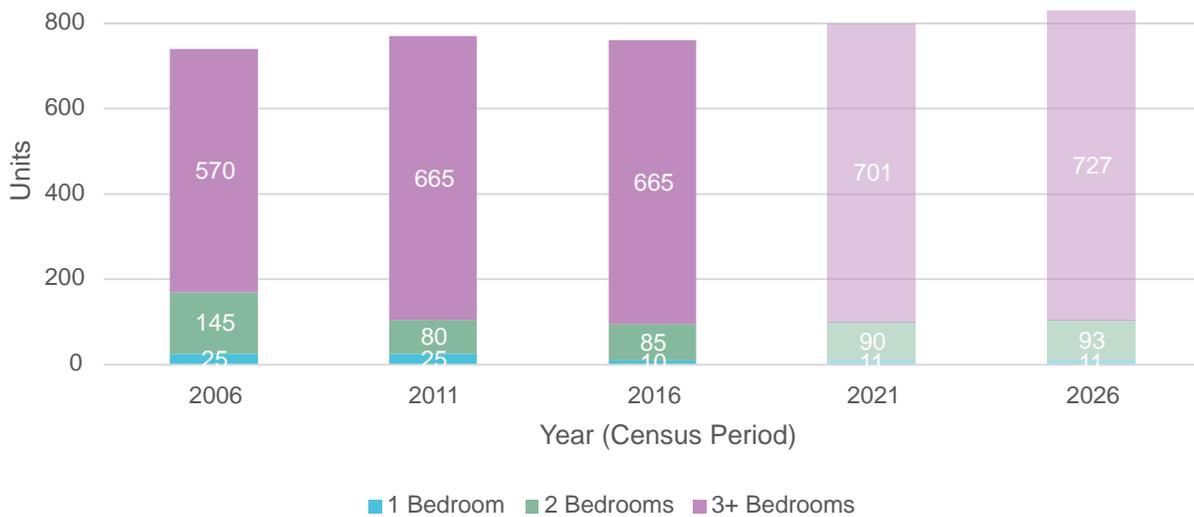
## HOUSING

**FIGURE: Owner – renter households, 2016**



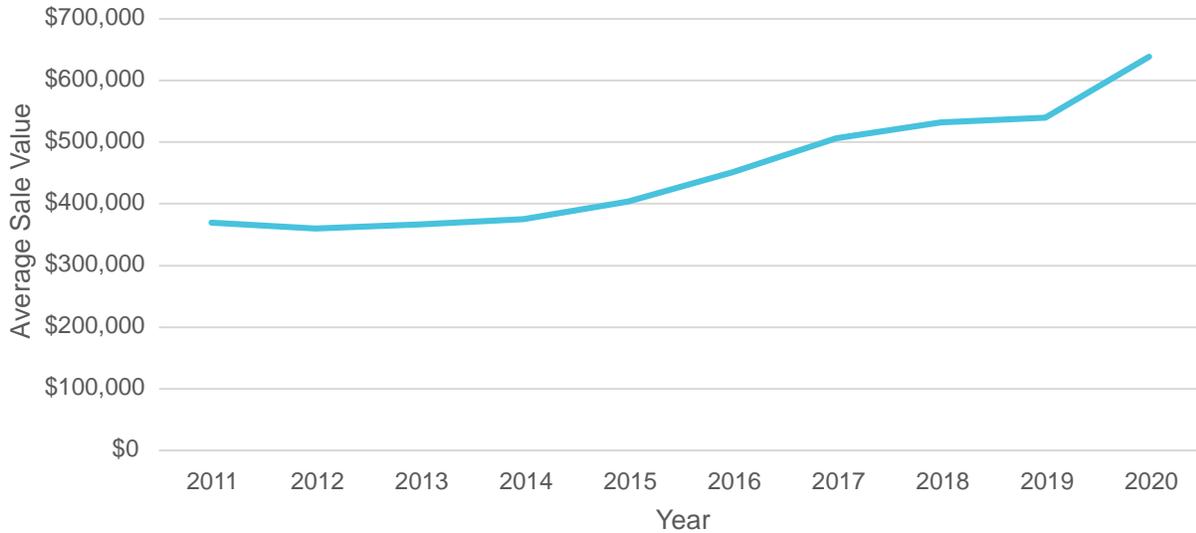
The number of households in 2016 was 760, 94% of which were owner households compared to about 6% that were renter households. The average household size in 2016 was 2.7 people per household, which is not anticipated to change much by 2026.

**FIGURE: Dwelling units by size, 2006 – 2026 (Note: projections based on RDOS regional growth rates)**



From 2006 to 2016 homes generally tended to get bigger in Electoral Area “F,” with increases in the number of three and four+ bedroom homes, while the number of one- and two-bedroom homes decreased. A large majority (93%) of these units are single family dwellings. To address the projected household growth, Electoral Area “F” is expected to require 71 net new housing units by 2026, averaging 7 new units annually. Based on regional household growth rates, the majority of these new units will be three- and four-bedroom dwellings.

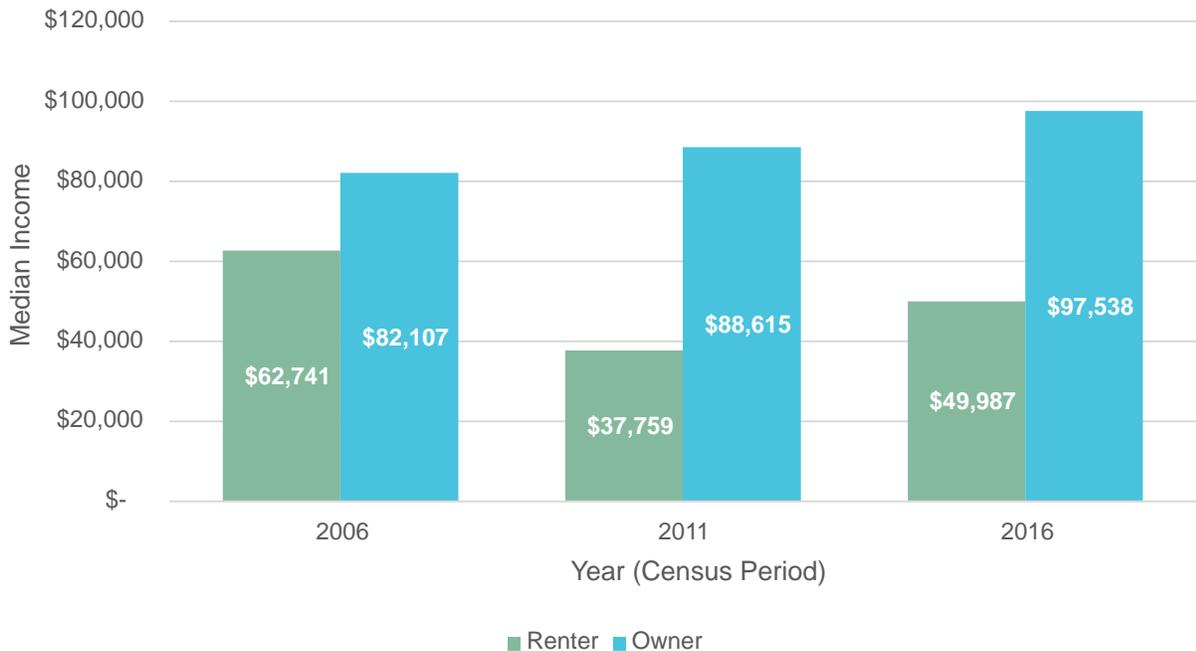
**FIGURE:** Average single-family dwelling sale values, 2011 – November 2019 (source: South Okanagan Real Estate Board)



The table illustrates average annual sales values for single-family homes in Electoral Area “F”. Sales data is from the South Okanagan Real Estate Board and is for the larger South Okanagan area, excluding municipalities. Average single-family home values have increased steadily from \$369,000 in 2011 to \$539,000 in 2019, an increase of almost 46%. Sales have continued to trend upwards in 2020 with the latest annual average sales values to date (November 2020) cresting at 638,000. Sales values may be higher in the West Bench area which the South Okanagan Real Estate Board may include in Penticton Area sales data.

### INCOME AND ECONOMY

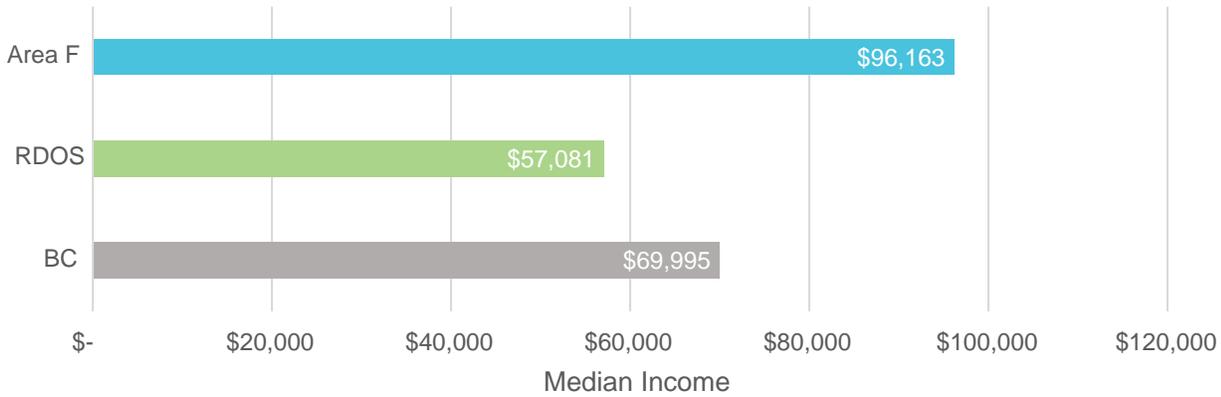
**FIGURE:** Renter and owner household median income, 2006 - 2016



Median incomes for households in Electoral Area “F” decreased after 2006, and then rose again by

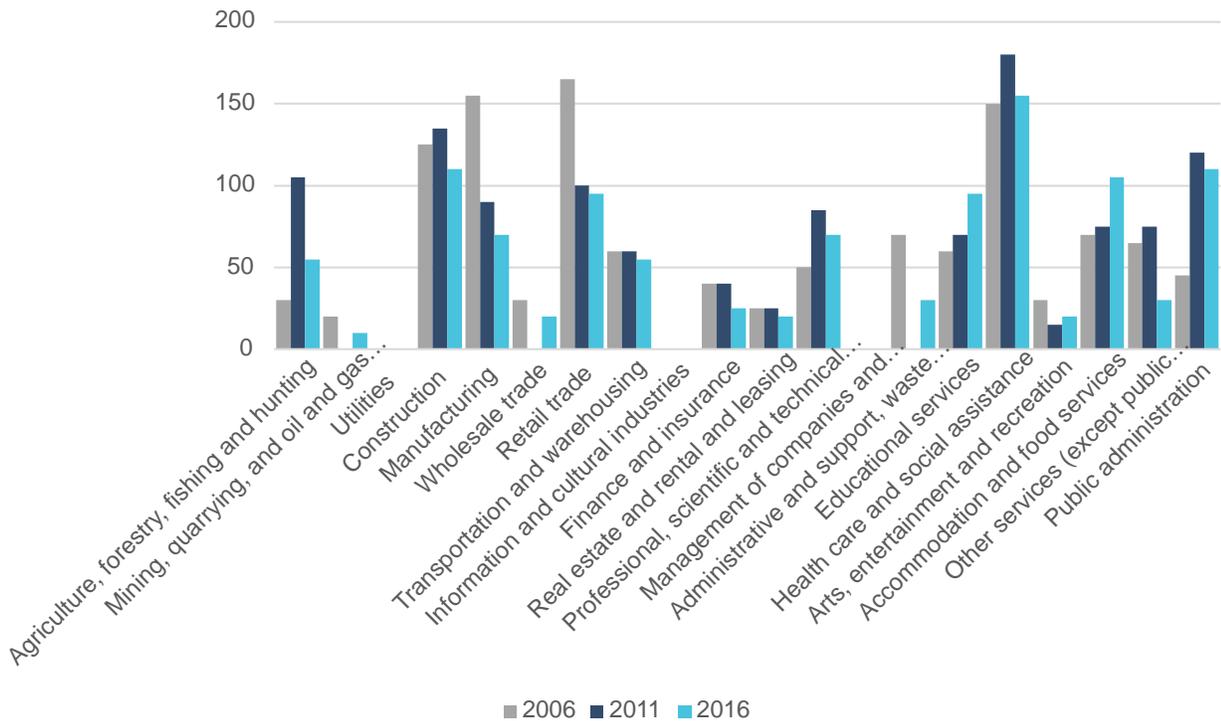
2016. The gap between owner and renter household median incomes increased significantly from \$19,366 in 2006 to \$47,551 in 2016. The median income for homeowners was \$97,538 in 2016, while the median income for renting households was just less than half that at around \$49,987.

**FIGURE:** Household median income Electoral Area "F", RDOS, BC, 2016



Median income for all Electoral Area "F" households in 2016 was \$96,163. This was significantly higher than the median for RDOS (\$57,000) and the median for the Province as a whole (\$70,000). Electoral Area "F" had the highest median household income of all the Electoral Areas and municipalities in the RDOS.

**FIGURE:** Economic sectors Electoral Area "F", 2016



In Electoral Area "F," the top five economic sectors were health care and social assistance; construction; public administration; accommodation and food services; and retail trade in 2016.

## HOUSING NEEDS

Overall, to meet current housing demand in Electoral Area “F,” an additional 42 units would have needed to be built since the last Census. If growth continues to follow the trend of the RDOS as a whole, a further 29 units could be needed by 2026 to meet basic demand.

**TABLE: Current and anticipated housing units required. (Note: 1 bedroom includes 0 bedroom [bachelor] dwellings)**

		Total
1 bedroom	Current	1
	Anticipated	0
2 bedrooms	Current	5
	Anticipated	3
3+ bedrooms	Current	36
	Anticipated	26
TOTAL UNITS	CURRENT	42
	ANTICIPATED	29

### Core Housing Needs

In Electoral Area “F,” there were a total of 35 households (16%) in core housing need in 2016. A greater proportion of owner households were in a state of core housing need than renter households. In 2016, 10 renter households were in core housing need, compared to 25 owner households. For both renters and owners, core housing need is staying relatively stable in Electoral Area “F,” with not much net change between 2006 and 2016.

**TABLE: Core Housing Need, 2006-2016**

		2006	2011	2016
Total Households (n = 755)	#	30	25	35
	%	4%	3%	5%
Owner Households (n = 710)	#	15	0	25
	%	2%	0%	3%
Renter Households (n = 50)	#	15	0	10
	%	2%	0%	1%

### Extreme Housing Needs

Overall, there were 10 total households (1%) in extreme core housing need. By 2016, the same proportion of owners and renters were in extreme core housing need, although in 2006 the proportion was higher for owners. No detailed data for owners and renters was available for 2011. As with core housing need, extreme housing need has also stayed relatively stable between 2006 and 2016, declining slightly for owners.

**TABLE: Extreme Core Housing Need, 2006-2016**

		2006	2011	2016
Total Households (n = 755)	#	20	25	10
	%	3%	3%	1%
Owner Households (n = 710)	#	15	0	10
	%	2%	0%	1%
Renter Households (n = 50)	#	10	0	10
	%	1%	0%	1%

## KEY AREAS OF LOCAL NEED



**Affordable housing:** In 2020, there was one rental subsidy in Electoral Area “F.” In 2016, 85 (11%) of households spent more than 30% of their income on shelter costs. This decreased by 3% since 2006. Consistently between 2006 and 2016, the large majority of households spending more than 30% of their income on housing were owners, not renters (although it should be noted that a large majority of households overall are owned, not rented). Though improving slightly over the past decade, the need for more affordable housing outweighs availability.



**Rental housing:** In 2016, just 7% of the households in Electoral Area “F” were renter households, down by 2% since 2006. This is significantly lower than the proportion of renter households in the RDOS as a whole. There is an increasing gap between renter and owner median incomes. Since 2006, renter households’ median income decreased by around \$17,700, while owner households’ median income increased by nearly \$15,500.

Interestingly, renter households are less vulnerable than owner households in Electoral Area “F.” Owner households are more likely to be in core housing need and, historically, extreme core housing need. Housing affordability is a key contributing factor to renter household vulnerability. Additional rental and affordable rental units will be needed as the population continues to grow, particularly if the gap between renter and owner median incomes continues to grow.



**Special needs housing:** No special needs housing was reported in Electoral Area “F.” There are also no policies or zoning bylaws that support special needs housing.



**Housing for seniors:** The proportion of residents aged 65+ increased rapidly between 2011 and 2016 (by 10%). By 2026, nearly 29% of the population is projected to be 65+. There may be a higher demand for one-bedroom homes or seniors housing (e.g., retirement or assisted living), while currently four+ bedroom, detached homes are the predominant housing type.



**Housing for families:** In 2016, the average household size was 2.7. This is projected to decrease to 2.6 by 2026. In 2016, the proportion of the 2016 population aged 19 or younger was nearly equal to the proportion of seniors (21%). This proportion of young residents is projected to remain similar in 2026, suggesting that there is some demand for family housing. This may be met by the predominance of three- and four-bedroom homes, although there may be demand for social housing units for low-income families (there are currently none).



**Shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness:** Data on homelessness are not available for Area “F” and currently there are no shelter beds or housing for homeless individuals in the Electoral Area. However, statistics from other communities in the Okanagan indicate there are individuals experiencing homelessness in the broader Okanagan region.

# ELECTORAL AREA "G"

Electoral Area "G" (Rural Keremeos) is the second largest electoral area within RDOS, comprising approximately 20% of the total RDOS land area. The Electoral Area includes the Village of Keremeos, Upper Similkameen Indian Band (USIB) lands, Lower Similkameen Indian Band (LSIB) lands, and the unincorporated communities of Hedley and Olalla.

Electoral Area "G" is bounded by the international border with the United States of America to the south, Electoral Area "H" (Rural Princeton) to the west and north, Electoral Area "F" (Rural Summerland, Red Wing and West Bench Area) to the northeast, and Electoral Areas "I" (Skaha West, Kaleden and Apex), "C" (Rural Oliver), and "B" (Cawston) to the east.

- Note: The demographic data used in this profile are compiled from the long-form census and may not match data found in other sources. Data from the long-form census allow for a more detailed understanding of housing needs than data from Statistics Canada Census Profiles alone, which have sometimes been used for planning purposes. However, long-form data may reflect inaccuracies due to sampling methods, especially for the year 2011. Please refer to the Statistics Canada Census Profile for official demographic data. (See Section 1 "The Long-Form Census" for more information regarding the use of long-form census data in this assessment).

**MAP: Electoral Area "G"**



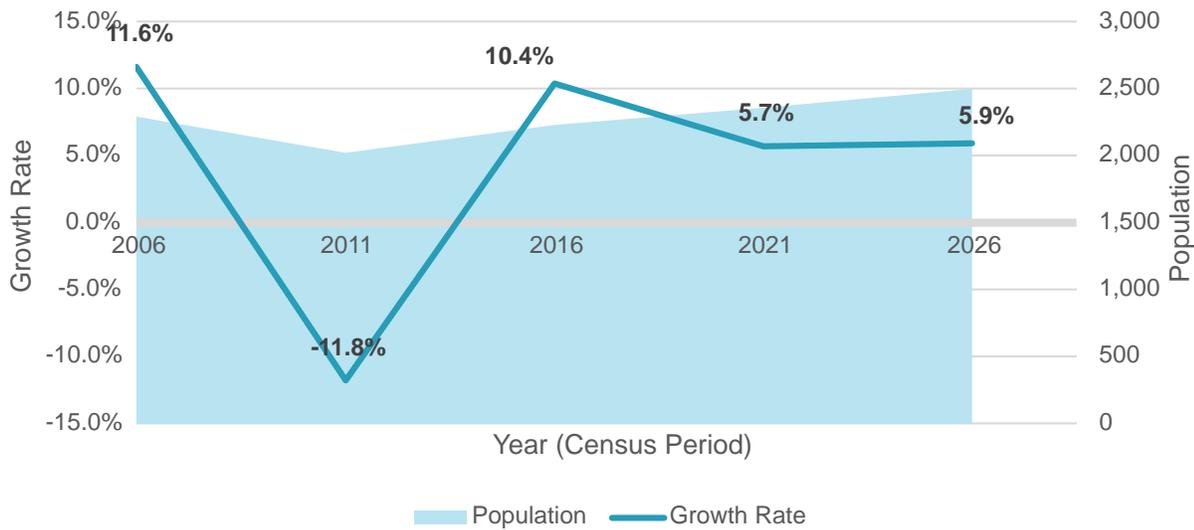
## POPULATION AND DEMOGRAPHICS

**FIGURE:** Electoral Area "G" population and households (Note: 2021 and 2026 projections based on RDOS regional growth rates)



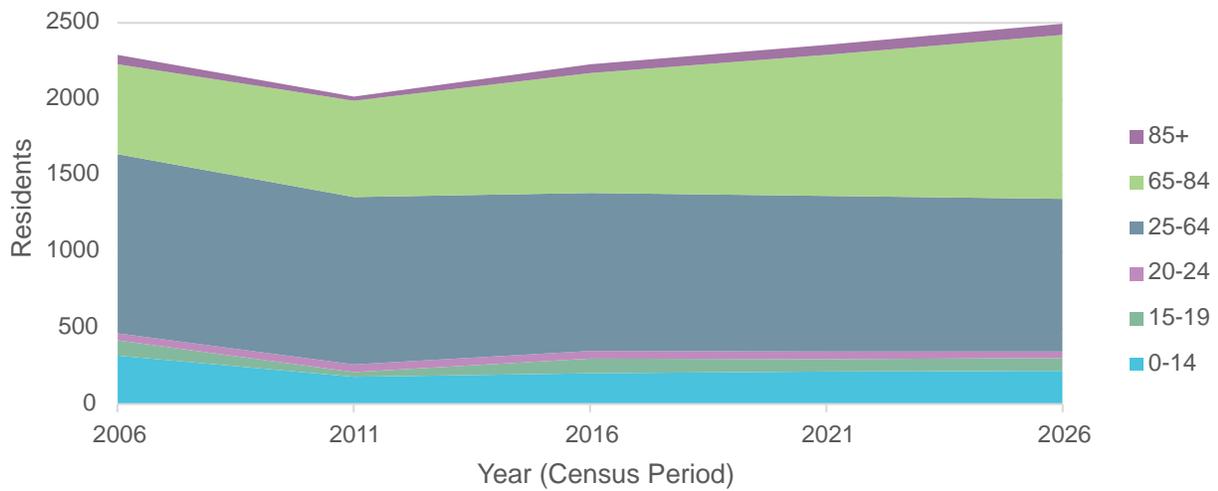
The population of Electoral Area "G" was 2,230 as of the 2016. The population in Electoral Area "G" is expected to increase to around 2,496 people and 1,207 households by 2026.

**FIGURE:** Electoral Area "G" population growth rate and population, 2006 - 2026 (Note: 2021 and 2026 projections based on RDOS regional growth rates)



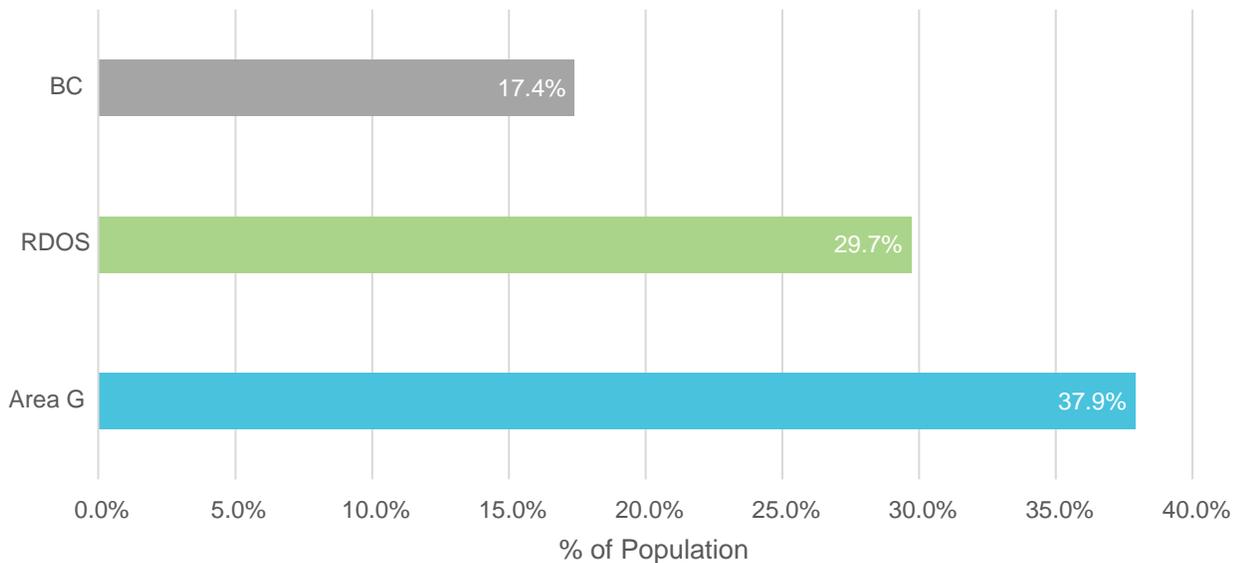
From 2006 to 2016, the population growth rate varied. From 2016 onwards, the population growth rate is expected to steady and is anticipated to be 5.7% in 2021 and 5.9% in 2026.

**FIGURE: Electoral Area "G" age distribution 2006 to 2026 (Note: 2021 and 2026 projections based on RDOS regional growth rates)**



The average age in the Electoral Area "G" is anticipated to slightly increase over time, with growth in the 65+ age group and population marginally fewer people in the 25-65 age group.

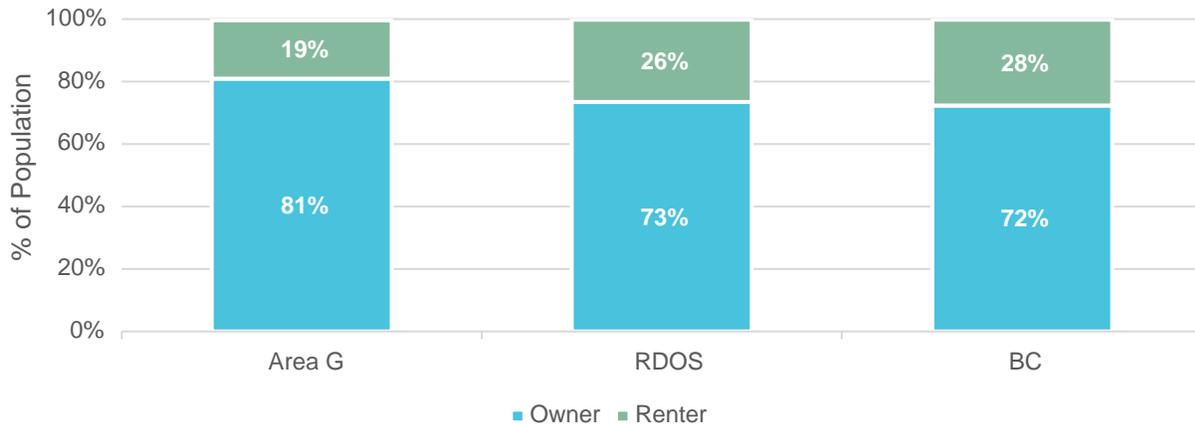
**FIGURE: Proportion of seniors aged 65+ compared to BC, 2016**



Electoral Area "G" currently has a large senior's population, with nearly 40% of residents over age 65. This is around 8% greater than the RDOS as a whole (27.7%), and over 20% higher than the proportion across the Province.

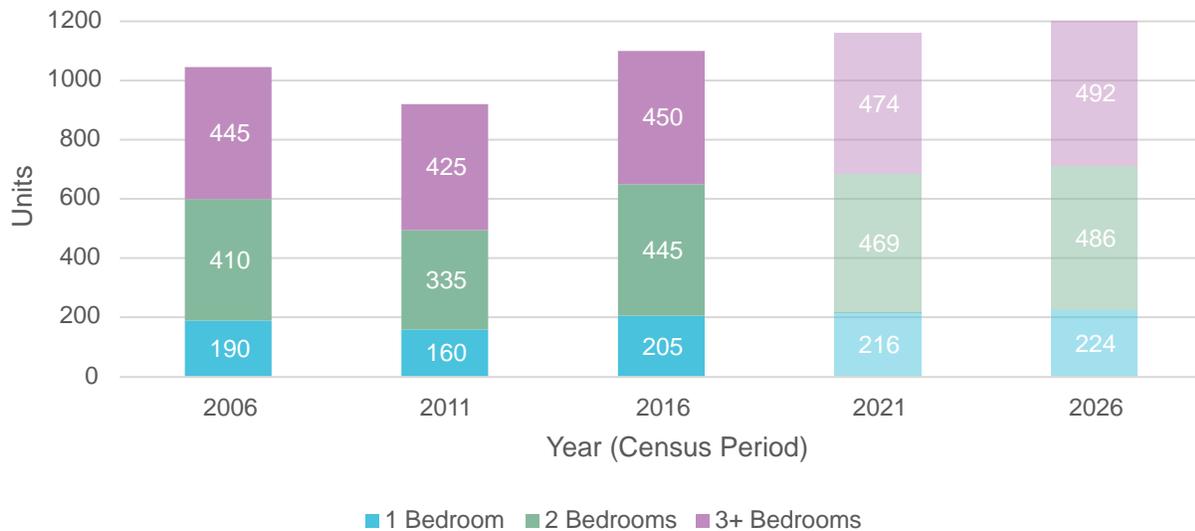
## HOUSING

**FIGURE: Owner – renter households, 2016**



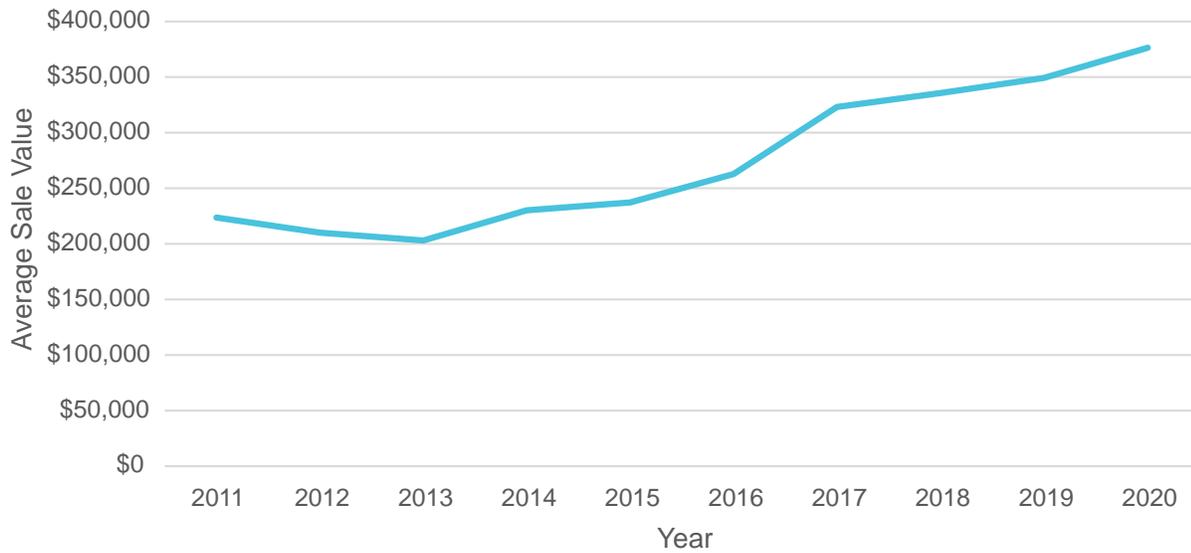
The number of households in 2016 was 1,105, 81% of which were owner households compared to about 19% that were renter households. When compared to the rest of RDOS and the Province, Electoral Area "G" has a higher percentage of homeowners, but a lower percentage of renters.

**FIGURE: Dwelling units by size, 2006 – 2026 (Note: projections based on RDOS regional growth rates)**



From 2006 to 2016 home sized varied in Electoral Area "G". From 2006 - 2016, three+ bedroom homes slightly increased and the number of two-bedroom homes increased. One-bedroom homes also increased from 2006 to 2016. Based on regional household growth rates, the majority of these new units will likely be three+ bedroom units.

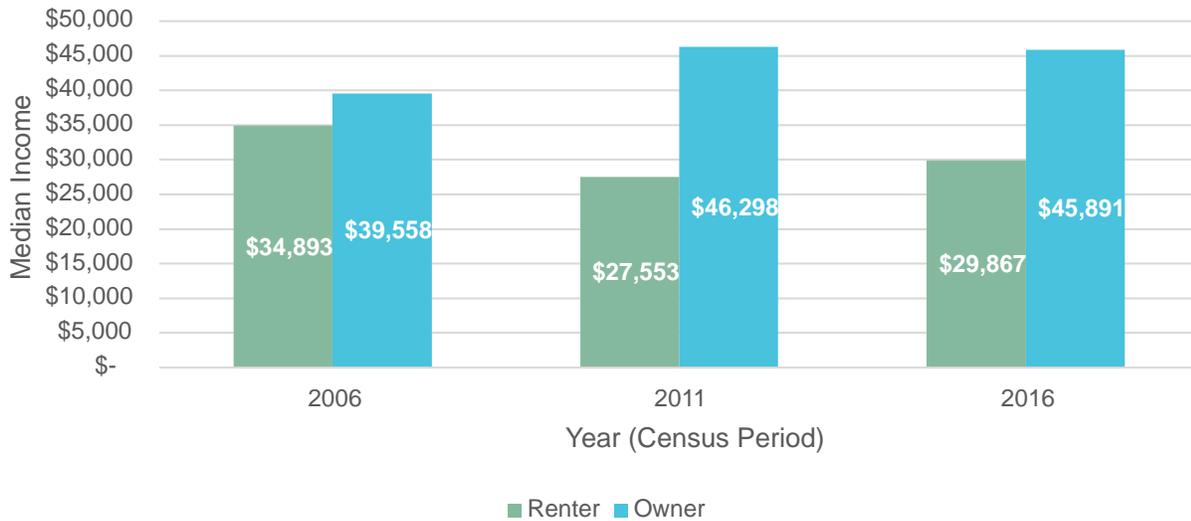
**FIGURE:** Average single-family dwelling sale values Keremeos Area, 2011 – November 2019 (source: South Okanagan Real Estate Board)



The chart illustrates average sales values of single-family homes in the Keremeos area. Data is from the South Okanagan Real Estate Board. Following an initial decline between 2011 and 2013, sale values have tracked steadily upwards to 2019 to an average sale value of \$348,000, an increase of almost 45%. Sales have continued to trend upwards in 2020 with the latest annual average sales values to date (November 2020) cresting over \$376,000.

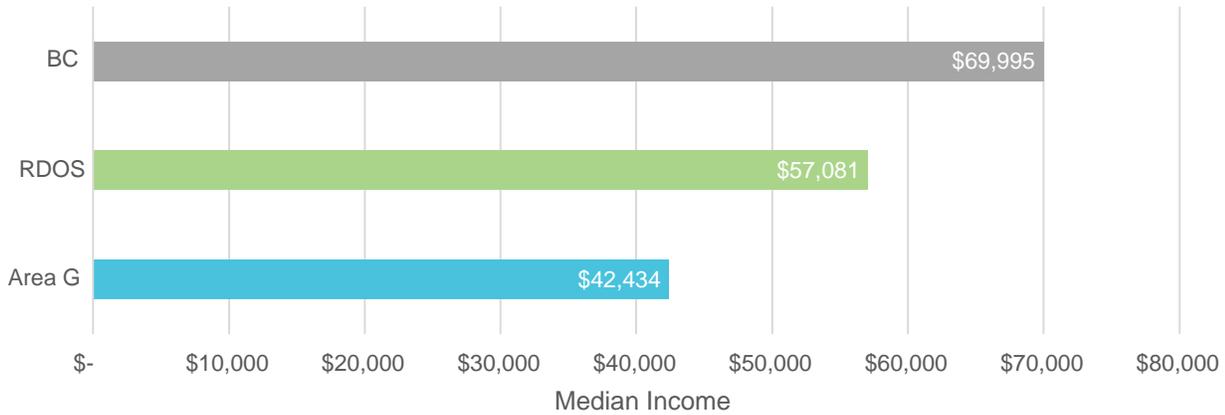
### INCOME AND ECONOMY

**FIGURE:** Renter and owner household median income, 2006 – 2016



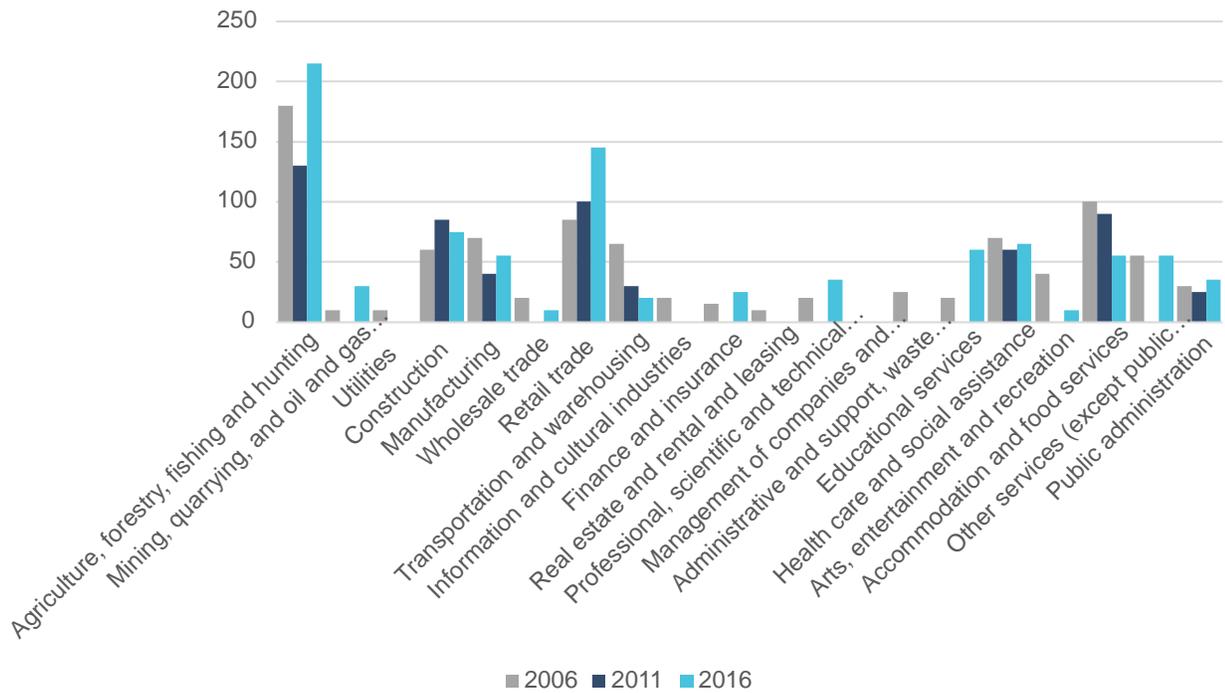
Median incomes for households in Electoral Area “G” varied slightly between the previous census periods. Median income for owner households was around \$45,800 in 2016, while the median income for renter households was around \$29,800.

**FIGURE:** Household median income Electoral Area "G", RDOS, BC, 2016



Median income for all households in 2016 was around \$42,400. This is lower than the median for RDOS (\$57,000) and the median for the Province as a whole (\$70,000).

**FIGURE:** Economic sectors Electoral Area "G", 2016



In Electoral Area "G", the top five economic sectors are agriculture, forestry, fishing and hunting, retail trade, construction, health care and social assistance, and educational services.

## HOUSING NEEDS

Overall, to meet current housing demand in Electoral Area “G”, an additional 59 units would have needed to be built since the last census. If growth continues to follow the trend of the RDOS as a whole, a further 43 units could be needed by 2026 to meet basic demand.

**TABLE: Current and anticipated housing units required. (Note: 1 bedroom includes 0 bedroom [bachelor] dwellings)**

		Total
1 bedroom	Current	11
	Anticipated	8
2 bedrooms	Current	24
	Anticipated	17
3+ bedrooms	Current	24
	Anticipated	18
TOTAL UNITS	CURRENT	59
	ANTICIPATED	43

### Core Housing Needs

The percentage of total households in core housing need was 10% in 2016, which has decreased 11% since 2006. Owner households in core housing need was 4% in 2016, which has decreased 13% since 2006. The percentage of renter households in core housing need has decreased 14% since 2006. While owners and renters in core housing need has decreased since 2006, the need for housing supports for renter households remains a concern.

**TABLE: Core Housing Need, 2006-2016**

		2006	2011	2016
Total Households (n = 1,105)	#	220	170	105
	%	21%	18%	10%
Owner Households (n = 895)	#	155	125	40
	%	17%	15%	4%
Renter Households (n = 205)	#	65	45	65
		46%	43%	32%

### Extreme Core Housing Needs

The percentage of households in extreme core housing need was 3% in 2016, a decrease of 2% since 2006. The percentage of owner households in extreme housing need was 2% in 2016. The percentage of renter households in extreme housing need has decreased 9% since 2006. In 2016, a greater proportion of renter households were in extreme core housing need than owner households.

**TABLE: Extreme Housing Need, 2006-2016**

		2006	2011	2016
Total Households (n = 1,105)	#	55	70	35
	%	5%	8%	3%
Owner Households (n = 895)	#	25	30	20
	%	3%	4%	2%
Renter Households (n = 205)	#	30	0	25
		21%	0%	12%

## KEY AREAS OF LOCAL NEED



**Affordable housing:** There were seven rental assistance subsidies in 2020. In 2016, 165 (15%) of households spent more than 30% of their income on shelter costs. This decreased by 1% since 2006. Though improving slightly over the past decade, the need for more affordable housing remains.



**Rental housing:** In 2016, 19% of the households in Electoral Area "G" were renter households. Since 2006, renter household median incomes decreased by nearly \$5,000, while owner household median incomes increased by over \$6,000. There is an increasing gap between renter and owner median incomes. More renter households are in core housing need.



**Special needs housing:** No special needs housing was reported in Electoral Area G. There are also no policies or zoning bylaws that support special needs housing.



**Housing for seniors:** The proportion of residents aged 65+ increased by 5% between 2011 and 2016. By 2026, 46% of the population is projected to be 65+. There may be a higher demand for one-bedroom homes or seniors housing (e.g., retirement or assisted living), while currently two-bedroom, detached homes are the predominant housing type.



**Housing for families:** In 2016, the average household size was 2. This is projected to increase to 2.1 in 2026. Less than 15% of the 2016 population was aged 19 or younger, and this proportion is projected to decrease slightly. Overall, this suggests there may be little additional demand for family housing.



**Shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness:** There are no shelter beds in Electoral Area "G". The Lower Similkameen Community Services Society (LSCSS) services areas of the Similkameen Valley including Keremeos and Electoral Areas "B" and "G". They reported that they regularly see two visible homeless (living in tents) but were aware of more people who are provisionally homeless.



**Lack of housing on the Upper Similkameen Indian Band (USIB) reserve impacts availability in and around Hedley:** Hedley is surrounded on three sides by the USIB lands and both communities are closely connected. Currently there are six two-bedroom duplexes on reserve land. It was noted during the engagement interview that USIB has no 'visible' homelessness due to the fact that families often double up in available housing, couch surf, or are moving off reserve, often into Hedley, to secure housing. Larger family homes of more than two-bedrooms are in high demand because many families have larger numbers of children than in Electoral Area "G".

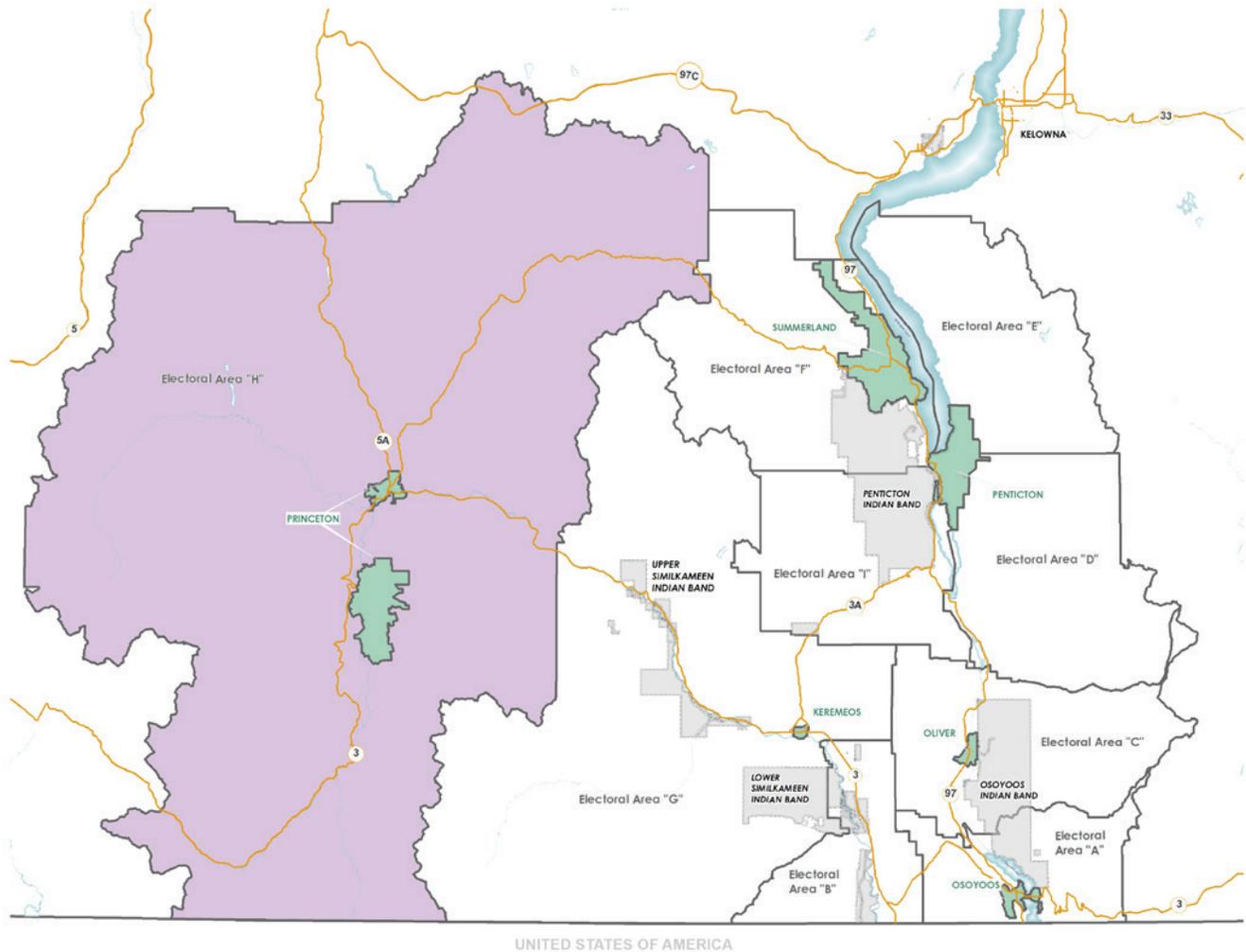
# ELECTORAL AREA "H"

Electoral Area "H" is the largest electoral area within the RDOS, comprising approximately 46% of the total land area. It is bounded by the international border with the United States of America to the south, Electoral Areas "G" (Rural Keremeos) and "F" (Rural Summerland, Red Wing and West Bench Area) to the east, Central Okanagan Regional District and Thompson-Nicola Regional District to the north, and Fraser Valley Regional District to the west.

Electoral Area "H" includes the Town of Princeton and the smaller, historic settlement areas of Coalmont, Tulameen, and Eastgate which borders Manning Provincial Park.

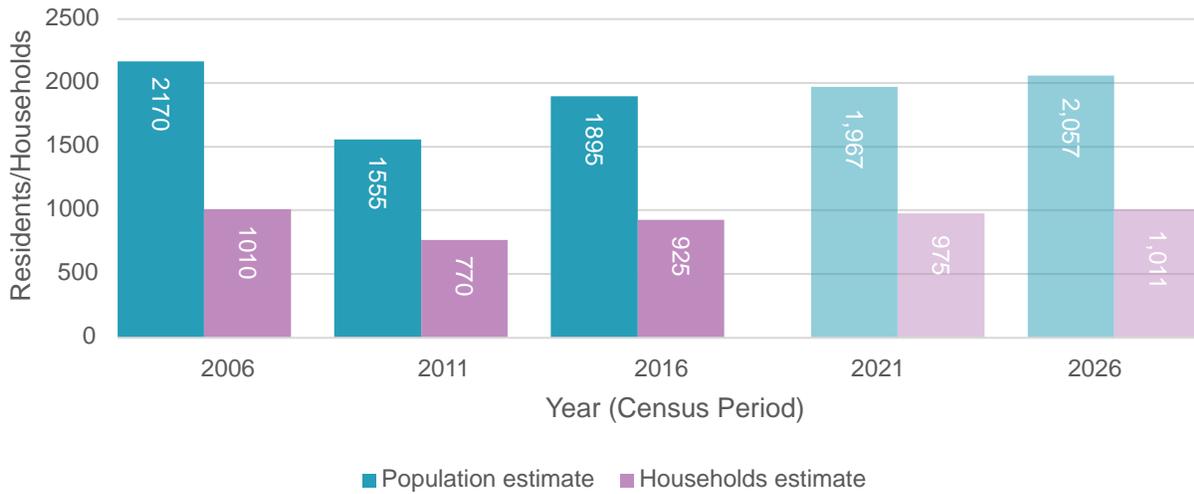
- Note: The demographic data used in this profile are compiled from the long-form census and may not match data found in other sources such as the Official Community Plan (OCP). Data from the long-form census allow for a more detailed understanding of housing needs than data from Statistics Canada Census Profiles alone, which have sometimes been used for planning purposes. However, long-form data may reflect inaccuracies due to sampling methods, especially for the year 2011. Please refer to the Electoral Area "H" OCP for official demographic data. (See Section 1 "The Long-Form Census" for more information regarding the use of long-form census data in this assessment).

**MAP: Electoral Area "H"**



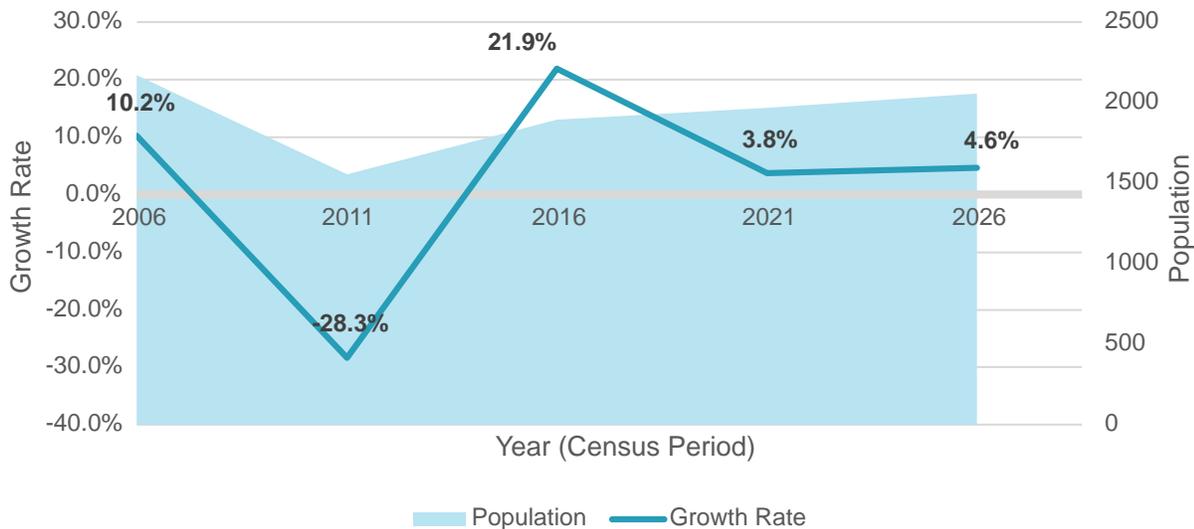
## POPULATION AND DEMOGRAPHICS

**FIGURE:** Electoral Area "H" population and households (Note: 2021 and 2026 projections based on RDOS regional growth rates)



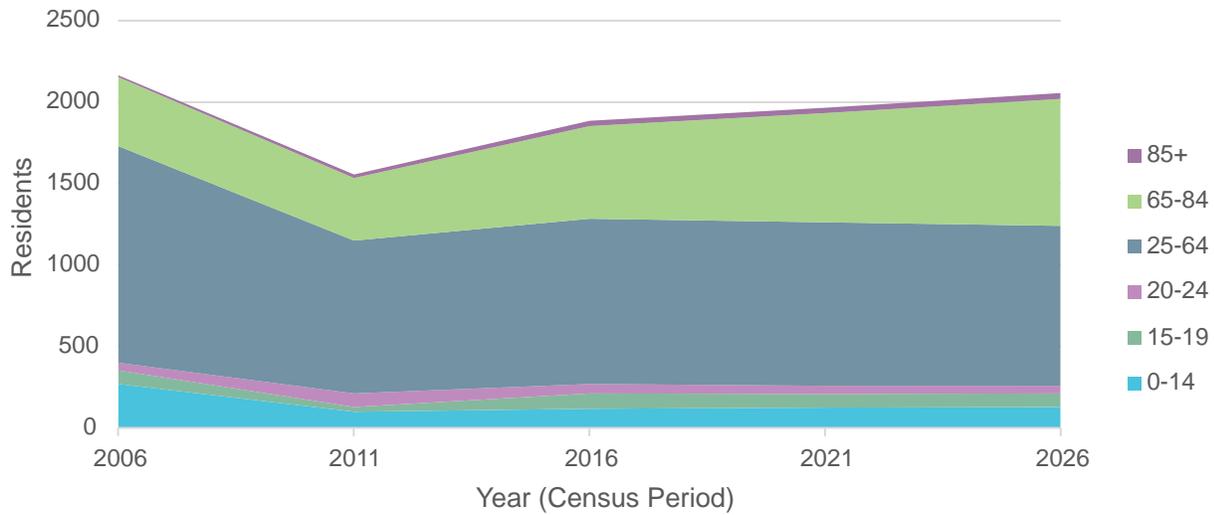
The population of Electoral Area "H" was 1,895 as of the 2016 Census. The population in Electoral Area "H" is expected to gradually increase by the year 2026, to around 2,057 people and 1,011 households.

**FIGURE:** Electoral Area "H" population growth rate and population, 2006 - 2026 (Note: 2021 and 2026 projections based on RDOS regional growth rates)



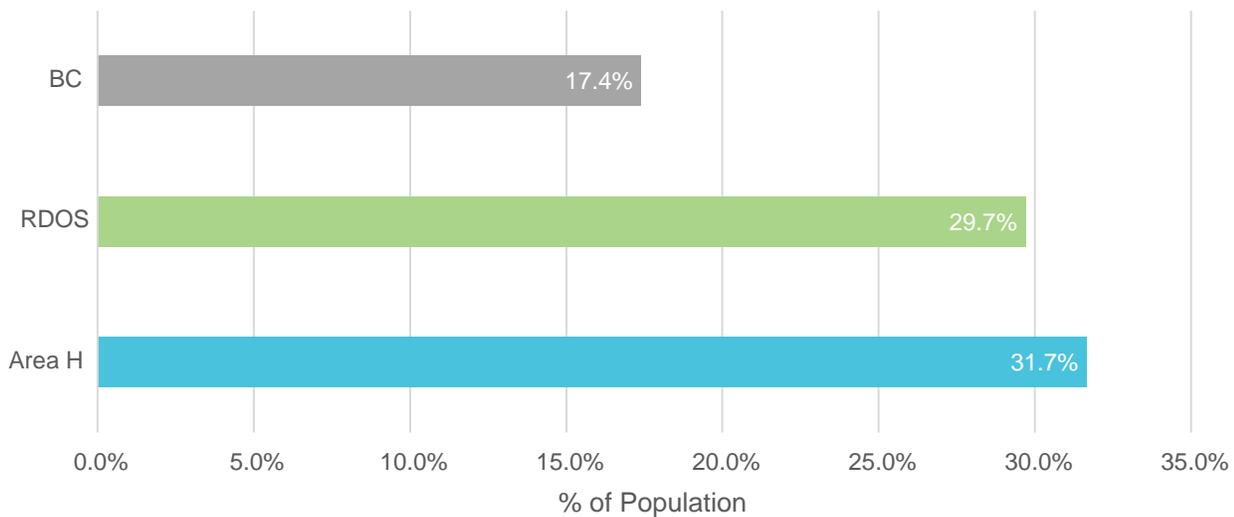
According to census data, the population of Electoral Area "H" declined rapidly from 2006 to 2011 by approximately 28%. Over the following five years, the population grew rapidly by approximately 22%. It is important to note that Electoral Area "H" had a 2011 NHS non-response rate that was equal to or above 50%, which could lead to data quality issues and contribute extreme change in growth rate. Additionally, Cooper Mountain Mine opened in 2011, bringing approximately 270 jobs to the area, which may have brought people to the area. The mine life is approximately 17 years. Following the 2016 census, population growth in Electoral Area "H" is expected to slow to 3.8% by 2021, and then 4.6% by 2026.

**FIGURE: Electoral Area "H" age distribution 2006 to 2026 (Note: 2021 and 2026 projections based on RDOS regional growth rates)**



The average age in Electoral Area "H" is anticipated to increase, with fewer people in the 25-65 age group, and growth in the population aged 65+. The median age in Electoral Area "H" was 56.8 in 2016, which was around 3 years greater than the RDOS as a whole.

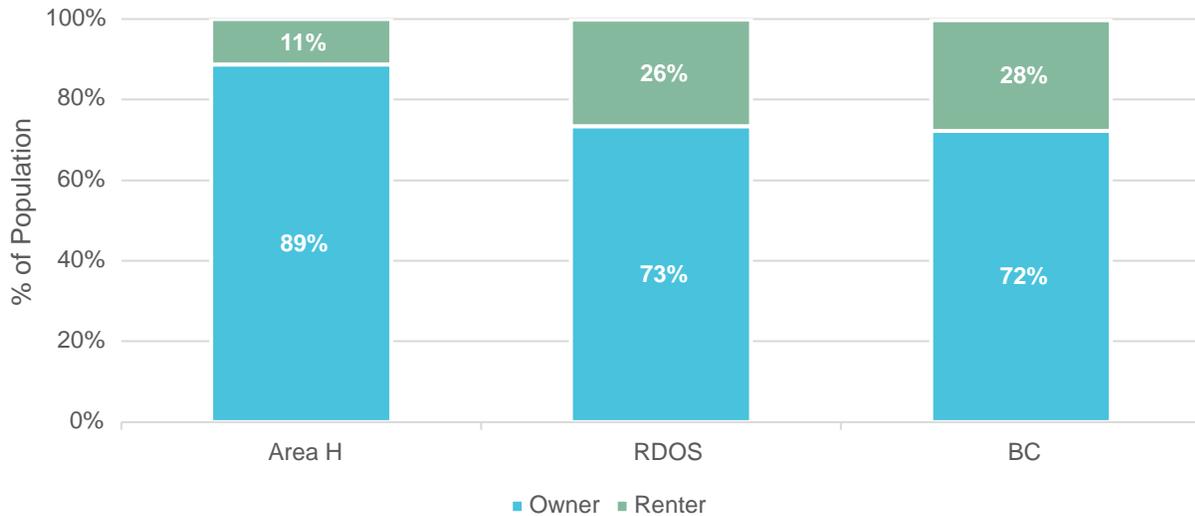
**FIGURE: Proportion of seniors aged 65+ compared to BC, 2016**



Electoral Area "H" currently has a relatively large senior's population, with nearly 32% of residents aged 65 or over. This is slightly higher than the proportion for the RDOS as a whole, and around 14% higher than the proportion across the province.

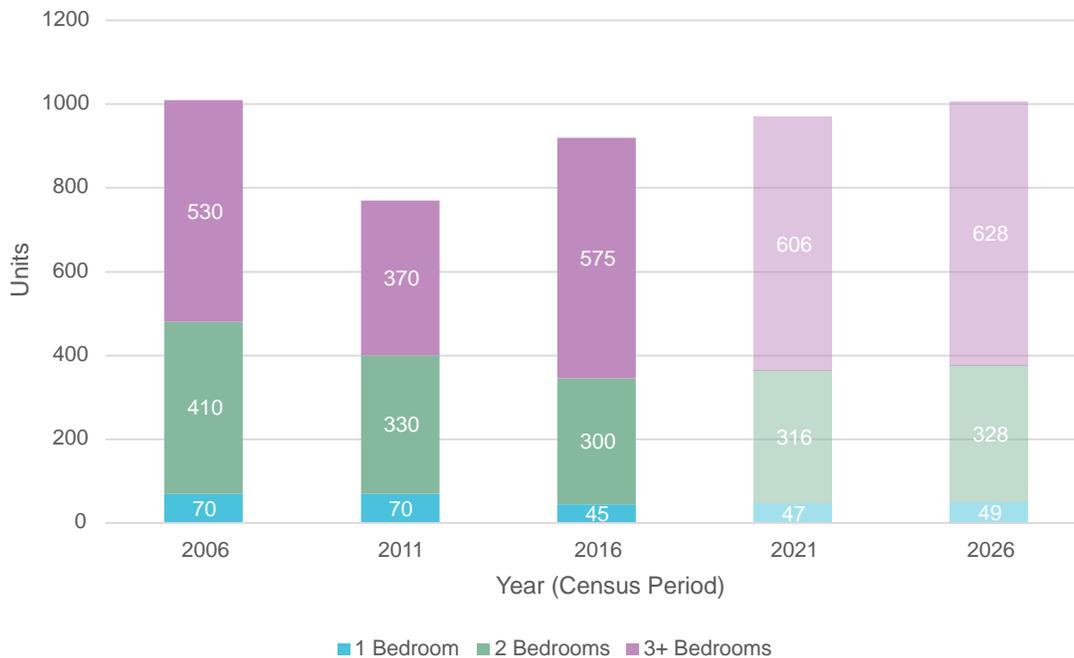
## HOUSING

**FIGURE:** Proportion of owner and renter households compared to BC, 2016



Owner households make up the vast majority of the households in Electoral Area “H”. In 2016, the total number of households was 925. 89% were owner households and 11% were renter households. The proportion of owner households in Electoral Area “H” is around 16% greater than in the RDOS or the province as a whole. The average household size was 2 people per household, which is not anticipated to change by 2026.

**FIGURE:** Dwelling units by size, 2006 – 2026 (Note: projections based on RDOS regional growth rates)

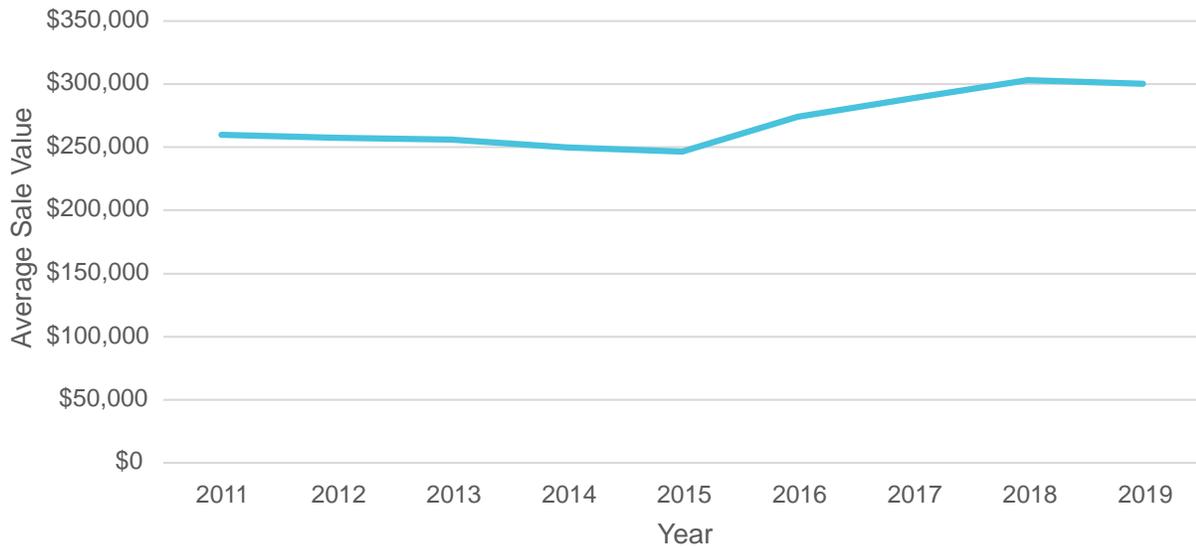


From 2006 to 2016, there was a slight increase in all housing types except one-bedroom dwellings. In 2016, over 90% of these units were single family dwellings, which has decreased slightly since 2006.

To address the projected household growth Electoral Area “H” is expected to require an average

of 9 new units annually from 2016 to 2026, totalling around 85 additional units. Based on regional household growth rates, the majority of these new units will be three-bedroom dwellings.

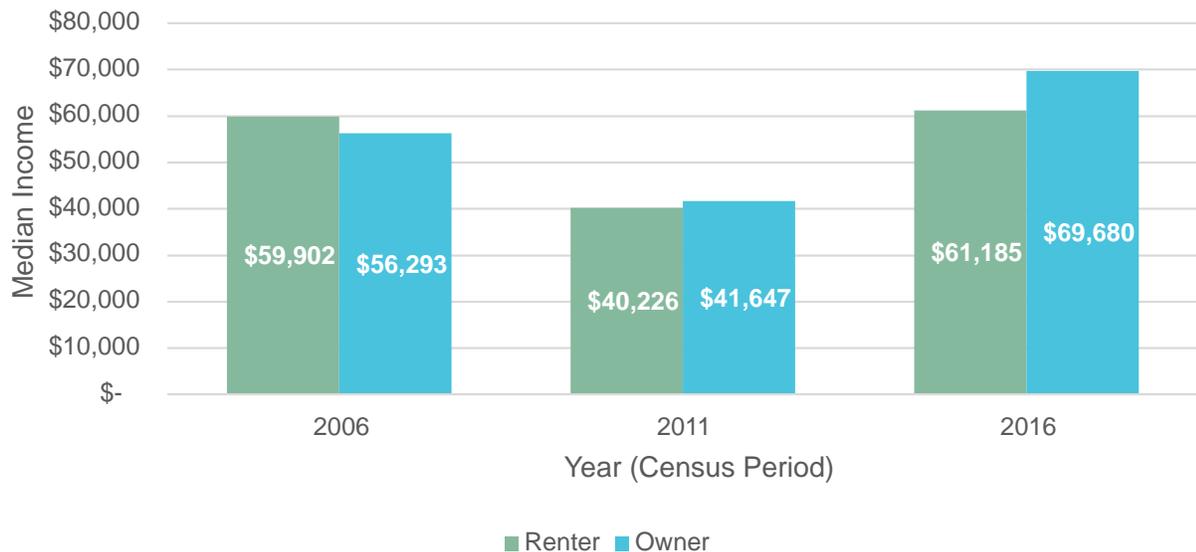
**FIGURE:** Average single-family dwelling sale values, 2011 – November 2020 (source: South Okanagan Real Estate Board)



The figure illustrates average annual sales values for single-family homes in the Princeton area. Sales data is from the South Okanagan Real Estate Board. Average single-family home values stayed around \$250,000 from 2011 to 2014 and then began to rise steadily to around \$300,000 in 2018, where it stayed in 2019.

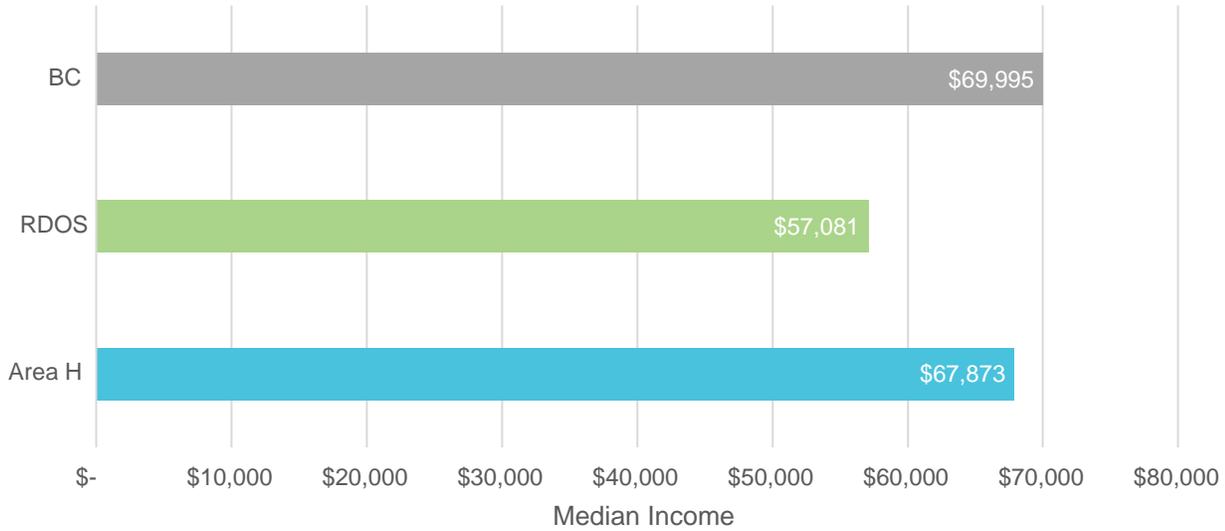
### INCOME AND ECONOMY

**FIGURE:** Renter and owner household median income, 2006 - 2016



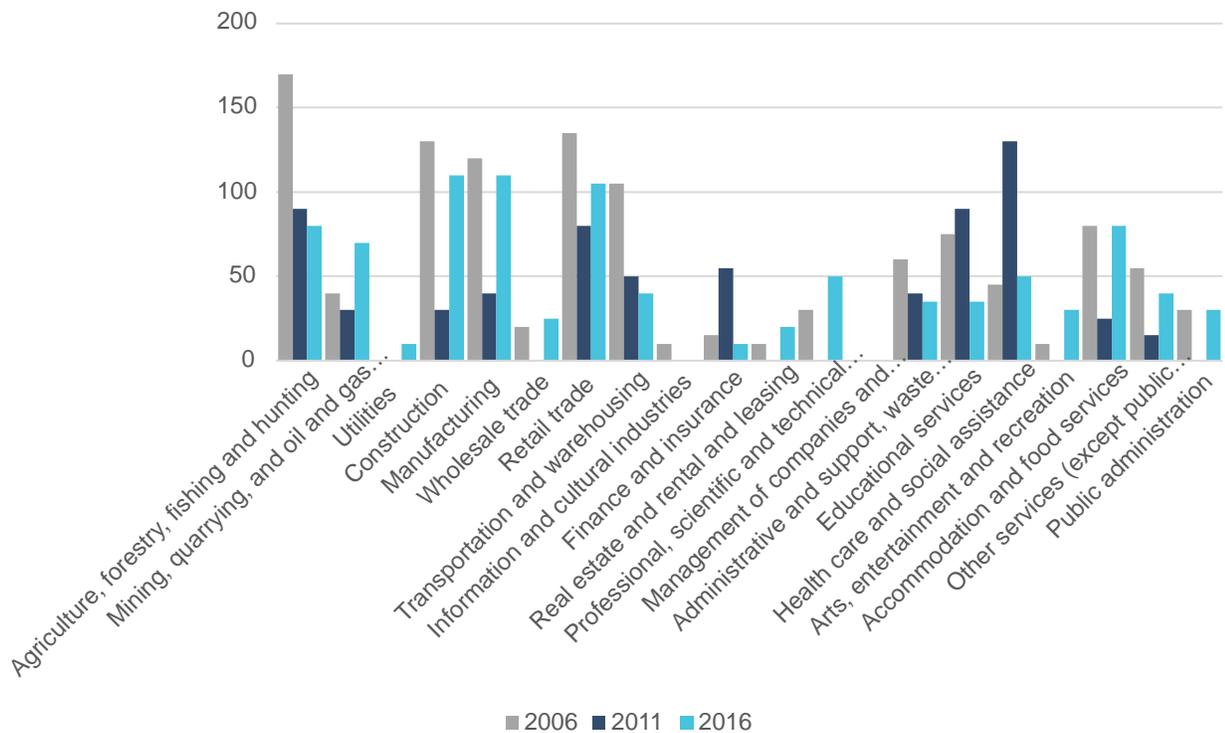
Median incomes for households in Electoral Area “H” varied slightly between the previous census periods. The median income for households that owned their own home was around \$69,700 in 2016, while the median income for renting households was around \$61,200. Overall, the gap between owner and renter households’ median incomes is small, but has increased since 2006, as owner household incomes increased more over this time.

**FIGURE:** Household median income Electoral Area "H", RDOS, BC, 2016



Median income for all households in 2016 was around \$67,900. This is higher than the median for RDOS (\$57,000), but just below the median for the Province as a whole (\$70,000).

**FIGURE:** Economic sectors Electoral Area "H", 2016



In Electoral Area "H," the top economic sectors in 2016 were construction; manufacturing; retail trade; and agriculture, forestry, fishing, and hunting.

## HOUSING NEEDS

Overall, to meet current housing demand in Electoral Area “H,” an additional 49 units would have needed to be built since the last Census. If growth continues to follow the trend of the RDOS as a whole, a further 36 units could be needed by 2026 to meet basic demand. Most of this growth will be for the group aged 65-84.

**TABLE: Current and anticipated housing units required. (Note: 1 bedroom includes 0 bedroom [bachelor] dwellings)**

		Total
1 bedroom	Current	2
	Anticipated	2
2 bedrooms	Current	16
	Anticipated	12
3+ bedrooms	Current	31
	Anticipated	22
TOTAL UNITS	CURRENT	49
	ANTICIPATED	36

### Core Housing Needs

In the Electoral Area “H” there were a total of 115 households (12%) in core housing need in 2016, which has decreased by 1% since 2006. In 2016, 10% of owner households and 29% of renter households were in core housing need. The proportion of owner households in core housing need decreased by 3% since 2006, but the proportion of renter households increased by 19%. A far greater and rapidly increasing proportion of renter households are in a state of core housing need than owner households, suggesting that there is a focused need for core housing need supports for renter households.

**TABLE: Core Housing Need, 2006-2016**

		2006	2011	2016
Total Households (n = 925)	#	135	125	115
	%	13%	16%	12%
Owner Households (n = 820)	#	120	115	80
	%	13%	16%	10%
Renter Households (n = 105)	#	10	0	30
	%	10%	0%	29%

### Extreme Core Housing Needs

Overall, in 2016, 12% of total households were in extreme core housing need, which decreased by 1% since 2006. As with core housing need, renter households are far more likely to be in extreme core housing need than owner households. In 2016, 29% of renter households and 10% of owner households were in extreme core housing need. The proportion of owner households in core housing need decreased by 3% since 2006, but the proportion of renter households increased by 19%.

**TABLE: Extreme Core Housing Need, 2006-2016**

		2006	2011	2016
Total Households (n = 925)	#	95	85	55
	%	9%	11%	6%
Owner Households (n = 820)	#	100	70	30
	%	11%	10%	4%
Renter Households (n = 105)	#	0	0	20
	%	0%	0%	19%

## KEY AREAS OF LOCAL NEED



**Affordable housing:** In 2016, 14% of households spent more than 30% of their income on shelter costs. In 2016, this totalled 130 households, 24% of which were renter households. Overall, affordability improved by 2% since 2006, but worsened by 14% for renter households. According to BC Housing, Electoral Area “H” had 89 affordable housing supports in 2020. Around 56 were social housing units and 33 were rental assistance subsidies for low-income families and seniors. Though improving slightly over the past decade, the need for more affordable housing outweighs availability, particularly for renter households.



**Rental housing:** In 2016, 19% of the households in Electoral Area “H” were renter households. This has increased by 1% since 2006. In general, renter households are more vulnerable to housing needs than owner households. Renter households are more likely to be in core housing need and extreme core housing need. Housing affordability is a key contributing factor to renter household vulnerability. Though median incomes are increasing, renter households’ median income is still lower than owner households. There is a need for more affordable, adequate, and suitable rental units in Electoral Area “H”.



**Special needs housing:** No special needs housing was reported in Electoral Area “H”. There are also no policies or zoning bylaws that support special needs housing. The closest special needs housing is in Penticton.



**Housing for seniors:** The proportion of residents aged 65+ increased between 2011 and 2016 by 6%. The total proportion in 2016 was just 2% higher than the RDOS, but significantly higher (14%) than the province as a whole. By 2026, 40% of the population is projected to be 65+. There may be a higher demand for one-bedroom homes or seniors housing (e.g., retirement or assisted living), while currently three+ bedroom, single detached homes are the predominant housing type. In 2020, there were 41 independent social housing units for low-income seniors, as well as a few rental assistance subsidies.



**Housing for families:** In 2016, the average household size was 2. This is projected to remain the same through 2026. In 2016, three-bedroom homes were the most common unit size. 11% of the population was younger than 19 in 2016, and this proportion is anticipated to continue declining by 2026. This suggests there may be little additional demand for family housing. In 2020, there were 15 independent social housing units for low incomes families, as well as a few rental assistance subsidies.



**Shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness:** Data on homelessness are not available for Area “H” and currently there are no shelter beds or housing for homeless individuals in the electoral area. However, statistics from other communities in the Okanagan indicate there are individuals experiencing homelessness in the broader Okanagan region.

# ELECTORAL AREA "I"

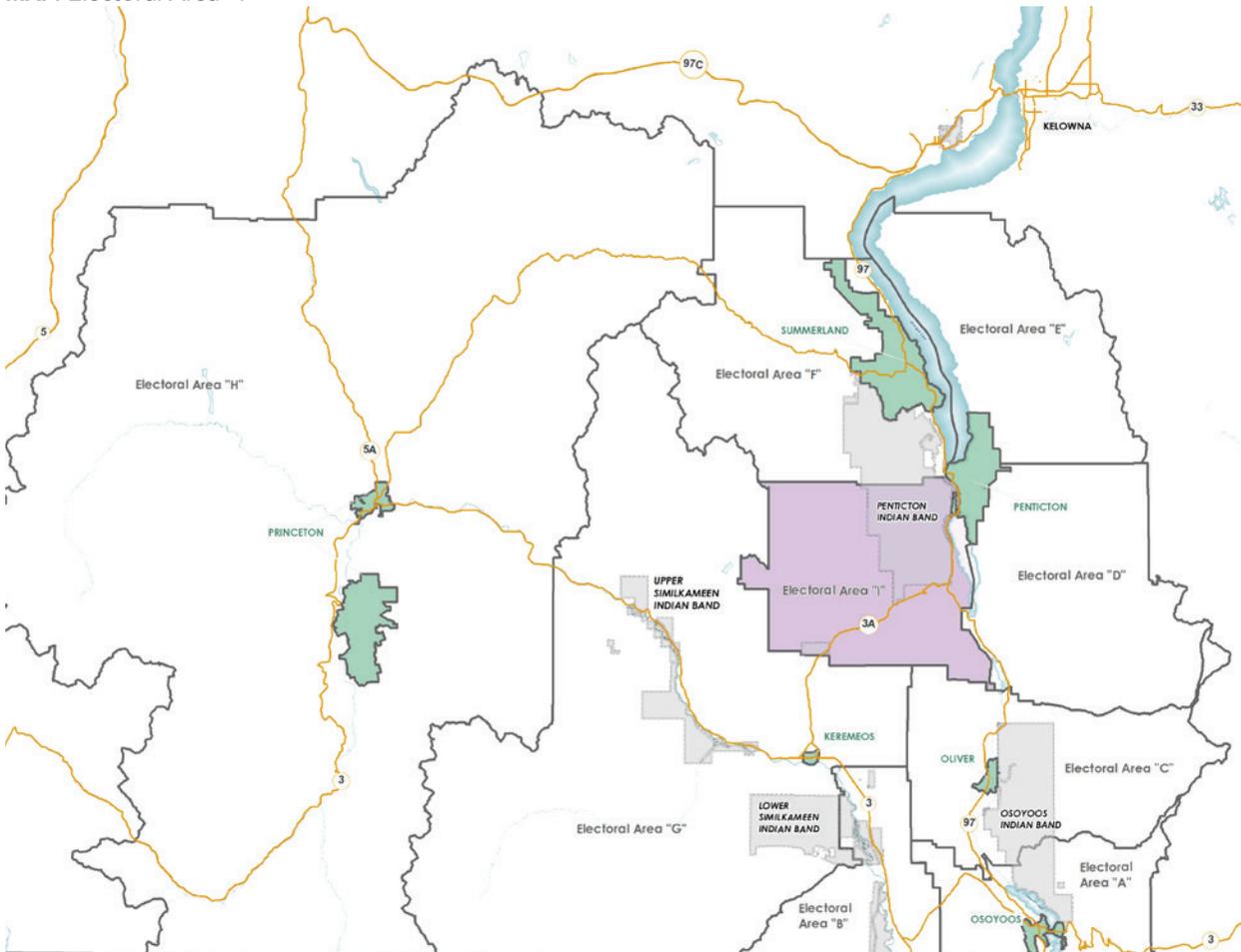
Electoral Area "I" (Skaha West, Kaleden and Apex) is located west of Penticton and is bordered by Electoral Area "D" (Skaha East and OK Falls) to the east, Electoral Area "F" (Rural Summerland, Re Wing and West Bench Area) to the north, Electoral Area "G" (Rural Keremeos) to the west and south, and Electoral Area "C" (Rural Oliver) to the south.

The area includes a large portion of Penticton Indian Bands main reserve, and includes the communities of Apex, Kaleden, and St. Andrews. Smaller rural communities include Farleigh Lake, Green Mountain Road, and Marron Valley. Electoral Area "I" is part of the South Okanagan Regional Growth Strategy (RGS) area. Kaleden, Twin Lakes, and Apex are designated Rural Growth Areas in the RGS. Their appropriateness as designated Rural Growth Areas is currently being reviewed as part of the 2021 RGS review project.

Prior to 2016, Electoral Areas "D" and "I" were a combined Electoral Area. Area "I" composed approximately 40% of this Area. Unless otherwise noted, data for Electoral Area "I" were determined by calculating 40% of the combined Electoral Area census data.

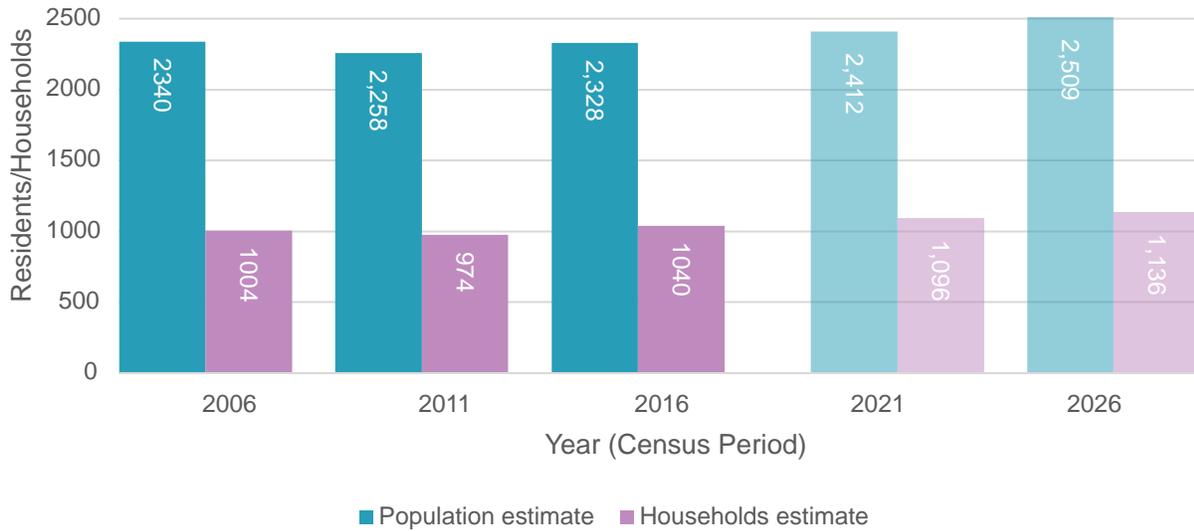
- Note: The demographic data used in this profile are compiled from the long-form census and may not match data found in other sources such as the Official Community Plan (OCP). Data from the long-form census allow for a more detailed understanding of housing needs than data from Statistics Canada Census Profiles alone, which have sometimes been used for planning purposes. However, long-form data may reflect inaccuracies due to sampling methods, especially for the year 2011. Please refer to the Electoral Area "I" OCP for official demographic data. (See Section 1 "The Long-Form Census" for more information regarding the use of long-form census data in this assessment).

MAP: Electoral Area "I"



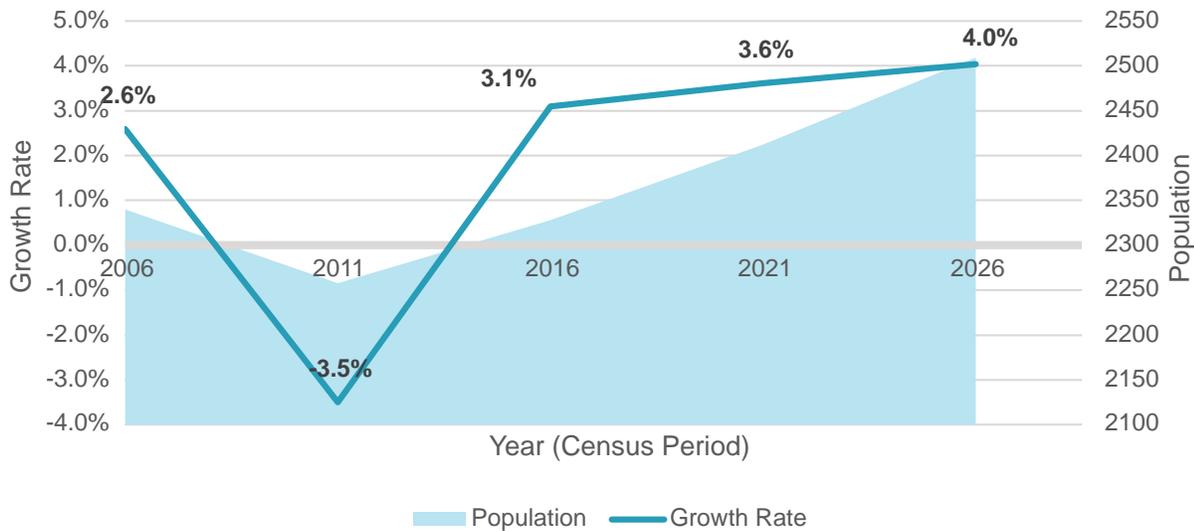
## POPULATION AND DEMOGRAPHICS

**FIGURE:** Electoral Area "I" population and households (Note: 2021 and 2026 projections based on RDOS regional growth rates)



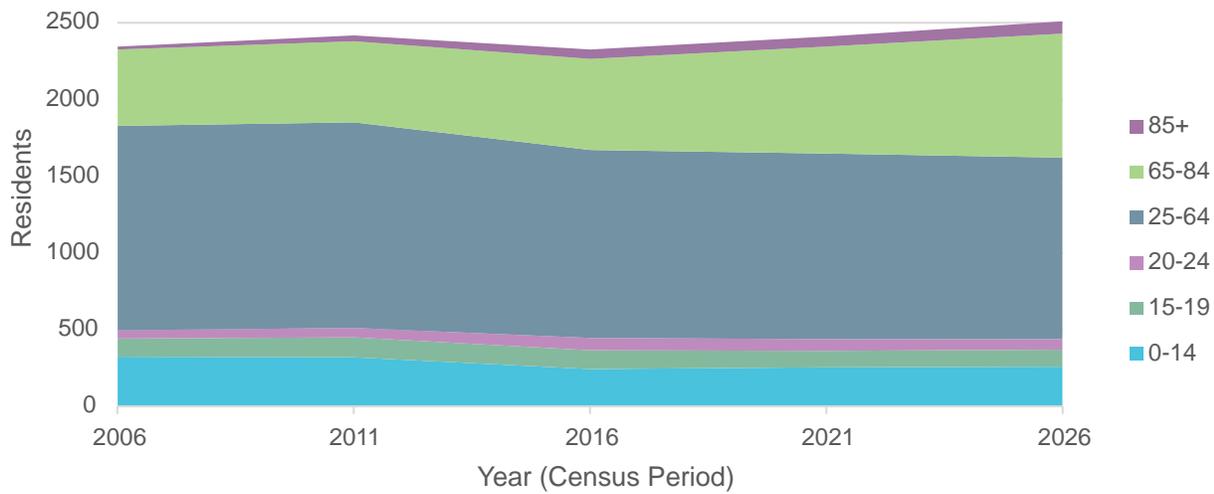
The population of Electoral Area "I" was 2,328 as of the 2016 Census. The population in Electoral Area "I" is expected to increase slightly by the year 2026, to around 2,509 people and 1,136 households.

**FIGURE:** Electoral Area "I" population growth rate and population, 2006 - 2026 (Note: 2021 and 2026 projections based on RDOS regional growth rates)



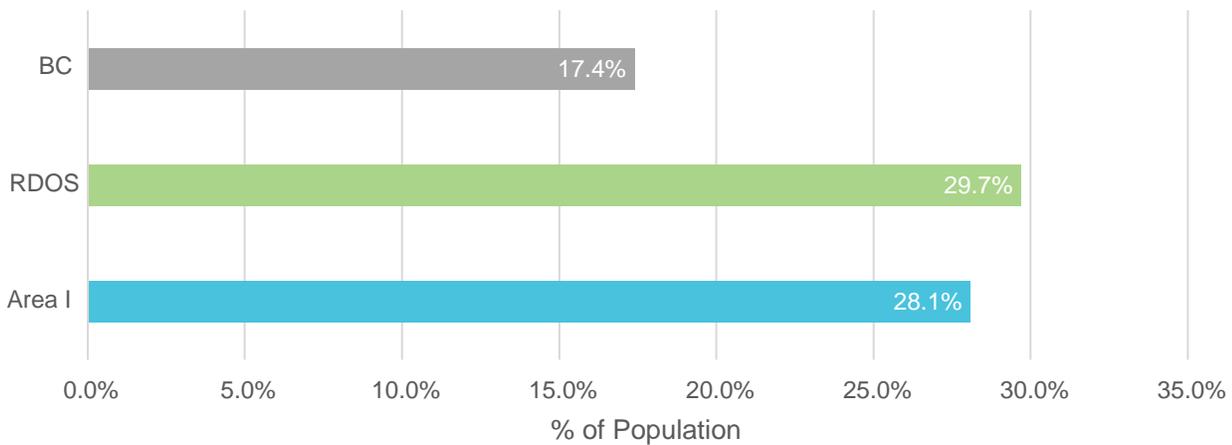
The population growth rate of Electoral Area "I" dipped from 2.6% in 2006 to -3.5% in 2011, but then rose again to 3.1% by 2016. It's anticipated to grow steadily over the next 10 years, at 3.6% by 2021 and 4.0% by 2026.

**FIGURE: Electoral Area "I" age distribution 2006 to 2026 (Note: 2021 and 2026 projections based on RDOS regional growth rates)**



The average age in Electoral Area "F" of 55 is anticipated to stay approximately the same by 2026. Age groups of 25-64 and 19 and under are anticipated to decline by 2026, while those aged 65+ are expected to increase.

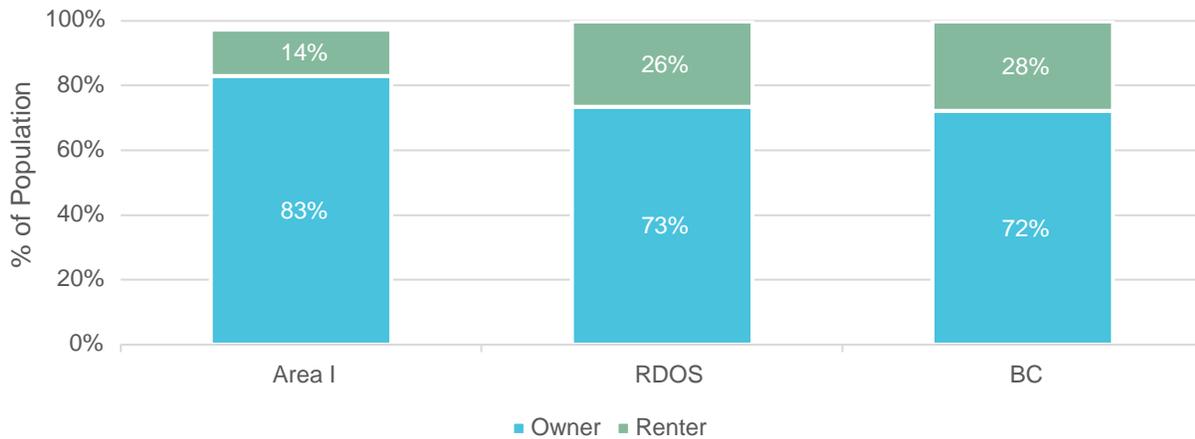
**FIGURE: Proportion of seniors aged 65+ compared to BC, 2016**



Around 28% of Electoral Area "I" residents are over age 65. This is almost the same as the RDOS as a whole (30%), but higher than the BC average of 17%.

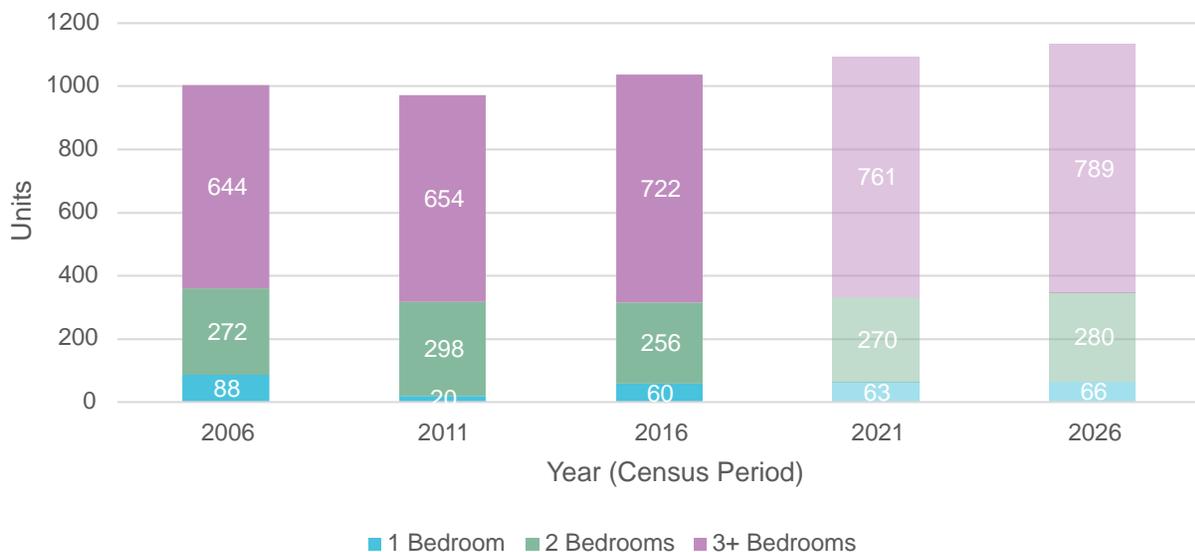
## HOUSING

**FIGURE:** Owner – renter households, 2016



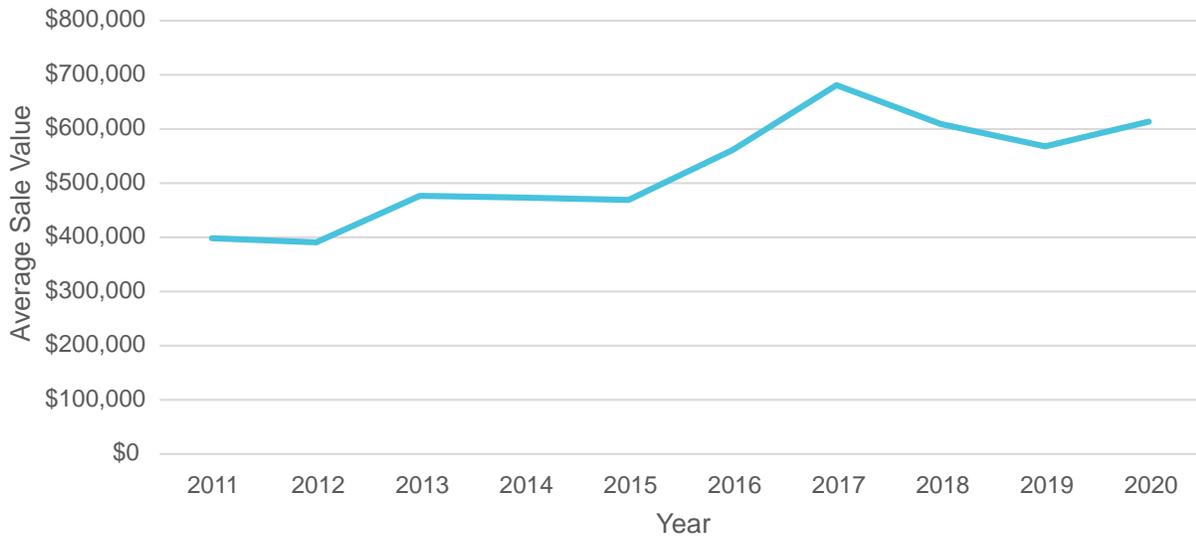
The total number of households in 2016 was 1,012, 85% of which were owner households compared to 15% that were renter households. The average household size in 2016 was 2.2 people per household, which is not anticipated to change by 2026.

**FIGURE:** Dwelling units by size, 2006 – 2026 (Note: projections based on RDOS regional growth rates)



From 2006 to 2016 homes generally tended to get bigger in Electoral Area "1," with increases in the number of three- and four+-bedroom homes, while the number of one- and two-bedroom homes decreased. A large majority (80%) of these units are single family dwellings.

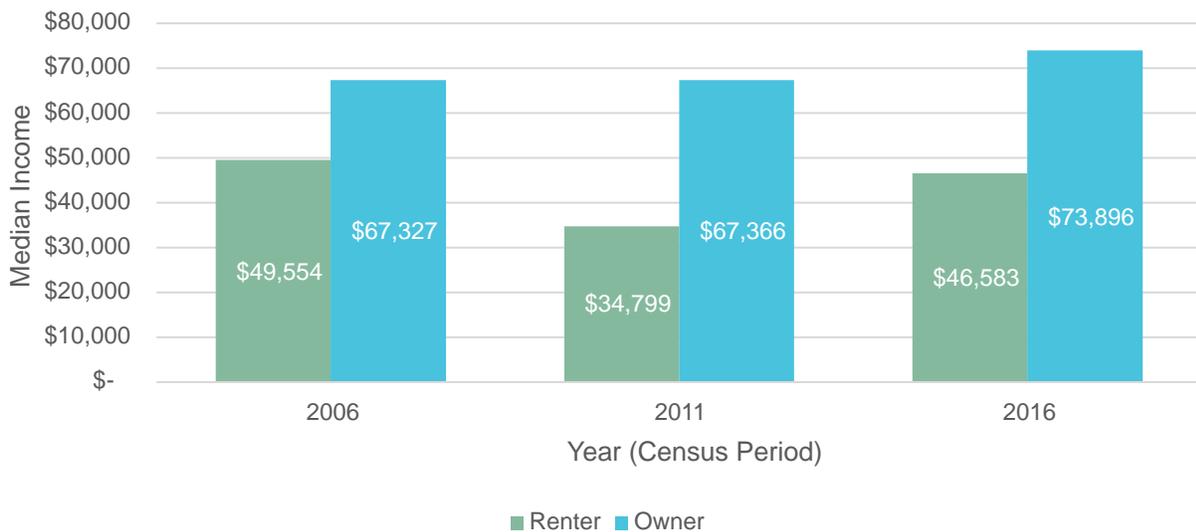
**FIGURE:** Average single-family dwelling sale values Kaleden – OK Falls, 2011 – November 2020 (source: South Okanagan Real Estate Board)



The figure illustrates average annual sales values for single-family homes in Kaleden and Okanagan Falls. Sales data is from the South Okanagan Real Estate Board. Average sales values for single family homes in Kaleden and Okanagan Falls overall rose from \$398,000 in 2011 to \$567,729 in 2019. Prices appear to have peaked in 2017 at \$680,000, which could be due to sales of more expensive, luxury homes in the sales area sales. From that peak, sale prices trended downwards to 2016 levels in 2019 (\$567,000). The latest sales data from November 2020 indicates that average prices have risen to \$613,000.

## INCOME AND ECONOMY

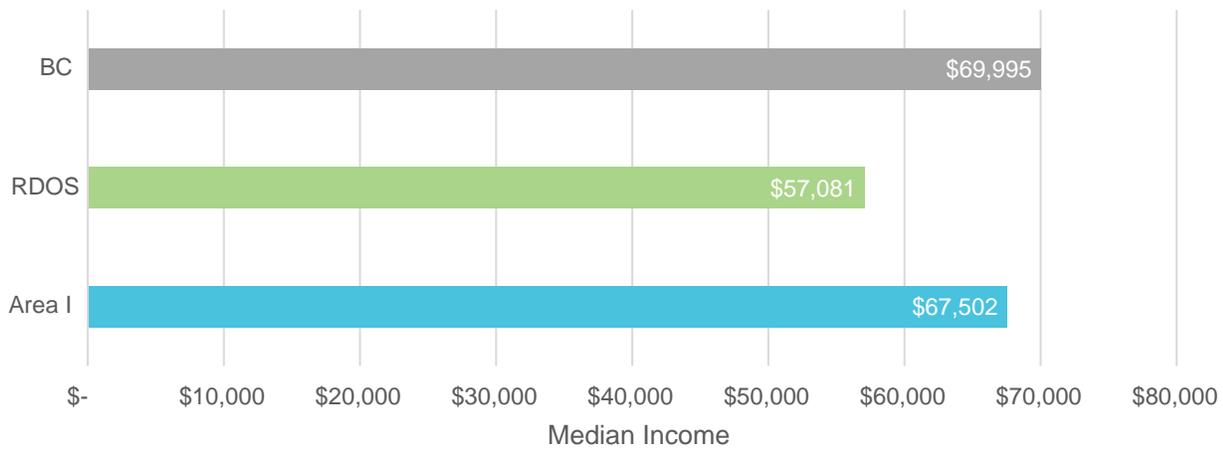
**FIGURE:** Renter and owner household median income, 2006 - 2016



Median incomes for households in Electoral Area "I" decreased after 2006, and then rose again by 2016. In that time period, median household incomes for renters declined by just under \$3,000, while those for homeowners rose by over \$6,000, increasing the gap between owner and renter household median incomes. Over those ten years, the gap between owner and renter household median incomes

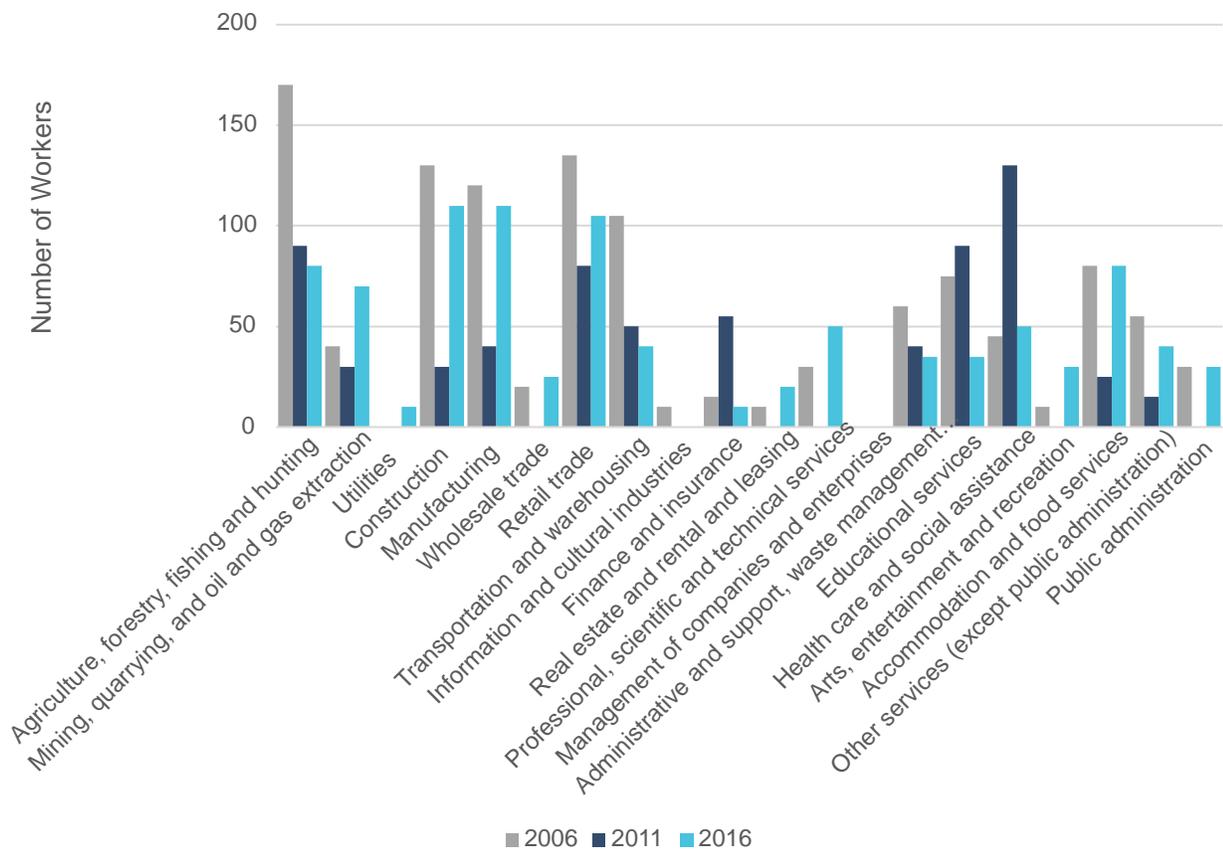
rose from \$17,773 to \$27,313.

**FIGURE:** Household median income Electoral Area "I", RDOS, BC, 2016



Median income for all Electoral Area "I" households in 2016 was \$67,502. This was significantly higher than the median for RDOS (\$57,000) but lower than the median for the Province as a whole (\$70,000).

**FIGURE:** Economic sectors Electoral Area "I", 2016



In Electoral Area "I," the top five economic sectors were health care and social assistance; construction; retail trade; manufacturing; and accommodation and food services in 2016.

## HOUSING NEEDS

Overall, to meet current housing demand in Electoral Area "I," an additional 56 units would have needed to be built since the last Census. If growth continues to follow the trend of the RDOS as a whole, a further 40 units could be needed by 2026 to meet basic demand.

**TABLE: Current and anticipated housing units required. (Note: 1 bedroom includes 0 bedroom [bachelor] dwellings)**

		Total
1 bedroom	Current	3
	Anticipated	2
2 bedrooms	Current	14
	Anticipated	10
3+ bedrooms	Current	39
	Anticipated	28
TOTAL UNITS	CURRENT	56
	ANTICIPATED	40

### Core Housing Needs

It is estimated that 9% of all households (90) in Electoral Area "I" were in core housing need in 2016. A greater proportion of renter households were in a state of core housing need than owner households. In 2016, 24% of renters were in core housing need, compared to 6% of owner households. The number of both renters and homeowners in core housing need has risen since 2006, at a greater scale for owners (34 additional homes) than renters (6 additional homes).

**TABLE: Core Housing Need, 2006-2016**

		2006	2011	2016
Total Households (n = 1,040)	#	50	100	90
	%	5%	10%	9%
Owner Households (n = 862)	#	20	84	54
	%	2%	10%	6%
Renter Households (n = 150)	#	30	14	36
		21%	23%	24%

### Extreme Housing Needs

Overall, Electoral Area "I" had 44 total households (4%) in extreme core housing need in 2016. The proportion (17%) and number (26) of renters in extreme core housing need was significantly higher than those of owners (2%, or 18). Between 2006 and 2016, the number of homes in extreme core housing need rose for both owners and renters. Housing affordability is a significant contributing factor to this challenge in Electoral Area "I."

**TABLE: Extreme Core Housing Need, 2006-2016**

		2006	2011	2016
Total Households (n = 1,040)	#	24	44	44
	%	2%	5%	4%
Owner Households (n = 862)	#	10	34	18
	%	1%	4%	2%
Renter Households (n = 150)	#	14	10	26
		10%	16%	17%

## KEY AREAS OF LOCAL NEED



**Affordable housing:** There were no non-market housing data available for Electoral Area “I” in 2020. In 2016, 162 (16%) of households spent more than 30% of their income on shelter costs. This decreased by 2% since 2006. Though improving slightly over the past decade, the need for more affordable housing outweighs availability. Consistently between 2006 and 2016, a larger proportion of renters were spending more than 30% of their income on housing than homeowners were. Though improving slightly over the past decade, the need for more affordable housing outweighs availability.



**Rental housing:** In 2016, 14% of the households in Electoral Area “I” were renter households, which stayed fairly consistent since 2006. This is lower than the proportion of renter households across the RDOS (26% in 2016). There is an increasing gap between renter and owner median incomes. Since 2006, renter households’ median income decreased by around \$3,000, while owner households’ median income increased by \$6,500. By 2016, median owner households earned just over \$20,000 more than median renter households. More renter than owner households have historically been and continue to be in core and extreme housing need.



**Special needs housing:** No special needs housing was reported in Electoral Area “I.” There are also no policies or zoning bylaws that support special needs housing.



**Housing for seniors:** The proportion of residents aged 65+ increased slightly (by 3%) between 2011 and 2016. By 2026, 35.4% of the population is projected to be 65+. There may be a higher demand for one-bedroom homes or seniors housing (e.g., retirement or assisted living), while currently three-bedroom, detached homes are the predominant housing type.



**Housing for families:** In 2016, the average household size was 2.2. This is projected to remain the same in 2026. 15% of the 2016 population was aged 19 or younger. This proportion is projected to remain similar in 2026, while the senior population is projected to increase. Overall, this suggests that there may be little additional demand for family housing.



**Shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness:** Data on homelessness are not available for Area “I” and currently there are no shelter beds or housing for homeless individuals in the Electoral Area. However, statistics from other communities in the Okanagan indicate there are individuals experiencing homelessness in the broader Okanagan region.



## 6. South Okanagan Regional Growth Strategy

*The South Okanagan Regional Growth Strategy (RGS) was adopted in 2010 after a six-year process. It was amended in 2011 and updated in late 2016 through a minor update process. The RGS is a partnership between the RDOS, the City of Penticton, the Town of Oliver, the Town of Osoyoos, and the District of Summerland to manage growth in the South Okanagan in a manner that is consistent with long-term social, environmental and economic objectives. In the fall of 2020, the RDOS launched a project to carry out a full update of the RGS.*



The South Okanagan RGS applies to the southern-most reaches of the Okanagan Valley (see map on following page) and includes Electoral Areas "A", "C", "D", "E", "F" and "I".

A core component of the current RGS is the support of compact urban development and the protection of the integrity of rural areas, including agricultural and ecologically sensitive lands, is one of the chief means of supporting economic, ecological and community health. It is also a way to enhance servicing efficiency. The current RGS directs development to two kinds of growth areas which are identified on the map.

- **Primary Growth Areas:** Primary Growth Areas are larger communities with all the necessary services, infrastructure and amenities in place to accommodate future growth. The majority of future growth in the south Okanagan should be directed to Primary Growth Areas.
- **Rural Growth Areas:** These are identified and sometimes established rural settlement areas with some infrastructure and/or amenities in place, or where development has been pre-determined through approved zoning.

The current RGS review process will review both suitability of maintaining existing Regional Growth Areas from both a land use perspective (i.e., are they located in areas that can reasonably accommodate the development and servicing as originally imagined?) and a growth management perspective (i.e., do existing growth forecasts and trends support the need and rationale for Rural Growth Areas in addition to Primary Growth Areas?).

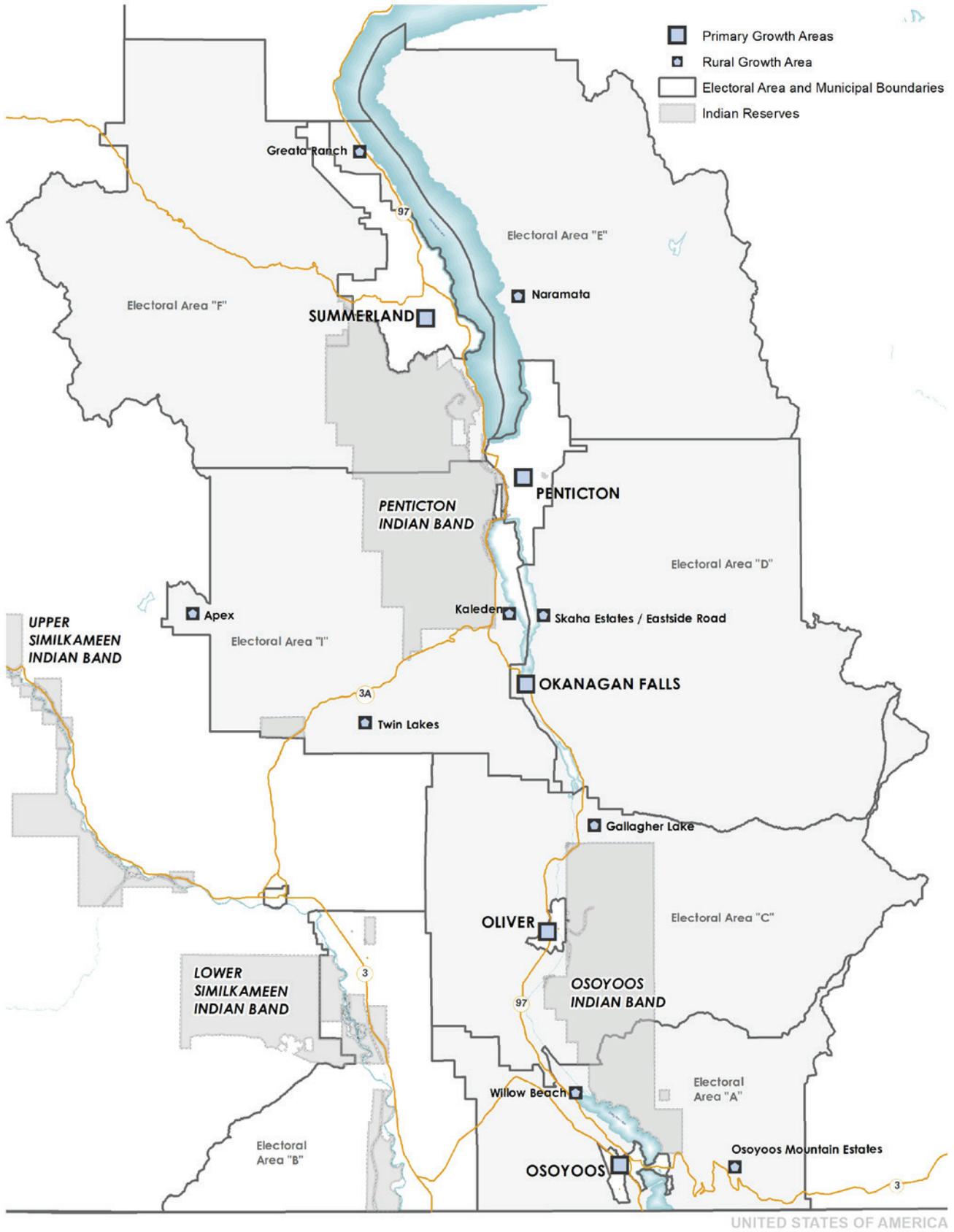
The last RGS minor update was completed in 2016 prior to the full release of 2016 Census data. Population growth in the RDOS since 2006 has been much lower than was originally projected when the RGS was developed. The projected growth at the time (for the RDOS as a whole) was based on an expected annual increase of 1.45%, which would result in an additional 29,000 residents by 2031.

The figure shows past and current projections for the whole of the RDOS (upper line), and current projections for the RGS area (lower line) from the 2016 minor update with updated projections from this assessment. The solid lines illustrate how the South Okanagan's growth tracked fairly consistently with the RDOS as a whole from 1996 to 2011. According to the 2016 census, the RDOS numbered 80,440 and the RGS Study Area numbered 68,446.

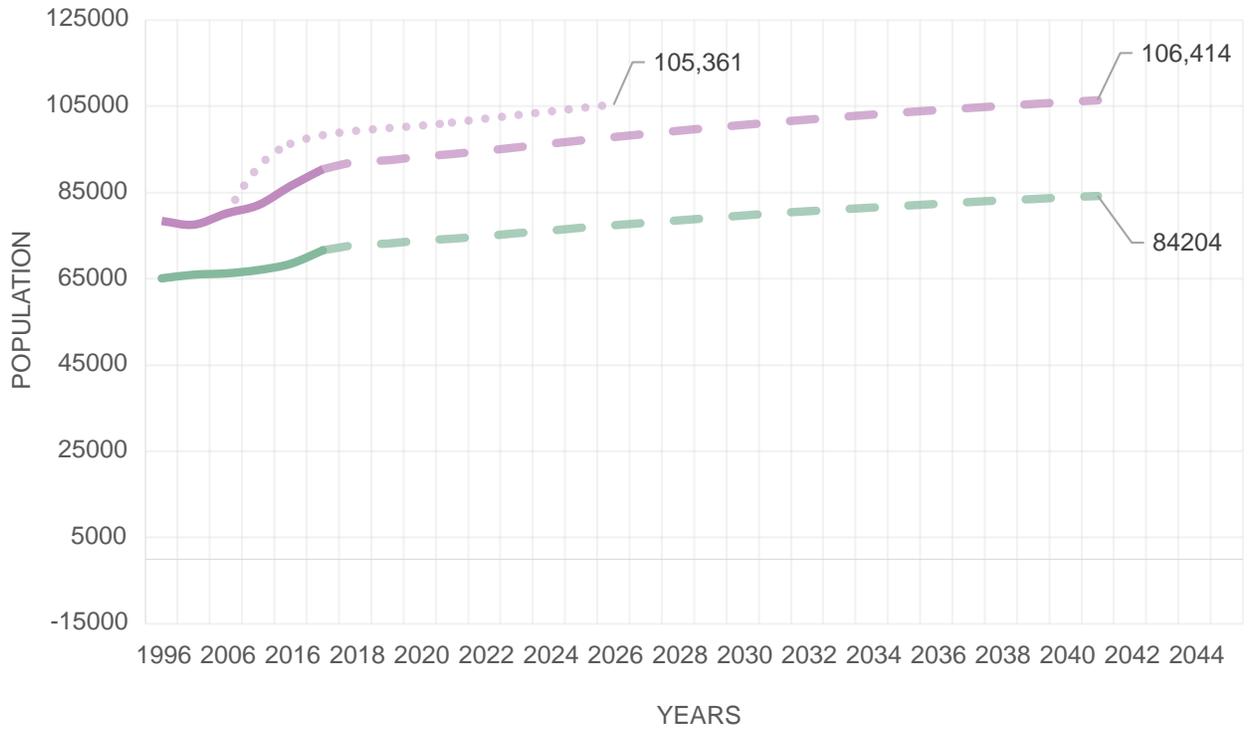
At the time of the RGS minor update, projections by BC Stats resumed assumptions for more robust growth from 2016 to 2041, with an annual rate of 0.84%; the areas were projected to add approximately 12,000 or 13,000 new residents by 2041.



MAP: South Okanagan RGS Growth Areas

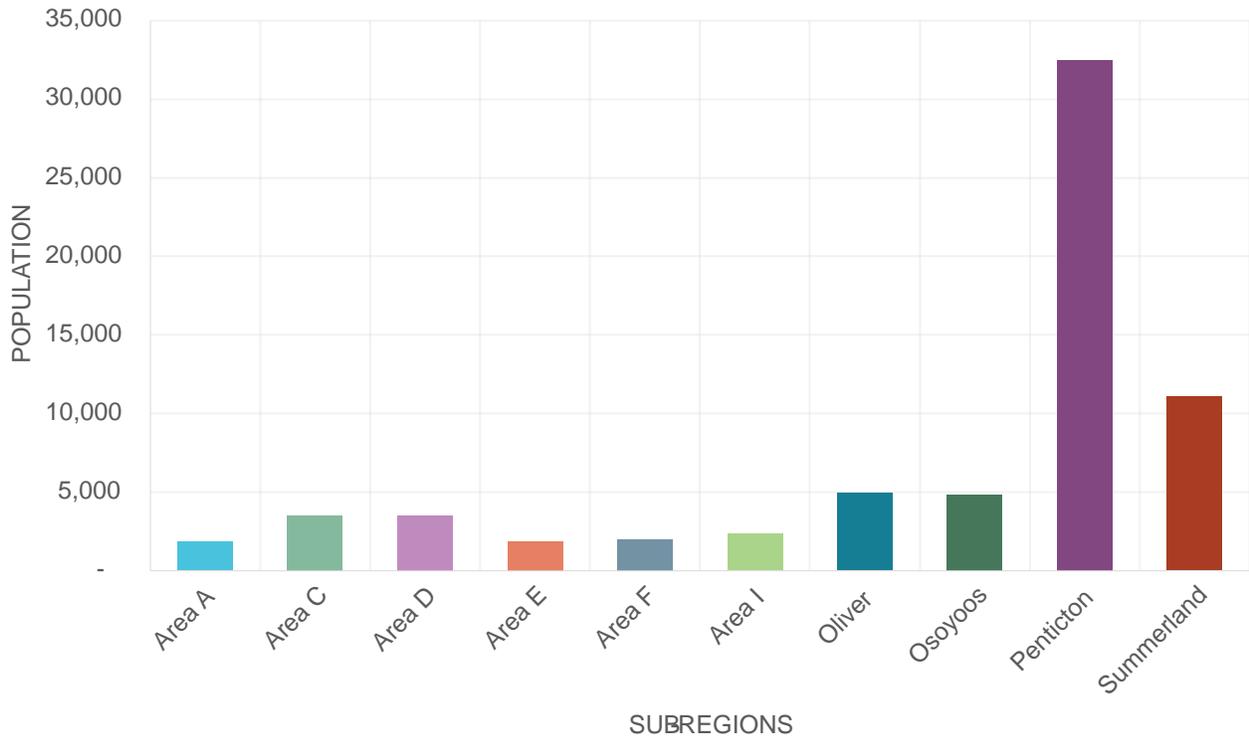


**FIGURE: RDOS and RGS population estimates and projections**

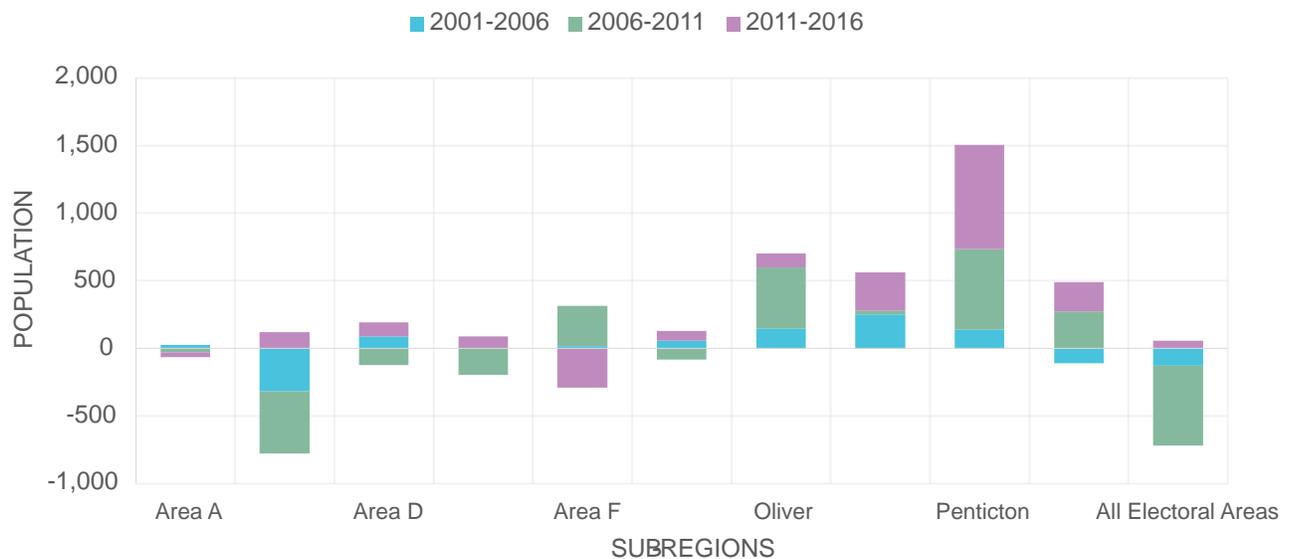


Within the RGS Study Area the population continues to urbanize. Penticton makes up approximately 44% of the population, while the four municipalities make up 73% of the population and accounted for 100% of growth from 2001 to 2016; the Electoral Area populations declined during the same time period by approximately 918 residents (4.4%).

**FIGURE: RGS Study Area, population by sub-region, 2016**



**FIGURE: 10-Year Growth by area, 2001 to 2016**



From a housing needs perspective, the RGS area shares many similar areas of local need.



**Affordable housing:** There is a shortage of affordable housing throughout the RGS area in both urban communities and electoral areas. Affordable housing for families, especially those with more than one or two children, was noted as a concern by housing stakeholders in the RGS area. The need for more affordable housing remains relatively stable, continuing to outweigh availability. Housing assessments completed independently of this project in the Town of Osoyoos (2020), Town of Oliver (2020), and the City of Penticton (2017), confirmed similar needs.



**Rental housing:** In 2016, about one quarter of households in the RGS area were renter households. Since 2016, the proportion of renter households in the RDOS has increased – particularly in larger centres like Penticton – but the construction of new purpose-built rental buildings has lagged. Housing stakeholders interviewed as part of this project highlighted an acute shortage of rental availability for all types and sizes of homes. Renter households are more likely to be in core housing need. Rental rates have increased for many temporary seasonal workers, resulting in many living in over-crowded situations.



**Special needs housing:** Finding housing for those adults who are considered hard-to-house (e.g., with mental health issues, brain injuries, addictions) was noted as being very problematic in smaller rural communities in the RGS area. While these individuals may eventually find themselves in Penticton, as it is the one place in the South Okanagan that provides a number of services, finding housing there remains a concern.



**Housing for seniors:** Across the RGS area and the RDOS as a whole, the population is aging at a faster rate than other regional districts in the province. This is due partly to the region’s popularity as a retirement area given its relatively mild winters and warm summers and the in-migration of retirement age seniors. While the population continues to age, relatively limited purpose-built seniors housing has been built to help those seniors looking for semi-independent living or requiring additional supports.



**Housing for families:** There is a shortage of suitable and affordable housing options for single parent families, young families, and low to moderate-income families. A lack of suitable, available housing for families with more than one or two children was noted by stakeholders as a concern both within cities and towns, as well as for the rural areas within the regional district.



**Shelters for individuals experiencing homelessness and housing for individuals at risk of homelessness:** While homelessness is a more visible (and heavily reported) issue in larger centres like Penticton, it is more of an invisible issue in other RGS area communities. Across the RGS area there is a lack of housing supports for those at risk of and experiencing homelessness.



**Agricultural workers:** As an agricultural centre in the province, the RDOS must also consider the unique housing challenges this issue presents. In the summer months, a large number of temporary agricultural workers come to the RDOS to pick crops, including tree fruit, grapes, and field crops. Many farms are located in the RGS area. Many temporary or seasonal workers come from Mexico and Central America through federal programs. A significant number of young workers also come from Quebec. While some operations provide housing for these workers, others do not. The RDOS has developed a campground for seasonal agricultural workers, but the site is not large enough to accommodate all seasonal agricultural workers who are unable to secure temporary housing provided by farmers.



**Seasonal vacation homes:** As a popular summer tourist destination, the RDOS has a large number of seasonal vacation homes. Many of these are clustered in the RGS area with its proximity to major lakes and wine growing areas. According to a scan of available vacation rental properties listed on VRBO and Airbnb between July-September 2020<sup>8</sup>, there was an estimated 950 rental properties identified as being a detached, whole homes (i.e., not a guest suite, room, or cottage/accessory dwelling). The majority were in Penticton (456), Osoyoos (191), Summerland (180), and Naramata (97). While most of the properties listed were likely seasonal vacation properties, some may also be occupied year-round. The number of seasonal vacation homes in the three urban centres may exacerbate already low rental availability in these communities.

Vacation homes and seasonality play a part in finding affordable and stable housing. So called transient vacation rentals decrease the number of full-time rentals available. Vacation rentals can also increase the value of an area, raising house and rent prices, similar to gentrification<sup>9</sup>. Combined, fewer but more expensive year-round accommodations can make it harder for local residents to continue living in their communities due to financial constraints.

Additional information on specific housing needs can be found in the specific report sections for the City of Penticton, the Town of Oliver, the Town of Osoyoos, the District of Summerland, and Electoral Areas "A", "C", "D", "E", "F" and "I".

<sup>8</sup> This scan used the AirDNA platform, which is an analytics platform that provides global short-term rental data for properties listed on the Airbnb and VRBO vacation rental platforms.

<sup>9</sup> Barron, K., Kung, E., & Proserpio, D. (2020). The effect of home-sharing on house prices and rents: Evidence from Airbnb. *Marketing Science*.



## 7. Indigenous Housing

*One of the goals of the Regional Housing Assessment was to consult with local Indigenous governments (Penticton Indian Band, Osoyoos Indian Band, Lower Similkameen Indian Band, Upper Similkameen Indian Band) and the Okanagan National Alliance to collect information to develop a more complete picture of regional housing needs. This work provides a better understanding of how housing is delivered to and managed for First Nations living on reserve and a fuller understanding of urban Indigenous housing needs in the region.*

In collecting housing data for Indigenous governments, the RDOS recognizes that data is limited and that Indigenous governments may not choose to share housing information with the RDOS. Three principal considerations should be noted:

- 1. On-reserve housing is a federal issue, and the Province does not collect data for on-reserve housing.** On-reserve housing is coordinated through individual Indigenous governments and the federal government through Indigenous Services Canada (ISC) and CMHC.
- 2. Publicly available housing data is relatively limited.** Some federal census data are available but have limitations. For example, data may be redacted or rounded to preserve small on-reserve population confidentiality, or sampling may have been insufficient, leading to greater uncertainty in the data.
- 3. On-reserve housing data can be sensitive, and First Nations may not choose to share it with the RDOS.** As relationship-building between the RDOS and First Nations in the region is in relatively early stages (i.e., limited joint planning collaboration), data sharing around potentially sensitive on-reserve housing information may be difficult.

The community data come from the Canadian census and publicly available plans/reports posted on Indigenous government websites. A media scan was also conducted to help paint a fuller picture of Indigenous housing needs, issues, and projects in the region.

## ***Indigenous Housing: A National Snapshot***

On-reserve housing is a complex and multi-faceted issue, affecting Indigenous communities across Canada, including Bands in the RDOS. Limitations of the current reserve system and funding challenges leave many Indigenous housing needs unmet, leading to challenges such as overcrowding, low quality housing stock, limited maintenance, and lack of funding for renovation and new construction. There are also long housing wait lists for members wishing to live in their home communities.

### **National Statistics<sup>10,11</sup>**

- The estimates of on-reserve housing shortage vary widely between 35,000<sup>12</sup> and 85,000 units<sup>13</sup>. The Assembly of First Nations has estimated a backlog of 130,000 units by 2031<sup>14</sup>
- A 2011 report from the Office of the Auditor General found federal investments have not kept pace, and in fact have worsened, with the new housing and renovation demand<sup>15</sup>
- 37.3% of First Nation households require major repairs, 33.5% minor repairs and 29.2% regular maintenance. 50.9% of First Nation adults reported mold and mildew present in their homes.
- Many houses built in the last 20 years are in need of major repair due to climatic extremes, poor construction, crowding, high costs, and lack of sufficient income and skill to undertake continuing maintenance. One third of new houses built each year are replacing existing homes that have fallen under disrepair.

On-reserve housing is supported primarily by ISC, CMHC, and individual Indigenous governments through own-source funds. In BC, BC Housing has emerged as a significant housing partner through the Building BC: Indigenous Housing Fund, which is investing \$550 million over 10 years to support the building and operation of 1,750 new social housing units for on and off-nation projects. The initiative is supported by non-profit housing providers, the Aboriginal Housing Management Association, Indigenous housing societies, and through own-source contributions from Indigenous governments.

Reserve lands are held by the Crown for the “use and benefit” of the Indigenous communities; thus, fee simple title, or what is typically seen as land ownership, is not possible in non-Treaty or self-governing Indigenous Nations. Individuals wanting to own a home on-reserve may require their band to guarantee the home, as banks aren’t able to repossess homes on reserve, creating a barrier to homeownership. Some individuals may have a Certificate of Possession (CP) for their land, which allows an individual allotment holder to have “lawful possession” of a parcel of land; however, the legal title to the land remains with the Crown. Some nations may have family holdings or a system of traditional holdings instead of, or as well as, CPs.

10 Unless otherwise noted, facts are from the Assembly of First Nations (2013) Fact Sheet – First Nations Housing On-Reserve <https://www.afn.ca/uploads/files/housing/factsheet-housing.pdf>

11 There are large variations of housing conditions and availability across regions

12 Proceedings of the Standing Senate Committee on Aboriginal Peoples, Issue No. 1, 2nd Session, 41st Parliament, 26 November 2013

13 Assembly of First Nations, Pre-Budget Submission, 2011, Submission to the House of Commons Standing Committee on Finance

14 Assembly of First Nations, Draft National First Nations Housing Strategy, July 2013

15 Auditor General of Canada (2011), “Chapter 4: Programs for First Nations on Reserves,” Status Report of the Auditor General of Canada

# OSOYOOS INDIAN BAND

The Osoyoos Indian Band (OIB) is a Syilx Nation whose reserve spans approximately 12,945 hectares from just north of Oliver, to the east of Osoyoos. The nation has around 540 members, with 332 members living on the reserve. The Osoyoos Indian Band Development Corporation (OIBDC) and its business investments is one of the nation's priorities and profits are often used to help fund programs and services, including housing programs. OIB has developed higher-end residential housing on their reserve for lease to non-members. OIB is currently exploring a high-end senior's care facility.



Osoyoos Indian Band

There are 415 non-Indigenous residents living on OIB reserve lands in 205 non-Indigenous households according to the 2016 census. Some of these year-round residents likely live in condominiums developed by OIB, or the Residences at Spirit Ridge, a small development made up of 44 semi-detached bungalow styled homes.

FIGURE: OIB Housing Suitability, 2016 Census

## INDIGENOUS HOUSEHOLDS BY DWELLING CONDITION

- Regular Maintenance Only
- Minor Repairs Needed
- Major Repairs Needed

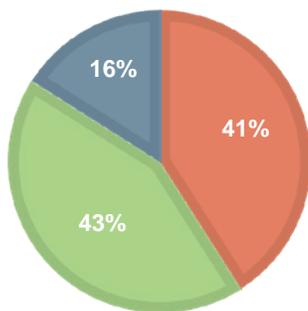
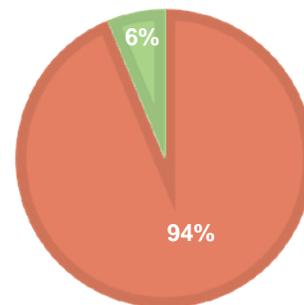


FIGURE: OIB Dwelling Conditions, 2016 Census

## HOUSING SUITABILITY FOR INDIGENOUS HOUSEHOLDS (> 1 PERSON PER ROOM)

- Suitable
- Overcrowded



# PENTICTON INDIAN BAND

The Penticton Indian Band (PIB) is a member of the Syilx nation. As of 2012, the band population was 1,011, with half living on-reserve. Their 18,699 hectares of reserve lands located west of the city of Penticton compose the largest reserve land base in BC. PIB is working to develop more housing on-reserve to help members living off-reserve move back to the community.



According to PIB’s 2012 Comprehensive Community Plan, the community has the following housing programs in place:

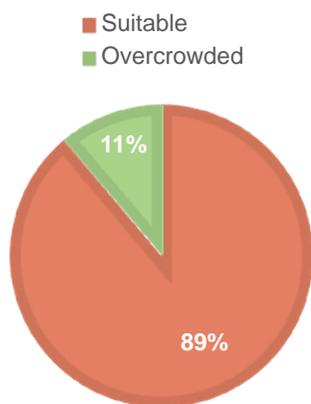
- Social Housing (rent to own for members who are unable to qualify for a mortgage but can eventually assume full responsibility for costs by the end of the lease period<sup>16</sup>.)
- Band-Owned Rental (monthly subsidy assistance provided by in partnership with CMHC).
- Individual Mortgage Program (home ownership and renovation loans through providing banks with a loan guarantee)
- Elders Housing Assistance Program (services, repairs or modifications)
- Residential Rehabilitation Assistance Program (RRAP)

In 2013, 208 residential units were located on the reserve. Housing stock include single family homes, duplexes and row housing. PIB was planning on using the federal First Nations Market Housing Fund to offer increased homeownership and renovation options to members<sup>17</sup>.

There are 565 non-Indigenous households on PIB reserve lands. PIB is a real estate partner in Skaha Hills master-planned community, a 600-unit residential development overlooking Skaha Lake. This development likely makes up the majority of the 1,150 non-Indigenous people living on this Penticton reserve. The development includes a golf course and vineyard.

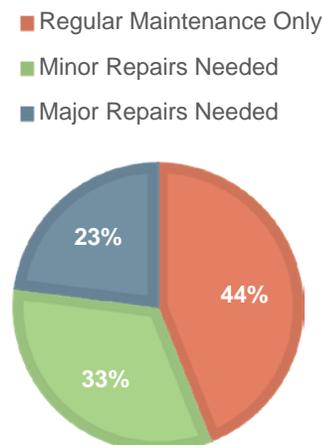
**FIGURE: PIB Housing Suitability, 2016 Census**

### HOUSING SUITABILITY FOR INDIGENOUS HOUSEHOLDS



**FIGURE: PIB Dwelling Condition, 2016 Census**

### INDIGENOUS HOUSEHOLDS BY DWELLING CONDITION



<sup>16</sup> [http://pib.ca/?page\\_id=804](http://pib.ca/?page_id=804)

<sup>17</sup> [https://www.fnmhf.ca/english/participating\\_fn/participating\\_fn\\_056.html](https://www.fnmhf.ca/english/participating_fn/participating_fn_056.html)

# LOWER SIMILKAMEEN INDIAN BAND

The Lower Similkameen Indian Band (LSIB) is part of the Syilx Nation. Their 11 reserves cover 15,276 hectares. Their largest reserve is located just south of Keremeos. The Nation has around 506 members with 245 living on-reserve.



Currently, the LSIB Housing Department manages 25 social housing units and six band-owned rental units. The housing units are located on five different reserves and range from one bedroom to five-bedroom units. LSIB has conducted a feasibility study/site plan for a possible new small subdivision and community core with a health centre, Band offices, school, gas bar, and firehall<sup>18</sup>.

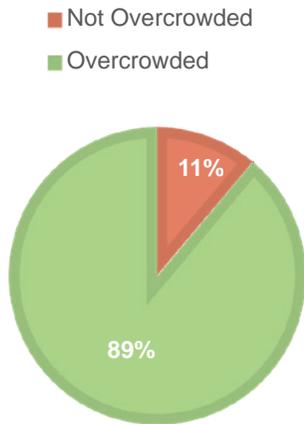
Services and information available through the Housing Department include:

- Elders Emergency Fund
- Health and Safety Repairs and Maintenance
- Regular Renovation Applications
- Housing Applications and Rental Applications
- Subdivision Planning

LSIB also provides members assistance to access CMHC’s Home Adaptations for Seniors Independence Program and Residential Rehabilitation Assistance Program along with loan guarantees to assist financing house construction.

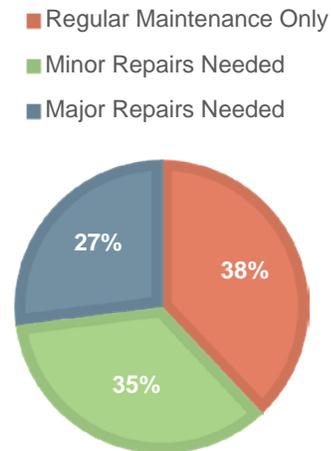
**FIGURE:** LSIB Housing Suitability, 2016 Census

### HOUSING SUITABILITY IN INDIGENOUS HOUSEHOLDS



**FIGURE:** LSIB Dwelling Condition, 2016 Census

### DWELLING CONDITIONS OF INDIGENOUS HOUSEHOLDS



<sup>18</sup> <https://urbansystems.ca/project/lower-similkameen-indian-band/>

## UPPER SMELQMIX INDIAN BAND

*The Upper Smelqmix Indian Band (USIB) is a Syilx community with just over 200 band members, 60 of whom live on reserve. Their main community, Chuchuwayha IR2 is located adjacent to the town of Hedley, had a 2016 population of 58. In 2016, the community had approximately 30 households, 10 were overcrowded and 10 were in need of major repairs.*

In discussions with the USIB Housing and Infrastructure Coordinator, it was learned that no new residential housing units have been built in the past approximately 12 years.



## URBAN INDIGENOUS PEOPLES

Though some urban Indigenous residents in the RDOS are from the local Syilx/Okanagan Nations, the census shows a majority are members of nations outside of the RDOS area, (e.g., there are large Cree and Metis populations). There are some significant and consistent differences between the urban Indigenous population and the non-Indigenous populations in the RDOS region, including the lower average age of urban Indigenous residents.

**TABLE: Indigenous population and households RDOS municipalities**

	Town of Oliver		Town of Osoyoos		City of Penticton		Town of Princeton		District of Summerland	
	Indigenous	Non-Indigenous	Indigenous	Non-Indigenous	Indigenous	Non-Indigenous	Indigenous	Non-Indigenous	Indigenous	Non-Indigenous
Population	160	4685	240	4860	220	32490	280	2760	610	11095
Average age	38	50.2	40	56	34.5	48.6	34.5	47.7	32.6	49.4
Households	110	2050	140	2330	1200	14540	170	1220	310	4625
% Renter households	46%	21%	54%	24%	55%	35%	35%	29%	32%	17%
% Dwellings in need of major repairs	18%	5%	14%	7%	10%	5%	15%	9%	11%	7%
Spending 30%+ on shelter	58%	39%	80%	32%	42%	50%	33%	46%	50%	49%

Emphasized by the higher proportion of Indigenous renter households in RDOS municipalities, urban Indigenous populations often have less secure housing tenures. A greater proportion of urban Indigenous residents in the RDOS are housed in poorer housing, living in dwellings that are in need of major repair. In addition to these other housing challenges, many urban Indigenous residents spend a significant percentage of their income on shelter. In many cases, such as in Oliver and Osoyoos, many Indigenous residents are spending 20 to 48 percent more of their income on shelter than their non-Indigenous neighbors.

### Urban Indigenous Organizations

There are several organizations that provide services and supports for the urban Indigenous population in the RDOS, including housing related programs.

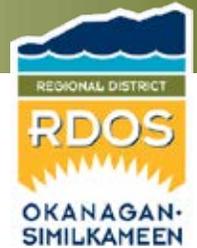
- **Ooknakane Friendship Centre** is an Indigenous not-for-profit society that is committed to providing holistic, culturally driven programs and services designed to support, educate and strengthen people of all nations. Located in Penticton, they provide a Vulnerable Sector/Homeless and Housing Program that serves hot breakfasts to those in need.
- **Okanagan Nation Family Intervention & Service Society** partners with the Aboriginal Housing Management Association to provide safe 24/7 shelter/support for Indigenous women and their children feeling abuse or who are in housing crisis. They provide basic food, shelter and support services in addition to other programs.
- **M'akola Housing Society** is the largest Indigenous affordable housing provider in BC. They have started developing 47-unit project in Oliver for Indigenous and non-Indigenous low-income families in partnership with BC Housing. Another project is pre-feasibility planning in Oliver.





Document prepared with the assistance of:  
EcoPlan International  
208-131 Water Street  
Vancouver, BC V6B 4M3  
[www.ecoplan.ca](http://www.ecoplan.ca)

# ADMINISTRATIVE REPORT



**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** April 1, 2021  
**RE:** Agricultural Land Commission Referral (Non-Adhering Residential Use) – Electoral Area “C”

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## Administrative Recommendation:

**THAT the application for a “non-adhering residential use – Additional Residence for Farm Use” at 5475 Sumac Street (Lot 225, Plan 1789, DL2450S, SDYD) not be “authorized” to proceed to the Agricultural Land Commission.**

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Purpose: To allow for a farm workers residence (additional dwelling) within the ALR.

Owners: Gurden Bahniwal & Nirmaljit Bahniwal      Agent: Harman Bahniwal      Folio: C-05631.000

Legal: Lot 225, Plan KAP1789, District Lot 2450S, SDYD Civic: 5475 Sumac Street, Oliver

OCP: Agriculture (AG)      Zone: Agriculture One (AG1)

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## Proposed Development:

An application to the Agricultural Land Commission (ALC) under Section 20.1(2) of the *Agricultural Land Commission Act* (the Act) has been referred to the Regional District, in order to allow an accessory dwelling on a parcel of land within the Agricultural Land Reserve (ALR).

Specifically, the applicant is seeking the Commission’s approval to construct residence of approximately 335 m<sup>2</sup> in area for additional farm labour housing.

In support of this proposal, the applicant has stated that, “the additional residence is necessary, so that the required number of farm workers can be appropriately be accommodated. Every year, we continue to plant more and more acreage of cherries; therefore, every year the production increases. Having that said, more production means more work and more farm workers to harvest and handle the fruit. We own fruit orchards all over the Okanagan Valley, so residences are required in the headquarters of all towns/cities where farm work occurs.”

## Statutory Requirements:

Under Section 34(4) of the *Agricultural Land Commission Act*, the Regional District of Okanagan-Similkameen (RDOS) must “review the application, and ... forward to the commission the application together with [its] comments and recommendations”, unless Section 25(3) applies wherein the Board has the ability to refuse to “authorise” an application.

In this instance, Section 25(3) is seen to apply as the property “is zoned by bylaw to permit [an] agricultural or farm use” and an amendment to the Electoral Area “C” Zoning Bylaw will be required in order for the development to proceed.

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**Site Context:**

The subject property is approximately 2.8 ha in area and is situated on the south side of Road 3 and immediate southwest with boundary of Town of Oliver. The property is understood to comprise an existing principal dwelling (approx. size 114.5 m<sup>2</sup>) with the remainder of the property under agricultural production.

The surrounding pattern of development is characterised by similar agricultural operations as well as a nursery (greenhouse) operation to the east and the Okanagan Gleaners operation to the south.

**Background:**

The current boundaries of the subject property were registered in Lands Title Office on November 30, 1921, while available Regional District records indicate that a building permit(s) for existing dwelling have not previously been issued for this property.

Under the Electoral Area "C" Official Community Plan (OCP) Bylaw No. 2452, 2008, the subject property is designated as Agriculture (AG). Under the Electoral Area "C" OCP Bylaw policies for Agriculture-designated lands, the Board "supports establishing housing for year round farm help and seasonal farm workers" (Section 9.3.20).

Under Section 6.5 – Growth Management of the Electoral Area "C" OCP Bylaw, the Board "will direct growth to designated Primary and Rural Growth Areas, by discouraging the re-designation or re-zoning of land that permits residential uses outside of the Rural Growth Area containment boundaries" (Section 6.5.2) and "directs residential development away from designated Agricultural AG areas" (Section 6.5.7).

Under the Electoral Area "C" Zoning Bylaw No. 2453, 2008, the property is zoned Agriculture One (AG1), and allows for a maximum of one (1) principle dwelling and one (1) accessory dwelling (90 m<sup>2</sup>).

The property is within the Agricultural Land Reserve (ALR) and is classified as Residential (Class 01) and Farm (Class 09) under BC Assessment.

The applicant previously applied to the Commission for additional farm labour housing in the form of a converted chemical shed at 5526 Primrose Lane of approximately 140 m<sup>2</sup>. On June 2019, the proposal was subsequently authorized by Regional District Board to proceed to ALC for their determination. Based on the ALC's website, it appears that this application is still being considered (No 58985).

**Public Process:**

At its meeting of February 4, 2021, the Regional District Board resolved to defer consideration of this Non-Adhering Residential Use application and further directed that it be referred to the Electoral Area "C" Advisory Planning Commission (APC).

At its meeting of February 16, 2021, the Electoral Area "C" APC resolved to defer the review of the application to the next meeting so the delegate can be present to answer questions.

At its meeting of March 16, 2021, the Electoral Area "C" APC resolved to recommend to the RDOS Board that this Non-Adhering Residential Use application be approved, provided that location of proposed dwelling be revised to be located in an already disturbed area.

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All comments submitted to the Regional District in relation to these notification requirements are included as a separate agenda item.

**Analysis:**

The Electoral Area "C" OCP Bylaw speaks to supporting "housing for year round farm help and seasonal farm workers. The Zoning Bylaw supports this policy direction by permitting a maximum density in the AG1 Zone of one (1) principal dwelling along with one (1) accessory dwelling, the latter of which may have a floor area allowance not to exceed 90 m<sup>2</sup>.

It is understood that the historic practice of the Regional District was to use parcel size as a factor to determine if additional residences were "necessary for farm use", with larger parcels allotted a greater number of units and smaller parcels with fewer.

In this instance, the parcel is relatively small (2.8 ha) with limited agricultural productivity (2.7 ha) and was a part of a previous application to ALC (see background) that requested farm labour housing.

Administration is also concerned about the cumulative impact of dwellings on farmland owned by the applicant. It is noted that, in their submission to the ALC, the applicant has indicated full ownership of four (4) agricultural parcels (one parcel within City of Kelowna while other three in the surrounding area).

At present, these parcels represent a land area of approximately 28.2 ha (~70 acres) and are seen to comprise 6 dwelling units (see Attachment No. 6) with an unknown floor area. There may already be sufficient dwelling units on the applicant's various parcels to accommodate the labour requirements of their farm operation.

A concern has also been identified with the intensity of the current proposal (*335 m<sup>2</sup> residential dwelling*) and the potential use of the units by person unrelated to the agricultural operation of the property, particularly in the off-season.

Should this proposal be authorised and subsequently approved by the ALC, the applicant will be required to seek an amendment to the Electoral Area "C" Zoning Bylaw in order to proceed, which is deemed by Administration to be inconsistent with the Electoral Area "C" OCP Bylaw.

Conversely, Administration recognises that there is an accommodation crisis for farm labour housing, which has been aggravated during COVID-19 pandemic and requires additional floor area to provide safe working conditions while following provincial health and safety regulations.

Further, upon APC's recommendation the applicant revised the location of the proposed dwelling to in an area with existing residential footprint (See Attachment No. 2), resulting in no alienation from farm activities already occurring on site.

In summary, the application to allow the proposed additional dwelling is inconsistent with the OCP Bylaw and Zoning Bylaw, which aims to limit residential development on agricultural lands.

**Alternatives:**

1. THAT the RDOS Board "authorize" the application for a "non-adhering residential use – Additional Residence for Farm Use" at 5475 Sumac Street (Lot 225, Plan 1789, DL2450S, SDYD) to proceed to the Agricultural Land Commission.

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Respectfully submitted:

*R. Gadoya*

R. Gadoya, Planning Technician

Endorsed By:



C. Garrish, Planning Manager

Attachments:

No. 1 – Context Maps

No. 3 – Elevation Drawings

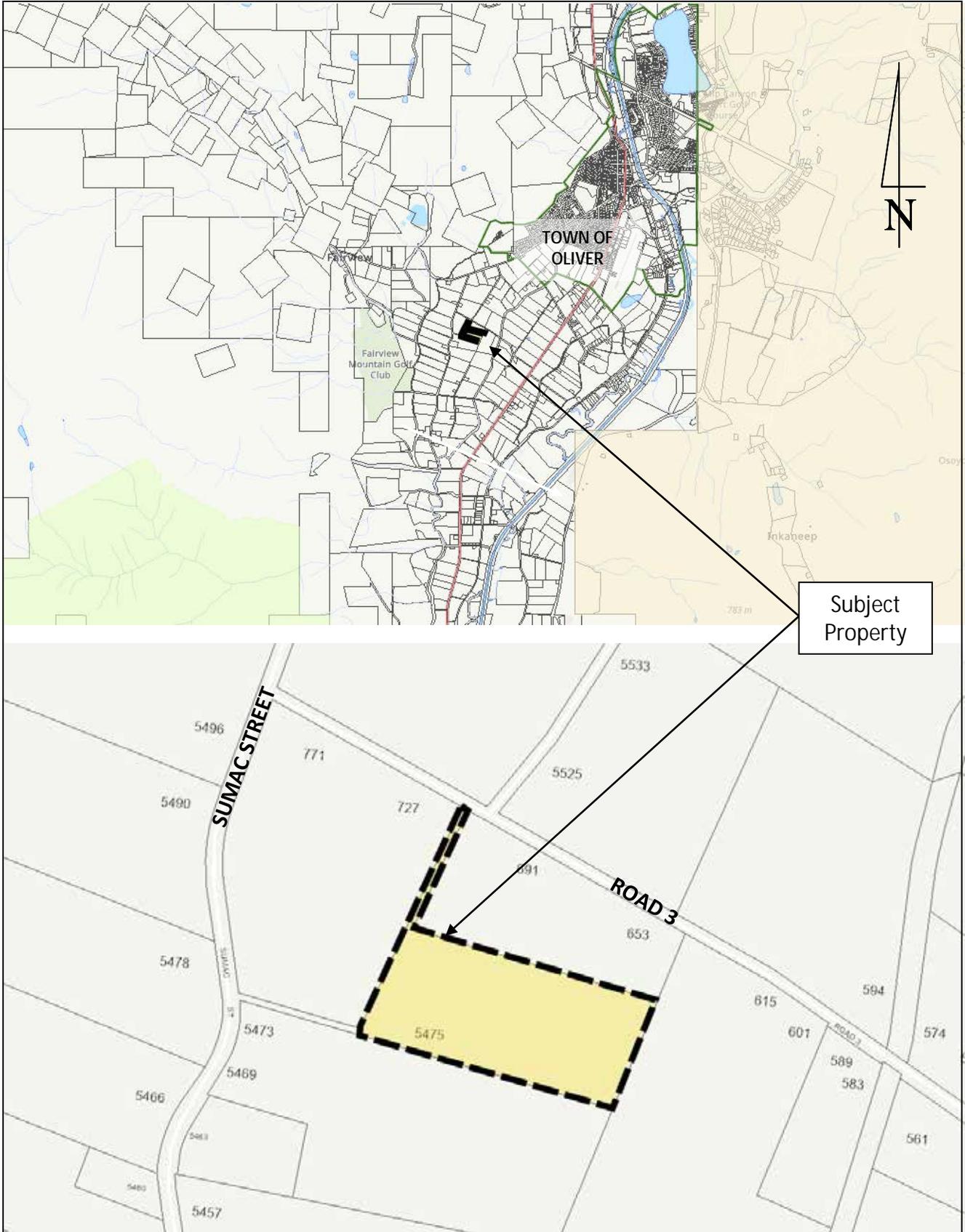
No. 5 – Floor Plans

No. 2 – Applicant's Site Plan

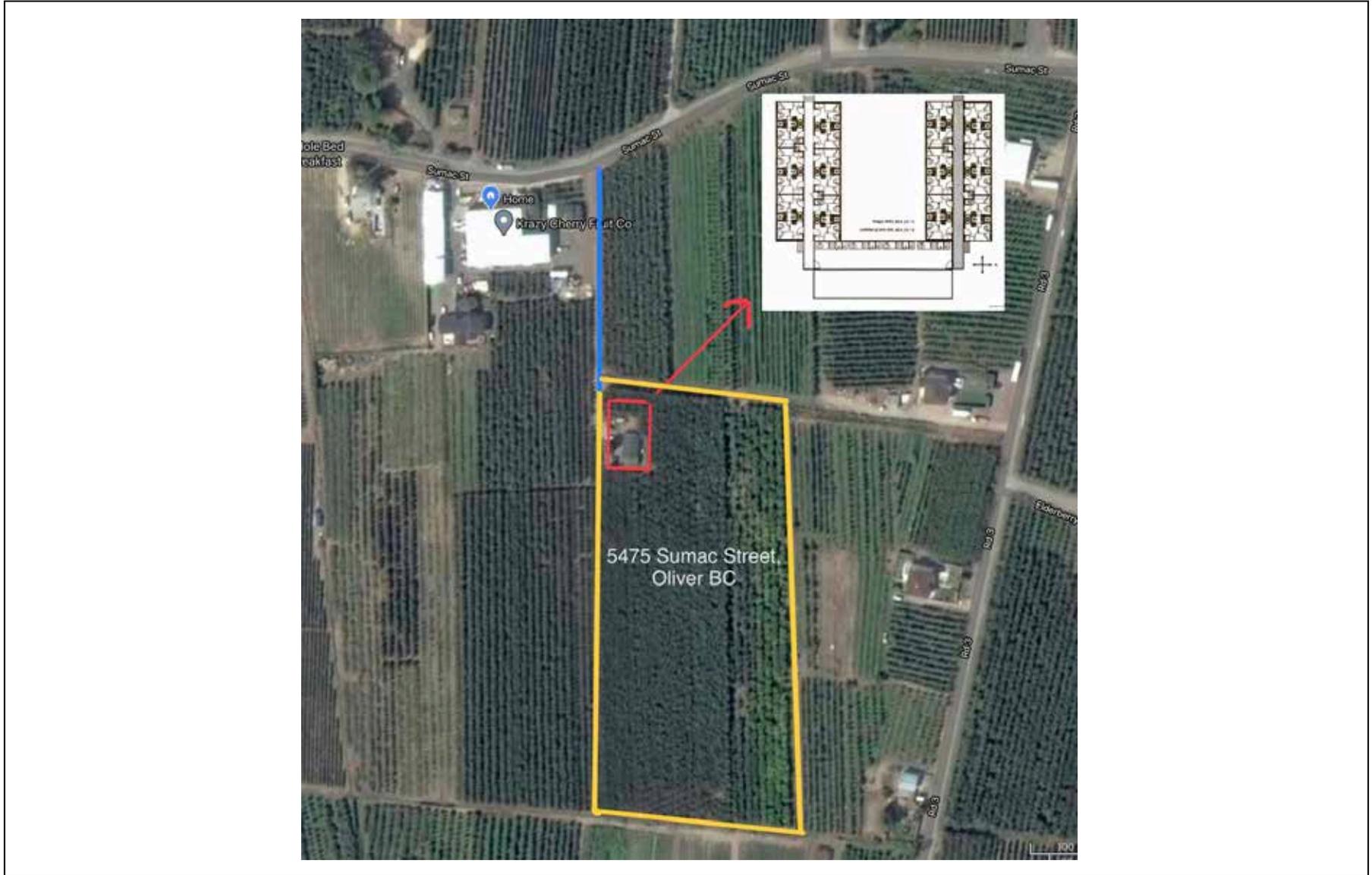
No. 4 – Elevation Drawings

No. 6 – Properties owned by the applicant in surrounding area

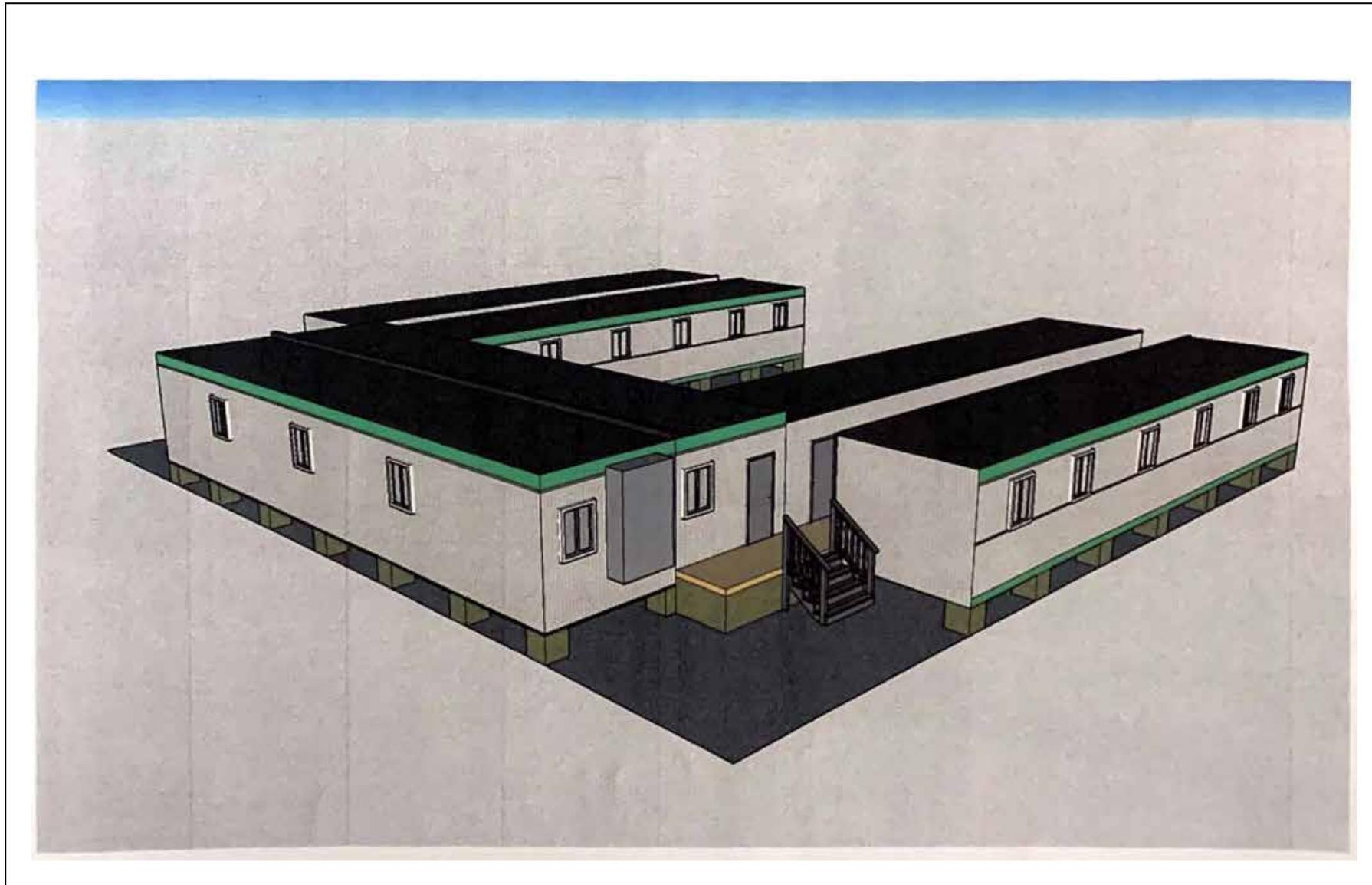
Attachment No. 1 – Context Maps



Attachment No. 2 – Applicant's Site Plan



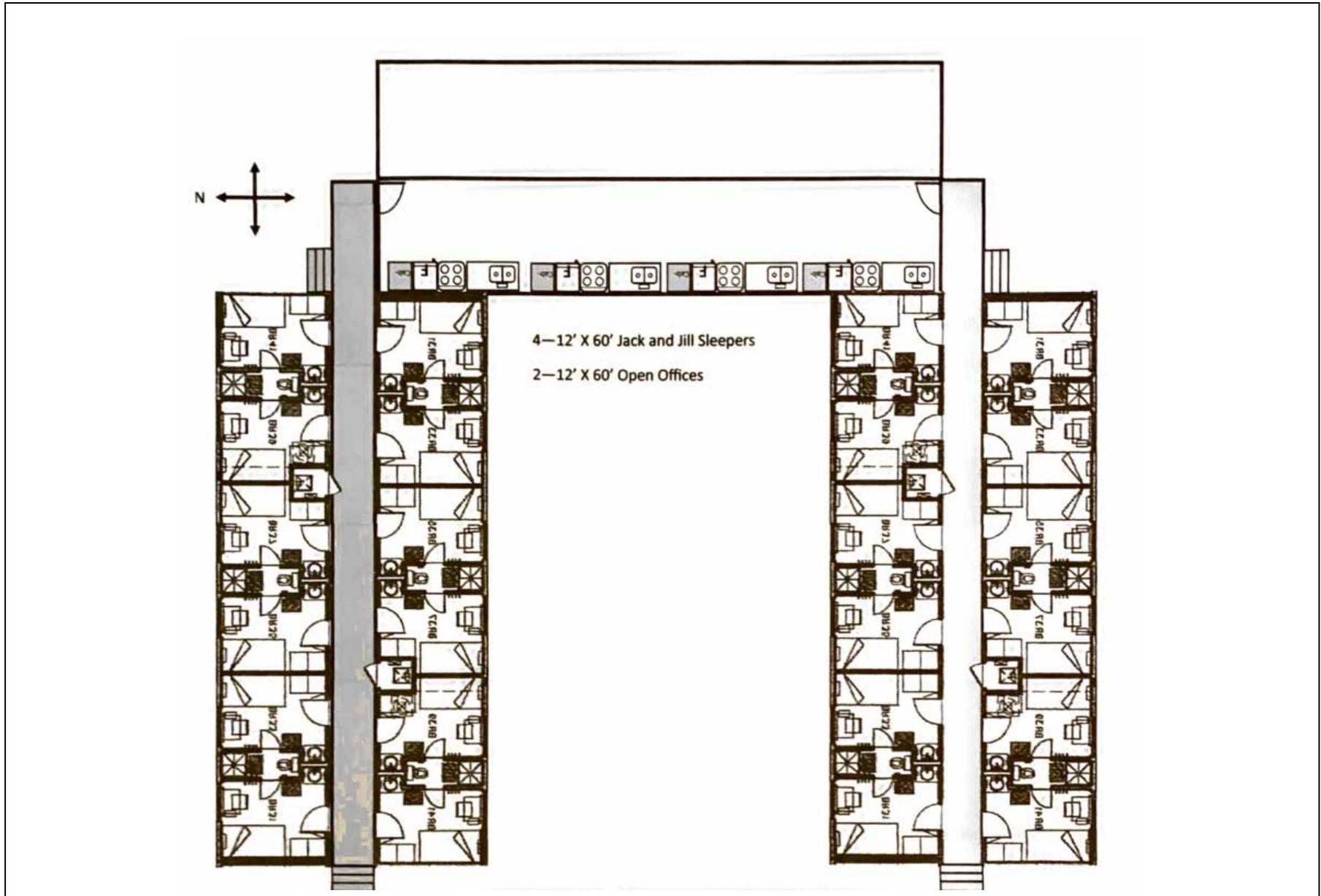
Attachment No. 3 – Elevation Drawings



Attachment No. 4 – Elevation Drawings



Attachment No. 5 – Floor Plans



Attachment No. 6 – Properties owned by the applicant in surrounding area





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The subject property is approximately 1.9 ha in area, and is situated on the east side of Linden Avenue and is approximately midway between Kaledan and Okanagan Falls. It is understood that the parcel is comprised of a single detached dwelling and a detached garage.

The surrounding pattern of development is generally characterised by similarly sized agricultural parcels that have been developed with single detached dwellings.

**Background:**

The current boundaries of the subject property were created by a Plan of Subdivision deposited with the Land Titles Office in Kamloops on September 14, 2000, while available Regional District records indicate that building permit(s) have not previously been issued for this property.

The subject property is currently being used for active farm production (*2.0 acres Chardonnay grapes & 1.5 acres Gewurztraminer grapes*) and developed with a two storey single family dwelling and a detached garage (no building permit records for either).

Under the Electoral Area "I" Official Community Plan (OCP) Bylaw No. 2683, 2016, the subject property is currently designated Agriculture (AG) and objective of which is "to protect the agricultural land base of the Plan Area and associated farming, ranching and general agricultural activities."

Under the Electoral Area "I" Zoning Bylaw No. 2457, 2008, the property is currently zoned Agriculture One (AG1) which allows for a maximum parcel coverage of 20% for parcel less than 2.0 ha in area.

The property is within the Agricultural Land Reserve (ALR) and is classified as Residential (01) and Business and Other (06) by BC Assessment.

In 2019, the ALC implemented a maximum footprint requirement for principal dwellings of 500 m<sup>2</sup>. As stated at the time, the provincial government was concerned about the impact of "mega-homes" on agricultural lands as such homes lead to speculation in the ALR, driving up land costs and making it prohibitive for young people to enter the agricultural industry when they are forced to compete with people looking for "lifestyle estates".

**Public Process:**

At its meeting of February 18, 2021, the Regional District Board resolved to defer consideration of this Non-Adhering Residential Use application and further directed that it be referred to the Electoral Area "I" Advisory Planning Commission (APC).

At its meeting of March 17, 2021, the Electoral Area "I" APC resolved to recommend to the RDOS Board that subject application be authorized to proceed to ALC.

**Analysis:**

In considering this referral, Administration notes that a majority of the area proposed for the construction of the new dwelling has previously been disturbed and developed with single family dwelling and detached garage. It is not anticipated that allowing an over-sized dwelling at this same location will result in significant alienation of agriculture land.

Further, the applicant's proposal is consistent with the current density provisions contained in the Electoral Area "I" Zoning Bylaw and it is on this basis that Administration is recommending that the application be "authorised" to proceed to the ALC for their determination.

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Administration also acknowledges that the proposal to construct a single family dwelling of this size (837 m<sup>2</sup>) is to accommodate owner's larger family. However, it is unknown whether the members of family are required to support with farm operations occurring on site.

Conversely, Administration is concerned that the size of dwelling being proposed is unrelated to the agricultural use of the subject property (which is 1.9 ha) and runs counter to the land use concerns that previously prompted the Board (as well as the ALC) to limit the size of such structures on farmland.

Administration further considers that other options are available to the property, primarily in the form of complying with existing (provincial) regulations and redesigning the proposed dwelling to not exceed a floor area of 500 m<sup>2</sup>. Similarly, the option to accommodate an additional family on the property is available through the allowance for an accessory dwelling (with a floor area not exceeding 90.0 m<sup>2</sup>).

In summary, given that the proposal is generally consistent with the zoning regulation, Administration is generally in support of the application. For these reasons, Administration is recommending that this application be authorised to proceed to the ALC.

**Alternatives:**

1. THAT the RDOS "not authorize" the application for a "non-adhering residential use – principal residence more than 500 m<sup>2</sup>" at 379 Linden Avenue (Lot 59 Plan KAP719, DL 105S, SDYD) in Electoral Area "I" to proceed to the Agricultural Land Commission.

**Respectfully submitted:**

*R. Gadoya*

R. Gadoya, Planning Technician

**Endorsed By:**



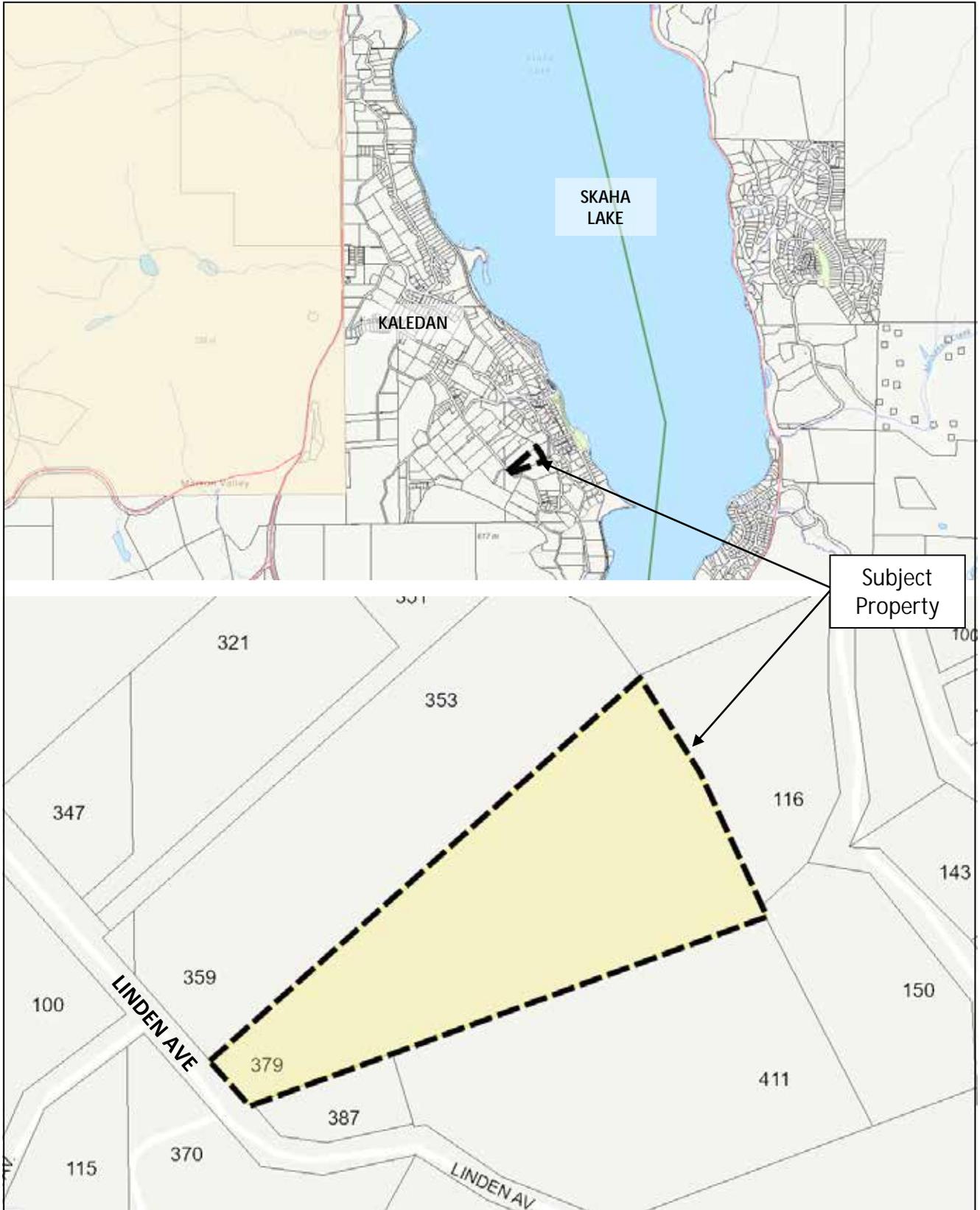
C. Garrish, Planning Manager

Attachments: No. 1 – Context Maps

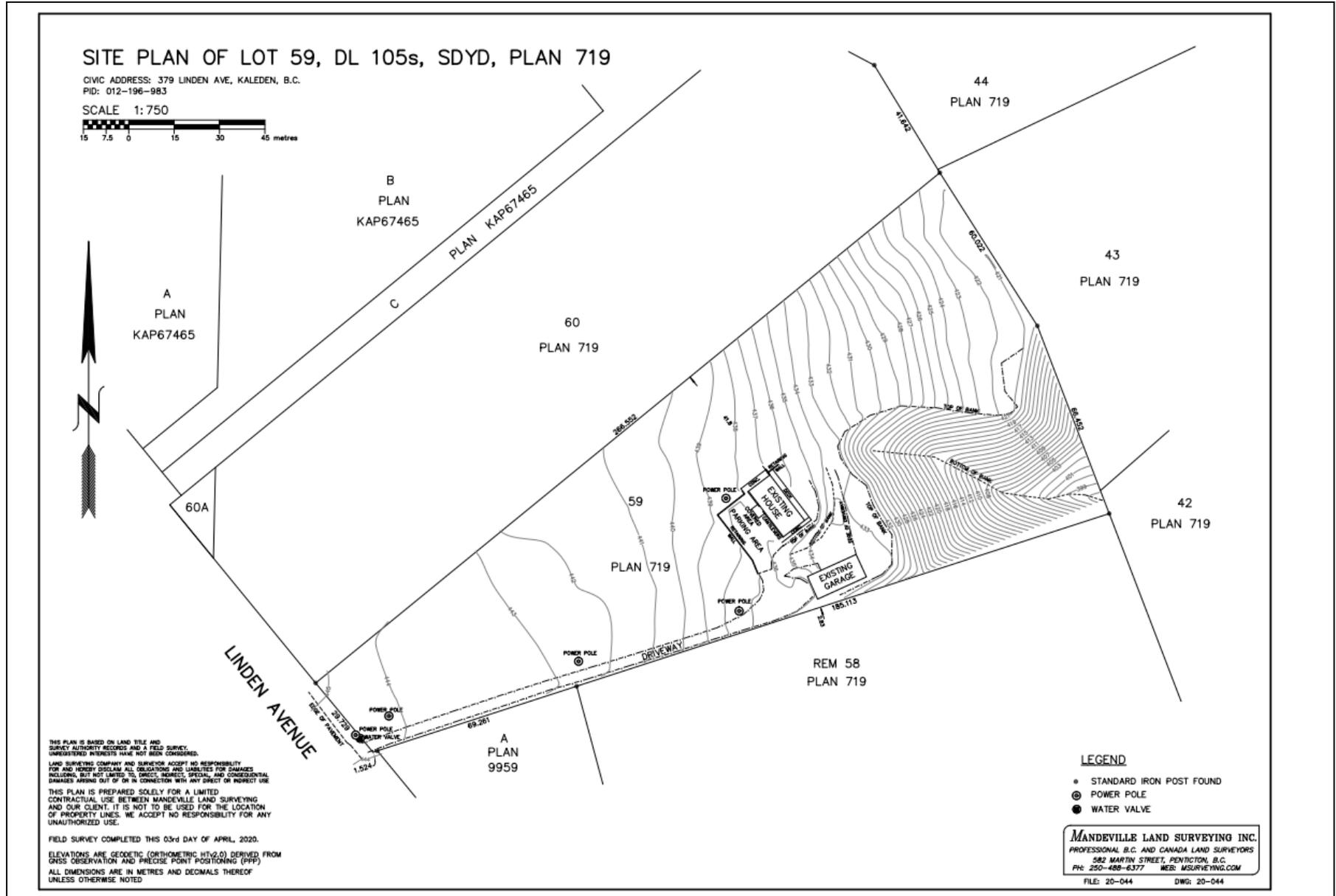
No. 2 – Applicant's Site Plan

No. 3 – Site Photo

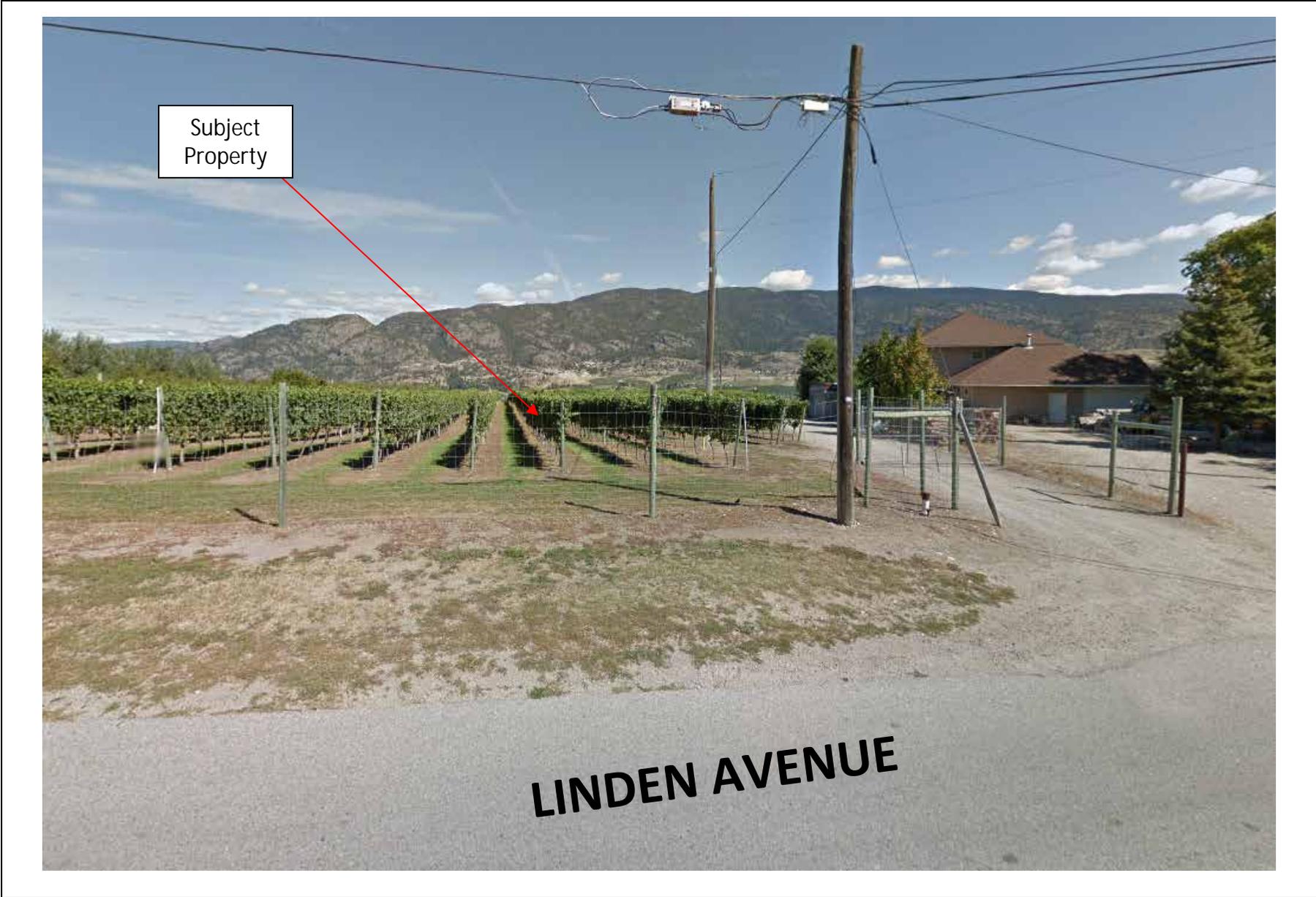
Attachment No. 1 – Context Maps



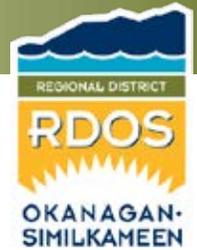
Attachment No. 2 – Applicant's Site Plan



Attachment No. 3 – Site Photo



# ADMINISTRATIVE REPORT



**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** April 1, 2021  
**RE:** Development Variance Permit Application — Electoral Area “I”

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## **Administrative Recommendation:**

**THAT Development Variance Permit No. I2021.005-DVP to allow for an garage/deck addition to a single detached dwelling be denied.**

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Purpose: To allow for an garage/deck addition to a single detached dwelling

Owners: Donald and Charlene Boyce      Agent: n/a      Folio: I-01631.110

Civic: 363 Pineview Drive      Legal: Lot 2, Plan 34410, District Lot 103s, SDYD

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

Variance Request: to reduce the minimum rear parcel line setback from 7.5 metres to 2.21 metres.

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## **Proposed Development:**

This application is seeking a variance to the rear parcel line setback that applies to the subject property in order to undertake an addition to the single detached dwelling.

Specifically, it is being proposed to reduce the minimum rear parcel line setback from 7.5 metres to 2.21 metres.

In support of this request, the applicant has stated that “the placement of our house is not square or parallel to any of our property lines. This placement forces us to have the proximity of the garage to the rear parcel line as our only choice. The existing foliage along the fenceline (my rear parcel line and our neighbours side parcel line) will continue to existing for individual privacy.”

## **Site Context:**

The subject property is approximately 836.5 m<sup>2</sup> in area and is situated on the west side of Pineview Drive in Kaleden. The property is currently developed to a single detached dwelling.

The surrounding pattern of development is characterised by residential.

## **Background:**

The current boundaries of the subject property were created by a Plan of Subdivision deposited with the Land Titles Office in Kamloops on November 29, 1983, while available Regional District records indicate that a building permit for single detached dwelling (1990) has previously been issued for this property.

Under the Electoral Area “I” Official Community Plan (OCP) Bylaw No. 2683, 2016, the subject property is currently designated Low Density Residential (LR).

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Under the Electoral Area "1" Zoning Bylaw No. 2457, 2008, the property is currently zoned Residential Single Family One (RS1) which requires a minimum setback to the rear parcel line of 7.5 metres for principal buildings (i.e. single detached dwellings).

BC Assessment has classified the property as "Residential" (Class 01).

**Public Process:**

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

At its meeting of March 17, 2021, the Electoral Area "1" Advisory Planning Commission (APC) resolved to recommend to the RDOS Board that the subject application be approved.

**Analysis:**

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

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

In this instance, Administration notes that the proposal includes a setback of 3.05 metres to the garage wall (and 2.21 metres to the edge of eave), which exceeds what would be required of the abutting parcel along the same property line.

However, Administration has concerns with providing adequate space between the neighbour's rear yard and the proposed upper deck.

The proposed deck is seen to directly impact the level of privacy as it would overlook the neighbouring back yard, potentially affecting adjacent lands in an adverse manner.

Further, the upper deck addition is not seen to be strictly necessary for reasonable enjoyment of the lands or to meet the intent of the bylaw which requires additional separation between rear yards to provide a higher level of privacy.

Conversely, the placement of the house is not parallel to the parcel lines. Administration recognizes that that site topography, setbacks, and building orientation does not allow for any practical alternative location for an addition.

It is further noted that the adjacent property owners have indicated that they have no issues with their privacy being impacted, given the current foliage and the repositioning of the shed, and the subject parcel line can be construed as functioning like a side parcel line, which has a lower standard of separation due to the lot configuration and existing access/building orientation.

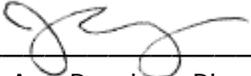
For the reasons stated above, Administration is not supporting the requested variance and is recommending denial.

**Alternative:**

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1. That the Board approve Development Variance Permit No. I2021.005-DVP.

**Respectfully submitted**



JoAnn Peachey, Planner I

**Endorsed by:**

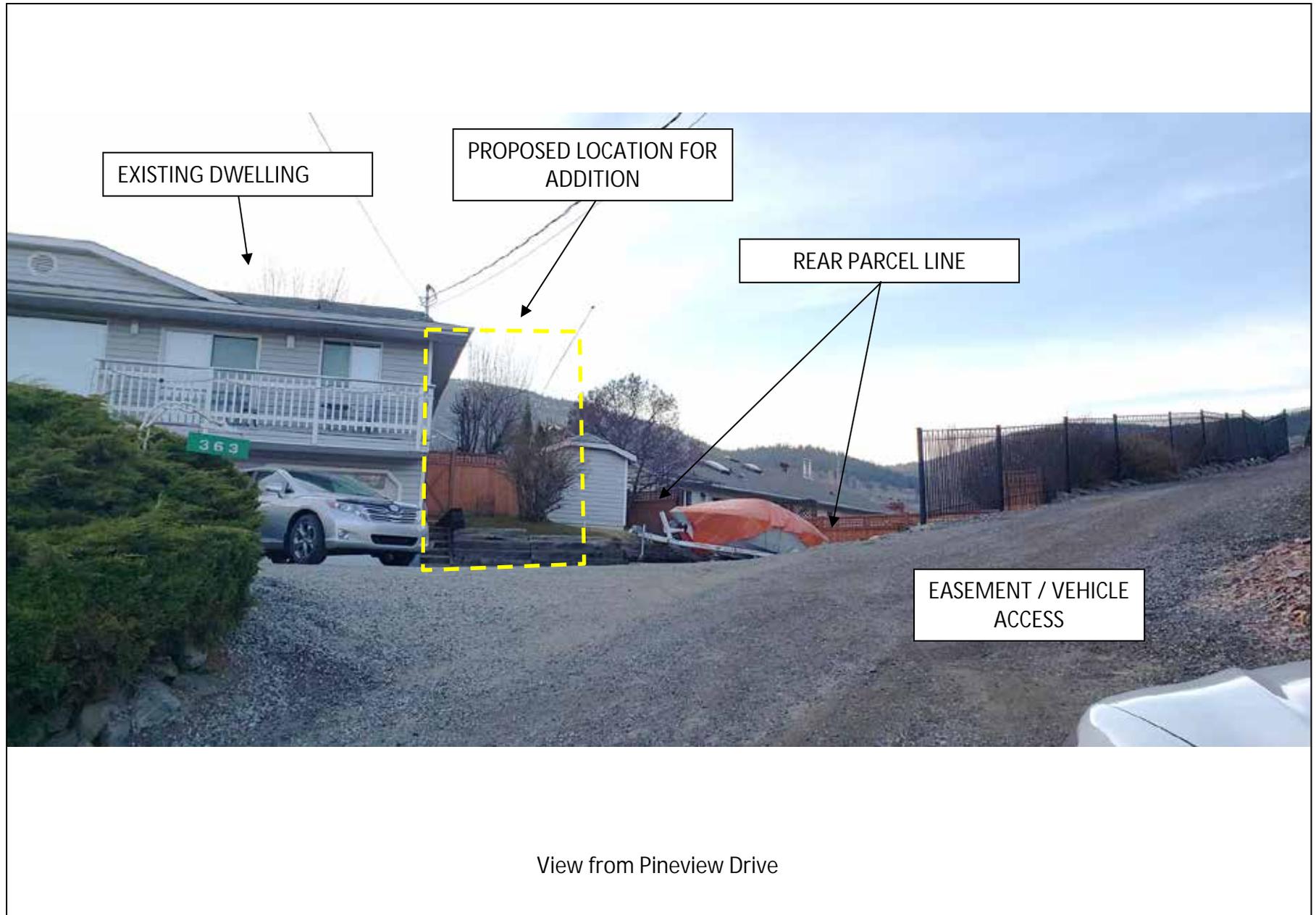


C. Garrish, Planning Manager

Attachments: No. 1 – Site Photo (March 2021)

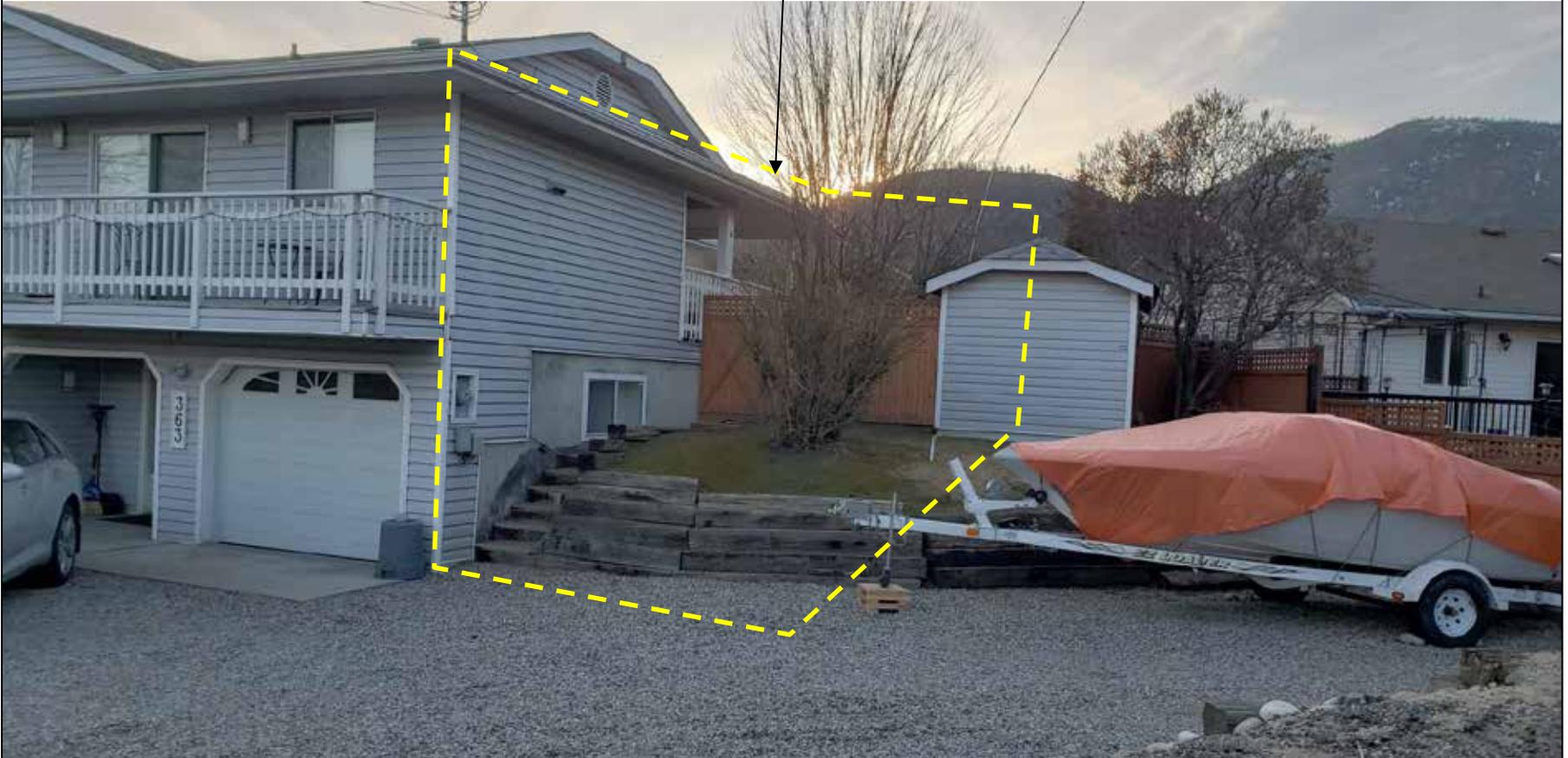
No. 2 – Site Photo (March 2021)

Attachment No. 1 – Site Photo (March 2021)

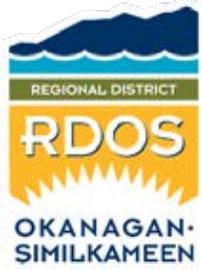


Attachment No. 2 – Site Photo (March 2021)

AREA OF PROPOSED ADDITION  
(APPROXIMATE)



View from Easement



# Development Variance Permit

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FILE NO.: I2021.005-DVP

Owner:

Agent:

## GENERAL CONDITIONS

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

## APPLICABILITY

5. This Development Variance Permit is substantially in accordance with Schedules 'A', 'B', 'C', 'D', 'E', 'F' and 'G' 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 34410, District Lot 103s, SDYD

Civic Address: 363 Pineview Drive

Parcel Identifier (PID): 002-985-110 Folio: I-01631.110

## CONDITIONS OF DEVELOPMENT

6. The land specified in Section 5 may be developed in accordance with the following variances to the Electoral Area "I" Zoning Bylaw No. 2457, 2008, in the Regional District of Okanagan-Similkameen:
  - a) the minimum rear parcel line setback for a principal building in the Residential Single Family One (RS1) Zone, as prescribed in Section 11.1.6(a)(ii), is varied:
    - i) from: 7.5 metres

to: 2.21 metres to the outermost projection as shown on Schedule 'B'.

#### COVENANT REQUIREMENTS

7. Not Applicable

#### SECURITY REQUIREMENTS

8. Not applicable

#### EXPIRY OF PERMIT

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

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

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B. Newell, Chief Administrative Officer

# Regional District of Okanagan-Similkameen

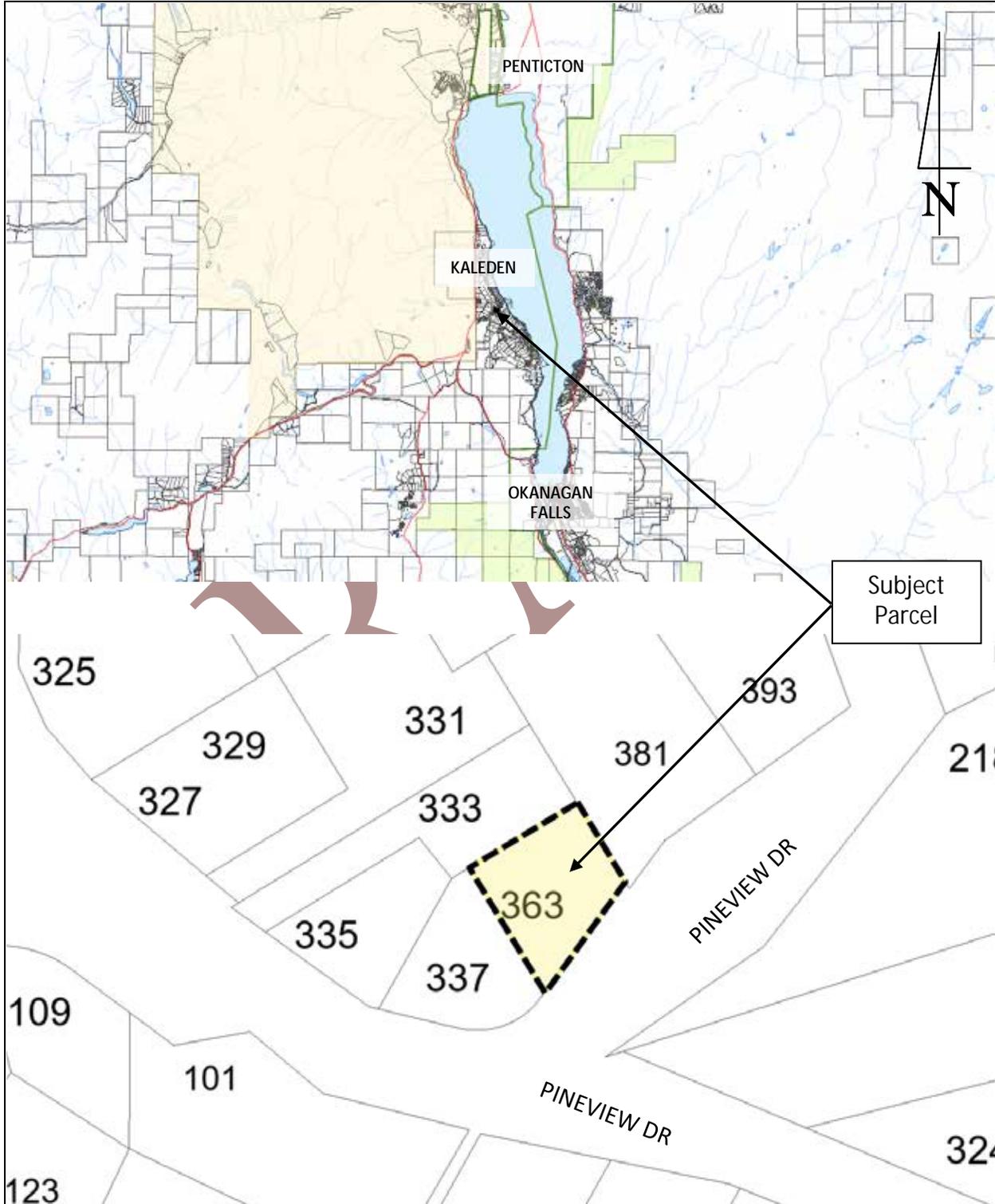
101 Martin St, Penticton, BC, V2A-5J9  
Tel: 250-492-0237 Email: [planning@rdos.bc.ca](mailto:planning@rdos.bc.ca)



Development Variance Permit

File No. I2021.005-DVP

Schedule 'A'



# Regional District of Okanagan-Similkameen

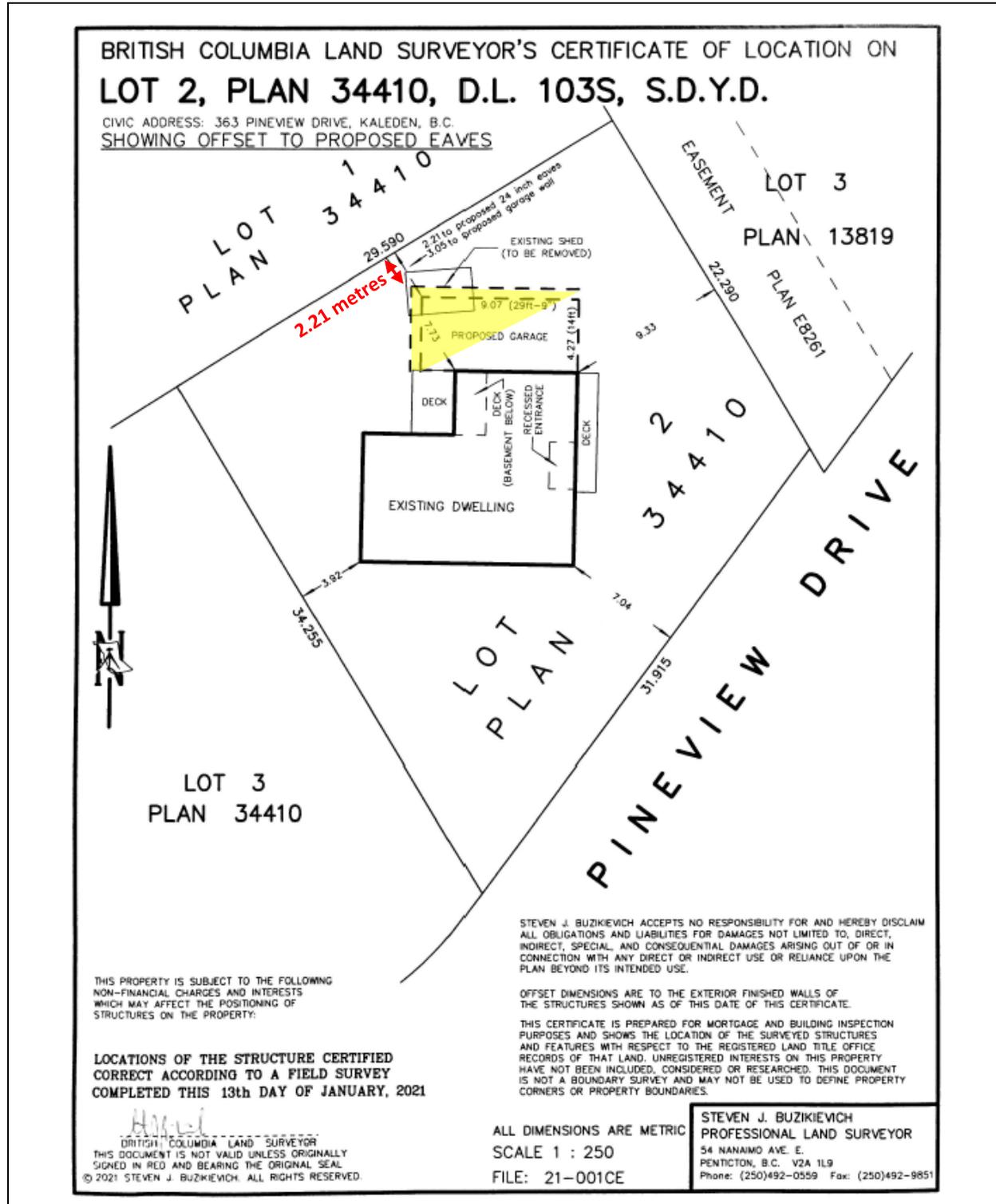
101 Martin St, Penticton, BC, V2A-5J9  
Tel: 250-492-0237 Email: [planning@rdos.bc.ca](mailto:planning@rdos.bc.ca)



Development Variance Permit

File No. I2021.005-DVP

Schedule 'B'



# Regional District of Okanagan-Similkameen

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

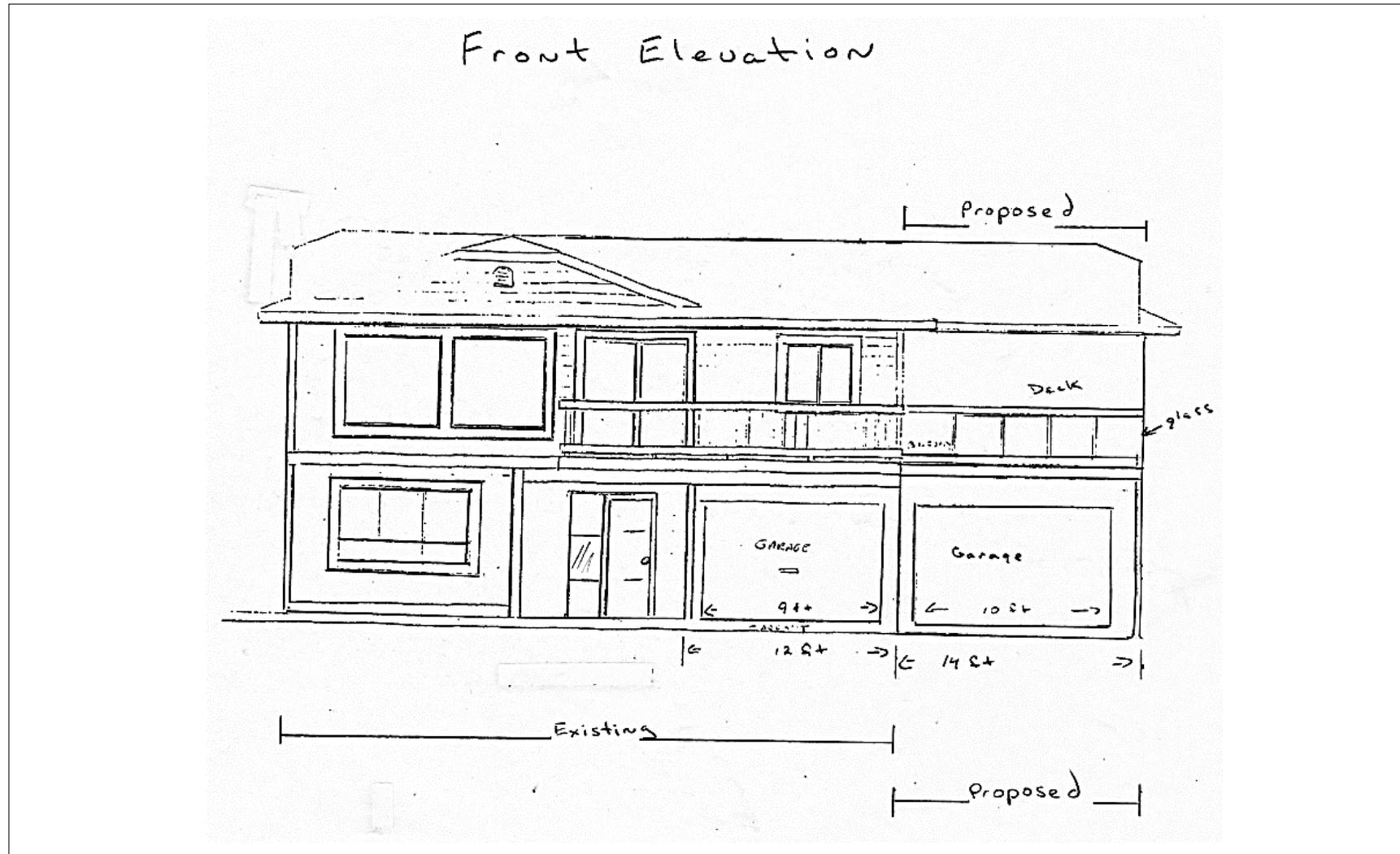
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Development Variance Permit

File No. I2021.005-DVP

Schedule 'C'



# Regional District of Okanagan-Similkameen

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

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



Development Variance Permit

File No. I2021.005-DVP

Schedule 'D'



# Regional District of Okanagan-Similkameen

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

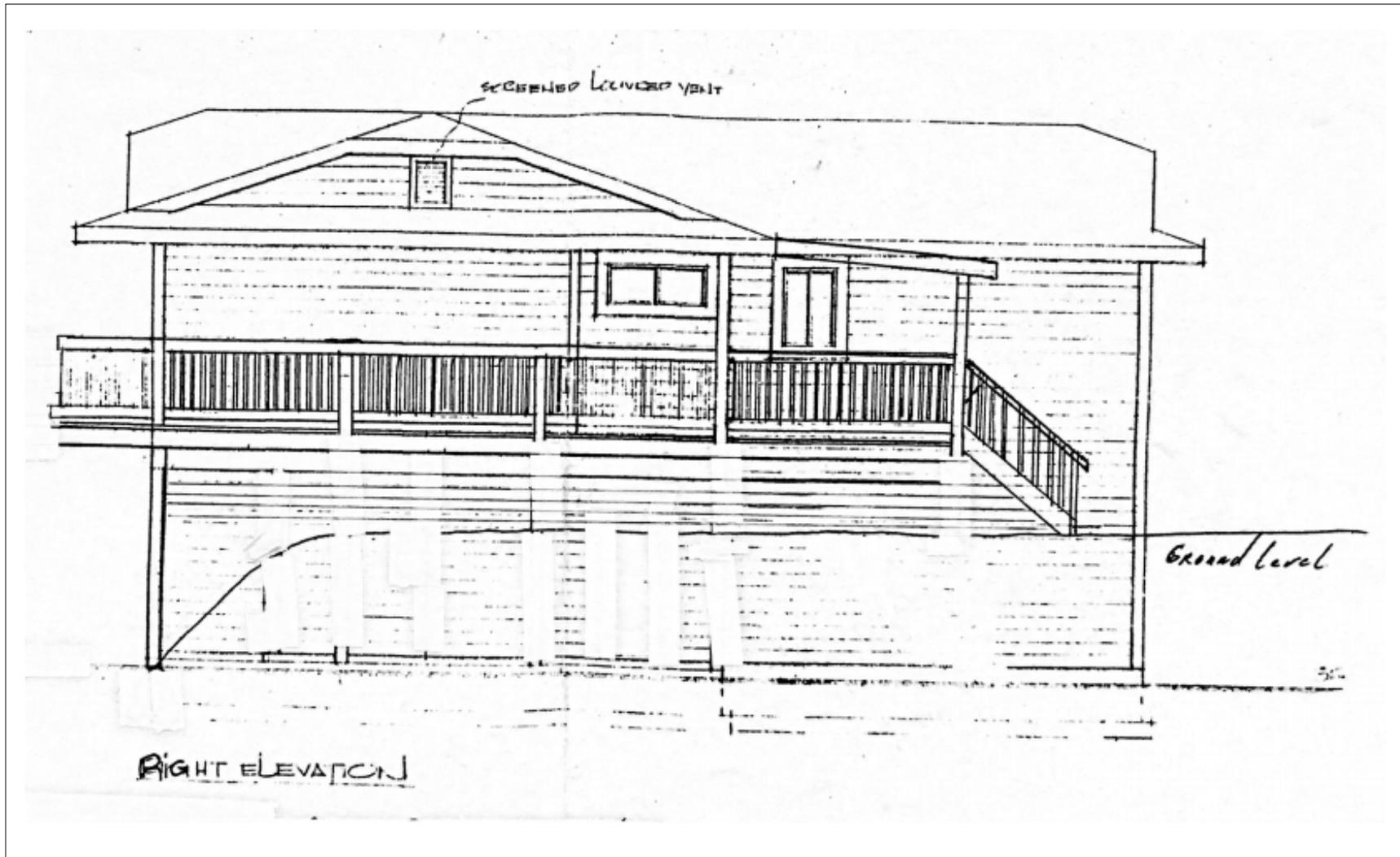
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Development Variance Permit

File No. I2021.005-DVP

Schedule 'E'



# Regional District of Okanagan-Similkameen

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

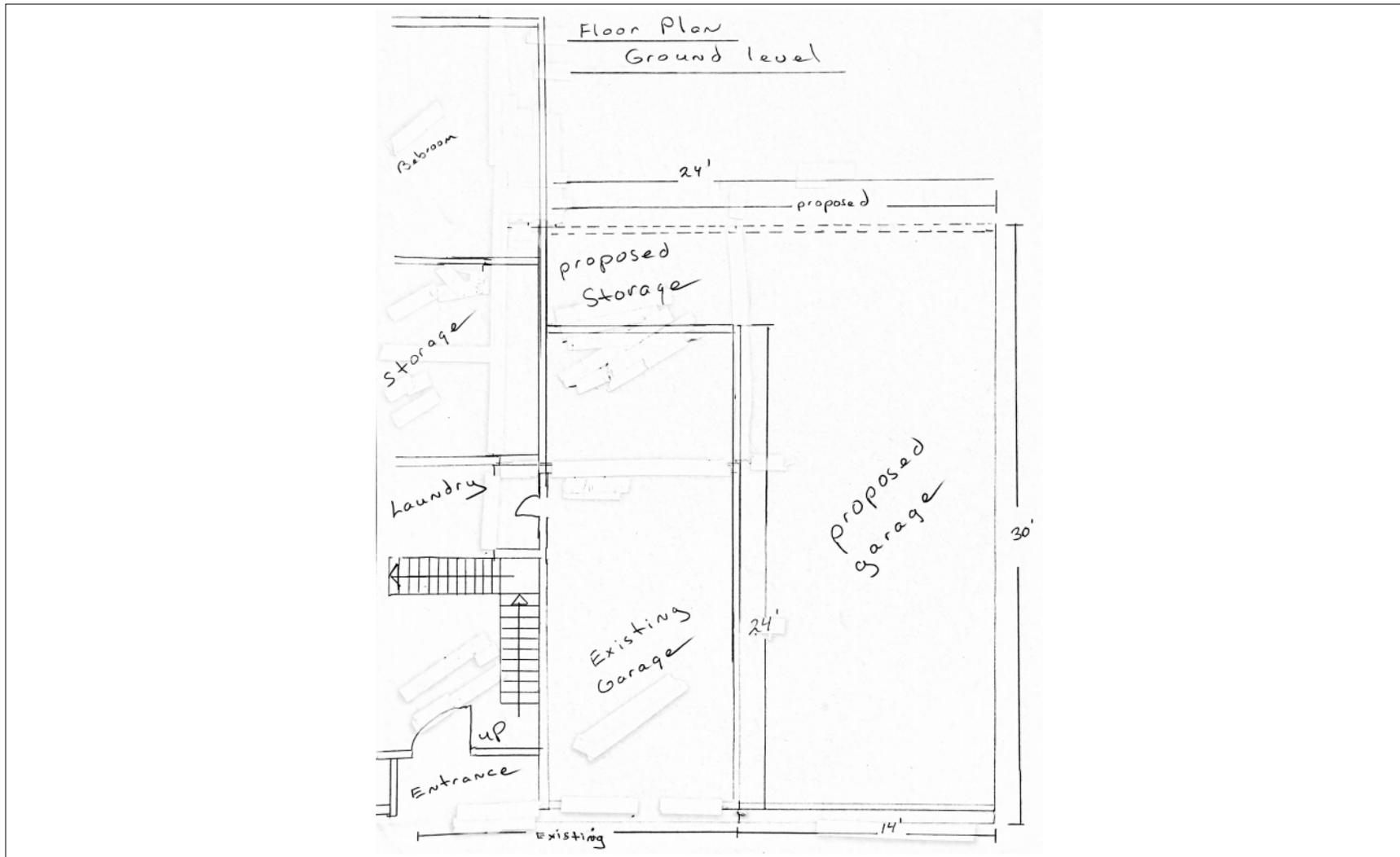
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Development Variance Permit

File No. I2021.005-DVP

## Schedule 'F'



# Regional District of Okanagan-Similkameen

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

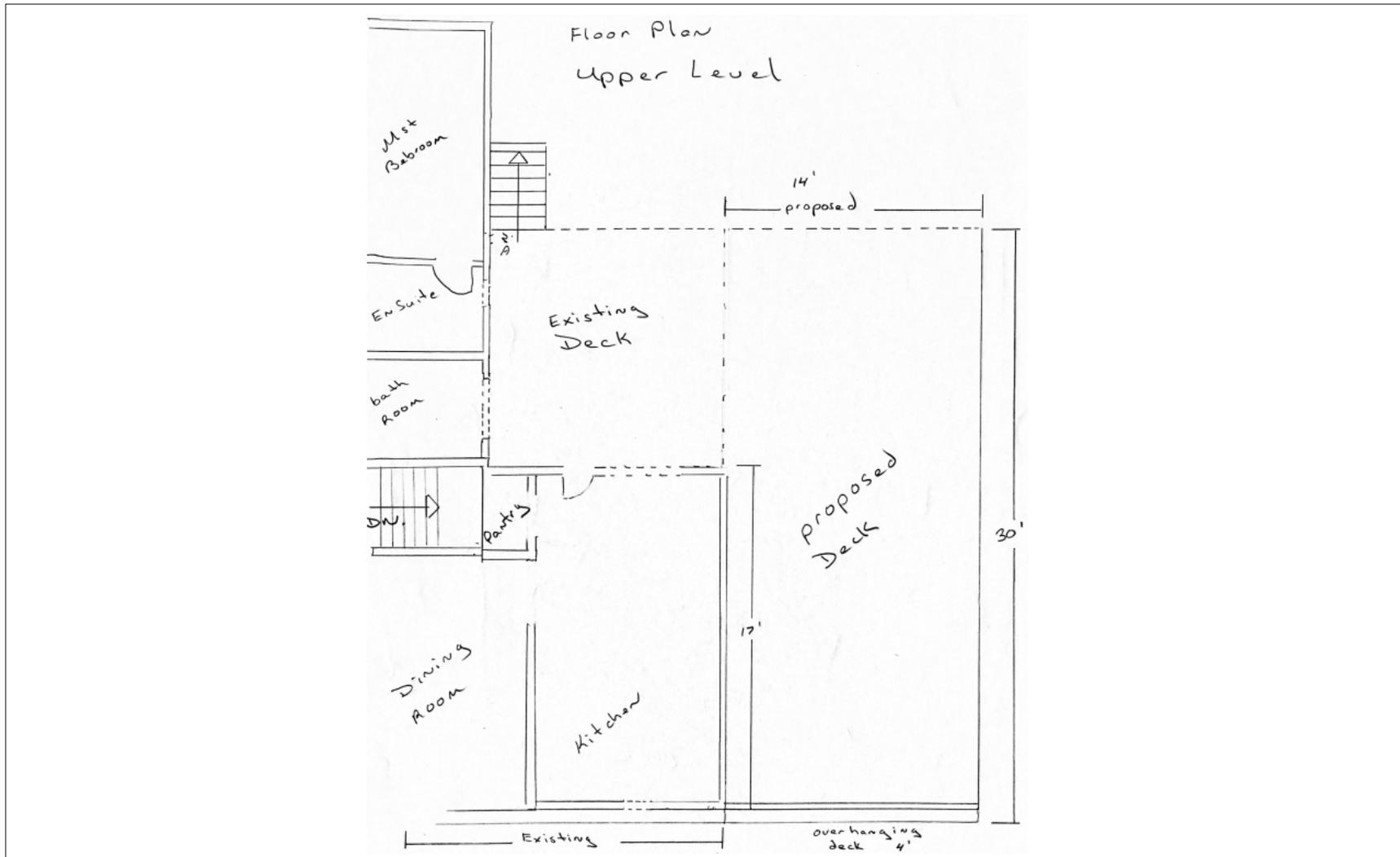
Telephone: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



Development Variance Permit

File No. I2021.005-DVP

## Schedule 'G'



March 15, 2021

To whom it may concern,

Re: Don and Charlene Boyce and their variance application to build a garage and deck closer than 7.5 meters to the property line.

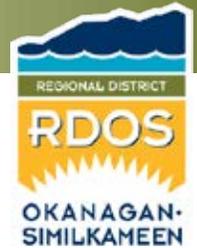
Don and Charlene have explained their plans for a deck and garage addition and we are comfortable with their proposed renovations. With the current foliage in place along the fence line and the repositioning of the shed, we have no issues with our privacy being impacted.

Thanking you in advance,  
Sincerely

Norman and Sylvia Fretz

Handwritten signatures of Norman and Sylvia Fretz. The signature for Norman is written above the signature for Sylvia. Both are in cursive script.

# ADMINISTRATIVE REPORT



**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** April 1, 2021  
**RE:** Postponement of an Official Community Plan (OCP) Bylaw Amendment Application  
Electoral Area "A"

---

## Administrative Recommendation:

**THAT consideration of Amendment Bylaw Application No. A2018.207-ZONE, which is proposing to amend the land use designation of the property at 1750 Highway 3 (Lot 15, Plan KaP21789, Sublot 2, District Lot 2709, SDYD) under the Electoral Area "A" Official Community Plan (OCP) Bylaw No. 2450, 2008, be deferred pending the adoption of the Electoral Area "A" OCP Bylaw No. 2905, 2021.**

---

Purpose: To allow a 6-lot subdivision (5 residential lots and 1 conservation lot)

Owners: Steinar and Marlene Johnsen      Agent: Steinar Johnsen      Folio: A-06748.300

Legal: Lot 15, Plan KAP21789, Sublot 2, DL 2709, SDYD, Except Plan KAP90322      Civic: 1750 Highway 3

OCP: Large Holdings (LH)      Proposed OCP: Small Holdings (SH) / Conservation Area (CA)

Zone: Large Holdings One (LH1)      Proposed Zoning: Small Holdings Three (SH3) / Conservation Area (CA)

---

## Purpose:

The purpose of this report is to seek direction from the Regional District Board regarding the processing of a rezoning application that is seeking to amend the land use designation of a property under the Electoral Area "A" Official Community Plan (OCP) Bylaw No. 2450, 2008.

## Background:

Under Section 3.4.2 of the Regional District's *Development Procedures Bylaw No. 2500, 2011*, the Board may "by resolution, agree to postpone giving consideration to individual amendments to an Official Community Plan Bylaw or Zoning Bylaw until completion of any major review that the said bylaw may be undergoing at the time of the request."

On December 13, 2018, the Regional District received an amendment application to change the OCP designation and zoning on the property at 1750 Highway 3. The application proposes to amend the OCP designation from Large Holdings (LH) to part Small Holdings (SH) and part Conservation Area (CA), as well to change the zoning from Large Holdings One (LH1) to part Small Holdings Three (SH3) and part Conservation Area (CA).

At its meeting of November 21, 2019 the Regional Board resolved that the proposed rezoning of the subject parcel is deemed consistent with the Regional Growth Strategy (RGS) Bylaw No. 2770, 2017.

---

Administration subsequently requested of the applicant additional development approval information (DAI), which has recently been received, allowing for assessment of the application to be completed.

At its meeting of March 18, 2021, the Regional Board approved first and second reading of the Electoral Area "A" Official Community Plan (OCP) Bylaw No. 2905, 2021, and delegated the Public Hearing to Director Pendergraft.

A public hearing has tentatively been scheduled for April 21, 2021, thereby allowing the Board to consider third reading and adoption of the bylaw at a subsequent meeting (i.e. May 6, 2021 or May 20, 2021).

**Analysis:**

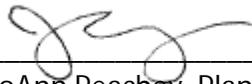
Administration considers it prudent to postpone consideration of the proposed OCP amendment for 1750 Highway 3 given that it seeks to amend a bylaw (i.e. Electoral Area 'A' OCP Bylaw No. 2450, 2008) that is scheduled to be repealed in the near future and replaced by the new Electoral Area "A" OCP Bylaw No. 2905, 2021.

If this rezoning application were to proceed during the transitional period between the current and new Electoral Area "A" OCP Bylaws — and was to be supported by the Board — it is very likely that the proposed change in land use designations at the subject property would be lost with the repealing of Bylaw No. 2450.

**Alternative:**

1. THAT Amendment Bylaw Application No. A2018.207-ZONE be brought forward for consideration.

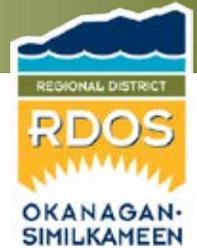
**Respectfully submitted:**

  
\_\_\_\_\_  
JoAnn Peachey, Planner I

**Endorsed By:**

  
\_\_\_\_\_  
C. Garrish, Planning Manager

# ADMINISTRATIVE REPORT



**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** April 1, 2021  
**RE:** Zoning Bylaw Amendment – Electoral Area “F”

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## Administrative Recommendation:

**THAT** Bylaw No. 2461.15, 2021, Electoral Area “F” Zoning Amendment Bylaw be read a first and second time and proceed to public hearing;

**AND THAT** the holding of a public hearing be scheduled for the Regional District Board meeting of May 6, 2021;

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

---

Purpose: To rezone subject property in order to facilitate subdivision to create additional two (2) lots.

Owners: Derek & Chelsea Bellamy                      Agent: Bill Coates (ODC)                      Folio: F-06931.500

Legal: Lot 5, Plan 647, DL2888, ODYD                      Civic: 8475 Princeton - Summerland Road

OCP: Small Holdings (SH)                      Proposed OCP: Small Holdings (SH)

Zone: Small Holdings Two (SH2)                      Proposed Zoning: Small Holdings Three (SH3)

---

## Proposed Development:

This application is seeking to amend the zoning of the subject property in order to facilitate subdivision to create additional two (2) lots.

In order to accomplish this, it is being proposed to amend the zoning of the subject property under Schedule ‘2’ (Zoning Map) of the Electoral Area “F” Zoning Bylaw No. 2461, 2008, from Small Holdings Two (SH2) to Small Holdings Three (SH3).

In support of the rezoning, the applicant has stated that “the proposed two additional parcels and each would provide for building areas. It is noted that the proposed lot 2 would have access from Deans Road and would not be visible from the Princeton-Summerland Road. A recent Sewerage System Feasibility report and a Rapid Environmental Assessment have both indicated favourable results for subdivision of all three parcels, should that be permitted.”

## Site Context:

The subject property is approximately 3.2 ha in area and is situated on the west side of Princeton-Summerland Road and in close proximity to District of Summerland’s boundary. It is understood that the parcel is comprised of single detached dwelling and attached garage. The surrounding pattern of development is predominantly rural-residential.

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**Background:**

The current boundaries of the subject property were created by a Plan of Subdivision deposited with the Land Titles Office in Kamloops on October 2, 1909, while available Regional District records indicate that a building permits for a single detached dwelling and attached garage (1997) have previously been issued for this property.

Under the Electoral Area "F" Zoning Bylaw No. 2461, 2008, the property is currently zoned Small Holdings Two (SH2) which requires a minimum parcel size of 2.0 ha.

The current SH2 zoning of the property dates to the 1997 Rural Land Use Bylaw (RLUB). Prior to this, the property was zoned Large Holdings (LH) under the 1988 RLUB, and Forestry-Grazing under the 1969 Zoning Bylaw.

In 1981, a rezoning application was submitted to the Regional District seeking to rezone the subject property as well as the adjacent property (to the north) from Forestry-Grazing to Small Holdings one acre minimum (A-1) in order to allow for the subdivision of upwards of eight 1 acre lots.

This proposal was denied by the Board at its meeting of June 21, 1981, on the basis that it was inconsistent with the Plan for the Faulder area, which was not to support densities of greater than 1 unit per 2.5 acres (i.e. 1.0 ha).

Under the Electoral Area "F" Official Community Plan (OCP) Bylaw No. 2790, 2018, the subject property is currently designated Small Holdings (SH), and is the subject of an Environmentally Sensitive Development Permit (ESDP) Area designations.

Community Wildfire Protection Plan, prepared in 2011, identifies subject property to be within "moderate to high" fire rating, while BC Assessment has classified the property as "Residential" (Class 01).

On April 30, 2020, the Ministry of Transportation and Infrastructure (MoTI) referred a proposed 3 lot subdivision involving the subject property to the Regional District for compliance with applicable land use bylaws. As part of this review process, it was determined that the subdivision was not consistent with zoning.

**Referrals:**

Approval from the Ministry of Transportation and Infrastructure (MoTI) is not required prior to adoption as the proposed amendments involve lands beyond 800 metres of a controlled access highway (i.e. Highway 97 & 3).

**Public Process:**

On March 18, 2021, a Public Information Meeting (PIM) was held electronically and was attended by zero (0) members of the public.

At its meeting of March 22, 2021, the Electoral Area "F" Advisory Planning Commission (APC) resolved to recommend to the RDOS Board that the subject development application be approved.

All comments received to date in relation to this application are included as a separate item on the Board Agenda.

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**Analysis:**

In considering this proposal, Administration notes that the current proposal is consistent with the Small Holdings designation under the Official Community Plan Bylaw 2790, 2018, that it meets the 1.0 ha requirement for creating new lots not connected to a community sewer system, and generally meets the standard established by the Board in 1981 when it refused the previous subdivision proposal based on density (despite these same provisions no longer being as explicitly stated within the current OCP).

In this instance, the proposal is to create three (3) parcels, each of size not less than 1.0 ha in area. The creation of parcels less than 2.0 ha in area is not anticipated to have a negative affect on the rural character of the neighbourhood. A number of SH2 zoned parcels are located south of the subject property, the majority of which are just over 2.0 ha but also range down to 1.48 ha in size.

Administration acknowledges that similar zoned lots (SH3) exists in the immediate vicinity (parcel to the north), with parcel size 1.3 ha, created as a result of subdivision/rezoning application approved by the Regional District Board in January 2016.

Administration is aware of the water sustainability issues experienced at Faulder in recent years (as well as the recent upgrades being undertaken to the water system), however, it is not aware of similar issues being experienced in the vicinity of Deans Road.

Conversely, Staff does not generally support the creation of ad hoc or spot zonings where they are divorced from broader strategic land use objectives. In such instances, spot zonings grant privileges to a single parcel, which are not granted or extended to other parcels in the vicinity.

In summary, given that the proposal is generally consistent with the Official Community Plan Bylaw for SH land use designation, Administration supports proposed zoning bylaw amendment application and is recommending approval.

**Alternatives:**

1. THAT Bylaw No. 2461.15, Electoral Area "F" Zoning Amendment Bylaw be read a first and second time and proceed to public hearing;  
AND THAT the holding of a public hearing be scheduled for the Regional District Board meeting of May 6, 2021;  
AND THAT staff give notice of the public hearing in accordance with the requirements of the *Local Government Act*.
2. THAT Bylaw No. 2461.15, 2021, Electoral Area "F" Zoning Amendment Bylaw be deferred; or
3. THAT Bylaw No. 2461.15, 2021, Electoral Area "F" Zoning Amendment Bylaw be denied.

**Respectfully submitted:**

*R. Gadoya*

R. Gadoya, Planning Technician

**Endorsed By:**

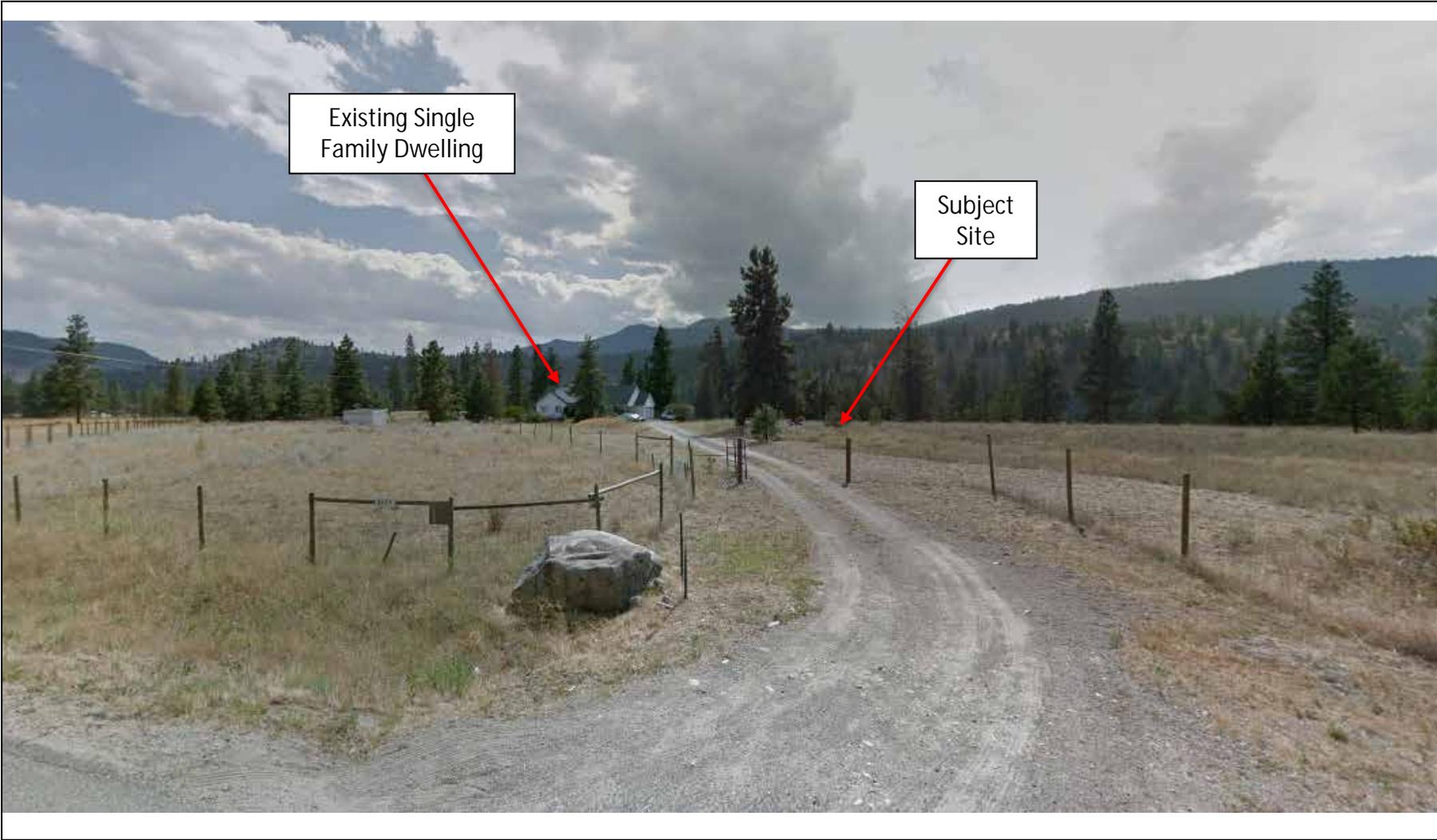
C. Garrish, Planning Manager

**Attachments:**

No. 1 – Applicant's Site Plan  
No. 2 – Site Photo



Attachment No. 2 – Site Photo



REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

BYLAW NO. 2461.15, 2021

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A Bylaw to amend the Electoral Area "F" Zoning Bylaw No. 2461, 2008

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

1. This Bylaw may be cited for all purposes as the "Electoral Area "F" Zoning Amendment Bylaw No. 2461.15, 2021."
2. The "Electoral Area "F" Zoning Bylaw No. 2461, 2008" is amended by:
  - i) amending the Official Zoning Map, being Schedule '2', of the Electoral Area 'F' Zoning Bylaw No. 2461, 2008, by changing the land use designation of the land described as Lot 5, Plan 647, District Lot 2888, ODYD, Except Plan 39550, and shown shaded yellow on Schedule 'A', which forms part of this Bylaw, from Small Holdings Two (SH2) to Small Holdings Three (SH3).

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

PUBLIC HEARING held on this \_\_\_\_ day of \_\_\_\_\_, 2021.

READ A THIRD TIME this \_\_\_\_ day of \_\_\_\_\_, 2021.

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

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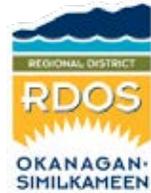
Board Chair

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Corporate Officer

# Regional District of Okanagan-Similkameen

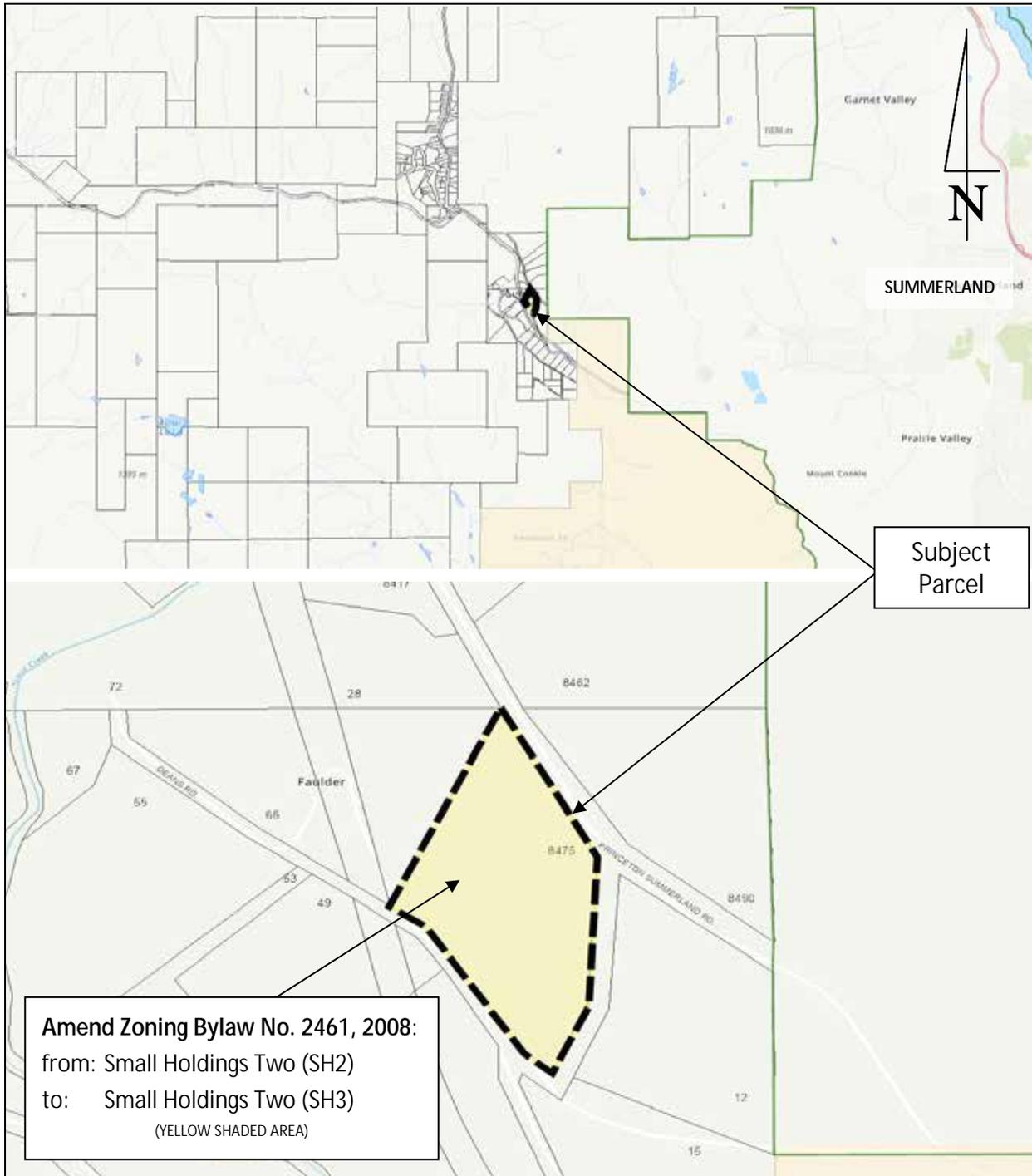
101 Martin St, Penticton, BC, V2A-5J9  
Tel: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



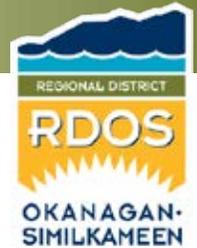
Amendment Bylaw No. 2461.15, 2008

File No. F2021.002-ZONE

## Schedule 'A'



## ADMINISTRATIVE REPORT



**TO:** Board of Directors

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

**DATE:** April 1, 2021

**RE:** Zoning Bylaw Amendment – Electoral Area 'D', 'E', 'F', & 'I'  
Regulation of "Solar Energy Systems"

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### **Administrative Recommendation:**

**THAT Amendment Bylaw No. 2911, 2021, Regional District of Okanagan Similkameen Solar Energy Systems Regulation Zoning Amendment Bylaw be read a first and second time and proceed to public hearing;**

**AND THAT the holding of a public hearing be scheduled for the Regional District Board meeting of May 6, 2021;**

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

---

### **Purpose:**

The purpose of Amendment Bylaw No. 2911 is to introduce zoning regulation governing the use and placement of solar energy systems in the Okanagan Electoral Area zoning bylaws 'D', 'E', 'F' & 'I'.

### **Background:**

At its meeting of October 1, 2020, the P&D Committee resolved that Amendment Bylaw No. 2911 (Solar Energy Systems Amendment Bylaw) be initiated and applied only to Electoral Areas 'D', 'E', 'F', & 'I'.

Community consultation, including referral to external agencies and consideration by the applicable Electoral Area Advisory Planning Commissions (APCs) occurred between November of 2020 and March of 2021.

An overview of this consultation process, including a summary of received feedback was considered by the Planning and Development (P&D) Committee of the Board at its meeting of March 18, 2021. The Committee subsequently resolved that Amendment Bylaw No. 2911 be brought forward for consideration of first reading, subject to the following changes being implemented:

- the minimum parcel size for a ground mounted system be reduced from 1.0 ha to 0.25 ha; and
- ground mounted solar systems less than 1.2 metres in height on parcels less than 0.25 ha in area be exempted from parcel line setback requirements.

Approval from the Ministry of Transportation and Infrastructure (MoTI) is required prior to adoption as the proposed textual amendments will affect lands within 800 metres of a controlled access highway (i.e. Highway 97 & 3).

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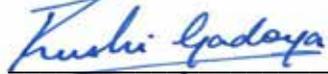
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**Analysis:**

Amendment Bylaw No. 2911 contains regulations to govern the placement of Solar Energy Systems within the Okanagan Electoral Areas "D", "E", "F", & "I" in accordance with the direction previously provided by the Board at committee.

**Alternatives:**

1. THAT Amendment Bylaw No. 2911, 2021, Regional District of Okanagan-Similkameen Solar Energy Systems Regulations Zoning Amendment Bylaw be deferred; or
2. THAT Amendment Bylaw No. 2911, 2021, Regional District of Okanagan-Similkameen Solar Energy Systems Regulations Zoning Amendment Bylaw be denied.

**Respectfully submitted:**

Rushi Gadaya, Planning Technician

**Endorsed By:**

C. Garrish, Planning Manager

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**

**BYLAW NO. 2911, 2021**

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**A Bylaw to amend the Electoral Areas "D", "E", "F", & "I" Zoning Bylaws**

---

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

1. This Bylaw may be cited for all purposes as the "Regional District of Okanagan-Similkameen Solar Energy System Amendment Bylaw No. 2911, 2021."

**Electoral Area "D"**

2. The "Regional District of Okanagan-Similkameen, Electoral Area "A" Zoning Bylaw No. 2451, 2008" is amended by:
  - i) adding definition for "solar energy device" under Section 4.0 Definitions as following:  
"solar energy device" means a device designed to collect, store and distribute solar energy;
  - ii) adding a new sub-section 7.7.1(c)(iii) (Projections) under Section 7.0 (General Regulations) to read as follows:
    - iii) roof-mounted solar energy devices, may not project beyond the outermost edge of the roof.
  - iii) adding a new sub-section 7.7.2(b) (Projections) under Section 7.0 (General Regulations) to read as follows:
    - b) roof mounted solar energy devices to a maximum of 1.0 meter above the maximum height allowed for the building on which it is installed.
  - iv) adding a new sub-section 7.7.3 (Projections) under Section 7.0 (General Regulations) to read as follows:

- .3 a ground mounted solar energy system less than 1.2 metres in height may be sited on a parcel less than 0.25 ha in area and within a prescribed parcel line setback area.
- v) adding a new Section 7.29 (Solar Energy Systems) under Section 7.0 (General Regulations) to read as follows:

**7.29 Solar Energy Systems**

Solar energy system is permitted on a parcel less than 0.25 ha in area provided that:

- i) the device is attached to either a principal or accessory building or structure, and does not extend beyond the outermost edge of the roof;
- ii) it is in the form of a ground mounted system and does not exceed a height of 1.2 meters; and
- iii) despite sub-section ii), in an Industrial or Administrative and Institutional zone, a ground mounted system may be sited in accordance with the applicable maximum height and minimum parcel line setback requirements for accessory buildings and structures.

Electoral Area "E"

3. The "Regional District of Okanagan-Similkameen, Electoral Area "A" Zoning Bylaw No. 2451, 2008" is amended by:
- i) adding definition for "solar energy device" under Section 4.0 Definitions as following:  
"solar energy device" means a device designed to collect, store and distribute solar energy;
  - ii) adding a new sub-section 7.7.1(c)(iii) (Projections) under Section 7.0 (General Regulations) to read as follows:
    - iii) roof-mounted solar energy devices, may not project beyond the outermost edge of the roof.
  - iii) adding a new sub-section 7.7.2(b) (Projections) under Section 7.0 (General Regulations) to read as follows:
    - b) roof mounted solar energy devices to a maximum of 1.0 meter above the maximum height allowed for the building on which it is installed.
  - iv) adding a new sub-section 7.7.3 (Projections) under Section 7.0 (General Regulations) to read as follows:

- .3 a ground mounted solar energy system less than 1.2 metres in height may be sited on a parcel less than 0.25 ha in area and within a prescribed parcel line setback area.
- v) adding a new Section 7.29 (Solar Energy Systems) under Section 7.0 (General Regulations) to read as follows:

**7.29 Solar Energy Systems**

Solar energy system is permitted on a parcel less than 0.25 ha in area provided that:

- i) the device is attached to either a principal or accessory building or structure, and does not extend beyond the outermost edge of the roof;
- ii) it is in the form of a ground mounted system and does not exceed a height of 1.2 meters; and
- iii) despite sub-section ii), in an Industrial or Administrative and Institutional zone, a ground mounted system may be sited in accordance with the applicable maximum height and minimum parcel line setback requirements for accessory buildings and structures.

Electoral Area "F"

- 4. The "Regional District of Okanagan-Similkameen, Electoral Area "A" Zoning Bylaw No. 2451, 2008" is amended by:
  - i) adding definition for "solar energy device" under Section 4.0 Definitions as following:  
"solar energy device" means a device designed to collect, store and distribute solar energy;
  - ii) adding a new sub-section 7.7.1(c)(iii) (Projections) under Section 7.0 (General Regulations) to read as follows:
    - iii) roof-mounted solar energy devices, may not project beyond the outermost edge of the roof.
  - iii) adding a new sub-section 7.7.2(b) (Projections) under Section 7.0 (General Regulations) to read as follows:
    - b) roof mounted solar energy devices to a maximum of 1.0 meter above the maximum height allowed for the building on which it is installed.
  - iv) adding a new sub-section 7.7.3 (Projections) under Section 7.0 (General Regulations) to read as follows:

- .3 a ground mounted solar energy system less than 1.2 metres in height may be sited on a parcel less than 0.25 ha in area and within a prescribed parcel line setback area.
- v) adding a new Section 7.29 (Solar Energy Systems) under Section 7.0 (General Regulations) to read as follows:

**7.29 Solar Energy Systems**

Solar energy system is permitted on a parcel less than 0.25 ha in area provided that:

- i) the device is attached to either a principal or accessory building or structure, and does not extend beyond the outermost edge of the roof;
- ii) it is in the form of a ground mounted system and does not exceed a height of 1.2 meters; and
- iii) despite sub-section ii), in an Industrial or Administrative and Institutional zone, a ground mounted system may be sited in accordance with the applicable maximum height and minimum parcel line setback requirements for accessory buildings and structures.

Electoral Area "I"

5. The "Regional District of Okanagan-Similkameen, Electoral Area "A" Zoning Bylaw No. 2451, 2008" is amended by:
- i) adding definition for "solar energy device" under Section 4.0 Definitions as following:  
"solar energy device" means a device designed to collect, store and distribute solar energy;
  - ii) adding a new sub-section 7.7.1(c)(iii) (Projections) under Section 7.0 (General Regulations) to read as follows:
    - iii) roof-mounted solar energy devices, may not project beyond the outermost edge of the roof.
  - iii) adding a new sub-section 7.7.2(b) (Projections) under Section 7.0 (General Regulations) to read as follows:
    - b) roof mounted solar energy devices to a maximum of 1.0 meter above the maximum height allowed for the building on which it is installed.
  - iv) adding a new sub-section 7.7.3 (Projections) under Section 7.0 (General Regulations) to read as follows:

- .3 a ground mounted solar energy system less than 1.2 metres in height may be sited on a parcel less than 0.25 ha in area and within a prescribed parcel line setback area.
- v) adding a new Section 7.29 (Solar Energy Systems) under Section 7.0 (General Regulations) to read as follows:

**7.29 Solar Energy Systems**

Solar energy system is permitted on a parcel less than 0.25 ha in area provided that:

- i) the device is attached to either a principal or accessory building or structure, and does not extend beyond the outermost edge of the roof;
- ii) it is in the form of a ground mounted system and does not exceed a height of 1.2 meters; and
- iii) despite sub-section ii), in an Industrial or Administrative and Institutional zone, a ground mounted system may be sited in accordance with the applicable maximum height and minimum parcel line setback requirements for accessory buildings and structures.

READ A FIRST AND SECOND TIME this \_\_\_\_ day of \_\_\_\_\_, 2020.

PUBLIC HEARING held on this \_\_\_\_ day of \_\_\_\_\_, 2020.

READ A THIRD TIME this \_\_\_\_ day of \_\_\_\_\_, 2020.

I hereby certify the foregoing to be a true and correct copy of the "Regional District of Okanagan-Similkameen Solar Energy System Amendment Bylaw No. 2911, 2021" as read a Third time by the Regional Board on this \_\_\_\_ day of \_\_\_\_\_, 2021.

Dated at Penticton, BC this \_\_\_\_ day of \_\_\_\_\_, 2021.

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

Approved pursuant to Section 52(3) of the *Transportation Act* this \_\_\_\_ day of \_\_\_\_\_, 20XX.

\_\_\_\_\_  
For the Minister of Transportation & Infrastructure

ADOPTED this this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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

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

## Lauri Feindell

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**Subject:** FW: new solar power bylaws / Area F existing installation

**From:** Peter Lindelauf  
**Sent:** February 16, 2021 11:01 AM  
**To:** Rushi Gadoya <rgadoya@rdos.bc.ca>; Riley Gettens <rgettens@rdos.bc.ca>;  
**Subject:** new solar power bylaws / Area F existing installation

Hi Rushi,

I'm replying to submit comments with regard to your proposed bylaws. Our solar tracking tower (40 panels) was installed in 2014 and is probably still the largest such installation in the valley. Installed by Roger Huber/Swiss Solar Tech. Our installation would be rejected by proposed new bylaws on pretty well every count -- particularly lot size and height of the tower.

We don't think it's 'obtrusive' at all but then it's set back around 200 feet from our street as we have a long skinny lot. We actually gave some thought to not being 'obtrusive' by having the tracker in our back yard instead of the front. The tracker is not visible to or doesn't block any neighbor's view being about 100 feet from the nearest neighbors' house. (Their view is to the south while the tracker sits 'behind' them to the north.) From the street, the tracker is largely screened by the few dozen large Ponderosas we DIDN'T log to install solar panels on our roof.

At the time of installation, we went solar because it didn't look like natural gas was ever going to be delivered to our neighborhood. Now, natural gas is an option but we certainly don't regret the cost of going solar. Another reason for choosing solar was to burn much less firewood for heat. And doing something positive in our own backyard with regard to climate change and clean power sources.

In short, think sites smaller than 1 ha could support a ground based/tracker system and this should be decided site by site. Your setback proposals sound reasonable. Our lot is about .5 ha. But then we're pro solar, of course, having generated almost 70 megawatt hours in six years and 2/3 of our power. With net metering, we upload lots of spare power to the grid and build up a large credit from spring to fall. We don't pay for power from Fortis until winter comes around.

Rooftop panels are often not the best solution in forested terrain like Husula. Ground based panels do much better with regard to aspect and pitch. If proposed bylaws were in place, we wouldn't have gone solar in our location and with low height restriction. Not worth it financially. Rotating from east to west and adjusting grid angle daily/seasonally, our tracker is about 50% more efficient than the same number of ground or roof based panels. We've offset almost 48 tons of carbon and generated enough power to run about 2400 houses for 1 day. Or 4 stadiums, according to the EnPhase microinverter software.

Further to the point about some people finding solar installations 'obtrusive', I could make the same complaint -- if I was the complaining type -- about our next door neighbors' new, huge heavy duty mechanics shop. It's about twice the size of our house but it's a handsome structure. Loves his cars and trucks. Or the people buying shipping containers and dropping them on their Husula lots for cheap storage. I like industrial chic. Most people don't. Fortunately, we have enough elbow room that our own neighborhood functions quite well at the mind your own business level. That's why most people choose to live semi-rural with large lots or small acreages in the first place. Your proposed bylaws will limit the number of people who might have done some good by installing a solar system on their property to those that have

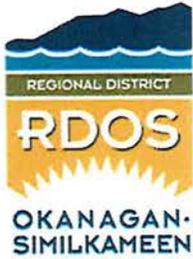
acreages vs 'lots'. I don't think that other neighbors' aesthetic whims and what they don't want to look at should be a determining factor.

We got a good price for our system in return for being a willing demo site and have had dozens of people visit to view the tracker installation. If it's of interest to you or pertinent staff, you're quite welcome to visit our property to see for yourself exactly what your proposed bylaws would preclude, in our case. Or I could send you some photos.

In summary, your proposed bylaws could be less rigorous when it comes to fostering more solar installations in the valley. Particularly when the need for bylaws seems to have been prompted by some neighbors feeling there should be jurisdiction when it comes to THEIR view of YOUR yard.

regards,

Peter Lindelauf  
Husula Highlands



# Feedback Form

Regional District of Okanagan Similkameen

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

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

TO: Regional District of Okanagan Similkameen FILE NO.: X2020.013-ZONE

FROM: Name: KELLY NUNN  
(please print)

Street Address: \_\_\_\_\_

Date: FEB. 16/2021

RE: Solar Energy Systems Zoning Amendment Bylaw No. 2911, 2020  
Electoral Area "D", "E", "F" & "I" Zoning Bylaws

My comments / concerns are:

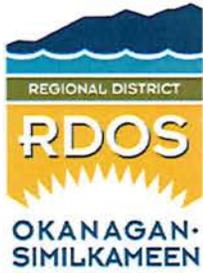
- I do support the proposed textual amendments to the zoning bylaws to regulate the siting and placement of solar energy systems.
- I do support the proposed textual amendments to the zoning bylaws to regulate the siting and placement of solar energy systems, subject to the comments listed below.
- I do not support the proposed textual amendments to the zoning bylaws to regulate the siting and placement of solar energy systems.

Written submissions received from this information meeting will be considered by the Regional District Board prior to 1<sup>st</sup> reading of Amendment Bylaw No. 2911, 2020.

NEED TO DIFFERENTIATE BETWEEN POLE VS GROUND MOUNTED (SIMILAR TO ROOF PANEL INSTALLS) SHOULD BE A PERMIT PROCESS (SITE LINES AND ELEVATION). NEIGHBOUR SIGN-OFF TREATED ON A CASE-BY-CASE BASIS. 1 HA (2.4 ACRES) IS TOO LARGE. LOTS AS LOW AS 0.25 ACRE SHOULD BE CONSIDERED ESPECIALLY IN NARAMATA WHERE LOTS HAVE STEEP INCINES THUS RENDERING PORTION OF LOT UNDEVELOPABLE BUT PERFECT FOR WEST FACING GROUND AND POLE INSTALLS AS WOULD WORK IN FAVOR OF HEIGHT RESTRICTIONS AND SIGHT LINES. WE SHOULD BE DOING MORE SOLAR TO REDUCE PEAK POWER LOADS, EMISSIONS, ETC. IN LINE WITH FEDERAL, PROVINCIAL AND LOCAL CURRENT AND FUTURE INITIATIVES. THANK YOU

Feedback Forms must be completed and returned to the Regional District prior to noon on the day of the applicable Regional District Board meeting.

Protecting your personal information is an obligation the Regional District of Okanagan-Similkameen takes seriously. Our practices have been designed to ensure compliance with the privacy provisions of the Freedom of Information and Protection of Privacy Act (British Columbia) ("FIPPA"). Any personal or proprietary information you provide to us is collected, used and disclosed in accordance with FIPPA. Should you have any questions about the collection, use or disclosure of this information please contact: Manager of Legislative Services, RDOS, 101 Martin Street, Penticton, BC V2A 5J9, 250-492-0237.



# Feedback Form

**Regional District of Okanagan Similkameen**

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

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

**TO:** Regional District of Okanagan Similkameen **FILE NO.:** X2020.013-ZONE

**FROM:** Name: Margaret Holm

Street Address: Penticton (West Bench)

Date: March 2, 2021

**RE:** Solar Energy Systems Zoning Amendment Bylaw No. 2911, 2020  
Electoral Area "D", "E", "F" & "I" Zoning Bylaws

My comments / concerns are:

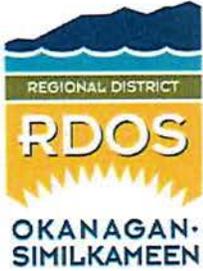
- I do support the proposed textual amendments to the zoning bylaws to regulate the siting and placement of solar energy systems.
- X I do support the proposed textual amendments to the zoning bylaws to regulate the siting and placement of solar energy systems, subject to the comments listed below.
- I do not support the proposed textual amendments to the zoning bylaws to regulate the siting and placement of solar energy systems.

I would like to see the parcel size reduced to ½ acre for ground mounted systems. As long as the installation can meet the set-back requirements, there is no reason why not to allow a smaller property size. Now that people are being encouraged to buy electric cars, there will be a demand for solar arrays near parking areas. They may not need to be large.

I also see examples of tall, single pole mounted systems which have a small ground footprint but may go taller than 6 m. In many cases this could be installed with less visual impact than a ground-mounted system.

The RDOS should facilitate greater uptake of solar installations to encourage this power option.

Feedback Forms must be completed and returned to the Regional District prior to noon on the day of the applicable Regional District Board meeting.



# Feedback Form

**Regional District of Okanagan Similkameen**

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

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

**TO:** Regional District of Okanagan Similkameen **FILE NO.:** X2020.013-ZONE

**FROM:** Name: Lori Goldman  
(please print)

Street Address: \_\_\_\_\_

Date: Feb. 27/21

**RE:** **Solar Energy Systems Zoning Amendment Bylaw No. 2911, 2020**  
**Electoral Area "D", "E", "F" & "I" Zoning Bylaws**

My comments / concerns are:

- I do support the proposed textual amendments to the zoning bylaws to regulate the siting and placement of solar energy systems.
- I do support the proposed textual amendments to the zoning bylaws to regulate the siting and placement of solar energy systems, subject to the comments listed below.
- I do not support the proposed textual amendments to the zoning bylaws to regulate the siting and placement of solar energy systems.

Written submissions received from this information meeting will be considered by the Regional District Board prior to 1<sup>st</sup> reading of Amendment Bylaw No. 2911, 2020.

Given the situation we in the South Okanagan and the world are facing regarding the climate crisis, all opportunities to adapt to the emergency, mitigate disaster, prepare for grid failures, reduce emissions, and use renewable resources such as solar should be encouraged, supported, and subsidized, as well. The land size proposed in the bylaws should be greatly reduced to allow any resident to set up solar systems with permit approval.

Feedback Forms must be completed and returned to the Regional District prior to noon on the day of the applicable Regional District Board meeting.

Protecting your personal information is an obligation the Regional District of Okanagan-Similkameen takes seriously. Our practices have been designed to ensure compliance with the privacy provisions of the *Freedom of Information and Protection of Privacy Act* (British Columbia) ("FIPPA"). Any personal or proprietary information you provide to us is collected, used and disclosed in accordance with FIPPA. Should you have any questions about the collection, use or disclosure of this information please contact: Manager of Legislative Services, RDOS, 101 Martin Street, Penticton, BC V2A 5J9, 250-492-0237.

**Lauri Feindell**

---

**Subject:** FW: Solar energy zoning review

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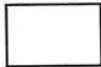
**From:** Bruce Butler  
**Sent:** February 23, 2021 11:22 AM  
**To:** Rushi Gadoya <rgadoya@rdos.bc.ca>  
**Subject:** Solar energy zoning review

Hi:

I just wanted to confirm that this zoning review applies to solar energy, not the solar hot water ready regulations, which the RDOS has not adopted.

Thanks.

Bruce



Virus-free. [www.avast.com](http://www.avast.com)

Jim Beattie, Chair  
First Things First Okanagan

March 1, 2021

Rushi Gadoya, Planning Technician [rgadoya@rdos.bc.ca](mailto:rgadoya@rdos.bc.ca)  
RDOS 101 Martin Street  
Penticton, BC, V2A 5J9

Dear Mr. Gadoya,

**Re: new regulations for the placement of solar energy devices on a property**

Thank you for this opportunity to comment on proposed the RDOS zoning bylaw. First Things First Okanagan is a non-profit society dedicated to promoting awareness of climate change and working to find solutions for a better future.

The RDOS is to be commended on considering how solar power generation can be tailored for use by residential property owners. As British Columbia adopts stricter emissions targets, municipalities and regional districts can play a major role in achieving emission reductions by encouraging residents to install solar power generating units.

We also acknowledge that it is important to develop guidelines for siting solar installations within neighbourhoods to protect visual standards and view corridors.

With this in mind, we suggest the following changes to the proposed bylaw:

- A. Change the minimum parcel size from 1.0 ha to **.4 ha (1 acre)**. This is a typical lot size for rural properties and of adequate size to accommodate a ground-mounted system that would meet the minimum setbacks established by the current zoning.

or

- B. Allow solar installations on a minimum parcel size of **.25 ha (>.5 acre)**, as long as the installation complies with the minimum setbacks for accessory buildings and structures outlined for that zoning.

With rapidly advancing solar technology, solar panels will have higher output capacities making smaller dimension arrays feasible. People will increasingly want smaller ground-mounted arrays to power their electric vehicles, swimming pools, and landscape features.

Encouraging residential solar power not only helps to reduce peak power demands, but it also encourages homeowners to purchase electric vehicles, which will further reduce GHG

emissions. These anticipated behavioural changes will greatly assist the RDOS in reaching its GHG reduction goals as well as providing a cleaner, healthier environment for South Okanagan residents.

Sincerely,

Jim Beattie, Chair, First Things First Okanagan

**Lauri Feindell**

---

**Subject:** FW: Solar Energy System - Public Info Meeting this Wed. March 3rd

---

**From:** Riley Gettens <[rgettens@rdos.bc.ca](mailto:rgettens@rdos.bc.ca)>

**Sent:** March 4, 2021 5:31 PM

**To:** Christopher Garrish <[cgarrish@rdos.bc.ca](mailto:cgarrish@rdos.bc.ca)>

**Subject:** FW: Solar Energy System - Public Info Meeting this Wed. March 3rd

Hi Chris,

**Feedback on solar PIM.**

**Thx**

On 2021-03-03, 7:20 PM, "Gerry" <

Hi Riley,

As an advocate of alternative energy solutions this topic makes for mixed feelings. There is no doubt that pole mounted structures will make for an eye soar in many situations. It will inevitably lead to some neighbour complaints on smaller properties. A .25 hectare property may be a bit small for some of those structures but to restrict that size would exclude many properties in West Bench. Just wondering if .5 or 1 H min with the variance option then offering opportunity for a case by case review which might easily allow for situations where there is neighbour agreement or other favourable situations i.e. no immediately adjacent neighbours or perhaps naturally concealed by landscape or terrain etc.

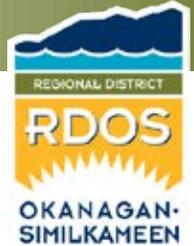
As we heard at our APC meeting on this topic it wasn't a consensus. As I recall one member had strong reservations and understandably so if one was erected in the neighbours front yard.

Thanks for providing that meeting number so quickly. Guess I need glasses.

Have nice evening.

Gerry

# ADMINISTRATIVE REPORT



**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** April 1, 2021  
**RE:** Zoning Bylaw Amendment – Electoral Area “D”

---

## Administrative Recommendation:

**THAT Bylaw No. 2455.45, 2021, Electoral Area “D” Zoning Amendment Bylaw be adopted.**

---

Purpose: To subdivide bottom two commercial strata units into five residential units. Folio: D-00999.800  
Owners: D.D. Thompson Life Insurance Agency Ltd Agent: Ryan Kononoff  
Legal: Strata Lots 1 & 2, Plan KAS2687, DL 2883S, SDYD Civic: Unit 102 & 103, 850 Railway Lane  
Zone: OK Falls Town Centre (OFTC) Proposed Zoning: OK Falls Town Centre Site Specific (OFTCs)

---

## Proposed Development:

This application is seeking to amend the zoning of the subject property in order to in order to allow for the conversion of commercial units into residential units.

## Background:

At its meeting of February 18, 2021, the Regional District Board resolved to approve first and second reading of the amendment bylaw and directed that a public hearing occur at the Board meeting of March 18, 2021.

A Public Hearing was subsequently held on March 18, 2021, where approximately zero (0) members of the public attended, followed by Board approval of third reading of the amendment bylaw

Approval from the Ministry of Transportation and Infrastructure (MoTI) due to the amendment applying to land within 800 metres of a controlled area, was obtained on March XX, 2021.

## Alternatives:

1. THAT adoption of Bylaw No. 2455.45, 2021, Electoral Area “D” Zoning Amendment Bylaw be deferred; or
2. THAT first, second and third readings of the Electoral Area “D” Zoning Amendment Bylaw No. 2455.45, 2021, be rescinded and the bylaws abandoned.

**Respectfully submitted:**

*R. Gadoya*

R.Gadoya, Planning Technician

**Endorsed By:**

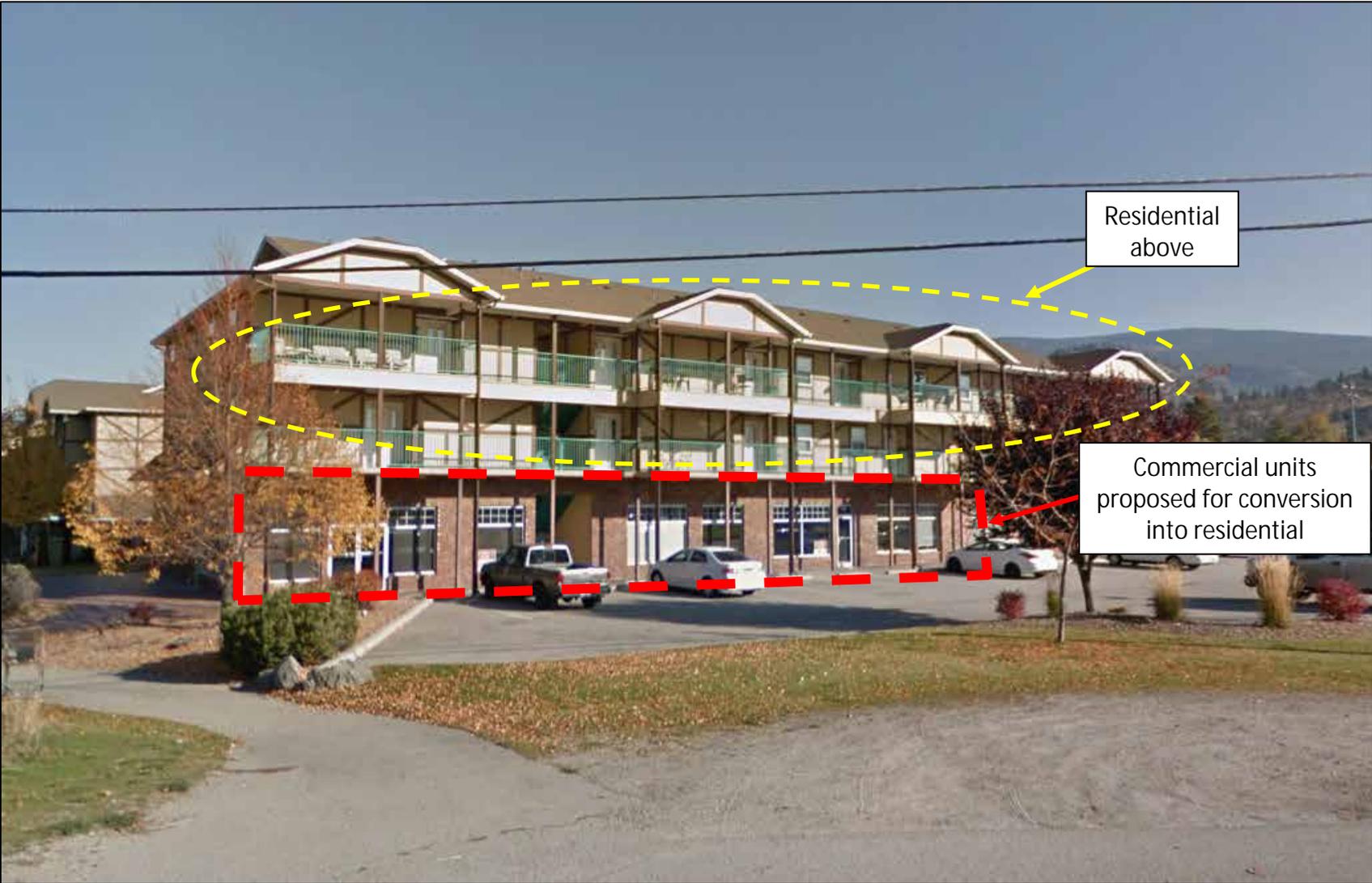
A handwritten signature in blue ink, appearing to be 'CG', written over a horizontal line.

C. Garrish, Planning Manager

Attachments:

No. 1 – Site Photo

Attachment No. 1 – Site Photo



Residential  
above

Commercial units  
proposed for conversion  
into residential

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**

**BYLAW NO. 2455.45, 2021**

---

**A Bylaw to amend the Electoral Area "D" Zoning Bylaw No. 2455, 2008**

---

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

1. This Bylaw may be cited for all purposes as the "Electoral Area "D" Zoning Amendment Bylaw No. 2455.45, 2021."
2. The "Electoral Area "D" Zoning Bylaw No. 2455, 2008" is amended by:
  - i) adding a new sub-section 19.35 under Section 19.0 Site Specific Designations to read as follows:

**19.35 Site Specific Okanagan Falls Town Centre (OFTCs) Provisions:**

    - .1 in the case of lands described as Strata Lot 1, Plan KAS2687, District Lot 2883S, SDYD (Unit 102); and Strata Lot 2 Plan KAS2687, District Lot 2883S, SDYD (Unit 103), and shown shaded yellow on Figure 19.35.1:
      - i) despite Section 13.1.5, the maximum density shall be 159 dwelling units per hectare.



Figure 19.35.1

3. The Official Zoning Map, being Schedule '2' of the Electoral Area "D" Zoning Bylaw No. 2455, 2008, is amended by:
  - i) changing the land use designation on the land described Strata Lot 1, Plan KAS2687, District Lot 2883S, SDYD (Unit 102); and Strata Lot 2 Plan KAS2687, District Lot 2883S, SDYD (Unit 103), and shown shaded yellow on Schedule 'A', which forms part of this Bylaw, from Okanagan Falls Town Centre (OFTC) to Okanagan Falls Town Centre Site Specific (OFTCs).

READ A FIRST AND SECOND TIME this 18<sup>th</sup> day of February, 2021.

PUBLIC HEARING held on this 18<sup>th</sup> day of March, 2021.

READ A THIRD TIME this 18<sup>th</sup> day of March, 2021.

Approved pursuant to Section 52(3) of the *Transportation Act* this 22 day of March, 2021.

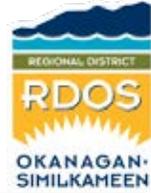
ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

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

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

# Regional District of Okanagan-Similkameen

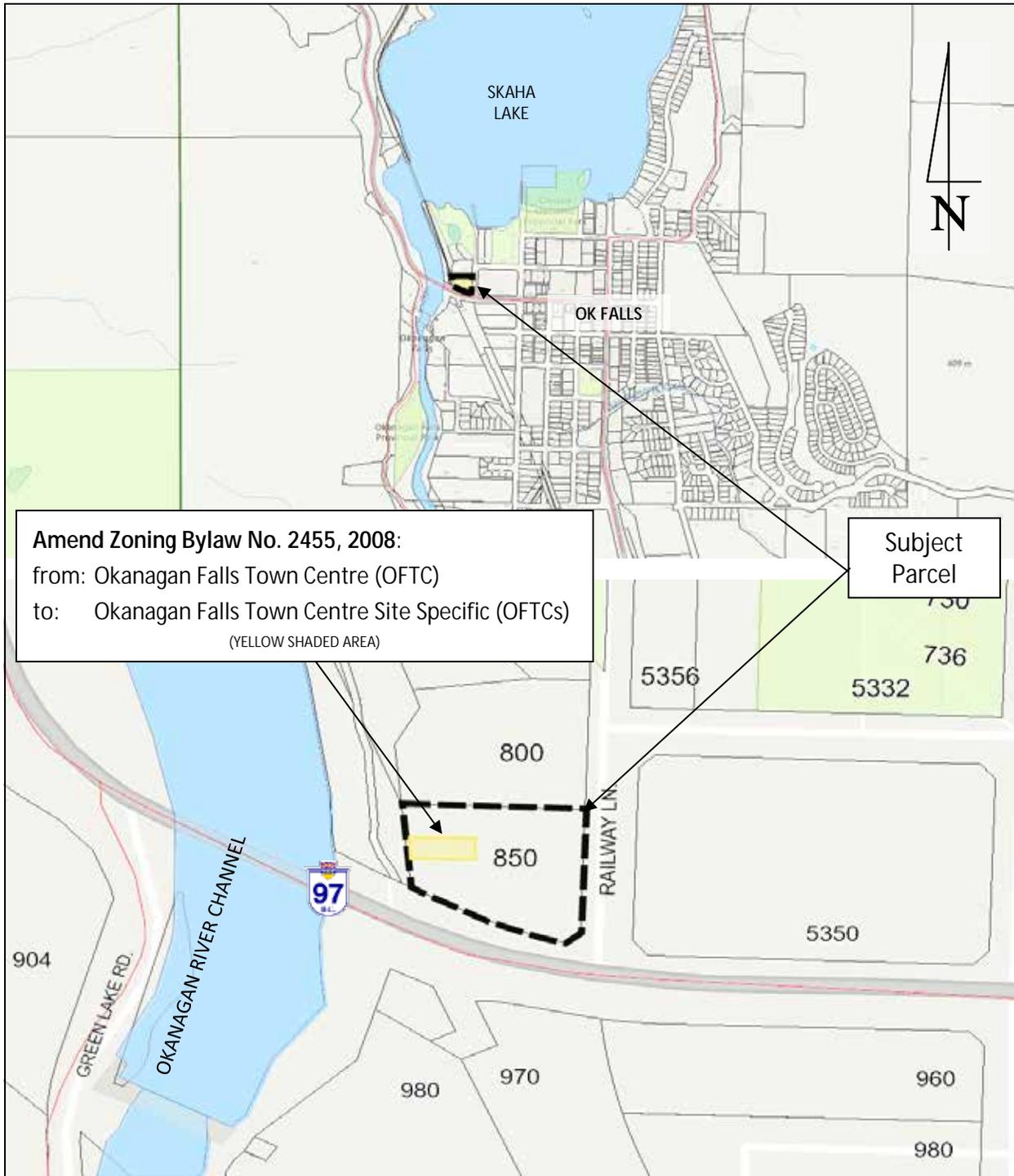
101 Martin St, Penticton, BC, V2A-5J9  
Tel: 250-492-0237 Email: [info@rdos.bc.ca](mailto:info@rdos.bc.ca)



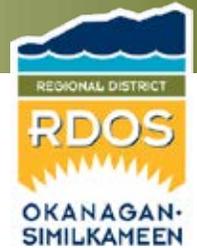
Amendment Bylaw No. 2455.45, 2021

File No. D2021.001-ZONE

## Schedule 'A'



# ADMINISTRATIVE REPORT



**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** April 1, 2021  
**RE:** Amendment of the Development Procedures Bylaw No. 2500, 2011

---

## **Administrative Recommendation:**

**THAT Regional District of Okanagan-Similkameen Development Procedures Amendment Bylaw No. 2500.19, 2021, be adopted.**

---

## **Purpose:**

The purpose of the proposed amendment to the *Development Procedures Bylaw No. 2500, 2011*, is to clarify the processing procedures to be followed for development variance permit (DVP) applications. Specifically, it is being proposed to remove a delegation that allows individual area directors to direct an application to be considered by an Electoral Area Advisory Planning Commission (APC) prior to consideration by the Board.

## **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 Board adopted the Regional District's *Development Procedures Bylaw No. 2500, 2011*. This bylaw establishes, amongst other things, processing procedures for land use development applications.

At its meeting of March 4, 2021, the Board resolved that Amendment Bylaw No. 2500.19 be initiated in order to remove this delegation to individual directors regarding the processing procedures for DVP applications.

At its meeting of March 18, 2021, the Board approved first, second and third readings of Amendment Bylaw No. 2500.19, 2021.

## **Analysis:**

Administration considers the current processing procedures for DVP applications to be procedurally unfair due to:

- there being no criteria available to inform the public of the likelihood of an application being considered by an Electoral Area APC prior to the Board;
- the promotion of inequalities as similar variance requests may potentially be subjected to different processing procedures depending on the Electoral Area in which the property under application is located; and

- 
- the uncertainty regarding the ability of the Board to lawfully delegate a permit processing decision to a single Electoral Area Director.

Administration notes that consideration by an APC prior to the Board can add 4-6 weeks to the processing time of an application due to APCs meeting on a monthly basis (and challenges with achieving quorum), and may also increase the amount of staff time required to process an application (i.e. scheduling, notifying and attending APC meetings) when the variance being sought may be uncontroversial and not warrant input from an APC.

Administration considers that a majority of variance applications that come before the Board are generally of a minor nature and can be determined based upon staff analysis and feedback received from adjacent property owners and residents.

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

Accordingly, Administration supports the proposed amendment to the Development Procedures Bylaw as it will support a majority of DVP applications being processed in as an efficient a manner as possible.

**Alternatives:**

1. THAT consideration of adoption of Regional District of Okanagan-Similkameen Development Procedures Amendment Bylaw No. 2500.19 be deferred; or
2. THAT first, second and third readings of Regional District of Okanagan-Similkameen Development Procedures Amendment Bylaw No. 2500.19 be rescinded and the bylaw abandoned.

**Respectfully submitted:**



C. Garrish, Planning Manager

**REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN**

**BYLAW NO. 2500.19, 2021**

---

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

---

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

1. This Bylaw may be cited for all purposes as the "Regional District of Okanagan-Similkameen Development Procedures Amendment Bylaw No. 2500.19, 2021."
2. The "Regional District of Okanagan-Similkameen Development Procedures Bylaw No. 2500, 2011" is amended by:
  - (i) replacing sub-section 2.5 (Processing Procedures) under Schedule 4 (Application for a Development Variance Permit) in its entirety with the following:
    - .5 Development Services staff will notify the relevant Area Director(s) of the application.

READ A FIRST, SECOND AND THIRD TIME on the 18<sup>th</sup> day of March, 2021.

ADOPTED on the \_\_\_\_ day of \_\_\_\_\_, 2021.

---

Board Chair

---

Corporate Officer

## ADMINISTRATIVE REPORT

**TO:** Board of Directors  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** April 1<sup>st</sup>, 2021  
**RE:** RDOS Administered Landfills Regulatory Bylaw No. 2925, 2021



---

### Administrative Recommendation:

THAT Bylaw No. 2925, 2021 RDOS Administered Landfills Regulatory Bylaw, being a bylaw to establish regulations for Solid Waste disposal at Campbell Mountain, Okanagan Falls, Oliver and Keremeos Landfills, be read a first, second and third time and be adopted.

### Reference:

*Local Government Act*

### Background:

Through the *Local Government Act*, the Regional District has the authority to create a bylaw for solid waste disposal or recycling services for materials received at RDOS Administered Landfills (Campbell Mountain Landfill, Oliver Landfill, Okanagan Falls Landfill, and Keremeos Transfer Station).

The existing RDOS Waste Management Service Regulatory Bylaw 2796 and amendments provide the definitions for the items listed in the RDOS Fees and Charges Bylaw Schedule 5, Section 7 Sanitary Landfills and rules of the landfill.

This Regulatory Bylaw is reviewed as needed to meet any changes to material types, to refine definitions and terms, and to clarify and reflect more accurately solid waste materials.

### Analysis:

- Bylaw No. 2925, 2021 will repeal Bylaw No. 2796, 2018 and its amendments
- A summary of the changes and rationale is attached that includes the marked up Bylaw showing those changes. See Schedule A.
- Bylaw No. 2925, 2021 with those changes incorporated is Schedule B.
- Bylaw No. 2925, 2021 was reviewed at the Environment and Infrastructure Committee Feb 18, 2021.

---

### Communication Strategy:

RDOS has a Haulers list, and will email the updated Bylaw, along with Schedule A to show the changes. The updated Bylaw will be posted on the RDOS website, under each of the Landfill webpages.

### Respectfully submitted:

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A. Reeder, Manager of Operation

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# REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

## BYLAW NO. 2925, 2021

---

A bylaw to establish regulations for Solid WASTE disposal at RDOS administered landfills: Campbell Mountain, Okanagan Falls, Oliver and Keremeos Landfills.

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**WHEREAS** the Regional District operates the “Campbell Mountain Landfill” (CML) located on District Lot 368, SDYD, the “Okanagan Falls Landfill” (OFL) located on a portion of District Lot 2710, SDYD, the “Keremeos Landfill” (KL) located on a portion of District Lot 2821, SDYD; and the “Oliver Landfill” (OL) located on a portion of District Lot 2450s, SDYD.

**AND WHEREAS** under the *Local Government Act*, the Regional Board may, by bylaw, require persons to use a waste disposal or recycling service and require owners or occupiers of real property to remove trade waste, garbage, rubbish and other matter from their property and take it to a specified place; may operate any service that the board considers necessary or desirable for all or part of the Regional District; may, by bylaw, regulate and prohibit the use of Regional District works and facilities; may, by bylaw, impose a fee or charge payable in respect of a service of the Regional District; and may base the fee or charge on any factor specified in the bylaw;

**AND WHEREAS** the Regional District has adopted Bylaw No. 1104, 1989, Bylaw No. 1469, 1994 and Bylaw No. 1777, 1997, to establish landfills for Electoral Areas “B”, “C”, “D”, “E”, “G”, “I”, portion of Electoral Area “F”, Village of Keremeos, Town of Oliver, and City of Penticton;

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

### **1.0 Citation**

1.1 This Bylaw may be cited as the **“RDOS Administered Landfills Regulatory Bylaw No. 2925, 2021”**.

### **2.0 Repeal**

2.1 “Waste Management Service Regulatory Bylaw No. 2796, 2018” and all amendments thereto are hereby repealed.

### **3.0 Interpretation**

3.1 Words or phrases defined in the *British Columbia Interpretation Act*, *Community Charter*, or *Local Government Act* or any successor legislation shall have the same meaning when used in this Bylaw, unless otherwise defined in this Bylaw. Unless otherwise stated, and notwithstanding the case used (upper case or lower case), when words or phrases that are defined in Section 4 of this Bylaw are used in the body or schedules of this Bylaw, they have the meaning ascribed to them as set out in Section 4.

- 3.2 The headings contained in this Bylaw are for convenience only and are not to be construed as defining, or in any way limiting the scope or the intent of the provisions of this Bylaw.
- 3.3 Any act or enactment referred to herein is a reference to an enactment of the Province of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time, and any bylaw referred to herein (as may be cited by short title or otherwise) is a reference to an enactment of the Regional District, as amended, revised, consolidated or replaced from time to time.
- 3.4 If any provision of this Bylaw is held to be invalid by a court of competent jurisdiction, the provision may be severed from the Bylaw and such invalidity shall not affect the validity of the remaining portions of this Bylaw

#### **4.0 Definitions**

- 4.1 In this Bylaw:

ACTIVE FACE means the area of the SITE where the placing, spreading, compacting and covering of REFUSE is currently taking place.

AGRICULTURAL ORGANIC MATERIAL means suitably prepared and separated plant derived crop materials originating from agricultural operations, excluding FRUIT WASTE, FOOD PROCESSING WASTE, FRUIT/GRAIN BY-PRODUCTS and FOOD WASTE, that is not CONTAMINATED and has been suitably prepared for DISPOSAL in a manner acceptable to the MANAGER, including but not limited to orchards, nurseries, vineyards and silviculture operations and does not include METAL, WOOD PRESERVED, ROCKS, soil, plastics and non-agricultural organic material (see CONTROLLED WASTE).

AGRICULTURAL PLASTIC means plastic used in agricultural applications that are not CONTAMINATED, and have been suitably contained and prepared for DISPOSAL in a manner acceptable to the MANAGER, including but not limited to, ground crop plastic, silage bags, fertilizer bags, baler twine, and greenhouse plastic including containers and structural film (see CONTROLLED WASTE).

ASBESTOS CONTAINING MATERIAL (ACM) means a material as defined in the *OCCUPATIONAL HEALTH AND SAFETY REGULATION*, *ENVIRONMENTAL MANAGEMENT ACT*, and *HAZARDOUS WASTE REGULATION*, and suitably contained for disposal as per the Regulation, RDOS Bylaws and RDOS Guidelines (see CONTROLLED WASTE).

ASPHALT means solid petroleum based material used primarily in roads (see RECYCLABLE).

ASPHALT SHINGLES are a waterproof roof covering consisting of ASPHALT SHINGLES and ASPHALT Roll Roofing and must not be CONTAMINATED with, including, but not limited to; Tar Paper, TAR AND GRAVEL ROOFING, Torch-on or SBS roofing products, organic material and large metal and flashing materials (see RECYCLABLE).

ASSESSED means to evaluate and determine the quality, extent, significance of a SOLID WASTE, which is verified by the required documentation provided by the HAULER, in a manner determined by the MANAGER.

BATTERIES-LEAD-ACID means a product that falls under the 'Lead-acid Battery' product category in the *Recycling Regulation* B.C. Reg. 449/2004 including, but not limited to: Lead-acid batteries for automobiles, motorcycles, recreation vehicles, marine vehicles and locomotives (see RECYCLABLE).

BATTERIES-HOUSEHOLD means batteries that fall under the 'Electronic and Electrical' product category in the *Recycling Regulation* B.C. Reg. 449/2004 including, but not limited to: Nickel Cadmium (NiCad), Lithium Ion (Li-Ion), Nickel Metal Hydride (Ni-MH), Small-Sealed Lead (Pb), or non-chargeable and rechargeable batteries weighing no more than 5 kilograms (11 pounds) each (see RECYCLABLE).

BIOMEDICAL WASTE means waste that is defined as such in the *Hazardous Waste Reg. B.C. 63/88* and in the document "*Guidelines for the Management of Biomedical Waste in Canada*" (CCME, February 1992) (see PROHIBITED WASTE).

BULKY WASTE means waste articles that are too large by reason of their bulk or shape to manage using regular DISPOSAL methods as determined by the MANAGER, including but not limited to those items with materials greater than 2.4 metres (8 feet) in length (see CONTROLLED WASTE).

BURNED MATERIAL means materials damaged by fire, heat, electricity or a caustic agent that have been allowed to entirely cool for no less than a two-week period, and in a manner acceptable to the MANAGER, as per RDOS Guidelines (see CONTROLLED WASTE). BURNED MATERIALS that are hot or smoldering or not entirely cooled for more than a two-week period is a PROHIBITED WASTE.

BURNED MATERIAL-ASBESTOS CONTAINING means BURNED MATERIAL that has been designated as ASBESTOS CONTAINING MATERIAL and DISPOSED as per the *OCCUPATIONAL HEALTH AND SAFETY REGULATION, ENVIRONMENTAL MANAGEMENT ACT, HAZARDOUS WASTE REGULATION, RDOS Bylaws and RDOS Guidelines* (see BURNED MATERIAL, ASBESTOS CONTAINING MATERIAL, and CONTROLLED WASTE).

CARCASSES means dead animals, or portions thereof, that are not a PROHIBITED WASTE and in a manner acceptable to the MANAGER (see CONTROLLED WASTE and SPECIFIED RISK MATERIAL WASTE).

CERAMIC FIXTURES means toilets, sinks, bathtubs, other fixtures or other products such as tile made of ceramic material, and can also include ceramic tiles, where non-ceramic materials, such as metal and plastic are removed (see RECYCLABLE).

CLINICAL/LABORATORY STERILIZED WASTE means non-anatomical waste, including SHARPS, that is generated by institutions including but not limited to, hospitals, laboratories, doctors' offices, medical clinics, and veterinary clinics, and has been sterilized such that all micro-organisms including bacteria, viruses, spores, and fungi are killed (see CONTROLLED WASTE).

COMPOST means a stabilized earthy matter having the properties and structure of humus produced in accordance with the *Organic Matter Recycling Regulation* of the *ENVIRONMENTAL MANAGEMENT ACT*.

CONCRETE means a construction material that consists of cement, aggregate (generally gravel and sand) and water. CONCRETE must not contain ASBESTOS, large amounts of metal protruding (greater than 15 cm) nor measure greater than 1 m. in any dimension. CONCRETE also includes ASPHALT, CERAMICS, bricks, plaster & stucco without wire, cement board, MASONRY and ROCKS not greater than 40 cm in diameter (see RECYCLABLE).

CONCRETE BULKY means CONCRETE measuring greater than 1 m. in any dimension and/or where large amounts of metal are protruding greater than 15 cm, and including ROCKS greater than 40 cm in diameter (see CONTROLLED WASTE).

CONSTRUCTION NEW MIXED LOAD means MIXED LOAD SOLID WASTE produced through new construction, where no existing structures have been altered, and that contains two or more RECYCLABLE new building materials including but not limited to ASPHALT SHINGLES, WOOD CLEAN, RECYCLABLE TAR AND GRAVEL ROOFING, and GYPSUM BOARD-NEW, and must not contain DEMOLITION AND RENOVATION MIXED LOAD materials, packaging, FOOD WASTE, any other type of CONTROLLED WASTE or PROHIBITED WASTE. The HAULER must provide appropriate documentation in a manner acceptable to the MANAGER (see CONTROLLED WASTE). All CONSTRUCTION NEW MIXED LOAD arriving at the SITE without appropriate documentation shall be determined to be DEMOLITION AND RENOVATION MIXED LOAD NON-ASSESSED.

CONSTRUCTION-REFUSE means non-RECYCALBE SOLID WASTE building materials such as insulation, carpet, vinyl and non-RECYCLABLE packaging materials such as plastic wrap, and Styrofoam.

CONTAMINATED means the presence in a material of a minor and unwanted constituent which renders the material impure or inferior for reuse or recycling as defined by the MANAGER.

CONTROLLED WASTE means waste that is approved for DISPOSAL at the SITE but which, because of its inherent nature and quantity, may require special handling and DISPOSAL techniques to avoid creating health hazards, nuisances, or environmental pollution, including, but not limited to:

- (a) AGRICULTURAL ORGANIC MATERIAL;
- (b) AGRICULTURAL PLASTIC;
- (c) ASBESTOS CONTAINING MATERIAL;
- (d) BULKY WASTE;
- (e) BURNED MATERIAL;
- (f) BURNED MATERIAL-ASBESTOS CONTAINING;
- (g) CARCASSES;
- (h) CLINICAL/LABORATORY STERILIZED WASTE;
- (i) CONCRETE BULKY;
- (j) Condemned foods;
- (k) CONSTRUCTION NEW MIXED LOAD;
- (l) DEMOLITION AND RENOVATION MIXED LOAD;
- (m) DEMOLITION AND RENOVATION MIXED LOAD-ASSESSED;

- (n) DEMOLITION AND RENOVATION MIXED LOAD-NON-ASSESSED;
- (o) Foundry Dust;
- (p) GYPSUM BOARD-NON-RECYCLABLE;
- (q) HAZARDOUS WASTE those specifically approved for disposal to authorized landfills, as defined in the *Hazardous Waste Regulation* under the *EMA*;
- (r) ILLEGALLY DUMPED WASTE;
- (s) INFESTED VEGETATION;
- (t) INVASIVE PLANTS;
- (u) LEAD-BASED PAINT coated materials;
- (v) METAL DRUMS AND TANKS;
- (w) REFRIGERATION UNIT containing ODS;
- (x) RESIDENTIAL HOUSEHOLD HAZARDOUS WASTE;
- (y) Sludge and screenings from municipal sewage treatment plants;
- (z) SOIL CONTAMINATED, and SOIL SMALL VOLUME CONTAMINATED;
- (aa) WOOD-PRESERVED; and
- (bb) WOOD-CHIPPED OR GROUND.

CORRUGATED CARDBOARD-RESIDENTIAL means RESIDENTIALLY generated containers consisting of three or more layers of paper materials with a corrugated or rippled core, but excluding containers that are impregnated with blood, grease, oil, chemicals, rodent secretions, food residue, wax, or have polyethylene, polystyrene, foil or other non-paper liners, or are otherwise CONTAMINATED. Must be suitably prepared; clear of all contents, and flattened prior to placement in the RecycleBC container(s) (see RECYCLABLE).

CORRUGATED CARDBOARD-ICI means ICI generated containers consisting of three or more layers of paper materials with a corrugated or rippled core, but excluding containers that are impregnated with blood, grease, oil, chemicals, rodent secretions, food residue, wax, or have polyethylene, polystyrene, foil or other non-paper liners, or are otherwise CONTAMINATED. Must be suitably prepared, cleared of all contents, and flattened prior to placement in the ICI commercial container(s) (see RECYCLABLE, see INDUSTRIAL COMMERCIAL INDUSTRIAL ICI).

DEMOLITION AND RENOVATION MIXED LOAD means MIXED LOAD SOLID WASTE produced through the demolishment of a structure or the act of alteration through addition, remodeling, refurbishing or restoring of buildings, structures, or other types of real property that contains two or more RECYCLABLE Building Materials; including but not limited to ASPHALT SHINGLES, WOOD CLEAN, RECYCLABLE TAR AND GRAVEL ROOFING, GYPSUM BOARD ASSESSED, and GYPSUM BOARD NEW, but must not contain packaging, FOOD WASTE, any other type of CONTROLLED WASTE or PROHIBITED WASTE (see DEMOLITION AND RENOVATION MIXED LOAD ASSESSED, and see CONTROLLED WASTE).

DEMOLITION AND RENOVATION MIXED LOAD-ASSESSED means a DEMOLITION AND RENOVATION MIXED LOAD that has been ASSESSED as required by the REGIONAL DISTRICT. Verification of the abatement of all identified HAZARDOUS materials is required. This assessment and verification has been provided in a manner acceptable to the MANAGER (see CONTROLLED WASTE). A DEMOLITION AND RENOVATION MIXED LOAD arriving at a SITE must not contain packaging, FOOD WASTE, any other type of CONTROLLED WASTE or PROHIBITED WASTE and if arriving at the SITE without appropriate

assessment documentation will be determined a DEMOLITION AND RENOVATION MIXED LOAD NON-ASSESSED.

DEMOLITION AND RENOVATION MIXED LOAD-NON-ASSESSED means a DEMOLITION AND RENOVATION MIXED LOAD or CONSTRUCTION NEW MIXED LOAD brought to a SITE without verification of assessment as determined by the MANAGER (See DEMOLITION AND RENOVATION MIXED LOAD ASSESSED and CONTROLLED WASTE).

DESIGNATED LOCATION means an area dedicated to the collection of SOURCE SEPARATED SOLID WASTE.

DISPOSE, DISPOSAL, DISPOSED, DISPOSING means the transfer of SOLID WASTE from a VEHICLE to a DESIGNATED LOCATION at the SITE. The SOLID WASTE becomes the jurisdiction of the REGIONAL DISTRICT and subject to the restrictions, allocations and policies/procedures of the REGIONAL DISTRICT.

ELECTRONIC and ELECTRICAL PRODUCTS (E-WASTE) means various types of domestic and commercial waste containing mainly electronic components, including, but not limited to computers, televisions, small appliances, residential light bulbs and lighting fixtures which are included within the *Recycling Regulation* of the *EMA* (see RECYCLABLE), and does not include METAL and REFRIDGERATION UNITS.

ENVIRONMENTAL MANAGEMENT ACT (EMA) means the Province of British Columbia Law brought into force on July 8, 2004. The *EMA* provides an authorization and enforcement framework based on contemporary environmental management technologies to protect human health and the quality of water, land and air in British Columbia. The *EMA* replaces the *Waste Management Act*.

FOOD PROCESSING WASTE means any organic materials and/or waste by-product that may be produced in commercial volumes by a food processing operation as determined by the MANAGER, such as slaughter house, fish hatchery, and cannery operations (see PROHIBITED WASTE).

FOOD WASTE means any food substance, raw or cooked, which is discarded, or intended or required to be discarded from RESIDENTIAL, agricultural and INDUSTRIAL, COMMERCIAL, INSTITUTIONAL establishments, but does not include FOOD PROCESSING WASTE or SPECIFIED RISK MATERIALS.

FRUIT WASTE means waste consisting of the fleshy seed-associated structures of a plant that are sweet or sour and edible in the raw state, such as, but not limited to, apples, apricots, cherries, peaches, pears, plums, grapes, strawberries, tomatoes, and raspberries (see RECYCLABLE).

FRUIT/GRAIN BY-PRODUCTS means waste by-products typically generated by beverage producers, such as but not limited to; breweries, cideries, distilleries, and wineries. (see RECYCLABLE).

GLASS CONTAINERS means all clear and coloured bottles and jars made of glass and does not include window glass, laminated glass, safety or tempered glass, mirrored glass, automotive glass, fiberglass, Plexiglas, light bulbs, fluorescent tubes, kitchenware, ceramics or other types of containers, or any container that

contained HAZARDOUS WASTE, or ASBESTOS CONTAINING MATERIAL and does not contain any liquid or solids (see RECYCLABLE).

GLASS SHEET means glass windows, mirrors, etc. with or without a frame, laminated glass, safety or tempered glass, automotive glass, Plexiglas, , but does not include light bulbs, fluorescent tubes, kitchen or GLASS CONTAINERS (see REFUSE).

GYPSUM BOARD-NEW also known as wallboard, drywall and plasterboard is a panel made of gypsum plaster pressed between two thick sheets of paper, and consists of non-CONTAMINATED off-cuts and scraps of gypsum obtained solely from new construction and does not include GYPSUM BOARD ASSESSED, GYPSUM BOARD NON-RECYCLABLE, gypsum board materials from an existing structure, is not an ASBESTOS CONTAINING MATERIAL, and does not contain LEAD-BASED PAINT (see RECYCLABLE).

GYPSUM BOARD-ASSESSED also known as wallboard, drywall and plasterboard is a panel made of gypsum plaster pressed between two thick sheets of paper, and consists of non-CONTAMINATED gypsum removed from an existing structure and has been ASSESSED to prove it is not an ASBESTOS CONTAINING MATERIAL and does not contain LEAD-BASED PAINT (see RECYCLABLE).

GYPSUM BOARD-NON-RECYCLABLE means gypsum board removed from existing structures that has not been ASSESSED and is not RECYCLABLE (see CONTROLLED WASTE).

HAULER means the VEHICLE in which a load is contained as measured by the SCALE.

HAZARDOUS WASTE means any material defined as such in the Hazardous Waste Regulation, *British Columbia Reg. 63/88* of the *ENVIRONMENTAL MANAGEMENT ACT* (see CONTROLLED WASTE and see PROHIBITED WASTE).

HOUSEHOLD HAZARDOUS WASTE (HHW) see RESIDENTIAL HOUSEHOLD HAZARDOUS WASTE.

IGNITABLE WASTE as per the meaning prescribed in the *HAZARDOUS WASTE REGULATION BC Reg. 63/88* (see PROHIBITED WASTE).

ILLEGALLY DUMPED WASTE means SOLID WASTE discarded in an improper or illegal manner. The HAULER must obtain permission from the MANAGER to bring the ILLEGALLY DUMPED WASTE to the SITE (see CONTROLLED WASTE).

INDUSTRIAL, COMMERCIAL, INSTITUTIONAL (ICI) means any operation or facility other than a RESIDENTIAL household, including but not limited to industrial, agricultural, and commercial operations of any size including small businesses with one or more employees retail stores, vacation facilities such as hotels, motels, cottages, accommodation associated with sports and leisure facilities and institutional operations of any size including churches, community buildings, local government buildings, libraries, fire and police stations, service organizations, hospitals, care facilities and hospices.

INFESTED VEGETATION means trees, shrubs, herbaceous plants or associated fruit that show the presence of plant disease, NOXIOUS INSECTS, pathogens or related pests that have caused or are likely to cause significant damage to the trees, shrubs, herbaceous plants or associated fruit and that may be spread to another plant or plants with economic, ornamental or aesthetic value (see CONTROLLED WASTE).

INVASIVE PLANTS means all plants as designated in the *Weed Control Regulation, Schedule A, Parts I & II* of the *Weed Control Act* (see CONTROLLED WASTE).

LEAD-BASED PAINT means any coated or painted materials containing lead with a concentration of 90mg/kg (0.009%, 90ppm) or greater, and is not permitted for DISPOSAL to any SOLID WASTE DESIGNATED LOCATION that is to be chipped. (see CONTROLLED WASTE).

LOCAL GOVERNMENT IMPROVEMENTS refers to the structures, systems, lands and facilities owned or operated by an Indian Band, Municipality or Regional Government within the SITE SERVICE AREA and suitably prepared as determined by the MANAGER, such as but not limited to, roads, bridges, tunnels, water supply, sewers, electrical grids, and telecommunications.

MANAGER means the official appointed to that position by the REGIONAL DISTRICT responsible for SOLID WASTE Management and includes any PERSON appointed or designated by the MANAGER to act on his or her behalf.

MASONRY means material bound by mortar used primarily in structures. RECYCLABLE MASONRY must not contain ASBESTOS, large amounts of metal protruding (greater than 15 cm.) or be a BULKY WASTE (see RECYCLABLE).

METAL means RECYCLABLE ferrous and non-ferrous metallic materials, containing more than 90% metal by volume, and under 2.4 meters (8 feet) in any dimension, including but not limited to, sheet metal, siding, roofing, rebar, flashings, pipes, window frames, doors, furnaces, duct work, wire, cable, fencing, metal furniture, bicycles, tire rims and metal appliances. METAL also includes REFRIDGERATION UNITS evacuated of ODS by a certified technician, suitably prepared METAL DRUMS AND TANKS, barbeques, wood heating units, motorized equipment and VEHICLE parts, **that do not contain** fluids, filters, batteries, coal, bricks and rubber tires. METAL items must not contain mercury switches, batteries, PCB ballasts, or other HAZARDOUS WASTE. METAL does not include BULKY WASTE, PRESSURIZED TANKs, ODS containing REFRIDERATION UNITS or VEHICLES.

METAL DRUMS AND TANKS a drum is cylindrical container designed to confine or contain materials most commonly liquids. To receive at the SITE all DRUMS must be empty and have the lid or one end removed. A TANK is a vessel used to store liquids, for SITE acceptance TANKs must be empty with an sufficiently sized aperture (minimum 35 cm X 35 cm (14"x14")) to verify that the TANK is empty and allow for sufficient venting, does not include PRESSURIZED TANKs. (see CONTROLLED WASTE).

MIXED LOAD means a load containing two or more SOLID WASTES, as designated in the RDOS Fees and Charges Bylaw as amended from time to time.

NON-SERVICE AREA means materials generated outside the SERVICE AREA of a landfill SITE.

NOXIOUS INSECTS means all insects so designated by the REGIONAL DISTRICT'S *Noxious and Destructive Insects Bylaw* (see INFESTED VEGETATION).

OCCUPATIONAL HEALTH AND SAFETY (OHS) REGULATION means a Regulation under the *Workers Compensation Act* which contains legal requirements that must be met by all workplaces under the inspection jurisdiction of WorkSafeBC.

OPERATIONALLY BENEFICIAL means a material which is of functional value to the operation of the Landfill process, for use as cover material, erosion control, construction and other operational benefits as determined by the MANAGER.

OZONE DEPLETING SUBSTANCE (ODS) means a substance defined as such in the *Ozone Depleting Substances and other Halocarbons Regulation, British Columbia Reg. 387/99* under the *ENVIRONMENTAL MANAGEMENT ACT*.

PERSON means an individual, corporation, partnership, association or any other legal entity or an employee or agent thereof.

PRESSURIZED TANK means a closed metal container designed to hold gases or liquids at a pressure substantially different from the ambient pressure including, but not limited to, diving cylinders, fire extinguishers and storage vessels for liquefied gases such as ammonia, propane, butane, or helium (see RECYCLABLE).

PRODUCT STEWARDSHIP MATERIAL means suitable prepared residential quantities of materials that falls under a product category of the *Recycling Regulation, B.C. Reg. 449/2004* (see RECYCLABLE).

PROHIBITED WASTE means SOLID WASTE designated in an Operational Certificate or by the REGIONAL DISTRICT from time to time, to be inappropriate for DISPOSAL for environmental, regulatory or legal reasons, or reasons related to the safe or efficient operation of the SITE except as permitted in this bylaw, currently including but not limited to the following specified materials:

- (a) BIOMEDICAL WASTE defined as such in the document "*Guidelines for the Management of Biomedical Waste in Canada*" (CCME, February 1992);
- (a) BURNED MATERIALS that are hot or smoldering or not entirely cooled for more than a two-week period;
- (b) Commercial Cooking Oil;
- (c) FOOD PROCESSING WASTE;
- (d) HAZARDOUS WASTE other than those specifically approved for disposal to authorized landfills, as defined in the *Hazardous Waste Regulation* under the *EMA*;
- (e) IGNITABLE WASTE;
- (f) Liquid or semi-solid wastes;
- (g) RADIOACTIVE WASTE;
- (h) REACTIVE WASTE;
- (i) SHARPS;
- (j) SPECIFIED RISK MATERIAL regulated federally under the *Health of Animals Act and Regulations*;

- (k) VEHICLES and other large metallic objects; and
- (l) Such other materials as are designated by the MANAGER from time to time to be inappropriate for DISPOSAL at the SITE for environmental reasons or reasons related to the safe or efficient operation of the SITE.

RADIOACTIVE WASTE means a "nuclear substance" as defined in the *Nuclear Safety and Control Act* (Canada), in sufficient quantity or concentration to require a licence for possession or use under the Act and regulations made under that Act (see PROHIBITED WASTE).

REACTIVE WASTE means waste that is defined as such in the *Hazardous Waste Regulation* (see PROHIBITED WASTE).

RECYCLABLE means all SOURCE SEPARATED materials that are suitably prepared and not CONTAMINATED as determined by the MANAGER, including but not limited to:

- (a) ASPHALT;
- (b) ASPHALT SHINGLES;
- (c) Ballasts not containing PCBs;
- (d) Baseboards with thermostat switches removed & switches disposed to HHW;
- (e) BATTERIES-LEAD-ACID, BATTERIES-HOUSEHOLD;
- (f) CERAMIC FIXTURES and Ceramic Tile;
- (g) CONCRETE;
- (h) CORRUGATED CARDBOARD-RESIDENTIAL;
- (i) CORRUGATED CARDBOARD-ICI;
- (j) ELECTRONIC and ELECTRICAL PRODUCTS (E-WASTE);
- (k) FRUIT WASTE;
- (l) FRUIT/GRAIN BY-PRODUCTS;
- (m) GLASS CONTAINERS;
- (n) GYPSUM BOARD-NEW;
- (o) GYPSUM BOARD-ASSESSED;
- (p) MASONARY;
- (q) Mattress, Box spring;
- (r) METAL;
- (s) PRESSURIZED TANK;
- (t) PRODUCT STEWARDSHIP MATERIAL;
- (u) REFRIGERATION UNIT with ODS removed;
- (v) RESIDENTIAL RECYCLING;
- (w) ROCKS (not greater than 40 centimetres in any direction);
- (x) TAR AND GRAVEL ROOFING;
- (y) TIRE and TIRE-OVERSIZE;
- (z) WOOD CLEAN;
- (aa) WOOD INDUSTRIAL;
- (bb) YARD WASTE;
- (cc) YARD WASTE-CHIPPED, GRASS, LEAVES; and
- (dd) YARD WASTE-TREE STUMP

REFRIGERATION UNIT means refrigerators, freezers, air conditioners, water coolers or any other item that may contain an OZONE DEPLETING SUBSTANCE (see CONTROLLED WASTE).

REFUSE means any SOLID WASTE that is designated for DISPOSAL in the ACTIVE FACE that does not constitute a RECYCLABLE, a HAZARDOUS WASTE,

a CONTROLLED WASTE, or a PROHIBITED WASTE. Any SOLID WASTE materials over 8 feet will be charged as BULKY WASTE.

REFUSE BINS means the large bins at the SITE that have been provided to receive REFUSE from self-haul residential customers.

REGIONAL BOARD means the Board of the REGIONAL DISTRICT.

REGIONAL DISTRICT (RDOS) means the REGIONAL DISTRICT of Okanagan-Similkameen.

RE-SCALE means to pass over a scale with a MIXED LOAD more than once in order to determine the weight of each of the different types of SOLID WASTES DISPOSED.

RESIDENTIAL HOUSEHOLD HAZARDOUS WASTE (HHW) is a RECYCLABLE CONTROLLED WASTE accepted in RESIDENTIAL quantities at specific Landfill SITES including but not limited to:

- (a) Alarms (Smoke and Carbon Monoxide Detectors);
- (b) Aerosol Cans;
- (c) Antifreeze;
- (d) Corrosive Liquid (Inorganic Acids & Caustics);
- (e) Cyanide;
- (f) Flammable/Toxic Liquids;
- (g) Gasoline & Fuels, Mixed Fuels;
- (h) Household Cleaning Products;
- (i) Inorganic Oxidizers;
- (j) Mercury or Mercury Containing Materials (i.e. Fluorescent Light Tubes and Compacts, Wall or Baseboard Thermostats);
- (k) Oil Filters, and Used Motor Oil, and Waste Plastic Oil Containers;
- (l) Organic Peroxides;
- (m) Organic Solids (Toxic Solids);
- (n) Paint Thinner, Solvent, Paint & Related Products;
- (o) PCB Containing Materials (i.e. Light Ballasts);
- (p) Pesticides, Pesticide Containers;
- (q) Reactive Chemicals (To Air And Water); and
- (r) Smoke Detectors

RESIDENTIAL RECYCLING means all packaging and printed paper generated by RESIDENTIAL structures, single family and multifamily units included in *Schedule 5 of the Recycling Regulation of the ENVIRONMENTAL MANAGEMENT ACT as accepted by RecycleBC*, and sorted into the appropriate material types as indicated by posted notices or signs or directed by a SITE OFFICIAL and SITE OPERATOR (see RECYCLABLE).

RESIDENTIAL SOLID WASTE means any REFUSE generated by a single family or multifamily unit residential premise as a result of residential activities.

ROCKS means natural inorganic mineral matter of variable composition assembled by the action of heat or water. ROCKS 40 centimetres or less in any diameter see CONCRETE. ROCKS greater than 40 centimetres in any diameter see CONCRETE BULKY.

SCALED means to estimate or measure utilizing a standardized unit to establish the quantity, dimension, capacity or weight. SCALED by weight is established by measurement of WEIGHT GROSS minus WEIGHT TARE establishes WEIGHT NET. The TIPPING FEE is based upon the NET WEIGHT of the SOLID WASTE load type.

SERVICE AREA means the SERVICE AREA of the landfill SITE as defined by the SITE's applicable *Service Establishment Bylaw*.

SHARPS means anything that may cause a puncture wound that exposes an individual to blood or other potentially infectious material for example; needles, syringes, blades or laboratory glass (see PROHIBITED WASTE).

SITE means, where applicable, the Campbell Mountain Landfill (CML), the Okanagan Falls Landfill (OFL), the Keremeos Landfill (KL) or the Oliver Landfill (OL).

SITE OFFICIAL means an individual employed by the REGIONAL DISTRICT and designated by the MANAGER to conduct the business of the SITE.

SITE OPERATOR means a PERSON contracted by the REGIONAL DISTRICT to provide operation and maintenance services at the SITE, including but not limited to inspecting, sorting, hauling, compacting and covering SOLID WASTE.

SOIL CLEAN means not CONTAMINATED mineral soil materials free of ROCKS exceeding 30 cm. in any diameter that is suitable for OPERATIONALLY BENEFICIAL cover material and includes sod, humus, COMPOST and top soil, and does not include YARD WASTE.

SOIL CONTAMINATED means soil with organic and inorganic contaminants as identified in the *Contaminated Sites Regulation, British Columbia Reg. 375/96* under the *EMA* (see CONTROLLED WASTE, and see OPERATIONALLY BENEFICIAL). (Refer to RDOS Soil Relocation Application).

SOIL SMALL VOLUME CONTAMINATED means the total volume of soil does not exceed 5 cubic metres as exempted under *Part 8 - Contaminated Soil Relocation, Section 41 of the Contaminated Sites Regulation of the EMA* (see CONTROLLED WASTE, and see OPERATIONALLY BENEFICIAL).

SOLID WASTE means any material defined by this bylaw suitable for DISPOSAL at the SITE.

SOURCE SEPARATED means SOLID WASTE separated by a PERSON other than a SITE OFFICIAL or SITE OPERATOR and DISPOSED into a clearly distinguishable DESIGNATED LOCATION as directed by a SITE OFFICIAL, SITE OPERATOR or signage at the SITE.

SPECIFIED RISK MATERIAL WASTE means the skull, brain, trigeminal ganglia (nerves attached to brain), eyes, tonsils, spinal cord and dorsal root ganglia (nerves attached to the spinal cord) of cattle aged 30 months or older, the distal ileum (portion of the small intestine) of cattle of all ages, and cattle deadstock (see PROHIBITED WASTE).

TAR AND GRAVEL ROOFING means roofing consisting of layers of bitumen and felt paper that form the roof surface and may contain embedded gravel including Torch-on, SBS, membrane and TAR AND GRAVEL roofing products and other inextricably adhered roofing materials, and not to exceed 1 meter in any dimension. Loads must be free of contaminants such as, but not limited to, REFUSE, loose tar paper, roof ventilators and flashing materials (see RECYCLABLE, and see OPERATIONALLY BENEFICAL).

TIPPING FEE means the charge levied upon a given quantity of SOLID WASTE received at a SITE to offset the costs of opening, maintaining, closure and post-closure of the SITE. The TIPPING FEE can be charged per load, per tonne, or per unit depending on the source and type of the SOLID WASTE in accordance with the RDOS Fees and Charges Bylaw.

TIRE means the outer pneumatic rubber covering of wheels as per accepted under the *Tire Stewardship BC Program* including but not limited to tires from, Passenger, Small RV, Light and Medium Truck, Motorcycle, Turf, All Terrain Vehicle, Farm Equipment tires up to 16", and Forklift, Small Utility, RV Trailer, Bobcat/Skid Steer tires, and tires listed in *The Tire and Rim Association Inc. annual yearbook Section 5 Agricultural* such as but not limited to Medium Agricultural Tires 16.5"-25.5" identified with a sidewall marking with suffix letters R(Radial Ply) or HF (High Flotation), Logger/skidder and large Agricultural Drive and free rolling tires measuring 26" and up. TIRE does not include bicycle, wheelchair, aircraft, wheelbarrow, or three-wheeled motorized device tires, inner tubes and tracks (see RECYCLABLE).

TIRE WITH RIM means a TIRE that is mounted on a rim (see TIRE).

TIRE-OVERSIZE means assorted agricultural, industrial and OTR (Off The Road) TIRES that are not identified as a TIRE (see TIRE and see RECYCLABLE).

VEHICLE means, as per the *British Columbia Motor Vehicle Act*, a device in, on or by which a PERSON or thing is or may be transported or drawn on a highway (see PROHIBITED WASTE).

VISITOR means a PERSON who is present at the SITE for purposes other than to DISPOSE of SOLID WASTE.

WEIGHT GROSS means total weight of the VEHICLE and load.

WEIGHT NET means GROSS WEIGHT less TARE WEIGHT.

WEIGHT TARE means the weight of a VEHICLE or container after a load has been removed.

WOOD CLEAN means clean but not necessarily limited to, kiln dried dimensional lumber, wood pallets; which are a maximum of 2.4 metres (8 feet) in length (see RECYCLABLE). WOOD CLEAN must not be CONTAMINATED with any other material including but not limited to WOOD PRODUCT, WOOD-PRESERVED, ROCKS, METALS other than nails, screws or small hardware, stained or painted wood including LEAD-BASED PAINT, wire, fiberglass, asphalt roofing material, plastic and any other non-wood materials. WOOD CLEAN also does not include WOOD INDUSTRIAL or WOOD -CHIPPED OR GROUND.

WOOD-CHIPPED OR GROUND means kiln dried dimensional WOOD CLEAN and WOOD PRODUCT that is processed to less than 5cm (2 inches) in diameter and width and no longer than 15 cm. (6 inches) in length including but not limited to sawdust (see CONTROLLED WASTE).

WOOD INDUSTRIAL means large volumes WOOD CLEAN generated through industries, including but not limited to; sawmills, and pulp and paper industry (see CONTROLLED WASTE).

WOOD-PRESERVED means wood products which have been treated or coated with preservatives such as fire retardant, chromate copper arsenate (CCA), aromatic hydrocarbons (PAHs) and/or ammonium copper arsenate (ACA) to prevent rotting or wood containing LEAD-BASED PAINT or other paint containing HAZARDOUS substances and is no longer than 2.4 meters (8 feet) in length (see CONTROLLED WASTE).

WOOD PRODUCT means engineered, manufactured, composite or finished wood products containing 90% or greater wood fibre such as plywood, particle board, fibreboard, hardboard, oriented strand board, laminated lumber, veneered wood, or engineered wood products but not limited to panels, doors, window frames, furniture, engineered wood flooring, cabinetry and moldings. WOOD PRODUCT also includes painted, stained or glued wood. WOOD PRODUCT **does not included** arborite counter tops or vinyl or laminate flooring, wood with upholstery, or other materials attached such as glass, WOOD-PRESERVED or LEAD-BASED PAINT, or METAL other than nails, screws, and small hardware.

YARD WASTE means non-food vegetative material resulting from gardening, and landscaping including flower and vegetable plants free of soil and rocks with no fruit or vegetables attached, prunings, branches and tree trunks maximum of 2.4 metres (8 feet) in length, hedge, shrub and tree clippings, leaves, flowers, woody or herbaceous waste (see RECYCLABLE). YARD WASTE must not be CONTAMINATED and does not include FRUIT WASTE or YARD WASTE-TREE STUMP and is not CONTAMINATED with materials such as REFUSE, METAL, soil, ROCKS and plastic (see RECYCLABLE).

YARD WASTE-CHIPPED, GRASS, LEAVES means chipped YARD WASTE or chipped YARD WASTE-TREE STUMPS that is no greater than 4 cm. (1.5 inches) in diameter and no longer than 13 cm. (5 inches) in length. YARD WASTE-CHIPPED, GRASS, LEAVES also includes lawn clippings, coniferous needles and cones, and leaves that is not CONTAMINATED with materials such as REFUSE, METAL, soil, ROCKS and plastic (see RECYCLABLE).

YARD WASTE-TREE STUMP means part of a plant, tree, or shrub that remains attached to the roots after the trunk is cut, whereby the trunk is greater than 20 cm (8 inches) in diameter and the stump and trunk combined is not longer than 2.4 metres (8 feet) in length, and must be free of ROCKS, soil, METAL and other debris (see RECYCLABLE).

## **5.0 SITE Regulations**

### **5.1 Conditions of Use**

- 5.1.1 The REGIONAL DISTRICT accepts no responsibility or liability for damage or injury to any PERSON or property. Each PERSON entering a SITE does so solely at their own risk and, as a condition of entry to a SITE waives all claims against the REGIONAL DISTRICT and releases the REGIONAL DISTRICT from any and all liability and claims for all injury, death, loss, damage and expense of any kind that the PERSON or any other PERSON may suffer as a result of or in connection with the PERSON'S use of a SITE due to any cause whatsoever, including but not limited to negligence, breach of contract, breach of any statutory duty or duty of care on the part of any of the REGIONAL DISTRICT and also including the failure on the part of the REGIONAL DISTRICT to safeguard or protect any PERSON from the risks, dangers and hazards associated with the use of a SITE.
- 5.1.2 No PERSON shall;
- a) remain at the SITE for longer than is reasonably required to proceed directly on designated roads to the DESIGNATED LOCATION, SCALE, make payment and immediately leave the SITE;
  - b) enter the SITE or DISPOSE of any material at the SITE at any time other than the designated hours of operation, except by prior arrangement with the REGIONAL DISTRICT.
  - c) remove, alter, destroy or deface any sign or traffic control device placed or erected at the SITE.
  - d) DISPOSE of SOLID WASTE at the SITE without first having the SOLID WASTE inspected by the SITE OFFICIAL or SITE OPERATOR for the purpose of determining compliance with this Bylaw. All loads shall be SCALED to determine the applicable TIPPING FEE and DISPOSED in a manner or location as directed by the bylaw, signage and the written or verbal direction of the SITE OPERATOR or SITE OFFICIAL.
  - e) DISPOSE of any material at the SITE that does not originate from within the SERVICE AREA unless designated acceptable within the RDOS Fees and Charges Bylaw or the MANAGER approves otherwise. Failure to obtain MANAGER approval may result in refusal of entry to the SITE.
- 5.1.3 All SOLID WASTE generated within the SERVICE AREA shall be handled in a manner and location that is approved by the Ministry of Environment when such approval is required, and in compliance with this Bylaw.
- 5.1.4 No HAULER shall enter the SITE transporting a load of SOLID WASTE which requires assistance by the SITE OPERATOR or their equipment for DISPOSAL.
- 5.1.5 All material DISPOSED at the SITE shall become the property of the REGIONAL DISTRICT, except where such material is DISPOSED contrary to the provisions of this Bylaw. No PERSON shall salvage or remove anything from the SITE without the express written permission of the REGIONAL DISTRICT.

## **5.2 DISPOSAL Restrictions**

- 5.2.1 DISPOSAL of PROHIBITED WASTE at the SITE is not allowed unless the DISPOSAL of such waste is specifically authorized by both the REGIONAL DISTRICT and the applicable Provincial Ministry.
- 5.2.2 No PERSON shall cause the release to the atmosphere of an OZONE DEPLETING SUBSTANCE at the SITE.
- 5.2.3 DISPOSAL of CONTROLLED WASTE at the SITE;
- a) is not allowed unless the MANAGER determines that special handling and DISPOSAL techniques are not required, or where special handling and DISPOSAL techniques are required, the MANAGER has determined that the CONTROLLED WASTE can be DISPOSED of safely at the SITE;
  - b) must be declared or manifested as required by the REGIONAL DISTRICT and by the applicable Provincial Ministry;
  - c) sufficient notice is provided as required by the REGIONAL DISTRICT prior to DISPOSAL of CONTROLLED WASTE at the SITE.
- 5.2.4 SOIL CONTAMINATED will not be accepted for DISPOSAL without completion and authorization in accordance with the RDOS Soil Relocation Agreement. The MANAGER shall determine as to when and which SITE(S) the SOIL CONTAMINATED is to be directed.
- 5.2.5 The REGIONAL DISTRICT shall regulate DISPOSAL time, location, containment and notice required for delivery of SOLID WASTE to the SITE.
- 5.2.6 The REGIONAL DISTRICT retains the right to deny acceptance or to limit the volume and frequency of any SOLID WASTE delivered to the SITE due to safety, operational, CONTAMINATION or other considerations.
- 5.2.7 The MANAGER may designate SOLID WASTE materials delivered to the SITE as being OPERATIONALLY BENEFICIAL and may apply restrictions, specifications and TIPPING FEES accordingly.
- 5.2.8 The REGIONAL DISTRICT shall require the completion of any documents that may include, Manifests, Waivers, Applications and/or Declarations for VISITORS and for any SOLID WASTE, including but not limited to ASBESTOS CONTAINING MATERIAL, LEAD-BASED PAINT, ASSESSED DEMOLITION, AND RENOVATION MIXED LOAD, CONSTRUCTION MIXED LOAD, SOIL CLEAN, SOIL SMALL VOLUME CONTAMINATED, SOIL CONTAMINATED and ILLEGALLY DUMPED WASTE.

## **5.3 Secure Loads**

- 5.3.1 All Motor VEHICLES entering the SITE shall have their loads adequately covered and secured so as to prevent any materials from blowing, bouncing dropping, sifting, leaking, or otherwise escaping from the VEHICLE while in transit in accordance with the following criteria:

- (a) *meets Motor Vehicle Act Regulation 35.06 Covering of Aggregate Loads*, which requires that: “A person must not drive or operate a vehicle on a highway while the vehicle is carrying aggregate material if any of the material is likely, if not covered, to bounce, blow or drop from the vehicle in transit, unless;
  - (i) the material is covered in a way that prevents any of it from blowing, bouncing or dropping from the VEHICLE, and
  - (ii) the cover is securely and tightly fastened so that it is not, and cannot become, a hazard”.
- (b) an adequate cover is a tarpaulin, other overlay, or container that is used to confine the material to the VEHICLE; or all materials must be contained within intact secured closed garbage bags or containers. The cover and/or container must be securely and tightly fastened so that it is not, and cannot become, a hazard.
- (c) items such as, but not limited to, BULKY WASTE, appliances, YARD WASTE-TREE STUMPS, TIRES, shall be securely chained or strapped to or in the VEHICLE as required by section 4.3.1 (a & b).
- (d) loads shall be contained so as to prevent the spillage of liquids.

#### **5.4 Safety**

- 5.4.1 No VISITOR shall enter the SITE without checking in at the SITE office and completing the appropriate waiver.
- 5.4.2 No PERSON shall light or smoke any cigarette, cigar, pipe or any other substance, or ignite a fire, cause a fire to be ignited, within the boundaries of the SITE or DISPOSE at the SITE materials that are on fire, are smouldering or were recently on fire.
- 5.4.3 No PERSON shall fail to comply with the posted notices or signs at the SITE or the verbal instructions of the SITE OFFICIAL or SITE OPERATOR.
- 5.4.4 No PERSON shall act in a manner that is threatening, discourteous, disruptive, or wilfully negligent while on the SITE.
- 5.4.5 No PERSON shall allow children shorter than 42 inches (1.6 m.) or under the age of 10 years or pets to be outside a VEHICLE at the SITE.
- 5.4.6 No PERSON shall enter the SITE in a VEHICLE that is in violation of the British Columbia *Motor Vehicle Act Section 213 “1) On the prosecution of a PERSON charged with contravention of the regulations in operating or using on a highway a VEHICLE the weight of which or the weight of the load carried on which was in excess of the weight prescribed by the regulations, it is sufficient evidence for a credible witness to state on oath that, to the best of his or her judgment and opinion, the weight of the VEHICLE or of the load carried on it at the time of the alleged contravention was in excess of the weight so prescribed”*
- 5.4.7 No PERSON shall enter the SITE in a VEHICLE that is not equipped or mechanically sound with regards to climatic or roadway conditions.
- 5.4.8 No VEHICLE shall exceed the posted speed limit while on SITE.

- 5.4.9 No PERSON shall without authorization, drive a motor VEHICLE on any part of the SITE other than on roads or areas so designated by signage or the SITE OFFICIAL or SITE OPERATOR.
- 5.4.10 All VEHICLES DISPOSING SOLID WASTE shall maintain a safe lateral distance (equal to the maximum unloading vertical height extension) between adjacent VEHICLES and shall limit the linear spread of loads to no greater than its VEHICLE length from the designated unloading location.
- 5.4.11 No PERSON shall discharge any firearm at the SITE, except as permitted under any applicable enactment.
- 5.4.12 No PERSON shall climb upon waste stockpiles or climb into REFUSE BINS or rummage in areas designated for SOLID WASTE DISPOSAL.
- 5.4.13 No PERSON shall place NON-ASSESSED DEMOLITION AND RENOVATION MIXED LOAD in the DESIGNATED LOCATION reserved for ASSESSED materials.
- 5.4.14 No PERSON shall approach, harass, feed or attempt to lure wildlife encountered on the SITE
- 5.4.15 No PERSON while conducting SITE business shall utilize a communication or entertainment device which includes but is not limited to mobile phones, smart phones, hands-free devices, speaker phones, pagers, text messaging, lap top, ear pieces, head phones, or two way radios, or other activities that allow for distracted driving or the inability to hear instructions.
- 5.4.16 No PERSON shall enter the SITE on foot, all PERSONS entering the SITE must be in a motor propelled VEHICLE equipped with a cab, PERSONS while on SITE must remain within a 45 metre (150') proximity of their VEHICLE.

## **6.0 Fees and Charges**

- 6.1 Every PERSON delivering SOLID WASTE to the SITE shall pay the applicable TIPPING FEE set out in accordance with RDOS Fees and Charges Bylaw as amended from time to time.
- 6.2 Any TIPPING FEE assessed pursuant to this Bylaw must be paid to the SITE OFFICIAL prior to leaving the SITE. The TIPPING FEE shall be paid in cash, be placed on a REGIONAL DISTRICT pre-approved account or be paid by credit or debit card where such payment options are available at the SITE.
- 6.3 In the event the weigh scale is not operational, the SITE OFFICIAL shall estimate the weight of each VEHICLE and a TIPPING FEE shall be charged as outlined in the RDOS Fees and Charges Bylaw.

## **7.0 Violations and Penalties**

- 7.1 No PERSON shall do any act or suffer or permit any act or thing to be done in contravention of this Bylaw.
- 7.2 Every PERSON who violates any provision of this Bylaw, or who permits any act or thing to be done in violation of this Bylaw, or who fails to do any act or

requirement of this Bylaw, shall be deemed to have committed an offence against this Bylaw and:

- a) shall be liable, upon summary conviction, to a fine of not less than \$100.00 and not more than \$2,000.00 for a first offence, and to a fine of not less than \$200.00 and not more than \$2,000.00 for each subsequent offence;
- b) shall pay the applicable TIPPING FEE as set out in the RDOS Fees and Charges Bylaw as amended from time to time, in cases where the violation involves the contravention of a prohibition or regulation pertaining to the deposit of material at the SITE;
- c) shall pay the penalties, that may be issued, as provided under the provisions of the *British Columbia Offence Act*, or to the penalties provided under the provisions of the *British Columbia Local Government Bylaw Notice Enforcement Act* and;
- d) may be prohibited, by written notice, from DISPOSING SOLID WASTE at the SITE for such period as the REGIONAL DISTRICT may determine.

7.3 Notwithstanding any other provision of this Bylaw, any PERSON who:

- a) contravenes this Bylaw and/or fails to comply with rules or directions of a SITE OFFICIAL or SITE OPERATOR may be prohibited entry into any REGIONAL DISTRICT SITE for a specified period of time as determined by the MANAGER;
- b) contravenes this Bylaw and is deemed to be abusive or threatening may be ordered to immediately leave the SITE by a SITE OFFICIAL. Any Person deemed to be abusive or threatening may be prohibited entry into any REGIONAL DISTRICT SITE for a specified period of time as determined by the MANAGER;
- c) contravenes this Bylaw and fails to pay the TIPPING FEES as set out in the RDOS Fees and Charges Bylaw may be refused entry into any REGIONAL DISTRICT SITE until all TIPPING FEES and charges are paid.

7.4 Each offence committed against this Bylaw shall be deemed a separate and distinct offence and subject to a separate penalty.

7.5 Any penalty imposed pursuant to this Bylaw shall be in addition to, and not in substitution for, any other penalty or remedy imposed pursuant to any other applicable statute, law or legislation.

## **8.0 Dispute Mechanism Notice**

8.1 Once a VEHICLE is SCALED a SITE OFFICIAL shall issue an invoice indicating the waste type and corresponding TIPPING FEE assessed including penalties. Upon payment all TIPPING FEES assessed or decisions made under this Bylaw can be appealed to the MANAGER.

8.2 Appeals must be submitted to the MANAGER within 60 days of the transaction.

8.3 All decisions rendered will be on a case by case basis, resolutions shall be based upon such factors as precedent, severity and frequency.

8.4 Loads DISPOSED outside of Public Hours of Operation can not be appealed.

**9.0 Severance**

If a section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of a Court of Competent Jurisdiction, the invalid portion shall be severed and such decision shall not affect the validity of the remaining portions of this Bylaw.

**10.0 No Limitation**

Nothing in this Bylaw shall limit the REGIONAL DISTRICT from utilizing any other remedy that would otherwise be available to the REGIONAL DISTRICT at law.

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

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

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

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

## 2021 Summary of Changes to the existing Waste Management Regulatory Bylaw

- Highlighted in yellow is the wording added for further clarification and to reflect more accurately the material
- Text that is in red is the existing bylaw wording to delete creating a more accurate definition.

1.1 Bylaw title change from **Waste Management Service Reg. Bylaw** to **RDOS Administered Landfills Regulatory Bylaw**.

This Bylaw may be cited as the "**RDOS Administered Landfills Waste Management Service Regulatory Bylaw No. 2925, 2021 2796, 2018**".

2.1 "Waste Management Service Regulatory Bylaw No. **2796, 2018 2535, 2014**" and all amendments thereto are hereby repealed.

AGRICULTURAL ORGANIC MATERIAL means suitably prepared and separated plant derived crop materials originating from agricultural operations, excluding **FRUIT WASTE, FOOD PROCESSING WASTE, FRUIT/GRAIN BY-PRODUCTS** and **FOOD WASTE**, that is not **CONTAMINATED**, and has been suitably prepared for **DISPOSAL** in a manner acceptable to the **MANAGER**, including but not limited to orchards, nurseries, vineyards and silviculture operations **and does not include METAL, WOOD PRESERVED, ROCKS, soil, plastics and non-agricultural organic material** (see **CONTROLLED WASTE**).

ASPHALT means **a sticky, black and highly viscous liquid or semi-solid** petroleum based material used primarily in roads (see **RECYCLABLE**).

CONCRETE means a construction material that consists of cement, aggregate (generally gravel and sand) and water. **CONCRETE** must not contain **ASBESTOS**, large amounts of metal protruding (greater than 15 cm) nor measure greater than 1 m. in any dimension. **CONCRETE** also includes **ASPHALT, CERAMICS, bricks, plaster & stucco without wire, cement board,** **MASONRY** and **ROCKS** not greater than 40 cm **in diameter** **any dimension** (see **RECYCLABLE**).

CONCRETE BULKY means **CONCRETE** measuring greater than 1 m. in any dimension and/or where large amounts of metal are protruding greater than 15 cm, and including **ROCKS** greater than 40 cm **in diameter** **any dimension** (see **CONTROLLED WASTE**).

CONSTRUCTION NEW MIXED LOAD means **MIXED LOAD SOLID WASTE** produced through new construction, where no existing structures have been altered, and that contains two or more **RECYCLABLE new** building materials including but not limited to **ASPHALT SHINGLES, WOOD CLEAN, RECYCLABLE TAR AND GRAVEL ROOFING, and GYPSUM BOARD-NEW,** and must not contain **DEMOLITION AND RENOVATION MIXED LOAD materials, packaging, FOOD WASTE, any other type of CONTROLLED WASTE or PROHIBITED WASTE.** The **HAULER** must provide appropriate documentation in a manner acceptable to the **MANAGER** (see **CONTROLLED WASTE**). All **CONSTRUCTION NEW MIXED LOAD** arriving at the **SITE** without appropriate documentation shall be determined to be **DEMOLITION AND RENOVATION MIXED LOAD NON-ASSESSED**.

CONSTRUCTION – REFUSE means non-RECYCALBE SOLID WASTE building materials such as insulation, carpet, vinyl and non-RECYCLABLE **commercial** packaging materials such as plastic wrap, and Styrofoam.

CONTAMINATED means the presence in a material of a minor and unwanted constituent which renders the material impure or inferior **for reuse or recycling** as defined by the MANAGER.

DEMOLITION AND RENOVATION MIXED LOAD means MIXED LOAD SOLID WASTE produced through the demolishment of a structure or the act of alteration through addition, remodeling, refurbishing or restoring of buildings, structures, or other types of real property that contains two or more RECYCLABLE Building Materials; including but not limited to ASPHALT SHINGLES, WOOD **CLEAN**, RECYCLABLE TAR AND GRAVEL ROOFING, and GYPSUM **BOARD ASSESSED** and GYPSUM **BOARD NEW**, but must not contain **packaging, FOOD WASTE, any type of CONTROLLED WASTE OR PROHIBITED WASTE** (see DEMOLITION AND RENOVATION MIXED LOAD ASSESSED and see CONTROLLED WASTE).

DEMOLITION AND RENOVATION MIXED LOAD ASSESSED means a DEMOLITION AND RENOVATION MIXED LOAD that has been ASSESSED as required by the REGIONAL DISTRICT. Verification of the abatement of all identified HAZARDOUS materials is required. This assessment and verification has been provided in a manner acceptable to the MANAGER (see CONTROLLED WASTE). **A DEMOLITION AND RENOVATION MIXED LOAD arriving at a SITE must not contain packaging, FOOD WASTE, any other type of CONTROLLED WASTE or PROHIBITED WASTE** and if arriving at the SITE without appropriate assessment documentation will be determined a DEMOLITION AND RENOVATION MIXED LOAD NON-ASSESSED.

GLASS CONTAINERS means all clear and coloured **bottles and jars** **containers** made of glass **as defined as a PRODUCT STEWARDSHIP MATERIAL** and does not include window glass, laminated glass, safety or tempered glass, mirrored glass, automotive glass, fiberglass, Plexiglas, light bulbs, fluorescent tubes, kitchenware, ceramics or other types of containers, or any container that contained HAZARDOUS WASTE, or ASBESTOS CONTAINING MATERIAL and does not contain any liquid or solids (see RECYCLABLE).

GYPSUM BOARD-NEW also known as wallboard, drywall and plasterboard is a panel made of gypsum plaster pressed between two thick sheets of paper, and consists of non-CONTAMINATED off-cuts and scraps of gypsum **obtained solely from new construction and does not include GYPSUM BOARD ASSESSED, GYPSUM BOARD NON-RECYCLABLE**, gypsum board materials from an existing **structure**, is not an ASBESTOS CONTAINING MATERIAL, and does not contain LEAD-BASED PAINT (see RECYCLABLE).

GYPSUM BOARD-ASSESSED also known as wallboard, drywall and plasterboard is a panel made of gypsum plaster pressed between two thick sheets of paper, and consists of non-CONTAMINATED gypsum removed from an existing structure and has been ASSESSED to prove it is not an ASBESTOS CONTAINING MATERIAL and does not contain LEAD-BASED PAINT (see RECYCLABLE).

GYPSUM BOARD-NON-RECYCLABLE means gypsum board removed from existing structures **that has not been ASSESSED** and is not RECYCLABLE (see CONTROLLED WASTE).

LOCAL GOVERNMENT IMPROVEMENTS refers to the structures, systems, lands and facilities owned or operated by an Indian Band, Municipality or Regional-Government within the SITE SERVICE AREA and suitably prepared as determined by the MANAGER, such as but not limited to, roads, bridges, tunnels, water supply, sewers, electrical grids, and telecommunications.

METAL means RECYCLABLE ferrous and non-ferrous metallic materials, containing more than 90% metal by volume, and under 2.4 meters (8 feet) in any dimension, including but not limited to, sheet metal, siding, roofing, rebar, flashings, pipes, window frames, doors, furnaces, duct work, wire, cable, fencing, metal furniture, bicycles, tire rims and metal appliances. METAL also includes REFRIDGERATION UNITS evacuated of ODS by a certified technician, suitably prepared METAL DRUMS AND TANKS, barbeques, wood heating units, motorized equipment and VEHICLE parts, that do not contain fluids, filters, batteries, coal, bricks and rubber tires. METAL items must not contain mercury switches, batteries, PCB ballasts, or other HAZARDOUS WASTE. METAL does not include BULKY WASTE, PRESSURIZED TANKS, ODS containing REFRIDGERATION UNITS or VEHICLES.

NON-SERVICE AREA means materials generated outside the SERVICE AREA of a landfill SITE.

RESIDENTIAL PLASTIC FILM means SOURCE SEPARATED residentially generated stretchy plastic film, as indicated by posted notices or signs or directed by a SITE OFFICIAL and SITE OPERATOR, which commonly includes grocery bags and overwrap for paper towels.

**Deleted as falls under RESIDENTIAL RECYCLING**

RESIDENTIAL RECYCLING means all packaging and printed paper generated by RESIDENTIAL structures, single family and multifamily units included in Schedule 5 of the Recycling Regulation of the ENVIRONMENTAL MANAGEMENT ACT as accepted by RecycleBC, and sorted into the appropriate material types as indicated by posted notices or signs or directed by a SITE OFFICIAL and SITE OPERATOR (see RECYCLABLE).

ROCKS means natural inorganic mineral matter of variable composition assembled by the action of heat or water. ROCKS 40 centimetres or less in diameter any dimension see CONCRETE. ROCKS greater than 40 centimetres in diameter any dimension see CONCRETE BULKY.

SERVICE AREA means the SERVICE AREA of the landfill SITE as defined by the SITE's applicable Service Establishment Bylaw.

SITE OPERATOR means a PERSON contracted by the REGIONAL DISTRICT to provide operation and maintenance services at the SITE, including but not limited to inspecting, sorting, hauling, compacting and covering SOLID WASTE.

SOIL CLEAN means not CONTAMINATED mineral soil materials free of ROCKS exceeding 30 cm. in any diameter dimension that is suitable for OPERATIONALLY BENEFICIAL cover material and includes sod, humus, COMPOST and top soil, and does not include YARD WASTE.

TAR AND GRAVEL ROOFING means roofing consisting of layers of bitumen and felt paper that form the roof surface and may contain embedded gravel including Torch-on, SBS, membrane and TAR AND GRAVEL roofing products and other inextricably adhered roofing materials, and not to exceed 1 meter in any dimension. Loads must be free of contaminants such as, but not limited to, REFUSE, loose tar paper, roof ventilators and flashing materials (see RECYCLABLE, and see OPERATIONALLY BENEFICAL).

*Existing Definition:* TIRE means the outer pneumatic rubber covering of wheels including but not limited to PLT (Passenger Light Truck), MT (Motor Truck) and OTR TIRES which are included within *Schedule 4 of the Recycling Regulation of the EMA*. (See RECYCLABLE).

*Replaced existing definition TIRE with:*

TIRE means the outer pneumatic rubber covering of wheels as per accepted under the *Tire Stewardship BC Program* including but not limited to tires from, Passenger, Small RV, Light and Medium Truck, Motorcycle, Turf, All Terrain Vehicle, Farm Equipment tires up to 16", and Forklift, Small Utility, RV Trailer, Bobcat/Skid Steer tires, and tires listed in *The Tire and Rim Association Inc. annual yearbook Section 5 Agricultural* such as but not limited to Medium Agricultural Tires 16.5"-25.5" identified with a sidewall marking with suffix letters R(Radial Ply) or HF (High Flotation), Logger/skidder and large Agricultural Drive and free rolling tires measuring 26" and up. TIRE does not include bicycle, wheelchair, aircraft, wheelbarrow, or three-wheeled motorized device tires, inner tubes and tracks (see RECYCLABLE).

*Existing Definition:* TIRE WITH RIMS means the outer pneumatic rubber covering of wheels with a rim including but not limited to PLT (Passenger Light Truck), MT (Motor Truck) and OTR (Off The Road) TIRES which are included within *Schedule 4 of the Recycling Regulation of the EMA*. (See RECYCLABLE), and does n. Not include bicycle tires. with rims.

*Replaced existing definition TIRE WITH RIMS with:*

TIRE WITH RIM means a TIRE that is mounted on a rim (see TIRE).

TIRE-OVERSIZE means assorted agricultural, industrial and OTR (Off The Road) TIRES that are not identified as a TIRE excluded from *Schedule 4 of the Recycling Regulation of the EMA*. (see TIRE and see RECYCLABLE).

VEHICLE means, as per the *British Columbia Motor Vehicle Act*, a device in, on or by which a PERSON or thing is or may be transported or drawn on a highway (see (PROHIBITED WASTE)). but does not include a device designed to be moved by human power, a device used exclusively on stationary rails or tracks, mobile equipment or a motor assisted cycle, such as a golf cart, or riding lawnmower.<sup>1</sup>

WOOD-PRESERVED means wood products which have been treated or coated with preservatives such as fire retardant, chromated copper arsenate (CCA), aromatic hydrocarbons (PAHs) and/or ammonium copper arsenate (ACA) to prevent rotting or wood containing LEAD-BASED PAINT or other paint containing HAZARDOUS substances and is no longer than 2.4 meters (8 feet) in length (see CONTROLLED WASTE).

*Existing Definition:* **WOOD PRODUCT CONTAMINATED** means engineered, manufactured or finished wood products containing 95% or greater wood fibre including but not limited to; painted wood, composite wood, glued and laminated wood and veneered wood products such as: particle and fibre board, panels, doors, window frames, furniture, flooring, cabinetry and molding's; but does not include WOOD-PRESERVED or LEAD-BASED PAINT.

*Replaced with:*

**WOOD PRODUCT** means engineered, manufactured, composite or finished wood products containing 90% or greater wood fibre such as plywood, particle board, fibreboard, hardboard, oriented strand board, laminated lumber, veneered wood, or engineered wood products but not limited to panels, doors, window frames, furniture, engineered wood flooring, cabinetry and moldings. **WOOD PRODUCT** also includes painted, stained or glued wood. **WOOD PRODUCT does not included** arborite counter tops or vinyl or laminate flooring, wood with upholstery, or other materials attached such as glass, WOOD-PRESERVED or LEAD-BASED PAINT, or METAL other than nails, screws, and small hardware.

**WOOD CLEAN WASTE** means clean, **organic material including**, but not necessarily limited to, kiln dried dimensional lumber, wood pallets; which are a maximum of 2.4 metres (8 feet) in length **and may contain metallic nails or screws** (see RECYCLABLE). **WOOD CLEAN** must not be CONTAMINATED with any other material including but not limited to **WOOD PRODUCT, WOOD-PRESERVED, ROCKS, METALS** other than nails, screws **or small hardware, stained or painted wood** including LEAD-BASED PAINT, wire, fiberglass, asphalt roofing material, plastic and any other non-wood materials. **WOOD CLEAN** does not include **WOOD INDUSTRIAL** or **WOOD WASTE-SMALL DIMENSION CHIPPED OR GROUND**.

**WOOD WASTE SMALL DIMENSION-CHIPPED OR GROUND** means kiln dried dimensional **WOOD WASTE** and **WOOD PRODUCT CONTAMINATED** that is processed to less than 5cm (2 inches) in diameter and width and no longer than 15 cm. (6 inches) in length including but not limited to sawdust (see CONTROLLED WASTE).

*Existing Definition:* **YARD AND GARDEN WASTE** means non-food vegetative matter free of **CONTAMINANTS** including prunings, branches and tree trunks maximum of 2.4 metres (8 feet) in length, hedge, shrub and tree clippings, flowers, vegetable stalks, woody or herbaceous waste (see RECYCLABLE). **YARD AND GARDEN WASTE** does not include **FRUIT WASTE, vegetable waste, YARD WASTE SMALL DIMENSION, or WOOD WASTE-TREE STUMP.**<sup>2</sup>

*Replaced with:*

**YARD WASTE** means non-food vegetative material resulting from gardening, and landscaping including flower and vegetable plants free of soil and rocks with no fruit or vegetables attached, prunings, branches and tree trunks maximum of 2.4 metres (8 feet) in length, hedge, shrub and tree clippings, leaves, flowers, woody or herbaceous waste (see RECYCLABLE). **YARD WASTE** must not be **CONTAMINATED** and does not include **FRUIT WASTE** or **YARD WASTE-TREE STUMP** and is not **CONTAMINATED** with materials such as **REFUSE, METAL, soil, ROCKS** and plastic (see RECYCLABLE).

YARD WASTE SMALL DIMENSION -CHIPPED, GRASS, LEAVES means chipped YARD WASTE or chipped YARD WASTE-TREE STUMPS that is no greater than 4 cm. (1.5 inches) in diameter and no longer than 13 cm. (5 inches) in length. YARD WASTE – CHIPPED, GRASS, LEAVES also includes lawn clippings, coniferous needles and cones, and leaves that is not CONTAMINATED with materials such as REFUSE, METAL, soil, ROCKS and plastic (see RECYCLABLE).

WOOD YARD WASTE-TREE STUMP means non-agricultural part of a plant, tree, or shrub that remains attached to the roots after the trunk is cut, whereby the trunk is greater than 20 cm (8 inches) in diameter and the stump and trunk combined is not longer than 2.4 metres (8 feet) in length, and must be free of ROCKS, soil, METAL and other debris (see RECYCLABLE).

**Wording added for Clarity**

5.2.7 The MANAGER may designate SOLID WASTE materials delivered to the SITE as being OPERATIONALLY BENEFICIAL and may apply restrictions, specifications and TIPPING FEES accordingly.

5.4.10 All VEHICLES DISPOSING SOLID WASTE shall maintain a safe lateral distance (equal to the maximum unloading vertical height extension) between adjacent away from other VEHICLES and shall limit the linear spread of loads to no greater than its VEHICLE length from the designated unloading location.

**Below are the definition titles that were changed to group like materials alphabetically:**

ASSESSED DEMOLITION AND RENOVATION MIXED LOAD to DEMOLITION AND RENOVATION MIXED LOAD ASSESSED

NON ASSESSED DEMOLITION AND RENOVATION MIXED LOAD to DEMOLITION AND RENOVATION MIXED LOAD NON ASSESSED

WOOD PRODUCT CONTAMINATED to WOOD PRODUCT

WOOD WASTE to WOOD CLEAN

WOOD WASTE SMALL DIMENSION to WOOD-CHIPPED OR GROUND

WOOD WASTE INDUSTRIAL to WOOD INDUSTRIAL

WOOD WASTE TREE STUMP to YARD WASTE-TREE STUMP

YARD AND GARDEN WASTE to YARD WASTE

YARD WASTE SMALL DIMENSION to YARD WASTE-CHIPPED, GRASS, LEAVES

**The order of list alphabetically has changed– due to some title changes**

CONTROLLED WASTE means waste that is approved for DISPOSAL at the SITE but which, because of its inherent nature and quantity, may require special handling and DISPOSAL techniques to avoid creating health hazards, nuisances, or environmental pollution, including, but not limited to:

- (a) AGRICULTURAL ORGANIC MATERIAL;
- (b) AGRICULTURAL PLASTIC;
- (c) ASBESTOS CONTAINING MATERIAL
- (d) BULKY WASTE;
- (e) BURNED MATERIAL;
- (f) BURNED MATERIAL -ASBESTOS CONTAINING
- (g) CARCASSES;
- (h) CLINICAL/LABORATORY STERILIZED WASTE;
- (i) CONCRETE BULKY;
- (j) Condemned foods;
- (k) CONSTRUCTION NEW MIXED LOAD;
- (l) DEMOLITION AND RENOVATION MIXED LOAD;
- (m) DEMOLITION AND RENOVATION MIXED LOAD ASSESSED;
- (n) DEMOLITION AND RENOVATION MIXED LOAD NON-ASSESSED;
- (o) Foundry Dust;
- (p) GYPSUM BOARD NON-RECYCLABLE;
- (q) HAZARDOUS WASTE those specifically approved for disposal to authorized landfills, as defined in the *Hazardous Waste Regulation* under the *EMA*;
- (r) ILLEGALLY DUMPED WASTE
- (s) INFESTED VEGETATION;
- (t) INVASIVE PLANTS;
- (u) LEAD-BASED PAINT coated materials;
- (v) METAL DRUMS AND TANKS;
- (w) REFRIGERATION UNIT containing ODS;
- (x) RESIDENTIAL HOUSEHOLD HAZARDOUS WASTE;
- (y) Sludge and screenings from municipal sewage treatment plants;
- (z) SOIL CONTAMINATED, and SOIL SMALL VOLUME CONTAMINATED;
- (aa) WOOD-PRESERVED; and
- (bb) WOOD-CHIPPED OR GROUND.

**The order of list alphabetically has changed– due to some title changes**

RECYCLABLE means all SOURCE SEPARATED materials that are suitably prepared and not CONTAMINATED as determined by the MANAGER, including but not limited to:

- (a) ASPHALT;
- (b) ASPHALT SHINGLES;
- (c) Ballasts not containing PCBs;
- (d) Baseboards with thermostat switches removed & switches disposed to HHW;
- (e) BATTERIES-LEAD-ACID, BATTERIES-HOUSEHOLD;
- (f) CERAMIC FIXTURES and Ceramic Tile;
- (g) CONCRETE;
- (h) CORRUGATED CARDBOARD - RESIDENTIAL;
- (i) CORRUGATED CARDBOARD - ICI;
- (j) ELECTRONIC and ELECTRICAL PRODUCTS (E-WASTE);
- (k) FRUIT WASTE;
- (l) FRUIT/GRAIN BY-PRODUCTS;

- (m) GLASS CONTAINERS;
- (n) GYPSUM BOARD-NEW;
- (o) GYPSUM BOARD-ASSESSED;
- (p) MASONARY;
- (q) Mattress, Box spring;
- (r) METAL;
- (s) PRESSURIZED TANK;
- (t) PRODUCT STEWARDSHIP MATERIAL;
- (u) REFRIGERATION UNIT with ODS removed;
- (v) RESIDENTIAL RECYCLING;
- (w) ROCKS (not greater than 40 centimetres in any direction);
- (x) TAR AND GRAVEL ROOFING;
- (y) TIRE and TIRE – OVERSIZE;
- (z) WOOD CLEAN;
- (aa) WOOD INDUSTRIAL;
- (bb) YARD WASTE;
- (cc) YARD WASTE-CHIPPED, GRASS, LEAVES; and
- (dd) YARD WASTE-TREE STUMP

~~Bylaw No. 2796, 2018~~

~~Regional District of Okanagan-Similkameen  
Waste Management Service Regulatory Bylaw~~

~~Consolidated for convenience purposes.  
Includes all amendments to the text up to:  
March 19, 2020~~

~~Summary of Amendments~~

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<del>Bylaw No.</del>	<del>Adopted</del>	<del>Amendment</del>	<del>Purpose</del>
<del>2796-01</del>	<del>March 19, 2020</del>	<del>Amend Sections 4 and 5</del>	<del>To ensure consistency with the Fees and Charges bylaw</del>

## REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

### BYLAW NO. ~~2925796~~, 202148

A bylaw to establish regulations for ~~SOLID WASTE~~waste disposal at ~~RDOS Administered Landfills: the~~ Campbell Mountain, Okanagan Falls, Oliver and Keremeos Landfills.

**WHEREAS** the Regional District operates the "Campbell Mountain Landfill" (CML) located on District Lot 368, SDYD, the "Okanagan Falls Landfill" (OFL) located on a portion of District Lot 2710, SDYD, the "Keremeos Landfill" (KL) located on a portion of District Lot 2821, SDYD; and the "Oliver Landfill" (OL) located on a portion of District Lot 2450s, SDYD.

**AND WHEREAS** under the *Local Government Act*, the Regional Board may, by bylaw, require persons to use a waste disposal or recycling service and require owners or occupiers of real property to remove trade waste, garbage, rubbish and other matter from their property and take it to a specified place; may operate any service that the board considers necessary or desirable for all or part of the Regional District; may, by bylaw, regulate and prohibit the use of Regional District works and facilities; may, by bylaw, impose a fee or charge payable in respect of a service of the Regional District; and may base the fee or charge on any factor specified in the bylaw;

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

#### 1.0 Citation

1.1 This Bylaw may be cited as the "~~RDOS Administered Landfills~~**Waste Management Service Regulatory Bylaw No. 2925796, 202148**".

#### 2.0 Repeal

2.1 "Waste Management Service Regulatory Bylaw No. ~~2796535~~, 20184" and all amendments thereto are hereby repealed.

#### 3.0 Interpretation

3.1 Words or phrases defined in the *British Columbia Interpretation Act*, *Community Charter*, or *Local Government Act* or any successor legislation shall have the same meaning when used in this Bylaw, unless otherwise defined in this Bylaw. Unless otherwise stated, and notwithstanding the case used (upper case or lower case), when words or phrases that are defined in Section 4 of this Bylaw are used in the body or schedules of this Bylaw, they have the meaning ascribed to them as set out in Section 4.

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

3.3 Any act or enactment referred to herein is a reference to an enactment of the

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

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

#### 4.0 **Definitions**

- 4.1 In this Bylaw:

ACTIVE FACE means the area of the SITE where the placing, spreading, compacting and covering of REFUSE is currently taking place.

AGRICULTURAL ORGANIC MATERIAL means suitably prepared and separated plant derived crop materials originating from agricultural operations, excluding FRUIT WASTE, FOOD PROCESSING WASTE, FRUIT/GRAIN BY-PRODUCTS and FOOD WASTE, that is not CONTAMINATED, and has been suitably prepared for DISPOSAL in a manner acceptable to the MANAGER, including but not limited to orchards, nurseries, vineyards and silviculture operations and does not include METAL, WOOD PRESERVED, ROCKS, soil, plastics and non-agricultural organic material (see CONTROLLED WASTE).

AGRICULTURAL PLASTIC means plastic used in agricultural applications that are not CONTAMINATED, and have been suitably contained and prepared for DISPOSAL in a manner acceptable to the MANAGER, including but not limited to, ground crop plastic, silage bags, fertilizer bags, baler twine, and greenhouse plastic including containers and structural film (see CONTROLLED WASTE).

ASBESTOS CONTAINING MATERIAL (ACM) means a material as defined in the *OCCUPATIONAL HEALTH AND SAFETY REGULATION*, *ENVIRONMENTAL MANAGEMENT ACT*, and *HAZARDOUS WASTE REGULATION*, and suitably contained for disposal as per the Regulation, RDOS Bylaws and RDOS Guidelines (see CONTROLLED WASTE).<sup>†</sup>

ASPHALT means a sticky, black and highly viscous liquid or semi-solid form of solid petroleum based material used primarily in roads (see RECYCLABLE).

ASPHALT SHINGLES are a waterproof roof covering consisting of ASPHALT SHINGLES and ASPHALT Roll Roofing and must not be CONTAMINATED with, including, but not limited to; Tar Paper, TAR AND GRAVEL ROOFING, Torch-on or SBS roofing products, organic material and large metal and flashing materials (see RECYCLABLE).

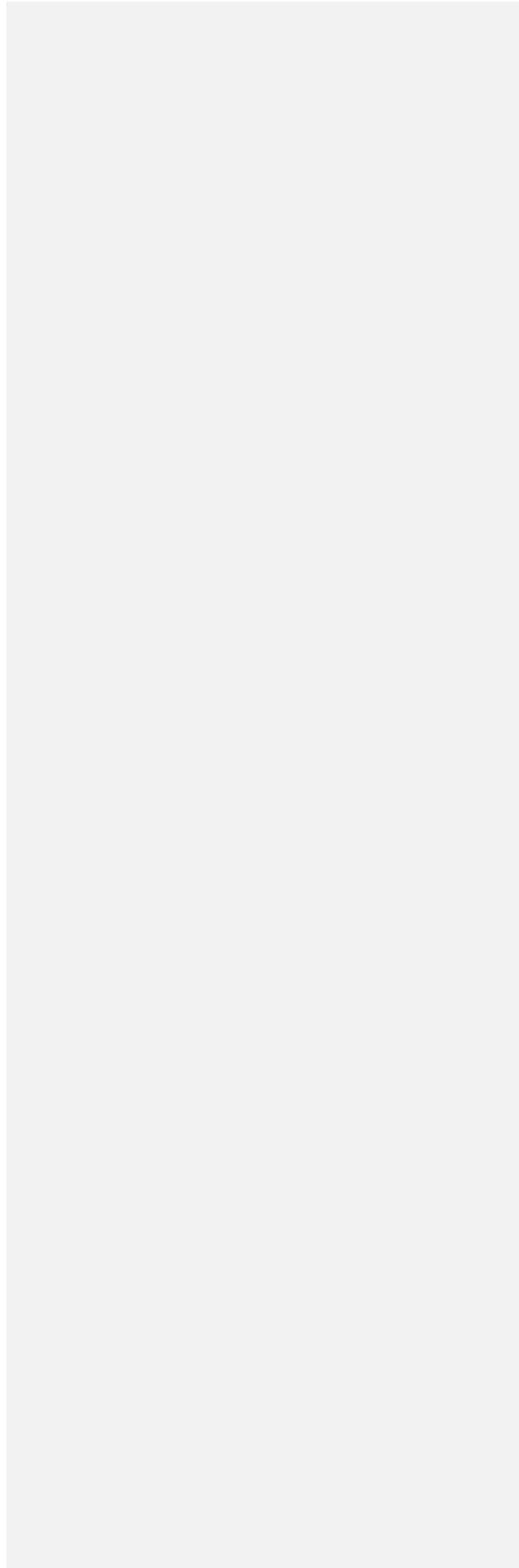
ASSESSED means to evaluate and determine the quality, extent, significance of a SOLID WASTE, which is verified by the required documentation provided by the HAULER, in a manner determined by the MANAGER.

<sup>†</sup>~~Bylaw No. 2796.01, 2020~~

**Commented [CB1]:** Cannot be liquid or semi-solid as would be Prohibited

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~~ASSESSED DEMOLITION AND RENOVATION MIXED LOAD means a DEMOLITION AND RENOVATION MIXED LOAD that has been ASSESSED as required by the REGIONAL DISTRICT. Verification of the abatement of all identified HAZARDOUS materials is required. This assessment and verification has been provided in a manner acceptable to the MANAGER (see CONTROLLED WASTE). A DEMOLITION AND RENOVATION MIXED LOAD arriving at a SITE without appropriate assessment documentation will be determined a NON-ASSESSED DEMOLITION AND RENOVATION MIXED LOAD.~~

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BATTERIES - LEAD-ACID means a product that falls under the 'Lead-acid Battery' product category in the *Recycling Regulation* B.C. Reg. 449/2004 including, but not limited to: Lead-acid batteries for automobiles, motorcycles, recreation vehicles, marine vehicles and locomotives (see RECYCLABLE).

BATTERIES – HOUSEHOLD means batteries that fall under the 'Electronic and Electrical' product category in the *Recycling Regulation* B.C. Reg. 449/2004 including, but not limited to: Nickel Cadmium (NiCad), Lithium Ion (Li-Ion), Nickel Metal Hydride (Ni-MH), Small-Sealed Lead (Pb), or non-chargeable and rechargeable batteries weighing no more than 5 kilograms (11 pounds) each (see RECYCLABLE).

BIOMEDICAL WASTE means waste that is defined as such in the *Hazardous Waste Reg.* B.C. 63/88 and in the document "*Guidelines for the Management of Biomedical Waste in Canada*" (CCME, February 1992) (see PROHIBITED WASTE).

BULKY WASTE means waste articles that are too large by reason of their bulk or shape to manage using regular DISPOSAL methods as determined by the MANAGER, including but not limited to those items with materials greater than 2.4 metres (8 feet) in length (see CONTROLLED WASTE).

BURNED MATERIAL means materials damaged by fire, heat, electricity or a caustic agent that have been allowed to entirely cool for no less than a two-week period, and in a manner acceptable to the MANAGER, as per RDOS Guidelines (see CONTROLLED WASTE). BURNED MATERIALS that are hot or smoldering or not entirely cooled for more than a two week period is a PROHIBITED WASTE.<sup>2</sup>

BURNED MATERIAL—ASBESTOS CONTAINING means BURNED MATERIAL that has been designated as ASBESTOS CONTAINING MATERIAL and DISPOSED as per the *OCCUPATIONAL HEALTH AND SAFETY REGULATION, ENVIRONMENTAL MANAGEMENT ACT, HAZARDOUS WASTE REGULATION, RDOS Bylaws and RDOS Guidelines.*(see BURNED MATERIAL, ASBESTOS CONTAINING MATERIAL, and CONTROLLED WASTE).<sup>2</sup>

CARCASSES means dead animals, or portions thereof, that are not a PROHIBITED WASTE and in a manner acceptable to the MANAGER (see CONTROLLED WASTE and SPECIFIED RISK MATERIAL WASTE).<sup>2</sup>

CERAMIC FIXTURES means toilets, sinks, bathtubs, other fixtures or other products such as tile made of ceramic material, and can also include ceramic tiles, where non-ceramic materials, such as metal and plastic are removed (see RECYCLABLE).

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<sup>2</sup> ~~Bylaw No. 2796.01, 2020~~

CLINICAL/LABORATORY STERILIZED WASTE means non-anatomical waste, including SHARPS, that is generated by institutions including but not limited to, hospitals, laboratories, doctors' offices, medical clinics, and veterinary clinics, and has been sterilized such that all micro-organisms including bacteria, viruses, spores, and fungi are killed (see CONTROLLED WASTE).

COMPOST means a stabilized earthy matter having the properties and structure of humus produced in accordance with the *Organic Matter Recycling Regulation* of the *ENVIRONMENTAL MANAGEMENT ACT*.

CONCRETE means a construction material that consists of cement, aggregate (generally gravel and sand) and water. CONCRETE must not contain ASBESTOS, large amounts of metal protruding (greater than 15 cm) nor measure greater than 1 m. in any dimension. CONCRETE also includes ASPHALT, CERAMICS, bricks, plaster & stucco without wire, cement board, MASONRY and ROCKS not greater than 40 cm in diameter any dimension (see RECYCLABLE).<sup>3</sup>

CONCRETE BULKY means CONCRETE measuring greater than 1 m. in any dimension and/or where large amounts of metal are protruding greater than 15 cm, and including ROCKS greater than 40 cm in any diameter- (see CONTROLLED WASTE).<sup>3</sup>

CONSTRUCTION NEW MIXED LOAD means MIXED LOAD SOLID WASTE produced through new construction, where no existing structures have been altered, and that contains two or more RECYCLABLE new building materials including but not limited to ASPHALT SHINGLES, WOOD CLEANWASTE, RECYCLABLE TAR AND GRAVEL ROOFING, and GYPSUM BOARD-NEW, and must not contain DEMOLITION AND RENOVATION MIXED LOAD materials, packaging, FOOD WASTE, any other type of CONTROLLED WASTE or PROHIBITED WASTE. The HAULER must provide appropriate documentation in a manner acceptable to the MANAGER (see CONTROLLED WASTE). All CONSTRUCTION NEW MIXED LOAD arriving at the SITE without appropriate documentation shall be determined to be NON-ASSESSED-DEMOLITION AND RENOVATION MIXED LOAD NON-ASSESSED.<sup>3</sup>

CONSTRUCTION – REFUSE means non-RECYCALBE SOLID WASTE building materials such as insulation, carpet, vinyl and non-RECYCLABLE packaging materials such as commercial-plastic wrap, and Styrofoam.<sup>3</sup>

CONTAMINATED means the presence in a material of a minor and unwanted constituent which renders the material impure or inferior for reuse or recycling as defined by the MANAGER.

CONTROLLED WASTE means waste that is approved for DISPOSAL at the SITE but which, because of its inherent nature and quantity, may require special handling and DISPOSAL techniques to avoid creating health hazards, nuisances, or environmental pollution, including, but not limited to:

- (a) AGRICULTURAL ORGANIC MATERIAL;
- (b) AGRICULTURAL PLASTIC;
- (c) ASBESTOS CONTAINING MATERIAL;

(d) ASSESSED DEMOLITION AND RENOVATION MIXED LOAD;

<sup>3</sup>Bylaw No. 2796.01, 2020

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- (e)(d) BULKY WASTE;
- (f)(e) BURNED MATERIAL;
- (g)(f) BURNED MATERIAL ~~-with~~ ASBESTOS CONTAINING; ~~MATERIAL~~
- (h)(g) CARCASSES;
- (i)(h) CLINICAL/LABORATORY STERILIZED WASTE;
- (j)(i) CONCRETE BULKY;
- (k)(j) Condemned foods;
- (l)(k) CONSTRUCTION ~~NEW~~ MIXED LOAD;
- (l) DEMOLITION AND RENOVATION MIXED LOAD;
- (m) ~~DEMOLITION AND RENOVATION MIXED LOAD -~~ ~~ASSESSED~~;
- (m)(n) ~~DEMOLITION AND RENOVATION MIXED LOAD -~~ ~~NON-~~ ~~ASSESSED~~;
- (n)(o) Foundry Dust;
- (o)(p) GYPSUM BOARD NON-RECYCLABLE;
- (p)(q) HAZARDOUS WASTE those specifically approved for disposal to authorized landfills, as defined in the *Hazardous Waste Regulation* under the *EMA*;
- (q)(r) ILLEGALLY DUMPED WASTE;
- (r)(s) INFESTED VEGETATION;
- (s)(t) INVASIVE PLANTS;
- (t)(u) LEAD-BASED PAINT coated materials;
- (u)(v) METAL DRUMS AND TANKS;
- (v) ~~NON-ASSESSED DEMOLITION AND RENOVATION MIXED LOAD~~;
- (w) REFRIGERATION UNIT containing ODS;
- (x) RESIDENTIAL HOUSEHOLD HAZARDOUS WASTE;
- (y) Sludge and screenings from municipal sewage treatment plants;
- (z) SOIL CONTAMINATED, and SOIL SMALL VOLUME CONTAMINATED;
- (aa) WOOD-PRESERVED; and
- (bb) WOOD ~~WASTE~~ ~~CHIPPED OR GROUND~~ ~~SMALL DIMENSION~~.

CORRUGATED CARDBOARD ~~---~~ RESIDENTIAL means RESIDENTIALLY generated containers consisting of three or more layers of paper materials with a corrugated or rippled core, but excluding containers that are impregnated with blood, grease, oil, chemicals, rodent secretions, food residue, wax, or have polyethylene, polystyrene, foil or other non-paper liners, or are otherwise CONTAMINATED. Must be suitably prepared; clear of all contents, and flattened prior to placement in the RecycleBC container(s) (see RECYCLABLE)<sup>4</sup>.

CORRUGATED CARDBOARD ~~---~~ ICI means ICI generated containers consisting of three or more layers of paper materials with a corrugated or rippled core, but excluding containers that are impregnated with blood, grease, oil, chemicals, rodent secretions, food residue, wax, or have polyethylene, polystyrene, foil or other non-paper liners, or are otherwise CONTAMINATED. Must be suitably prepared, cleared of all contents, and flattened prior to placement in the ICI commercial container(s) (see RECYCLABLE, see INDUSTRIAL COMMERCIAL INDUSTRIAL ICI).<sup>4</sup>

DEMOLITION AND RENOVATION MIXED LOAD means MIXED LOAD SOLID WASTE produced through the demolishment of a structure or the act of alteration through addition, remodeling, refurbishing or restoring of buildings, structures, or other types of real property that contains two or more RECYCLABLE Building Materials; including but not limited to ASPHALT SHINGLES, WOOD ~~WASTE~~ ~~CLEAN~~, RECYCLABLE TAR AND GRAVEL ROOFING, ~~and~~ ~~GYPSUM BOARD~~

<sup>4</sup> Bylaw No. 2796.01, 2020

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ASSESSED, and GYPSUM BOARD NEW, but must not contain packaging, FOOD WASTE, any other type of CONTROLLED WASTE or PROHIBITED WASTE (see ASSESSED-DEMOLITION AND RENOVATION MIXED LOAD ASSESSED, and see CONTROLLED WASTE).

DEMOLITION AND RENOVATION MIXED LOAD--ASSESSED means a DEMOLITION AND RENOVATION MIXED LOAD that has been ASSESSED as required by the REGIONAL DISTRICT. Verification of the abatement of all identified HAZARDOUS materials is required. This assessment and verification has been provided in a manner acceptable to the MANAGER (see CONTROLLED WASTE). A DEMOLITION AND RENOVATION MIXED LOAD arriving at a SITE must not contain packaging, FOOD WASTE, any other type of CONTROLLED WASTE or PROHIBITED WASTE and if arriving at the SITE without appropriate assessment documentation will be determined a NON-ASSESSED-DEMOLITION AND RENOVATION MIXED LOAD NON-ASSESSED.

NON-ASSESSED-DEMOLITION AND RENOVATION MIXED LOAD--NON-ASSESSED means a DEMOLITION AND RENOVATION MIXED LOAD or CONSTRUCTION NEW MIXED LOAD brought to a SITE without verification of assessment as determined by the MANAGER (See ASSESSED-DEMOLITION AND RENOVATION MIXED LOAD ASSESSED and CONTROLLED WASTE).

DESIGNATED LOCATION means an area dedicated to the collection of SOURCE SEPARATED SOLID WASTE.

DISPOSE, DISPOSAL, DISPOSED, DISPOSING means the transfer of SOLID WASTE from a VEHICLE to a DESIGNATED LOCATION at the SITE. The SOLID WASTE becomes the jurisdiction of the REGIONAL DISTRICT and subject to the restrictions, allocations and policies/procedures of the REGIONAL DISTRICT.

ELECTRONIC and ELECTRICAL PRODUCTS (E-WASTE) means various types of domestic and commercial waste containing mainly electronic components, including, but not limited to computers, televisions, small appliances, residential light bulbs and lighting fixtures which are included within the *Recycling Regulation* of the *EMA* (see RECYCLABLE), and does not include METAL and REFRIDGERATION UNITS.

ENVIRONMENTAL MANAGEMENT ACT (EMA) means the Province of British Columbia Law brought into force on July 8, 2004. The *EMA* provides an authorization and enforcement framework based on contemporary environmental management technologies to protect human health and the quality of water, land and air in British Columbia. The *EMA* replaces the *Waste Management Act*.

FOOD PROCESSING WASTE means any organic materials and/or waste by-product that may be produced in commercial volumes by a food processing operation as determined by the MANAGER, such as slaughter house, fish hatchery, and cannery operations (see PROHIBITED WASTE).

FOOD WASTE means any food substance, raw or cooked, which is discarded, or intended or required to be discarded from RESIDENTIAL, agricultural and INDUSTRIAL, COMMERCIAL, INSTITUTIONAL establishments, but does not include FOOD PROCESSING WASTE or SPECIFIED RISK MATERIALS.

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FRUIT WASTE means waste consisting of the fleshy seed-associated structures of a plant that are sweet or sour and edible in the raw state, such as, but not limited to, apples, apricots, cherries, peaches, pears, plums, grapes, strawberries, tomatoes, and raspberries (see RECYCLABLE).

FRUIT/GRAIN BY-PRODUCTS means waste by-products typically generated by beverage producers, such as but not limited to; breweries, cideries, distilleries, and wineries. (see RECYCLABLE).

GLASS CONTAINERS means all clear and coloured ~~bottles and jars~~ containers made of glass ~~as defined as a PRODUCT STEWARDSHIP MATERIAL~~ and does not include window glass, laminated glass, safety or tempered glass, mirrored glass, automotive glass, fiberglass, Plexiglas, light bulbs, fluorescent tubes, kitchenware, ceramics or other types of containers, or any container that contained HAZARDOUS WASTE, or ASBESTOS CONTAINING MATERIAL and does not contain any liquid or solids (see RECYCLABLE).

GLASS SHEET means glass windows, mirrors, etc. with or without a frame, laminated glass, safety or tempered glass, automotive glass, Plexiglas, , but does not include light bulbs, fluorescent tubes, kitchen or GLASS CONTAINERS (see REFUSE).<sup>5</sup>

GYPSUM BOARD--NEW also known as wallboard, drywall and plasterboard is a panel made of gypsum plaster pressed between two thick sheets of paper, and consists of non-CONTAMINATED off-cuts and scraps of ~~gypsum obtained solely removed~~ from new construction and ~~does not include GYPSUM BOARD ASSESSED, GYPSUM BOARD NON-RECYCLABLE, gypsum board materials any gypsum board materials from an existing structure, and is not is not~~ an ASBESTOS CONTAINING MATERIAL, and does not contain LEAD-BASED PAINT (see RECYCLABLE).

GYPSUM BOARD--ASSESSED also known as wallboard, drywall and plasterboard is a panel made of gypsum plaster pressed between two thick sheets of paper, and consists of non-CONTAMINATED gypsum removed from an existing structure and has been ASSESSED to prove it is not an ASBESTOS CONTAINING MATERIAL and does not contain LEAD-BASED PAINT (see RECYCLABLE).

GYPSUM BOARD--NON-RECYCLABLE means gypsum board removed from existing structures ~~that has not been ASSESSED~~ and is not RECYCLABLE (see CONTROLLED WASTE).

HAULER means the VEHICLE in which a load is contained as measured by the SCALE.

HAZARDOUS WASTE means any material defined as such in the Hazardous Waste Regulation, *British Columbia Reg. 63/88* of the *ENVIRONMENTAL MANAGEMENT ACT* (see CONTROLLED WASTE and see PROHIBITED WASTE).

HOUSEHOLD HAZARDOUS WASTE (HHW) see RESIDENTIAL HOUSEHOLD HAZARDOUS WASTE.

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<sup>5</sup> ~~Bylaw No. 2796.01, 2020~~

IGNITABLE WASTE as per the meaning prescribed in the *HAZARDOUS WASTE REGULATION BC Reg. 63/88* (see PROHIBITED WASTE).

ILLEGALLY DUMPED WASTE means SOLID WASTE discarded in an improper or illegal manner. The HAULER must obtain permission from the MANAGER to bring the ILLEGALLY DUMPED WASTE to the SITE (see CONTROLLED WASTE).

INDUSTRIAL, COMMERCIAL, INSTITUTIONAL (ICI) means any operation or facility other than a RESIDENTIAL household, including but not limited to industrial, agricultural, and commercial operations of any size including small businesses with one or more employees retail stores, vacation facilities such as hotels, motels, cottages, accommodation associated with sports and leisure facilities and institutional operations of any size including churches, community buildings, local government buildings, libraries, fire and police stations, service organizations, hospitals, care facilities and hospices.<sup>6</sup>

INFESTED VEGETATION means trees, shrubs, herbaceous plants or associated fruit that show the presence of plant disease, NOXIOUS INSECTS, pathogens or related pests that have caused or are likely to cause significant damage to the trees, shrubs, herbaceous plants or associated fruit and that may be spread to another plant or plants with economic, ornamental or aesthetic value (see CONTROLLED WASTE).

INVASIVE PLANTS means all plants as designated in the *Weed Control Regulation, Schedule A, Parts I & II* of the *Weed Control Act* (see CONTROLLED WASTE).

LEAD-BASED PAINT means any coated or painted materials containing lead with a concentration of 90mg/kg (0.009%, 90ppm) or greater, and is not permitted for DISPOSAL to any SOLID WASTE DESIGNATED LOCATION that is to be chipped. (see CONTROLLED WASTE).<sup>6</sup>

LOCAL GOVERNMENT IMPROVEMENTS refers to the structures, systems, lands and facilities owned or operated by an Indian Band, Municipality or Regional Government within the SITE SERVICE AREA and suitably prepared as determined by the MANAGER, such as but not limited to, roads, bridges, tunnels, water supply, sewers, electrical grids, and telecommunications.

MANAGER means the official appointed to that position by the REGIONAL DISTRICT responsible for SOLID WASTE Management and includes any PERSON appointed or designated by the MANAGER to act on his or her behalf.

MASONRY means material bound by mortar used primarily in structures. RECYCLABLE MASONRY must not contain ASBESTOS, large amounts of metal protruding (greater than 15 cm.) or be a BULKY WASTE (see RECYCLABLE).

METAL means RECYCLABLE ferrous and non-ferrous metallic materials, containing more than ~~98~~90% metal by volume, and under 2.4 meters (8 feet) in any dimension, including but not limited to, sheet metal, siding, roofing, rebar, flashings, pipes, window frames, doors, furnaces, duct work, wire, cable, fencing, metal furniture, bicycles, tire rims and metal appliances. METAL also includes

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<sup>6</sup> ~~Bylaw No. 2796.04~~

REFRIDGERATION UNITS evacuated of ODS by a certified technician, suitably prepared METAL DRUMS ~~and AND~~ TANKS, barbeques, wood heating units, motorized equipment and VEHICLE parts, **that do not contain** fluids, filters, batteries, coal, bricks and rubber tires. METAL items must not contain mercury switches, batteries, PCB ballasts, or other HAZARDOUS WASTE. METAL does not include BULKY WASTE, ~~and~~ PRESSURIZED TANKs, ODS containing REFRIDGERATION UNITS or VEHICLES.<sup>7</sup>

METAL DRUMS AND TANKS a drum is cylindrical container designed to confine or contain materials most commonly liquids. To receive at the SITE all DRUMS must be empty and have the lid or one end removed. A TANK is a vessel used to store liquids, for SITE acceptance TANKs must be empty with an sufficiently sized aperture (minimum 35 cm X 35 cm (14"x14")) to verify that the TANK is empty and allow for sufficient venting, does not include PRESSURIZED TANKs. (see CONTROLLED WASTE).

MIXED LOAD means a load containing two or more SOLID WASTES, as designated in the RDOS Fees and Charges Bylaw as amended from time to time.

~~NON ASSESSED DEMOLITION AND RENOVATION MIXED LOAD means a DEMOLITION AND RENOVATION MIXED LOAD or CONSTRUCTION MIXED LOAD brought to a SITE without verification of assessment as determined by the MANAGER (See ASSESSED DEMOLITION AND RENOVATION MIXED LOAD and CONTROLLED WASTE).~~

NON-SERVICE AREA means materials generated outside the SERVICE AREA of a landfill SITE.

NOXIOUS INSECTS means all insects so designated by the REGIONAL DISTRICT'S *Noxious and Destructive Insects Bylaw* (see INFESTED VEGETATION).

OCCUPATIONAL HEALTH AND SAFETY (OHS) REGULATION means a Regulation under the *Workers Compensation Act* which contains legal requirements that must be met by all workplaces under the inspection jurisdiction of WorkSafeBC.

OPERATIONALLY BENEFICIAL means a material which is of functional value to the operation of the Landfill process, for use as cover material, erosion control, construction and other operational benefits as determined by the MANAGER.

OZONE DEPLETING SUBSTANCE (ODS) means a substance defined as such in the *Ozone Depleting Substances and other Halocarbons Regulation, British Columbia Reg. 387/99* under the *ENVIRONMENTAL MANAGEMENT ACT*.

PERSON means an individual, corporation, partnership, association or any other legal entity or an employee or agent thereof.

PRESSURIZED TANK means a closed metal container designed to hold gases or liquids at a pressure substantially different from the ambient pressure including, but not limited to, diving cylinders, fire extinguishers and storage vessels for

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<sup>7</sup> Bylaw No. 2796.01, 2020

liquefied gases such as ammonia, propane, butane, or helium (see RECYCLABLE).

PRODUCT STEWARDSHIP MATERIAL means suitable prepared residential quantities of materials that falls under a product category of the *Recycling Regulation, B.C. Reg. 449/2004* (see RECYCLABLE).<sup>8</sup>

PROHIBITED WASTE means SOLID WASTE designated in an Operational Certificate or by the REGIONAL DISTRICT from time to time, to be inappropriate for DISPOSAL for environmental, regulatory or legal reasons, or reasons related to the safe or efficient operation of the SITE except as permitted in this bylaw, currently including but not limited to the following specified materials:

- (a) BIOMEDICAL WASTE defined as such in the document "*Guidelines for the Management of Biomedical Waste in Canada*" (CCME, February 1992);
- (a) BURNED MATERIALS that are hot or smoldering or not entirely cooled for more than a two-week period;
- (b) Commercial Cooking Oil;<sup>8</sup>
- (c) FOOD PROCESSING WASTE;
- (d) HAZARDOUS WASTE other than those specifically approved for disposal to authorized landfills, as defined in the *Hazardous Waste Regulation* under the *EMA*;
- (e) IGNITABLE WASTE;
- (f) Liquid or semi-solid wastes;
- (g) RADIOACTIVE WASTE;
- (h) REACTIVE WASTE;
- (i) SHARPS;
- (j) SPECIFIED RISK MATERIAL regulated federally under the *Health of Animals Act and Regulations*;
- (k) VEHICLES and other large metallic objects; and
- (l) Such other materials as are designated by the MANAGER from time to time to be inappropriate for DISPOSAL at the SITE for environmental reasons or reasons related to the safe or efficient operation of the SITE.

RADIOACTIVE WASTE means a "nuclear substance" as defined in the *Nuclear Safety and Control Act* (Canada), in sufficient quantity or concentration to require a licence for possession or use under the Act and regulations made under that Act (see PROHIBITED WASTE).

REACTIVE WASTE means waste that is defined as such in the *Hazardous Waste Regulation* (see PROHIBITED WASTE).

RECYCLABLE means all SOURCE SEPARATED materials that are suitably prepared and not CONTAMINATED as determined by the MANAGER, including but not limited to:

- (a) ASPHALT;
- (b) ASPHALT SHINGLES;
- (c) Ballasts not containing PCBs;
- (d) Baseboards with thermostat switches removed & switches disposed to HHW;
- (e) BATTERIES-LEAD-ACID, BATTERIES-HOUSEHOLD;
- (f) CERAMIC FIXTURES and Ceramic Tile;
- (g) CONCRETE;
- (h) CORRUGATED CARDBOARD--RESIDENTIAL;

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<sup>8</sup> ~~Bylaw No. 2796.01, 2020~~

- ~~(h)(i) CORRUGATED CARDBOARD--ICI;~~
- (h)(j) ELECTRONIC and ELECTRICAL PRODUCTS (E-WASTE);
- (h)(k) FRUIT WASTE;
- (h)(l) FRUIT/GRAIN BY-PRODUCTS;
- (h)(m) GLASS CONTAINERS;
- (n) GYPSUM BOARD-~~NEW-non-CONTAMINATED~~;
- ~~(m)(o) GYPSUM BOARD-ASSESSED~~;
- (h)(p) MASONARY;
- (e)(q) Mattress, Box spring;
- (h)(r) METAL;
- (e)(s) PRESSURIZED TANK;
- (h)(t) PRODUCT STEWARDSHIP MATERIAL;
- (e)(u) REFRIGERATION UNIT with ODS removed;
- (h)(v) RESIDENTIAL RECYCLING ~~and RESIDENTIAL RECYCLING UNSORTED~~;
- (u)(w) ROCKS (not greater than 40 centimetres in any direction);
- (v)(x) TAR AND GRAVEL ROOFING;
- (w)(y) TIRE and TIRE – OVERSIZE;
- (x)(z) WOOD ~~WASTE-CLEAN~~;
- (y)(aa) WOOD ~~WASTE-INDUSTRIAL~~;
- (z)(bb) ~~YARD WASTEWOOD WASTE-TREE STUMP~~;
- (aa)(cc) ~~YARD AND GARDEN WASTE-CHIPPED, GRASS, LEAVES~~; and
- (bb)(dd) ~~YARD WASTE-TREE STUMP-SMALL DIMENSIONAL~~

REFRIGERATION UNIT means refrigerators, freezers, air conditioners, water coolers or any other item that may contain an OZONE DEPLETING SUBSTANCE (see CONTROLLED WASTE).<sup>9</sup>

REFUSE means any SOLID WASTE that is designated for DISPOSAL in the ACTIVE FACE that does not constitute a RECYCLABLE, a HAZARDOUS WASTE, a CONTROLLED WASTE, or a PROHIBITED WASTE. Any SOLID WASTE materials over 8 feet will be charged as BULKY WASTE.<sup>9</sup>

REFUSE BINS means the large bins at the SITE that have been provided to receive REFUSE from self-haul residential customers.

REGIONAL BOARD means the Board of the REGIONAL DISTRICT.

REGIONAL DISTRICT (RDOS) means the REGIONAL DISTRICT of Okanagan-Similkameen.

RE-SCALE means to pass over a scale with a MIXED LOAD more than once in order to determine the weight of each of the different types of SOLID WASTES DISPOSED.

RESIDENTIAL HOUSEHOLD HAZARDOUS WASTE (HHW) is a RECYCLABLE CONTROLLED WASTE accepted in RESIDENTIAL quantities at specific Landfill SITES including but not limited to:

- (a) Alarms (Smoke and Carbon Monoxide Detectors);
- (b) Aerosol Cans;
- (c) Antifreeze;
- (d) Corrosive Liquid (Inorganic Acids & Caustics);

<sup>9</sup> ~~Bylaw No. 2796.01, 2020~~

- (e) Cyanide;
- (f) Flammable/Toxic Liquids;
- (g) Gasoline & Fuels, Mixed Fuels;
- (h) Household Cleaning Products;
- (i) Inorganic Oxidizers;
- (j) Mercury or Mercury Containing Materials (i.e. Fluorescent Light Tubes and Compacts, Wall or Baseboard Thermostats);
- (k) Oil Filters, and Used Motor Oil, and Waste Plastic Oil Containers;
- (l) Organic Peroxides;
- (m) Organic Solids (Toxic Solids);
- (n) Paint Thinner, Solvent, Paint & Related Products;
- (o) PCB Containing Materials (i.e. Light Ballasts);
- (p) Pesticides, Pesticide Containers;
- (q) Reactive Chemicals (To Air And Water); and
- (r) Smoke Detectors

~~RESIDENTIAL PLASTIC FILM means SOURCE SEPARATED residentially generated stretchy plastic film, as indicated by posted notices or signs or directed by a SITE OFFICIAL and SITE OPERATOR, which commonly includes grocery bags and overwrap for paper towels.~~

RESIDENTIAL RECYCLING means all packaging and printed paper generated by RESIDENTIAL structures, single family and multifamily units included in *Schedule 5 of the Recycling Regulation of the ENVIRONMENTAL MANAGEMENT ACT as accepted by RecycleBC*, and sorted into the appropriate material types as indicated by posted notices or signs or directed by a SITE OFFICIAL and SITE OPERATOR (see RECYCLABLE).

RESIDENTIAL SOLID WASTE means any REFUSE generated by a single family or multifamily unit residential premise as a result of residential activities.<sup>49</sup>

ROCKS means natural inorganic mineral matter of variable composition assembled by the action of heat or water. ~~ROCKS 40 centimetres or less or less~~ in any ~~diameter~~ ~~dimension~~ see CONCRETE. ROCKS greater than 40 centimetres in any ~~diameter~~ ~~dimension~~ see CONCRETE BULKY.<sup>49</sup>

SCALED means to estimate or measure utilizing a standardized unit to establish the quantity, dimension, capacity or weight. SCALED by weight is established by measurement of WEIGHT GROSS minus WEIGHT TARE establishes WEIGHT NET. The TIPPING FEE is based upon the NET WEIGHT of the SOLID WASTE load type.

SERVICE AREA means the SERVICE AREA of the ~~landfill~~ -SITE as defined by the SITE's applicable *Service Establishment Bylaw*.

SHARPS means anything that may cause a puncture wound that exposes an individual to blood or other potentially infectious material for example; needles, syringes, blades or laboratory glass (see PROHIBITED WASTE).

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<sup>49</sup> ~~Bylaw No. 2796-01, 2020~~

SITE means, where applicable, the Campbell Mountain Landfill (CML), the Okanagan Falls Landfill (OFL), the Keremeos Landfill (KL) or the Oliver Landfill (OL).

SITE OFFICIAL means an individual employed by the REGIONAL DISTRICT and designated by the MANAGER to conduct the business of the SITE.

SITE OPERATOR means a PERSON contracted by the REGIONAL DISTRICT to provide operation and maintenance services at the SITE, including but not limited to inspecting, sorting, hauling, compacting and covering SOLID WASTE.

SOIL CLEAN means not CONTAMINATED mineral soil materials free of ROCKS exceeding 30 cm. in any ~~diameter~~dimension that is suitable for OPERATIONALLY BENEFICIAL cover material and includes ~~but not limited to~~ sod, humus, COMPOST and top soil, and does not include YARD WASTE.

SOIL CONTAMINATED means soil with organic and inorganic contaminants as identified in the *Contaminated Sites Regulation, British Columbia Reg. 375/96* under the EMA (see CONTROLLED WASTE, and see OPERATIONALLY BENEFICIAL). (Refer to RDOS Soil Relocation Application).

SOIL SMALL VOLUME CONTAMINATED means the total volume of soil does not exceed 5 cubic metres as exempted under *Part 8 - Contaminated Soil Relocation, Section 41 of the Contaminated Sites Regulation of the EMA* (see CONTROLLED WASTE, and see OPERATIONALLY BENEFICIAL).

SOLID WASTE means any material defined by this bylaw suitable for DISPOSAL at the SITE.

SOURCE SEPARATED means SOLID WASTE separated by a PERSON other than a SITE OFFICIAL or SITE OPERATOR and DISPOSED into a clearly distinguishable DESIGNATED LOCATION as directed by a SITE OFFICIAL, SITE OPERATOR or signage at the SITE.

SPECIFIED RISK MATERIAL WASTE means the skull, brain, trigeminal ganglia (nerves attached to brain), eyes, tonsils, spinal cord and dorsal root ganglia (nerves attached to the spinal cord) of cattle aged 30 months or older, the distal ileum (portion of the small intestine) of cattle of all ages, and cattle deadstock (see PROHIBITED WASTE).

**TAR AND GRAVEL ROOFING** means roofing consisting of layers of bitumen and felt paper that form the roof surface and may contain embedded gravel including Torch-on, SBS, membrane and TAR AND GRAVEL roofing products and other inextricably adhered roofing materials, ~~and not to exceed 1 meter in any dimension, and not to exceed 1 meter in any dimension.~~ Loads must be free of contaminants such as, but not limited to, REFUSE, loose tar paper, roof ventilators and flashing materials (see RECYCLABLE, and see OPERATIONALLY BENEFICIAL).

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**TIPPING FEE** means the charge levied upon a given quantity of SOLID WASTE received at a SITE to offset the costs of opening, maintaining, closure and post-closure of the SITE. The TIPPING FEE can be charged per load, per tonne, or per unit depending on the source and type of the SOLID WASTE in accordance with the RDOS Fees and Charges Bylaw.

~~TIRE means the outer pneumatic rubber covering of wheels including but not limited to PLT (Passenger Light Truck), MT (Motor Truck) and OTR (Off The Road)(Off The Road) TIRES which are included within Schedule 4 of the Recycling Regulation of the EMA. TIRE does not include and bicycle tires, without rims must be suitably prepared. (See RECYCLABLE). Check bicycle tires~~

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TIRE means the outer pneumatic rubber covering of wheels as per accepted under the Tire Stewardship BC Program including but not limited to tires from, Passenger, Small RV, Light and Medium Truck, Motorcycle, Turf, All Terrain Vehicle, Farm Equipment tires up to 16", and Forklift, Small Utility, RV Trailer, Bobcat/Skid Steer tires, and tires listed in *The Tire and Rim Association Inc. annual yearbook Section 5 Agricultural* such as but not limited to Medium Agricultural Tires 16.5"-25.5" identified with a sidewall marking with suffix letters R(Radial Ply) or HF (High Flotation), Logger/skidder and large Agricultural Drive and free rolling tires measuring 26" and up. TIRE does not include bicycle, wheelchair, aircraft, wheelbarrow, or three-wheeled motorized device tires, inner tubes and tracks (see RECYCLABLE).

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~~TIRE WITH RIMS means the outer pneumatic rubber covering of wheels with a rim including but not limited to PLT (Passenger Light Truck), MT (Motor Truck) and OTR (Off The Road) TIRES which are included within Schedule 4 of the Recycling Regulation of the EMA. (See RECYCLABLE), and does n. Not include bicycle tires, with rims.~~

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TIRE WITH RIM means a TIRE that is mounted on a rim (see TIRE).

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TIRE-OVERSIZE means assorted agricultural, industrial and OTR (Off The Road) TIREsS excluded from Schedule 4 of the Recycling Regulation of the EMA that are not identified as a TIRE (sSee TIRE and see RECYCLABLE).

VEHICLE means, as per the British Columbia Motor Vehicle Act, a device in, on or by which a PERSON or thing is or may be transported or drawn on a highway (see PROHIBITED WASTE), but does not include a device designed to be moved by human power, a device used exclusively on stationary rails or tracks, mobile equipment or a motor-assisted cycle, such as a golf cart, or riding lawnmower.<sup>14</sup>

**VISITOR** means a PERSON who is present at the SITE for purposes other than to DISPOSE of SOLID WASTE.

<sup>14</sup> Bylaw No. 2796.01, 2020

WEIGHT GROSS means total weight of the VEHICLE and load.

WEIGHT NET means GROSS WEIGHT less TARE WEIGHT.

WEIGHT TARE means the weight of a VEHICLE or container after a load has been removed.

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~~WOOD PRESERVED means wood products which have been treated or coated with preservatives such as fire retardant, chromated copper arsenate (CCA), aromatic hydrocarbons (PAHs) and/or ammonium copper arsenate (ACA) to prevent rotting or wood containing LEAD-BASED PAINT or other paint containing HAZARDOUS substances and is no longer than 2.4 meters (8 feet) in length (see CONTROLLED WASTE).<sup>14</sup>~~

~~Old definition — WOOD PRODUCT CONTAMINATED means engineered, manufactured or finished wood products containing 90% or greater wood fibre including but not limited to; painted or stained or stained wood, composite wood, glued and thinly laminated wood, laminated lumber, and veneered wood products such as: particle and fibre board, plywood, hardboard, oriented strandboard, panels, doors, window frames, furniture, flooring, cabinetry and moldings. WOOD PRODUCT; but does not included wood with thick laminates such as counter tops or flooring, wood CONTAMINATED with glued or attached upholstery, or other materials attached such as glass, materials. WOOD PRESERVED or LEAD-BASED PAINT, or METAL other than nails, screws, and small hardware. METAL other than nails, screws, and small hardware.~~

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~~WOOD PRODUCT means engineered, manufactured, composite or finished wood products containing 90% or greater wood fibre such as plywood, particle board, fibreboard, hardboard, oriented strandboard, laminated lumber, laminated wood, veneer, laminate flooring, or engineered wood products but not limited to panels, doors, window frames, furniture, engineered wood flooring, cabinetry and moldings. WOOD PRODUCT does not included arborite counter tops or vinyl flooring, wood with upholstery, or other materials attached such as glass. WOOD PRESERVED or LEAD-BASED PAINT, or METAL other than nails, screws, and small hardware.~~

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~~WOOD WASTE — CLEAN means clean, organic material including, but not necessarily limited to, kiln dried dimensional lumber, wood pallets; which are a maximum of 2.4 metres (8 feet) in length and may contain metallic nails or screws (see RECYCLABLE). WOOD WASTE — CLEAN may not be CONTAMINATED with any other material including but not limited to WOOD PRODUCT CONTAMINATED, WOOD-PRESERVED, ROCKS, METALS other than nails, or screws or small hardware, stained or painted wood including LEAD-BASED PAINT, wire, fiberglass, asphalt roofing material, plastic and any other non-wood materials. WOOD CLEAN WASTE also does not include WOOD WASTE INDUSTRIAL or WOOD WASTE-CHIPPED OR GROUND SMALL DIMENSION.~~

~~WOOD WASTE- SMALL DIMENSION CHIPPED OR GROUND~~ means kiln dried dimensional WOOD ~~CLEAN WASTE~~ and WOOD PRODUCT ~~CONTAMINATED~~ that ~~isare~~ processed to less than 5cm (2 inches) in diameter and width and no longer than 15 cm. (6 inches) in length including but not limited to sawdust (see CONTROLLED WASTE).

WOOD ~~WASTE~~ INDUSTRIAL means large volumes WOOD ~~WASTE-CLEAN material~~ generated through ~~industries, the industrial processing of wood~~ including but not limited to; sawmills, and pulp and paper industry (see CONTROLLED WASTE).

~~WOOD WASTE TREE STUMP~~ means ~~non-agricultural part of a plant, tree, or shrub that remains attached to the roots after the trunk is cut, whereby the trunk is greater than 20 cm (8 inches) in diameter and the stump and trunk combined is not longer than 2.4 metres (8 feet) in length, and must be free of ROCKS, soil and other debris (see RECYCLABLE). Does not include AGRICULTURAL ORGANIC MATERIAL.~~

WOOD-PRESERVED means wood products which have been treated or coated with preservatives such as fire retardant, chromate copper arsenate (CCA), aromatic hydrocarbons (PAHs) and/or ammonium copper arsenate (ACA) to prevent rotting or wood containing LEAD-BASED PAINT or other paint containing HAZARDOUS substances and is no longer than 2.4 meters (8 feet) in length (see CONTROLLED WASTE).

WOOD PRODUCT means engineered, manufactured, composite or finished wood products containing 90% or greater wood fibre such as plywood, particle board, fibreboard, hardboard, oriented strandboard, laminated lumber, veneered wood, or engineered wood products but not limited to panels, doors, window frames, furniture, engineered wood flooring, cabinetry and moldings. WOOD PRODUCT also includes painted, stained or glued wood. WOOD PRODUCT does not include arborite counter tops or vinyl or laminate flooring, wood with upholstery, or other materials attached such as glass, WOOD-PRESERVED or LEAD-BASED PAINT, or METAL other than nails, screws, and small hardware.

~~YARD WASTE AND GARDEN WASTE~~ means ~~non-food vegetative matter free of CONTAMINANTS including prunings, branches and tree trunks maximum of 2.4 metres (8 feet) in length, hedge, shrub and tree clippings, flowers, vegetable stalks, woody or herbaceous waste (see RECYCLABLE). YARD AND GARDEN WASTE does not include FRUIT WASTE, vegetable waste, YARD WASTE SMALL DIMENSION, or YARD WASTE WOOD WASTE TREE STUMP and is not CONTAMINATED with materials such as REFUSE, METAL, SOIL, CLEAN and ROCKS (see RECYCLABLE).~~<sup>12</sup>

YARD WASTE means non-food vegetative material resulting from gardening, and landscaping including flower and vegetable plants free of soil and rocks with no fruit or vegetables attached, prunings, branches and tree trunks maximum of 2.4 metres (8 feet) in length, hedge, shrub and tree clippings, leaves, flowers, woody or herbaceous waste (see RECYCLABLE). YARD WASTE must not be

<sup>12</sup> Bylaw No. 2796.01, 2020

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~~CONTAMINATED and does not include FRUIT WASTE or YARD WASTE-TREE STUMP and is not CONTAMINATED with materials such as REFUSE, METAL, soil, ROCKS and plastic (see RECYCLABLE).~~

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~~YARD WASTE--CHIPPED, GRASS, LEAVES --SMALL DIMENSION~~ means chipped YARD ~~AND GARDEN WASTE~~ ~~or~~ ~~and~~ ~~chipped~~ YARD WASTEWOOD WASTE-TREE ~~---~~STUMPs that is no greater than 4 cm. (1.5 inches) in diameter and no longer than 13 cm. (5 inches) in ~~---~~length. YARD WASTE ~~SMALL DIMENSION- CHIPPED, GRASS, LEAVES~~ also includes lawn clippings, coniferous needles ~~and cones~~, and leaves that is not CONTAMINATED with materials such as REFUSE, METAL, ~~soil, SOIL-CLEAN~~ ~~and~~ ROCKS ~~and plastic~~ (see RECYCLABLE).<sup>42</sup>

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~~YARD WASTE--TREE STUMP~~ means ~~non-agricultural~~ part of a plant, tree, or shrub that remains attached to the roots after the trunk is cut, whereby the trunk is greater than 20 cm (8 inches) in diameter and the stump and trunk combined is not longer than 2.4 metres (8 feet) in length, and must be free of ROCKS, ~~soil, SOIL-CLEAN, METAL, soil~~ and other debris (see RECYCLABLE).

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## 5.0 SITE Regulations

### 5.1 Conditions of Use

5.1.1 The REGIONAL DISTRICT accepts no responsibility or liability for damage or injury to any PERSON or property. Each PERSON entering a SITE does so solely at their own risk and, as a condition of entry to a SITE waives all claims against the REGIONAL DISTRICT and releases the REGIONAL DISTRICT from any and all liability and claims for all injury, death, loss, damage and expense of any kind that the PERSON or any other PERSON may suffer as a result of or in connection with the PERSON'S use of a SITE due to any cause whatsoever, including but not limited to negligence, breach of contract, breach of any statutory duty or duty of care on the part of any of the REGIONAL DISTRICT and also including the failure on the part of the REGIONAL DISTRICT to safeguard or protect any PERSON from the risks, dangers and hazards associated with the use of a SITE.

5.1.2 No PERSON shall;

- a) remain at the SITE for longer than is reasonably required to proceed directly on designated roads to the DESIGNATED LOCATION, SCALE, make payment and immediately leave the SITE;
- b) enter the SITE or DISPOSE of any material at the SITE at any time other than the designated hours of operation, except by prior arrangement with the REGIONAL DISTRICT.
- c) remove, alter, destroy or deface any sign or traffic control device placed or erected at the SITE.
- d) DISPOSE of SOLID WASTE at the SITE without first having the SOLID WASTE inspected by the SITE OFFICIAL or SITE OPERATOR for the purpose of determining compliance with this Bylaw. All loads shall be SCALED to

determine the applicable TIPPING FEE and DISPOSED in a manner or location as directed by the bylaw, signage and the written or verbal direction of the SITE OPERATOR or SITE OFFICIAL.

e) DISPOSE of any material at the SITE that does not originate from within the SERVICE AREA unless designated acceptable within the RDOS Fees and Charges Bylaw or the MANAGER approves otherwise. Failure to obtain MANAGER approval may result in refusal of entry to the SITE.

5.1.3 All SOLID WASTE generated within the SERVICE AREA shall be handled in a manner and location that is approved by the Ministry of Environment when such approval is required, and in compliance with this Bylaw.

5.1.4 No HAULER shall enter the SITE transporting a load of SOLID WASTE which requires assistance by the SITE OPERATOR or their equipment for DISPOSAL.

5.1.5 All material DISPOSED at the SITE shall become the property of the REGIONAL DISTRICT, except where such material is DISPOSED contrary to the provisions of this Bylaw. No PERSON shall salvage or remove anything from the SITE without the express written permission of the REGIONAL DISTRICT.

## **5.2 DISPOSAL Restrictions**

5.2.1 DISPOSAL of PROHIBITED WASTE at the SITE is not allowed unless the DISPOSAL of such waste is specifically authorized by both the REGIONAL DISTRICT and the applicable Provincial Ministry.

5.2.2 No PERSON shall cause the release to the atmosphere of an OZONE DEPLETING SUBSTANCE at the SITE.

5.2.3 DISPOSAL of CONTROLLED WASTE at the SITE;

a) is not allowed unless the MANAGER determines that special handling and DISPOSAL techniques are not required, or where special handling and DISPOSAL techniques are required, the MANAGER has determined that the CONTROLLED WASTE can be DISPOSED of safely at the SITE;

b) must be declared or manifested as required by the REGIONAL DISTRICT and by the applicable Provincial Ministry;

c) sufficient notice is provided as required by the REGIONAL DISTRICT prior to DISPOSAL of CONTROLLED WASTE at the SITE.

5.2.4 SOIL CONTAMINATED will not be accepted for DISPOSAL without completion and authorization in accordance with the RDOS Soil Relocation Agreement. The MANAGER shall determine as to when and which SITE(S) the SOIL CONTAMINATED is to be directed.

5.2.5 The REGIONAL DISTRICT shall regulate DISPOSAL time, location, containment and notice required for delivery of SOLID WASTE to the SITE.

5.2.6 The REGIONAL DISTRICT retains the right to deny acceptance or to limit the volume and frequency of any SOLID WASTE delivered to the SITE due to safety, operational, CONTAMINATION or other considerations.<sup>43</sup>

5.2.7 The MANAGER may designate SOLID WASTE materials delivered to the SITE as being OPERATIONALLY BENEFICIAL and may apply restrictions, specifications and TIPPING FEES accordingly.

~~5.2.8~~ The REGIONAL DISTRICT shall require the completion of any documents that may include, Manifests, Waivers, Applications and/or Declarations for VISITORS and for any SOLID WASTE, including but not limited to ASBESTOS CONTAINING MATERIAL, LEAD-BASED PAINT, ASSESSED DEMOLITION, AND RENOVATION MIXED LOAD, CONSTRUCTION MIXED LOAD, SOIL CLEAN, SOIL SMALL VOLUME CONTAMINATED, SOIL CONTAMINATED and ILLEGALLY DUMPED WASTE.<sup>43</sup>

### 5.3 **Secure Loads**

5.3.1 All Motor VEHICLES entering the SITE shall have their loads adequately covered and secured so as to prevent any materials from blowing, bouncing dropping, sifting, leaking, or otherwise escaping from the VEHICLE while in transit in accordance with the following criteria:

(a) *meets Motor Vehicle Act Regulation 35.06 Covering of Aggregate Loads*, which requires that: "A person must not drive or operate a vehicle on a highway while the vehicle is carrying aggregate material if any of the material is likely, if not covered, to bounce, blow or drop from the vehicle in transit, unless;

(i) the material is covered in a way that prevents any of it from blowing, bouncing or dropping from the VEHICLE, and

(ii) the cover is securely and tightly fastened so that it is not, and cannot become, a hazard".

(b) an adequate cover is a tarpaulin, other overlay, or container that is used to confine the material to the VEHICLE; or all materials must be contained within intact secured closed garbage bags or containers. The cover and/or container must be securely and tightly fastened so that it is not, and cannot become, a hazard.

(c) items such as, but not limited to, BULKY WASTE, ~~appliances,~~ YARD-WOOD WASTE-TREE STUMPs, TIRES, shall be securely chained or strapped to or in the VEHICLE as required by section 4.3.1 (a & b).

(d) loads shall be contained so as to prevent the spillage of liquids.

### 5.4 **Safety**

5.4.1 No VISITOR shall enter the SITE without checking in at the SITE office and completing the appropriate waiver.

5.4.2 No PERSON shall light or smoke any cigarette, cigar, pipe or any other substance, or ignite a fire, cause a fire to be ignited, within the boundaries of the SITE or DISPOSE at the SITE materials that are on fire, are smouldering or were recently on fire.

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<sup>43</sup> ~~Bylaw No. 2796.01, 2020~~

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- 5.4.3 No PERSON shall fail to comply with the posted notices or signs at the SITE or the verbal instructions of the SITE OFFICIAL or SITE OPERATOR.
- 5.4.4 No PERSON shall act in a manner that is threatening, discourteous, disruptive, or wilfully negligent while on the SITE.
- 5.4.5 No PERSON shall allow children shorter than 42 inches (1.6 m.) or under the age of 10 years or pets to be outside a VEHICLE at the SITE.
- 5.4.6 No PERSON shall enter the SITE in a VEHICLE that is in violation of the British Columbia *Motor Vehicle Act Section 213 "1) On the prosecution of a PERSON charged with contravention of the regulations in operating or using on a highway a VEHICLE the weight of which or the weight of the load carried on which was in excess of the weight prescribed by the regulations, it is sufficient evidence for a credible witness to state on oath that, to the best of his or her judgment and opinion, the weight of the VEHICLE or of the load carried on it at the time of the alleged contravention was in excess of the weight so prescribed"*
- 5.4.7 No PERSON shall enter the SITE in a VEHICLE that is not equipped or mechanically sound with regards to climatic or roadway conditions.
- 5.4.8 No VEHICLE shall exceed the posted speed limit while on SITE.
- 5.4.9 No PERSON shall without authorization, drive a motor VEHICLE on any part of the SITE other than on roads or areas so designated by signage or the SITE OFFICIAL or SITE OPERATOR.
- 5.4.10 All VEHICLES DISPOSING SOLID WASTE shall maintain a safe lateral distance (equal to the maximum unloading vertical height extension) between adjacent away from other VEHICLES and shall limit the linear spread of loads to no greater than its VEHICLE length from the designated unloading location.
- 5.4.11 No PERSON shall discharge any firearm at the SITE, except as permitted under any applicable enactment.
- 5.4.12 No PERSON shall climb upon waste stockpiles or climb into REFUSE BINS or rummage in areas designated for SOLID WASTE DISPOSAL.
- 5.4.13 No PERSON shall place NON-ASSESSED DEMOLITION AND RENOVATION MIXED LOAD in the DESIGNATED LOCATION reserved for ASSESSED materials.
- 5.4.14 No PERSON shall approach, harass, feed or attempt to lure wildlife encountered on the SITE
- 5.4.15 No PERSON while conducting SITE business shall utilize a communication or entertainment device which includes but is not limited to mobile phones, smart phones, hands-free devices, speaker phones, pagers, text messaging, lap top, ear pieces, head phones, or two way radios, or other activities that allow for distracted driving or the inability to hear instructions.

5.4.16 No PERSON shall enter the SITE on foot, all PERSONS entering the SITE must be in a motor propelled VEHICLE equipped with a cab, PERSONS while on SITE must remain within a 45 metre (150') proximity of their VEHICLE.

## **6.0 Fees and Charges**

6.1 Every PERSON delivering SOLID WASTE to the SITE shall pay the applicable TIPPING FEE set out in accordance with RDOS Fees and Charges Bylaw as amended from time to time.

6.2 Any TIPPING FEE assessed pursuant to this Bylaw must be paid to the SITE OFFICIAL prior to leaving the SITE. The TIPPING FEE shall be paid in cash, be placed on a REGIONAL DISTRICT pre-approved account or be paid by credit or debit card where such payment options are available at the SITE.

6.3 In the event the weigh scale is not operational, the SITE OFFICIAL shall estimate the weight of each VEHICLE and a TIPPING FEE shall be charged as outlined in the RDOS Fees and Charges Bylaw.

## **7.0 Violations and Penalties**

7.1 No PERSON shall do any act or suffer or permit any act or thing to be done in contravention of this Bylaw.

7.2 Every PERSON who violates any provision of this Bylaw, or who permits any act or thing to be done in violation of this Bylaw, or who fails to do any act or requirement of this Bylaw, shall be deemed to have committed an offence against this Bylaw and:

- a) shall be liable, upon summary conviction, to a fine of not less than \$100.00 and not more than \$2,000.00 for a first offence, and to a fine of not less than \$200.00 and not more than \$2,000.00 for each subsequent offence;
- b) shall pay the applicable TIPPING FEE as set out in the RDOS Fees and Charges Bylaw as amended from time to time, in cases where the violation involves the contravention of a prohibition or regulation pertaining to the deposit of material at the SITE;
- c) shall pay the penalties, that may be issued, as provided under the provisions of the *British Columbia Offence Act*, or to the penalties provided under the provisions of the *British Columbia Local Government Bylaw Notice Enforcement Act* and;
- d) may be prohibited, by written notice, from DISPOSING SOLID WASTE at the SITE for such period as the REGIONAL DISTRICT may determine.

7.3 Notwithstanding any other provision of this Bylaw, any PERSON who:

- a) contravenes this Bylaw and/or fails to comply with rules or directions of a SITE OFFICIAL or SITE OPERATOR may be prohibited entry into any REGIONAL DISTRICT SITE for a specified period of time as determined by the MANAGER;
- b) contravenes this Bylaw and is deemed to be abusive or threatening may be ordered to immediately leave the SITE by a SITE OFFICIAL. Any Person deemed

to be abusive or threatening may be prohibited entry into any REGIONAL DISTRICT SITE for a specified period of time as determined by the MANAGER;

- c) contravenes this Bylaw and fails to pay the TIPPING FEES as set out in the RDOS Fees and Charges Bylaw may be refused entry into any REGIONAL DISTRICT SITE until all TIPPING FEES and charges are paid.

7.4 Each offence committed against this Bylaw shall be deemed a separate and distinct offence and subject to a separate penalty.

7.5 Any penalty imposed pursuant to this Bylaw shall be in addition to, and not in substitution for, any other penalty or remedy imposed pursuant to any other applicable statute, law or legislation.

#### **8.0 Dispute Mechanism Notice**

8.1 Once a VEHICLE is SCALED a SITE OFFICIAL shall issue an invoice indicating the waste type and corresponding TIPPING FEE assessed including penalties. Upon payment all TIPPING FEES assessed or decisions made under this Bylaw can be appealed to the MANAGER.

8.2 Appeals must be submitted to the MANAGER within 60 days of the transaction.

8.3 All decisions rendered will be on a case by case basis, resolutions shall be based upon such factors as precedent, severity and frequency.

8.4 Loads DISPOSED outside of Public Hours of Operation can not be appealed.

#### **9.0 Severance**

If a section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of a Court of Competent Jurisdiction, the invalid portion shall be severed and such decision shall not affect the validity of the remaining portions of this Bylaw.

#### **10.0 No Limitation**

Nothing in this Bylaw shall limit the REGIONAL DISTRICT from utilizing any other remedy that would otherwise be available to the REGIONAL DISTRICT at law.

**READ A FIRST, SECOND, AND THIRD TIME** this ~~4<sup>th</sup>~~<sup>2<sup>nd</sup></sup> day of February, 20~~21~~<sup>14</sup>8.

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ADOPTED this ~~44~~<sup>5</sup>th day of February, 20~~21~~<sup>14</sup>8.

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

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

## ADMINISTRATIVE REPORT

**TO:** Board of Directors

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

**DATE:** April 1, 2021

**RE:** E-Comm 9-1-1 Service Contract Extension

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**Administrative Recommendation:**

**THAT the Regional District of Okanagan Similkameen authorize Emergency Services Communication (9-1-1) Agreement Amendment No.2 with the Central Okanagan Regional District to extend the Agreement from January 1, 2021 to December 31, 2021.**

**AND THAT the Regional District add the Regional District of Central Okanagan as "Associate Member" to its Municipal Insurance Association of BC (MIABC) policy for liability insurance purposes and authorize its signing officers to execute a Service Provider Agreement associated with the administration of the Emergency Services Communication (9-1-1) Agreement Amendment No.2.**

**AND THAT the Regional District extend RDCO as an associate member on the MIABC policy.**

**Purpose:**

The purpose of this report is to seek approval for the Emergency Services Communication (9-1-1) Agreement Amendment No.2 and amendments to the MIABC policy.

**Reference:**

1. Emergency Services Communication (9-1-1) Agreement Amendment No.2 (attached)
2. Canadian Radio-television and Telecommunications Commission (CRTC) Telecom Regulatory Policy CRTC 2017-182 (reference <sup>1</sup>)

**Background:**

The Regional District of Central Okanagan (RDCO) and Regional District of Okanagan-Similkameen (Regional District) renewed the 9-1-1 Call Answer Centre Service Agreement in 2014 for a five-year term. As part of the agreement, RDCO administers the 9-1-1 contract with E-Comm on behalf of all nine Regional District partners participating in the service. This shared service with RDOS, RDNO, RDKB, RDCK, RDEK, CSRD, TNRD, SLRD and RDCO (the partners) was established to provide a more cost-effective model for the ratepayers.

In 2019, RDCO was unable to secure a five-year contract with E-Comm for another term. As a temporary measure, RDCO negotiated a fourteen-month contract extension to the end of 2020 with the same terms and conditions (including costs) as the current contract that ended in 2019. In September 2019, the Regional District signed Agreement Amendment No.1 to provide RDCO and E-Comm with the time required to confirm technological requirements and costs associated with the Next Generation 9-1-1 system (NG9-1-1) upgrades and negotiate a new five-year agreement before the end of 2020. RDCO advised the Regional District that a new contract with E-Comm was not completed within that timeframe and that Agreement Amendment No.2 would be required.

Why is NG9-1-1 relevant? In the coming years, telecommunications networks across Canada, including the networks used to make 9-1-1 calls, will continue to transition to Internet Protocol (IP) technology. This will enable Canadians to access new, enhanced, and innovative 9-1-1 services with IP-based capabilities, referred to as NG9-1-1 services <sup>1</sup>.

**Analysis:**

In the spring of 2020, RDCO received notification from E-Comm that there would be delays in providing costs associated with NG9-1-1. The Original activation deadline for NG9-1-1 was June 2020, however, the timeline was delayed nationally due to COVID-19. RDCO and E-Comm concluded that an additional one-year contract amendment would be appropriate given the current situation. E-Comm confirmed this would not cause an interruption in service.

In November 2020, the E-Comm Board of Directors approved Agreement Amendment No.2 with a 2021 budget of \$1,094,440 (4.5% increase for 2021) for the shared 9-1-1 Call Answer Service for the eight Regional Districts. The RDOS share for 2021 is \$152,860 (Figure 1).

	2015	2016	2017	2018	2019	2020	2021
RDOS	\$123,555	\$129,706	\$135,580	\$141,720	\$151,904	\$149,610	\$152,860

*Figure 1: 2015 - 2021 RDOS portion of the 9-1-1 Call Answer Service charge*

RDCO and E-Comm will continue contract negotiations in 2021 to secure a five-year contract by the end of 2021.

**Alternatives:**

The Board Chooses not to support the Contract Amendment and seek further information from the RDCO.

**Communication Strategy:**

No communication strategy is required.

**Respectfully submitted:**

*"Sean Vaisler"*

S. Vaisler, Emergency Services Manager

**EMERGENCY SERVICES COMMUNICATION (9-1-1) AGREEMENT –  
AMENDMENT NO.2**

**THIS AGREEMENT AMENDMENT NO.2** (the “**Agreement Amendment**”) is made as of the \_\_\_\_ day of January, 2021

BETWEEN:

**REGIONAL DISTRICT OF CENTRAL OKANAGAN**  
(the “**RDCO**”)

AND:

**REGIONAL DISTRICT OF OKANAGAN SIMILKAMEEN**  
(the “**RDOS**”)

**WHEREAS:**

- A. The RDCO and the RDOS entered into a 9-1-1 Call Answer Centre Service Agreement (reference number A14-146) dated July 1, 2014, as amended and extended by Amendment No.1 dated September 3, 2019 (the “**Agreement**”); and
- B. Pursuant to the Agreement, the parties have reached mutual agreement to extend the Agreement for a further term, as further provided for in this Agreement Amendment.

**NOW THEREFORE THIS AGREEMENT WITNESSES** that in consideration of the promises and of the sum of \$10 and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties covenant and agree as follows:

- 1.1** The Agreement is further extended for the term commencing January 1, 2021 and ending December 31, 2021 (the “**Second Extension Term**”).
- 1.2** During the Second Extension Term, the RDCO will negotiate in good faith the terms of a new *E-Comm Contract* with *E-Comm*, for provision of a new 9-1-1 call answer centre service contract for all *Regional District Partners*.
- 1.3** The Agreement is amended by deleting *Appendix B - Fees, Invoices & Payments* in its entirety, and replacing it with *Appendix B – Fees, Invoices & Payments (Revised in Amendment No.2)*, attached hereto.
- 1.4** The terms of this Agreement Amendment are expressly made part of the Agreement to the same extent as if incorporated therein, and both the RDCO and the RDOS agree that all agreements, covenants, conditions, and provisos contained in the Agreement, except as amended or altered by this Agreement Amendment, shall be and remain unaltered and in full force and effect during the Second Extension Term. The RDCO and the RDOS both acknowledge and agree to perform and observe, respectively, the obligations of the RDCO and the RDOS under the Agreement as extended and modified hereby. The RDCO and the RDOS hereby confirm and ratify the Agreement as hereby extended and amended.
- 1.5** All terms capitalized herein and not otherwise defined in this Agreement Amendment shall have the same meaning as the Agreement.
- 1.6** The provisions of this Agreement Amendment shall enure to the benefit of and be binding upon the parties’ respective successors and permitted assigns.

**IN WITNESS WHEREOF** this Agreement Amendment has been executed and delivered by the parties as of the day and year first above written.

**REGIONAL DISTRICT OF CENTRAL  
OKANAGAN**

**REGIONAL DISTRICT OF OKANAGAN  
SIMILKAMEEN**

Per: \_\_\_\_\_  
Name:  
Title:

Per: \_\_\_\_\_  
Name:  
Title:

Per: \_\_\_\_\_  
Name:  
Title:

Per: \_\_\_\_\_  
Name:  
Title:

**APPENDIX B  
FEES, INVOICES & PAYMENTS (REVISED IN AMENDMENT NO.2)**

**D1 9-1-1 Fees.**

Pursuant to Section 4.1, the 9-1-1 fees payable by RDOS to RDCO are to be the RDOS’s Apportionment (as per the definition under D.1.1) of the sum of the budgeted annual cost calculated each year for:

- a) the “Total Annual Estimated Cost” as budgeted each year (except for the “Capital / Equipment Upgrade Cost in Year 1”\*) detailed in D1.2 E-Comm Contract Pricing herein;
- b) the Operating Contingency for the E-Comm Contract, as per D1.3 Operating Contingency herein;
- c) the “Total RDCO Direct Costs”, as per D1.4 RDCO Direct Costs herein; and
- d) the Administration Overhead charge, as per D1.5 herein.

\*Note: The Capital / Equipment Upgrade Costs for Year 1 detailed in D1.2 E-Comm Contract Pricing will be paid from existing Capital Reserve Funds which the parties along with all Regional District Partners currently hold.

Using the methodology described above, upon the date of execution of this agreement, the estimated 9-1-1 Fees payable by RDOS to RDCO in each calendar year are as follows:

	<b>2015</b>		<b>2016</b>		<b>2017</b>		<b>2018</b>		<b>2019</b>		<b>2020</b>		<b>2021</b>
Regional District of													
Okanagan	\$ 123,555	\$	129,706	\$	135,580	\$	141,720	\$	151,904	\$	149,610	\$	152,860

Note: the actual amounts will be calculated each year.

**D1.1 Cost Apportionment**

The parties hereby agree that all costs outlined in D1.2 to D1.5 herein shall be shared by all the Regional District Partners, pro rata, in proportions equivalent to the percentage that each Regional District Partner’s respective converted assessed value of improvements for hospital purposes using the annual completed assessment roll, bears to the total converted assessed value of improvements of all Regional District Partners (the “Apportionment”).

These proportions shall be determined on an annual basis, on or before March 1<sup>st</sup> in each year of this Agreement and shall apply to the current calendar year.

D1.2 E-Comm Contract Pricing

a) Original Term Pricing:

	A	B	C	D	E
	<b>Contract Year</b>	<b>Project Management Costs</b>	<b>Capital / Equipment Upgrade Costs</b>	<b>Operating Costs</b>	<b>Total Annual Estimated Cost</b> <small>(Sum of Columns B, C, D)</small>
1	Year 1 <small>(Nov 18, 2014 - Nov 17, 2015)</small>	\$ 50,000	\$ 287,870	\$ 865,140	\$ 1,203,010
2	Year 2 <small>(Nov 18, 2015 - Nov 17, 2016)</small>	\$ -	\$ 19,190	\$ 908,540	\$ 927,730
3	Year 3 <small>(Nov 18, 2016 - Nov 17, 2017)</small>	\$ -	\$ 19,190	\$ 953,760	\$ 972,950
4	Year 4 <small>(Nov 18, 2017 - Nov 17, 2018)</small>	\$ -	\$ 19,190	\$ 1,001,040	\$ 1,020,230
5	Year 5 <small>(Nov 18, 2018 - Nov 17, 2019)</small>	\$ -	\$ 19,190	\$ 1,050,000	\$ 1,069,190
6	<b>Total Contract Price over 5 Year Term</b> <small>(Sum of rows E1, E2, E3, E4, E5)</small>				<b>\$ 5,193,110</b>

b) Extension Term Pricing:

	A	B	C	D	E
	<b>Contract Year</b>	<b>Project Management Costs</b>	<b>Capital / Equipment Upgrade Costs</b>	<b>Operating Costs</b>	<b>Total Annual Estimated Cost</b> <small>(Sum of Columns B, C, D)</small>

**1st Extension Term:**

Nov 18, 2019 - Dec 31, 2019	\$ -	\$ 2,239	\$ 116,548	\$ <b>118,787</b>
Jan 1, 2020 - Dec 31, 2020	\$ -	\$ 19,190	\$ 1,028,949	\$ <b>1,048,139</b>
			<b>Total</b>	\$ <b>1,166,926</b>

**2nd Extension Term:**

Jan 1, 2021 - Dec 31, 2021	\$ -	\$ 19,190	\$ 1,075,250	\$ <b>1,094,440</b>
			<b>Total</b>	\$ <b>1,094,440</b>

**Notes:**

\* E-Comm operates under a cost-recovery model which is based on budgeted costs.

Assumptions with respect to the above costs have been included below.

- (a) % targeted average service 95%/5 seconds for 9-1-1 Call Answer.
- (b) 1st Extension estimates based on the 2019 Budget Approved by the E-Comm Board of Directors.  
2nd Extension estimates for January 1, 2021 - December 31, 2021.  
- The 2021 Budget increase of 4.5% was approved by the E-Comm Board of Directors on November 26, 2020.
- (c) **Excluded costs:**  
- Next generation 9-1-1 (NG911) costs are excluded  
- Technology life cycle replacement costs are excluded (the District had chosen to pay for initial capital and implementation costs upfront). Refer to contract for additional details on "additional services" (ex. NG911) and/or changes.
- (d) The above estimated rates are based on the District's metrics as follows:  
- For the 2018 calendar year: 260,135 inbound 911 calls were received  
- For the 2019 calendar year: 271,498 inbound 911 calls were received
- Should the District's metrics increase by 3% or more over the prior year, or term of the agreement, the 9-1-1 Call Taking Fee may be subject to increases higher than the rates for 2021 noted above.
- The above assumes that all abandoned 9-1-1 calls will be down-streamed to the Police of Jurisdiction for call-back, investigation and any additional further action, consistent with the standard practice established for the regional districts and other communities that we currently provide PSAP services to.
- (e) Billing will be based on the estimated call volume; call volumes will be reviewed and assessed annually, in arrears, for staffing and service level impacts. Future year estimates and billings may be adjusted subject to the above.
- (f) Costs for the language translation services included from a third party provider will be billed back to the regional district.

### D1.3 Operating Contingency

For each Contract Year noted in the E-Comm Contract Pricing under D1.2, the RDCO shall budget \$50,000 to specifically cover potential changes to the E-Comm Contract Pricing annual estimated costs, as per the notes under the E-Comm Contract Pricing in D.12.

### D1.4 RDCO Direct Costs

In each calendar year, the RDCO Direct Costs are estimated to be as per the table below. (Note: these are estimates only, and actual costs incurred will be shared as per D1.1):

	<b>2019</b>	<b>2020</b>	<b>2021</b>
Salaries - Full Time	29,871	30,468	31,157
Payroll Overhead	8,065	8,226	8,412
Travel	2,250	2,295	2,250
Meetings / Communication/Education	1,500	1,530	1,500
Telephone	1,000	1,020	1,000
Insurance	8,116	8,278	10,500
Office Supplies	400	408	400
Technology/Upgrades			150,000
Legal	2,000	2,040	2,000
Consulting			10,000
<b>Total RDCO Direct Costs (\$):</b>	<b>53,202</b>	<b>54,265</b>	<b>217,219</b>

Note: Any surplus/deficit will be carried forward to the next year's budget. Any future surpluses may be put into an operating reserve or used to reduce the requisition for the following year.

#### D1.5 Administration Overhead

An administration overhead charge in accordance with the RDCO Administration Overhead Policy 7.19, to be calculated each year, will be applied to all costs in D1.2 to D1.4 above. In 2020, that % was 9.67%.

#### D2 Other Fees.

The following are not included in the 9-1-1 Fees detailed in D1, and will be extra fees payable upon consultation between the parties: (admin charges will also apply):

- a) Other potential fee, which are not definable and /or could become payable during the term
- b) Fees for Material Compliance change, as per section 4.2 of the E-Comm Contract
- c) Next Generation N911 costs
- d) Additional 9-1-1 Services, where it expressly states and additional cost may be charged, as per Schedule B of the E-Comm Contract
- e) Any costs associated with early termination, as per section 7.
- f) Staffing for a Planned Major Event, as per Schedule B (e) of the E-Comm Contract.

#### D3 Payment Terms.

Fees for each contract year shall be requisitioned in April and payment received no later than August 31<sup>st</sup> of that year.

## ADMINISTRATIVE REPORT

**TO:** Board of Directors

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

**DATE:** April 1, 2021

**RE:** Award of Manitou Park Pathway Project

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### **Administrative Recommendation:**

**THAT the construction of a pathway at Manitou Park be awarded to Chute Creek Construction Ltd up to the amount of \$71,870.00, exclusive of GST.**

### **Purpose:**

To construct a wheelchair accessible asphalt-surfaced pathway around the perimeter of Manitou Park in Naramata.

### **Reference:**

Manitou Park Concept Plan, LA West Associates (2016)

### **Business Plan Objective:**

Key Success Driver 3.0: To Build a Sustainable Region

### **Background:**

Manitou Park is located on the East side of Okanagan Lake at 550 Dorothy Ave in the Naramata village. A wheelchair-accessible perimeter pathway has been in the works for several years. Once completed the pathway will improve access to park amenities, including the new washroom building, for all park users and specifically for individuals with mobility challenges.

Layout of the pathway was completed by Ecora Engineering in consultation with the Naramata Parks and Recreation Commission and RDOS staff.

### **Analysis:**

The project RFQ invited quotes for construction of an asphalt-surfaced pathway around the perimeter of Manitou Park.

We received eight compliant submissions from contractors. Quotes ranged from the low bid of \$71,870 up to \$97,050.

Funding for the project is available via 2021 Area E Parks & Recreation budget.

**Alternatives:**

That the Board does not choose to award the project to the recommended proponent.

**Respectfully submitted:**

*Doug Reeve*

D. Reeve, Project Coordinator

## ADMINISTRATIVE REPORT

**TO:** Corporate Services Committee

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

**DATE:** April 1, 2021

**RE:** Board Procedure Bylaw

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### Administrative Recommendation:

THAT Bylaw No. 2798, 2021, being a bylaw of the Regional District of Okanagan-Similkameen to regulate the meetings of the Board and the conduct thereof, be read a first, second and third time and be adopted.

### Purpose:

To introduce the proposed Board Procedures bylaw.

### Reference:

*Local Government Act*

*Community Charter*

Bylaw No. 2620 (consolidated) – current board procedure bylaw

[Procedure Bylaw Guide for BC's Local Governments](#)

### Business Plan Objective:

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

Objective 4.2.1 By assisting the Board to operate in an effective manner

### Background:

As directed in the *Local Government Act*, a board must adopt a procedure bylaw that establishes the procedures to be followed by the board and committees in conducting business, provides for advance public notice of meetings, and identifies the public notice place.

The Regional District of Okanagan Similkameen uses a cascading system of rules. Anything setting out procedure in an Act takes precedent; and we rely on the *Local Government Act* and *Community Charter* for much of our procedural foundation. The Bylaw follows the Act in priority and, while we duplicate some of our more commonly used rules, it is not the intent to copy the Act into a bylaw. If we can't find what we're looking for in an Act or the Procedure Bylaw, we use Roberts Rules of Order. It is appropriate to review the bylaw from time to time for clarity and to ensure it remains current and relevant.

Questions have arisen over the past year or so regarding procedural matters about which the current procedure bylaw is silent. Accordingly, procedure bylaws from other regional districts were referenced to research best practice. Additionally, Ministry of Municipal Affairs and LGMA co-published "Procedure Bylaw Guide for B.C.'s Local Governments" in December 2020, and we have reviewed our draft bylaw with consideration of the best practices contained in the guide.

The 2018 – 2022 Board of Directors most recently reviewed and discussed Board Procedure Bylaw No. 2789 at the February 18, 2021 Corporate Services Committee.

### **Analysis:**

Based on discussion at the March 18, 2021 Corporate Services Committee meeting, Bylaw No. 2789 includes direction that Commission meeting minutes which contain recommendations that may impact resources, work plans or may require further legislative or legal research shall not be included on the consent agenda portion of a Board agenda, but rather on the main agenda under the appropriate department section for discussion to ensure items of concern are addressed. (section 9.15)

Bylaw No. 2789 also includes the following proposed changes which have been previously discussed at the February 18, 2021 Corporate Services Committee and the November 5, 2020 Legislative Workshop:

- Clarifying language regarding the sharing of Closed Meeting documents and deliberations; (sec. 5.2 & 5.3)
- Election for Chair and Vice Chair is by secret ballot, with provision for a director participating remotely to phone Corporate Officer to cast their vote; (sec. 4.2)
- Minutes are signed by the Corporate Officer and meeting chair, as directed in section 223(1)(b) of the *Local Government Act*; (sec. 7.2)
- Board minutes do not record which directors moved and seconded a motion, but do record any directors voting in opposition; (sec. 7.1)
- Adding the procedure for Development Services application delegations; (sec. 5.8 & 5.9)
- Clarifying the application of the Procedure Bylaw to committees and commissions and the Okanagan Similkameen Regional Hospital District Board; (sec. 1.7 & 3.1)
- Adding Schedules that provide detail on specific topics such as Privilege, Points of Order, Conflict of Interest, Motions, and Reconsideration; (sec. 11.0)
- Notice of a special meeting must be provided at least five days in advance (to comply with Local Government Act); (sec. 4.12)
- Notification of cancelled or postponed meetings may be provided by means other than an email message; (sec. 4.6)
- Paper agenda packages may be provided when electronic copies are not possible; (sec. 4.10)
- Removal of the requirement that the meeting chair must convene the meeting at the location specified on the agenda or notice of meeting;
- Closed meetings may be recorded with consent of the Chair; (sec. 4.19)
- Removal of reference to meetings being recorded for the purpose of taking minutes;
- Addition of reference to Public Health Orders. (sec. 10.0)

**Alternatives:**

1. THAT consideration of Bylaw No. 2798 be deferred.
2. THAT Bylaw No. 2798 be abandoned.

**Communication Strategy:**

The Board Procedure bylaw will be available on the RDOS website.

**Respectfully submitted:**

*"Christy Malden"*

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C. Malden, Legislative Services Manager

# Bylaw No. 2620, 2013

## Regional District of Okanagan-Similkameen Regional Board Procedure Bylaw

Consolidated for convenience purposes.  
Includes all amendments to the text up to:  
October 20, 2016

### Summary of Amendments

<b>Bylaw No.</b>	<b>Adopted</b>	<b>Amendment</b>	<b>Purpose</b>
2620.01, 2013	June 6, 2013	Addition to Section 6.4	Provision to allow the Board, for a specified time period, to experiment with the order or content of the agenda to seek efficiencies or improve effectiveness.
2620.02, 2013	Dec. 19, 2013	Addition to Section 6.4	Provision to add Consent Agenda to the order of business, when appropriate.
2620.03	Oct. 20, 2016	Amend Section 4.1; and Remove Section 6.2 and renumber rest of Sec. 6	Change date of Inaugural meeting to comply with change to Local Government Act; Remove reference to a deadline for receipt of agenda items.

## REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

### BYLAW NO. 2620, 2013

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A bylaw to regulate the meetings of the Regional Board of the Regional District of Okanagan-Similkameen and the conduct thereof

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**WHEREAS** pursuant to the *Local Government Act*, the Regional District of Okanagan-Similkameen must, by bylaw, provide for the procedure that is to be followed for the conduct of its business and the business of its select and standing committees, including the manner by which resolutions may be passed and bylaws adopted;

**AND WHEREAS** pursuant to the *Local Government Act*, the Regional District of Okanagan-Similkameen must, by bylaw, provide for advance public notice respecting the time, place and date of board and committee meetings;

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

#### **1.0 GENERAL**

- 1.1 The provisions of this bylaw govern the proceedings of the Regional Board and all standing, select and other committees of the Regional Board, as applicable.
- 1.2 In cases not provided for under this bylaw, the Regional Board may determine the appropriate rules of procedure, or may follow the most current version of Robert's Rules of Order, so long as those rules are applicable in the circumstance and are not inconsistent with the provisions of this bylaw or with any Provincial Act.
- 1.3 Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time, and any bylaw referred to herein is a reference to an enactment of the Regional Board of the Regional District of Okanagan-Similkameen, as amended, revised, consolidated, or replaced from time to time.
- 1.4 The headings used in this bylaw are for convenience of reference only. They do not form part of this bylaw and are not to be used in the interpretation of this bylaw.
- 1.5 If any section, paragraph or phrase of this bylaw is for any reason held to be invalid by reason of a Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the bylaw.
- 1.6 The bylaw may not be amended or repealed and substituted unless notice of the proposed amendments is given to each Director 5 days before the meeting at which the amendment is to be introduced.

## 2.0 CITATION

- 2.1 This bylaw may be cited for all purposes as the **Regional District of Okanagan-Similkameen Regional Board Procedure Bylaw No. 2620, 2013.**

## 3.0 DEFINITIONS

- 3.1 In this bylaw:

“Audio and video recording devices” means any equipment enabling the recording and/or transmission of sound and/or visual images;

“Board” means the Board of Directors of the Regional District of Okanagan-Similkameen;

“Chair” means, where the context requires, the Chair of the Board elected pursuant to the Local Government Act or the person appointed as the Chair, Vice Chair or other person presiding at a meeting of the Board or Committee;

“Chief Administrative Officer” means the individual appointed by the Regional Board as the Chief Administrative Officer of the Regional District of Okanagan-Similkameen;

“Closed Meeting” means a meeting closed to the general public or employees, as deemed appropriate with items to be discussed as set out in the *Community Charter*;

“Corporate Officer” means the individual appointed by the Regional Board as the Officer assigned the responsibility of corporate administration of the Regional District of Okanagan-Similkameen or their designate;

“Delegation” means an individual or group of people addressing the Board regarding any matter that falls within the jurisdiction of the Board, but does not include those speaking to a bylaw for which a public hearing has been held or is scheduled;

“Director” means a member of the Board, whether as a municipal Director or an electoral area Director;

“Member” means a Director of the Board or a person appointed to a committee, as the context requires;

“Public Notice Posting Place” means the notice board at the Regional District administration office;

“Quorum” means a majority of the members of the Regional Board or a majority of the members of a Regional District Committee, unless otherwise adopted in a committee Terms of Reference;

“Regional District” means the Regional District of Okanagan-Similkameen;

“Regional District administration office” means the Regional District of Okanagan-Similkameen office located at 101 Martin Street, Penticton, British Columbia;

“Select Committee” means a committee established by the Board to consider or inquire into any matter and report its findings and opinion to the Board. Persons who are not directors may be appointed by the Board; at least one member of the committee must be a director;

“Special meeting” means any meeting other than a statutory, regular, or adjourned meeting;

“Standing Committee” means a committee established by the Chair for matters the Chair considers would be better dealt with by committee. Persons who are not directors may be appointed by the chair; at least one member of the committee must be a director;

“Vice-Chair” means the Vice-Chair of the Regional Board

3.2 Unless otherwise defined in this bylaw, words used herein shall have the meanings defined in the *Community Charter* or the *Local Government Act*, as applicable.

#### **4.0 REGIONAL BOARD MEETINGS**

##### **Inaugural Meeting**

4.1 An inaugural Regional Board meeting shall be held in accordance with the *Local Government Act*<sup>1</sup>.

##### **Election of Chair/Vice Chair**

4.2 The Board shall elect a Chair from among its directors at the inaugural meeting pursuant to the *Local Government Act*. The Chair shall fulfill those obligations placed upon this position by legislation and by approved board policy.

- (1) The Corporate Officer shall call for nominations for the position of Chair of the Board and will do so three (3) times. At the close of nominations, if more than one candidate has been nominated, those candidates or their representatives will be allowed a maximum of three (3) minutes to address the Board.
- (2) In the event that there are more than two candidates in any such election and no candidate receives a clear majority of votes (i.e. 50% plus one vote) on the first ballot, the candidates receiving the least number of votes shall be deleted and a second ballot shall be taken. Further ballots shall be taken as necessary, repeating the procedure of deleting the candidate that in each preceding ballot received the least number of votes, until a candidate with a clear majority emerges.
- (3) Only those ballots that indicate an officially nominated candidate will be counted towards the election and be used to determine a clear majority.
- (4) In the event of two consecutive tie votes the election shall be determined by the flip of a coin.

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<sup>1</sup> Bylaw No. 2620.03, 2016 Regional District of Okanagan-Similkameen Board Procedure Amendment Bylaw adopted October 20, 2016

- 4.3 An election of Vice-Chair shall then be conducted pursuant to subsections above, but the candidates will be permitted a maximum of two (2) minutes to address the Regional Board.

#### **Schedule of Meetings**

- 4.4 Regular Regional Board and Committee meetings shall be held on the dates each year established by a resolution of the Regional Board prior to December 31 of the preceding year. At the discretion of the Board Chair and Vice Chair, a meeting of the Board of Directors may be cancelled or postponed, providing two consecutive meetings are not cancelled.
- 4.5 Notification of a cancelled or postponed meeting must be provided to the Corporate Officer at least 48 hours before the scheduled meeting, and the Corporate Officer must advise all Board members via email and the public by posting a notice on the Public Notice Posting Place.

#### **Location of the Regional Board Meetings**

- 4.6 All Regional Board meetings shall take place within the Regional District administrative office.
- 4.7 Notwithstanding subsection 4.6, at the discretion of the Chair, Regional Board meetings may take place at other locations. The change in location must be advertised in accordance with the *Local Government Act*.

#### **Notice of Regular Regional Board and Committee Meetings**

- 4.8 The annual schedule of regular Regional Board and Committee meetings, established pursuant to subsections 4.4 and 4.5 of this bylaw, shall be available to the public through posting on the Public Notice Posting Place, and notice of the availability of the Schedule shall be advertised by January 15 of each year in accordance with the public notice provisions set out in the *Local Government Act*.
- 4.9 At least 48 hours before a regular Regional Board or Committee meeting, the Corporate Officer must give notice of the meeting agenda, including confirmation of the time, place, and date, by:
- (a) Posting the agenda on the Public Notice Posting Place at the Regional District office;
  - (b) Leaving copies of the agenda at a public counter at the Regional District office for distribution to members of the public as requested; and
  - (c) Providing an electronic copy to each member of the Regional Board.
- 4.10 The Corporate Officer may post agendas on the Regional District's internet web site.

### **Notice of Special Regional Board Meetings**

- 4.11 At least 48 hours before a Special Regional Board meeting, the Corporate Officer must give notice of the meeting, including the time, place, and date, and a general description of the purpose of the meeting, in the same manner as provided for meeting agendas in section 4.9 of this bylaw.
- 4.12 Each copy of a notice of a special Regional Board meeting must be signed by the Chair or the Chief Administrative Officer.
- 4.13 Notwithstanding sections 4.11 and 4.12, notice of a special Regional Board meeting may be waived by unanimous vote of all Regional Board members.

### **Electronic Meetings**

- 4.14 Provided the conditions set out in Regional District Electronic Meetings [Regulation 271/2005](#) are met:
  - (a) a Special Board meeting may, upon authorization of the Chair, be conducted by means of electronic or other communication facilities;
  - (b) a member of the Regional Board or Committee who is unable to attend at a Regional Board or Committee meeting, may, upon authorization of the Chair, participate in the meeting by means of electronic or other communication facilities.
- 4.15 The facilities must enable the meeting's participants to hear, or watch and hear, each other.
- 4.16 The facilities must enable the public to hear, or watch and hear, except for any part of the meeting that is closed to the public, the meeting at the specified place, and a designated Regional District officer must be in attendance at the specified place.
- 4.17 The member presiding at a Special Board or Committee meeting must convene the meeting from the location specified on the agenda or notice of meeting

### **Use of Audio and Video Recording Devices**

- 4.18 No person shall use or operate any audio or video recording device at a meeting without the permission of the Chair.
- 4.19 Nothing in this section precludes the person responsible for corporate administration or designate to record Regional District of Okanagan-Similkameen Board or Committee Meetings for the purpose of taking meeting minutes.

## **5.0 PUBLIC ATTENDANCE AT REGIONAL BOARD MEETINGS**

### **Meetings to be Open to the Public**

- 5.1 Unless a meeting or part of a meeting is authorized to be closed to the public by the *Local Government Act* and *Community Charter*, all meetings of the Regional Board shall be open to the public.

## **Visitors and Delegations to the Regional Board**

- 5.2 A delegation shall only address the Regional Board during a meeting if that person is providing a report or presentation that has been scheduled to the agenda for the meeting, or if the Regional Board has passed a resolution by 2/3 member vote to hear from that person at that time.
- 5.3 A delegation who wishes to have a report or presentation scheduled to a Regional Board meeting agenda shall request the same through the Office of the Chief Administrative Officer. The request shall be processed in accordance with the Regional District of Okanagan-Similkameen Delegations Policy.

## **6.0 RULES OF PROCEDURE AT REGIONAL BOARD MEETINGS**

### **Agenda Preparation and Order of Proceedings**

- 6.1 Prior to each meeting of the Regional Board, the Office of the Chief Administrative Officer shall prepare an agenda for approval by the Executive, of all items to be considered by the Regional Board at the meeting.
- 6.2<sup>2</sup> A late item may be approved for addition to an agenda by the Chief Administrative Officer prior to the meeting, or by a 2/3 resolution of the Regional Board at the meeting.
- 6.3 The agendas for all regular Regional Board meetings shall contain the following matters where there are items pertaining to them:

- Adoption of Agenda
- Consent Agenda<sup>3</sup>
- Delegations
- Department Reports (listed by Department)
- Other Business
- Closed Session
- Adjournment

The Board of Directors may, by resolution, establish a specific period of time in which the order or content of the agenda may be adjusted for the purpose of investigating potential changes to increase the efficiency or effectiveness in the conducting of business. Upon expiry of the specified term, the Board must either revert back to the order determined in this bylaw, or amend the bylaw to reflect changes.<sup>4</sup>

- 6.4 No Regional Board meeting may start or continue past 5:00 p.m. unless the Regional Board passes a majority resolution to start or continue that meeting past that time.

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<sup>2</sup> Bylaw No. 2620.03, , 2016 Regional District of Okanagan-Similkameen Regional Board Procedure Amendment Bylaw, adopted October 20, 2016

<sup>3</sup> Bylaw No. 2620.02, 2013 Regional District of Okanagan-Similkameen Regional Board Procedure Amendment Bylaw, adopted December 19, 2013

<sup>4</sup> Bylaw No. 2620.01, 2013 Regional District of Okanagan-Similkameen Regional Board Procedure Amendment Bylaw, adopted June 6, 2013

- 6.5 During discussion, members of the Regional Board may make motions, pose inquiries and make suggestions upon being recognized by the Chair. Items of new business which are not included in the agendas and are of a complex nature or that may affect existing Regional District bylaws and policies shall be introduced as a “Notice of Motion” for placement on an agenda for a future meeting. Other items of new business which are not of a complex nature, and do not require a motion may be accepted as verbal reports from any member of the Regional Board and noted under Other Business.

### **Quorum**

- 6.6 As soon after the time specified for a Regional Board meeting as there is a quorum present, the Chair, if present, must take the chair and call the meeting to order. Where the Chair is absent, the Regional Board member designated in accordance with this bylaw to act in the Chair’s place for that meeting must take the chair and call the meeting to order.
- 6.7 If a quorum of the Regional Board is present, but neither the Chair nor the Regional Board member designated in accordance with this bylaw to act in the Chair’s place for that meeting is present within 15 minutes of the time specified for the Regional Board meeting, the Chief Administrative Officer, or their designate shall call the meeting to order and the members of the Regional Board present shall choose one among them to preside at the meeting.
- 6.8 If there is no quorum of the Regional Board present within 15 minutes of the time specified for the Regional Board meeting, the Chief Administrative Officer shall record the names of the members present and those absent and shall adjourn the meeting to the next regular scheduled meeting.

### **Voting at Meetings**

- 6.9 If a Regional Board member considers that he or she is not entitled to participate in the discussion of a matter and to vote on a question in respect of a matter because of a conflict of interest, he shall conduct himself in accordance with the law, including with the provisions of the *Community Charter and Local Government Act*.
- 6.10 When debate on a matter is closed and the Regional Board is ready to vote, the Chair must put the matter to a vote by asking who is in favour of the question and then who is opposed.
- 6.11 Once the Chair has put the question to a vote, voting shall be by show of hands, by verbal confirmation, or by electronic vote, if facilities are so provided, and a member of the Regional Board shall not cross or leave the room, make a noise or other disturbance, or interrupt the voting procedure except to raise a point of order.
- 6.12 After the Chair has finally put the question to a vote, a member of the Regional Board shall not speak to the question or make a motion concerning it. The Chair’s decision as to whether a question has been finally put is conclusive.
- 6.13 Should the votes on a question, other than an appeal of a decision of the Chair on a point of order, be equal for and against, the motion is defeated.

- 6.14 Whenever a vote of the Board is taken, the Chair must state the names of those members voting in the negative, and those names must be entered into the record. The Chair must declare the result of the voting by stating whether the motion is carried or is defeated.
- 6.15 Where a member who is present when a vote is taken abstains from voting, that Member shall be deemed to have voted in the affirmative.

### **Points of Order**

- 6.16 The Chair shall preserve order and decide all points of order, subject to appeal, which may arise.
- 6.17 When the Chair is required to decide a point of order:
- (a) the Chair must cite the applicable rule or authority if requested by another Regional Board member;
  - (b) another member shall not question or comment on the rule or authority cited by the Chair; and
  - (c) the Chair may reserve the decision until the next Regional Board meeting.
- 6.18 A member of the Regional Board may appeal the decision of the Chair regarding the preservation of order and decisions on points of order that may arise. The question as to whether the Chair is to be sustained shall be immediately put by the Chair and decided without debate. The Chair cannot vote and the motion passes in the affirmative if votes are equal. The Chair must be governed by the result.

### **Conduct and Debate at Meetings**

- 6.19 A member shall speak at a Regional Board meeting only after being recognized by the Chair, except to raise a point of order.
- 6.20 A Member shall address other members of the Regional Board by their title and their surname, as applicable (for example, Chair \_\_\_\_\_ or Vice-Chair \_\_\_\_\_ or Director \_\_\_\_\_).
- 6.21 No member shall interrupt another member who is speaking, except to raise a point of order, and members shall at all times use respectful language and shall not use offensive gestures or signs.
- 6.22 A member of the Regional Board may make a motion to move the previous question being debated at a Regional Board meeting at any time during the debate. This motion requires a seconder and must be adopted by a two-thirds vote.
- 6.23 Members of the Regional Board may be limited to speaking twice only in connection with a single question, by the Chair, except to reply to debate on a substantive motion which the member has made.

- 6.24 Despite section 5.1 of this bylaw, the Chair at a Regional Board meeting may expel and exclude from any Regional Board meeting a person, including another Regional Board member, whom the Chair considers is engaging in inappropriate conduct.

### **Motions Generally**

- 6.25 The Regional Board may debate and vote on a motion only if it is first made by one Regional Board member and then seconded by another.
- 6.26 The following motions are neither amendable nor debatable:
- (a) to table the main motion;
  - (b) to postpone the main motion, either indefinitely or to a specified time;
  - (c) to move the previous question; or
  - (d) to adjourn.
- 6.27 The Regional Board must vote separately on each distinct part of a question that is under consideration at a Regional Board meeting if so requested by a Regional Board member.

### **Amendments Generally**

- 6.28 A Regional Board member may, without notice, move to amend a motion that is being considered at a Regional Board meeting.
- 6.29 A proposed amendment must be produced in writing by the mover if requested by the Chair.
- 6.30 A proposed amendment must be decided or withdrawn before the motion being considered on the main question is put to a vote.
- 6.31 An amendment may be amended once only.
- 6.32 A motion to amend that has been defeated by a vote of the Regional Board cannot be proposed again.

### **Reconsideration**

- 6.33 As provided in the *Local Government Act* and the *Community Charter*, the Chair may require board reconsideration of a matter as follows:
- (a) Without limiting the authority of a board to reconsider a matter, the Chair may require the Regional Board to reconsider and vote again on a matter that was the subject of a vote.
  - (b) In exercising the power, the Chair may return the matter for reconsideration at the same board meeting as the vote took place, or at the meeting of the Regional Board following the original vote.
  - (c) A matter may not be reconsidered under this section if

- (i) it has had the approval of the electors or the assent of the electors and was subsequently adopted by the Regional Board, or
  - (ii) there has already been a reconsideration under this section in relation to the matter.
- (d) On a reconsideration under this section, the Regional Board
- (i) must deal with the matter as soon as convenient, and
  - (ii) on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration; and
  - (iii) has not been acted on by an officer, employee or agent of the Regional District.
- (e) If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.
- 6.34 After a vote has been taken on any motion, a Director (except the Chair), who voted with the majority for or against the resolution may, at the regular meeting of the board following the original vote, introduce a motion to reconsider that resolution in accordance with section 6.2.
- 6.35 When a motion to reconsider has been presented, no discussion of the main question shall be allowed unless the motion to reconsider has been adopted.
- 6.36 No resolution shall be reconsidered more than once on the same question, nor shall a vote to reconsider be reconsidered.

## **Privilege**

- 6.37 In this section, a matter of privilege includes reference to any of the following motions:
- (a) to fix the time to adjourn;
  - (b) to adjourn;
  - (c) to recess;
  - (d) to raise a question of privilege of the Regional Board; and
  - (e) to raise a question of privilege of a member of the Regional Board.
- 6.38 A matter of privilege must be immediately considered when it arises at the Regional Board meeting.
- 6.39 For the purposes of section 6.38, a matter of privilege listed in section 6.37 has precedence over those matters listed after it.

## **7.0 MINUTES**

- 7.1 Minutes of the proceedings of the Regional Board must be legibly recorded, certified as correct by the Chief Administrative Officer, and signed by the Chair or other member presiding at the meeting or at the next meeting at which the minutes are adopted.

- 7.2 Subject to section 7.3 of this bylaw, the minutes of the proceedings of the Regional Board must be open for public inspection at the Regional District during the regular office hours.
- 7.3 Section 7.2 of this bylaw does not apply to minutes of a Regional Board meeting, or part of a meeting, from which persons were excluded pursuant to section 5.1 of this bylaw.

## **8.0 BYLAWS**

### **Copies of Proposed Bylaws to the Regional Board Members**

- 8.1 A proposed bylaw may be introduced at a Regional Board meeting only if a copy of it has been made available to each Regional Board member and the Chief Administrative Officer prior to the Regional Board meeting, or if all Regional Board members unanimously agree to waive this requirement.

### **Form of Proposed Bylaws**

- 8.2 A bylaw must be printed, have a distinguishing name and a distinguishing number, and must be divided into relevant sections.

### **Reading Consideration of Proposed Bylaws**

- 8.3 The Regional Board must consider a proposed bylaw at a Regional Board meeting either:
- (a) separately when directed by the Chair or requested by another Regional Board member; or
  - (b) jointly with other proposed bylaws in the sequence determined by the Chair providing the voting entitlement and weighting is the same for all bylaws under consideration.
- 8.4 The Chair of the Regional Board meeting may read, or have the Chief Administrative Officer read, a synopsis of each proposed bylaw or group of bylaws and may then either request a motion or read a motion which has already been submitted that the proposed bylaw or group of bylaws be given appropriate readings.
- 8.5 A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Local Government Act*.

## **Bylaws must be Signed**

- 8.6 After a bylaw is adopted and signed by the Corporate Officer and the Chair of the Regional Board meeting at which it was adopted, the Corporate Officer must have it placed in the Regional District's records for safekeeping and endorse upon it:
- (a) the Regional District's corporate seal; and
  - (b) the dates of its readings, adoption and any required approvals that have been obtained.

## **9.0 RESOLUTIONS**

### **Copies of Proposed Resolutions to Regional Board Members**

- 9.1 A proposed resolution may be introduced at a Regional Board meeting only if a copy of it has been made available to each Regional Board member and the Chief Administrative Officer prior the Regional Board meeting, or if all the Regional Board members unanimously agree to waive this requirement.

### **Form of Proposed Resolutions**

- 9.2 A resolution must be in written form.

### **Consideration of Proposed Resolutions**

- 9.3 The Chair of the Regional Board meeting may read, or have a staff member read, the proposed resolution and may then request a motion that the resolution be introduced or delayed until such time as it may be dealt with.

## **10.0 REGIONAL BOARD COMMITTEES**

### **Establishment of Committees (LGA)**

- 10.1 The Chair may establish standing committees and the Regional Board may establish select committees of the Regional Board, in accordance with the provisions of the *Local Government Act*.
- 10.2 The Regional Board may establish other committees in accordance with the provisions of the *Local Government Act*.

### **Duties of Standing Committees**

- 10.3 Standing Committees must consider, inquire into, report on, and make recommendations to the Regional Board about any of the following:
- (a) matters that are related to the general subject indicated by the name of the committee;
  - (b) matters that are assigned by the Regional Board;
  - (c) matters that are assigned by the Chair.

- 10.4 Standing Committees must report and make recommendations to the Regional Board as required by the Regional Board or the Chair.

#### **Duties of Select Committees**

- 10.5 Select Committees must consider, inquire into, report on, and make recommendations to the Regional Board about matters referred to the committee by the Regional Board.
- 10.6 Select Committees must consider, inquire into, report on, and make recommendations to the Regional Board as soon as possible, unless a date and time is established by the Regional Board.

#### **General Duties of Committees are as follows:**

- 10.7 All committees are considered to be advisory in nature.
- 10.8 No committee has the power to pledge the credit of the Regional Board or commit the Regional Board to any particular action.
- 10.9 No member of the committee shall give specific direction to any staff member. The responsibility of giving specific direction to administration shall reside with the full Regional Board at a duly assembled meeting unless otherwise delegated to the Chief Administrative Officer.
- 10.10 Elections for Chair and Vice Chair of each standing committee shall be conducted at the call of the Chief Administrative Officer and at such time as is determined by the Regional Board.
- 10.11 The minutes of each committee, along with that committee's recommendation to the Regional Board, shall be submitted to the Board for adoption at the next meeting of the Regional Board.

#### **Attendance of Non-Committee Members at Committee Meetings**

- 10.12 The Regional Board members who are not members of a committee may attend the meetings of the committee.
- 10.13 Unless a meeting or part of a meeting of a committee is authorized to be closed to the public by the *Community Charter*, all meetings of committees shall be open to the public.

#### **Minutes of Committee Meetings**

- 10.14 Minutes of the proceedings of a committee meeting must be legibly recorded, signed by the Chair of the meeting upon adoption by the Board, and open for public inspection in accordance with the requirements of the *Local Government Act*.

#### **Quorum**

- 10.15 Unless otherwise stated in the terms of reference of the committee as adopted by the Regional Board, the quorum for a committee is a majority of all of its members.

## **Conduct and Debate**

- 10.16 The Regional Board members who are attending a meeting of a Regional Board committee of which they are not a member may participate in a discussion only with the permission of the majority of all members of the committee.
- 10.17 The Regional Board members who are attending a meeting of a Regional Board committee of which they are not a member must not vote on a question.
- 10.18 Sections 6.19 to 6.24 of this bylaw apply to a Regional Board member's conduct and debate at a committee meeting, in the same manner as it does in relation to a Regional Board meeting.

## **REPEAL**

- 11.1 Regional District of Okanagan-Similkameen Procedures Bylaw No. 2503, 2010, together with all amendments to it, is hereby repealed.

**READ A FIRST, SECOND, AND THIRD TIME** this 21<sup>st</sup> day of February, 2013.

**ADOPTED BY AT LEAST 2/3 OF THE VOTE** this 21<sup>st</sup> day of February, 2013.

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RDOS Board Chair

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Chief Administrative Officer

## REGIONAL DISTRICT OF OKANAGAN-SIMILKAMEEN

### BYLAW NO. 2789, 2021

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A bylaw to regulate the meetings of the Board of the Regional District of Okanagan-Similkameen and the conduct thereof.

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**WHEREAS** pursuant to the *Local Government Act*, the Regional District of Okanagan-Similkameen must, by bylaw, provide for the procedure that is to be followed for the conduct of its business and the business of its select and standing committees, including the manner by which resolutions may be passed and bylaws adopted;

**AND WHEREAS** pursuant to the *Local Government Act*, the Regional District of Okanagan-Similkameen must, by bylaw, provide for advance public notice respecting the time, place and date of board and committee meetings;

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

#### **1.0 GENERAL**

- 1.1 The provisions of this bylaw govern the proceedings of the Board and all standing, select and other committees of the Board, as applicable.
- 1.2 In cases not provided for under this bylaw, the Board may determine the appropriate rules of procedure, or may follow the most current version of Robert's Rules of Order, so long as those rules are applicable in the circumstance and are not inconsistent with the provisions of this bylaw or with any Provincial Act.
- 1.3 Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time, and any bylaw referred to herein is a reference to an enactment of the Regional Board of the Regional District of Okanagan-Similkameen, as amended, revised, consolidated, or replaced from time to time.
- 1.4 The headings used in this bylaw are for convenience of reference only. They do not form part of this bylaw and are not to be used in the interpretation of this bylaw.
- 1.5 If any section, paragraph or phrase of this bylaw is for any reason held to be invalid by reason of a Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the bylaw.
- 1.6 The bylaw may not be amended or repealed and substituted unless notice of the proposed amendments is given to each Director at least five days before the meeting at which the amendment is to be introduced.

1.7 The provisions of this bylaw governing meetings of the Board apply, with the necessary changes as indicated in a Terms of Reference or Committee bylaw, to standing and select committees, and commissions. When in question, this bylaw shall prevail.

## 2.0 CITATION

2.1 This bylaw may be cited for all purposes as the **Board Procedure Bylaw No. 2789, 2021**.

## 3.0 DEFINITIONS

3.1 In this bylaw:

“Audio and video recording devices” means any equipment enabling the recording and/or transmission of sound and/or visual images;

“Board” means the Board of Directors of the Regional District of Okanagan-Similkameen, and the Okanagan Similkameen Regional Hospital District;

“Chair” means, where the context requires, the Chair of the Board elected pursuant to the *Local Government Act* or the person appointed as the Chair, or other person presiding at a meeting of the Board or Committee;

“Chief Administrative Officer” means the individual appointed by the Regional Board as the Chief Administrative Officer of the Regional District of Okanagan-Similkameen;

“Closed Meeting” means a meeting closed to the general public or employees, as deemed appropriate with items to be discussed as set out in the *Community Charter*;

“Commission” means group of people appointed by the Board for a particular advisory function

“Corporate Officer” means the individual appointed by the Regional Board as the Officer assigned the responsibility of corporate administration of the Regional District of Okanagan-Similkameen or their designate;

“Delegation” means an individual or group of people addressing the Board regarding any matter that falls within the jurisdiction of the Board, but does not include those speaking to a bylaw for which a public hearing has been held or is scheduled;

“Director” means a member of the Board, whether as a municipal Director under section 198 of the *Local Government Act*, or an electoral area Director under section 199 of the *Local Government Act*,

“Executive” means the Chair and Vice Chair of the Board, and the Chief Administrative Officer;

“Member” means a Director of the Board or a person appointed to a committee or commission, as the context requires;

“Public Notice Posting Place” means the notice board at the Regional District administration office;

“Quorum” means the minimum number of members present for a meeting to conduct substantive business.

“Regional District” means the Regional District of Okanagan-Similkameen;

“Regional District administration office” means the Regional District of Okanagan-Similkameen office located at 101 Martin Street, Penticton, British Columbia;

“Select Committee” means a committee established by the Board to consider or inquire into any matter and report its findings and opinion to the Board. Persons who are not directors may be appointed by the Board; at least one member of the committee must be a director;

“Special meeting” means any meeting other than a statutory, regular, or adjourned meeting;

“Standing Committee” means a committee established by the Chair for matters the Chair considers would be better dealt with by committee. Persons who are not directors may be appointed by the chair; at least one member of the committee must be a director;

“Vice-Chair” means, where the context requires, the Vice Chair of the Board elected pursuant to the *Local Government Act* or the person appointed as Vice Chair at a meeting of the Board or committee.

- 3.2 Unless otherwise defined in this bylaw, words used herein shall have the meanings defined in the *Interpretation Act*, *Community Charter* or the *Local Government Act*, as applicable.

#### **4.0 REGIONAL BOARD MEETINGS**

##### **Inaugural Meeting**

- 4.1 An inaugural Board meeting shall be held in accordance with the *Local Government Act*.

##### **Election of Chair/Vice Chair**

- 4.2 The Board shall elect a Chair from among its directors at the inaugural meeting pursuant to the *Local Government Act*. The Chair shall fulfill those obligations placed upon this position by legislation and by approved board policy.

- (1) The Corporate Officer shall call for nominations for the position of Chair of the Board and shall do so three (3) times. At the close of nominations, if more than one candidate has been nominated, those candidates or their representatives shall be allowed a maximum of three (3) minutes to address the Board.
- (2) In the event that there are more than two candidates in any such election and no candidate receives a clear majority of votes (i.e. 50% plus one vote) on the first ballot, the candidate receiving the least number of votes shall be deleted and a

second ballot shall be taken. Further ballots shall be taken as necessary, repeating the procedure of deleting the candidate that in each preceding ballot received the least number of votes, until a candidate with a clear majority emerges.

- (3) Only those ballots that indicate an officially nominated candidate shall be counted towards the election and be used to determine a clear majority.
- (4) In the event of a tie vote on the last ballot, the election shall be determined by the flip of a coin.
- (5) Voting shall be by secret ballot.
- (6) Notwithstanding subsection (5), a director may phone the Corporate Officer or their designate to cast their vote, if participating remotely and electronic hardware and software are not available. The Corporate Officer shall maintain the secrecy of the ballot.
- (7) Following declaration of the successful candidate by the Chief Administrative Officer, the Corporate Officer must destroy or delete the ballots cast in that election.

4.3 An election of Vice-Chair shall then be conducted pursuant to subsections above.

4.4 If the office of Chair or Vice Chair becomes vacant, the members shall elect another Chair or Vice Chair from amongst its membership as soon as reasonably possible after the vacancy occurs.

### **Schedule of Meetings**

4.5 Regular Board and Committee meetings shall be held on the dates each year established by a resolution of the Board prior to December 31 of the preceding year. At the discretion of the Board Chair and Vice Chair, a meeting of the Board of Directors may be cancelled or postponed, providing two consecutive meetings are not cancelled.

4.6 Notification of a cancelled or postponed meeting must be provided to the Corporate Officer at least 48 hours before the scheduled meeting, and the Corporate Officer must advise all Board members via email, text message, phone call, or other electronic means and the public by posting a notice on the Public Notice Posting Place.

### **Location of the Board Meetings**

4.7 All Board meetings shall take place within the Regional District administrative office.

4.8 Notwithstanding subsection 4.7, at the discretion of the Chair and Vice Chair, Regional Board meetings may take place at other locations. The change in location must be advertised in accordance with the *Local Government Act*.

### **Notice of Regular Board and Committee Meetings**

4.9 The annual schedule of regular Board and Committee meetings, established pursuant to subsections 4.5 and 4.6 of this bylaw, shall be available to the public through posting on the Public Notice Posting Place, and notice of the availability of the Schedule shall be

advertised by January 15 of each year in accordance with the public notice provisions set out in the *Local Government Act*.

- 4.10 At least 48 hours before a regular Board or Committee meeting, the Corporate Officer must give notice of the meeting agenda, including confirmation of the time, place, and date, by:
- (a) Posting the agenda on the Public Notice Posting Place at the Regional District office;
  - (b) Leaving copies of the agenda at a public counter at the Regional District office for distribution to members of the public as requested; and
  - (c) Providing an electronic copy to each member of the Regional Board;
  - (d) When providing an electronic copy is not possible, a paper version shall be provided.
- 4.11 In addition to subsection 4.10, the Corporate Officer may post agendas in another medium.

### **Notice of Special Meetings**

- 4.12 At least five (5) days before a Special meeting, the Corporate Officer must give notice of the meeting, including the time, place, and date, and a general description of the purpose of the meeting, in the same manner as provided for meeting agendas in section 4.10 of this bylaw.
- 4.13 Each copy of a notice of a special meeting must be signed by the Chair or the Chief Administrative Officer.
- 4.14 Notwithstanding sections 4.12 and 4.13, notice of a special meeting may be waived by unanimous vote of all Regional Board members.

### **Electronic Meetings**

- 4.15 Provided the conditions set out in Regional District Electronic Meetings [Regulation 271/2005](#) are met:
- (a) a Special meeting may, upon authorization of the Chair, be conducted by means of electronic or other communication facilities;
  - (b) a member of the Board or Committee who is unable to attend at a Board or Committee meeting, may, upon authorization of the Chair, participate in the meeting by means of electronic or communication facility.
- 4.16 The facilities must enable the meeting's participants to hear, or watch and hear, each other.
- 4.17 The facilities must enable the public to hear, or watch and hear, except for any part of the meeting that is closed to the public, the meeting at the specified place, and a designated Regional District officer must be in attendance at the specified place.
- 4.18 Nothing in this bylaw shall be construed to guarantee any Director or member electronic access to a meeting. Equipment failure or other occurrence that prevents or limits

electronic participation shall not result in meeting adjournment unless the failure results in loss of quorum.

### **Use of Audio and Video Recording Devices**

- 4.19 No person shall use or operate any audio or video recording device at a closed meeting without consent of the Chair.

## **5.0 PUBLIC ATTENDANCE AT REGIONAL DISTRICT MEETINGS**

### **Meetings to be Open to the Public**

- 5.1 Unless a meeting or part of a meeting is authorized to be closed to the public by the *Community Charter* or other Provincial legislation, all meetings of the Board, Committees and Commissions shall be open to the public.

### **Closed Meetings**

- 5.2 In accordance with section 117(1) of the *Community Charter*, Closed Meeting agenda documents must not be photocopied, shared or otherwise distributed by any recipient.
- 5.3 In accordance with section 117(2) of the *Community Charter*, the content of Closed Meeting Board or Committee deliberations shall not be released or announced publicly unless specific authorization to do so has been given by Board resolution adopted at a duly constituted meeting by a majority of the directors present.
- 5.4 A Board member who cannot, or will not, abide by the requirements of this section concerning the release of confidential information is expected to:
- a) Disclose that director's inability or intention to the Board before the discussion of the matter begins at the Board meeting; and
  - b) Immediately leave the Board meeting or that part of it during which the matter is under consideration

### **Visitors and Delegations to the Board**

- 5.5 A delegation shall only address the Board during a meeting if that person is providing a report or presentation that has been scheduled to the agenda for the meeting, or if the Board has passed a resolution by two-thirds member vote to hear from that person at that time.
- 5.6 A delegation who wishes to have a report or presentation scheduled to a Board meeting agenda shall request the same through the Corporate Officer. The request shall be processed in accordance with the Regional District of Okanagan-Similkameen Board and Committee Delegation Policy.
- 5.7 The Board is not obligated to deal with any matter presented by a delegation at the meeting to which it is presented.

### **Delegations where Applications are Before the Board for Consideration**

- 5.8 Where an application is before the Board for consideration, a delegation consisting of either the applicant, the designated agent of the applicant, or both, may address the Board, for a period not to exceed five (5) minutes, under one of the following circumstances and a public hearing is not a requirement of the application:
- a) where a motion has been moved to deny an application.
  - b) where a motion has been moved to add conditions prior to approval of an application.
  - c) where a decision by the CAO, or their delegate, is being reconsidered in accordance with the Regional District's *Chief Administrative Officer Delegation Bylaw*.
  - d) a motion to hear from a delegation is passed by a 2/3 Corporate vote.
- 5.9 Delegations under section 5.8 may address the Board in any one of the following forms:
- a) attendance at the board meeting by the applicant or their appointed representative.
  - b) written correspondence received by the Corporate Officer no later than 9 a.m. on the day an application is to be considered by the Board.
  - c) teleconference, subject to the following:
    - i) a request for this form of address is received by the Regional District no less than 2 days prior to consideration by the Board;
    - ii) contact information for the delegation is provided to the Regional District no less than two (2) days prior to consideration by the Board;
    - iii) The delegation is prepared to connect with the Regional District at the time designated on the board agenda (NOTE: after two (2) attempts to connect with a delegation during a board meeting, the Chair may deem a delegation to be not in attendance).

## **6.0 RULES OF PROCEDURE AT BOARD MEETINGS**

### **Agenda Preparation and Order of Proceedings**

- 6.1 Prior to each meeting of the Board, the Corporate Officer shall prepare an agenda for approval by the Executive, of all items to be considered by the Board at the meeting.
- 6.2 Once released, the agenda is considered to be in the possession of the Board and a late item may be approved for addition to an agenda by the Board by a two-thirds vote of the Board at the meeting.
- 6.3 The agendas for all regular Regional Board meetings shall contain the following matters where there are items pertaining to them:

- Adoption of Agenda
- Consent Agenda
- Delegations
- Department Reports (listed by Department)
- Other Business
- Closed Session
- Adjournment

The Board may, by resolution, establish a specific period of time in which the order or content of the agenda may be adjusted for the purpose of investigating potential changes to increase the efficiency or effectiveness in the conducting of business. Upon expiry of the specified term, the Board must either revert back to the order determined in this bylaw, or amend the bylaw to reflect changes.

- 6.4 Notwithstanding Section 6.3, the order in which business on the Agenda shall be dealt with may vary by consensus of the Directors present.
- 6.5 No Board meeting may start or continue past 5:00 p.m. unless the Board passes a majority resolution to start or continue that meeting past that time.
- 6.6 During discussion, members of the Board may make motions, pose inquiries and make suggestions upon being recognized by the Chair. Items of new business which are not included in the agendas and are of a complex nature or that may affect existing Regional District bylaws and policies shall be introduced as a "Notice of Motion" for placement on an agenda for a future meeting. Other items of new business which are not of a complex nature, and do not require a motion may be accepted as verbal reports from any member of the Board and noted under Other Business.
- 6.7 Any director may give a notice of motion to the Board by:
  - (a) Providing the Corporate Officer with a written copy of such motion during a meeting of the Board and the Corporate Officer shall, upon the director being acknowledged by the chair and the notice of motion being read to the meeting, include it in the minutes of that meeting as a notice of motion and shall add the motion to the agenda of the next regular board meeting, or to the agenda of a special board meeting scheduled for that purpose; or
  - (b) Providing the Corporate Officer with a written copy of such motion, no later than nine working days prior to the scheduled meeting, and the Corporate Officer shall add the motion to the agenda for said meeting.
- 6.8 Notwithstanding section 6.6, the requirement for a notice of motion for a matter of new business may be waived by a two-third vote of the Board when a matter is deemed time sensitive.

## **Quorum**

- 6.9 Quorum is the majority of members of the Board.
- 6.10 As soon after the time specified for a meeting as there is a quorum present, the Chair, if present, must take the chair and call the meeting to order. Where the Chair is absent, the member designated in accordance with this bylaw to act in the Chair's place for that meeting must take the chair and call the meeting to order.
- 6.11 If a quorum is present, but neither the Chair nor the member designated in accordance with this bylaw to act in the Chair's place for that meeting is present within 15 minutes of the time specified for the meeting, the Chief Administrative Officer, or their designate shall call the meeting to order and the members of the Board present shall choose one among them to preside at the meeting.

- 6.12 If there is no quorum of the Board present within 15 minutes of the time specified for the Board meeting, the Chief Administrative Officer or their designate shall record the names of the members present and those absent and shall adjourn the meeting to the next regular scheduled meeting.

### **Voting at Meetings**

- 6.13 When debate on a matter is closed and the Board is ready to vote, the Chair must put the matter to a vote by asking who is in favour of the question and then who is opposed.
- 6.14 Once the Chair has put the question to a vote, voting shall be by show of hands, by verbal confirmation, or by electronic vote, if facilities are so provided, and a member of the Board shall not cross or leave the room, make a noise or other disturbance, or interrupt the voting procedure except to raise a point of order.
- 6.15 After the Chair has put the question to a vote, a member of the Board shall not speak to the question or make a motion concerning it. The Chair's decision as to whether a question has been finally put is conclusive.
- 6.16 Should the votes on a question, other than an appeal of a decision of the Chair on a point of order, be equal for and against, the motion is defeated.
- 6.17 Whenever a vote of the Board is taken, the Chair must state the names of those members voting in the negative, and those names must be entered into the record. The Chair must declare the result of the voting by stating whether the motion is carried or is defeated.
- 6.18 Where a member who is present when a vote is taken abstains from voting, that Member shall be deemed to have voted in the affirmative.

### **Conduct and Debate at Meetings**

- 6.19 A member shall speak at a meeting only after being recognized by the Chair, except to raise a point of order in accordance with Schedule 'A'
- 6.20 A Member shall address other members by their title and their surname, as applicable (for example, Chair \_\_\_\_\_ or Vice-Chair \_\_\_\_\_ or Director \_\_\_\_\_).
- 6.21 No member shall interrupt another member who is speaking, except to raise a point of order, and members shall at all times use respectful language and shall not use offensive gestures or signs.
- 6.22 A member may make a motion to move the question being debated at a meeting at any time during the debate. This motion requires a seconder and must be adopted by a two-thirds vote.
- 6.23 Members may be limited to speaking twice only in connection with a single question, by the Chair, except to reply to debate on a substantive motion which the member has made.

- 6.24 Despite section 5.1 of this bylaw, the Chair at a meeting may expel and exclude from any meeting a person, including another member, whom the Chair considers is engaging in inappropriate conduct.

### **Motions Generally**

- 6.25 The Board or Committee may debate and vote on a motion only if it is first made by one member and then seconded by another.
- 6.26 The following motions are neither amendable nor debatable:
- (a) to table the main motion;
  - (b) to postpone the main motion, either indefinitely or to a specified time;
  - (c) to move the question; or
  - (d) to adjourn.
- 6.27 If so requested by a member, the Board or Committee must vote separately on each distinct part of a question that is under consideration at a meeting.
- 6.28 A resolution must be in written form.
- 6.29 The Chair of the Board meeting may read, or have a staff member read, the proposed resolution and may then request a motion that the resolution be introduced or delayed until such time as it may be dealt with.

### **Amendments Generally**

- 6.30 A Regional Board member may, without notice, move to amend a motion that is being considered at a Regional Board meeting.
- 6.31 A proposed amendment must be produced in writing by the mover if requested by the Chair.
- 6.32 A proposed amendment must be decided or withdrawn before the motion being considered on the main question is put to a vote.
- 6.33 An amendment may be amended once only.
- 6.34 A motion to amend that has been defeated by a vote of the Regional Board cannot be proposed again.

## **7.0 BOARD MINUTES**

- 7.1 Minutes of the proceedings of the Board or Committee shall not record the Mover or Secunder of a motion, but shall record the name of any Director who votes in opposition of a motion.
- 7.2 Minutes of the proceedings of the Board must be legibly recorded, certified as correct by the Corporate Officer, and signed by the Chair or other member presiding.

- 7.3 Subject to section 7.3 of this bylaw, the adopted minutes of the proceedings of the Board must be available to the public. Excerpts from draft minutes may be provided upon request.
- 7.4 Section 7.2 of this bylaw does not apply to minutes of a Board meeting, or part of a meeting, from which persons were excluded pursuant to section 5.1 of this bylaw.

## **8.0 BYLAWS**

### **Copies of Proposed Bylaws to the Board Members**

- 8.1 A proposed bylaw may be introduced at a Board meeting only if a copy of it has been made available to each Board member and the Chief Administrative Officer at least 48 hours prior to the Board meeting, or if all Regional Board members unanimously agree to waive this requirement.
- 8.2 Notwithstanding subsection 8.1, procedure bylaws shall be dealt with in accordance with the *Local Government Act* section 225.

### **Form of Bylaws**

- 8.3 A bylaw must be printed, have a distinguishing name and a distinguishing number, and must be divided into relevant sections.

### **Reading Consideration of Proposed Bylaws**

- 8.4 The Board must consider a proposed bylaw at a Board meeting either:
- (a) separately when directed by the Chair or requested by another Board member; or
  - (b) jointly with other proposed bylaws in the sequence determined by the Chair providing the voting entitlement and weighting is the same for all bylaws under consideration.
- 8.5 The Chair of the Board meeting may read, or have the Chief Administrative Officer read, a synopsis of each proposed bylaw or group of bylaws and may then either request a motion or read a motion which has already been submitted that the proposed bylaw or group of bylaws be given appropriate readings.
- 8.6 A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Local Government Act*.

### **Bylaws Must be Signed**

- 8.7 After a bylaw is adopted and signed by the Corporate Officer and the Chair of the meeting at which it was adopted, the Corporate Officer must have it placed in the Regional District's records for safekeeping and endorse upon it:
- (a) the Regional District's corporate seal; and
  - (b) the dates of its readings, adoption and any required approvals that have been obtained.

## **9.0 COMMITTEES**

### **Establishment of Committees**

- 9.1 The Chair may establish standing committees and the Board may establish select committees in accordance with the provisions of the *Local Government Act*.
- 9.2 The Board may establish other committees in accordance with the provisions of the *Local Government Act*.

### **Duties of Standing Committees**

- 9.3 Standing Committees must consider, inquire into, report on, and make recommendations to the Board about any of the following:
- (a) matters that are related to the general subject indicated by the name of the committee;
  - (b) matters that are assigned by the Board;
  - (c) matters that are assigned by the Chair.

### **Duties of Select Committees**

- 9.4 Select Committees must consider, inquire into, report on, and make recommendations to the Board about matters referred to the committee by the Board, as soon as possible, unless a date and time is established by the Board.

### **General Duties of Committees and Commissions are as follows:**

- 9.5 All committees and commissions are considered to be advisory in nature.
- 9.6 No committee or commission has the power to pledge the credit of the Board or commit the Board to any particular action.
- 9.7 No member of a committee or commission shall give specific direction to any staff member. The responsibility of giving specific direction to administration shall reside with the full Board at a duly assembled meeting, unless otherwise delegated to the Chief Administrative Officer.
- 9.8 The minutes of each committee or commission, along with that committee's recommendation to the Board, shall be submitted to the Board for consideration at the next meeting of the Board.
- 9.9 Notwithstanding procedures contained within this bylaw, local community commissions may be established and operate pursuant to provisions in the *Local Government Act*.

### **Attendance of Non-Commission Members at Commission Meetings**

- 9.10 The Board members who are not members of a commission may attend the meetings of the commission.

- 9.11 Unless a meeting or part of a meeting of a commission is authorized to be closed to the public by the *Community Charter*, all meetings of commissions shall be open to the public.
- 9.12 Delegations wishing to address a commission meeting regarding an issue that falls under the terms of reference for said commission shall contact the chair of the commission to make appropriate arrangements. The commission shall, in open meeting, determine by 2/3 vote whether to permit the delegation to address the commission.

### **Minutes of Committee and Commission Meetings**

- 9.13 Whenever a vote of a committee or commission is taken, the chair must state the names of those members voting in the negative, and those names must be entered into the record. The chair must declare the result of the vote by stating whether the motion is carried or is defeated.
- 9.14 Minutes of the proceedings of a committee or commission meeting must be legibly recorded, certified as correct by the Corporate Officer or recording secretary, in the case of advisory committees and commissions, and signed by the Chair of the meeting upon adoption.
- 9.15 Minutes of all committees and commissions must be forwarded to the Corporate Officer for inclusion on the Board agenda. Commission meeting minutes containing recommendations which may impact resources, work plans or may require further legislative or legal research shall not be included on the consent agenda but placed in their entirety on the regular agenda within the appropriate department section for introduction and discussion.
- 9.16 The adopted minutes of the proceedings of Committees and Commissions must be available to the public upon adoption in open meeting, in accordance with the requirements of the *Local Government Act*.

### **Quorum at Committee and Commission**

- 9.17 Unless otherwise stated in the terms of reference or establishing bylaw of the committee or commission as adopted by the Board, the quorum for a committee or commission is a majority of all of its members.

### **Ex-Officio attendance**

- 9.18 A Board member who is attending a meeting of a committee or commission of which they are not a member may participate in a discussion only with the permission of the majority of all members of the committee or commission.
- 9.19 A Board member who is attending a meeting of a committee or commission of which they are not a member must not vote on a question.
- 9.20 Section 6 [Rules of Procedure at Board Meetings] of this bylaw applies to a committee or commission meeting, in the same manner as it does in relation to a Board meeting, where applicable.

**10.0 Public Health Orders**

10.1 Where a Public Health Order has been issued regarding public meetings or gatherings, the Public Health Order shall prevail.

**11.0 Schedules**

This bylaw contains the following schedules:  
Schedule A Point of Order & Privilege  
Schedule B Reconsideration  
Schedule C Conflict of Interest

**12.0 REPEAL**

12.1 Regional District of Okanagan-Similkameen Procedure Bylaw No. 2620, 2013, together with all amendments to it, is hereby repealed.

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

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

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

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

## Schedule A - Point of Order and Privilege

### Point of Order

Any member who believes that the Chair has not enforced the rules may call attention to it by making a Point of Order, or raise a question of order. The point of order must be raised immediately even if it means interrupting a speaker or the Chair.

The Chair is to stop proceedings, and call for that member to rise and state their point of order. The Chair may then make a ruling on whether the point is well taken or not well taken, stating their reasons. Alternatively, the Chair may break for parliamentary ruling, make a brief inquiry for parliamentary inquiry while at the table or put the matter to the Board for vote. If the Board reaches a decision by vote, the original matter is no longer subject to appeal.

Three possible statements a Chair may make:

1. "That is not a point of order" - It is most likely a statement of opinion or similar and should be dealt with quickly.
2. I will accept your point of order and therefore ..." - In this instance the chair will continue the meeting according to the correct procedure, having had attention drawn to a breach or irregularity.
3. "I do not accept your point or order" - In this case the chair may continue with the meeting as if there had been no interruption.

Examples of valid points of order:

- Ø the speaker is not speaking to the motion.
- Ø the speaker is repeating the same points he has already made.
- Ø the motion contravenes our by-laws.
- Ø the specific facts the speaker is giving are incorrect. (Note: this is not a statement of opinion, but of fact and assumes the person raising the point of order can validate the point)
- Ø the speaker's time limit has expired.
- Ø the language the speaker is using is offensive.
- Ø the meeting no longer has a quorum.

Examples which are not valid points of order:

- Ø that's not true.
- Ø I disagree with that.
- Ø I want to explain why I said that.
- Ø the speaker shouldn't be allowed to say that.
- Ø how long do we have to listen to this?
- Ø I can't hear what the speaker is saying.

*Standard Characteristics of a Point of Order:*

- Ø Takes precedence over any pending question out of which it may arise
- Ø Does not require a seconder
- Ø Is not debatable, unless the Chair consents to allow the calling member to explain their point. If the Chair submits the point to a vote, debate may take place in the same way as an appeal.
- Ø Is not amendable
- Ø Can not be reconsidered
- Ø Is ruled on by the Chair, unless the Chair is in doubt and puts it to a vote, or their ruling is appealed.

An appeal:

- Ø Must be seconded
- Ø Is debatable unless related to indecorum or a transgression of the rules of speaking
- Ø Is not amendable
- Ø Is determined by majority or tie vote
- Ø May be reconsidered

In an ordinary meeting, it is not desirable to raise a point of order on minor irregularities of a purely technical character if it is obvious no ones rights are being infringed upon and no harm is done to regular business.

Privilege

A matter of privilege includes reference to any of the following motions:

- a. to fix the time to adjourn;
- b. to adjourn;
- c. to recess;
- d. to raise a question of privilege of the Board; and
- e. to raise a question of privilege of a member of the Board.

A matter of privilege must be immediately considered when it arises at the Board meeting.

For the purposes of order, a matter of privilege listed above has precedence over those matters listed after it.

A member may say "I would like to move a matter of privilege and request that we fix the time of 4:00 p.m. to adjourn the meeting."

## Schedule B - Reconsideration

- 1.1 A motion to reconsider may be made by a member who voted on the prevailing side provided the motion is made at the same meeting at which the vote sought to be reconsidered was taken.
- 1.2 Without limiting the authority of a board to reconsider a matter, the chair may require the board to reconsider and vote again on a matter that was the subject of a vote.
- 1.3 In exercising the power under subsection 1.2 above, the chair may return the matter for reconsideration at the same board meeting as the vote took place, or at the meeting of the board following the original vote.
- 1.4 On a reconsideration, the board
  - i. must deal with the matter as soon as convenient, and
  - ii. on that reconsideration, has the same authority it had in its original consideration of the matter, subject to the same conditions that applied to the original consideration.
- 1.5 If the original decision was the adoption of a bylaw or resolution and that decision is rejected on reconsideration, the bylaw or resolution is of no effect and is deemed to be repealed.
- 1.6 No resolution shall be reconsidered more than once on the same question, nor shall a vote to reconsider be reconsidered. (RROO)
- 1.7 A matter may not be reconsidered if
  - i. it has had the approval of the electors or the assent of the electors and was subsequently adopted by the board, or
  - ii. there has already been a reconsideration under this section in relation to the matter, or
  - iii. It has been acted on by an officer, employee or agent of the Regional District.

## Schedule C - Conflict of Interest

If a Board member considers that he or she is not entitled to participate in the discussion of a matter and to vote on a question in respect of a matter because of a conflict of interest, they shall conduct themselves in accordance with the law, including with the provisions of the *Community Charter* and *Local Government Act*.

The *Community Charter* provides a procedure for Board Members to disclose conflicts of interest in public, leave the meeting and refrain from attempting to influence the voting on the question and is extracted, in part below, for the Board's convenience.

The *Community Charter* sets out disclosure of conflict and restrictions on participating as follows:

- 100** (1) This section applies to council (Board for RD's) members in relation to
- (a) council meetings,
  - (b) council committee meetings, and
  - (c) meetings of any other body referred to in section 93 [*application of open meeting rules to other bodies*].
- (2) If a council member attending a meeting considers that he or she is not entitled to participate in the discussion of a matter, or to vote on a question in respect of a matter, because the member has
- (a) a direct or indirect pecuniary interest in the matter, or
  - (b) another interest in the matter that constitutes a conflict of interest,
- the member must declare this and state in general terms the reason why the member considers this to be the case.
- (3) After making a declaration under subsection (2), the council member must not do anything referred to in section 101 (2) [*restrictions on participation*].
- (4) As an exception to subsection (3), if a council member has made a declaration under subsection (2) and, after receiving legal advice on the issue, determines that he or she was wrong respecting his or her entitlement to participate in respect of the matter, the member may
- (a) return to the meeting or attend another meeting of the same body,
  - (b) withdraw the declaration by stating in general terms the basis on which the member has determined that he or she is entitled to participate, and
  - (c) after this, participate and vote in relation to the matter.
- (5) For certainty, a council member who makes a statement under subsection (4) remains subject to section 101 [*restrictions on participation if in conflict*].
- (6) When a declaration under subsection (2) or a statement under subsection (4) is made,
- (a) the person recording the minutes of the meeting must record:
    - (i) the member's declaration or statement,
    - (ii) the reasons given for it, and

- (iii) the time of the member's departure from the meeting room and, if applicable, of the member's return, and
- (b) unless a statement is made under subsection (4), the person presiding at that meeting or any following meeting in respect of the matter must ensure that the member is not present at any part of the meeting during which the matter is under consideration.

**101** (1) This section applies if a council member has a direct or indirect pecuniary interest in a matter, whether or not the member has made a declaration under section 100.

(2) The council member must not

- (a) remain or attend at any part of a meeting referred to in section 100 (1) during which the matter is under consideration,
- (b) participate in any discussion of the matter at such a meeting,
- (c) vote on a question in respect of the matter at such a meeting, or
- (d) attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter.

(3) A person who contravenes this section is disqualified from holding office as described in section 108.1 [*disqualification for contravening conflict rules*] unless the contravention was done inadvertently or because of an error in judgment made in good faith.

**Conflict of Interest Exceptions Regulation B.C. Reg. 91/2016 states:**

For the purposes of section 104 (1) (e) [*exceptions from conflict restrictions*] of the Act[*Community Charter*], a pecuniary interest in relation to a representative in the nature of a specified interest that arises as a result of

- (a) the representative being appointed by a governing body to the board of the entity, and
- (b) the representative
  - (i) attending any part of a meeting during which the specified interest is under consideration by the following:
    - (A) the governing body;
    - (B) a committee of the governing body;
    - (C) any other body referred to in section 93 [*application of rules to other bodies*] of the Act,
  - (ii) participating in any discussion of the specified interest at such a meeting, or
  - (iii) voting on a question in respect of the specified interest at such a meeting is prescribed.